

## Instructions for Completing Forest Land Form

**Note:** *The Forest Land form should be used both for forest-zoned land and forest land that is within mixed farm-forest zones.* Measure 37/49 decisions do not require a cover form and should be identified, kept separate from and not tallied together with other forest land decisions. The form has been reorganized and updated and should now be easier to complete. It is now in interactive pdf format, and can either be filled out online before printing, or printed out to be completed manually. A few questions have been added to provide the Department of Land Conservation and Development (DLCD) with more complete data. Questions that are no longer needed have been deleted. Within the next year, we hope to make this form available for completion and submittal online. Until then, we appreciate your taking the time to fill in the forms completely and accurately. Please print the Forest Land form on green paper, attach it to the county's findings supporting its decision (including a vicinity map) and mail them together with the Summary and Certificate of Accuracy sheet to our Salem office by the end of February of each year, for the previous year. If you prefer, the forms may be mailed to us at six-month intervals. There is no need to attach appendices or long supplemental reports – please do not include CDs.

### **I. General Information**

Please fill out this section in full. For question 3, the last name is sufficient. For question 5, we'd like to know if, prior to the decision, the land was in forest tax deferral. For question 7, please remember to add directional coordinates (NSEW). In question 8, the reference to "tract" means "in the same ownership," except for lots of record, when "tract" is defined using the more extensive meaning of "owner" described in ORS 215.705(6).

### **II. Uses Other Than Dwellings**

Please report decisions on all uses that involve buildings or structures and other uses that are identified as allowable in ORS 215 and OAR Division 6. Describe the specific purpose of any accessory structure and to what primary use it is accessory. There is no need to report decisions on: interpretations, waivers, dimensional variances, signs, fences, additions or alterations that do not involve additional dwelling units or change in the original use, co-locations such as for cell towers or temporary permits for uses other than buildings. For question 3, please choose from the options on the drop-down menu of the interactive form. If a use was approved as part of a land division noted in Section IV of the form, please indicate this in section IV under question 4 *instead* of in Section II.

### **III. Dwellings**

Please report all decisions on both permanent and temporary dwellings. For question 8, the tract reference is as described in the instructions for section I above. Question 9 refers to the statutory lot of record and accessory farm dwelling parcel consolidation requirements. If a dwelling or dwellings were approved as part of a land division noted in Section IV of the form, please indicate this in Section IV under question 4 *instead* of in Section III.

### **IV. Land Divisions and Lot Line Adjustments**

Please enter the remainder of the parent parcel acreage (the largest portion) on the line for parcel 1. Enter Forest on the Forest/Non-Forest lines if the resulting parcels 2 and 3 meet or exceed the applicable minimum parcel size of the zone as identified in section I above. Otherwise, enter Nonforest. If a land division involves an existing dwelling or an approved dwelling(s) or other use, please indicate this.