

# Sustainable Forest Incentive Act (SFIA) Enrollment Application

Apply by October 31, 2018, to enroll your land for incentive payment in 2019.

## Enrollment Checklist

**Before you complete or submit this form, the following statements must be true:**

- I have recorded a covenant showing a recorded date prior to the October 31 deadline with each county office where the land is located. I agree not to develop the land for at least the duration of the covenant and time enrolled in the program.
- I have attached copies of the recorded covenant(s), including:
  - Exhibits A and B, for the land I wish to enroll
  - Copies of the Statement of Property Taxes Payable in 2017 for each qualifying parcel
- The parcel does not contain any land that is classified as 2c Managed Forest Land or enrolled in Green Acres, Rural Preserve, or Agricultural Preserves.
- The land I am enrolling in SFIA:
  - Is not also enrolled in the Conservation Reserve Program (CRP), Conservation Reserve Enhancement Program (CREP), or Reinvest in Minnesota (RIM) Reserve Program
  - Is not subject to an easement funded by the Lessard-Sams Outdoor Heritage Council or a comparable permanent easement granted to a government or nonprofit entity after May 30, 2013
- I have attached a copy of my conservation easement documentation (if enrolled).

## Landowner Information

**You must apply in the name of the individual or entity that owns the land. Complete a separate application for individual-owned and entity-owned property.**

The land is owned by (*check one box only*):  an individual person or multiple people (*complete Part 1 below and skip Part 2*)  
 a business or organization (*complete Part 2 below and skip Part 1*)

### Part 1 — Complete only if the land is owned by an individual person or multiple people (only one name is allowed).

Landowner's First Name and Middle Initial	Last Name	Social Security Number	Date of Birth
Current Address			
City		State	ZIP Code

### Part 2 — Complete only if the land is owned by a business or organization.

Name of Business or Organization	Federal ID or Minnesota Tax ID Number (Required)		
Name of Authorized Representative (First, Middle Initial and Last Name)	Title		
Current Business Address of Authorized Representative			
City		State	ZIP Code

### Optional

Enter your email address if you want to receive SFIA email updates



## Form CR-TH1 Instructions

### Sustainable Forest Incentive Act Enrollment Application

*The Sustainable Forest Incentive Act provides annual payments to enrolled owners of forested land to promote long-term, sustainable forest management practices.*

#### Who is eligible?

To enroll in the Sustainable Forest Incentive Program (SFIA), you must meet *all* of the following requirements:

- You own 20 or more contiguous acres of land in Minnesota, of which at least 50 percent is forested.
  - Subtract 3 acres for any building or structure that is not used exclusively for forest management activities (house, barn, cabin, etc.).
  - Subtract the entire surface area of any open water body greater than 3 acres in size. (Open water bodies less than 3 acres may be included.)

An owner may include private individuals, corporations and partnerships—both residents and nonresidents of Minnesota. However, there can only be one claimant per parcel of land. If the land is owned by multiple people, the owners must decide who will receive the incentive payment.

- There are no delinquent property taxes owed on the land before enrolling in SFIA, and the taxes remain current while enrolled in the program.
- The land must have a current forest management plan that is *both*:
  - Registered with the Department of Natural Resources (DNR).
  - Prepared by a plan writer who is approved by DNR.

Allow adequate time for your plan to be written and registered to ensure you meet program deadlines. It takes:

- Plan writers several months to write a forest management plan.
- DNR 45 days to process your plan registration.

To receive an SFIA payment in 2019, submit your forest management plan to DNR by September 15, 2018.

If DNR receives your forest management plan after this date, it may not be registered by October 31, 2018, and your application will be considered incomplete.

**Note:** All management activities in the plan must meet the Minnesota Forest Resources Council's timber harvesting and forest management guidelines.

- The parcel cannot contain any land that is classified as 2c Managed Forest Land or enrolled in Green Acres, Rural Preserve, or Agricultural Preserves.
- The land cannot be enrolled in the Conservation Reserve Program (CRP), Conservation Reserve Enhancement Program (CREP), or Reinvest in Minnesota (RIM) Reserve Program.
- The land cannot be subject to an easement funded by the Lessard-Sams Outdoor Heritage Council or a comparable permanent easement granted to a government or nonprofit entity after May 30, 2013.
- The land cannot be used for residential or agricultural purposes.
- You agree to be enrolled in the program for a minimum of eight years.

#### How to Apply

If you meet *all* the above qualifications:

1. Record a covenant with the County Recorder or Registrar (for registered land) where your land is located, pledging not to develop the land.  
Covenant forms are available at the recorder's or registrar's office. Allow 2 to 3 months to process your request.
2. After you receive a covenant recording number, complete Form CR-TH1, *Sustainable Forest Incentive Act Enrollment Application*.
3. Submit the completed Form CR-TH1 and all required documents as instructed on the form.

#### Use of Information

We use the information you provide on this form to properly identify you and determine if you qualify to receive an incentive payment. Your Social Security number is required. (See Minnesota Statute 290C.04.)

Your application may be delayed or denied if you do not provide all of the requested information, except for your phone number. However, providing a daytime phone number can save time if we have any questions.

Your Social Security number is private information; we cannot disclose it to others without your consent.

Your Federal ID or Minnesota Tax ID number and date of birth are also private or nonpublic information; however, we may disclose them to county assessors or treasurers for property tax or debt collection purposes. All other information on this form is public.

#### Required Attachments

You must attach copies of the following information to your application for each parcel of land you wish to enroll:

- The recorded covenant, including Exhibits A and B.
- The 2017 property tax statement.

Keep a copy of your application and all attachments for your records.

You will need the parcel information in future years to complete and sign your annual SFIA certification letter. We will not be able to provide you with a copy.

#### Due Date

Your application and all required attachments must be postmarked no later than October 31, 2018, to receive an incentive payment in 2019.

Applications postmarked after Oct. 31 will be denied for that year. Your application may also be delayed or denied if you do not provide all of the requested information.

We will send an approval or a denial letter within 90 days after receiving your application.

*Continued*

## Completing Form CR-TH1

### Before You Can Apply

Before submitting your application, all statements in the Enrollment Checklist must be true. Be sure you meet all these requirements before filing Form CR-TH1.

### Landowner Information

Check one box to indicate if the land is owned by an individual person (or multiple people) or a business entity. Complete Part 1 or Part 2, whichever applies. Use a separate application for individual-owned and entity-owned property.

If the land is owned by multiple people, including married couples, the owners must decide who will receive the incentive payment. Only one owner can apply.

If the land is owned by a business or organization, the entity must appoint one authorized representative to enroll in the program and receive incentive payments on behalf of the entity. However, the authorized representative must apply in the name of the entity that owns the land.

The current mailing address will be used to mail any correspondence, including incentive payments. If you change your address, you must notify the department of the change by calling 651-556-6088.

### Parcel Information

For each parcel of land you wish to enroll, you must provide the requested information. If all the information is not provided for each parcel, including the number of eligible acres, your application will be delayed or denied.

**Column A — County Code.** In the chart below, find the county in which each parcel is located and enter the corresponding three-digit number in Column A.

**Column B — Covenant Recording Number.** Enter the covenant recording number for each parcel of land you wish to enroll. The recording number is issued by the county at the time your covenant is recorded and is found on the covenant.

Attach a copy of the covenant recorded for each parcel of land you wish to enroll in the program. Be sure to also include copies of Exhibits A and B.

**Column C — Conservation Easement** For each parcel, check Yes or No to indicate if it's subject to a conservation easement. If you answer Yes, attach a copy of the easement for that parcel.

**Column D — Property Identification Number (PID).** Enter the PID for each parcel of land you wish to enroll. You can find the PID on the property tax statement for that parcel.

Attach a copy of the property tax statement for each parcel of land you wish to enroll in the program.

**Column E — Number of Eligible Acres.** For each parcel, you must *separately* list the number of eligible acres you wish to enroll. Round the amount for each parcel to the nearest whole acre.

If you do not provide the number of acres for each parcel, processing your application will be delayed.

**Column F — Covenant Length.** Check the appropriate box to indicate the length of the covenant you recorded for each parcel (8, 20, or 50 years).

### Signature

You must sign and date this application or it will be considered incomplete. By signing the application, you are declaring that:

- The form is correct and complete to the best of your knowledge.
- You are the owner or authorized representative of the entity that owns the land.
- You will follow the land's forest management plan and all provisions of the Sustainable Forest Incentive Act (Minnesota Statutes 290C.01 to 290C.12).
- No delinquent property taxes are due on the land you wish to enroll.

Making false statements on this application is against the law. Criminal and/or civil penalties may apply for filing a false or fraudulent application.

### If You're Approved

Once you're approved and enrolled in the program, the department will send you an annual certification letter every May. If you properly complete the certification and return it by the due date as instructed, you can expect to receive your first incentive payment on or before Oct. 1, 2019.

If you fail to return the certification letter as required, you will not receive an incentive payment for that year.

### Questions? Need Forms?

For questions about enrolling in SFIA, contact the Department of Revenue:

Web: [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

Phone: 651-556-6088

Email: [sfia.proptax@state.mn.us](mailto:sfia.proptax@state.mn.us)

For questions about forest management plans, contact the Department of Natural Resources:

Web: [dnr.state.mn.us/foreststewardship](http://dnr.state.mn.us/foreststewardship)

Email: [sfia.dnr@state.mn.us](mailto:sfia.dnr@state.mn.us)

### Codes for Minnesota Counties (for use in Section 3, Column A, of Form TH1)

County	Code	County	Code	County	Code	County	Code	County	Code	County	Code
Aitkin.....	001	Cottonwood.....	033	Isanti.....	059	McLeod.....	085	Pennington.....	113	Stearns.....	145
Anoka.....	003	Crow Wing.....	035	Itasca.....	061	Mahnomen.....	087	Pine.....	115	Steele.....	147
Becker.....	005	Dakota.....	037	Jackson.....	063	Marshall.....	089	Pipestone.....	117	Stevens.....	149
Beltrami.....	007	Dodge.....	039	Kanabec.....	065	Martin.....	091	Polk.....	119	Swift.....	151
Benton.....	009	Douglas.....	041	Kandiyohi.....	067	Meeker.....	093	Pope.....	121	Todd.....	153
Big Stone.....	011	Faribault.....	043	Kittson.....	069	Mille Lacs.....	095	Ramsey.....	123	Traverse.....	155
Blue Earth.....	013	Fillmore.....	045	Koochiching.....	071	Morrison.....	097	Red Lake.....	125	Wabasha.....	157
Brown.....	015	Freeborn.....	047	Lac qui Parle.....	073	Mower.....	099	Redwood.....	127	Wadena.....	159
Carlton.....	017	Goodhue.....	049	Lake.....	075	Murray.....	101	Renville.....	129	Waseca.....	161
Carver.....	019	Grant.....	051	Lake of the Woods.....	077	Nicollet.....	103	Rice.....	131	Washington.....	163
Cass.....	021	Hennepin.....	053	LeSueur.....	079	Nobles.....	105	Rock.....	133	Watonwan.....	165
Chippewa.....	023	Houston.....	055	Lincoln.....	081	Norman.....	107	Roseau.....	135	Wilken.....	167
Chisago.....	025	Hubbard.....	057	Lyon.....	083	Olmsted.....	109	St. Louis.....	137	Winona.....	169
Clay.....	027					Otter Tail.....	111	Scott.....	139	Wright.....	171
Clearwater.....	029							Sherburne.....	141	Yellow Medicine.....	173
Cook.....	031							Sibley.....	143		