Instructions for Online Reporting of Farm and Forest Land Decisions – Nov. 4, 2014

The URL link for registration and login of entries is https://db.lcd.state.or.us/FarmForest. The home screen is called DLCD FarmForest/Home. Click on either Farm or Forest, which will take you to the Farmland Decisions or Forest Land Decisions page. On these pages you can click on Create to enter a decision. The Farmland Decision form should be used for both EFU-zoned land and farmland that is within mixed farm-forest zones. The Forest Land Decision form is for both forest-zoned land and forest land that is within mixed farm-forest zones.

Several questions on the forms include drop-down choices to reduce input time. If the desired response is not on the drop-down list, choose “other” and/or indicate your response in the comment box. Responses are required for most of the questions in order to submit a decision. An error message will appear if no response is provided for a required question. Following is a description of the different sections of the forms:

**General Information** – If a decision was authorized by M49/37, do not enter data on this form; instead forward hard copies as the link that is provided indicates. A new question asks whether the property has ever had a M49/37 claim; beginning with 2015 decisions, this will be a required question. Beginning with 2015 decisions, whether a parcel has farm and forest tax deferral will also be required questions. Required fields: county, local file number, applicant (last name), zone type, zone, minimum parcel size, date of final decision.

**Location** – There are now potential fields for any number of township, range, section and tax lot entries. In addition, there are now fields for quarter and quarter-quarter sections, although these fields and those for sections are not required fields if they are not available. If there is no tax lot, please enter 00. If a linear facility (e.g. transportation improvement, trail, transmission line) involves too many sections or tax lots to list, please enter this data for the beginning and end points of the use. If a very large use (e.g. wind farm, exploration of minerals, etc.) involves too many sections or tax lots to list, please enter applicable townships and ranges. Required fields: township, township direction, range, range direction, tax lot.

After this information is entered, choose the applicable decision type from the following, first indicating whether the use was approved or denied:

**Dwellings** – Indicate what type of dwelling was involved and respond to the questions applicable to the dwelling type. If nonfarm dwellings or primary farm dwellings were approved as part of a land division, fill in the land division section as well. A new question asks if the parent parcel involved in a land division for a nonfarm dwelling was created prior to July 1, 2001. Required fields: all, as applicable, except whether replacement dwellings have been removed, demolished or converted.

**Uses Other Than Dwellings** – Indicate what type of statutory/rule use as well as specific use was involved and respond to the applicable questions. Beginning with 2015 decisions, “portion
of parcel involved” will be a required question. If uses other than dwellings were approved as part of a land division, fill in the land division section as well. Please report decisions on all uses that involve buildings or structures and other uses that are identified as allowable in ORS 215 and OAR division 6. Describe the specific purpose of any accessory structure and to what primary use it is accessory. There is no need to report decisions on:

- interpretations or determinations of parcel validity,
- renewals, modification of conditions, extensions or revocations of permits
- waivers or dimensional variances,
- signs, fences, decks or attached garages,
- culverts or in-stream improvements,
- co-locations such as for cell towers, or additions or alterations that do not involve additional dwelling units or a change in the type of use,
- temporary permits for uses other than buildings, or
- zone changes (these require PAPAs).

Required fields: all, as applicable.

Land Divisions -- Enter the remainder of the parent parcel acreage (the largest portion) in the parcel 1 field. Each new parcel below the minimum lot size requires the entry of an authorized new or existing use. If new nonfarm dwellings are part of a land division, fill in the foregoing Dwellings section as well. If a new use other than a dwelling is part of a land division, fill in the foregoing Uses Other Than Dwellings section as well. The total acreage for new parcels must add up to the parent parcel acreage. Required fields: all, as applicable.

Lot Line Adjustments -- Indicate each before and after parcel acreage and respond to the other questions; the total for all before and after acreages of adjusted parcels must add up to within 10% of each other. Available fields will accommodate any number of parcels. Required fields: before and after parcel sizes and new dwellings.

Comments -- This field is for additional information or clarification you would like to provide.

Upload Document -- This section is for uploading county findings of fact and vicinity maps. There is no need to attach appendices, notification lists or long supplemental reports. Click on Browse, select the document and click on Upload. Required field.

When a decision entry has been completed, click on Save in the lower right-hand corner of the form; this will officially submit the form. You will see a pending notice and a DLCD file number when the transmission is successfully made. After DLCD staff takes a quick look at the entry, we will “accept” it. If you want to make a second entry, page back to the home screen. In the future, we will create a shortcut for this step. As you make successive entries you will see a summary list of them begin to accumulate on the Farmland Decision and Forest Land Decision pages. If you click on View for a specific decision, you will see the entire form that you filled in.