



MANAGED TIMBERLAND PROGRAM

Initial Contract and Application Instructions

1. To qualify, you **MUST**:

- 1) Own a minimum of **10 wooded acres** that are **not part of a subdivision**;
- 2) On Page 2 identify every parcel by district, tax map number, parcel number and acreage.

NOTE: If you need assistance with property details, we recommend contacting the County Assessor in the county where the property is located for assistance.

2. **READ THE CONTRACT.** This 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)).

3. Your application and contract **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 **notarized and postmarked no later than July 1.**

4. After meeting all the requirements, **mail the original notarized contract and application** to:

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



Initial Contract and Application for Managed Timberland Valuation

The undersigned acknowledges that they wish to enroll their forested land, as detailed 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 will develop a management plan for the property within two years. Additionally, the undersigned agrees not to harvest any timber before the plan is 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 that promotes 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 undersigned further acknowledges that the WV Division of Forestry is authorized to access the property at any time deemed necessary to ensure plan compliance. Additionally, the undersigned is also aware that they are required to file a renewal form by September 1st of every year to continue their participation in the Managed Timberland Program and receive the allowed tax incentive. Therefore, a taxpayer's failure to file the required renewal form by September 1st will result in a loss of program benefits.

- The property I am enrolling in Managed Timberland is also enrolled in carbon offset agreement on _____ acres.
- 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: _____

State of _____

County of _____, To wit

The foregoing contract with the WV Division of Forestry to manage certain timberlands was signed by _____

and acknowledged before me on _____

My Commission expires: _____

Notary Public

For Division use only.

The above contract to perpetuate use of 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 by **July 1st** via Certified Mail to: WV Division of Forestry, 7 Players Club Dr., Charleston, WV 25311
ATTENTION: Managed Timberland Program

TAX YEAR _____

PAGE _____ OF _____

PROPERTIES INVOLVED IN MANAGED TIMBERLAND

COUNTY _____

*OWNER(S) NAME(S) _____

District	Tax Map	Parcel Number	Sub-parcel Number	Managed Timberland Acreage	% of Ownership	Residual Acreage**	=	Total Parcel Acreage

(SHADED AREAS FOR OFFICE USE ONLY)

S:\Shared\Managed Timberland\Website Information\WTT Application

*If there is more than one owner, then all owners must be listed and must sign on page 1 unless one individual has power of attorney privilege or authority to sign on behalf of all others.
 ** RESIDUAL ACREAGE IS OTHER ACREAGE NOT INVOLVED IN TIMBER MANAGEMENT PROGRAM, SUCH AS: HOMESITE, PASTURE, TILLABLE, ETC. FOR THOSE PROPERTIES WHERE RESIDUAL ACREAGE IS LISTED, INFORMATION IDENTIFYING THE USE OF THE NON-MANAGED ACREAGE IS REQUIRED.

ALL OF THE ABOVE DATA CAN BE OBTAINED FROM INFORMATION AVAILABLE AT THE COUNTY ASSESSORS OFFICE
 APPLICATIONS FOR RECERTIFICATION MUST BE SUBMITTED TO THIS OFFICE BY SEPT 1.