

Additional Guidance for Completing an Inspection v1.0

Underlined words in bold print are hyperlinks to website resources.

021 Inspection Record or ATFS Form 021 or 021 Form

The N.C. Tree Farm Program will provide inspectors a writable PDF 021 Form for re-inspections. Type inspection information directly into the 021 Form.

To enroll a new property, download a [blank 021 Form](#) for the initial inspection. The N.C. Tree Farm Program will assign a Tree Farm number when you submit the inspection form.

2021-2025 FMP Check List

Use the [check list](#) as you review the management plan to determine if it addresses all of the required elements.

Acres

Enter whole numbers on the inspection form for any field requiring the number of acres. Round fractional acreage to the nearest whole number.

ATFS 2021 Standards Addendum

If there are a few required elements missing from the management plan, use an [addendum](#) to update the plan. The landowner must initial and date the addendum. File the addendum with the management plan.

Certification and Recertification Grant

Grant funding is available to pay \$150 toward new certifications and re-certifications in [qualifying counties](#).

Contiguous

10-10,000 contiguous acres are required for certification. Non-contiguous acres must be recorded as separate Tree Farms. Contiguous properties are those that are under a single legal ownership and share a boundary line or corner, or are separated by no more than 84 feet (the approximate width of a two-lane state road). Non-contiguous tracts that are less than 10 acres and thus do not qualify for certification on their own may be certified with a qualifying tract. If you are uncertain about a property's contiguity, contact the N.C. Tree Farm Program for guidance.

Also see **Forested Acreage**.

County

If a Tree Farm is in multiple counties, enter the county that has most of the acreage. Include additional counties in the notes.

Forested Acreage

Forested acreage may include food plots, water resources (ponds, streams) and non-forested areas that are small and integrated into the forest management system. Residential areas, crops and large water bodies cannot be included in the forested acreage. The forested acreage must be contiguous. Non-contiguous areas must be recorded as separate Tree Farms under a separate Tree Farm number. See **Contiguous**.

Forested and total acreage listed on the inspection form should match the forested and total acreage in the management plan and on any maps.

Forest Health

If Wildfire is a forest health issue, enter the mitigation that is being done and the number of acres for each mitigation activity (thinning, pruning, fire tolerant species or prescribed burning) on the inspection form.

Forest Management Plan Grant

Grant funding is available for writing a forest management plan in [qualifying counties](#).

Forests of Recognized Importance (FORI)

Guidance on [FORI designation in North Carolina](#) is available here.

Inspector Resources

[General Information](#)

[Inspection Record](#)

[Tips for Completing Inspection Record](#)

[ATFS 2021 Management Plan Addendum](#)

Special Sites

For more information, consult:

- [N.C. Tree Farm Program: Special Sites](#)
- [N.C. Natural Heritage Program: Special Sites](#)

Standards of Sustainability

Find guidance on the [2021 Standards of Sustainability](#) here. Also reference your Standards of Sustainability Pocket Guide.

Threatened and Endangered (T&E) Species

Resources to consult for T&E Species include:

- Qualified Natural Resource Professional
- U.S. Fish and Wildlife Service: [Endangered Species](#)
- N.C. Natural Heritage Program: [Species/Community Search](#)
- N.C. Wildlife Resources Commission: [Protected Wildlife Species of N.C.](#)

Tree Farm Number

The Tree Farm Number is the unique identifier for each certified property. This field will be pre-populated for re-inspections and left blank for initial inspections. The N.C. Tree Farm Program will assign a Tree Farm Number to a new property when it processes the inspection and approves the certification.