



# Oregon

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## Instructions for Online Reporting of Farm and Forest Land Decisions

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[ORS 197.065](#) requires counties to submit decisions on agricultural and forest land applications to the Department of Land Conservation and Development (DLCD). DLCD compiles the decisions received and prepares a required report to the Legislature each biennium. Farm and Forest decisions are due at the end of February for the previous calendar year.

Farm and forest decisions can be submitted through DLCD's [online tool](#). New users must create an account. For assistance, please contact [Tim Murphy](#), DLCD Farm and Forest Lands Specialist.

Once logged in, please click on either *Farm* or *Forest*, which will take you to the *Farmland Decisions* or *Forest Decisions* page. The *Farmland Decision* form is used to submit decisions on exclusive farm use (EFU) zoned land and decisions in mixed farm-forest zones that are subject to EFU criteria or standards. The *Forest Decisions* form is used to submit decisions on forest-zoned land and decisions in mixed farm-forest zones that are subject to forest zone criteria or standards.

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 nearly all of the questions in order to submit a decision. A message will appear if no response is provided for a required question. Counties may want to ensure that local application forms ask the questions for which the reporting form requires responses.

Following is a description of the different sections of the forms:

- **General Information:** Enter the landowner's name rather than the applicant's name. If a decision was authorized by Measure 37 or 49, do not enter the decision through Farm and Forest reporting. Instead follow the notice instructions under "[Measures 37 and 49 Notices of Application and Decision](#)."

- **Location:** Enter the township, range, section, quarter section, and tax lot as found on county assessment records. If county assessment records do not have a section number or quarter section letter, leave those field blank. 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 the decision is a very large use (e.g. wind farm, exploration of minerals, etc.) and involves too many sections or tax lots to list, contact [Tim Murphy](#).
- **Dwellings:** Indicate what type of dwelling was involved and respond to the applicable questions. If a dwelling and a land division were approved in the same application, fill in the *Land Divisions* section as well.
- **Uses Other Than Dwellings:** Indicate what type of statutory/rule use, as well as specific use, was involved and respond to the applicable questions. If a use and a land division were approved in the same application, fill in the *Land Divisions* section as well. In EFU zones, transmission towers less than 200 feet in height should be entered as “utility facility.”

**Do not submit decisions for:**

- agricultural buildings that are permitted outright
  - accessory structures such as garages, decks, sheds, signs and fences that are permitted outright
  - building additions
  - interpretations or determinations of parcel validity
  - renewals, modification of conditions, extensions or revocations of permits,
  - waivers or dimensional variances
  - permits for compliance with the National Flood Insurance Program
  - culverts, tidegates or other in-stream or estuarine improvements
  - co-locations of antennas and other equipment on transmission towers
  - temporary permits for uses other than buildings or agritourism
  - zone changes (these require notice as [Post Acknowledgement Plan Amendments](#)).
- **Land Divisions:** Enter the remainder of the parent parcel acreage (the largest parcel) as the first parcel. If a new dwelling is approved on the same application as the land division, fill in the previous *Dwellings* section as well. If a new use

other than a dwelling is approved on the same application as the land division, fill in the previous *Uses Other Than Dwellings* section as well. The total acreage for new parcels must add up to the parent parcel acreage.

- **Lot Line Adjustments:** Indicate each before and after parcel acreage and respond to the other questions. The total for all before and after acreages must add up to within 10% of each other. Available fields will accommodate any number of parcels.
- **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. Please submit findings rather than just the notice of decision. There is no need to attach application materials or notification lists. Click on *Browse* to select the document and then click on *Upload*.

When a decision entry has been completed, click on *Save* to officially submit the form. You will see a pending notice and a DLCD file number. DLCD staff will review the entry. If you want to make a second entry, page back to the home screen. A complete list of submitted entries can be obtained from this [tool](#).