

Provide PHOTOCOPIES of the completed notification form and map to the local offices of the Water Resources Department and the Oregon Department of Fish and Wildlife IF AND ONLY IF you plan to use on-site water to mix pesticides or to control slash burns. In the applicant remarks section of the notification form identify the proposed water source. Addresses of the Water Resources and ODF&W offices are available in each Forestry office.

A notification is not considered accepted until it is received by the Forestry office that handles the location of your planned activity. Mail, fax or hand-deliver the notification form to the offices whose addresses are shown below.

For assistance filling out the notification form, contact your local ODF office.

OFFICE	COUNTIES COVERED	ADDRESS	PHONE NO.	FAX NO.
ASTORIA	Clatsop	92219 Hwy #202, 97103	503-325-5451	503-325-2756
BAKER CITY	Baker	2995 HUGHES LANE, 97814	541-523-5831	541-523-5874
CENTRAL POINT	Jackson	5286 TABLE ROCK ROAD, 97502	541-664-3328	541-776-6184
COLUMBIA CITY	Columbia, Clatsop	405 E STREET, 97018	503-397-2636	503-397-6361
COOS BAY	Coos, Curry, Douglas	63612 FIFTH STREET, 97420	541-267-4136	541-269-2027
DALLAS	Polk, Yamhill	825 OAK VILLA ROAD, 97338	503-623-8146	503-623-9034
FOREST GROVE	Tillamook, Washington, West Multnomah, Yamhill	801 GALES CREEK ROAD 97116-1199	503-357-2191	503-357-4548
FOSSIL	Wheeler, Morrow, Gilliam	45945 HWY 19, 97830	541-763-2575	541-763-2027
GRANTS PASS	Josephine	5375 MONUMENT DRIVE, 97526	541-474-3152	541-474-3158
JOHN DAY	Grant	PO BOX 546, 97845 (415 PATTERSON BRIDGE RD.)	541-575-1139	541-575-2253
KLAMATH FALLS	Klamath, Lake	3200 DELAP ROAD 97601	541-883-5681	541-883-5555
LAGRANDE	Baker, Malheur, Union	611 20TH STREET, 97850	541-963-3168	541-962-1058
LAKEVIEW	Lake, Klamath	2290 NORTH 4TH STREET, 97630	541-947-3311	541-947-3078
MEHAMA	Linn, Marion	22965 N. FORK ROAD SE, LYONS 97358	503-859-2151	503-859-2158
MOLALLA	Clackamas, East Multnomah	14995 S. HWY 211, 97038	503-829-2216	503-829-4736
MONUMENT	Grant, Wheeler	PO BOX 386, 97864 (MAY STREET)	541-934-2300	541-934-2301
PENDLETON	Umatilla, Grant, Morrow	1055 AIRPORT ROAD 97801	541-276-3491	541-276-0710
PHILOMATH	Benton	24533 ALSEA HWY, 97370	541-929-3266	541-929-5549
PRINEVILLE	Crook, Deschutes, Jefferson	3501 NE 3RD, 97754	541-447-5658	541-447-1469
ROSEBURG	Douglas	1758 NE AIRPORT ROAD, 97470-1499	541-440-3412	541-440-3424
SPRINGFIELD	Lane	3150 E. MAIN STREET, 97478	541-726-3588	541-726-2501
SWEET HOME	Linn	4690 HWY 20, 97386	541-367-6108	541-367-5613
THE DALLES	Hood River, Sherman, Wasco	3701 W. 13TH ST., 97058	541-296-4626	541-298-4993
TILLAMOOK	Tillamook	5005 THIRD STREET, 97141-2934	503-842-2545	503-842-3143
TOLEDO	Lincoln	763 NW FORESTRY ROAD, 97391	541-336-2273	541-336-5261
VENETA	Lane, Douglas	PO BOX 157, 97487 (87950 TERRITORIAL HWY)	541-935-2283	541-935-0731
WALLOWA	Wallowa	802 WEST HWY 82, 97885	541-886-2881	541-886-9085

**PLEASE PRINT OR TYPE INFORMATION ONTO THE FORM. Please don't write in shaded areas. The instructions are numbered to match numbered areas on the notification form.**

**Instructions For Filling Out The Notification Of Operation/Application For Permits form 629-2-1-002A**

File notice with the State Forester at least **15 days** prior to the date you would like to start operating.

File a notification (form 629-2-1-002A) at an Oregon Department of Forestry (ODF) office if **any** of the following conditions apply:

- Your operation area is brand new.
- You are adding a new activity to the operation.
- You are changing or increasing the area involved in an existing operation.
- It is after February 28, and you are continuing an operation that has been idle since the end of the previous calendar year and you have not informed ODF you intend to continue the operation before now.

1. "COUNTY (Enter only one)." Fill in the county name where the operation will take place. If an operation spans two or more counties, file a separate notification for each county. The address list shows which counties are handled by which offices.
2. "NOTICE AND PERMIT TYPE" Check Appropriate Boxes (2A, 2B and/or 2C). Checkmark in the boxes next to the notices you are giving and/or the permit you need. Anyone filing a notification for hauling only should check box 2B.
3. "REPRESENTATIVE" The person ODF should contact in case of fire emergency. Print the name and phone number. This person must know what resources you have available to fight the fire and have the authority to commit those resources.
4. "Timber Sale Name and/or Number: This information is required for all state and federal sales and is optional for private land sales.

"CHECK ONE BOX NEXT TO 5, 6, OR 7 TO INDICATE WHO FILLED OUT THE APPLICATION."

5. "OPERATOR" The name, address and phone of the person or company who is doing the work.
6. "LANDOWNER" The name, address and phone of the person who owns the land. **Harvesting timber may result in a tree planting requirement for the landowner.** RC (Recipient Class) EG (Ethnic Group) and S (Size of land ownership) boxes gather information about the landowner. We ask you to voluntarily enter this information which we will use for annual reports. In these reports, no names are connected with the codes.

Recipient Class	Ethnic Group	Size
1. Local Government	1. Does not apply	1. Does not apply
2. State Government	2. White	2. 0-9 acres
3. Federal Government	3. Black	3. 10-99 acres
4. Individual/Non-industrial Private Forest Landowner (someone who owns 5,000 or fewer acres of forest land, and makes less than 50% of his or her annual income from the primary processing of forest products.)	4. Hispanic	4. 100-499 acres
5. Partnership/Corp. Industrial Forest Landowner	5. American Indian/Alaskan Native	5. 500-999 acres
6. Other (private landowner such as a church or non-profit organization.)	6. Asian/Pacific Islander	6. 1,000-4,999 acres
No number seven.	7. All Other	7. 5,000 + acres

7. "TIMBER OWNER AND TAX PAYER" Enter the name of the person or company, their address and phone number. Fill in EITHER the timber owner's Employer Identification number OR the **last four digits** of the timber owner's Social Security number. The Social Security number information will be held in confidence. The party who owns timber at the point of first measure is the timber owner, and is responsible for paying the harvest and, if applicable, severance taxes.

