

South Island Natural Resource District (SINRD)

District Operating Procedures

SSS Conventional Application - Forestry Licence to Cut - FLTC

This District Operating Procedure is intended to provide staff with guidance during the processing and approval of Conventional Application Forestry Licence to Cuts (FLTC).

The guidelines are also a useful read for Small Scale Salvage Applicants who would like to better understand the permitting process and the many steps associated with it.

This document contains a content checklist for FLTC Applications.

Background:

A Conventional Application FLTC is a licence to salvage timber that is dead or in danger, as a result of insect infestation, fire, disease, or wind throw, of being significantly reduced in value, lost or destroyed in volumes generally under 50 m³.

For larger volumes (>50 <2000 m³), please refer to documentation listed under the Professional Salvage Applications section of the South Island Natural Resource District Minor Tenures and Small Scale Salvage Program website:

http://www.for.gov.bc.ca/dsi/MTenures_Salvage.htm#Professional_Salvage_Application

In this process it is up to the Forest Officer to conduct a field visit with the applicant and review the layout, harvest planning, mapping, referrals and land status clearance.

Legislation:

Conventional Application FLTCs are legislated under section 47.6 of the *Forest Act*.

Conventional Application FLTCs may be issued by the District Manager or a Forest Officer authorized by the District Manager.

Guidelines:

Due to staff workload pressures and the provincial direction of using Professional Application FLTCs, Conventional Application FLTCs should be restricted to the salvage of *post harvest logging debris and used engineering structures in volumes <50 m³*. The following points should be considered during the application, review and approval process:

- Ensure that the area applied for is Crown land and that the timber in question is crown timber.
- Ensure there are no existing active tenures, permits or licenses that may conflict with the issuance of an FLTC.
- Ensure that the waste and residue has been completed and accepted by the licensee.

- Ensure that the salvaging of post harvest debris will not negatively affect the burnability of roadside debris piles and/or not adversely affect any road deactivation measure undertaken by the original licensee.
- Refer the proposed salvage operation to the licensee/BCTS to gather any concerns/objections that they may have.
- Check the SP for any encumbrances (e.g. coarse woody debris - CWD or biodiversity, wildlife tree patches – WTP requirements).
- Follow the “Procedures for Miscellaneous Timber Pricing Appraisal Data Submission by West Coast Region for Stumpage Rates” and the “Additional Information on Filling in Miscellaneous Timber Pricing Appraisal Data Submission Form” when preparing and submitting an appraisal.
- In most cases, the Geometric/LIM staff needs to create an Exhibit A for adjudication purposes in spite of the fact that this license is usually used for the removal of already downed material. It is prudent to have LIM do a status clearance (adjudication report) in order to ensure that there are no conflicting tenures, licenses, or permits as well as ownership of land issues. Precise GIS location, longitude latitude is required.

An approved FLTC should consist of a signed license document and an Exhibit A or a legible map clearly showing the harvest area.

The original signed copy is sent to the permittee and a copy is put on file. The required info is also updated in the “FLTC” sheet in the “Misc. Tenure Tracking Ledger”.

Content Checklist for a Forestry Licence to Cut:

- A cover letter (or e-mail) to the District Manager that provides the details of what the applicant is proposing to harvest on the Crown land
- Completed Application form: [SSS Conventional Application for Forestry Licence to Cut Form](#).
- If the applicant has a permit that gives authority to occupy the land attach a copy of that permit.
- Include the Corporation Number (issued by the Registrar of Companies) if you are applying as a Registered Company.
- To avoid a delay in the processing of your application, please ensure that you have given us your complete name, mailing address, postal code and telephone/fax number and e-mail address. This will allow us to contact you for additional information, if required, and for signing the completed Licence to Cut document when it is completed.
- An operational plan Map (1:5000 or less scale) indicating applicable:
 - general geographic location, FSR Roads
 - location(s) of trees or proposed boundary location of area, tied to an identifiable point (legal corner if available) of commencement. GPS points: Longitude and Latitude or shape files if it is a larger area that needs to be traversed
 - streams and other resource features,

- any existing improvements (buildings, transmission lines, roads, etc.)
- size of trees (use diameter in centimetres at 1.3 meters above the ground) and species of trees proposed to be cut. If more than individual trees are proposed for cutting, provide a breakdown of species in percent, an average stem diameter and the area of the trees to be cut.
- photograph(s) of trees. Please include an object in the photos to indicate the photo scale. Please indicate the location from which the photos were taken, on the map noted above.
- the application form is available online at: (http://www.for.gov.bc.ca/dsi/MTenures_Salvage.htm#SMALL_SCALE_SALVAGE) it can be filled out and printed, or downloaded and fill it out. It should be submitted with the attached required location map, and photographs attached to the application.
- the preferred method of submission is through the FTA.DSI@gov.bc.ca e-mail Inbox. It can be also mail or drop off at the SINRD office in Port Alberni (address below)

WHO DO I CONTACT IF I HAVE ANY QUESTIONS?

For more information look up the South Island Natural District Office Minor Tenures and Small Scale Salvage, web page at: http://www.for.gov.bc.ca/dsi/MTenures_Salvage.htm and

Scaling web page at: <http://www.for.gov.bc.ca/dsi/Scaling.htm>

You can also contact the Authorizations section of the South Island Natural Resource District (Port Alberni office) for additional information during hours of operation (8:30 am - 4:30 pm, Monday to Friday) at:

South Island Natural Resource District Office

Ministry of Forests, Lands and Natural Resource Operations
 South Island Natural Resource District
 4885 Cherry Creek Road, Port Alberni, B.C., V9Y 8E9
 Phone: (250) 731-3000 Fax: (250) 731-3010

Mailing Address:
 Ministry of Forests, Lands and Natural Resource Operations
 South Island Natural Resource District
 4885 Cherry Creek Road, Port Alberni, B.C., V9Y 8E9

General information: e-mail: Forests.SouthIslandDistrictOffice@gov.bc.ca

Permit submissions: FTA.DSI@gov.bc.ca