

MFL Application Review Checklist (R 10/2022)

MFL Order Number: _____

Landowner: _____ Certified Plan Writer: _____ DNR Forester: _____

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

I. Proof of Ownership and Other Legal Documents

- a. Ownership Document(s) are complete (no missing pages), legible, recorded and only pertinent or relevant to enrollment are uploaded
- b. Ownership Document(s) represents all acreage being entered
- c. Ownership Document(s) represents 100% of ownership interest and shows all land under same ownership. Including ownership document(s) for lands connecting non-contiguous eligible parcels
- d. Landowners on ownership documents are correct and match county records
- e. Tax document(s) are all present and are the most recent (no extra tax documents present); Tax Parcel summaries from county website are acceptable documents
- f. If cutting restrictions are present, they do not affect MFL eligibility of the property
- g. Certified Survey Maps (CSMs) of land being enrolled are provided, accurate and recorded. Maps of survey, plat of survey, and CSMs of non-enrolled land are uploaded as "Survey Map (Not CSM)" in WisFIRS
- h. Land is not part of a recorded plat
- i. Additions, Conversions & Renewals: Ownership is identical to previous plan. Transfers must be **applied** prior to June 1st deadline for additions, conversions & one-time renewals

II. Application (Form 2450-129, newest version – currently 5/19) & WisFIRS

- a. Current version of the Application (Form 2450-129 dated 5/19) is uploaded, complete, accurate and legible
- b. Contact person and address are listed accurately on the application and in WisFIRS
- c. Correct names and signatures of all owners, life estate holders, lien holders, easement holders, etc; as stated on the ownership document are on the application; dates are included with signatures
- d. All landowners are listed accurately on the application and in WisFIRS
- e. Verification has been made that landowners are not duplicated in WisFIRS
- f. Correct legal description(s) on the application and in WisFIRS
- g. Appropriate county tax ID Numbers are accurate on application and in WisFIRS and match tax document
- h. Acres for each legal description are accurate and match WisFIRS, plan, and tax document(s)
- i. Whole acres are being enrolled unless exceptions identified in Tax Law Handbook (p. 20-13) apply
- j. Certified survey map listed on application and in WisFIRS, if applicable
- k. Certification statement for opting in or out cannot be "Participation in the MFL Certified Group has not yet been specified"
- l. Plan is being enrolled properly (i.e. Not a Large to Small plan treated as a new plan, only one order per municipality, multi-municipality entries, new order more than 20 acres, no ineligible buildings, addition meets eligibility requirements, etc.)
- m. Only one order number per landowner per municipality when enrolled in the same year, other than conversions, additions & large to small plans.
- n. If changes are made to the application, a new application with new signatures is uploaded into WisFIRS following department guidance

III. Map (Form 2450-133, newest revision – currently 5/19)

- a. Current version of map (Form 2450-133 dated 5/19) is uploaded, complete, accurate and legible
- b. The correct map is present; scanned in color
- c. Each parcel is at least 10 contiguous acres & order meets minimum acreage requirements
- d. All non-productive areas are mapped in accordance with the requirements of their enrollment year and accounted for in the parcels non-productivity calculation
- e. Addition (if applicable) is contiguous to original entry or is an eligible parcel of at least 10 acres and connected by tract under the same ownership. Addition stand numbers are not the same as original plan numbers and the entire order entry per section is drawn as one new map. (original entry + addition)
- f. One-time Renewal (if applicable) parcel is identical to previous entry parcel
- g. Each MFL parcel is at least 80% productive (or capable)

III. Map (continued)

- h. Land meets minimum width requirement (120 feet or 4:1 ratio)
- i. Land mapped in proper legal descriptions
- j. Excluded areas are clearly drawn and dimensions are included if entered areas are decimal acreages
- k. Closed area identified, within acreage limits & follows closed acreage rules
- l. One section per map of MFL enrollment
- m. For irregular sections, section & ¼ corners identified (minimum of two section corners when possible. If not, a minimum of one section corner & two ¼ corners required)
- n. Minimum ½ inch top & ¼ inch all other margins. No pertinent information present in the margins. (Variance +/- 1/32-inch top margin, +/- 1/16-inch all other margins.)
- o. Proper scale of map (8 inches = 1 mile) and proper page size of 8.5" x 11"
- p. Entry highlighted properly (including excluded areas)
- q. Open/Closed legend boxes in header highlighted with proper highlighter and Open Area box filled with yellow
- r. Adjoining lands are identified properly, including excluded areas (other MFL or FCL Order #'s not required)
- s. Legend included on map. All features on the map are in the legend or identified on the map
- t. Preparer name & date included on map
- u. Access to open lands is clearly explained on the map
- v. Land mapped matches current on the ground conditions
- w. All necessary header information is included and is accurate
- x. Large Account Maps submitted shall have the stand acres & cover type listed on the map

IV. Management Plan (Form 2450-194)

- a. Ecological landscape description is correct
- b. Suitable habitat for NHI hits evaluated correctly
- c. Archeological & historic sites evaluated & listed
- d. Stand prefix, timber type description & stand data is accurate; age structure is consistent w/ timber type & stand conditions
- e. Stand numbers, stand acres, and productivity are correct and consistent with MFL map
- f. Soils information is correct
- g. Silvicultural System (Management Objective) correct and consistent with approved silviculture & guidelines
- h. Mandatory and Non-Mandatory Practices appropriate and consistent with approved Silvicultural System (Management Objective)
- i. Practices are scheduled for the entire length of the order
- j. Stand Condition/Special Features section has enough detail to further describe the stand and/or any special characteristics
- k. Forest Regeneration or Health Concerns are identified and addressed
- l. Stands of Identified Risk have appropriate productivity field and specific risk is defined in the stand description
- m. Regeneration monitoring practices are not scheduled as a mandatory or non-mandatory practice
- n. Large Accounts must have an approved Management Commitment submitted with the application

V. Additional Information

- a. Productivity by MFL parcel listed in General Plan Comments on Overview page
- 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, buildings, tree stands, etc.
- c. No unknown or extra documents are uploaded to WisFIRS

VI. Application Fee & Remittance Form

- a. Application fee and remittance form sent to TLFS and received

VII. Other

- a. Emerging or new requirement that plan must be returned for but CPW has not been advised about
- b. CPW Requested Return
- c. If changes are made to the plan, the new plan is signed, the signature page is uploaded, and the signature date is later than the last change date on the land exam