

# TIMBERING EXEMPTION NOTIFICATION FORM

West Virginia Division of Forestry

See Instruction sheet for detailed information.

**A. Exemptee's Name:** \_\_\_\_\_  
 Address: (Street or P.O. Box) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Exemption Number: \_\_\_\_\_

**B. Location of Logging Operation:**  
 County: \_\_\_\_\_ Nearest Town: \_\_\_\_\_  
 Attach a Topographic map (USGS 7.5 minute series) with the harvest area outlined and the planned locations of haul roads, log landing/landings and stream crossings marked. If you need assistance please contact your closest DOF Regional office as listed on the last page of this form.

**(For DOF Use Only)**  
 Official designated watershed: \_\_\_\_\_  
 UTM Coordinates at Landing : (NAD 83) \_\_\_\_\_ E/W \_\_\_\_\_ N/S \_\_\_\_\_

**C. Harvest Method (in acres):** *\*Only list actual acres being harvested not property acres.*

	Acres
Uneven Aged Harvest (Single Tree or Group Selection)	_____
Landowner/Loggers's Choice or Fixed Diameter Limit of _____ inches at [ ] Stump [ ] DBH	_____
Even Aged Harvest (Clear-cut, Seed-tree or Shelter-wood)	_____
Pre-harvest Activities (Road construction or reconstruction)	_____
<b>Total:</b>	_____

**D. Severance Tax:** (If different from Section A)  
 Severance Tax will be paid by:  
 Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: (Street or P.O. Box) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**E. Planned Starting Date:** \_\_\_\_\_ **Planned Completion Date:** \_\_\_\_\_

**\*\* Note: Anytime the logging operation is shut down more than seven(7) days before the planned completion date or if an extension of this notification is needed, call the appropriate WVDOF office (see page 3).**

**F. Certified Logger in Charge:**  
 I understand that as I am harvesting under a Timber Harvesting Exemption that I am not subject to attaining and maintaining Certified Logger status as required by the Logging Sediment Control Act, but that I still have a legal responsibility to follow all of the Best Management Practices as listed in section I.

**H. Property owner, if different from Section A:**  
 Name: \_\_\_\_\_  
 Address: (Street or P.O. Box) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Agent or Forester: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

I. **Best Management Practices:**

Checking a Yes signifies that you **shall** use the relevant BMP on the entire job, if a BMP cannot be used, state why and explain your planned alternatives at the bottom of the page.

**No skidding in or through streams!**

- 1  
 Yes  No Leave at least a 100' SMZ between perennial and intermittent streams and roads and at least a 25' SMZ between ephemeral streams and roads
- 2  
 Yes  No Haul roads will not be constructed in excess of 10% grade, except grades of up to 15% are allowable for up to 200' when necessary.
- 3  
 Yes  No Skid roads will not be constructed in excess of 15% grade, except grades of up to 20% are allowable for up to 200' when necessary.
- 4  
 Yes  No Stone will be applied and maintained on up to 200' of all haul roads from where they enter public highways.
- 5  
 Yes  No Landings and debris will be located outside of SMZ's.
- 6  
 Yes  No Water will be diverted into undisturbed filter areas from landings using ditches, culverts, water bars, and any other sediment control devices that may be necessary.
- 7  
 Yes  No Unditched roads will be outsloped if possible. Broad based dips and/or grade breaks will be installed and maintained at required intervals.
- 8  
 Yes  No Temporary water bars or turn outs will be placed on skid roads to control potential erosion during temporary shutdown periods to include nights and weekends.
- 9  
 Yes  No Permanent water bars will be installed at required intervals as soon as the road is no longer needed.
- 10  
 Yes  No All skid roads and landings will be smoothed, outsloped and drainage established when road is retired.
- 11  
 Yes  No All stream crossings on any stream will be protected by the use of adequately size culverts or bridges and will be crossed at right angles. Existing fords may be used if stream bottom and approaches are stoned for 100' on either side of stream.
- 12  
 Yes  No Harvesting debris will be piled as far from the stream as practical. Felled treetops and debris will be removed from all perennial or intermittent streams.
- 13  
 Yes  No All landings and any disturbed soil within a SMZ shall be seeded and mulched, and any road that exceeds 15% will be properly stabilized or seeded and mulched to ensure vegetative cover to prevent erosion.

**Alternative Practices**

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J. I need Special Assistance and training on Best Management Practices. Yes:\_\_\_\_\_ No:\_\_\_\_\_

K. Call Miss Utilities at (1-800-245-4848) Confirmation Number: \_\_\_\_\_

L. I hereby certify that I have obtained or have applied for all licenses and/or permits required under State and federal laws and regulations to conduct a commercial timber-harvesting operation and that I will conduct the above-described operation in compliance with West Virginia Logging Sediment Control Act (LSCA) §19-1B of the West Virginia Code.

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Note:** Original notification with original signature is required. MAIL OR DELIVER THIS FORM WITH YOUR REQUEST FOR A TIMBERING HARVEST EXEMPTION. You will not be permitted to start the timbering operation until you receive your approved Timber Harvesting Exemption form from the WV Division of Forestry.

**Region 1 Farmington**

P O Box 40  
Farmington, WV 26571  
(304) 825-6983  
FAX: (304) 825-6987

Toll Free 1-866-775-1557

Included counties of  
Barbour, Brooke,  
Hancock, Harrison,  
Marion, Marshall,  
Monongalia, Ohio,  
Preston, Taylor, Tucker,  
Wetzel

**Region 4 Beckley**

330 Harper Park Dr. Suite J  
Beckley, WV 25801  
(304) 256-6775  
FAX: (304) 256-6770

Toll Free 1-866-271-0201

Includes counties of Fayette,  
Greenbrier, McDowell,  
Mercer, Monroe, Raleigh,  
Summers, Wyoming

**Region 2 Romney**

One Depot St.  
Romney, WV 26757  
(304) 822-4512  
FAX: (304) 822-7331

Toll Free 1-866-738-4749

Includes counties of  
Berkeley, Grant,  
Hampshire, Hardy,  
Jefferson, Mineral,  
Morgan, Pendleton

**Region 5 Milton**

878 East Main St. Rear  
Milton, WV 25541  
(304) 743-6186  
FAX: (304) 743-0218

Toll Free 1-866-424-5896

Includes counties of Boone,  
Cabell, Kanawha, Lincoln,  
Logan, Mason, Mingo,  
Putnam, Wayne

**Region 3 Buckhannon**

61 5th St.  
Bldg. 1 Suite 201  
Buckhannon, WV 26201  
(304)439-3003

Includes counties of  
Braxton, Clay, Lewis,  
Nicholas, Pocahontas,  
Randolph, Upshur,  
Webster

**Region 6 Elizabeth**

P O Box 2 - 25 Schoolview St.  
Elizabeth, WV 26143  
304-275-0261  
FAX: (304) 275-0285

Toll Free 1-866-288-8117

Includes counties of Calhoun,  
Doddridge, Gilmer, Jackson,  
Pleasants, Ritchie, Roane,  
Tyler, Wirt, Wood

**Charleston - State Office**

7 Players Club Dr.  
Charleston, WV 25311  
(304) 558-2788  
Fax: (304) 558-0143

Website: [www.wvforestry.com](http://www.wvforestry.com)