



Instructions for New Applicants to the Qualified Forest Program

Eligibility Requirements:

- Each Parcel (identified by a unique Tax Parcel ID #) in your application must be 20 acres or more in size.
- Parcels less than 40 acres in size must be 80% or more stocked with productive forest capable of producing forest products.
- Parcels larger than 40 acres in size must be 50% or more stocked with productive forest capable of producing forest products.

For parcels that meet the above eligibility requirements, please follow the instructions below to apply for the Qualified Forest Program enrollment. The following items will need to be included for your application to be considered complete:

1. Qualified Forest Program Application (MDARD QFP Form #6)
2. QFP Forest Management Practice Schedule (MDARD QFP Form #7)
3. Copy of Parcel Tax Bills
4. Copy of parcel's Forest Management Plan

1. QUALIFIED FOREST PROGRAM APPLICATION Instructions

A. Owner(s) / Contact for QFP Application — This information will be used by MDARD and Conservation Districts to verify forestry practice implementation.

1. Name of Owner: Name of individual, trust, business, including suffixes (i.e., LLC, Inc.).
2. FEIN or Last 4 Digits of SS#: FEIN: A nine-digit federal employer identification number assigned to businesses and nonprofit organizations by the IRS for tax purposes. Last 4 of SS#: Because the Forest Management Plan is exempt from FOIA (Freedom of Information Act), we will use this number to verify who you are if you call our offices.
3. Additional Owner: Any other individuals that have an ownership interest in this property.
4. Contact Name: First and last name of landowner that will serve as the primary contact.
5. Mailing Address: Address where any correspondence from MDARD should be mailed.
6. Email Address: Personal or business email address.
7. Phone Number: Personal or business telephone number with extension number, if applicable.

B. Property Tax Authority — This information is used in conjunction with the Parcel Tax ID to uniquely define the parcel enrolled in the program.

1. County: The name of the county in Michigan where the property is located.

2. Township: The name of the Political Township where the property is located.
3. Municipal: While most property taxes in Michigan are administered by Townships, a few cities, towns, and villages have been authorized to administer property taxes. If your property is in such an area indicate the name of the municipality here.

C. Parcels in Forest Management Plan — Each parcel must meet the program requirements to be enrolled. If a parcel qualifies, an Affidavit will be prepared for each parcel ID.

1. Parcel Tax ID: The numeric tax identification number of each parcel for which an Affidavit is proposed. This number can be found on the tax bill.
2. Acres: The total number of acres for each tax parcel.
3. Enrolled in Commercial Forest (CF) Program: Check this box for each parcel in your application that you wish to transfer from CF to QF.

2. QFP FOREST MANAGEMENT PRACTICE SCHEDULE Instructions

This form provides detailed information about the forest management practices for your parcel(s) and may be completed by your Qualified Forester. This information is necessary so that we can notify you of upcoming harvests and forest management practices. The information is also required for preparation of annual reports to the Michigan Legislature.

A. Qualified Forest Program Application Information

1. Name of Owner: Name of individual, trust, business, including suffixes (i.e., LLC, Inc.). Must match name on application.

B. Property Tax Authority— The Property Tax Authority is the same as provided in the Application. (Duplication ensures accuracy in the event forms in the application package get separated during processing.)

1. County: The name of the county in Michigan where the property is located.
2. Township: The name of the Political Township where the property is located.
3. Municipal: While Townships administer most property taxes in Michigan, a few cities, towns, and villages have been authorized to administer property taxes. If your property is in such an area indicate the name of the municipality here.

C. Forest Management Plan (FMP) Information

1. Forester Name: The name of the Qualified Forester that wrote the Forest Management Plan.
2. Mailing Address: The mailing address of the Qualified Forester.
3. Email: The email address of the Qualified Forester.
4. Phone: A phone number for the Qualified Forester.
5. Year FMP Developed: The year that the Forest Management Plan was written.
6. Year FMP Expires: The year the Forest Management Plan expires. If expiration year is not known, use the year in which the final practice is scheduled.
7. Number of Stands in FMP: The number of stands (management units) in the Forest Management Plan.

D. Stand Summary and Practice Schedule — The Qualified Forest Program requires MDARD to notify the landowner when a forest practice or harvest is to occur based on

the forest management plan, and is also required to annually notify the Michigan Legislature of expected timber harvest in a given year. Note: all forested stands need be recorded, even if there is no practice scheduled. The following information is necessary in order to provide those notifications:

1. Stand ID #: The unique number given to the stand (management unit) in the Forest Management Plan and Map. Stands may overlap multiple tax parcels.
2. Stand Type: Primary MDNR Inventory Cover Types, Tree Size, and Density. Include the letter designation for the cover type and the numeric code for tree size and density. (e.g., A6 for well stocked, poletimber aspen.) A key of MDNR inventory cover types is attached.
3. Stand Acres: Number of acres within the stand (management unit).
4. Year: Year that the corresponding forest practice is scheduled to occur. If the plan calls for a range of years, choose the last year. For example, if the plan calls for a thinning in 2013-2017, choose the last year (2017).
5. Practice/Harvest/Treatment: The forest practice to be completed on that land. Wildlife management practices are allowed in the Forest Management Plan, but MDARD requires you to record ONLY practices that directly relate to timber management.

E. Additional Stands – if you need to list more than 10 stands, please continue the Practice Schedule using additional copies of ‘*QFP Practice Schedule*’ (MDARD QFP Form #7) and make sure to indicate page numbers and total number of pages at the bottom of each page your Practice Schedule.

3. PARCEL TAX BILLS

Attach a copy of the most recent tax bill for each parcel to be enrolled. The tax bill should contain the parcel ID #, legal description & taxable value for the parcel.

4. FOREST MANAGEMENT PLAN

Attach a copy of the Forest Management Plan written by a Qualified Forester. A list of Qualified Foresters in the state of Michigan is available at www.michigan.gov/qfp.

Please submit the Qualified Forest Program Application documents electronically to MDARD-QFP@michigan.gov.

To submit your application fee, please print a hard copy of your QFP Application Form (MDARD QFP Form #6) and mail it with a check in the amount of \$50.00 made payable to the “State of Michigan” to:

QFP
MDARD-ESD
P.O. Box 30776
Lansing, MI 48909

If you have any questions or concerns, please contact us at (517) 284-5630 or MDARD-QFP@michigan.gov.

Stand Type Symbols

A – Aspen	0 – Unstocked
B – Paper Birch	1 – Seedlings/Saplings – Poorly Stocked
C – Cedar	2 – Seedlings/Saplings – Moderately Stocked
D – Treed Bog	3 – Seedlings/Saplings – Well Stocked
E – Lowland Hardwoods	
F – White Spruce/Fir	4 – Poletimber – Poorly Stocked
G – Grass	5 – Poletimber – Moderately Stocked
H – Hemlock	6 – Poletimber – Well Stocked
I – Local Use (various non-commercial or exotic)	7 – Sawtimber – Poorly Stocked
J – Jack Pine	8 – Sawtimber – Moderately Stocked
K – Rock	9 – Sawtimber – Well Stocked
L – Lowland Brush	
M – Northern Hardwoods	
N – Marsh	
O – Oak	
P – Lowland Poplar (Bam)	
Q – Mixed Lowland Conifers	
R – Red Pine	
S – Black Spruce	
T – Tamarack	
U – Upland Brush	
V – Bog or Muskeg	
W – White Pine	
X – Non-Stocked	
Y – Sand Dunes	
Z – Water	
LM – Lowland Mixed	
MC – Upland Mixed Conifers	
MD – Mixed Deciduous	
UM – Upland Mixed	

Forest Practice Types

When completing the Forest Practice section of the Forest Practice Schedule, use only the key words (in italics) below.

Artificial Regeneration—The process by which a stand is replaced by artificial planting of seed, seedlings, or young trees.

Clearcut—A harvesting method that removes all the trees on an area in one operation. Regeneration occurs from seed or seedlings present before cutting, from dormant seed on the ground, from seed that disperses from adjoining stands, or from artificial planting or seeding. Clearcutting is used most often with species that require full sunlight to reproduce and grow well. Produces an even-aged forest stand.

Fertilization—Applying nutrients to the soil around a tree to promote successful growth and reproduction.

Group Selection Harvest—A harvest where small groups of trees are cut at periodic intervals (usually 8-15 years) based on their physical condition or degree of maturity. It produces an uneven-aged forest.

Logging Slash Distribution—The distribution across a forest of the slash produced after a logging operation to serve as wildlife cover, regeneration cover, and/or nutrient management.

No Practice—No harvest or other forest management practice is being implemented on a stand. Please include the expiration year of the management plan.

Prescribed Burning—Deliberate setting and careful control of surface fires in forests to help prevent more destructive fires and to kill off unwanted plants that compete with commercial species for plant nutrients; may also be used on grasslands.

Pruning—The removal of live or dead branches from standing trees. With forest trees, pruning generally means removing limbs from the lower 17 feet of the main stem to produce higher quality (knot-free) wood.

Salvage Treatment—Harvesting trees that have been killed or are in danger of being killed by insects, disease, fire, wind, flood, or other unexpected cause to recover their economic value.

Sanitation Cut—The harvesting or destruction of trees infected or highly susceptible to insects or diseases to prevent the spread of the pest to other trees in the area.

Seed Tree Harvest—A harvest where all trees are removed from the harvest area except for a few scattered trees that provide seed to establish a new stand producing an even-aged stand.

Shelterwood Harvest—A harvest where trees are removed in a series of two or more cuttings to allow the establishment of an early growth of new seedlings under the partial shade and protection of older trees. This produces an even-aged stand.

*The first entry in a Shelterwood Harvest system should be called “Shelterwood Harvest”. Each entry after the first that is associated with the Shelterwood Harvest should be referred to as a “*Thinning*”.

Single Tree Selection Harvest—A harvest in which individual trees are cut at periodic intervals (usually 8-15 years) based on their physical condition or degree of maturity. Produces an uneven-aged forest.

Site Preparation—A set of practices (for example, brush clearing, chemical vegetation control, and prescribed burning) that improve a seedbed or suppress competing vegetation to increase the chances for successfully establishing a new stand of trees.

Thinning—Cutting scattered trees or rows of trees to reduce the stocking and concentrate growth on fewer, higher quality remaining trees.

Timber Stand Improvement—The practice of removing undesirable trees, shrubs, vines, or other vegetation to achieve the desired stocking of the best quality trees.

Weeding and Cleaning—The practice of removing undesirable tree species that take up valuable growing space in a stand.