



NATURAL AREAS NOMINATION PACKET CHECKLIST

A nomination packet is to be composed of the following. [It is not necessary to return this checklist with your nomination packet.] Incomplete packets will not be considered. Specific formats are not required unless stated. All submitted text materials should be typed or computer printed.

- Cover sheet** – Replicate the attached format as closely as possible. A template is available for download via the Michigan Department of Natural Resources web-site (<http://www.michigan.gov/dnr>), within the Wilderness and Natural Areas link (http://www.michigan.gov/dnr/0,1607,7-153-30301_31154_31260---,00.html).
- Legal Criteria & Justification** – The Legal Criteria sheet gives the requirements for each level of natural area dedication (Natural Area, Wild Area, Wilderness Area). Provide documentation that supports the fulfilled requirements (e.g., published research, site reports by qualified observers, photographic evidence). A "Statement of Justification" (one paragraph) should summarize what it is that makes this area valuable as part of the Michigan Natural Areas System.
- Letters of Recommendation** – Three (3) letters from qualified observers recommending the area for dedication.
NOTE: "Qualified Observers" include University personnel, the Michigan Natural Areas Council, public land managers, The Nature Conservancy or other local land-trusts, watershed organizations, and other professional scientists or experts in the associated field of study.
- Site Analysis** – Use the attached Guidelines to develop a simple analysis of the area, including basic ecological information, ecological processes, and threats to the area. This document is intended to clarify the value of the area, how it will enhance the Michigan Natural Areas System, and what will be required to conserve the area. The analysis should be concise (generally 4 pages or less), single-spaced, with a minimum of 11 point font.
- Boundary Delineation & Maps** – Use the attached Guidelines to create a useable boundary. The boundary description may be either in terms of Town, Range and Section, or a surveyor's description. Provide 1) a locator map that shows the area relative to the state; and 2) an area specific map that shows the recommended boundaries and locations of important elements. The area-specific map must either be provided in digital form (i.e. GIS shape files) or be on original USGS 7-minute topographic "Quad" maps. Hand-drawn maps may only be used to present supporting information.
- Bibliography/References** – Include all references utilized in development of the nomination and any reports that may be useful in considering the values of the site.
- Optional Attachments** – Any of the following pieces of information will allow us to more completely assess the area and its potential as a State Natural Area:
 - Photographs - associated to map(s)
 - Species lists/Inventories
 - Summary of research completed at area
 - Floristic Quality Assessment
 - Potential collaborators identified
 - Names & contact information for additional resource persons with knowledge of area

Mail the completed nomination packet to:

**NATURAL AREAS PROGRAM
NATURAL HERITAGE UNIT, WILDLIFE DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30180
LANSING, MI 48909-7680**