

Use Value Appraisal Forest Management Plan Extension Standards

These standards apply to all requests for extensions to forest management plan submission deadlines on parcels with forestland enrolled in Use Value Appraisal.

Policy:

When a landowner applies for managed forestland enrollment in Use Value Appraisal (UVA), a forest management plan that meets minimum plan standards must be submitted to the Department of Forests, Parks and Recreation (FPR). [32 V.S.A. § 3755](#) establishes deadlines for submission of plans. Forest management plans for new enrollments or additions to enrollment are due to FPR county foresters by October 1 of the year prior to enrollment of the managed forestland. Once approved, plans are valid for ten years. A forest management plan update is due to the county forester no later than April 1 of the year the plan expires to maintain eligibility of enrolled forestland.

An extension to a plan submission deadline may be provided if timely submission is prevented by **accident, mistake, or misfortune**. An accident, mistake, or misfortune is something outside the landowner’s control or something a reasonably prudent person would not be expected to guard against or provide for. Examples may include severe illness or death of the owner, military deployment of the owner, or recent acquisition of the enrolled parcel or other circumstances. **Circumstances such as not receiving a reminder letter about the plan update deadline; or those resulting from negligence, such as ignoring notice of responsibilities on filing forms; or misplacing notices mailed to the landowner at the address of record will not be considered a demonstration of accident, mistake, or misfortune and will not warrant an extension.**

A landowner may submit a plan extension request explaining the accident, mistake or misfortune preventing timely filing of the plan. If a plan extension request is approved, FPR will establish a new submission deadline based on the minimum reasonable time necessary to overcome the accident, mistake, or misfortune and allow for adequate plan development. However, no initial (new) plan due on October 1 shall be received later than December 31 of that year, and no management plan update due April 1 shall be received later than one year after the plan expires (Table 1).

UVA Forest Management Plan Submittal Due Dates		
Type of Plan Submittal	Established Submittal Dates	Maximum Extension Allowed
NEW Managed Forestland Enrollment or Additions	October 1: The year before enrollment	December 31: The year before enrollment
UPDATED Forest Management Plan – every ten years	April 1: The year the plan expires	April 1: One year after the plan expires

Table 1: UVA Forest Management Plan submittal due dates

Procedure:

For FPR to consider accepting a forest management plan submitted after the deadline, a landowner must request an extension and certify that they were prevented by accident, mistake, or misfortune from filing a plan by the due date. **This certification must be made under oath to the Commissioner of Forests, Parks and Recreation. To request an extension, please submit the EXTENSION REQUEST AND CERTIFICATION FORM to your county forester.**

A consulting forester licensed in Vermont or other representative may submit a request for an extension on behalf of a landowner if a Power of Attorney (POA) form on file with the Department of Forests, Parks and Recreation authorizes an agent to make such a request. A POA may be filed at the time of a request. Under specific circumstances, such as when a landowner is physically or mentally unable to request an extension, FPR may allow State of Vermont licensed foresters or other agents to request extensions on behalf of landowners.

The county forester will review complete requests and FPR will make a determination within 10 business days. The county forester will notify the person who submitted the extension request in writing if a plan filed by the submission date stated in the request will be accepted.

If an extension request is granted and a management plan is currently on file with FPR, then it will remain in effect until approval of the updated forest management plan by FPR.

Approved by Commissioner Fitzko

DATE: March, 2023

Use Value Appraisal Program
Forest Management Plan Extension Request and Certification

Landowner Names: _____

Primary Landowner Contact: _____

Primary Contact Address: _____

Primary Contact Phone: _____ Primary Contact Email: _____

A. Description of Parcel

1. SPAN(s) _____

2. Town(s) _____

B. Accident, Mistake, or Misfortune preventing timely submission of plan (check all that apply):

- Severe illness or death of owner, dependent, or immediate family member of owner.
- Acquisition of parcel within 12 months prior to update deadline.
- Military deployment of owner. Name of deployed owner: _____
- Injury or misfortune of engaged plan preparer.
- Other: _____

Note: The Department of Forests, Parks, and Recreation may request additional information to satisfy demonstration of accident, mistake, or misfortune.

C. Forest Management Plan Extension Request

1. Name of the forester who will be preparing the plan: _____

2. Proposed date by which the plan will be submitted: _____

Please proceed to page 2 of this form.

