Guidance on Electronic Submission of Plans and Maps for Enrollment of Forestland in Use Value Appraisal

The Department of Forests, Parks, and Recreation will now accept the digital submission of Forest Management Plans (FMP) and FMP Amendments, effective immediately. Digital maps should be submitted with digital plans to support review. Because Property Valuation and Review (PVR) and towns use hard copy maps, **submission of hardcopy maps is still required for approval.** Refer to the following guidelines when submitting digital FMPs. And please review this information carefully, as adherence to this guidance will help assure efficient and timely review of submitted documents.

Guidance for digital submission of Forest Management Plans, maps, and amendments:

1. **Document Format:** All digital submissions of documents must be submitted in PDF format.

2. **Submission Method:**

    -   **Email** - Email submissions of plans or maps should be for only one enrollment, i.e., one email for each FMP/Amendment submission.

    -   **eCuse** – Submission of a digital plan and map may occur through eCuse at the time that an application is submitted *(but not after).* When an application is not being submitted, submission through eCuse is not possible and a Forest Management Plan may instead be submitted digitally through email.

3. **Paper Maps Submitted:** In parallel with electronic submission of a forest management plan through email or eCuse, 3 hardcopy maps must also be submitted to the County Forester office.

4. **Email Subject Line:** When submitting documents by email, the email subject heading should be labeled "UVA Submission: SPAN, Town, Landowner Last Name/Business name." Using this specific format, UVA Submissions will be easily distinguished from the large volume of other emails received daily.

5. **Document Naming:** Documents should be named in the following format (SPAN)_FMP_YEAR, or SPAN_MAP_YEAR

    -   The last name of the landowner may be included in the name but should be the last element of the file name, i.e., (SPAN)_FMP_year_(Last Name)
        Examples:

        o   123-456-78911_FMP_2021_Smith
        o   123-456-78911_MAP_2021_Smith

6. **Document Contents and Ordering:** Plans must be submitted in one document and include the following elements in the order outlined below:

    -   Signature page (electronic signatures are accepted)

    -   Body of the plan

    -   Stand Summary Sheet (Data Entry Form)

7. **Map Scale:** All maps must be submitted at the [required scale](#) - they may not be shrunk or enlarged.

8. **Clarity:** All digital submissions must be legible. Documents that are not legible will not be approved.

9. **Plan Amendments:** It is preferred that when a plan is amended, the whole plan is resubmitted with the amended portions of the plan clearly identified in the plan's body. This ensures that it is clear what prescriptions are in effect and avoids errors on landowners or foresters when aggregating plans and reconciling what activities are approved on a parcel. Where the existing plan is inaccessible or not easily edited, standalone amendments will continue to be accepted. All amendments must include all relevant plan elements to allow evaluation by FPR.

Additional guidance for submission of land transfer documents:

1. **Electronic Submission Format:** Transfer submissions should be submitted in the same digital format (email or eCuse) as any other submission, but when sent by email, foresters or landowners should note "Change of Ownership" as the reason for submission in the <u>body of email</u> (not the email subject), as well as the following information:

   a. Whether this is a partial or full transfer.

   b. The name of the previous owner of record.

   c. Whether the plan has been amended or is being submitted identical to previous owner's FMP.

   If submissions are attached at the time of application in eCuse, no additional explanations are necessary.

2. **Document Submissions:**

   a. Submissions for <u>full transfers</u> should include the revised map and new signature page. Foresters and landowners are encouraged to submit plans when signature pages are filed.

   b. Submissions for a <u>partial transfer or aggregated parcels</u> should include the revised map and an amended management plan that reflects <u>only</u> the new enrollment.

3. **Paper Maps Submitted:** In parallel with the electronic submission, 3 hardcopy maps must be submitted to the [County Forester office](#).

We hope that this change will increase the efficiency of the administration of the UVA Program across the state and add flexibility and ease for landowners and consulting foresters. If you have any questions or ideas for continuing to improve on this process, please reach out directly to your County Forester.

Regards,

Keith Thompson
Private Lands Program Manager