



**May 2023**

# **Timber Management Plan Guidance**

## **Chelan County Assessor**

350 Orondo Ave., Suite 206  
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(509) 667-6375

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**Chelan County Assessor**  
**Questions?**

Erin Fonville, Assessment Administrative Manager  
(509) 667-6375 or [erin.fonville@co.chelan.wa.us](mailto:erin.fonville@co.chelan.wa.us)

## What is a Timber Management Plan?

A Timber Management Plan (TMP) is an operating plan that guides the management activities on classified designated forest land (DFL) to ensure that the property is primarily used for growing and harvesting timber for commercial purposes. The plan should contain site specific details regarding the access, topography, soils, timber type and current condition of the timber on the property. The plan should also include both short-term and long-term goals of the landowner for managing the timber as well as identify the management activities to reach those goals.

## When is a Timber Management Plan Required?

A TMP is required when applying for the designated forest land (DFL) classification and at any time that a sale or transfer of property currently classified occurs and the new owner wishes to continue in the program. The purchaser must provide an updated TMP that meets the requirements of the law within 90 days of the sale closing date. The Chelan County Assessor's Office requires that a TMP Agreement be signed by the new owner agreeing to submit the updated plan prior to the recording of the conveyance documents and the Notice of Continuance. This agreement does not get recorded but is placed into the property file. An example of the agreement form can be found in Appendix A of this document.

*IMPORTANT: Failure by the new owner to submit an updated TMP within 90 days of the sale date may result in removal from the program and payment of the compensating taxes and any penalties.*

## Who should prepare the plan?

The plan should be prepared by a professional forester or any other person with adequate knowledge of timber management practices, concerning the use of the land to grow and harvest timber. While our office cannot recommend a forester we do have a list of foresters known to work in Chelan County on page 6. This list is taken from the WSU Extension Forestry website at [www.forestry.wsu.edu](http://www.forestry.wsu.edu).

## What should be included?

A Timber Management Plan must include the following:

- The legal description of the land, including the assessor's parcel number.
- The date (or dates) of the land acquisition, a statement that the land has the same ownership, **consists** of contiguous acreage, and is primarily devoted and used to grow and harvest timber.
- A brief description of the timber (major species, size, age and condition).
- If the timber has been harvested describe the plans for reforestation. If the land has no trees presently growing on it, describe the plans to restock within 3 years of designation.
- A description of past and present livestock grazing on the land.
- A description of whether the land is in compliance with the stocking requirements including the number of trees per acre, planned forest management activities (thinning, harvest, brush control), fire protection efforts, insect and disease control, and weed control and forest debris abatement provisions of the Washington Forest Practices Act Title 76 RCW.
- A statement indicating whether the land is subject to forest fire protection assessments pursuant to RCW 76.04.610.

## Additional recommended information

1. Goals – describe the ownership goals for the land and provide an outline of the intended management of the land.

### Example questions:

*Briefly describe your long-term forest management goals and/or objectives and how you intend to use the land for continued classification.*

*Summarize any protection measures of valuable resources that have occurred on the land since enrollment into the program (e.g. brush abatement, fire control, insect, disease and weed control). Explain the methods used and timing.*

2. Forest types and stands –provide an inventory of the timber by forest type including stocking levels and forest health conditions. It is extremely helpful if the forester that is writing the plan can delineate each stand of timber with the land grade (species & tree height) and operability class as described in [WAC 458-40-530](#) along with the acres of each stand. Please see the Land Grade and Operability Class section for more information.

### Example questions:

*Please provide a brief description of the current conditions of the timber on the land for each stand of timber including the major tree species, estimated trees per acre, average tree height and age. Please note any excessive blowdown, fire damage, root rot or other forest health issues.*

3. Timber management information explaining any previous, current or planned activities. It is extremely helpful to the assessor's office if the author of the TMP also describes the long-term management plans for the property and provides a timeline for such activities to occur.

### Example questions:

*Has the land been harvested for commercial purposes? If yes, please provide the date of harvest, harvest volume (MMBF or MBF) and the Forest Practice Application #.*

*Has the land been planted? If yes, please provide planting date, species and approximately how many trees per acre were planted on how much acreage?*

*If the land has not been stocked and does not meet the requirement of an average of 150 vigorous, undamaged, well-distributed seedlings per acre of a commercial tree species after harvesting timber and removing more than 50 percent of the timber volume under WAC 222-34-020 then please explain any reforestation efforts.*

*Has the land been pre-commercially thinned? If yes, please provide the date and acres thinned as well as the spacing of the remaining trees post thinning (e.g. 20' x 20').*

*Have there been any new construction and/or maintenance of access roads for forest management and fire protection on the property? If yes, please provide the date and approximately how many miles of new construction and or approximately how many miles of road maintained.*

### Example table:

#### **LONG-TERM ACTION PLAN TIMETABLE FOR IMPLEMENTATION**

*List the target dates in the table below for all planned management activities that will be used to actively manage this property to ensure the maximum production and harvest of commercial forest products. Years*

2020 to 2045 can be written with generalities, assumptions and flexibility because of the uncertainty of dealing with natural systems over long time periods. The dates and the activities will all be estimates and will be treated as such.

<b>ACTIVITY</b>	<b>2015-2020</b>	<b>2020-2025</b>	<b>2025-2030</b>	<b>2030-2035</b>	<b>2035-2040</b>	<b>2040-2045</b>
<i>Harvesting</i>						
<i>Commercial Thinning</i>						
<i>Pre-commercial thinning</i>						
<i>Planting</i>						
<i>Brush removal</i>						
<i>Fire Control</i>						
<i>Insect or Disease</i>						
<i>Weed Control</i>						

4. Resource inventory and environmental impact considerations – describe the types and species of plants and animals, predominant habitats, wetlands, any endangered species, and aesthetic resources present on the land.
5. A map or aerial photo showing the property lines, access roads, topography, water or other physical features of the property.
6. A statement acknowledging that the owner is aware of the potential tax liability involved when the land ceases to be classified as Timber Land or Designated Forest Land.

## Other helpful information to provide

### Permits

Any forest practice (FPA) permits obtained through the DNR including but not limited to permits for harvest or commercial thinning or any permits related to other commercial forestry activities (e.g. chemical spray, hydraulic (HPA) permit from WDFW, etc.).

### Receipts

Any receipts for payment of Forest Excise Tax, restocking/replanting, logging, road work or any other commercial forestry activities.

## Land Grade & Operability Class

The Assessor is required by the legislature under [WAC 458-40-530](#) to use the following land grades and operability classes as defined in the citation to determine the assessed value of the land under [WAC 458-40-540](#), which is updated annually.

*For Eastside Forests the land grades are as follows:*

### *EASTSIDE*

<i>Douglas Fir</i>	<i>140 ft. and over</i>	<i>3</i>	<i>*1</i>
<i>&amp;</i>	<i>120-139 ft.</i>	<i>4</i>	<i>*1</i>
<i>Ponderosa Pine</i>	<i>96-119 ft.</i>	<i>5</i>	<i>*1</i>
	<i>70-95 ft.</i>	<i>6</i>	<i>*1</i>
	<i>under 70 ft.</i>	<i>7</i>	<i>*1</i>
	<i>Marginal forest productivity</i>	<i>7 or 8</i>	<i>*2</i>
	<i>Noncommercial</i>	<i>8</i>	

*\*1 These are the site indices for one hundred percent stocked stands. Stands with lower stocking levels would require higher site indices to occur in the same land grade.*

*\*2 Marginal forest productivity is land grade 7 operability class 3, in the following townships. All marginal forest productivity in other townships is land grade 8.*

*The operability classes are defined as:*

**(3) Operability classes.** Operability classes are established according to intrinsic characteristics of soils and geomorphic features. The criteria for each class apply statewide.

**(a) Class 1-Favorable.** Stable soils that slope less than thirty percent. Forest operations do not significantly impact soil productivity and soil erosion. Forest operations, such as roading and logging, are carried out with minimal limitations.

**(b) Class 2-Average.** Stable soils that slope less than thirty percent, but on which significant soil erosion, compaction, and displacement may occur as a result of forest operations.

**(c) Class 3-Difficult.** Soils with one or both of the following characteristics:

**(i)** Stable soils that slope between thirty and sixty-five percent; and

**(ii)** Soils that slope between zero and sixty-five percent, but display evidence that rapid mass movement may occur as a direct result of forest operations.

**(d) Class 4-Extreme.** All soils that slope more than sixty-five percent.

**(e) Variations.** Unique conditions found in any one geographic area may impact forest operations to a greater degree than the above classes permit. With documented evidence, the department of revenue may place the soil in a more severe class.

## Foresters who work in Eastern Washington

The list is derived aware of that may prepare plans in Chelan County from the WSU Extension Forestry. You can learn more about each company by visiting the WSU website at [www.forestry.wsu.edu](http://www.forestry.wsu.edu) and clicking on the Washington State Consulting Forester and Silvicultural Contractor Directory under the “Resource and Assistance Directories” heading. Preparation of the Timber Management Plan is not limited to the Foresters listed below. No endorsement is implied nor intended for any forester listed.

### Alpha Services

PO Box 3369, Coeur d’Alene, ID 83816  
(208) 765-0880 or [richiv@alphaservices.us](mailto:richiv@alphaservices.us)

### American Forest Management Inc.

11915 NE 128th St, Ste 110, Kirkland, WA, 98034  
(425) 820-3420 or [dennis.dart@afmforest.com](mailto:dennis.dart@afmforest.com)

### American Resource Analysis, Linda Mycek

PO Box 264, Curlew, WA 99118  
(509) 779-4343 or [linda.mycek@hotmail.com](mailto:linda.mycek@hotmail.com)

### ArborInfo LLC, Tom Hanson

2406 N Castle Way, Lynnwood, WA, 98036  
(206) 300-9711 or [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com)

### Atterbury Consultants

PO Box 891, Darrington, WA, 98241  
(206) 499-0080 or [pwagner@atterbury.com](mailto:pwagner@atterbury.com)

### Borras Forestry Services

219 W. Bender Rd., Ellensburg, WA 98926  
(509) 925-2701 or [thembi@mcn.org](mailto:thembi@mcn.org)

### Call of the Wild, Judy Swank

PO Box 195, Carlton, WA 98814  
(509) 923-1965 or [sjudybug@aol.com](mailto:sjudybug@aol.com)

### Cascade Resource Management

900 SE State Route 3, Shelton, WA, 98584  
(360) 507-8628 or [cascadeservices@comcast.net](mailto:cascadeservices@comcast.net)

### Cascade Woodland Design, Inc

2214 Fir St SE, Olympia, WA, 98501  
(360) 791-6106 or [rick@cwd-forestry.com](mailto:rick@cwd-forestry.com)

### Copper Mt. Forestry

2495 SR 20, Wauconda, WA 98859  
(509) 496-7938 or [lowry@coopermtforestry.com](mailto:lowry@coopermtforestry.com)

### Curlew Seed, Inc & Curlew Forestry

300 Kroupa Rd, Curlew, WA, 99118  
(509) 207-0320 or [forestry@curlewseed.com](mailto:forestry@curlewseed.com)

### Jackson & Prochnau, Inc

PO Box 13198, Olympia, WA, 98508  
(360) 352-9680 or [info@jacksonandprochnau.com](mailto:info@jacksonandprochnau.com)

### Kellen Salseina Forestry

1054 Starvation Lake Rd, Colville, WA, 99114  
(509) 675-8369 or [kellensalseina@gmail.com](mailto:kellensalseina@gmail.com)

### Knowlton Forestry [kforestry.com](http://kforestry.com), Shane Knowlton

1571 Hwy 7, Oroville WA 98844  
(509) 560-3065 or [shane.knowlton@kforestry.com](mailto:shane.knowlton@kforestry.com)

### Lorenz Forestry LLC

PO Box 4031, Tumwater, WA, 98501  
(360) 951-0117 or [c\\_4str@yahoo.com](mailto:c_4str@yahoo.com)

### Northwest Management Inc., Luke Machtolf

PO Box 1103, Deer Park, WA 99006  
(509) 276-4699 or [machtolf@northwestmanagement.com](mailto:machtolf@northwestmanagement.com)

### Pacific Forest Resources, Inc

PO Box 395, Enumclaw, WA, 98022  
(360) 825-2921 or [pacificforestresources@msn.com](mailto:pacificforestresources@msn.com)

### Peninsula Urban Forestry, LLC

104 N Laurel St., Ste 110, Port Angeles, WA, 98362  
(360) 504-3825 or [contact@peninsulauf.com](mailto:contact@peninsulauf.com)

### Prochnau Forest Consultants, LLC

6230 Capitol Blvd, Olympia, WA, 98632  
(360) 742-3373 or [info@forestconsultants.com](mailto:info@forestconsultants.com)

### Richard A Grotefendt

PO Box 1794, North Bend, WA, 98045  
(206) 914-3591 or [grotefen@uw.edu](mailto:grotefen@uw.edu)

### Roots Forestry Consulting

16102 4th Ave NW, Arlington, WA 98223  
(360) 631-7606 or [roots.forestry@gmail.com](mailto:roots.forestry@gmail.com)

### Stewardship Forestry and Science

PO Box 1212, Vashon, WA 98070  
(206) 391-9832 or [derek@stewardshipforestry.com](mailto:derek@stewardshipforestry.com)



**Washington Forestry Consultants, Inc**  
1919 Yelm Hwy SE, Olympia, WA 98501  
(360) 943-1723 or [galenwfci@aol.com](mailto:galenwfci@aol.com)

**Williamson Consulting**  
270 S Main St, Colville, WA 99114  
(509) 684-8550 or  
[general@williamsonconsulting.net](mailto:general@williamsonconsulting.net)

## Local Resources for Land Owner Assistance

### Washington State University Extension (WSU)

WSU Extension offers workshops on writing timber management plans, as well as other forest owner workshops and field days throughout the year. For upcoming events and detailed forest management information and resources, please visit <http://ext.wsu.edu/forestry/stewardship.htm> or contact your local Extension office.

Local Contact: Andy Perleberg, WSU Extension  
400 Washington St., Wenatchee, WA 98801-2670  
(509) 667-6658  
[andyp@wsu.edu](mailto:andyp@wsu.edu)  
<http://www.ncw.wsu.edu/foreststewardship/>  
*Serves: Chelan, Douglas, Kittitas, Okanogan, and Yakima counties*

### Washington Department of Natural Resources (DNR), Small Forest Landowner Office

The Small Forest Landowner Office serves as a resource and focal point for small forest landowners' (less than 5,000 acres) concerns and policies. DNR provides on-site forest management consultation statewide from Landowner Assistance Foresters including a Wildlife Biologist. The Forest Stewardship Program helps small forest landowners manage and care for their land. Landowners can receive assistance on many aspects of forest management, resource protection, wildlife management, and guidance to develop a Forest Stewardship Plan. Generally, an approved Forest Stewardship Plan as part of the DNR Forest Stewardship Program will meet the requirements for a Timber Management Plan.

Local Contact: Southeast Region  
713 E Bowers Rd., Ellensburg, WA 98926-9301  
(509) 925-8510  
[southeast.region@dnr.wa.gov](mailto:southeast.region@dnr.wa.gov) or visit [www.dnr.wa.gov/sflo](http://www.dnr.wa.gov/sflo)  
*Serves: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Franklin, Garfield, Grant, Kittitas, Klickitat, SE Lincoln, SE Skamania, Walla Walla, Whitman, and Yakima counties*

### Cascadia Conservation District, Landowner Assistance Program

Cascadia's Landowner Assistance Program provides a way for you to get assistance to start or continue managing natural resources on your land. This program can provide technical assistance and in many cases financial assistance to install best management practices to minimize your impact on fish and wildlife as well as conserve fragile natural resources on your land.

Contact Info: 14 N Mission St, Wenatchee, WA 98801  
(509) 436-1601  
[info@cascadiacd.org](mailto:info@cascadiacd.org)  
*Serves: Chelan County*

### Chumstick Wildfire Stewardship Coalition

Provide forestry and wildfire education, technical assistance and financial assistance to landowners in the Greater Leavenworth Area.

Contact Info: PO Box 2223, Leavenworth, WA 98826  
[info@chumstickcoalition.org](mailto:info@chumstickcoalition.org)  
*Serves: Greater Leavenworth Area*

**USDA, Natural Resources Conservation Service (NRCS)**

Provide financial and technical assistance for private non-industrial forest landowners through the Environmental Quality Incentives Program (EQIP). This is a competitive program, and you may be able to receive assistance to implement the following conservation activities such as pre-commercial thinning, fuels reduction, riparian area enhancement, planting of crop or pasture land to trees, sediment reduction, from forest roads.

Local Contact: North Central Team  
(509) 422-2750 Ext. 102  
[www.wa.nrcs.usda.gov/eqip/forestry](http://www.wa.nrcs.usda.gov/eqip/forestry)  
*Serves: Okanogan, Foster Creek, South Douglas, and Cascadia Conservation Districts*

**Washington State Department of Revenue, Forest Tax Section (DOR)**

DOR provides help to the counties by reviewing Timber Management Plans, and offers assistance on forestland grading, compensating tax, and other aspects of designating forest land or timber land. For more information, visit the Department's website [www.foresttax.dor.wa.gov](http://www.foresttax.dor.wa.gov) or call 1-800-548-8829.

## APPENDIX A: Timber Management Plan Agreement

**NOTE:** This agreement form can be downloaded from the Assessor's website at <http://www.co.chelan.wa.us/assessor/pages/current-use-exemptions?parent=Exemptions>



**Deanna Walter**  
**CHELAN COUNTY ASSESSOR**

350 Orondo Ave, Suite 6  
Wenatchee, WA 98801-2885  
PHONE: 509-667-6365 FAX: 509-667-6664  
WEBSITE: <http://www.co.chelan.wa.us/assessor>

### CONTINUANCE FOR LAND CLASSIFIED AS DESIGNATION FOREST LAND TIMBER MANAGEMENT PLAN AGREEMENT

This agreement verifies the intent of the purchaser to continue the Designated Forest Land classification (**RCW 84.33**) of the property identified as tax parcel# \_\_\_\_\_, which is located at \_\_\_\_\_ with the Chelan County Assessor.

This property has been placed into the designated forest land classification by the existing, or prior owner and has a prior Notice of Approval for classification filed with Chelan County under Auditor File Number: \_\_\_\_\_.

Per **RCW 84.33.140(7)** and **WAC 458-30-700(3)** whenever a sale or transfer occurs the new owner may be required to submit a timber management plan to the County Assessor before approving the notice of continuance. The Chelan County Assessor requires that the purchaser submit an updated timber management plan prepared by a professional forester, or any other person with adequate knowledge of timber management practices **within 90 days of the sale closing date.**

\_\_\_\_\_ agree to submit a timber management plan that meets the requirements of **RCW 84.33.035(21)** for the above mentioned parcel to the Chelan County Assessors' Office within 90 days of the sale closing date and acknowledge that if the Assessor's office does not receive a Timber Management Plan that meets the requirements within 90 days of the sale closing date the property will be removed from classification and **compensating taxes will be invoiced to the property owner.**

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessor or Deputy Signature

\_\_\_\_\_  
Date

## APPENDIX B: Basic Timber Management Plan Template

**NOTE:** This template is available as a Microsoft Word document. Email [erin.fonville@co.chelan.wa.us](mailto:erin.fonville@co.chelan.wa.us) to request the template.

*(User's Note: All colored/italicized text is for reference only and can be deleted from the template)*

The Timber Management Plan must include the following:

- The legal description of the land, including the assessor's parcel number. The date (or dates) of the land acquisition, a statement that the land has the same ownership, consists of contiguous acreage, and is primarily devoted and used to grow and harvest timber.
- A brief description of the timber (major species, size, age and condition).
- If the timber has been harvested describe the plans for reforestation. If the land has no trees presently growing on it, describe the plans to restock within 3 years of designation.
- A description of past and present livestock grazing on the land.
- A description of whether the land is in compliance with the stocking requirements including the number of trees per acre, planned forest management activities (thinning, harvest, brush control), fire protection efforts, insect and disease control, and weed control and forest debris abatement provisions of the Washington Forest Practices Act Title 76 RCW.
- A statement indicating whether the land is subject to forest fire protection assessments pursuant to RCW 76.04.610.

### Cover Page

Landowner Information: *Name(s), address, phone number, e-mail address.*

Property Information: *Number of acres included in the plan, county, legal description (subsection, section, township, range), tax parcel number(s), street address or descriptive location from nearest town.*

Plan Preparer: *name, title, affiliation, address, phone, e-mail address.*

Assisted By (if applicable): *If plan was prepared by the landowner, identify the primary natural resource professional(s) who assisted/advised in plan preparation: name, title, affiliation, address, phone, e-mail address.*

Plan Preparation Date:

### Landowner Objectives

*Briefly describe your short-term (>10 years) and long-term (+10 years) forest management goals and/or objectives and how you intend to use the land for continued classification.*

### General Description of Property

*Briefly describe the property including the location, access, boundaries, current land uses, topography, climate/weather, etc. The date (or dates) of the land acquisition, a statement that the land has the same ownership, consists of contiguous acreage, and is primarily devoted and used to grow and harvest timber.*



*Briefly describe the current conditions of the timber on the land. For each stand of timber include the major tree species, estimated trees per acre, average tree height, age and condition. Please note any excessive blowdown, fire damage, root rot or other forest health issues.*

*You will also want to include a statement indicating whether the land is subject to forest fire protection assessments pursuant to RCW 76.04.610. Note: all forested land is subjected to this assessment.*

## Past Management Activities

*Briefly summarize any past management activities such as:*

- *Has the land been harvested for commercial purposes? If yes, please provide the date of harvest, harvest volume (MMBF or MBF) and the Forest Practice Application # if known.*
  - *If the timber has been harvested describe the plans for reforestation. If the land has no trees presently growing on it, describe the plans to restock within 3 years of designation.*
- *Has the land been planted? If yes, please provide planting date, species and approximately how many trees per acre were planted on how much acreage?*
  - *If the land has not been stocked and does not meet the requirement of an average of 150 vigorous, undamaged, well-distributed seedlings per acre of a commercial tree species after harvesting timber and removing more than 50 percent of the timber volume under WAC 222-34-020 then please explain any reforestation efforts.*
- *Has the land been pre-commercially thinned? If yes, please provide the date and acres thinned as well as the spacing of the remaining trees post thinning (e.g. 20' x 20').*
- *Have there been any new construction and/or maintenance of access roads for forest management and fire protection on the property? If yes, please provide the date and approximately how many road miles of new construction and or approximately how many miles of road maintained.*
- *Describe any past and present livestock grazing on the land.*
- *Summarize any protection measures of valuable resources that have occurred on the land since enrollment into the program (e.g. brush abatement, fire control, insect, disease and weed control). Explain the methods used and timing.*

## Management Plan Implementation Timetable

*List the target dates in the table below for all planned management activities that will be used to actively manage this property to ensure the maximum production and harvest of commercial forest products. Years 2020 to 2045 can be written with generalities, assumptions and flexibility because of the uncertainty of dealing with natural systems over long time periods. The dates and the activities will all be estimates and will be treated as such.*

<b>ACTIVITY</b>	<b>Present-2020</b>	<b>2020-2025</b>	<b>2025-2030</b>	<b>2030-2035</b>	<b>2035-2040</b>	<b>2040-2045</b>
<i>Harvesting</i>						
<i>Commercial Thinning</i>						
<i>Pre-commercial thinning</i>						
<i>Planting</i>						
<i>Brush removal</i>						
<i>Fire Control</i>						
<i>Insect or Disease</i>						
<i>Weed Control</i>						

## Resource Inventory

*Describe the types and species of plants and animals, predominant habitats, wetlands, any endangered species, and aesthetic resources present on the land. Describe any protection measures or environmental impact considerations of the resources identified.*

## Property Map

*A map or aerial photo showing the property lines, access roads, topography, water or other physical features of the property.*

## Landowner(s) Signature (Required)

I/we approve of the contents of this plan and intend to implement the described management activities to best of my/our ability. As owner of the parcel(s) described in this plan, I/we hereby indicate by my/our signatures below that I/we am/are aware of the compensating tax involved when the land ceases to be designated under the provisions of chapter 84.33 RCW.

---

Landowner Signature(s) and Date Signed

---

Landowner Signature(s) and Date Signed

## Current Use Timber Management Plan Approval

This plan meets the requirements for a Timber Management Plan for current use property tax programs under RCW 84.33.035(21).

---

Signature of Authorized County Government Representative

Date

Print Name: Erin Fonville

Title: Assessment Administrative Manager

Affiliation: Chelan County Assessor

Address: 350 Orondo Ave., Suite 206, Wenatchee, WA 98801

Phone: (509) 667-6375

E-mail: erin.fonville@co.chelan.wa.us

## APPENDIX C: Integrated Forest Management Plan Template (aka “Stewardship”)

**PLEASE NOTE:** *If you are using this template you should consult with WDNR for cost share opportunities. Their contact information can be found under the “Local Resources for Land Owner Assistance” section on page 8 of this document.*

### Adapted from the WASHINGTON STATE INTEGRATED FOREST MANAGEMENT PLAN GUIDELINES (Issued February 14, 2012)

These guidelines have been cooperatively developed and adopted by the Washington State Department of Natural Resources (DNR), U.S. Department of Agriculture (USDA) Forest Service and Natural Resources Conservation Service (NRCS), the Washington Tree Farm Program, and the Washington Department of Revenue (DOR). The guidelines are intended to help landowners, who so choose, to simultaneously meet the “written management plan” requirements of multiple forestry-related programs administered by several agencies and organizations.

Forest management plans developed using these guidelines are intended to:

- Provide a “road map” to help forest landowners meet their objectives and manage their land sustainably for the future.
- Convey information and guidance to others, including heirs or subsequent owners.
- Help forest landowners meet the “written management plan” eligibility requirement for:
  - 1) Cost-share and financial incentive programs.
  - 2) “Stewardship Forest” recognition.
  - 3) Certification by the American Tree Farm System.
  - 4) “Current Use” forestry property tax classification.

Acceptance and approval of the plan will be determined by the agency or organization which administers each program.

Plans which meet these guidelines are intended to meet the requirements for each of the following programs:

**Forest Stewardship Program** (Administered by Washington State DNR in cooperation with USDA Forest Service - State and Private Forestry Programs)

- A DNR-approved **Forest Stewardship Plan** is required to be eligible for “Stewardship Forest” recognition (property sign) and to qualify for certain cost-share program funds administered by DNR.

**USDA Farm Bill Conservation Programs** (Administered by USDA Natural Resources Conservation Service)

- Landowners who participate in NRCS-administered Farm Bill financial assistance programs, such as the Environmental Quality Incentive Program (EQIP), are required to have an NRCS-approved **Conservation Activity Plan (CAP)** or other plan acceptable to NRCS. Other acceptable plans may include a Forest Stewardship Plan, Tree Farm Management Plan, or NRCS Conservation Plan. Financial assistance may be available for development of a Conservation Activity Plan (NRCS practice identifier: CAP 106) by an NRCS-authorized Technical Service Provider (TSP). The term “CAP 106” refers to those plans for which NRCS is providing financial compensation for plan preparation.

**Certified Tree Farm Program** (Administered by the Washington Tree Farm Program, affiliated with the American Tree Farm System)

- An approved **Tree Farm Management Plan** is one of the requirements for the property to become a Certified Tree Farm/Certified Family Forest.

**Current Use Forest Property Tax Programs** (Administered by County Assessor’s Offices in cooperation with the Washington State Department of Revenue)

- A **Timber Management Plan**, described in state law (RCW 84.34.041) and approved by the County Assessor, is a requirement for eligibility for “current use” forest property tax programs. (Interested

landowners should contact their County Assessor's Office to determine their specific requirements before beginning the plan development process. Some Assessor's Offices have developed their own guidelines and preferred format for submission of the plan which may vary from what is presented herein.)

*Plans for each of the above-described programs are required to be prepared by, or in close collaboration with, a professional forester or other natural resource professional acceptable to the approving agency or organization. These guidelines are intended to help landowners simultaneously meet the written management plan requirements of several programs administered by different agencies and organizations. However, no assurance is either stated or implied regarding the acceptance or approval of any plan by any specific agency or organization.*

### **PLAN CONTENTS**

**The following contents are required unless specifically identified as being "optional".**

#### **I. COVER PAGE**

- Landowner Information: Name(s), address, phone number, e-mail address.
- Property Information: Number of acres included in the plan, county, legal description (subsection, section, township, range), tax parcel number(s), street address or descriptive location from nearest town. (Include USDA Farm Service Agency Farm and Tract number if property has one). GPS coordinates (longitude and latitude) – optional.
- Plan Preparer: name, title, affiliation, address, phone, e-mail address.
- Assisted By (if applicable): If plan was prepared by the landowner, identify the primary natural resource professional(s) who assisted/advised in plan preparation: name, title, affiliation, address, phone, e-mail address.
- Plan Preparation Date

#### **II. TABLE OF CONTENTS (OPTIONAL)**

#### **III. LANDOWNERS OBJECTIVES**

Describe owner's objectives, priorities, guiding principles, management philosophy, and "future vision" for the property for both short term (<10 years) and long term (10+ years).

#### **IV. INTRODUCTORY OVERVIEW OF THE PROPERTY**

Brief general introductory overview of the property, which may include: location, access, boundaries, associated and surrounding land uses, topography, climate/weather, family and land use history, forest management and timber harvesting history, unique or interesting features, general comments on property resources, management opportunities, and factors which may affect use or management of the property. (Detailed discussion of resource conditions and management practices will follow in the next section)

#### **V. RESOURCE DESCRIPTIONS AND MANAGEMENT PRACTICES**

**For each of the following Resource Categories, the plan should describe:**

- **Current resource conditions, issues, needs, and opportunities**
- **Any management practices which the owner plans to implement to protect, enhance, or restore these resources**

**See Appendix I on pages 13-16 for examples of items to potentially include under Resource Descriptions and Management Practices**



**RESOURCE CATEGORY I – FOREST HEALTH/WILDFIRE/INVASIVE SPECIES**

- Overall description/assessment of forest health conditions and tree vigor across the ownership.
- Describe nature and extent of current or potential forest health problems, including both biotic and abiotic factors.
- Describe any management practices to maintain forest health and/or to prevent or help alleviate forest health problems.
- Describe any management practices to help reduce wildfire hazard to the forest and any structures on the property.
- Describe the nature and extent of invasive species issues, if any, and identify any anticipated monitoring and control measures (including use of Integrated Pest Management techniques).

**RESOURCE CATEGORY II – SOILS**

- Attach soils map and USDA-NRCS soils descriptions.  
(Refer to Web Soil Survey: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>)
- For each soil type, describe productivity (site index) and the nature and extent of any soils-related problems and how they may affect species composition, tree growth, forest management activities, equipment operability, or other uses of the property.
- Describe any management activities, or operability and use restrictions, to maintain soil structure, stability, productivity, or to prevent, correct, or cope with soils-related problems.

**RESOURCE CATEGORY III – WATER QUALITY/ RIPARIAN AND FISH HABITAT/ WETLANDS.**

- Attach a map showing all water on the property, including a stream type map.
- If known, identify significant fish or other aquatic species which use water bodies associated with the property.
- Describe stream, wetland, and riparian conditions, including any problems and opportunities for protection, enhancement, or restoration.
- Describe any management practices to improve or restore riparian habitat, fish passage, fish habitat, water quality, or create or restore wetlands.

*For NRCS CAP 106 plans, refer to Water Quality and/or Biological Technical Notes in Section I of the NRCS Field Office Technical Guide for resource assessment and analysis requirements.*

**RESOURCE CATEGORY IV: FOREST INVENTORY/TIMBER/WOOD PRODUCTS**

- Attach copy of aerial photo or map with forest stand types delineated and labeled.
- Describe timber type (tree species), age(s), tree size(s)/diameter(s) at breast height, stocking level/stand density, and tree quality in each stand.
- Describe site productivity (site index) for each stand.
- Attach any information on tree measurements, stand volumes, etc. (optional)
- Describe understory vegetation in each stand. In eastern WA, include plant associations.
- Describe any management practices to maintain or improve tree growth and to enhance the quantity, quality, or value of future timber or other wood products.
- Describe any present or future commercial harvest opportunities

*For NRCS CAP 106 plans, refer to Washington Specification Guide for CAP 106 in Section III, and Forestry Technical Notes in Section I, of the NRCS Field Office Technical Guide.*

**RESOURCE CATEGORY V: PROPERTY ACCESS/ ROADS AND TRAILS**

- Attach map showing location of current and planned roads and trails.
- If one exists, attach Road Management and Abandonment Plan (RMAP) or RMAP checklist.

- Describe current vehicle access onto and throughout the property, including types of existing roads and anticipated use.
- Describe needs/opportunities for road and trail maintenance, improvement, replacement, or abandonment
- Describe any needs for restricting property access or use of roads and trails.
- Describe any needs for improved access.
- Describe any management practices to construct, maintain, or abandon roads or trails.

#### RESOURCE CATEGORY VI: WILDLIFE

- Attach list of common wildlife species in this area.  
(See [www.woodlandfishandwildlife.org](http://www.woodlandfishandwildlife.org) for publications containing species lists)
- Identify any species which the owner wishes to attract, enhance, or control.
- Describe the present condition of key wildlife habitat components
- Describe any management practices to protect, improve, or restore wildlife habitat.
- Describe any practices to control wildlife damage.

*For NRCS CAP 106 Plans, refer to Biological Technical Notes in Section I of the NRCS Field Office Technical Guide for resource assessment and analysis requirements.*

#### RESOURCE CATEGORY VII: PROTECTION OF SPECIAL RESOURCES

- Identify any known state or federal threatened or endangered wildlife or plant species or habitat issues.
- Identify any known cultural resources or historical sites for which protection may be required or desirable.
- If none are known to exist, include this or a comparable statement: *“There are no known threatened or endangered species, cultural, or historical resource protection issues on this property. A formal review, to identify these resources, if any, and their potential protection requirements, will be conducted by the State Department of Natural Resources if and when the landowner proposes to conduct significant forestry activities which require a DNR-approved Forest Practices Application”.*
- Identify any sites unique, important, or special to the landowner and any other sites deemed to have “high conservation value” or otherwise deserving of specific protection.
- Describe any measures to protect or enhance any of the above-mentioned resources.

#### RESOURCE CATEGORY VIII: AESTHETICS AND RECREATION

- Describe any areas which are aesthetically important to the owner or the public.
- Describe any current or potential personal or public use of the property for recreation or education.
- Describe any management activities to protect or enhance aesthetic and recreational resources or enhance educational opportunities.

#### RESOURCE CATEGORY IX: SPECIALIZED FOREST PRODUCTS (OPTIONAL CATEGORY)

- Describe presence and quality of special forest products (aka non-timber forest products)
- Describe any potential for agro-forestry practices
- Describe any potential opportunities related to biomass production, carbon sequestration, or ecosystem services
- Describe any management practices which the landowner plans to implement related to the above.

### **VI. MANAGEMENT PLAN IMPLEMENTATION TIMETABLE**

For the next 20 years (longer at owner’s discretion) indicate planned management practices and anticipated year to be implemented.

*If applying for NRCS-administered Farm Bill financial assistance programs (e.g. EQIP) to implement practices, be sure to indicate NRCS Practice Code here and indicate location of practice on attached map or photo.*

Year	Management Practice or Activity	Location (Stand)	Extent (#, acres, etc.)	NRCS Practice Code (if applicable)	Comments

## VII. AERIAL PHOTO(S)/PROPERTY MAP(S)

Attach copies of aerial photos or maps showing the following:

- Location of the property within the Section
- Property boundaries
- Forest stand types
- Soil types
- Location of water bodies and identification of stream types
- Location of roads and trails
- Topography (optional)

*For NRCS CAP 106 plans, the specific location of all planned management activities for which financial compensation is anticipated from NRCS-administered programs must be shown on a map or photo.*

## VIII. LANDOWNER SIGNATURE(S)

### LANDOWNER APPROVAL SIGNATURE (REQUIRED)

I/we approve of the contents of this plan and intend to implement the described management activities to best of my/our ability.

\_\_\_\_\_  
Landowner Signature(s) and Date Signed

## IX: PLAN APPROVAL SIGNATURES

### DNR FOREST STEWARDSHIP PLAN APPROVAL (IF APPLICABLE)

This plan meets the requirements for a Forest Stewardship Plan.

\_\_\_\_\_  
Department of Natural Resources Authorized Representative Date  
Print Name:  
Affiliation:  
Address:  
Phone :  
E-mail:

### USDA-NRCS CONSERVATION ACTIVITY PLAN APPROVAL (IF APPLICABLE)

This plan meets the requirements for a USDA-NRCS Conservation Activity Plan.

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Signature of USDA-NRCS Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_  
Print Name:  
Title:  
Affiliation:  
Address:  
Phone:  
E-mail:

**WASHINGTON TREE FARM MANAGEMENT PLAN APPROVAL (IF APPLICABLE)**

This plan meets the requirements for a Tree Farm Management Plan.

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Signature of Washington Tree Farm Program Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_  
Print Name:  
Title:  
Affiliation:  
Address:  
Phone:  
E-mail:

**CURRENT USE TIMBER MANAGEMENT PLAN APPROVAL (IF APPLICABLE)**

This plan meets the requirements for a Timber Management Plan for current use property tax programs.

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Signature of Authorized County Government Representative \_\_\_\_\_ Date \_\_\_\_\_  
Print Name:  
Title:  
Affiliation:  
Address:  
Phone:  
E-mail:

**APPENDIX I**

**RESOURCE DESCRIPTIONS AND MANAGEMENT PRACTICES**

**Purpose**

This appendix is intended to provide additional guidance and suggestions for things plan preparers may wish to include in their Resource Description and Management Practice narratives. The relevance of each these items to a particular plan will vary. Some, possibly many, of the items mentioned may not be applicable depending on the particular property, resource conditions, and the owner's objectives. Similarly, there may be items relevant to a specific property which may not be listed here.

**RESOURCE CATEGORY I: FOREST HEALTH/WILDFIRE/INVASIVE SPECIES**

**Resource Conditions**

Insects, diseases, drought, wildfire hazard/excessive fuels, damage from weather and natural disasters (fire, snow/ice, wind, flooding, debris slides, etc.), damage from wild or domestic animals, site-inappropriate species, stressed/overstocked stands, invasive species/noxious weeds, human-caused damage, etc.

**Management Practices**

Thinning, pruning, slash disposal, firebreaks and defensible space around structures, improved access for firefighters, prescribed burning, changes in tree species composition, prevention/control treatments for animal damage, insects, and diseases, sanitation and salvage practices, biological, mechanical, and chemical control of noxious weeds/invasive species.



## **RESOURCE CATEGORY II: SOILS**

### Resource Conditions

Soil names, parent material, textures, drainage, productivity, erosion, unstable slopes, mass wasting, compaction potential, hard pan layers, high water table, poor drainage, seasonal flooding, droughty soils, access and operability problems. (Soils issues related to roads and trails should primarily be discussed in that section).

### Management Practices

Erosion and mass wasting prevention and control, seeding and planting, access and equipment operability restrictions, limitations on road and trail location and construction, species selection for planting on “problem soils”, specific site preparation techniques, changes to drainage, fertilization, moisture conservation measures. (Management practices related to roads and trails should be primarily discussed in that section).

## **RESOURCE CATEGORY III : WATER QUALITY/RIPARIAN AND FISH HABITAT/ WETLANDS**

### Resource Conditions

Water quality impaired waterways (303d listed), unstable or failing stream banks, fish passage barriers or impairments, lack of adequate riparian vegetation, less than desirable conifer component in riparian areas, lack of woody debris or spawning gravels, livestock impacts to riparian areas and waterways, known or potential sources of sediment delivery to waterways, opportunities to create off-channel fish habitat, problematic riparian or aquatic species.

### Management Practices

Riparian and wetland planting, livestock exclusion fencing, control of invasive riparian or aquatic species, removal of fish passage barriers, in-channel and off-channel fish habitat improvement, creation or expansion of wetlands, control of sediment delivery.

## **RESOURCE CATEGORY IV: FOREST INVENTORY/TIMBER/WOOD PRODUCTS**

### Resource Conditions

Site quality, unstocked or understocked stands, overstocked stands, site inappropriate species, tree form and quality, tree damage, insect infested/diseased trees, competing vegetation.

### Management Practices

Afforestation, reforestation, conversion of brush patches or understocked stands to trees, competing vegetation control, animal damage control, release from brush competition, pre-commercial thinning, commercial thinning, pruning, fertilization, root disease control, species conversion.

## **RESOURCE CATEGORY V: PROPERTY ACCESS/ROADS/TRAILS**

### Resource Conditions

Road and trail surface type and condition, erosion or drainage issues, ditch and culvert conditions, need for maintenance, repair, upgrades, abandonment, or new construction. Trespass, access, or easement issues.

### Management Practices

Access/use restrictions, grading, new or additional rock surfacing, ditch and culvert maintenance, install/improve drainage or erosion control devices, install/replace culverts, upgrade undersized culverts, install/repair/replace/remove stream crossing structures, right of way vegetation control, erosion control seeding, removal of hazard trees near roads and trails, installation of gates, fencing, signage or access control devices, boundary marking, routine inspection of roads/trails, prompt inspection of roads/trails following storm events, new road or trail construction, road or trail abandonment.

## **RESOURCE CATEGORY VI: WILDLIFE**

### Resource Conditions

Food, water, shelter/cover, nesting/rearing habitat, travel corridors, snags, downed woody debris, designated wildlife leave trees or habitat recruitment trees, nesting and roosting structures, food plots/forage seeding areas, tree and shrub plantings. Animal damage problems.

### Management Practices

Snag/woody debris retention and creation, installation of nesting structures, forage seeding, retention and planting of food producing tree and shrub species, spring development, water guzzler installation, variable density thinning, wetland creation or enhancement, designation and retention of wildlife leave trees. Animal damage control measures.

### **RESOURCE CATEGORY VII: PROTECTION OF SPECIAL RESOURCES**

Refer to the DNR publication Forest Practices Illustrated (pages 22-27, 100-101) for examples of threatened, endangered, cultural, and historic resources and further discussion regarding their protection and sources of additional information. Additional helpful information can also be found on websites for the Washington Department of Fish and Wildlife (Priority Habitats and Species); Washington Natural Heritage Program (rare/endangered plants); and Washington Department of Archaeology and Historic Preservation.

### **RESOURCE CATEGORY VIII: AESTHETICS AND RECREATION**

#### Resource Conditions

Panoramic vistas, viewpoints, waterfalls, unique geologic features, cabins, camping and picnicking areas, aesthetic buffers to undesirable views. Access, suitability, and infrastructure for current and proposed recreational activities by the owners or others (e.g. picnicking, hiking, camping, fishing, hunting, bird watching/nature study, horseback riding, mountain biking, x-c skiing, swimming, boating, snowmobiling, ATV's, group recreation or education events, etc.).

#### Management Practices

Activities to create, improve, or maintain recreational access and infrastructure. Create, maintain, or improve viewpoints. Retain or create aesthetic buffers. Activities to enhance user safety during recreational use. Activities to control, restrict, or direct recreational use.

### **RESOURCE CATEGORY IX: SPECIALIZED FOREST PRODUCTS (OPTIONAL)**

#### Resource Conditions

Presence and condition of floral greens, boughs, Christmas trees, mushrooms, berries and other edibles, medicinal plants, etc. Current condition and functional status of any agroforestry practices such as windbreaks, silvopasture, ally cropping, and forest farming. Current or potential income opportunities from biomass, carbon sequestration, ecosystem services, ecotourism, land leasing, etc.

#### Management Practices

Thinning, pruning, fertilization, shearing, weed control, planting, seeding, insect and disease control, etc.

\*\*\*END\*\*\*