



## MANAGED TIMBERLAND PROGRAM

### Instructions for Completing the Initial Contract and Application

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1. You must have a minimum of **10 wooded acres** before submitting the completed contract. The land can be part of a designated subdivision but cannot be subject to any restrictions which would restrict the harvest of merchantable timber. If you are in doubt, please contact your county assessor's office.
2. **Read** the contract thoroughly, this is a binding legal agreement between you and the WV Division of Forestry. Failure to adhere could lead to removal from the program and penalties being assessed as per **W. Va. Code §11-1C-11a(c)**
  - If you have enrolled your property in a forest carbon offset agreement, please indicate your participation on the form. Please note, this will not necessarily prohibit you from enrolling in Managed Timberland at this time but we encourage you to review our position statement on forest carbon found here: <https://wvforestry.com/wp-content/uploads/2023/07/MT-Carbon-22-7.17.23-GBP.pdf>
3. Please provide the owner(s) name and original signature as well as a mailing address to which we can mail any further correspondence, as well as a day time telephone number and email address. Attach more pages as needed for owner information and signatures in excess of 2.
4. Have the Contract and Initial Application notarized.
5. On **Page 2** of the form you will be asked to **identify each parcel** of land by filling in the district, tax map number, parcel number, and acreage. If you do not know what this information should be, please phone your county assessor's office for assistance.
6. Send the **originally signed and notarized** application to the Division of Forestry, 7 Player's Club Drive, Charleston, W.V., 25311 ATTENTION: Managed Timberland Program. The document must be postmarked with a date **on or before July 1st** of the upcoming tax year. We recommend using Priority or Certified Mail or any form of shipment with tracking and/or delivery notification.



# Initial Contract and Application

**DUE BY JULY 1ST**

## 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: JEREMY JONES

Title: 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

**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\MT Application

\*If there is more than one owner, then all owners must be listed and must sign on front 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 ASSESSOR'S OFFICE

**APPLICATIONS FOR CERTIFICATION MUST BE SUBMITTED TO THIS OFFICE BY JULY 1.**