USE VALUE APPRAISAL PARCEL DATA ENTRY FORM INSTRUCTIONS

Use Value Appraisal Parcel Data Entry Form (See Appendix E2 – Use Value Appraisal Parcel Data Entry Form)**:** A completed Data Entry Form must accompany the Forest Management Plan. It is used for administrative purposes and data entry. It shall not be used as the management plan itself. Round all numbers to whole numbers.

Instructions for Completing the Form:

The line with (☐new, ☐update, etc.) indicates the type of plan. This sheet can also be used for amendments by indicating the revised information by stand and writing an explanation in section 14.

1)   Landowner Name – If there is more than one owner, use the owner responsible for attending to UVA.

2)   Landowner Contact Information – address, phone number, email.

3)   Parcel Town – Record the town(s) in which the land is located. If the parcel is in two or more towns, separate UVA forms must be completed for each town. This is necessary because taxes are paid by town, not parcel, and the ID# is broken down by town.

4)   School Property Account Number (SPAN) – Refer to corresponding tax bill or town clerk.

5)   Total Acres Assessed at Forest Use Value – Forestry Acres in Parcel are grand list acres minus agricultural land, open land, and exclusions. This number should agree with the total of all the stand acreage listed below.

6)   Plan Preparer is the name of the person and the company (if applicable) who prepared the management plan.

7)   Previous Owner – This is only important if the land was in UVA under a previous owner, otherwise you may leave it blank.

8)   Stand Information

   Stand # – List stands using same numbers as in management plan and on map. Use additional sheets if necessary. If two activities are planned on the same stand over the next 10 years, list the stand twice and indicate each activity separately (i.e., shelterwood 2005, overstory removal cut 2015).

   Acres – List acres in each stand to nearest acre.

   Even-aged/Uneven-aged—1 for even-aged class structure or 2 for uneven-age class structure.

Site Class – Indicate the predominant site class as defined by UVA standards (Appendix E – Use Value Appraisal Productivity Classes of Forest Land).

Stand Type – Use the codes on the back side of the form, if they reasonably describe the stand type. If not, use "12" (other) and describe the stand type in section 11.

Quadratic MSD – Show quadratic mean stand diameter to the nearest inch.

Total BA – Enter total basal area in square feet per acre.

AGS BA – Enter acceptable growing stock basal area in square feet per acre.

Management Activities – Use one of the codes listed on the back side of the UVA form if they reasonably describe the management activity intended. If not, enter "13" (other) and describe the activity in section 10.

Treatment Year – Enter the year the activity is planned. There is a three-year window on either side of this date (i.e., 2010 allows you to complete the activity between 2007 and 2013). If you cannot complete the activity within that time period, an amendment is necessary.