How to Submit our Scattered Parcel Excel Sheet

During routine database management or cleanup, many properties will need to be broken up into new tree farms due to being non-contiguous, which can be tedious to change. A mass splitting of properties can be implemented by the national office, but the information must be submitted in a specific way.

1. Open the attached spreadsheet. This excel sheet is named: largeParcels\_SameOwnerTemplate2017.xls
2. Fill out ALL of the columns as fully as possible. At least one type of field location must be included, not all location fields are required to be filled.
3. Multiple large properties can be broken up at once with one spreadsheet. Each property does not need its own spread sheet and you do not need to leave any blank rows in between. Less spreadsheets is better and easier to handle by staff.
4. Email back to staff as an attachment.

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| --- | --- | --- |
| Column Name | Descriptor | Additional Notes |
| OriginalTreeFarmState | What state was the property originally in? | This is most likely the state you are in right now and most likely won’t change. Please abbreviate the state. |
| OriginalTreeFarmNumber | What Tree Farm number is the property currently listed as? | One of the new parcels can keep this original number. If *none* of the new parcels contain the original #, that original property will remain in the database untouched and you can handle it separately.  |
| NewTreeFarmNumber | What Tree Farm number do you want it to be now? | Can be any alphanumeric combination. Ex) originally DC-100, can be changed to 100.1 or 100a or 3656 |
| Acres | How many acres is this parcel? | Only forested acres, per program eligibility requirements |
| State | What state is this property in? | 2 letter abbreviation is fine |
| County | What county is property primarily in? | Only one county allowed |
| Location information | Where is this parcel located? | Only need one type of location info for each parcel |

What you cannot do with this report

* You cannot create new people with this process. That still needs to be done manually in ATFS.
* You cannot change ownership of properties with this. That needs to done manually.
* You cannot delete properties with this form. If you do not include the original property that is being split into this form, that does not mean we delete the original property. We will only delete or change the original property if instructed.

Feel free to contact staff with questions.