### MFL Application Review Checklist (2/2018)

WisFIRS does not automatically check all aspects of the MFL application. The items below still need to be manually reviewed by the Certified Plan Writer and DNR Forester. This checklist should be used in conjunction with the Tax Law Handbook and does not change or otherwise affect requirements established in ch. NR 46 Wis. Adm. Code or ch. 77 Wis. Stats.

#### I. Proof of Ownership and Other Legal Documents
- a. Deed(s) represents all acreage being entered
- b. Deed(s) represents 100% of ownership
- c. Deed(s) shows all land under same ownership
- d. Land not part of recorded plat
- e. No timber cutting restrictions on deed or appropriate steps taken

#### II. Application (Form 2450-129, newest version – currently 7/16) & WisFIRS
- a. Signatures of all owners, life estate holders, lien holders, easement holders, etc. (as listed on deed)
- b. Correct legal description(s) and parcel ID #(s) listed
- c. Certified survey map listed, if applicable
- d. For each legal description, whole acres only unless decimal acres properly documented
- e. Certification statement for opting in or out – cannot be “Participation in the MFL Certified Group has not yet been specified.”

#### III. Map (Form 2450-133, newest revision – currently 1/14)
- a. Each parcel at least 20 contiguous acres (unless using one-time renewal for 10-19 acre parcels)
- b. Each parcel at least 80% productive
- c. Land meets width requirement
- d. Land mapped in proper descriptions
- e. Closed area identified, within acreage limits & follows closed acre rules
- f. One section per map
- g. Buildings & excluded areas identified
- h. For irregular sections, section & ¼ corners identified (A minimum of 2 section corners should be identified when possible. When not possible to include 2 section corners, a minimum of 1 section corner and 2 ¼ corners are required)
- i. ½ inch top & ¼ inch all other margins
- j. Proper scale of map (8 inches = 1 mile) and proper page size of 8.5 x 11” (hover over map on lower left corner)
- k. Entry outlined with proper highlighter (including around excluded areas)
- l. Open lands filled with yellow highlighter
- m. Open/Closed legend boxes in header highlighted with proper highlighter and Open Area box filled with yellow
- n. Adjoining lands identified (other MFL or FCL Order #s not required)
- o. Legend included
- p. Preparer name & date
- q. Addition: Is contiguous to original entry
- r. Addition: New and original acreage clearly shown
- s. Access to open lands obvious or shown by indicating the route or the location of the sign(s) that are closest to the access point from a public road or other land open to public access.

#### IV. Management Plan (Form 2450-194) & WisFIRS
- a. Suitable habitat for NHI hits evaluated correctly
- b. Archeological & historic sites evaluated & listed
- c. Timber type description correct
- d. Soils information correct
- e. Silvicultural system correct and consistent with DNR-approved silviculture & guidelines
- f. Mandatory and non-mandatory practices appropriate
- g. Stand condition/special features section addresses important issues

#### V. Additional Information
- a. Productivity by MFL parcel listed in General Plan Comments on Overview page (each MFL parcel must be at least 80% productive)
- b. Any other important information not specific to a stand listed in the General Plan Comments on Overview page such as on the ground acreage vs. tax acreage, etc.
- c. If changes or corrections are made, all landowners initialed & dated the MFL application acknowledging the changes.
MFL Application Review Checklist (2/2018)

WisFIRS does not automatically check all aspects of the MFL application. The items below still need to be manually reviewed by the Certified Plan Writer and DNR Forester. This checklist should be used in conjunction with the Tax Law Handbook and does not change or otherwise affect requirements established in ch. NR 46 Wis. Adm. Code or ch. 77 Wis. Stats.

I. Proof of Ownership and Other Legal Documents
   a. Deed(s) represents all acreage being entered
   b. Deed(s) represents 100% of ownership
   c. Deed(s) shows all land under same ownership
   d. Land not part of recorded plat
   e. No timber cutting restrictions on deed or appropriate steps taken

II. Application (Form 2450-129, newest version – currently 7/16) & WisFIRS
   a. Signatures of all owners, life estate holders, lien holders, easement holders, etc. (as listed on deed)
   b. Correct legal description(s) and parcel ID #(s) listed
   c. Certified survey map listed, if applicable
   d. For each legal description, whole acres only unless decimal acres properly documented
   e. Certification statement for opting in or out – cannot be “Participation in the MFL Certified Group has not yet been specified.”

III. Map (Form 2450-133, newest revision – currently 1/14)
   a. Each parcel at least 20 contiguous acres (unless using one-time renewal for 10-19 acre parcels)
   b. Each parcel at least 80% productive
   c. Land meets width requirement
   d. Land mapped in proper descriptions
   e. Closed area identified, within acreage limits & follows closed acre rules
   f. One section per map
   g. Buildings & excluded areas identified
   h. For irregular sections, section & ¼ corners identified (A minimum of 2 section corners should be identified when possible. When not possible to include 2 section corners, a minimum of 1 section corner and 2 ¼ corners are required)
   i. ½ inch top & ¼ inch all other margins
   j. Proper scale of map (8 inches = 1 mile) and proper page size of 8.5 x 11” (hover over map on lower left corner)
   k. Entry outlined with proper highlighter (including around excluded areas)
   l. Open lands filled with yellow highlighter
   m. Open/Closed legend boxes in header highlighted with proper highlighter and Open Area box filled with yellow
   n. Adjoining lands identified (other MFL or FCL Order #s not required)
   o. Legend included
   p. Preparer name & date
   q. Addition: Is contiguous to original entry
   r. Addition: New and original acreage clearly shown
   s. Access to open lands obvious or shown by indicating the route or the location of the sign(s) that are closest to the access point from a public road or other land open to public access.

IV. Management Plan (Form 2450-194) & WisFIRS
   a. Suitable habitat for NHI hits evaluated correctly
   b. Archeological & historic sites evaluated & listed
   c. Timber type description correct
   d. Soils information correct
   e. Silvicultural system correct and consistent with DNR-approved silviculture & guidelines
   f. Mandatory and non-mandatory practices appropriate
   g. Stand condition/special features section addresses important issues

V. Additional Information
   a. Productivity by MFL parcel listed in General Plan Comments on Overview page (each MFL parcel must be at least 80% productive)
   b. Any other important information not specific to a stand listed in the General Plan Comments on Overview page such as on the ground acreage vs. tax acreage, etc.
   c. If changes or corrections are made, all landowners initialed & dated the MFL application acknowledging the changes.