

FOREST PRACTICES DIVISION



**Forest Practices Application and Notification (FPA/N)
Processing Timelines**

FPA/N Processing Timelines

The timelines the Department of Natural Resources (DNR) uses in reviewing FPA/Ns are mandated by statute and rule. DNR will use the following standards to:

- a) Establish the date of receipt for a submitted FPA/N.
- b) Determine completeness of a FPA/N.



Establishing the Date of Receipt

- **Date of receipt is the day the FPA/N is received regardless of completeness [RCW 76.09.050(1) and RCW 76.09.050(3)].**

Time Limits are Absolute

- **Without exception, the FPA/N review period will begin on the date an FPA/N is received in the appropriate DNR region office.**

Completeness is Not Linked to Date of Receipt or Start of the Review Period

- **Receipt and completeness of an FPA/N are separate unrelated concepts under statute. Failure to start the review period at the correct date could result in statutory FPA/N approval under RCW 76.09.050(5).**



Decision Time Limits

Decision time limits are established in statute (RCW 76.09) and rule (WAC 222) and are dependent on the FPA/N classification.

Class of Forest Practices and/or Type of Permit	Decision Time Limit	Valid for	Statute or Rule
Class II	5 days from receipt	3 years	RCW 76.09.050(1) WAC 222-12-030(2)
Class III	Within 30 days of receipt	3 years	RCW 76.09.050 WAC 222-20-020(1)
Class III or Class IV FPHP with DFW concurrence	Within 60 days of receipt	3 years	RCW 76.09.050 WAC 222-20-017(4)
Class III multiyear permit	Within 45 days of receipt	4 or 5 years	WAC 222-20-020(1)(d)
Class III Small Forest Landowner Long-term FPA/N	Step 1: Within 45 days of receipt Step 2: Within 45 days of receipt	4 to 15 years	WAC 222-20-016
Class IV special and Class IV general	Within 30 days of receipt	3 years	RCW 76.09.050 WAC 222-20-020



Substantial Information Eastern and Western Washington FPA/N

Forest Practices Application/Notification Eastern and Western Washington

Substantial Information	Why Substantial?
Landowner, Timber Owner and Operator information	RCW 76.09.060(1)(a)
Indication whether a portion of the land will be converted to non-forestry use	Needed to determine the classification
Legal description of the proposed forest practices	RCW 76.09.060(1)(c)
Indicating whether there are potentially unstable slopes in or around the proposal area	RCW 76.09.060(1)(h)
Indicating whether the proposal is within an urban growth area	Needed to determine the classification
Indicating whether the proposal is within a public park	Needed to determine the classification
A Forest Practices Activity Map showing the location of the proposal and meeting the activity map standards	RCW 76.09.060(1)(d)
An application fee (if applicable)	RCW 76.09.060(1)(l)
Signature from the Landowner, Timber Owner, and Operator (as applicable)	RCW 76.09.060(1)(k)



Substantial Information Aerial Chemical Application

Forest Practices Aerial Chemical Application	
Substantial Information	Why substantial?
Landowner, Timber Owner and Operator information	RCW 76.09.060(1)(a)
Legal description of the proposed forest practices	RCW 76.09.060(1)(c)
Chemical Information, including buffers displayed on a Forest Practices Activity Map that meets FPA/N mapping standards	Needed to determine the classification
Indicating whether the proposal is within city limits or an urban growth area	Needed to determine the classification
Indicating whether the proposal is within a public park	Needed to determine the classification
Indicating whether the proposal intends to use a chemical that is either not registered or the chemical will be used in a manner not allowed under the label	Needed to determine the classification
Indicating whether the proposal intends to apply a pesticide in a Type A or Type B Wetland	Needed to determine the classification
Indicating if 240 contiguous acres or more will be sprayed	Needed to determine the classification
A Forest Practices Activity Map showing the location of the proposal and meeting the activity map standards	RCW 76.09.060(1)(d)
Signature from the Landowner, Timber Owner, and Operator (as applicable)	RCW 76.09.060(1)(k)



Substantial Information

Long-Term Application Steps 1 and 2

Long-Term Application Step 1	
Substantial Information	Why substantial?
Landowner information	RCW 76.09.060(1)(a)
Legal description of the proposed forest practices	RCW 76.09.060(1)(c)
A Forest Practices Activity Map showing the location of the proposal and meeting the activity map standards	RCW 76.09.060(1)(d)
An application fee (if applicable)	RCW 76.09.060(1)(l)
Signature from the Landowner, Timber Owner, and Operator (as applicable)	RCW 76.09.060(1)(k)
Long-Term Application Step 2	
Substantial Information	Why substantial?
Landowner information	RCW 76.09.060(1)(a)
Long-term FPA/N number	Assures Step 1 of LTA is completed
Indicating whether the proposal is within an urban growth area	Needed to determine the classification
Indicating whether the proposal is within a public park	Needed to determine the classification
A Forest Practices Activity Map showing the location of the proposal and meeting the activity map standards	RCW 76.09.060(1)(d)
Signature from the Landowner	RCW 76.09.060(1)(k)



Substantial Information LTA 5-day Notice of Operations

Long-Term Application 5 Day Notice of Operation

Substantial Information	Why substantial?
Landowner, Timber Owner and Operator information	RCW 76.09.060(1)(a)
Long-term FPA/N number	Assures Step 1 and Step 2 of LTA are completed
Forest tax number of timber owner	Mandatory for Dept. of Revenue
Start and end dates of operation (month and year)	Purpose of 5-Day Notice
Description of forest practices activities, including Forest Practices Activity Map meeting the activity map standards	Assures activities are in accordance with Step 1 and Step 2 of LTA
Description of reforestation plan	Assures activities are in accordance with Step 1 and Step 2 of LTA
Marking of relevant features and boundaries (e.g. road centerlines, riparian management zone, harvest boundary)	Assures activities are in accordance with Step 1 and Step 2 of LTA
Signature from the Landowner, Timber Owner, and Operator (as applicable)	RCW 76.09.060(1)(k)



Example 1

FPA/N is Complete on Date of Receipt

June 2020 July 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1 Date of Receipt	2 Day 1 of Review Period	3	4	5	6
7	8	9	10	11	12	13
14	15 End of 14-day Comment Period	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1 Day 30 Decision Due Date	2	3 Observed Holiday	4
5	6	7	8	9	10	11

Timeline:

- ➔ Day 1 (date of receipt) = June 1
- ➔ Determined to be complete and processed on June 1.
- ➔ Uploaded for notification no later than June 3
- ➔ 14-day comment period = June 2 thru June 15
- ➔ Day 30 (decision due date) = July 1

— LINE DENOTES 14-DAY COMMENT PERIOD



Example 2

Missing Substantial Information

June 2020 July 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1 Date of Receipt	2	3 Disapproval Date	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1 Day 30/ Decision Due Date	2	3 Observed Holiday	4
5	6	7	8	9	10	11

Timeline:

- ➔ Day 1 (date of receipt) = June 1
- ➔ Determined to be missing substantial information.
- ➔ Disapproved by office no later than June 3.
- ➔ Day 30 (decision due date) = July 1



Example 3

Missing Non-Substantial Information

June 2020 July 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1 Date of Receipt	2 Day 1 of Review Period	3	4	5	6 Start of 14-day Comment Period
7	8	9	10	11	12	13
14	15	16	17	18	19 End of 14-day Comment Period	20
21	22	23	24	25	26	27
28	29	30	1 Day 30 Decision Due Date	2	3 Observed Holiday	4
5	6	7	8	9	10	11

→ **Timeline:** Day 1 (date of receipt) = June 1
 → Determined to be missing non-substantial information. Applicant notified June 1 and has until June 6 to submit missing information.
 → Information received on June 5.
 → Uploaded to FPARS for notification no later than June 9.
 → 14-day comment period = June 6 thru June 19.
 → Day 30 (decision due date) = July 1

— LINE DENOTES 14-DAY COMMENT PERIOD



Summary

- DNR standardized the procedure for identifying the FPA/N date of receipt. (RCW 76.09.050)
- Time limits are absolute. Without exception, the review period starts with the date of receipt.
- Completeness and date of receipt are separate and unrelated concepts; they are not linked.
- The 14-day comment period begins once the application is deemed satisfactorily complete and has been scanned and entered into FPARS.



Summary

- DNR established a list of substantial information required for FPA/N classification and preliminary review. If this information is missing, the FPA/N will be disapproved.
- If an FPA/N is missing non-substantial information, the applicant will have up to 5 calendar days to submit the necessary information or to exercise their option to withdraw the FPA/N.



Questions?



