

## Wildlife Management Annual Report Requirements

A wildlife management report for Medina County Appraisal District (MCAD) must include:

1. Property owner's name and Property ID(s) as they appear on MCAD records
2. Property owner's signature, date signed, and contact phone number
3. Copies of photos documenting results of activities practiced
  - **Original photos are not accepted.** Photocopied photos should be:
    - Labeled (indicate which activity is being practiced)
    - Date-stamped (at the time photo was taken)
    - A visual timeline of activities practiced throughout the year
  - More than one photo can be copied on a page
  - A maximum of 5 copies of photos documenting each activity are needed
  - A maximum of 5 copies of game camera photos are accepted
4. Documentation of work
  - Qualifying activities practiced and species targeted
  - Projects started - Continuing activities - Goals accomplished
  - Results seen from wildlife management activities practiced
  - Reevaluation and adjustments to previously filed plan
  - Records on courses attended pertaining to wildlife management (if applicable)
5. Map identifying key locations of activities being practiced

### **PLEASE NOTE:**

- ❖ An annual report **must** be filed, even if your 5-year plan is current.
- ❖ Do not put annual reports in a binder. The reports are removed from the binder for scanning and the binder is thrown away.
- ❖ USB thumb drives **CANNOT** be accepted.
- ❖ MCAD cannot accept reports via e-mail.
- ❖ **MCAD can no longer make a copy of your report. Please make a copy of the report for your records prior to submitting it to our office.**