

## **RESPONSIBILITIES**

**5473**

(No. 3 June 1991)

## **CDF RESPONSIBILITIES**

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In administration of timberland conversion, the department's responsibilities are as follows:

- To act upon conversion permit applications within legal and regulatory time constraints.
- To inform applicants of legal requirements and procedures.
- To be sure the applicant furnishes the required satisfactory proof of bona fide intention to change the land from a timber growing to a timberless growing use.
- To be sure the department meets its responsibilities as lead agency or responsible agency for the CEQA procedures. Area foresters and service foresters should work with local county planning departments as appropriate to obtain coordination of CEQA and zoning requirements with conversion permit application processing.
- To be sure proper authorization has been received for any necessary local zoning changes or compliance with zoning requirements and use permits.
- Provide applicants with the proper forms and be sure that the required information is entered properly.
- When appropriate, try to impress timber owners with the practical and profitable advantages of retaining some or all of their land for timber growing and related purposes.
- Inspect for legitimate execution of the timberland conversion plan.
- Provide fire safety requirements for the new use and inspect for compliance with applicable forest and fire laws.

Incomplete, improper, or inconsistent information in the required documents will require the return of the conversion package to the region office concerned. This means a delay for the applicant.

To avoid the undesirable promotion of timberland conversions, large numbers of forms should not be supplied to the public. Region chiefs should control the distribution of timberland conversion forms within the regions for legitimate needs.

CDF foresters having service forestry responsibilities should coordinate timberland conversion work at the field level as much as possible. The CDF forester's responsibilities are not primarily to facilitate the applicant's access to conversion permits. His/her responsibilities are to be sure the proper proof of bona fide intention has been furnished and evaluated, the required environmental safeguards and procedures are followed, and the other timberland conversion regulations are met.

The department has statutory responsibilities to encourage and promote continuous production of forest products. From the first contact on through assistance with forms and into the field examination, it is most important to advise the owner about the benefits of keeping land best suited to timber growing in timber production where feasible and economical. The forester with service forestry responsibilities thus can advise on stand treatments, markets, methods of sale, timber sale contract, and keeping the stand productive.

Certain aspects of conversion will be referred to other specialists as necessary or appropriate, both within the department and in other agencies or organizations, especially through the EIR process. For example, refer range management aspects to range improvement specialist, fish and wildlife aspects to fish and wildlife managers, etc. Where EIRs are contemplated, these contacts should be documented in the appraisal report.

## **TIMBERLAND OWNER AND TIMBER OPERATOR RESPONSIBILITIES**

### **5473.2**

(No. 3 June 1991)

Any timberland owner intending to convert timberland to other uses will apply to the Director through the appropriate region office for a TCP. The owner must receive the permit before submitting a THP. A THP is required on all ownership of three acres or more; see [Section 5471.4](#) in this handbook for situations exempt from a TCP. The timber operator may not commence timber operations as part of a conversion until he/she has a copy of the approved THP and the TCP (14 CCR §1103.1).

Further, the permit is not valid unless it has been recorded with the county recorder of the county where the property is located. The TCP must be conveniently available for inspection at all times during timber operations covered by the permit. THP for timber operations under conversion permits need not be prepared by a registered forester but still must be filed by a registered by the timberland owner or his/her agent. Cutting for Christmas trees, fuelwood, split products, or dead and dying trees in amounts less than 10 percent of the average volume per acre is exempt from requiring a THP (14 CCR §1038 and PRC §4584).

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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