

# Timbering Operation Notification Form

## West Virginia Division of Forestry



**A: Logging Company:** \_\_\_\_\_  
 Address (Street or PO Box): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Timbering License #: \_\_\_\_\_

**B: Location of Timbering Operation:**  
 County: \_\_\_\_\_ Nearest Town: \_\_\_\_\_  
 USGS Topographical Map: \_\_\_\_\_  
 Attach a Topographic Map (USGS 7.5 minute series) with the harvest area outlined and the planned locations of haul roads, log landings, and stream crossings marked.

**(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/Logger's Choice   | _____ |
| Even Aged Harvest (Clear-cut, Seed-tree, Shelter-wood)  | _____ |
| Pre-Harvest Activities (Road construction or reconstruction)  | _____ |
| Fixed Diameter Limit of _____ inches at <input type="checkbox"/> Stump <input type="checkbox"/> DBH | _____ |
| Total:  | _____ |

**D: Planned Starting Date:** \_\_\_\_\_ **Planned Completion Date:** \_\_\_\_\_  
*Anytime the Timbering Operation is shut down more than seven days before the planned completion date or if an extension of this notification is needed, call the appropriate WVDOF office on Page 3. Failure to do so is a violation of the LSCA and will result in suspension of the operation.*

**E: Certified Logger in Charge:** \_\_\_\_\_  
 Certification Number: \_\_\_\_\_ Phone: \_\_\_\_\_

**F: Owner of Timber:** *\*Required if other than Property Owner or Logger*  
 Name: \_\_\_\_\_  
 Address (Street or PO Box): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Timbering License #: \_\_\_\_\_

**G: Property Owner:** *\*Required if different from Section F:*  
 Name: \_\_\_\_\_  
 Address (Street or PO Box): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Agent or Forester: \_\_\_\_\_ Phone: \_\_\_\_\_

H: **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 20% grade, except for short distances of up to 200'.
- 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 will be protected by the use of adequately sized culverts or bridges if the watershed area is greater than 400 acres and will be crossed at right angles. Existing fords may be used if stream bottom and approaches are stoned for 100' on either side.
- 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 20% will be properly stabilized by an approved method or seeded and mulched to ensure vegetative cover to prevent erosion.

**Alternative Practices:**

J. **Miss Utilities:** (1-800-245-4848) *\*Not required but highly recommended.*

Confirmation Number: \_\_\_\_\_

K.  Yes The Landowner has been informed about my legal obligation to follow Best Management Practices and has been educated as to what those practices consist of.

L I hereby certify that all information on this form is accurate and I have obtained or have applied for all licenses and/or permits required under state or federal laws and regulations to conduct a commercial timbering operation at this site and that I will conduct the above described operation in compliance with the West Virginia Logging Sediment Control Act (LSCA) §19-1B of the West Virginia Code.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature (Must be official of logging company)

***Unless marked as not required all information must be completed to constitute a valid notification.***

**Note:** Original notification with original signature is required. MAIL OR DELIVER THIS FORM SO THAT IT WILL BE RECEIVED THREE (3) DAYS PRIOR to beginning the logging operation to the appropriate Forestry Office listed below.

|   |  |  |  |
|---|--|--|--|
| <b>Region 1 Fairmont</b><br>P. O Box 40<br>Farmington WV 26571<br>(304) 825-6983                        | Included counties of Barbour, Brooke, Hancock, Harrison, Marion, Marshall, Monongalia, Ohio, Preston, Taylor, Tucker, Wetzel | <b>Region 4 Beckley</b><br>330 Harper Park Dr. Suite J<br>Beckley, WV 25801<br>(304) 256-6775      | Includes counties of Fayette, Greenbrier, McDowell, Mercer, Monroe, Raleigh, Summers, Wyoming          |
| <b>Region 2 Romney</b><br>One Depot St.<br>Romney, WV 26757<br>(304) 822-4512                           | Includes counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton                                | <b>Region 5 Charleston</b><br>7 Players Club Dr.<br>Charleston, WV 25311<br>(304) 558-2788         | Includes counties of Boone, Cabell, Kanawha, Lincoln, Logan, Mason, Mingo, Putnam, Wayne               |
| <b>Region 3 Buckhannon</b><br>61 5th St. Building 1 Suite 201<br>Buckhannon, WV 26201<br>(304) 439-3003 | Includes counties of Braxton, Clay, Lewis, Nicholas, Pocahontas, Randolph, Upshur, Webster                                   | <b>Region 6 Elizabeth</b><br>P O Box 2 (25 Schoolview St)<br>Elizabeth, WV 26143<br>(304) 275-0261 | Includes counties of Calhoun, Doddridge, Gilmer, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood |

**Charleston - State Office**

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

7 Players Club Dr.

Charleston, WV 25311

(304) 558-2788