



# MANAGED TIMBERLAND PROGRAM

## Renewal Application Instructions

1. **READ THE RENEWAL APPLICATION.** When accepted this renewal application supports the continuation of your original contract which is a legally binding contract with the West Virginia Division of Forestry. If you are determined to be eligible to participate in the Managed Timberland Program and fail to adhere to the provisions of the contract you may be removed from the program and assessed penalties as authorized by State law (W. Va. Code §11-1C-11a(c).
2. **CHECK ONLY THE BOXES THAT APPLY.** It is important that you submit accurate information to the Division of Forestry; therefore, only check the boxes that apply to the property you have enrolled in the Managed Timberland Program. Recently, the Division started collecting data regarding properties classified as managed timberland that are also subject to a carbon offset agreement. Collecting this data will provide a snapshot to assist us with predicting the future of West Virginia forestlands.
3. **RENEWAL APPLICATIONS DO NOT NEED TO BE NOTARIZED.** Covid-19 created an environment where notaries were not readily available to the general public. As such, the Division reviewed the need to notarize renewal applications. It was determined that the requirement could be eliminated to simplify the process without jeopardizing the integrity of the Managed Timberland Program.
4. **PROVIDE ALL REQUIRED INFORMATION.** In order to continue in the program, you **MUST** provide accurate information. Specifically, on Page 2 you are required to identify every parcel by district, tax map number, parcel number and acreage. If your renewal form includes a listing of the property we have already certified as managed timberland, you **MUST** verify the information is correct by adding and/or removing parcels. **NOTE: If you need assistance with property details, we recommend contacting the County Assessor in the county where the property is located for assistance.**
3. **REVIEW YOUR RENEWAL APPLICATION.** Your renewal application **MUST:**
  - 1) Include the names and original signatures of **ALL** property owners;
  - 2) Include a valid mailing address;
  - 3) Include a phone number where owners are most likely to be reached. Feel free to attach additional sheets to the application/contract to provide all mandatory information; and
  - 4) Be **postmarked no later than September 1.**
4. After meeting all the requirements, **mail the original renewal application via Certified Mail** to:

WV Division of Forestry  
Managed Timberland Program  
7 Players Club Drive  
Charleston, WV 25311



# Managed Timberland Renewal Application

The undersigned acknowledges that they wish to renew the Managed Timberland contract on their forested land, as indicated on the attached sheet, as Managed Timberland. The Managed Timberland Program provides a property tax incentive and is administered by the Property Tax Division of the WV Tax Department and certified by the WV Division of Forestry. In return for a preferential property tax assessment and in accordance with the provisions of *W. Va. Code R. § 110-1H et. seq.*, the undersigned agrees that they remain compliant with the terms of the original contract.

Furthermore, the undersigned certifies the following selections are true and understands that the WV Division of Forestry has the authority to inspect the properties to ensure continued program eligibility.

**Plan Information:**

- I have a written management plan prepared by a registered forester that meets the requirements listed below.
- I have adequate forestry knowledge to prepare my own management plan that meets the requirements listed below.
- The allotted 2-year grace period to establish my plan has not yet expired, but I agree that I will not harvest any timber until the plan, currently being developed to comply with the requirements below, has been approved

**The plan must be designed to meet all of the following requirements:**

1. The owner's multipurpose objectives for the property.
2. Retain at least 40% forest cover of well distributed commercially valuable trees.
3. Produce continuous crops of timber according to the site's productivity.
4. Monitor and include a specific plan of action to guard against threats from injurious agents, pests or diseases.
5. Ensure that harvesting will be conducted in a manner consistent with regeneration of the landowner's preferred species.
6. Assure sustainability of forest resources and compliance with the Logging Sediment Control Act, *W. Va. Code § 19 1B-1 et. seq.*

- The property I am enrolling in Managed Timberland includes \_\_\_\_\_ acres that are also part of a carbon offset agreement.
- The property I am enrolling in Managed Timberland is not currently part of any carbon offset agreement.

\_\_\_\_\_  
Printed Name Owner #1

\_\_\_\_\_  
Printed Name Owner #2

\_\_\_\_\_  
Signature Owner #1

\_\_\_\_\_  
Signature Owner #2

\* If there is more than one owner, then all owners must be listed unless one individual has power of attorney privilege or authority to sign on behalf of all others. Use additional sheets if needed

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**For Division use only.**

The above contract renewal for certain lands as Managed Timberland under the multiple use plan is hereby approved:

Approved:

Approved by: TONY EVANS

Title: ACTING DIRECTOR / STATE FORESTER

\_\_\_\_\_  
Approved Signature

**Mail completed forms no later than September 1st via Certified Mail to: WV Division of Forestry, 7 Players Club Dr., Charleston, WV 25311 ATTENTION: Managed Timberland Program**

