Instructions for Online Reporting of Farm and Forest Land Decisions
March 16, 2017

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 nearly all of the questions in order to submit a decision. An error message will appear if no response is provided for a required question. Additional questions for which responses are now required include: Farm or forest tax deferral, prior Measure 49/37 claim, portion of parcel acreage for other uses and existing dwellings for PLAs. In addition, please provide the landowner name instead of the applicant's. 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 -- If a decision was authorized by Measure 49/37, do not enter data on this form instead forward hard copies as the noted link indicates. *Required fields: all, except first name.*

Location -- There are potential fields for any number of township, range, section and tax lot entries. In addition, there are fields for quarter and quarter-quarter sections, although these fields and those for sections are not required if unavailable. 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, contact Tim Murphy at: timothy.murphy@state.or.us. *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 applicable questions. If nonfarm dwellings or primary farm dwellings were approved as part of a land division, fill in the land division section as well. *Required fields: all, as applicable, except whether replacement dwellings have been removed, demolished or converted, if unknown.*

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 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. Cell towers in EFU zones are utility facilities necessary for public service. **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,
- 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 for cell towers,
- temporary permits for uses other than buildings or agritourism,
- 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 parcel 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 must add up to within 10% of each other. Available fields will accommodate any number of parcels. *Required fields: all, as applicable.*

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, conditions of approval 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.

Farm and Forest decisions are due at the end of February for the previous year.