

Farm and Forest Online Reporting
Frequently Asked Questions
Nov. 4, 2014

1. Has the online Farm and Forest Reporting system been activated?

Yes, as of November 1, 2014.

2. Who should register to enter local decisions?

Any one that the county designates to do this and whose name or names have been emailed to Katherine Daniels at katherine.daniels@state.or.us.

3. How do I register?

Create a user name and password at this site: <https://db.lcd.state.or.us/FarmForest>.

4. How do I log in to enter local decisions?

Use the same site you registered on to log in.

5. Is there a reporting summary form as before?

No.

6. Are there new instructions?

Yes; they are available here: [Oregon Department of Land Conservation and Development Forms & Notices](#). This FAQ will be available at the same site.

7. What new questions were added to the forms?

Two new questions were added: 1) Whether the property has previously had a M49/M37 approval, and 2) whether any new parcel for a nonfarm dwelling was from a parent parcel that was created prior to July 1, 2001.

8. What questions were dropped from the forms?

Two questions were dropped: 1) Lot of record dwelling test type (EFU zone) and 2) Configuration of forest template for template dwellings. A number of other questions that previously applied to all uses now apply only to specific uses, as applicable.

9. What new features do the online reporting forms have?

Dropdown lists will help you respond quickly and error-free. Questions are tailored to the particular decisions. In addition, space is now available for additional tax lots and, in the case of lot line adjustments, additional parcels.

10. Why are responses required from so many of the questions?

In the past, many questions on the forms have gone unanswered which has resulted in incomplete data and therefore less reliable and usable data. Because we and others draw on this data to help guide future farm and forest land policy, it needs to be as complete and accurate as possible. To ensure that you have the information you need to fill in the forms completely, we encourage you to review your application forms to make sure that all the necessary questions for which responses are required are included.

10. If I have two related decisions with different file numbers, should I submit one or two forms?

It depends. If the decisions are required to be related, such as the requirement in EFU zones that a land division below the minimum parcel size be accompanied by a use approval, then both file numbers should be entered into the Local File Number box. Otherwise, it is up to the county.

11. What if two “uses other than dwellings were approved” in one decision?

Enter the most significant use under “uses other than dwellings” and any other use in the “comments” box.

12. Do I need to upload findings and a vicinity map for all decisions?

Yes.

13. Can I edit a response after I submit a decision?

Yes, for a short time (until DLCD staff reviews and “accepts” an entry). After that, please contact Angela Houck at angela.houck@state.or.us or 503-934-0017.

14. Will I have access to copies of the decisions I enter?

*Yes. Summaries of the decisions you enter will accumulate on the Farmland Decisions and Forest Land Decisions page. If you click on **View**, you can see the complete decision that was entered.*

15. Do I have access to a search function?

Not yet, though our goal is to enable this function for counties in the near future.

16. When are the decisions for a given year due?

Either as the decisions are made or half way through the year or by the end of February of the following year.

17. What if my county isn’t prepared to online reporting yet?

Please let us know if this is the case, and we will make hard copy forms available to you.