

The Forest Practices Program is standardizing the official date of receipt for submitted Forest Practices Application/Notifications (FPA/N), beginning June 1, 2020. RCW 76.09.050 mandates that the date of receipt is the day an FPA/N is received, regardless of completeness. This date of receipt begins the official review period for DNR classification and approval purposes.

If the submitted FPA/N is missing substantial information, the FPA/N will be disapproved as incomplete, and a list of missing information will be provided to the applicant with the Notice of Decision. The following list of Frequently Asked Questions (FAQ) provides clarity on this standardization process. Additionally a set of *Substantial Information by FPA/N Type* tables also follows; these tables tell applicants what information DNR considers substantial for each type of FPA/N form.

If non-substantial information is missing, DNR will notify the applicant via phone, email, or USPS mail, and the applicant will have until the fifth calendar day of the review period to either submit the missing information or withdraw the FPA/N. If no action is taken by the applicant by the end of the fifth day, DNR will disapprove the FPA/N as incomplete.

If the FPA/N is withdrawn or disapproved, the applicant will have 45 calendar days to resubmit the FPA/N with the missing information and still use the original application fee.

The following FAQ provides further details on how the standardizing of FPA/N dates of receipt will affect applicants. Additional questions can be addressed by contacting your local region Forest Practices office or at Timber, Fish, and Wildlife meetings on the topic.

Forest Practices Application/Notification Submittal and Processing Timeline Frequently Asked Questions

1. What is the decision timeline for a Forest Practices Application/Notification (FPA/N)?

Decision timelines for FPA/Ns are dependent on the classification of the proposed forest practice. Class II notifications may begin five (5) calendar days from the date of receipt. Class III and IV FPA/Ns must be decided upon within thirty (30) calendar days of the date of receipt, with the following two exceptions: (1) hydraulic projects that require concurrence review from the Washington Department of Fish and Wildlife (WDFW) must be decided upon within sixty (60) calendar days of the date of receipt; and (2) multi-year and small forest landowner Long-Term Step 1 and Long-Term Step 2 applications must be decided upon within forty-five (45) calendar days of the date of receipt.

2. What is the official date of receipt?

Date of receipt is the day an FPA/N is received at the appropriate DNR region office either by mail or in person. ([RCW 76.09.050](#), [RCW 43.21B.001](#), and [WAC 222-16-010](#))

3. Will I be issued a dated receipt for my FPA/N?

Yes. The receipt will include: the date received, legal description, project name (if applicable), and the file number or assigned FPA/N number. The receipt will be issued in person, via email, postcard, or letter sent through United States Postal Service (USPS) to the landowner, timber owner, operator, and/or contact person.

4. What if my FPA/N is missing information?

FPA/Ns that are missing substantial information will be disapproved as incomplete. See following tables for a list of substantial information by FPA/N type. Any information that would prevent DNR from properly classifying an FPA/N may also be considered substantial information.

Non-substantial information or details not provided in the FPA/N must be submitted during the first five (5) calendar days from the date of receipt or DNR will disapprove the FPA/N as incomplete.

5. How will I be contacted if my FPA/N is missing non-substantial information?

If non-substantial information is missing, the DNR region office will notify the applicant via phone, email, or postal (USPS) mail. The notification will include a list of missing information that must be resolved within the first five (5) calendar days of the review period.

6. May I withdraw my application?

Applications may be withdrawn by the landowner at any time during the classification and approval window by sending a written request to the appropriate DNR region office.

7. If the FPA/N is withdrawn or disapproved, will I receive a refund?

No, you will not receive a refund; however, you may apply the fee to a new FPA/N that is in the same location as the original proposal. The new FPA/N must be received within 45 days of the effective date on the withdrawal or disapproval Notice of Decision.

8. How many times may I apply my fee to a resubmitted FPA/N?

FPA/N fees will only be applied to the first resubmittal.

9. When and how will I receive a Notice of Decision?

Following the completion of DNR's review, a Notice of Decision will be issued in person, via email, or by USPS mail to the landowner, timber owner, and operator.

10. What happens if the form changes before I resubmit my application?

When FPA/N form changes occur, a three-month period will be provided between the former application version and the new application version. If the resubmittal occurs after the new form goes into effect, the new version of the application would be required. **Note:** There may be unforeseen circumstances when the standard three-month period is shorter; these situations typically occur due to changes to law or rule.

11. How can I get landowner assistance with filling out my FPA/N?

You may hire a forestry consultant or other experts, such as a geologist or engineer, to assist with filling out the FPA/N and to ensure the documentation is complete. Additionally, and depending upon availability, DNR's Small Forest Landowner Office regulation assistance forester may be able to assist you in completing your FPA/N.

12. Will DNR staff look at my FPA/N prior to submittal?

Yes. Your local region office and/or forest practices forester can provide a preliminary paper review of the application. Once submitted, DNR will complete a more thorough review of the FPA/N, including a resource mapping review that may reveal additional missing items.

13. Will I be able to view my FPA/N once it's been submitted?

Within two (2) business days of DNR receiving a satisfactorily complete FPA/N, the application will be available for viewing online through the [Forest Practices Application Review System](#) (FPARS).

14. How do the date of receipt timelines pertain to an Emergency FPA/N?

No prior FPA/N is required for any emergency forest practices (see [RCW 76.09.060\(7\)](#)); however, the operator shall submit an FPA/N to DNR within 48 hours of commencement of emergency forest practices.

15. Does the decision timeline apply to water type modifications?

Water Type Modification Forms (WTMF) submitted with an FPA/N will have the same timeline as the submitted FPA/N. If non-concurrence occurs on any segment of the WTMF, the FPA/N may be disapproved. The timeline for WTMFs that are not submitted with an FPA/N are not mandated by RCW or WAC, and therefore may vary.

Substantial Information by FPA/N Type

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)
Appropriate 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)

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 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)

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)
Appropriate 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)
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 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 2 of LTA
Description of reforestation plan	Assures activities are in accordance with Step 1 and 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 2 of LTA
Signature from the landowner, timber owner, and operator (as applicable)	RCW 76.09.060(1)(k)