

March 27, 2006

## **Instructions for Cutting Permit (CP) Applications to the Chilliwack Forest District**

Applies to: Major licences, Community Forests and Woodlot Licences

Contact: Doug Campbell, Tenures Officer

Below are the current instructions for submitting CP applications to the Chilliwack Forest District. All appraisal information must be submitted electronically through Electronic Commerce Appraisal System (ECAS) and Exhibit A maps must be submitted through Electronic Submission Format (ESF).

Your CP application must include:

1. A cover letter, signed by a Registered Professional Forester (RPF) or Registered Forest Technician (RFT) that includes:
  - a) A statement that the closing error for all cutting boundaries is less than or equal to 1%.
  - b) Identification of the requested CP term (max. 4 years)
  - c) An identification of the primary contact person for all correspondence regarding the application with their e-mail address.
  - d) Supporting documentation for non-tabular road appraisal costs that were previously approved by the District Manager.
2. Timber cruise information consistent with the current Cruising Manual.
3. Road layout and design schedules for approval as required by section 5.1 of the Forest Road Regulation (where a Forest Development Plan applies).
4. Appraisal information, including an appraisal map, consistent with the current Coast Appraisal Manual (submitted electronically).
5. An "Exhibit A" map (submitted electronically). See appendices for standards.
6. A "Key Value Indicator" form for each cutblock. See appendices for standards.

The Chilliwack Forest District relies on registered professionals for complete and accurate CP submissions to meet our 30 day client service objective for CP delivery. Be advised that we do not provide support services for Appraisal, Cruising, ECAS and ESF. We expect that CP submitters will ensure that all aspects of their submissions are accurate and complete. Incomplete or inaccurate work will be rejected. Repeat submitters of incomplete or inaccurate work cannot expect CP delivery within 30 days.