

## **Cutting Notice and Report of Wood Products from Forest Crop and Managed Forest Lands (Form 2450-032) Instructions**

All landowners who intend to cut merchantable forest products (except for fuelwood used in the owners dwelling) for lands enrolled in the Managed Forest Law (MFL) or Forest Crop Law (FCL) shall, at least 30 days before the cutting is to take place, file a Cutting Notice and Report of Wood Products from Forest Crop and Managed Forest Lands (Form 2450-032) with the appropriate DNR Forester in the county where the land is located.

You can look up contact information for your local forester by visiting [dnr.wi.gov](http://dnr.wi.gov), keyword "**Forester**" and selecting the county containing the land.

The purpose of this notice and report is to ensure that the cutting of forest products on MFL and FCL lands complies with the objectives in the forest management plan, follows sound forest management guidelines and adheres with the guidelines set forth by forest certification (if the lands are enrolled in the MFL Certified Group). The report also tracks wood volumes harvested on MFL and FCL lands.

Filing an incomplete form or failure to provide adequate information may delay the evaluation and review process. Forms submitted by foresters on the cutting notice registration list do not require approval if the proposed cutting is required under the terms of the management plan and DNR review was not requested by the landowner<sup>1</sup>.

Landowners can request DNR review and approval of any submitted cutting notice.

**CAUTION:** There can be consequences to landowners for the items listed below. The consequence can include non-compliance assessments, citations or withdrawal from the MFL or FCL program with a withdrawal tax assessed to the landowner. For additional information, please contact the DNR forester.

- Failure to complete a required harvest or other required practice on MFL or FCL lands
- Failure to submit the cutting notice
- Failure to submit the cutting report
- Submitting a cutting report with false information on it
- Harvesting in a manner inconsistent with sound forestry or the landowner's management plan

**NOTE:** It is recommended to submit the Cutting Notice prior to entering into a contract for the sale of forest products. Before the cutting notice can be completely filled out, you will need to determine which best management practices (BMPs) for invasive species and water quality will need to be implemented while trees are being cut. You will also need to determine if there are any endangered or threatened species or any archaeological or historical sites that will need to be protected while trees are being cut. Implementing BMPs and protecting certain resources may affect the timing and operations of timber harvesting.

<sup>1</sup> DNR approval is not required prior to cutting if the cutting notice is submitted by any of the following, as long as the individual is on the Cutting Notice Registration List **and** the cutting is required under the terms of the management plan: a Wisconsin Cooperating Forester; a forester accredited by Society of American Foresters, Wisconsin Consulting Foresters, or Association of Consulting Foresters; or a person that has at least 5 years of experience engaged in the full-time profession of managing forests.

**A complete Cutting Notice and Report will include the following:**

**Land and Owner Information:**

- Name of the Landowner and address for this ownership
- County and municipality in which the land is located
- Primary contact's address, phone number and e-mail information (if e-mail available)
- Name of the person submitting the form (if not the landowner listed above)
- Primary phone number of the person submitting the form (if not the landowner listed above)
- Name of the logging contractor (if available)
- Primary phone number for the logging contractor (if available)
- Select if FCL or MFL land

**Map:**

- Attach a map with enough detail to identify the cutting area and to illustrate information in the cutting notice narrative (a copy of the MFL plan map without additional information is insufficient).

**Cutting Prescription:**

The proposed cutting should be described in detail, including the current timber type, silvicultural system (even-aged, uneven-aged, etc.), target stand condition, forest pest concerns and the marking paint colors used and what they represent.

- A complete and concise description of the applied silviculture
- Stand number
- Acres treated
- General management type (i.e. even age, uneven age, conversion, etc.)
- Harvest method (i.e. selection, group selection, thinning, etc.)
- Order of Removal used
- Target residual stand condition (i.e. basal area, crown closure, gaps, seed trees per acre, etc.)
- Tree Retention measures implemented
- Marking paint colors and representation

**BMPs for Water Quality Prescription:**

Describe how water quality concerns will be mitigated.

- Address prescriptions to mitigate water quality concerns
- Identify wetlands, streams, rivers, lakes, ponds, springs, or other water features
- Describe the BMP measures that will be implemented:  
Go to <http://dnr.wi.gov> and search keyword 'forestry bmp' for more information on Wisconsin's Forestry Best Management Practices for Water Quality
- Describe the permits that are required and/or obtained
- Identify the conditions suitable for harvest (i.e. dry, frozen, rutting guidelines, etc.)

**BMPs for Invasive Species Prescription and other Forest Health concerns:**

Describe how invasive species concerns will be mitigated.

- Address prescriptions to mitigate invasive species, including plants, pests, and pathogens
- Time of year restrictions (i.e. oak harvesting guidelines (dnr.wi.gov, keywords oak wilt), Heterobasidion root disease guidelines (dnr.wi.gov, keyword annosum), etc.)
- Describe the invasive plant BMP measures that will be implemented (Search [dnr.wi.gov](http://dnr.wi.gov), keyword 'invasives' or [wisconsinforestry.org/](http://wisconsinforestry.org/))

<sup>1</sup> DNR approval is not required prior to cutting if the cutting notice is submitted by any of the following, as long as the individual is on the Cutting Notice Registration List **and** the cutting is required under the terms of the management plan: a Wisconsin Cooperating Forester; a forester accredited by Society of American Foresters, Wisconsin Consulting Foresters, or Association of Consulting Foresters; or a person that has at least 5 years of experience engaged in the full-time profession of managing forests.

**NHI Prescription:**

Describe how impacts to Natural Heritage Inventory (NHI) concerns will be mitigated.

- Obtain NHI information prior to submitting the cutting notice and prior to establishing management practices. Preliminary searches can be made using the NHI Public Portal. Search dnr.wi.gov, keywords 'Public Portal'. If you do not use the public portal, or the public portal identifies "hits", request more detailed NHI information in writing directly to the appropriate DNR Forester.
- Document the date of the NHI search
- Verify any suitable habitat for species identified
- Describe the protection measures that will be taken to protect the species or community

**Archeological, Historical, Cultural Prescription:**

Describe how archaeological, historical and cultural resources will be protected.

- Obtain Archeological, Historical, and Cultural information prior to submitting the cutting notice and prior to establishing the management practices. Requests for this information should be made in writing or e-mail directly to the appropriate DNR Forester.
- Document the date of the Archeological, Historical, and Cultural resources search
- Describe the measures that will be taken to protect any sites

**Order Number and Legal Description:**

- Obtained from the MFL/FCL plan, Order of Designation, or from the DNR Forester

**Description Code:**

- Found in Appendix 1 of the Forest Tax Law Handbook

**Species Name and Product Code:**

- Use the drop-down box to identify the tree species and product to be harvested

**Volume:**

- Estimated volumes (from the pre-harvest cruise of the stand to be harvested) should be provided on page 2 when the cutting notice is submitted
- Report log products in board feet (i.e. 3000) and cords in whole cords (i.e. 55). Report posts, poles, and Christmas trees by the piece
- Actual volumes (from post-harvest scale) should be provided on page 2 when the cutting report is submitted within 30 days after the harvest is completed

**Signatures:**

- When submitting the Cutting Notice, the landowner, or their authorized designee, must select if they request DNR review and approval of the Cutting Notice (Yes or No). Cutting Notices submitted by a person who is not exempt from DNR approval<sup>1</sup> are subject to approval by the DNR Forester regardless of whether the landowner/authorized designee selected "Yes" or "No". Those otherwise exempt from DNR approval will be subject to DNR approval if the landowner/authorized designee selected "Yes".
- When submitting the Cutting Notice, the landowner, or their authorized designee, must sign the first page and submit to the appropriate DNR Forester at least 30 days prior to cutting.
- When submitting the Cutting Report, the landowner, or their authorized designee, must sign the second page and submit to the appropriate DNR Forester within 30 days of completion of the cutting.
- If cutting has not begun within one year after the approval of the cutting notice by the DNR forester or within one year after the notice was filed if approval was not required, file the cutting report showing zero volumes along with a brief explanation as to why the cutting did not occur. If required, a new cutting notice will need to be filed and approved by the DNR Forester.

<sup>1</sup> DNR approval is not required prior to cutting if the cutting notice is submitted by any of the following, as long as the individual is on the Cutting Notice Registration List **and** the cutting is required under the terms of the management plan: a Wisconsin Cooperating Forester; a forester accredited by Society of American Foresters, Wisconsin Consulting Foresters, or Association of Consulting Foresters; or a person that has at least 5 years of experience engaged in the full-time profession of managing forests.