**My**

**Land**

**Handbook**

****

****

**Insert a photo of your property or one of your family on the cover by clicking above, then edit this field to your property’s name or your family’s name!**

**Foreword:**  The Wisconsin Woodland Owners Association (WWOA) hopes the My Land Handbook will assist and inspire you to care for the records of your land as much as you care for your land. We believe this Handbook, once completed, will provide you, your family, your next generation or future owner with an invaluable resource. This resource will assist you in sustainably caring for the resources found on your special piece of land.

The Wisconsin Woodland Owners Association (WWOA) is indebted to member Helen Moberg for envisioning this project and sharing her story. A very special thank you goes to Elise Worthel, Volunteer Wisconsin AmeriCorps member (2015-16) who created and organized the project, making it a reality for you to use. WWOA also thanks the Women of WWOA for their advice throughout the creation process. Thank you to the WWOA Board of Directors for their support and feedback. We also appreciate WEEB’s support for this project by funding the printing so that it could be distributed to hundreds of Wisconsin woodland owners.

My Land Handbook can also be found on WWOA’s website at *wisconsinwoodlands.org/resources/*

My Land Handbook will be updated or modified as laws and situations change through time.
To make suggestions, recommendations, or for questions, please contact us at

WWOA
PO Box 285
Stevens Point, WI 54481

715-346-4798

wwoa@uwsp.edu

wisconsinwoodlands.org

*It is always best to direct questions to your attorney. Information provided in this document is for reference only, and is not intended to be, nor is it legal advice.*

Created by the Wisconsin Woodland Owners Association ~ August 2016 under a 2016 grant from the Wisconsin Environmental Education Board.

**

**MY**

**LAND**

**HANDBOOK**

**Owner:** Click or tap here to enter text.

**Contact Information:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

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# Introduction

What would you do if you were suddenly charged with caring for your family’s land? Would you know how to maintain it, keep it healthy, and know its boundaries? Would you know what government programs it might be enrolled in, the easements on the property, and how to pay the taxes? The My Land Handbook was imagined by the Wisconsin Woodland Owners Association’s (WWOA), Women of WWOA, who were interested in creating a resource for current and future landowners to help answer these questions and more, so the land can eventually be smoothly and effectively passed on to the next caretakers. Below, you’ll find the story of one of the main creators of this handbook and her reasons for wanting a resource like the land handbook.

*My name is Helen, and this is my story.*

*My husband, Ed, and I own 103 acres in Wood County. Ed first started buying land from his sister, who decided country life wasn’t for her. This land included a swamp, sandy soils, and four oil pipelines. We continued buying small tracts of land from our neighbor a little at a time. Each time we would purchase 40 acres or so, we would immediately plant red pines on it. We also have hardwoods which provide us with more than enough lumber and firewood for heating our home and sugar shack. There was a red pine stand on the property before we bought it and that was the first major cutting we did – and when I say we, I really mean it.*

*Ed and I do all of the cutting and skidding. The first trees that we mass planted in 1989 got old enough to cut, so we started in that stand a few years ago. Now, we are up to cutting six truckloads of red pine and one truckload of jack pine per season. Since it is just Ed and I, this takes time, usually one load per month, or ten to twelve pulpwood cords. We haul the loads to our landing on the pipeline, where our hauler picks them up.*

*We work on our tree farm year round – we cut in the fall and winter, make maple syrup in the spring, mow fire lanes and prune lower limbs of the red pine in the summer. It is hard work, but very satisfying. I tell people that I don’t have to spend $100 a month to work out at a gym, I work out at home and I get paid for it!*

*Now here is the problem – we have no children and Ed’s only sibling’s children have no interest. We do not want to see our blood, sweat, and tears turn into a subdivision. Another problem is statistics show that women usually outlive their husbands. I have to confess that I have relied on Ed through the years to take care of the taxes and Managed Forest Law information. He has all of this information in his office, and I know where some of it is, but not all of it.*

*We needed to compile and organize this information so I can find it.*

*These concerns lead me to think about the best way to go about this. With help from the Women of WWOA and Elise Worthel, WWOA’s Volunteer Wisconsin AmeriCorps member, and many others WWOA was able to create this Handbook.*

# My Land Handbook

Everyone’s land and situation is unique. This is where you can keep all of your land’s information so that its story can continue into future generations, helping those that come after you to care for the land. Or if at some point the land is sold, this could be used as a record of its care and management.

My Land Handbook includes space for information regarding your land’s location and details about your land, your management plan and what to do to stay on track, as well as where to find keys, equipment, tax materials, and other important documents. Also included are additional resources and definitions for some key words relating to land ownership and care.

Please feel free to add pages as needed.

**Tips on how to use your My Land Handbook:**

* Fill in information early.
* Complete the following document or use the Word documents to create and save your Handbook. Additional pages can also be printed if needed from the website. The files can be found at wisconsinwoodlands.org/resources/
* If handwriting information into the document, you may want to consider using pencil, allowing you to update items more easily.
* Engage the whole family in filling out the details. Someone might remember something you don’t or may know more about different parts of the land or its management.
* Update and add new information frequently, keeping the date at the beginning of each section updated as you make changes.
* Don’t leave anything out, and make sure anyone can understand what you write. Pretend you won’t be around to answer any questions – be thorough.
* Keep this document in a safe place. You may include information regarding the locations of important documents, as well as other personal information. Also consider keeping it in a location safe from natural disasters.
* Make sure anyone who might need to find it knows where it is. If you’re not around, this document is what others will need to refer to regarding details about the land and managing the land.
* Keep multiple copies, electronic and print if you can. Remember to update all copies at the same time.

# Land Location and Boundaries

Section Last Updated: Click or tap to enter a date.

**A simple, but important, first question is where is your land?** Knowing the location of your land is essential for being able to enjoy it and care for it properly. This is especially important if you have multiple properties or if your land has an odd shape to it. *There is space provided for two properties, add or remove pages as needed.*

**Property 1:**
Property name: Click or tap here to enter text.
Address and city/township: Click or tap here to enter text.
Acres: Click or tap here to enter text.
Legal description: Click or tap here to enter text.
Where are the access roads? Click or tap here to enter text.

Are the property lines marked? How? Click or tap here to enter text.
Are there any fences? Who is responsible for their upkeep? Click or tap here to enter text.
Are there any signs? Where? When should they be replaced and how often? Click or tap here to enter text.
Who surveyed your land most recently? Click or tap here to enter text.

Attach a map of your property with its boundaries, access roads/trails, and important features marked, or state where you can find them. Click or tap here to enter text.

Attach important land documentation including ownership documents, surveys, plats, air photos, etc. or state where to find them. Click or tap here to enter text.

**Below, list your neighbors and their contact information if you have it.**
Attach or state where to find a map of your land, marking your boundaries and where your neighbors’ land borders yours.

Names: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

Names: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

**Property 2 (if applicable):**
Property name: Click or tap here to enter text.
Address and city/township: Click or tap here to enter text.
Acres: Click or tap here to enter text.
Legal description: Click or tap here to enter text.
Where are the access roads? Click or tap here to enter text.

Are the property lines marked? How? Click or tap here to enter text.
Are there any fences? Who is responsible for their upkeep? Click or tap here to enter text.
Are there any signs? Where? When should they be replaced and how often? Click or tap here to enter text.
Who surveyed your land most recently? Click or tap here to enter text.

Attach a map of your property with its boundaries, access roads/trails, and important features marked, or state where you can find them. Click or tap here to enter text.

Attach important land documentation including ownership documents, surveys, plats, air photos, etc. or state where to find them. Click or tap here to enter text.

**Below, list your neighbors and their contact information if you have it.**
Attach or state where to find a map of your land, marking your boundaries and where your neighbors’ land borders yours.

Names: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

Names: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

# Legal Information

Section Last Updated: Click or tap to enter a date.

Now, include the information below regarding the legal aspects of your property(ies), including ownership, purchase price, liens, and timber basis and rights.

**Property 1:** Click or tap here to enter text.
Legal description: Click or tap here to enter text.

Acres: Click or tap here to enter text.

Date acquired: Click or tap here to enter text.

Method of acquisition (purchased, inherited, other): Click or tap here to enter text.

Purchase price: Click or tap here to enter text.

Owner(s) as listed on deed: Click or tap here to enter text.

Land value: Click or tap here to enter text.

Date of land value: Click or tap here to enter text.

Timber basis: Click or tap here to enter text.

Date of timber basis: Click or tap here to enter text.

Who owns the timber rights? Click or tap here to enter text.

**Property 2 (if applicable):** Click or tap here to enter text.
Legal description: Click or tap here to enter text.

Acres: Click or tap here to enter text.

Date acquired: Click or tap here to enter text.

Method of acquisition (purchased, inherited, other): Click or tap here to enter text.

Purchase price: Click or tap here to enter text.

Owner(s) as listed on deed: Click or tap here to enter text.

Land value: Click or tap here to enter text.

Date of land value: Click or tap here to enter text.

Timber basis: Click or tap here to enter text.

Date of timber basis: Click or tap here to enter text.

Who owns the timber rights? Click or tap here to enter text.

# Your Land’s Soils and Waters

Section Last Updated: Click or tap to enter a date.

**What is the topography of your land?** Knowing the slope of the land is important to knowing what plants to expect in certain areas, what trees might do well there, and where erosion might be something to watch for. If you can, attach a topographical map. Include a brief description below.

Click or tap here to enter text.

**Know your soil types.** Soil types help you know drainage, erosion, and plant species to expect. Include a brief description below. Include anything you’re doing to deter and prevent erosion or where erosion might be a problem. To find out your soil types or learn more soil types visit the Web Soil Survey online (http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm).

Click or tap here to enter text.

**What water is on your property?** Do you have any ponds, scrapes, wetlands, creeks, steams, or rivers on your property? Is the water considered navigable or non-navigable? Have you had your wetlands delineated if you do have them? Definitions of some water types can be found in the Index of Terms. Include information you have about your land’s waters below.

Click or tap here to enter text.

# Your Land’s History and Vision

Section Last Updated: Click or tap to enter a date.

**What is your land’s history?** History is important even if you recently acquired the land or if it has been in your family for decades. History is important for management decisions as well as for nostalgic reasons. You want to know if your great-great-great grandfather bought it, if a fire ran through the area 20 years ago, if a tornado impacted the area in the past, or if it was formerly a corn field or grazing pasture. Include a description of its history below:

Click or tap here to enter text.

**Do you keep a journal or take notes on your land?** Writing down your observations while on your property is a great recordkeeping tool. If you keep a journal or take notes in the woods, describe below what observations you include and where you keep those notes.

Click or tap here to enter text.

**What is your personal vision for your land?** You may have specific management goals as well as goals for how the land is enjoyed, passed through the family, or sold. Write your vision below:

Click or tap here to enter text.

# Other Information About Your Land

Section Last Updated: Click or tap to enter a date.

**Do you know of any hazards on your property?** Hazards could be wells, buried tanks, old buildings, cisterns, old barbed wire fences, or anything else that could be dangerous on your property.

Click or tap here to enter text.

**Who owns mineral for your land?** Go to your land’s County Registrar of Deeds to review your chain of title.

Click or tap here to enter text.

**How do you access your land?** You may have different access points to different areas or depending on what your goal is for the day. What are those areas of access? If there are easements (legal or informal) involved in your access roads, include that information. Include a description below:

Click or tap here to enter text.

**What utilities are located on your land?**

Click or tap here to enter text.

# Easements

Section Last Updated: Click or tap to enter a date.

An easement allows someone the right to use or enter the property of another without possessing it. Easements provide paths across properties, protects land from development, or allow others to use the land for construction of utilities.

**Conservation Easement:** avoluntary legal agreement between a landowner and a land trust (or other qualified organization) in which the landowner places restrictions on the use of the property in order to protect the natural value of the land. Conservation easements are flexible and tailored to meet a landowner’s needs and vision for the land. A conservation easement protects the land permanently while keeping it in private ownership. The landowner retains ownership of the property and all rights and privileges for its use, except for the uses restricted under the easement

Who/What trust is your easement with? (National organization, Gathering Waters Conservancy, regional trusts, The Nature Conservancy, etc.)

Name: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Representative: Click or tap here to enter text.

Give the legal description of the property covered by the easement.
Click or tap here to enter text.

What are the unique points of your easement?
Click or tap here to enter text.

Who is responsible for monitoring your land? When do they usually inspect?
Click or tap here to enter text.

What is the appraised value of your land with and without the easement?
Click or tap here to enter text.

If your land was donated to the trust under the easement, do you have a tax deduction to monitor? How long does that deduction apply for?
Click or tap here to enter text.

Did you make a donation to the trust when creating the easement? When and how much?
Click or tap here to enter text.

Document locations:

* Easement Click or tap here to enter text.
* Deed with easement Click or tap here to enter text.
* Appraisals Click or tap here to enter text.
* Trust visit records Click or tap here to enter text.
* Tax and tax deduction information Click or tap here to enter text.

**Legal Easement:** an interest in land owned by another person, consisting of the right to use or control the land, or an area above or below it for a specific limited purpose. An easement may last forever, but it does not give the holder the right to possess, take from, improve, or sell the land. Easements in general are in writing, describe the easement or interest being conveyed, must be signed by the grantor, and must be accepted by the grantee.

 **Examples:** access, affirmative and negative, apparent, common, continuous and discontinuous, by necessity, appurtenant and in gross, light-and-air, solar, overhead and subsurface easements

Give the legal description of the property covered by the easement. Click or tap here to enter text.

Legal easement information:

* Written easement document Click or tap here to enter text.
* Easement type Click or tap here to enter text.
* Easement termination date (if applicable) Click or tap here to enter text.
* Contact information for issues regarding the easement Click or tap here to enter text.
* Easement restrictions for the landowner Click or tap here to enter text.
* Rights given to the holder of the easement Click or tap here to enter text.

*Definitions of some easement types can be found in the Index of Terms. As with all legal documents associated with your property, it is always best to direct all questions to your attorney. This information is for reference only, and is not intended to be, nor does it constitute legal advice.*

# Land Management

Section Last Updated: Click or tap to enter a date.

You may manage your land on your own, through guidance from the Department of Natural Resources or a private consultant, or you may have a land manager that takes care of your land. Regardless, it is important to know your goals for your land and the requirements of your management plan if you have one. In this section you’ll describe your management style of the land and your formal management plan if you have one.

**If you have a formal written management plan, use the section below:**

Some management plan types (*there are more out there!)*:

[ ]  Managed Forest Law (MFL) [WDNR]
[ ]  Forest Crop Law (FCL)[WDNR]
[ ]  Landowner Incentive Program (LIP)[WDNR]
[ ]  Wisconsin Forest Landowner Grant Program (WFLGP) [WDNR]
[ ]  Environmental Quality Incentives Program (EQIP) [NRCS]
[ ]  Wildlife Habitat Incentives Program (WHIP) [NRCS]
[ ]  Healthy Forests Reserve Program [NRCS]
[ ]  Conservation Stewardship Program [NRCS]
[ ]  Wetland Reserve Program [NRCS]
[ ]  Conservation Reserve Program (CRP) [USDA/NRCS]
[ ]  Emergency Forest Restoration Program [USDA]

What other type of management plan(s) do you have?

Click or tap here to enter text.

What property does the plan apply to? Give the legal descriptions, a list of property names, plan type and the year the plan was written.

Click or tap here to enter text.

How many acres are included?

Click or tap here to enter text.

What is the length of the plan, including start and end dates?
Click or tap here to enter text.

If the plan is an MFL plan, what acres are open or closed?
Click or tap here to enter text.

Attach a copy of your plan or note where the plan is located. Click or tap here to enter text.

Plan author: Click or tap here to enter text.
Phone number: Click or tap here to enter text.
Email address: Click or tap here to enter text.

What is the long-term goal of the management plan?

Click or tap here to enter text.

Describe any significant practices pre-dating the current management plan:

Click or tap here to enter text.

Describe past management practices under the current management plan:

Click or tap here to enter text.

Describe future management practices required under the plan:

Click or tap here to enter text.

**If you do not have a written management plan, but manage your land on your own or with a land manager, use this section:**

What are your long term goals for the land?

Click or tap here to enter text.

What do you harvest off the land (if anything), when/how often, and how?

Click or tap here to enter text.

What are your future plans for the land?

Click or tap here to enter text.

What invasive plants, diseases, or other issues are you dealing with on your land?

Click or tap here to enter text.

If you have a land manager, include their contact information here:

Click or tap here to enter text.

# Keys for Gates & Buildings

Section Last Updated: Click or tap to enter a date.

You’ll need to be able to get to your equipment if it’s in multiple buildings or sheds, as well as enter your property if it is gated and locked. Below you have space to list the locations of keys to all of your buildings and gates. *Add more pages as necessary.*

**Key for:** Click or tap here to enter text.
Gate or building location: Click or tap here to enter text.
Primary key location: Click or tap here to enter text.
Spare key location: Click or tap here to enter text.

**Key for:** Click or tap here to enter text.
Gate or building location: Click or tap here to enter text.
Primary key location: Click or tap here to enter text.
Spare key location: Click or tap here to enter text.

**Key for:** Click or tap here to enter text.
Gate or building location: Click or tap here to enter text.
Primary key location: Click or tap here to enter text.
Spare key location: Click or tap here to enter text.

**Key for:** Click or tap here to enter text.
Gate or building location: Click or tap here to enter text.
Primary key location: Click or tap here to enter text.
Spare key location: Click or tap here to enter text.

# What Equipment Do You Have and Where Is It?

Section Last Updated: Click or tap to enter a date.

**You use different equipment to keep your land healthy and on track with your goals for the land.** You’re going to need to know what equipment you have, where it is, and where to find the keys to it. Up to date maintenance records should be kept for each piece of equipment as well. Below, fill in all of the information you know for each piece of equipment you own. *Add more pages as necessary.*

**Equipment:** Click or tap here to enter text.
Used for: Click or tap here to enter text.
Location: Click or tap here to enter text.
Year, make & model: Click or tap here to enter text.
Title location: Click or tap here to enter text.
Purchase amount: Click or tap here to enter text.
Year purchased and where/who from: Click or tap here to enter text.
Lien information: Click or tap here to enter text.
Owner’s manual location: Click or tap here to enter text.
Maintenance records location: Click or tap here to enter text.
Key location: Click or tap here to enter text.
Maintained by: Click or tap here to enter text.
Important notes: Click or tap here to enter text.

**Equipment:** Click or tap here to enter text.
Used for: Click or tap here to enter text.
Location: Click or tap here to enter text.
Year, make & model: Click or tap here to enter text.
Title location: Click or tap here to enter text.
Purchase amount: Click or tap here to enter text.
Year purchased and where/who from: Click or tap here to enter text.
Lien information: Click or tap here to enter text.
Owner’s manual location: Click or tap here to enter text.
Maintenance records location: Click or tap here to enter text.
Key location: Click or tap here to enter text.
Maintained by: Click or tap here to enter text.
Important notes: Click or tap here to enter text.

# Selling Land or Equipment

Section Last Updated: Click or tap to enter a date.

If you ever find yourself needing or wanting to sell a piece of equipment or land, below are some good places to start and things to keep in mind during the process:

**Written Management Plans:** If your land has a written management plan then your land might be enrolled in a program that has additional restrictions when selling your land. If you do have a written management plan, consider taking these steps prior to listing your land for sale: find your plan, determine the program the plan was written for, and consult with a professional from that agency to determine your options.

**Where to Begin:** you might consider auctions, real estate agents, newspaper advertisements, organizations you belong to (such as WWOA), and asking friends and family.

You can keep a record here of what land or equipment you’ve sold or are selling, who you sold it to and when.

Click or tap here to enter text.

# Taxes

Section Last Updated: Click or tap to enter a date.

Below, keep a record of your tax information, where to find it, and how to use it.

**Accountant:** Click or tap here to enter text.
Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.

**Tax Preparer:** Click or tap here to enter text.
Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.

Location of tax documents and information (including property, business, and timber management tax):

Click or tap here to enter text.

Where do you pay your property tax?

Click or tap here to enter text.

Do you pay tax on multiple properties?

Click or tap here to enter text.

What county(ies)?

Click or tap here to enter text.

Other taxes paid and the year:

Click or tap here to enter text.

# Leasing

Section Last Updated: Click or tap to enter a date.

**Considerations when leasing your land:**

* Both your own and your lessee’s insurance
* Interviewing and meeting lessee who will be on your land
* Inspecting your property for dangerous conditions and fixing the issue or informing the lessee in writing of the condition
* Liability waivers
* Written rules and requirements the lessee must follow when on your land
* Monitor your land both when the lessees are present and when they’re not present
* Limiting the number of people allowed on the land
* Lease length, start and end dates
* Conditions for termination of the lease
* Permitted activities under the lease (including species the lessee is allowed to hunt)

There are also companies that will handle the leasing of your land, have insurance that will cover the hunters, provide a professionally written lease, and manage the entire process.

Keep record here of hunting leases you have participated in, whether you or a company manage the lease, a copy of the lease itself, insurance documents, and contact information for the hunters who will be or were on your land at any time.

Consider consulting legal and insurance professionals before leasing your land.

Lawyer contact information:

Click or tap here to enter text.

Insurance contact information:

Click or tap here to enter text.

Lessee contact information:

Click or tap here to enter text.

# Associations and Organizations

Section Last Updated: Click or tap to enter a date.

Landowner associations and other organizations you might be a part of are helpful in providing you with information and education opportunities, meeting others with land similar to or near yours, and connecting you to professionals who can assist you with your land’s management. Landowner associations can provide a wealth of information, and can be a resource for many things. Include below information on any landowner associations to which you belong or with which you are affiliated.

**Name of organization:** Click or tap here to enter text.
Purpose/mission of organization: Click or tap here to enter text.
Dues/paid up until: Click or tap here to enter text.
Benefits of membership: Click or tap here to enter text.
Contact information: Click or tap here to enter text.

**Name of organization:** Click or tap here to enter text.
Purpose/mission of organization: Click or tap here to enter text.
Dues/paid up until: Click or tap here to enter text.
Benefits of membership: Click or tap here to enter text.
Contact information: Click or tap here to enter text.

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Benefits of membership: Click or tap here to enter text.
Contact information: Click or tap here to enter text.

**Name of organization:** Click or tap here to enter text.
Purpose/mission of organization: Click or tap here to enter text.
Dues/paid up until: Click or tap here to enter text.
Benefits of membership: Click or tap here to enter text.
Contact information: Click or tap here to enter text.

# Directory of Assistance

Section Last Updated: Click or tap to enter a date.

**There are people out there who help you!** Below, fill in the information for people who can help you. Not all may apply to you and your land, and you may need to add more pages and information, and that’s great! The more resources and help you have, the better.

**Department of Natural Resources Forester:** Click or tap here to enter text.
DNR office: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**DNR Other (Wildlife, waters, fisheries, etc.):** Click or tap here to enter text.
DNR office: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**NRCS Staff, County Land Conservationist, or Other:** Click or tap here to enter text.
Office: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Consulting Forester:** Click or tap here to enter text.Office/Company:Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Logger:** Click or tap here to enter text.Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Land Manager:** Click or tap here to enter text.Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Surveyor:** Click or tap here to enter text.
Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Sheriff:** Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Town Chair:** Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Banker & co-signers:** Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Insurance:** Click or tap here to enter text.
Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Attorney:** Click or tap here to enter text.
Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Contact Information for Additional Assistance If a Home Is On Your Property**

**Utility Company:** Click or tap here to enter text.Contact Name: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Propane Company:** Click or tap here to enter text.Contact Name: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Snow Removal:** Click or tap here to enter text.Contact Name: Click or tap here to enter text.
Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Plumber/Septic Pumper:** Click or tap here to enter text.Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

**Electrician:** Click or tap here to enter text.Company: Click or tap here to enter text.
Address: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.
What do they do for you? Click or tap here to enter text.

*An excel sheet version of the Directory of Assistance is available for printing from the My Land Handbook at wisconsinwoodlands.org/resources/*

# Calendar

Section Last Updated: Click or tap to enter a date.

Use this space to fill in any important dates that occur throughout the year that you should track. Things to include might be: when taxes are due, when to order tree seedlings, etc.

You could use this in two ways: make copies and track activities and events annually, or record recurring items to remember year-to-year.

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# Usernames & Passwords

Section Last Updated: Click or tap to enter a date.

If you have any online accounts that help you in managing your land, like MyLandPlan or tax site information, you’ll want to be able to pass that information along. Include any websites, usernames, and passwords below.

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# Index of Terms

 **Acre:** a unit of area equal to 4,840 square yards or 43,560 square feet

**Baseline:** a designated parallel running east-west used for surveying, in a large region that divides townships between north and south

**Conservation Reserve Program (CRP):** a land conservation program to improve environmental health and quality by improving water quality, preventing soil erosion, and reducing habitat loss; 10-15 year contracts through a variety of initiatives; administered by the Farm Service Agency

**Conservation Stewardship Program (CSP):** assists in maintaining, improving, and adopting conservation systems to address priority resources concerns including soil, water, air and habitat quality and energy; payments are earned for conservation performance; administered by the NRCS in five year contracts

**Consulting Forester:** independent contractors who provide professional advice and technical assistance regarding sustainable forest management to landowners; may help with management plan preparation, timber sale set-up, timber appraisals, herbicide application, tree planting

**Cost-share Program:** a program in which portions of the cost of a project are reimbursed to the landowner; reimbursement levels and requirements differ between programs

**Department of Natural Resources (DNR):** the agency within the state that works with Wisconsin citizens and businesses of Wisconsin to preserve and enhance the state’s natural resources; manage fish, wildlife, forests, parks, air and water resources

**Easement, access:** allowing one or more persons to travel across another’s land to get to a nearby location such as a road

**Easement, affirmative:** forces the landowner to permit certain actions by the easement holder (example: discharging water onto landowner’s property)

**Easement, apparent:** visually evident easement (sidewalk or paved trail)

**Easement, appurtenant:** created to benefit another tract of land, the use of the easement being incident to the ownership of that other tract

**Easement, by necessity:** created by operation of law because the easement is indispensable to the reasonable use of nearby property, such as an easement connecting a parcel of land to a road

**Easement, common:** allows landowner to share in the benefit of the easement

**Easement, implied:** created by law after an owner of two parcels of land uses one parcel to benefit the other to such a degree that, upon the sale of the benefited parcel, the purchaser could reasonably expect the use to be included in the sale

**Easement, in gross:** benefits a particular person and not a particular piece of land (the beneficiary need not own any land adjoining the land)

**Easement, light-and-air:** a negative easement that prohibits an adjacent landowner from constructing a building that would prevent light or air from reaching the land

**Easement, negative:** prohibits the landowner from doing something, such as building an obstruction

**Easement, overhead:** the right to use the space at a designated distance above the surface of the land (power lines, avigation, and air rights)

**Easement, subsurface:** the right to use the land at a designated distance below the surface of the land (pipelines, electric, telephone circuits, cables, storage facilities)

**Easement, surface:** the right to use only the surface of the land (access, flowage, right of way)

**Easement:** an interest in land owned by another person, consisting in the right to use or control the land, or an area above or below it for a specific limited purpose; an easement may last forever, but it does not give the holder the right to possess, take from, improve, or sell the land

**Emergency Forest Restoration Program (EFRP):** assists private woodland owners in restoring forests damaged by natural disasters; administered by local Farm Service Agency (FSA) County Committees, or for drought and insect damage the program is administered by the national FSA office

**Environmental Quality Incentives Program (EQIP):** the primary program available to private woodland owners for conservation work through NRCS; offers payments for over 90 basic conservation practices

**Erosion:** the process of wearing away by wind, water, or other natural agents

**Farm Service Agency (FSA):** an agency of the United States of Agriculture

**Forest Crop Law (FCL):** a landowner incentive program encouraging sustainable management of private woodlands; includes reduced property taxes and landowners must follow a FCL management schedule of management practices; are open to the public for hunting and fishing

**Forester:** a person in charge of a forest or skilled in planting, managing, or caring for trees

**Healthy Forests Reserve Program (HFRP):** helps landowners restore, enhance and protect forest resources through easements and financial assistance; 10 year restoration agreements and 30 year or permanent easements for specific conservation actions; administered through the NRCS

**Hydrophyte:** a plant that grows either partly or totally submerged in water; a plant growing in waterlogged soil

**Invasive Species:** a plant, fungus, or animal that is not native to a specific location, and which has a tendency to spread to a degree believed to cause damage to the environment, human economy, or human health

**Land Manager:** someone who oversees and supervises the development of natural land that supply water, wood or minerals; responsible for preventing environmental damage and harm to the land and its resources

**Land Survey:** used to identify boundaries and features of the land to determine ownership; includes information on distances, dimensions, directions, angles, elevations, roads, buildings, subsurface features

**Landowner Incentive Program (LIP):** a program through the Wisconsin Department of natural resources with the goal of helping private landowners create and maintain habitat for rare and declining species; provides management advice, cost-share funding, assistance with management plans; focuses on the driftless area

**Legal Description:** an exact and unique geographical description of a parcel of land; the legal description identifies the location, boundaries, and easements of a property; the legal description can usually be found in the deed of a property, but can also be obtained from a county recorder or tax assessor; legal descriptions include quarter sections, sections, range, and township (NE 1/4, SW 1/4, Sec 30, T5S, R7E)

**Managed Forest Law (MFL):** a landowner incentive program that encourages sustainable forestry on private woodlands in Wisconsin; includes landowner objectives, timber harvesting, wildlife management, water quality, and recreation

**MyLandPlan:** an online tool by the American Forest Foundation that allows you to map your land, set goals, keep a journal, and connect with woodland owners and foresters

**Natural Resources Conservation Service (NRCS):** an agency of the United States Department of Agriculture that provides assistance to farmers and other private land owners and managers

**Navigable and Non-Navigable Waterway:** navigable waterways are those waters that are subject to ebb and flow of the tide and those inland that are presently used, have been used, or may be susceptible for use to transport commerce

**Open and Closed Land (MFL Program):** open lands are open to the public for cross country skiing, hunting, fishing, hiking, and sight-seeing, closed lands are not open to the public; open lands are published on the WI DNR website

**Plat:** a map of land that has been subdivided to show the location and boundaries of parcels, streets, alleys, easements, and rights of use; usually drawn to scale

**Pond:** small body of still water formed naturally or by hollowing or embanking

**Principal Meridian:** a north-south line used for surveying in a large region that divides townships between east and west

**Range:** measures east or west from the Principal Meridian, each range usually measures six square miles in size

**Scrape:** a place where soil has been scraped away, especially a shallow hollow formed in the ground

**Section:** each 36 square mile township is divided into 36 one square mile sections, each identified by a number based on their position; numbering starts at 1 in the northeastern corner and are numbered to the west, snaking down through the township and the southeastern corner is section 36; sections can be further divided into quarters, and section quarters can be further divided into quarters again

**Timber Basis:** value of all merchantable timber at the time of acquisition

**Topography:** the arrangement of the natural and artificial physical features of an area

**Township:** measures the distance North or South of the Baseline, each township usually measures six square miles in size, each six by six mile area is called a township

**Trust:** a relationship whereby property is held by one party for the benefit of another. A trust is created by a settlor who transfers property to a trustee. The trustee holds that property for the trust’s beneficiaries.

**Voluntary Public Access-Habitat Incentive Program (VPA-HIP):** provides financial incentives to private landowners who open their land to hunting, fishing, trapping, and wildlife viewing and enhance wildlife habitat; grassland, wetland, forest, and agriculture are eligible and land may also be enrolled in another program; lease rates are on a per acre basis and landowners also receive technical assistance; funded through the 2014 Federal Farm Bill

**Wetland Delineation:** a process which identifies whether an area has hydric soils, hydrophytic vegetation, and hydrology to determine if an area is classified as a wetland; assess jurisdictional waters of the United States and map the areas where wetlands occur

**Wetland Reserve Program (WRP):** provided technical and financial support to assist landowners with wetland restoration through permanent easements, 30 year easements, cost-share agreements, or 30 year contracts; administered by the NRCS, but funding and enrollment for new contracts expired in 2014

**Wetland:** land with hydric soils, hydrophytic vegetation, and hydrology; marsh, bog, fen

**Wildlife Habitat Incentive Program (WHIP):** program for those interested in developing or improving wildlife habitat on private lands; offered technical and financial assistance; administered by the NRCS; funding is no longer available for new projects

**Wisconsin Forest Landowner Grant Program (WFLGP):** assists private landowners in protecting and enhancing woodlands, prairies, and wetlands; provides reimbursement of up to 50% of the eligible cost of eligible practices