My Land Handbook

Owner:

Contact Information:

Date:

This handbook was originally produced by Wisconsin Woodland Owners Association and was adapted and reprinted with permission by Indiana Forestry & Woodland Owners Association.

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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.

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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. Adapted and reprinted with permission by Indiana Forestry & Woodland Owners Association.

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 to create and save your Handbook. You might save a blank version in case you need to start fresh or for large updates.
- 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: _____

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:

Address and city/township:

Acres:

Legal description:

Where are the access roads?

Are the property lines marked? How?

Are there any fences? Who is responsible for their upkeep?

Are there any signs? Where? When should they be replaced and how often?

Who surveyed your land most recently?

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

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

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:	Names:
Contact information:	Contact information:

Property 2 (if applicable):

Property name:

Address and city/township:

Acres:

Legal description:

Where are the access roads?

Are the property lines marked? How?

Are there any fences? Who is responsible for their upkeep?

Are there any signs? Where? When should they be replaced and how often?

Who surveyed your land most recently?

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

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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:	Names:
Contact information:	Contact information:

Legal Information

Section Last Updated: _____

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:
Legal description:

Acres:

Date acquired:

Method of acquisition (purchased, inherited, other):

Purchase price:

Owner(s) as listed on deed:

Land value:

Date of land value:

Timber basis:

Date of timber basis:

Who owns the timber rights?

Property 2 (if applicable):
Legal description:

Acres:

Date acquired:

Method of acquisition (purchased, inherited, other):

Purchase price:

Owner(s) as listed on deed:

Land value:

Date of land value:

Timber basis:

Date of timber basis:

Who owns the timber rights?

Your Land's Plants and Wildlife

Section Last Updated: _____

Record any unique or special plants and trees on your land, as well as any additional information about them you think is important. Include why they're unique or special and share any stories if appropriate.

Are any of the plants that are on your land invasive? If there are invasive plants, you might consider implementing management strategies for those species, or those strategies might already be included in your management plan. Include a description below of the invasive plants and what you're doing to control them. Include the type and mixture ratio for chemicals if you're using herbicides.

What wildlife have you seen on your property? This might be important because you're a hunter, birder, or like to check your trail cameras. Knowing what you might see, when, and where is an exciting part of enjoying your land. Describe the wildlife you've seen on your land.

Do you have trail or game cameras on your property? How many do you have and where might be a good place to look for them?

If you plant trees or other plants, where do you get your seedlings? Do you know what species or varieties have been recommended for your property?

Your Land's Soils and Waters

Section Last Updated: _____

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.

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).

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.

Your Land's History and Vision

Section Last Updated: _____

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:

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:

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.

Do you use photo points on your property? If so, use this section. Photo points are an easy, inexpensive, and effective way to help you track change on your property over time. Photo points can show whether management practices are working, if areas of your property that may need management attention, or to document changes after major events (such as a harvest or storm damage).

Photo points consist of repeat photography of an area of interested over a period of time taken from the same location with the same view. You want the instructions for your photo points to be precise, so anyone can replicate the photos.

Where are your photo points located on the land? Are they marked on a map, with in ground stakes or with GPS points? Are there written instructions on how to get to the points?

Have you changed or removed photo points over time?

Do you have certain criteria you want to document with your photo points? Actively managed areas vs areas that are not? Areas of different age and species makeup?

Are your points marked with anything in your woodlands? Are points marked with some type of post or located using a structure/distinct skyline? Think of the management you will be doing on your land. For example, if you do prescribed burning you may want to use metal stakes instead of wooden posts.

How frequently do you take photos from your photo points? You want to take photos at relatively consistent intervals, but not so frequently that it becomes burdensome. One schedule example for long term tracking is to take photos in January, April, July, and October (once each season). The frequency of shooting photos can be adjusted to your goals- monitoring the effects of a specific project may require a more frequent interval.

What criteria/rules do you use to take your photos? Do you use the widest angle on your camera (zoomed out all the way)? Do you use a compass to take photos at a specific degree or in a general direction (N,S,E,W)? What do you use for scale in your photos?

Where are your photos located? Do you keep them in a photo album or stored in computer files?

How do you organize your photos? You may want to assign a name or code to each photo point to help keep track of photos. Include the point name and date in your notes/file names of digital photos. Example: A-2018.2.16 [Photo Point Location]-[Year.Month.Day]

Other Information About Your Land

Section Last Updated: _____

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.

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

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:

What utilities are located on your land?

Easements

Section Last Updated: _____

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: a voluntary 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:

Address:

Phone:

Representative:

Give the legal description of the property covered by the easement.

What are the unique points of your easement?

Who is responsible for monitoring your land? When do they usually inspect?

What is the appraised value of your land with and without the easement?

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?

Did you make a donation to the trust when creating the easement? When and how much?

Document locations:

- Easement
- Deed with easement
- Appraisals
- Trust visit records
- Tax and tax deduction information

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.

Legal easement information:

- Written easement document
- Easement type
- Easement termination date (if applicable)
- Contact information for issues regarding the easement
- Easement restrictions for the landowner
- Rights given to the holder of the easement

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: _____

You may manage your land on your own, through guidance from the Indiana Division of Forestry or in conjunction with other state or federal organizations, a private forestry consultant, or land manager. 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 programs are used for the creation of your plan. Others are used for financial assistance in the implementation of your plan.

Some/all of my acreage is enrolled in the following programs (*there are more out there!):*

☐	Classified Forest & Wildlands Program (CFW)	IDNR	
☐	Environmental Quality Incentives Program (EQIP)	NRCS	Contract#:
☐	Healthy Forests Reserve Program	NRCS	Contract#:
☐	Conservation Stewardship Program	NRCS	Contract#:
☐	Wetland Reserve Program	NRCS	Contract#:
☐	Conservation Reserve Program (CRP)	FSA	Contract#:
☐	Emergency Forest Restoration Program	FSA	Contract#:
☐	Management Plan from American Tree Farm System	ATFS	Tree Farm #:

What other type of management plan(s) do you have that are not listed above? A Stewardship Plan or Practice Plan?

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.

How many acres are included?

What is the length of the plan/contract, including start and end dates?

Attach a copy of your plan or note where the plan is located.

Plan author:

Phone number:

Email address:

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

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

Describe past management practices under the current management plan:

Describe future management practices required under the plan:

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?

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

What are your future plans for the land?

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

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

Keys for Gates & Buildings

Section Last Updated: _____

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:

Gate or building location:

Primary key location:

Spare key location:

Key for:

Gate or building location:

Primary key location:

Spare key location:

Key for:

Gate or building location:

Primary key location:

Spare key location:

Key for:

Gate or building location:

Primary key location:

Spare key location:

What Equipment Do You Have and Where Is It?

Section Last Updated: _____

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:

Used for:

Location:

Year, make & model:

Title location:

Purchase amount:

Year purchased and where/who from:

Lien information:

Owner's manual location:

Maintenance records location:

Key location:

Maintained by:

Important notes:

Equipment:

Used for:

Location:

Year, make & model:

Title location:

Purchase amount:

Year purchased and where/who from:

Lien information:

Owner's manual location:

Maintenance records location:

Key location:

Maintained by:

Important notes:

Selling Land or Equipment

Section Last Updated: _____

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.

Taxes

Section Last Updated: _____

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

Accountant:

Company:

Address:

Phone:

Email:

Tax Preparer:

Company:

Address:

Phone:

Email:

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

Where do you pay your property tax?

Do you pay tax on multiple properties?

What county(ies)?

Other taxes paid and the year:

Leasing

Section Last Updated: _____

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:

Insurance contact information:

Lessee contact information:

Associations and Organizations

Section Last Updated: _____

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:

Purpose/mission of organization:

Dues/paid up until:

Benefits of membership:

Contact information:

Name of organization:

Purpose/mission of organization:

Dues/paid up until:

Benefits of membership:

Contact information:

Name of organization:

Purpose/mission of organization:

Dues/paid up until:

Benefits of membership:

Contact information:

Name of organization:

Purpose/mission of organization:

Dues/paid up until:

Benefits of membership:

Meeting times:

Contact information:

Directory of Assistance

Section Last Updated: _____

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.

IN Department of Natural Resources Division of Forestry District Forester:

DNR office:

Address:

Phone:

Email:

What do they do for you?

DNR Other (Wildlife, waters, fisheries, etc.):

DNR office:

Address:

Phone:

Email:

What do they do for you?

NRCS Staff, County Land Conservationist, or Other:

Office:

Address:

Phone:

Email:

What do they do for you?

Consulting Forester:

Office/Company:

Address:

Phone:

Email:

What do they do for you?

Logger:

Company:

Address:

Phone:

Email:

What do they do for you?

Land Manager:

Company:

Address:

Phone:

Email:

What do they do for you?

Surveyor:

Company:

Address:

Phone:

Email:

What do they do for you?

Sheriff:

Address:

Phone:

Email:

What do they do for you?

Banker & co-signers:

Address:

Phone:

Email:

What do they do for you?

Insurance:

Company:

Address:

Phone:

Email:

What do they do for you?

Attorney:

Company:

Address:

Phone:

Email:

What do they do for you?

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

Utility Company:

Contact Name:

Address:

Phone:

Email:

What do they do for you?

Propane Company:

Contact Name:

Address:

Phone:

Email:

What do they do for you?

Snow Removal:

Contact Name:

Company:

Address:

Phone:

Email:

What do they do for you?

Plumber/Septic Pumper:

Company:

Address:

Phone:

Email:

What do they do for you?

Electrician:

Company:

Address:

Phone:

Email:

What do they do for you?

Calendar

Section Last Updated: _____

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.

January

February

March

April

May

June

July

August

September

October

November

December

Usernames & Passwords

Section Last Updated: _____

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.

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

Classified Forest and Wildlands Program (CFW): The Classified Forest and Wildlands Program is managed by the Indiana DNR Division of Forestry. It encourages timber production, watershed protection, and wildlife habitat management on private lands in Indiana. Program landowners receive a property tax reduction in return for following a professionally written management plan. In addition to the tax incentive, landowners receive free technical assistance from DNR foresters and wildlife biologists, priority for cost-share to offset the cost of doing management, and the ability to "green" certify their forests. The minimum requirement for program enrollment is 10 acres of forest, wetland, shrubland, and/or grassland or .5 acres of wetlands. Learn more at the Indiana DNR Division of Forestry website.

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 Indiana citizens 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

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

Legal Description: a 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)

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

Photo Points: Repeat photography of an area of interest over a period of time, with photographs taken from the same location and with the same field of view as the original photo.

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.

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.