



STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
(860) 424-3630

## **Application for the Designation of Land as Forest Land**

Revision Date: February 01, 2001.

Printed on recycled paper

The Department of Environmental Protection is an affirmative action/equal opportunity employer, providing programs and services in a fair and impartial manner. In conformance with the Americans with Disabilities Act, DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities needing auxiliary aids or services, or for more information by voice or TTY/TDD call (860) 424-3000.

Bureau of Natural Resources

---



## Instructions for Completing an Application for The Designation of Land as Forest Land

### General Information About Designation of Land as Forest Land

Section 12-107b(b) of the Connecticut General Statutes (CGS) defines "forest land" as "any tract or acts of land aggregating twenty-five acres or more in area bearing tree growth in such quantity and so spaced as to constitute in the opinion of the State Forester a forest area and maintained in the opinion of the State Forester in a state of proper forest condition and such land consists of (1) one tract of land of twenty-five contiguous acres, which acres may be in contiguous municipalities, (2) two or more tracts of land aggregating twenty-five acres or more in which no single component tract shall consist of less than ten acres or (3) any tract of land which is contiguous to a tract owned by the same owner which has been designated as forest land by the State Forester, provided land designated by the State Forester as forest land in accordance with section 12-107d prior to July 1, 1976, shall not be subject to the provisions of subdivisions (1) to (3) inclusive, of this subsection."

CGS Section 12-107d(a) provides that an owner of land may file a written application with the State Forester for its designation as "forest land". This application is intended for use by owners of land seeking such designation of their land. If the State Forester determines that it is forest land, a certificate designating the land as forest land shall be issued.

CGS Section 12-107d(b) provides that the State Forester shall cancel his designation when he finds that it is no longer forest land.

CGS Section 12-107d(c) provides that an owner of land which has been designated as forest land may apply for its classification as forest land by filing a written application with the assessor of a municipality "not earlier than thirty days before nor later than thirty days after the date of such assessment list . . . provided in a year in which a valuation of all real property in accordance with section 12-62 becomes effective such application may be filed not later than ninety days after the assessment date in such year."

### How to Apply

Please read the application form (DEP-FOR-APP-200) and these instructions (DEP-FOR-INST-200) carefully. They have been designed to obtain specific information. The information required by the application and any supporting documents must be printed in ink, or except for appropriate signatures, may be typewritten. Also, the entire application and all supporting documents must be fully completed.

Your application must include the following:

- An *Application for the Designation of Land as Forest Land* (DEP-FOR-APP-200). Note: Parts I, II, IV and V(A) are to be completed by the landowner/applicant. All owners of record must sign the application form. Part III may be completed by the landowner or the local assessor. Part V(B) is to be completed by the assessor. Please submit the application form with original signatures.
- Three copies of a base map with the information outlined below must be submitted with the application. As a base map, photocopies or tracings of the assessor's map are preferred. Map dimensions should not exceed 17" x 22". If this requirement can not be satisfied, contact the Division of Forestry at 860-424-3630 for further instructions. It is the landowner's responsibility to ensure that the following information, at a minimum, is placed upon the base map:
  1. a map legend with north arrow and map scale;
  2. the boundaries of parcels containing the land proposed for forest land designation and the location of that land with respect to nearby public highways or roads;
  3. delineation of either the land proposed for forest land designation or the portion(s) of previously designated land which has now changed;

4. physical features including: paved or unpaved roads; bodies of water; streams or rivers; utilities, railroads, or other easements; swamps, marshes or bogs; ledge outcrops; fields or meadows; gravel pits or other excavated areas; and houses, barns or other structures.
5. a map title section with the name(s) of the owner(s); town(s) where the land is located; address(es) of the land proposed for forest land designation, as found in the land records of the town; the map, block and lot numbers for the appropriate parcels; the date the map was prepared and the name of the person who prepared the map.

Please note: maps are not required for applications that request a change of the owner of record only. Maps are required for any additions or subtractions of acreage except those based solely on new survey information.

- A report prepared by a forester who has received certification by the State of Connecticut as a non-governmental forester and is not an employee of the Department of Environmental Protection (department). The report must include a forest stand map and a short narrative/table pertaining to each lot which includes species, predominant size class and approximate number of trees per acre. The report must contain the name and certificate number of the forester who prepared it and be signed by the forester. The report and information from other sources will aid the State Forester in his determination of the number of acres suitable for designation as forest land.

The forester's report is required for acreage that is not presently designated as forest land by the State Forester.

Please note: a report prepared by a certified forester *will not be required for applications to amend* a current certificate which merely seeks to change the owner of record or subtract acreage from designated forest land.

In addition, a report is not required for applications to amend a current certificate that increases acreage due solely to new survey information.

A separate application must be completed and submitted for each town in which land is proposed for designation as forest land. If more than five lots in any one town are to be included, please duplicate page 2 of the application form as necessary.

If two or more lots are to be combined in order to meet the minimum acreage requirements, or if additional acreage is being added to land previously designated, *the landowners of record must be the same for all lots proposed for designation as forest land.*

A completed application and all supporting documents must be mailed or personally delivered to:

DIVISION OF FORESTRY  
BUREAU OF NATURAL RESOURCES  
DEPT. OF ENVIRONMENTAL PROTECTION  
79 ELM ST. (6<sup>TH</sup> FLOOR)  
HARTFORD, CT 06106-5127  
(860) 424-3630

Electronic submission of completed applications is not acceptable.

Upon receipt of a properly completed application and all supporting documents, the department will review the information provided. If the State Forester determines that the land is forest land, a certificate designating it as such will be issued as provided in CGS Section 12-107d(a).

After a Certificate of Land Designated as Forest Land is issued to you by the State Forester, you must apply to the local assessor to have the land classified on the Grand List as forest land. This must be done between the dates of September 1<sup>st</sup> and October 31<sup>st</sup> (or December 30<sup>th</sup> in the year of revaluation).

*Note: For initial designations, the Certificate of Land Designated as Forest Land must be dated on or before October 1<sup>st</sup> in order to be eligible for classification on the Grand List of that year. As noted in CGS Section 12-107d(b) the designation continues until canceled by the State Forester. Please allow a minimum of 30 days for processing.*

*Receipt of the application prior to October 1<sup>st</sup> does not guarantee that the designation will be granted on or before the October 1<sup>st</sup> date.*



# Application for the Designation of Land as Forest Land

lease complete this application form in accordance with the instructions (DEP-FOR-INST-200) in order to ensure the proper handling of your application. Print in ink or type unless otherwise noted.

DIVISION OF FORESTRY USE ONLY	
Town	_____
Tax Code	_____
Cert. #	_____
Total Acres Designated	_____
D.O.F. Staff	_____
Date of Designation	_____
Database entry:	yes <input type="checkbox"/>
	no <input type="checkbox"/>

## Part I: Application Information

Date of application:	/  /
This application is for (check one):	
<input type="checkbox"/> Initial designation of land as "forest land"	
<input type="checkbox"/> Amendment of an existing designation	
Certificate #	
If amendment, check all that apply:	
<input type="checkbox"/> Adding _____ acres	
<input type="checkbox"/> Subtracting _____ acres	
<input type="checkbox"/> Changing name/address of the owner(s) of record	

## Part II: Applicant Information

1. Fill in the name and address of the current owner, as listed in assessor's records:		
Name:		
Mailing Address:		
City/Town:	State:	Zip Code: -
Phone: - -	ext.	Fax: - -
<input type="checkbox"/> Enter a check mark if there is more than one owner of record and attach additional sheets with the same information on additional owners as supplied above.		

**Part II: Applicant Information (continued)**

2. Fill in the name, address and daytime phone number of the applicant (if different than the owner):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ -

Phone: - - - ext. \_\_\_\_\_ Fax: - - -

3. Fill in the name, address and daytime phone number of the person DEP should contact regarding this application:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ -

Phone: - - - ext. \_\_\_\_\_ Fax: - - -

4. If applicable, fill in the name, address and daytime phone number of the certified forester who prepared any reports required by this application.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ -

Phone: - - - ext. \_\_\_\_\_ Fax: - - -

Certificate # \_\_\_\_\_

**Part III: Assessor Information**

Please list the town in which land is proposed for designation as forest land:

Note: A separate application must be submitted for each town in which land is proposed for designation as forest land.

Enter a check mark if more than five lots are to be included. If so, duplicate this page as necessary.

Parcel #	Property Location	Map #	Block #	Lot #	Total acre
1					
2					
3					
4					
5					

A residence or other building with a zoned lot size is located on lot # \_\_\_\_\_

The zoned lot size of the residence/building is: \_\_\_\_\_

### Part IV: Designation Information

Parcel #	# of Acres Proposed for, or to be Continued as, Forest Land	Has This Land Ever Been Designated as Forest Land?	If Yes, Please List Certificate #, if Known
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Does the owner own additional land designated as forest land in another town?  Yes  No

If Yes, please list town(s) and certificate number(s), if known:

Town: \_\_\_\_\_ Certificate # \_\_\_\_\_

Town: \_\_\_\_\_ Certificate # \_\_\_\_\_

Town: \_\_\_\_\_ Certificate # \_\_\_\_\_

### Part V: Supporting Documents

Be sure to read the instructions (DEP-FOR-INST-200) to determine whether the attachments listed must be submitted with your application. Please enter a check mark by the attachments as verification that all applicable attachments have been submitted with this application form. When submitting any supporting documents, please label the documents as indicated in this Part (e.g., Attachment A, etc.) and be sure to include the applicant's name.

Attachment A: Three copies of a base map with the information outlined in the instructions (DEP-FOR-INST-200).

Please note: maps are not required for applications that request a change of the owner of record only. Maps are required for any additions or subtractions of acreage except those based solely on new survey information.

Attachment B: A report prepared by a forester who has received certification by the State of Connecticut as a non-governmental forester and who is not an employee of the Department of Environmental Protection. The report shall include the information outlined in the instructions (DEP-FOR-INST-200).

Please note: a report prepared by a certified forester *will not be required for applications to amend* a current certificate which merely seeks to change the owner of record or subtract acreage from designated forest land.

In addition, a report is not required for applications to amend a current certificate that increases acreage due solely to new survey information.

**Part VI: Application Certification**

An application will be considered incomplete unless all required signatures are provided.

**A. All owners of record and the applicant must sign below:**

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.

I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the General Statutes, pursuant to Section 53a-157b of the General Statutes, and in accordance with any other applicable statute."

Signature of Owner(s) of Record: \_\_\_\_\_ Date / /

\_\_\_\_\_ Date / /

\_\_\_\_\_ Date / /

\_\_\_\_\_ Date / /

Applicant (if different than owner): \_\_\_\_\_ Date / /

Please enter a check mark if additional signatures are necessary. If so, please reproduce this sheet and attach signed copies to this sheet.

**B. Assessor's validation:**

By signing in the space below, the assessor is indicating the information in Part III is in agreement with the land records of the town in which the land is located and that the owner(s) of record are the same for all parcels listed. The assessor's signature does not indicate endorsement of this application, nor does it represent advice to the State Forester as to whether or not the land in question ought to be determined forest land.

Assessor's signature: \_\_\_\_\_ Date / /

Please complete and return this application, including all supporting documents to:

DIVISION OF FORESTRY  
BUREAU OF NATURAL RESOURCES  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET (6th floor)  
HARTFORD, CT 06106-5127  
860-424-3630