



Directions for the preparation of Chapter 61 Forest Management Plans and Forest Stewardship Plans

This set of instructions will guide landowners in the development of forest management plans appropriate for enrollment in Chapter 61, 61A, 61B or the joint Forest Stewardship/Green Certification program. The combination of instructions for the programs is designed to clarify the respective requirements for each. **Please make note of the instances where additional information is required to upgrade Chapter 61 or Forest Stewardship plans to Forest Stewardship Council (FSC) Green Certification standards.** When incorporating Stewardship into management plans, foresters should keep in mind that the primary emphasis of this program is landowner education. In contrast, the Chapter 61, 61A and 61B Programs were designed to fill a regulatory function. This awareness should guide planners approach to writing the various sections of the plan.

The Management Plan should be prepared on the revised forms shown as Exhibits 1-10 in Appendix A. Check with your DCR Service Forester before using your own computer generated forms when filing a Chapter 61, 61A, 61B or Forest Stewardship/Green Certification Plan to ensure the plan will be accepted.

For approval of Chapter 61, 61A, 61B or Forest Stewardship/Green Certification Plans, please submit one original of the Forest Management Plan, with original signatures, and one copy to the appropriate DCR Office. For Chapter 61, 61A, or 61B applications one original Application Certificate, with original signatures, and one copy are required to be submitted with the Forest Management Plan. Please note that if the description of the excluded area on the certificate refers to the property map, then a copy of the property map must be stapled to the certificate.

When a contiguous property is contained in more than one town, one Management Plan may be prepared, but proper reference shall be made in each section of the Management Plan (i.e. Records, Stand Descriptions & Management Practices) for the portions in each Town. If space is insufficient, attachments containing this information shall be added to the plan. A separate original Application Certificate shall be provided for each Town listed in the plan. The property in each individual town will be assigned a separate case number.

The following information must be entered in the appropriate spaces available in the order of their occurrence. Whenever space is not adequate, make attachments.

Appendix A

EXHIBIT 1

ALL PLANS

1. In the Administrative Box, located in the upper right hand corner, the following items will be filled in by the DCR Office: **Case Number, Owner ID, Date Received, Plan Period, Rare Species Habitat, Additional Case No., and Eco-region**. The plan period is the 10-year certification period, which begins January 1 of the year following plan submission and approval. For **Rare Species Habitat**, the Service Forester will indicate yes or no after checking the Natural Heritage Program Atlas to see if the property falls within rare species Estimated Habitat or Priority Habitat polygons. An **additional case number** is generated for a single property that falls within two towns. **Eco-region** applies to Stewardship Plans only. Eco-region is determined from a USFS map and satisfies a USFS reporting requirement.

2. **Original Case Number** will be provided by the plan preparer if the property is being recertified or amended.

3. Plan preparer will provide the **Topo Name(s)** for the USGS Quadrangle in which the property is located and the **River Basin** (see Appendix B, *River Basin Map*).

CHECK-OFFS

ALL PLANS

In the upper left hand corner, indicate by an X in the appropriate place(s) if the plan has been prepared for Chapter 61, 61A or 61B certification, recertification, amendment; Stewardship new, renewed; Cost-shared (C-S), other; or a plan change between programs. For plans that are cost-shared indicate the source of funding. Also indicate if the plan is enrolled in Green Certification or has a conservation restriction including the holder of the CR.

OWNER, PROPERTY LOCATION, AND PLAN PREPARER INFORMATION

1. **Property Owner(s)** shall be the name or names of the owner(s) of record as it (they) appears on the current deed for the property to be classified. If joint ownership, all names must be filled in. If a corporation, trust, partnership or similar entity, include the name of the responsible agent.
2. **Mailing Address** shall be the mailing address of the property owner, or in the cases of the corporation, trust, partnership or similar entity, the responsible agent(s) address.
3. **Phone** shall include the area code and number of the owner or responsible agent.
4. **Property Location** shall indicate the town(s) in which the property is located. Also list the road(s) where there is primary access into the property.
5. **Plan Preparer(s)** name, mailing address, telephone number, and Massachusetts Forester License number.

RECORDS

ALL PLANS

General information in the form of a table shall be entered in the space provided or as an attachment to the plan if sufficient space is not available. The table shall contain the following for each Town included in the Plan:

1. **Assessor's tract/map numbers** shall be entered for those Towns which use this type of designation (those with Assessor's Maps).
2. **Lot/parcel numbers** shall be entered to locate the parcel on the Assessor's Maps.
3. **Deed Book and Page Numbers** shall be entered for the lot or lots which are being considered for certification.
4. **Total Acres** shall be entered for each lot/parcel. The owner is responsible for reconciling any discrepancies between Assessor's records, deeds and registry records before certification; otherwise use Assessor's records.
5. **Ch. 61/61A/61B Excluded Acres:** the number of acres to be excluded from Chapter 61, 61A or 61B certification shall be entered for each lot/parcel. The landowner is solely responsible for this information.
6. **Ch. 61/61A/61B Certified Acres:** the number of acres to be certified under Chapter 61, 61A or 61B shall be entered for each lot/parcel.
7. **Stewardship/Green Certification Excluded Acres:** the number of acres to be excluded from Stewardship shall be entered for each parcel.
8. **Stewardship/Green Certification Acres:** the total number of acres to be included in Stewardship shall be entered for each lot/parcel.
9. Total the last five columns to derive **total acres, total CH 61/ 61A/61B excluded acres, total CH61/61A/61B certified acres, total Stewardship excluded acres and total Stewardship acres.** The CH61/61A/61B acreage figures must balance and match the acreage figures on the CH61/61A/61B Application Certificate.
10. **Chapter 61/61A/61B Excluded area description** shall be entered in the space provided or as an attachment to the Plan if sufficient space is not available. The description shall include the following:
 1. metes and bounds description of areas to be excluded from classification should be tied into a specific point on the boundary map. This shall be the same description of the exclusion as it appears on the Application Certificate Form. Metes and bounds description may be omitted if the exclusion is clearly recognizable, i.e. bounded by stonewall(s) or a pond, and unlikely to change in ten years.
 2. The written description may be substituted by a suitable boundary map meeting the standards for Maps to be included in Forest Management Plan as written in these directions. Exclusions are to be placed on the property map, showing metes and bounds as required above.
 3. In the case of a Ch. 61A or 61B plans, only woodland acres are included in the management plan and certificate. Although fields, croplands and other areas are classifiable under Ch. 61A or 61B by the assessors, their acreage is not

certified by the DCR. Such land will be listed as excluded acres in the forest management plan and the certificate.

11. Stewardship/Green Certification excluded area description: If the area to be excluded from Stewardship in a joint Stewardship/CH61/61A/61B plan is the same as that to be excluded from CH61/61A/61B state that this is the case. If the area is not the same, or if the plan is not a joint plan (i.e. Stewardship only), describe the area to be excluded, referring to recognizable features such as the house, outbuildings, the lawn, landscaped area, stone walls, fields, fences etc. Also indicate the area to be excluded from Stewardship on the property map. A metes and bounds description of the area to be excluded from Stewardship is not required, nor are metes and bounds required to be shown for the Stewardship exclusion on the property map.

HISTORY

ALL PLANS

A history of the property shall be entered in the space provided or as an attachment to the Plan if sufficient space is not available. The history shall include the following:

1. Indicate the year the property was acquired and year formal Forest Management began.
2. Indicate by an X in the place provided if the boundaries are blazed and painted. Blazing and painting of the boundaries sufficient for identification may be a prerequisite to certification or recertification.
3. If the property is being recertified, list the treatments prescribed but not carried out since the last certification with reasons why.
4. List the silvicultural and forest protection accomplishments over the last 10 years, by stand, treatment, yield of products if any, the stumpage value of the products, acres treated and the dates the treatment took place. For recertification's where harvesting will be completed after the date the Plan is submitted to DCR and before the next certification period, include the anticipated harvest in this section. In the case of a new Chapter 61 or 61A this information will be used to help determine if the property has been in forest or agricultural use for the prior two years.
5. Enter remarks which are pertinent to the Forest Management of the property such as registered survey plan, name of previous owner and case number if an amendment because of change of ownership, etc.

EXHIBIT 2

STEWARDSHIP/GREEN CERTIFICATION

LANDOWNER GOALS, STEWARDSHIP PURPOSE & SIGNATURE

Insert page 2 of the Stewardship Planning Worksheet (contains the chart of Landowner Goals and the Stewardship Purpose) here. (The first page of the Stewardship Planning Worksheet should be retained by the landowner and need not be included with the plan.) In most cases the landowner will have filled out the Planning Worksheet when

they signed up for cost-sharing. If this has not happened, or if the landowner's goals or objectives have changed in the course of the plan development process, make changes to this page to reflect this or have the landowner prepare a fresh one.

Goals given "high" importance must be directly addressed in the plan, most typically in the appropriate stand descriptions and management practices. *The goal "enhance the quality/quantity of timber products" must be checked "high" if the plan is to be classified under Chapter 61/61A.*

STEWARDSHIP PURPOSE

This statement should be signed and dated by the owner. The Stewardship Program is not a regulatory program but rather, emphasizes education. This statement is intended to both inform/educate landowners and to call them to a higher level of responsibility.

EXHIBIT 3

STEWARDSHIP/GREEN CERTIFICATION

PROPERTY OVERVIEW, REGIONAL SIGNIFICANCE, & MANAGEMENT SUMMARY

Write several paragraphs, providing an overview of the property as a whole and its regional context. Explain in general terms the management actions being recommended and how they will advance the landowner's goals. Organize it any way you wish, but you must cover the following:

- Establish the landscape/regional context by describing the local pattern of land use, (urban, suburban, rural; farm, forestland). If the property's general attributes distinguish it in some way from the surrounding landscape, make note of it.
- **Detail the property's history of disturbance-timber harvesting, agricultural clearing, wildlife habitat creation, damage by natural event such an ice or wind storms, hurricane/tornado, fire, insect infestation or disease.** *If there is no evidence of natural disturbance or property history is unknown, make note of it.*
- Provide a property overview, describing the property size, location, topography, dominant forest types and age. Also note the overall forest health, the quality and/or variety of wildlife habitat, water resource concerns, and outstanding physical or cultural features and any other property-wide stewardship issues or concerns. *If no cultural or unique physical features were found, or if invasive non-native species are not an issue, make note of it.*
- What value does the property have, or what role does it play in relation to nearby protected lands dedicated to drinking water supply, wildlife habitat, recreation, open space, etc.? How might management of the property impact these lands, and

vice versa? **How might management of these lands impact the local and regional rural economy?**

- Summarize the management recommendations, indicating the property’s potential to achieve the landowner’s goals. Highlight the most important goals and the activities/management recommendations that will be employed to meet them.

EXHIBIT 4

STEWARDSHIP/GREEN CERTIFICATION

STEWARDSHIP ISSUES

The “Stewardship Issues” is a provided text that remains the same for every plan. *No new writing in this section is required.* It gives landowners background information on the following topics: biodiversity, non-native invasive species, rare species, riparian and wetland areas, soil and water quality, forest health, forest chemical use, invasive species, fire, wildlife management, forest products, cultural resources, recreation and aesthetics.

Property specific information on these topics should be incorporated into the Stand Description and Management Practice narratives, or in the Property Overview section. See instructions for those sections. Another option is to append your property specific information to this Stewardship Issues text. Do it by adding one or more paragraphs to the end of the pertinent sections. Do not disturb the existing text. Incorporate the information in the part of the plan that seems most appropriate.

EXHIBIT 5

ALL PLANS

STAND DESCRIPTIONS

A stand description sheet is required for all management plans. For the purposes of Chapter 61/61A/61B and Stewardship/Green Certification Plans, stands are a contiguous group of trees sufficiently uniform in species composition, arrangement of age classes, and condition to be a homogeneous and distinguishable unit. The information required for the description should be gathered from an on-the-ground inventory of all forested land and a field reconnaissance of non-forested lands. The field methods utilized must be identified (see #'s 7-8 of this section).

1. **Objective Code** - required only for joint Stewardship/CH61/61A/61B plans.
CH61 = all stands that are being classified under CH61/61A/61B
STEW/GC = stands that are not being classified under CH61/61A/61B
(GC=Green Certification)
2. **Stand Number** - Enter the number as listed on the forest stand map. Stands must be contiguous. Non-contiguous units of similar characteristics are not to be numbered the same.

3. **Type** - Enter the forest type that best describes the stand as listed in Appendix C.
4. **Acres** - Enter the total acreage of each stand. If the stand is located in two towns, list the acreage by town.
5. **Mean Stand Diameter** - Determine this from the appropriate stocking guide and cumulative diagnostic sheet. See Appendix D for sample stocking guides. Stewardship plans may use the following size class designations in place of MSD when timber is not a primary objective:

Seedling/sapling = < 4.0" dbh	Medium trees = 10.0-15.0" dbh
Poles = 4.0-9.9" dbh	Large trees = >15.0" dbh
6. **Basal Area** - Enter the basal area per acre (in square feet) of each stand. This may be determined by a 10 factor prism or angle gauge. Use minimum diameter of trees counted as recommended in diagnostic and silvicultural guides.
7. **Volume per Acre** - Estimate the total volume in the stand. The volume per acre may be calculated by use of the Quick Cruise Computer found in USDA Forest Service, NA-FR-15, (Appendix D, Ashbey, Burl S.), or from the Composite Board Foot volume Table for 10 factor Angle Gauge found in USDA Forest Service Agricultural Handbook 355 NEFES (Appendix D, Roach & Gingrich), or any other reasonable scientific method. State the field method utilized.
8. **Site Index** - For forested stands, the site index for each stand shall be determined by using the appropriate publication(s) listed in Appendix D. If the stand is a mixture of species, the site index value should be annotated with the species code or full name of the dominant species. For non-forested stands covered in a Stewardship plan, use field observation and/or USDA-NRCS soil surveys for a general indication of site quality as it relates to the management objectives. State the field method utilized.
9. **Stand Narrative** -. The narrative should help the landowner understand the quality and features of the stand without technical terminology. A narrative description will include:

All plans:

- overstory: species and condition
- regeneration: species and distribution
- soils: provide **the name of the type** and characteristics including moisture, drainage, and productivity by interpreting the site index of the dominant species and the site's suitability for growing timber. The presence of Highly Erodable Soils must be identified if applicable.
- desired future condition of the stand: state a management vision of the future forest landscape within a specified timeframe including a description of the desired structural or compositional condition by identifying, at a minimum, species, age class distribution, future product potential and other desired ecological features.

Stewardship/Green Certification plans (required) CH61, 61A, 61B (recommended):

- shrub/ground cover species
- topography: slopes-note occurrence(s) of slopes greater than 30%
- stand condition: vigor, health problems
- Unique Natural Communities: identify and describe area(s) that meet the

following definition: Areas designated to serve one or more of three purposes: 1) to establish and/or maintain an ecological reference condition; or 2) to create or maintain a representative system of protected areas; or 3) to serve as a set of refugia for species, communities and community types.

- noteworthy features: views, trails, specimen trees, ledges
- cultural features: cellar holes, stone walls, known Native American cultural features such as camp sites and trails
- habitat features: vernal pools, dens/snags, mast trees, species richness, vertical diversity/age classes, fish habitat
- invasive non-native plants: species, distribution, and potential threat.
- stand history: any known past management or natural events
- aesthetic quality
- protection from fire
- any additional property-specific details related to Forest Stewardship issues

If you have comments on these topics relevant to multiple stands or the whole property that were not covered in the property overview or added to the Stewardship Issues section, place an introductory sentence or paragraph before Stand 1, or discuss them in the stand description where the element first appears.

EXHIBIT 6

ALL PLANS

MANAGEMENT PRACTICES

These are the management practices to be accomplished in the next 10 years. For Ch. 61/61A/61B plans, these prescriptions are considered as commitments by the owner(s). For joint Stewardship-Ch. 61./61A/61B plans, these prescriptions are commitments when the objective code “CH61/61A/61B” designates the practice as a requirement for enrollment in Ch. 61/61A/61B. To clearly distinguish the practices recommended for Stewardship which are not required for Ch. 61/61A./61B we recommend placing them on a separate page or section with a heading “FOR STEWARDSHIP PROGRAM ONLY.”

The owner(s) cannot diverge from the approved silvicultural prescriptions in the Ch.61 Management plan without prior written approval of the State Forester, usually an amended Management plan. If the owner(s) diverges from the approved treatments, the State Forester may decertify or deny recertification of the property as set forth in Section 2 of the Chapter. For landowners enrolled in Green Certification, divergence from the management plan may trigger corrective action requests (CARS) and possible disenrollment from the MA Current Use Certified Group should those CARS go unaddressed.

For Stewardship and joint Stewardship-Ch. 61 plans the silvicultural prescriptions should be listed first, then practices that cross stand boundaries, such as boundary, trail and road work. List stand activities in order of stand number and group together those practices that must be done without jeopardizing the landowner’s standing in Ch. 61/61A (for applicable plans). List any other stand or area practices that will be done on Stewardship acres only on a separate page or after a clearly marked break in the page.

1. **Objective Code** - required only for joint Stewardship/CH61/61A/61B plans.

CH61 = silvicultural practices in stands classified under CH61/61A/61B or boundary work.

STEW/GC=stewardship practices in any stand or for the whole property that would not be required for 61/61A/61B.

2. **Stand** - Enter the stand number as listed on the stand map where the treatment is to take place.

3. **Type** - Enter the forest type as listed on the stand description.

4. **Silvicultural Prescription** - Enter the treatment to be accomplished using the terms as described in Appendix E. Designating the treatment areas on a map is recommended. Indicate practices other than silvicultural treatments to be completed for Stewardship plans here. Use language comparable to what's used in the USDA-NRCS WHIP and EQIP practices, such as forest stand improvement and prescribed burning. See Appendix F for list of NRCS forestry-related practices. Quantify activities in terms and units used in anticipated WHIP and EQIP practices.

5. **Acres** - Enter the number of acres to be treated in each stand.

6. **Basal area** - Estimate the basal area expected to be removed per acre.

7. **Volume** - Estimate the volume of products to be removed from the stand.

8. **Growth rate**- Growth rate estimates per stand can be made by selecting one of the following methods:

- Consulting the USDA Soil Survey for the county where the property is located. The surveys contain tables with expected average growth and volume per acre based on soil type.
- The state determines Chapter 61 tax valuations using an expected volume increase of 162 board feet per acre per year calculated from state Forest Inventory Analysis (FIA) data. The total expected average volume increase can be determined by multiplying the total acreage of the stand by 162 board feet per acre. For example, a 20 acre stand can be expected to grow 3,240 board feet ($20 \times 162 = 3,240$)
- Coring a representative sample of dominant and co-dominant trees. Growth rate may be calculated by using the formula provided in Appendix G.

9. **Timing** - Indicate the dates when the silvicultural prescriptions or Stewardship practices are expected to take place. Wide ranges of timing, such as the entire certification period, are not acceptable without a clear explanation.

10. **Boundaries**- Describe the current condition of the boundaries. If the boundaries are not clearly marked, see the "Boundaries" paragraph on page 10, state the method and schedule for doing so.

11. **Practice Narrative** - The narrative should help the landowner understand what practices are being proposed for the stand and why. Silvicultural practices should be listed first, followed by other practices.

Silvicultural practice narratives must contain:

1. Practice purpose - how the recommended practice helps create the desired future stand condition. For Stewardship Plans, also address, if applicable, how this practice helps meet the landowner's non-timber objective(s).
2. Trees to be removed and retained- types, conditions, and sizes
3. Special considerations - erosion control, habitat protection, access, cultural feature protection, timing, timber harvesting methods and equipment (E.g. non-mechanized (manual felling, skidder) mechanized (cut-to-length felling, forwarder).

Other practice narratives must include:

1. Practice description and purpose – What is to be done, and how the practices helps the landowner achieve his/her objectives
2. Special considerations - timing, feasibility, possible cost-share. For some practices, a discussion of how to locate or install the practice would be desirable. (E.g. forest stand improvement, use of prescribed fire)

Monitoring (required for Green Certification, recommended for Chapter 61, 61A, 61B and Forest Stewardship)

Consistently monitoring their forest is essential for landowners to maintain an appropriate level of awareness of its condition. Incorporating the results of field observations enables landowners to re-evaluate their current management strategy and implement different management actions as needed, a process known as adaptive management.

Define the process for monitoring the forest based on the management plan. Identify who will be responsible for completing the monitoring, what they will be monitoring and the timing and/or frequency of the monitoring. Monitoring results such as regeneration failure, exotic insect infestation, damage from natural events-wind, ice, etc. may necessitate amendments to the management plan.

BOUNDARIES

ALL PLANS

If the boundaries are not marked at the time of the initial inspection conducted by MA Bureau of Forestry-Service Forestry staff, they must be permanently marked (painted or blazed and painted) within the first year of certification. Alternative permanent marking methods must have prior Service Forestry approval. For recertifications, the boundaries must be permanently marked before the next certification period begins, January 1st of the following year. If the boundaries are not clearly marked at the time of certification or recertification, the State Forester may require that said boundaries be made substantially discernible (flagging and/or signage) so as to be able to reference against the map provided. See the following bulletin for more information; Wood H.Peter, Kulis, Richard W., Woodland Boundaries, Cooperative Extension Service, University of Massachusetts, Amherst, MA.

EXHIBITS 7 & 8

ALL PLANS

MAPS

At least two maps will be provided with each plan, a property map and a locus map. The property map should include boundary information, stand identifiers, and other physical features relevant to Ch. 61/61A/61B and/or Stewardship plans. If this information can not be included all on one map which is legible, then include two or more maps. (Landmarks may include property identifiers such as utility pole number or street address that may help Service Foresters locate the property)

Each map must contain the following:

1. A magnetic or true North arrow
2. Scale
3. Name and address of owner (indicate mailing address if different from location address)
4. Name of agent responsible for preparing the map
5. Date prepared
6. Source of the information, such as assessors map, survey, field reconnaissance
7. Name of lot (if applicable)
8. Physical features labeled (roads, mountains, streams)
9. Name of town or towns where land is located
10. Labeled political features (town, county, state lines)

Locus Map: Indicate the approximate property boundaries. Use an appropriate scale that shows the location of the property in the landscape.

Property Map: A reasonable property map shall be printed with the following standards and shall clearly establish the area to be classified in a manner which corresponds to the permanently marked boundaries on the ground.

1. The property map shall be printed on one or more sheets 8-1/2 x 11 inches in size. Larger maps will not be accepted. If the property map cannot be printed in its entirety on one 8-1/2 x 11 sheet, the property shall be mapped by compartments. Compartment boundaries are defined by physical features such as roads, easements, streams, etc. The arbitrary dividing of a large, small scale map into 8-1/2 x 11 sheets will not be accepted.
2. The scale shall not be smaller than 1 inch equals 1000 feet or larger than 1 inch equals 200 feet.
3. For all plans, the property map shall show approximate bearings and distances (metes and bounds) to indicate the property boundaries, For Chapter 61/61A/61B plans, the property map shall show approximate bearings and distances (metes and bounds) to indicate excluded areas as well.
4. The property map shall be printed in only two colors, black on white, blue on white, etc. Property boundaries, stand boundaries, roads, etc., shall be denoted by different weights of lines, cross hatching, broken lines, etc.
5. The map shall indicate principal forest stands, excluded areas, access, protection and improvements. The forest stands shall be numbered consecutively. Stands must be contiguous. Non-contiguous units of similar characteristics are not to be numbered the same. The stands will be identified using the Forest Types listed in Appendix C.

If a single map showing boundary and stand information is too cluttered, create two maps labeled "Boundary Map" and "Forest Stand Map". Use the same size, scale and printing requirements as outlined above for each map. Additional maps such as topography, soils, woods roads and trails, wetlands and riparian areas, critical habitat, and natural and cultural features may be included.

EXHIBIT 9

ALL PLANS

SIGNATURE PAGE

Check each box that applies. The signature(s) of the owner(s) of record must be given in the space provided. If joint ownership, signatures from all the owners are required. If a corporation, trust, partnership or similar entity, the signature of the responsible agent must be provided. These signatures are signed under the pains of perjury.

The signature of the person responsible for the preparation of the Forest Management Plan must be given in the space provided. If the person is an agent of a Forestry Consulting Firm, the name of the firm will also be listed.

For Chapter 61/61A/61B plans the Department of Conservation and Recreation (DCR) Service Forester responsible for the area in which the property is located shall sign the Forest Management Plan in the space provided when he or she considers the property, and the Forest Management Plan and Application meet all the requirements of Chapter 61 and the Rules and Regulations.

For Stewardship/Green Certification Plans, the DCR Service Forester shall sign the plan when he or she considers the plan meets the standards and guidelines set forth by the Stewardship Program.

Chapter 61/61A/61B only: The DCR Commissioner or his designee shall sign the Forest Management Plan in the space provided when he considers the property, and the Forest Management Plan and Application meet all the requirements of Chapter 61 and the Rules and Regulations. The Regional Director will sign as an agent for the State Forester.

EXHIBIT 10

ALL PLANS

CERTIFICATE

One original of the Application Certificate, with original signatures, and one copy must be submitted along with the Forest Management Plan for review for Ch.61/61A/61B or joint Stewardship-Ch.61/61A/61B approval.

1. The **Case Number** will be filled in by the forestry clerk...
2. Name shall be the name or names of the owner(s) of record as it appears on the current deed for the property to be classified. If joint ownership, all names must be filled in. If a corporation, trust, partnership or similar entity, include the name of the responsible agent.
3. **Address** shall be the mailing address of the property owner, or in the case of a corporation, trust, partnership or similar entity the responsible agent's address.
4. The blanks must be filled in with the appropriate information: Mass. General Laws Chapter being applied for, number of acres requested for certification, total acres of parcel, county where property deed is registered, deed book and page, town of property location, assessors map and lot number, and total acres to be excluded from classification.
5. The description of **acres excluded** shall be a metes and bounds description or reference to the description on the property map. If excluded area is described through the property map, then a copy of the map must be attached to the certificate.
6. All landowners must **sign and date** the certificate.

BINDER

Stewardship, joint Stewardship-Ch. 61/61A/61B, joint Stewardship-Green Certification

DCR will provide a 3-ring binder for each new Stewardship Plan, available at the Regional Offices. Plan Preparers should pick up one binder for each plan they are prepare ring, providing the intended landowner's name. The Service Forester will assume that the plan preparer will deliver the binder when the plan is completed. If a completed plan is received for a landowner that is not on the "binder list", the Service Forester will contact the plan preparer to coordinate delivery of the binder.

