

## **Completing the Cutting Notice Form**

Please complete the form as indicated below. Whether or not DNR approval is required, cutting notices must be complete, demonstrate sound forestry practices and be consistent with the management plan. Cutting notices that are lacking any required information, are incomplete and shall be returned to the submitter. All sections of the form must be filled out, except optional items indicated on the form. All information is required unless otherwise indicated as “if known”, “optional”, or “if applicable”. For those submitters using hard copy only forms, the lists needed to fill some information in the form are found at the end of the form. These lists are available as drop-down menus in the fillable PDF form.

### To complete a cutting notice:

#### Form

- Use the correct and current form:
  - o Managed Forest Law and Forest Crop Law Cutting Notice and Report of Wood Products Form 2450-032
  - o For the most current version, visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword '2450-032'

#### Landowner Information

- Name: Ownership of property
- C/O: Care of, if applicable
- Address, City, State, Zip Code: Owner's mailing address
- Phone Number: primary contact's main phone number
- Email Address: primary contact's main email

#### Certification:

- MFL Certified Group, check yes or no
  - o To obtain this information, visit WisFIRS (if access granted) or [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword 'forest certification', to view the list of MFL certified land
- FSC Certificate Number: #SCS-FM/COC-004622 and Tree Farm Certificate Number: #NSF-ATF-1Y942 are reference only
  - o Certificate numbers do not apply to Large Ownerships
  - o Certificate numbers do not apply to Forest Crop Law (FCL) lands

#### Managed Forest Law (MFL) or Forest Crop Law (FCL) Information

- MFL/FCL Order Number: found on MFL/FCL plan or Order of Designation
- County, Municipality, Section(s): Property information

#### Submitter information:

- Submitted By: indicate name of individual submitting the cutting notice form
- Qualification: use the dropdown box to identify the qualification of individual submitting the form or select none. When selecting “none”, the cutting notice requires DNR review and approval.
  - o Qualifications are defined under s. 77.86(1)(b)2, Wis. Stats.
  - o If hand-written submission, indicate one of the following:
    - Cooperating Forester
    - Accredited Forester
    - Experienced Individual (Person with 5 years of experience engaged in the full-time profession of managing forests)
    - None
- Email Address: contact primary email
- Phone Number: contact primary phone number
- Administered by: primary contact for timber sale administration
  - o Once the cutting notice is approved, all future correspondence pertaining to the status of the cutting may be directed towards the sale administrator.
- Phone Number: primary phone number
- Logging Contractor: name of logging contractor
- Phone Number: primary phone number
- Sale ID (optional): Indicate sale name, number or other identifier

#### Map

- Sale Map included: Attach a map with enough detail to identify the cutting area illustrating information in the cutting notice narrative
  - o A map must be attached for the cutting notice to be considered complete.
  - o A copy of the MFL plan map without additional information is insufficient.

### NHI Natural Heritage Inventory (NHI) Prescription

- NHI public portal ID: indicate
- Date checked and by whom: indicate
- Endangered resource(s) present: check 'no', 'yes, no suitable habitat', 'yes, suitable habitat'
- If suitable habitat, identify general element occurrence groups (i.e. Bird, Turtle, Lizard, Plant, Community, etc.) and describe recommended avoidance measures or any management considerations needed
  - o Do not list element occurrence by species due to confidentiality laws
- Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword "MFL NHI" for more information
  - o Include public portal ID and email requests to [DNRTaxLawNHICheck@wisconsin.gov](mailto:DNRTaxLawNHICheck@wisconsin.gov)

### Archeological, Historical, Cultural (AHC) Prescription

- Date of check and checked by: indicate
- Resource(s) present: check 'no' or 'yes'
- When implementing management practices, mitigation is recommended to minimize potential legal liability. Describe type of resource(s) and protection measures to be implemented.
- Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword 'MFL Archeological' for more information
  - o Email requests for AHC data to [DNRTaxLawNHICheck@wisconsin.gov](mailto:DNRTaxLawNHICheck@wisconsin.gov)

### Water Quality Prescription

- Water features potentially impacted: choose from list to indicate water feature presence and type(s)
- Describe recommended BMP measures, including permits required and/or obtained.
  - o BMP's for water quality are required for certified lands and may be required for non-certified lands
  - o Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword 'forestry bmp' for more information

### Soil Conservation Practices

- Soil type(s): choose from list to indicate soil(s) present in timber sale area
- Slope: choose from list
- Describe soil conservation practices: indicate measures to be implemented
  - o Identify conditions suitable for harvest (Example: dry, frozen)
  - o Describe measures for roads, landings, skid trails (Example: water bars or broad-based dips installed as soon as possible after no activity on slopes greater than \_\_% and installed every \_\_ feet)
  - o Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword 'forestry bmp' for more information
  - o Visit <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm> to learn property soil types

### Stand Information

- This section is to be filled out for each stand
- Stand #: indicate
- Harvest acres: indicate
- Current Timber Type: choose from list
- Current Age Class: choose from list
- Post-harvest timber type: choose from list
- Post-harvest age class: choose from list
- Additional stands with same prescriptions: indicate 'no' or 'yes'. Only use 'yes' if the cutting prescription will be identical to the first stand indicated. If yes, either:
  - o Check the [+] symbol to add stand(s) information lines – this option to be used when timber type and age class structure vary by stand
  - o Indicate all stands and total harvest acres – this option to be used when timber type and age class structure are the same in the stands.

## Cutting Prescription

- Harvest type: choose from list to indicate harvest type(s) for the stand(s)
- Describe, in detail, the proposed harvest to be implemented in the stand. Include enough information to account for all trees within the stand. Required information includes:
  - o Tree selection (how trees are chosen for removal or retention)
  - o Representation (how trees are identified for removal or retention - e.g. marking, flagging, designation, etc.)
  - o Current and target residual stand conditions (e.g. basal area, crown closure, gaps, seed trees per acre, etc.)
  - o When applicable, indicate pre and/or post-harvest treatments needed to meet stand/prescription objectives
- Invasive(s) Present: Indicate invasive species presence and use drop-down list to identify species and density. When 'other' is selected, indicate species name in the species box. Describe mitigation steps to be implemented.
  - o Certified land requires consideration to a range of management options, including non-chemical options
- Insect and disease concerns: Indicate 'no' or 'yes'. If yes, explain concerns and mitigations.
  - o Certified land requires consideration to a range of management options, including non-chemical options
- Forest chemical use (certified land only): Certified land restricts the use of prohibited chemicals and requires reporting.
  - o Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword 'MFL Certification' for a complete list of prohibited chemicals.
  - o Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword 'Forest Chemical' to report chemical use.
- Indicate if the cutting prescription matches the MFL plan/commitment. If no, explain reasoning. When selecting "no", the cutting notice requires DNR review and approval.
- Use the [+] symbol, when applicable, for additional stand(s) and prescription(s)

## Cutting Notice Authorization – To be completed by the Landowner/Agent prior to harvest

- Read and initial next to the following statements, then sign and date below. Submit completed form to DNR Tax Law Forestry Specialist serving the county where cutting will occur, at least 30 days prior to cutting (s. 77.86(1)(b) and s. 77.06(1), Wis. Stats.).
- Request for DNR approval: initial next to 'yes' or 'no'
  - o 'No' may only be checked if the person submitting the cutting notice is exempt from DNR approval.
    - All notices must clearly show consistency with sound forestry and management plan objectives.
    - Incomplete cutting notices shall be returned to the submitter.
- Landowner or Authorized Rep: representative signing for landowners must provide proof that they are authorized to act as the owner's agent.

## Submission

- Submit through mail or email to the DNR Tax Law Forestry Specialist serving the county where cutting will occur
  - o Visit [www.dnr.wi.gov](http://www.dnr.wi.gov) keyword "Forestry Assistance Locator" to find the name and contact information of the local Tax Law Forestry Specialist

## **Drop down menus**

### Qualification:

- Cooperating Forester
- Forester accredited by the Society of American Foresters, Association of Consulting Foresters, or Wisconsin Consulting Foresters
- Person with 5 years of experience engaged in the full-time profession of managing forests
- None

### Streams: Check all that apply

- Stream < 1ft wide
- Stream 1-3ft wide
- Stream 3ft wide or wider
- Designated Trout stream

### Other Water Features: Check all that apply

- Ephemeral pond
- Lake
- Dry wash
- Wetland

### Slope:

- Level
- Gently rolling
- Moderate slope
- Steep slope

### Soil Type:

- Clay
- Clay Loam
- Loam
- Loamy Sand
- Muck
- Peat
- Poorly Drained Mineral
- Sand
- Sand Mantled Clay (use with Lake Superior Red Clay Plain)
- Sandy Loam

### Current Age class structure and post-harvest age class structure:

- Even-Aged
- Two-Aged
- Uneven-Aged

### Invasive Species:

- Autumn Olive
- Black Locust
- Honeysuckle
- Buckthorn
- Reed Canary Grass
- Multi-Flora Rose
- Other \_\_\_\_\_

### Harvest Type: Check all that apply

- Coppice
- Clearcut (relying on regeneration by seed)
- Clearcut (rely on planting or direct seeding)
- Seed tree harvest – Seeding cut
- Seed tree harvest – final cut
- Shelterwood Harvest –preparatory cut
- Shelterwood Harvest –seeding cut
- Shelterwood Harvest – Final Cut
- Overstory Removal
- Group Selection
- Single Tree Selection
- Conversion from Even-age to Uneven-age
- Patch Selection Harvest
- Thinning
- Sanitation and Salvage Cutting

### Current timber type and Post-harvest timber type:

- Aspen
- Balsam Fir
- Black Spruce
- Bottomland Hardwoods
- Central Hardwoods
- Hemlock
- Jack Pine
- Miscellaneous Coniferous
- Miscellaneous Deciduous
- Northern Hardwoods
- Oak
- Red Maple
- Red Pine
- Scrub Oak
- Swamp Conifer
- Swamp Hardwoods
- Tamarack
- Walnut
- White Birch
- White Cedar
- White Pine
- White Spruce

### Invasive density:

- <5%
- 5-20%
- 20-35%
- 35-50%
- >50%

**Drop down menus (continue)**

Species name:

- Aspen
- Ash
- Basswood
- White Birch
- Yellow Birch
- Cedar
- Cherry
- Fir
- Hemlock
- Hickory
- Sugar Maple
- Red Maple
- Miscellaneous Hardwood
- Miscellaneous Conifer
- Black Oak
- Red Oak
- White Oak
- Jack Pine
- Red Pine
- White Pine
- Spruce
- Tamarack
- Walnut

Product:

- Board Feet
- Tons
- Cords
- Christmas Trees