



## **FACILITATING THE CWPP SIGNATURE PROCESS**

After you've successfully created or updated your Community Wildfire Protection Plan (CWPP), you might be wondering, what comes next? For a CWPP to be finalized, it needs to go through a signatory process. The Healthy Forest Restoration Act requires that three entities must mutually agree to the final contents of a CWPP:

- The applicable local government (i.e., counties or cities);
- The local fire department(s); and
- The state entity responsible for forest management. In Washington, this is the State Forester.

However, as you work through the CWPP process, the CWPP Planning Team and partners may be interested in serving as signatories to the plan. These additional signatures are optional and will depend on your local context.

### **Who's Involved at the State Level**

*The State Forester is the first to sign the CWPP. After obtaining their signature, the local signature process with the city/county and fire district(s) is initiated.*

In coordination with the local CWPP Planning Team, the Washington Department of Natural Resources (DNR) Community Resilience Coordinators will use a state-developed [CWPP review guide](#) to document requirements and key elements in the plan. After the plan is complete, the Coordinators will submit the plan and the review guide to DNR Wildfire Division staff. DNR Wildfire Division staff will review the plan\* and submit the plan to the State Forester for approval and signature.

*\*If changes are necessary, the plan will be returned to the local CWPP planning team for update, and the DNR's review process will restart.*



# THE REVIEW PROCESS

**Several entities are involved in reviewing a CWPP. Identifying who needs to be involved ahead of time, and establishing a rough timeline, will help make the signatory process smoother.**

## Coordinating the Local Signature Process

Determine who has the authority to sign at the city or county level early.

- Will all the county commissioners/city council need to sign?
- Or will the elected body need to delegate or assign signature authority?

Determine the process and timeline for obtaining signature(s) within your local jurisdictions.

- Will the review and signature process require multiple meetings with the City/County Commissioners?
- Will the CWPP need to be reviewed by City/County study sessions or committees before the City Council or County Commissioner's meeting where the plan will be adopted?
- How do you get the plan on the agenda for the meetings?
- What is the City/County process for agreeing to the plan? Will they be issuing a City/County resolution before signature?

If your plan encompasses multiple fire districts, determine who will sign on behalf of all the fire districts.

- Work with your county fire chief's association. Will all the fire districts sign individually? Can the chair facilitate the signature process with the applicable fire districts? Or can the association delegate signature authority to the chair on behalf of all fire districts?

### QUICK TIP

GIVE YOURSELF AT LEAST 2 MONTHS TO FACILITATE THE SIGNATURE PROCESS WITH ALL OF THE ENTITIES.