



AGRICULTURAL LAND COMMISSION

Memorandum

September 17, 2014

RE: The ALC Online Application Portal (the “Application Portal”)

The new online Application Portal (the “Application Portal”) is consistent with the ALC’s strategic initiatives laid out by the ALC Board and Chair and is expected to launch late Fall 2014.

The Application Portal will be accessed by applicants and local governments from the ALC website, where links to sample applications, templates and supporting documents will also be available. Applicants will be able to view the questions required for each application type or notice of intent as well as guidance documents in advance of filling in the online application. Local governments will be able to process the applications through the Application Portal and forward its comments and recommendations to the ALC. The online application system will provide more transparency to those applications received, considered, and decided upon by the ALC. Applications and their status will also be viewable by the public on the website throughout the application process.

When the new Application Portal is launched, the paper based application process will end. The ALC anticipates that there will be a period of transition where both in-stream paper applications and new electronic applications, will be processed by local governments and the ALC.

Please refer back to the ALC website for periodic updates.