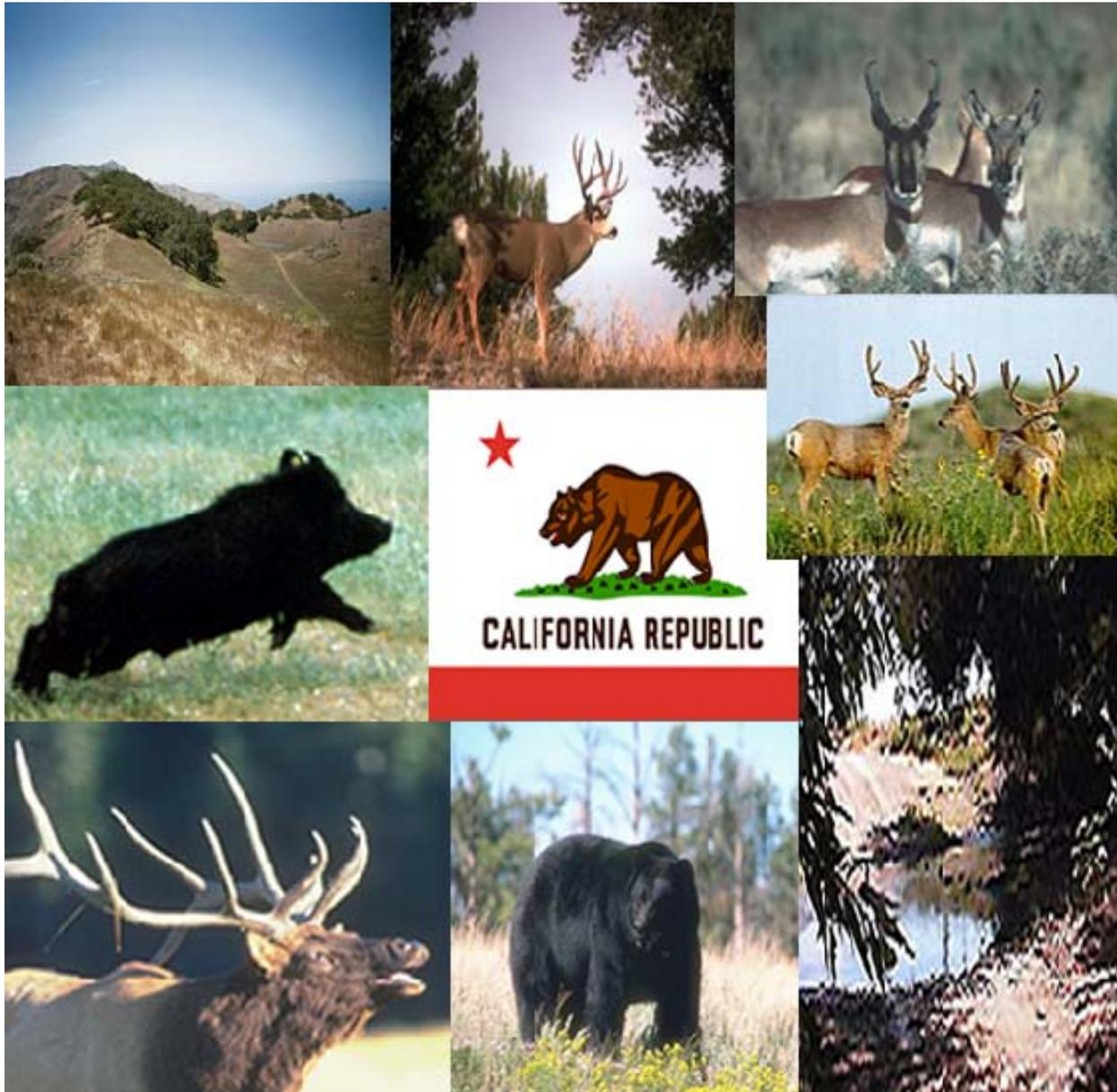


# The Private Lands Management (PLM) Program Policies and Procedures Handbook

A Guide for California Department of Fish and Game Employees  
and Interested Landowners



State of California  
THE RESOURCES AGENCY  
Department of Fish and Game

March, 2008

## TABLE OF CONTENTS

Chapter 1:	Introduction	
	Purpose of the PLM Program _____	1
	Intent of the <i>PLM Program Policies and Procedures Handbook</i> _____	1
	History of the PLM Program _____	1
Chapter 2:	The Initial Application Process	
	How the Process Begins _____	3
	Information Packet Contents _____	3
	Procedures for Initial Field Consultation _____	3
	Assessing Potential Habitat Enhancements _____	4
Chapter 3:	How the Application Process Works	
	Initial Applications _____	7
	Annual Renewal Applications _____	8
	Five-year Renewal Applications _____	8
Chapter 4:	The Management Plan: Required Elements and Suggested Format	
	Required Components of a PLM Program Management Plan _____	10
	Guidelines to Applicants for Writing a Management Plan _____	10
Chapter 5:	General Policies for PLM Operations	
	Post Signs to Mark PLM Property Boundaries _____	17
	Use PLM Tags and Seals _____	18
	Prepare an Annual Report _____	18
	Compliance Inspection _____	18
	Records _____	18
	Land Ownership Changes _____	19
	Revocation of Tags and Seals _____	19
	Revocation of PLM License _____	19
	License Termination _____	19
Chapter 6:	Game Species-Specific PLM Policies	
	Deer _____	20
	Elk _____	20
	Antelope _____	21
	Bear _____	22
	Upland Game _____	22
	Waterfowl _____	22
Appendix 1:	Statutes and Regulations _____	24
Appendix 2:	Calendar of Significant Dates _____	33
Appendix 3:	How to Handle PLM Tags _____	36
Appendix 4:	Glossary _____	40
Appendix 5:	Forms _____	42
Appendix 6:	Example of Approved PLM Property Boundary Posting Sign _____	59
Appendix 7:	California Department of Fish and Game Offices _____	61
Appendix 8:	Habitat Improvement Projects _____	64

## CHAPTER 1 - INTRODUCTION

California supports a wide variety of wildlife, and much of the most productive wildlife habitat occurs on private lands. As the population in California steadily increases, demands on both private and public resources have accelerated the loss of habitat available for wildlife. The loss or degradation of wildlife habitat on private lands due to urban or agricultural development is significant. To offset this trend on California's 50 million acres of privately owned land, in 1983 the California Legislature established the Private Lands Wildlife Habitat Enhancement and Management Area (PLM) Program.

### **Purpose of the PLM Program**

The PLM Program's intent is to protect and improve wildlife habitat by encouraging landholders to manage their property for the benefit of fish and wildlife. The program offers landholders incentives to utilize wildlife for recreational purposes on their property, including flexible seasons which result in high-quality hunting opportunities. Landholders may collect fees for access to hunting opportunities and other forms of recreation, such as fishing, wildlife viewing, and photography. Without these incentives, private landholders may turn to alternate sources of income that are incompatible with wildlife interests. In return for the opportunity to generate income from quality recreation, the landholder must prepare a biologically sound wildlife management plan and complete specific wildlife habitat improvements on the PLM property. The management plan is submitted at the time of application, along with a non-refundable application fee. The management plan identifies the goals and objectives of the PLM area, the wildlife species present on the property, and a five-year schedule of habitat improvement activities designed to benefit those species.

### **Intent of the *PLM Program Policies and Procedures Handbook***

The intent of the *PLM Program Policies and Procedures Handbook* is to assist with consistent and effective implementation of the PLM Program. It is designed primarily to provide information and guidance regarding the program to California Department of Fish and Game (Department) personnel, and to provide a comprehensive framework for all phases of PLM operation and administration. The PLM handbook represents Department policy as it relates to the PLM Program in all areas. Although designed primarily for internal use, many portions of the handbook are applicable to landowners interested in the program. A wide variety of templates, forms, and documents have been included as reference materials.

### **History of the PLM Program**

Several attempts have been made to stimulate landowner interest in wildlife management during California's history. In 1939 the California Legislature authorized "game management areas" which later became private licensed pheasant clubs. These clubs were limited in scope, and participation continues to be geographically limited. Then, in 1955, the Department's Director explored the possibility of using incentives to encourage landowners to manage for diverse wildlife resources, but no decisions were made regarding appropriate incentives. In 1979, the California Legislature approved a three-year pilot program to test the

feasibility of providing incentives to landowners to manage their lands for the benefit of wildlife. This pilot study initially included five ranches in five counties (Monterey, Kings, San Benito, San Luis Obispo, and Kern), ranging in size from 6,700 to 270,000 acres. Because of favorable experiences from the pilot program, the Legislature in 1983 established a statewide program.

In spite of support by landowners wanting to market high-quality hunting opportunities and generate income from wildlife resources, the PLM Program was not widely accepted and was criticized by local sportsman's groups. Most of the public opposition surrounding the PLM Program was centered around the marketing of late season hunts by landowners. These late season hunts provide the incentives for landowners to participate in the program. A growing number of sportsmen are willing to pay a substantial fee for the opportunity to harvest mature mule deer bucks, which are more accessible during the later fall months after the general hunting season. Additionally, many of the participating ranches are located on deer winter ranges and often deer do not reach the ranches until after the close of the general deer season. Many sportsmen felt that they did not have equal access to late season hunting opportunities since they were not willing to pay the fees charged by the landowners.

Responding to the ensuing controversy and public concerns, the State Auditor General's office reviewed the PLM Program in 1987. In response to recommendations from the Auditor General's report, and because of continued public concerns, regulations and statutes regarding the program were amended in 1988, 1993, 2003 and 2004 (Appendix 1). As a result, the Department has provided additional late deer hunting opportunities in the form of special drawing hunts. Currently, more deer are killed during late season hunts by public hunters than are killed during late season hunts under the PLM Program.

## **CHAPTER 2 - THE INITIAL APPLICATION PROCESS**

### **How the Process Begins**

The application procedure begins when an interested individual contacts the Department regarding the PLM Program. Those eligible for application include individual landholders, groups of landholders with contiguous parcels and individuals leasing property from a consenting landholder. Each region should maintain a database of interested persons; therefore, certain information should be collected during the initial contact. When phone or personal contact is made with an interested individual, a record should be made of:

- Name of the interested person
- Mailing address and phone number
- County where ranch is located (and deer zone if possible)
- Number of acres
- General habitat classifications and amounts

### **Information Packet Contents**

While a verbal discussion about the program usually provides adequate information to a prospective applicant, an information packet should be provided in order to ensure the individual receives all the necessary details. The purpose of the information packet is to introduce the potential applicant to the PLM Program requirements, operations, and regulations, as well as provide some exposure to other participants. An information packet should include (current versions available from the WB PLM coordinator):

- Private Lands Wildlife Management Brochure
- Current PLM Fact Sheet
- Current PLM Cooperators List
- Business card of contact person

Optional items include:

- Section 601 and 702, Title 14 (T14), California Code of Regulations (CCR)
- Section 3400 - 3409, Fish and Game Code
- California's Private Lands Wildlife Management Area Program article written by Mansfield, 1989.

### **Procedures for Initial Field Consultation**

Once an individual has received an information packet, an initial consultation can be scheduled. The initial field consultation is conducted by the local wildlife biologist and/or regional PLM coordinator, the local fisheries biologist (if aquatic resources are involved),

and the local warden (if enforcement issues need to be addressed). The consultation, which should include the landowner *and* applicant (if different people), serves two main purposes. First, it gives Department personnel an opportunity to determine whether the applicant's goals for their property are suited to the program. Second, it gives department personnel the opportunity to clarify any of the PLM program's elements for the applicant, and to answer questions an applicant may have about his or her property.

The field consultation consists of two stages: a discussion stage and a property tour stage. In the first stage, Department personnel should discuss the subject property with the applicant/landowner. This information gathering session should include:

- Review of pertinent maps
- Habitat inventory and conditions
- Wildlife species present, population trends, migration routes, threatened and endangered (T & E) species present, historic harvest, etc.
- Long-term goals and objectives for the property
- Nearby or adjacent public use patterns

After this information has been thoroughly reviewed, a tour of the property should be conducted. This tour is an opportunity to become thoroughly familiar with the property, existing natural resources, and potential for habitat improvement. Some items to consider and discuss with the applicant during the tour include (see Appendix 5, Private Lands Management Field Consultation Checklist):

- Conditions, elements, and successional stages of existing habitat
- Potential for enhancements and modifications within ranch goals
- Potential for enhancements and modifications beyond ranch goals
- Population levels and vulnerability of game species
- Current posting of the property
- Any potential problems or conflicts

An in-depth discussion of habitat conditions and enhancements usually results in a more complete first draft of a management plan (see Chapter 4, The Management Plan: Required Elements and Suggested Format).

### **Assessing Potential Habitat Enhancements**

After the tour, review the potential habitat enhancements discussed, and decide on those to be completed during the initial five-year license period. Also, at this time recommend a harvest program based on populations of target species, their habitat, and goals outlined in the Department's applicable species management plan(s) and PLM Program guidelines.

In assessing potential habitat enhancements on a prospective PLM area, these two

basic goals should drive all wildlife habitat enhancement efforts:

1. Maintain quality habitat as it naturally exists with biotic richness.
2. Create quality habitat where it has deteriorated, or is lacking specific habitat elements or components.

Usually, assessment of habitat conditions will be based on an ecosystem approach, closely aligned with the Wildlife Habitat Relationships (WHR) habitat classification system. Landowners will typically want to focus on a target species for all habitat enhancements (for example "grow more deer.") Where possible, management plans should reflect these principle ecosystems individually in outlining measurable objectives. However, assessment of habitat conditions for listed species should be assessed separately from the general evaluation of other habitats.

Ranch goals and objectives detailed by the landowner should also be considered. Existing ranch goals and objectives will occasionally be in conflict with maintaining productive wildlife habitat. Cultivation, stocking levels, or other land uses rarely parallel wildlife habitat objectives.

Although each property is different, the following basic principles should be considered when assessing or implementing potential habitat enhancements:

1. Enhancements should have *measurable* objectives.
2. Enhancements should simulate natural conditions wherever possible. Native vegetation should be utilized and perpetuated.
3. Enhancements should improve species richness and abundance for a given habitat
4. Actual manipulations should create mosaics based on current topography, and avoid geometric shapes.
5. Enhancements should be assessed for their effects on other land uses on the property.
6. Similar past enhancements on comparable habitats should be evaluated to predict changes relative to wildlife.
7. Enhancements must be able to be evaluated annually to determine if wildlife objectives have been fulfilled

Once potential habitat enhancements have been determined and agreed upon with the

applicant, they must be incorporated into the management plan. The enhancements should be described with enough detail that they will be completed to both the applicant's and the Department's satisfaction. (Refer to Chapter 4, The Management Plan: Required Elements and Suggested Format, for further enhancement planning details.)

## CHAPTER 3 - HOW THE APPLICATION PROCESS WORKS

Participation in the PLM Program requires a minimum five-year commitment. There are three types of applications to the PLM Program, and which application a landowner completes depends on where he or she is in the five-year cycle:

- an *initial application* is made by landowners who are applying to the PLM Program for the very first time
- an *annual renewal application* is made by landowners who have completed an initial year, and are wanting to continue for either their second, third, fourth or fifth year
- a *five-year renewal application* is made by landowners who have concluded a five-year cycle and want to begin a new five-year cycle

Often, interested landholders and staff will want to know in advance what to expect throughout the application process. The following information applies to the initial application, annual renewal application, and five-year renewal application procedures.

### **Initial Applications**

1. After the initial consultation, the applicant submits an initial application form, appropriate application fee, and three (3) copies of the draft management plan containing all required elements to the appropriate regional office. A notification to adjoining landowners and newspaper notification is required at this stage. Regional staff will review wildlife species potentially affected by habitat alteration using the WHR database and attach a summary to the management plan (see Appendix 5 for WHR Database System PLM Data Review Form). Initial applications may be submitted at any time; however, applications submitted after March 1 will be processed on a first-come, first-served basis and there is no guarantee that the application will be approved in time to provide desired hunting season(s) during that calendar year. All landowners and landholders must sign initial applications.
2. The draft management plan is reviewed at the regional level. The management plan may be rejected at the regional or staff level and returned to the applicant with recommended changes. If the plan is rejected, the applicant has the option of incorporating the Department's recommendations and resubmitting it.
3. Following approval of the management plan, regional staff prepares and submits the commission package to Wildlife Branch (WB) staff for review. The Region is also responsible for providing comments to any letters received from the public or other agencies regarding the PLM application. Copies of the original letters and responses to them must be included in the commission package.
4. WB staff reviews and submits the commission package to the Fish and Game Commission (FGC).
5. FGC reviews the application package and grants the PLM license, or rejects the

application and returns it to the applicant with an explanation regarding its decision.

### **Annual Renewal Applications**

1. Applicant submits a completed renewal application (due annually by March 1) to the appropriate regional office. The annual report shall also be submitted at this time. Renewal applications submitted after the appropriate deadline will be processed on a first-come, first-served basis, with no guarantee they will be processed in time to provide requested season dates.
2. Application is reviewed by appropriate region personnel. Region conducts annual compliance inspection to document habitat work performed during the year (see Compliance Report Form in Appendix 5). Region prepares commission package and submits to WB staff for review (note that compliance form must be attached to commission package). *Licenses to operate PLMs are non-transferable; any land ownership change will require the new landowners to submit an initial application with a new 5 year management plan.*
3. WB staff reviews and submits the commission package to the FGC.
4. FGC reviews the application package and grants the PLM license, or rejects the application and returns it to the applicant with an explanation regarding its decision.

### **Five-Year Renewal Applications**

1. Applicant submits a completed five-year renewal application (due by March 1), an application fee in the appropriate amount for the size of the area, annual report, and three (3) copies of the draft management plan containing all required elements to the appropriate Regional office (note: notification to adjoining landowners and newspaper notification are not required with a new application unless additional property was added to the PLM resulting in new adjoining landowners). All landowners and landholders must sign five year renewal applications.
2. Draft management plan is reviewed at regional level. The management plan may be rejected at the region level and returned to the applicant with recommended changes. If plan is rejected, the applicant has the option of incorporating the Department's recommendations and resubmitting it.
3. Application is reviewed by appropriate region personnel. Region conducts annual compliance inspection to document habitat work performed during the year. Region prepares commission package and submits to WB staff for review (note that compliance form must be attached to commission package). *Licenses to operate PLMs are non-transferable; any land ownership change will require the new landowners to submit an initial application with a new 5 year management plan.*

4. WB staff reviews and submits the commission package to the FGC.
5. FGC accepts the application and grants the PLM license, or rejects the application and returns it to the applicant with an explanation regarding its decision.

## **CHAPTER 4 - THE MANAGEMENT PLAN:**

### **REQUIRED ELEMENTS AND SUGGESTED FORMAT**

The key to a successful PLM property is a comprehensive, well-written management plan. A good plan accurately conveys the existing wildlife resources of a PLM area and its potential for wildlife enhancement, and clearly spells out goals and objectives toward realizing this potential. Upon approval by the Fish and Game Commission, the management plan will control what a licensee can and cannot do with regard to wildlife and wildlife habitat on a PLM area during the five-year term of the license. In return for the opportunity to generate income from hunting and other recreational activities, the Department requires licensees to comply with all program regulations, Fish and Game Laws, and wildlife habitat improvement commitments specified in the approved management plan. This underscores the importance of developing the best plan possible for a PLM area. The management plan may be written by the applicant or may be contracted through a wildlife consultant. Some government agencies, such as the UC Cooperative Extension and Natural Resources Conservation Service, may provide background information to assist in preparing wildlife management plans.

#### **Required Components of a PLM Program Management Plan**

By law (Section 601,(b)(1), T14, CCR), a PLM management plan must include the following items:

1. A legal description of the property to be involved.
2. Four original USGS quadrangle maps showing the boundaries of the proposed PLM area, access roads, public lands within or adjacent to the property, and all structures and facilities.
3. An estimate of wildlife and habitats present within the PLM area, including animal distributions and habitat conditions.
4. A statement of management objectives.
5. A detailed description of proposed habitat enhancements and management actions.
6. The county General Plan land use designation for the PLM area.

#### **Guidelines to PLM Program Applicants for Writing a Management Plan**

In addition to these major elements required by law, including other information is suggested in order to provide a more complete and comprehensive plan. The following guidelines recommend information to be included, and provide a suggested format (the format may be modified providing the presentation is articulate, logical, and comprehensive

in scope):

## 1. INTRODUCTION

- a. Include an opening statement to the effect that the plan has been prepared to meet the requirements for a Private Lands Wildlife Habitat Enhancement and Management Area License authorized by Section 601, Title 14, California Code of Regulations and issued by the California Department of Fish and Game.
- b. Generally summarize the short and long-term objectives for managing wildlife on the proposed PLM area. Include species managed for and, if appropriate, their respective herd and hunt zone delineations.

## 2. DESCRIPTION OF AREA

- a. Generally describe the location and the size (in acres) of the proposed PLM area. Provide a state and county map with the property identified. The maps should be of a scale and clarity that easily identifies the area's location.
- b. Include an *accurate and legible* legal description of all owned and/or leased lands within the proposed PLM area. Current county zoning designations must be included in this description.
- c. Include four (4) USGS quadrangle maps, of a scale no smaller than one inch to the mile with the plan, which clearly delineates the area's boundaries, structures, facilities, access roads, and the location of all habitat projects to be done on the area. If these areas are identified in a color-coded format, all maps must be colored identically. Also any public lands within and/or adjacent to the PLM area must be identified.

## 3. LAND USE PRACTICES

- a. Give a brief land use history of the proposed PLM area, including all previous commercial uses such as livestock grazing or timber production.
- b. Briefly describe current land use practices on the proposed PLM area. The Department wants to know about any specific commitments for grazing, crop farming, logging or mining and how they might impact wildlife management objectives on the PLM area.

## 4. LAND INVENTORY

Include a brief description and estimation of all vegetative types on the property. For example:

Bitterbrush-Big Sage	400 acres
Aspen-Willow Riparian	20 acres
Irrigated Pasture	640 acres

A map delineating vegetative types is helpful in determining which areas should be targeted for wildlife habitat improvements, however this is not required.

## 5. WILDLIFE RESOURCES INVENTORY

This section is best approached by describing each wildlife species individually. Hence, if deer, waterfowl and Sandhill cranes will be managed species, develop a "chapter" for each species including the following information:

- a. Give an estimate as to the number of animals present on the proposed PLM area including dates of arrival and departure for migratory species. Animal density estimates should be based on accepted field procedures including:
  - Wildlife trend surveys (kind and timing to be determined by DFG)
  - changes in age class structure
  - line transect indices
  - brood counts
  
- b. Describe the range conditions and habitats utilized by wildlife on the proposed PLM area. Again, estimation of range condition should be based on accepted field procedures, for instance:
  - annual measurement of browse lines or leader growth on brush species
  - use of rangeland vegetation by documenting plant residue or stubble height at the end of the grazing season
  - rangeland trend determined by vegetative species composition

If an applicant is uncomfortable estimating animal densities and range condition, a wildlife consultant may be hired to gather this information.

## 6. HISTORIC HARVEST LEVELS

Describe as accurately as possible the total annual number of all wildlife harvested from the proposed PLM area over the past 10 years (if data is available) and the approximate number of hunters that utilize these lands.

## 7. MANAGEMENT OBJECTIVES

Establish *measurable* management objectives for wildlife species on the PLM area ("measurable" in terms of being able to document changes in habitat conditions or utilization). The management strategy should identify factors which currently limit wildlife populations on the area, followed by proposed corrective measures.

Example: "One of the major limiting factors for the East Lassen deer herd is fawn recruitment. We will fence riparian areas from livestock use to allow rehabilitation of the high-lined willows, increasing the available fawn cover."

Department deer and pronghorn antelope herd plans, as well as endangered species recovery plans, are excellent sources for developing management plan objectives. These plans are available from the Department upon request.

Note that some properties are in such ideal condition, that the management objectives may be to maintain current conditions. Again, it is important to specifically state what conditions are present and how they will be maintained.

## 8. PROPOSED HABITAT IMPROVEMENT PRACTICES

Include a detailed description of all projects to be implemented to achieve the management objectives. Habitat improvement projects must be proposed for each year of the five-year license period; these projects must be listed by year. In other words, be specific as to what, where, and how a project will be accomplished and whether the project will be accomplished in year 1, 2, 3, 4, or 5. Measures of success must be included (for example, number of acres established, percentage of ground cover or percentage survival). Clarity in project description will eliminate misunderstandings down the road. Assuming approval by the local biologist, projects are limited only by the time, effort and financial commitment the licensee puts into them. Finally, include a statement saying that all projects listed in the management plan will be completed to the Department's satisfaction. (Failure to complete habitat projects may result in a decrease in hunting tags and seals or recommendations for suspension or denial of license until the projects are completed.)

Example: "The following practices will be carried out over a five-year period to fulfill the management objectives:

- a. *Juniper thinning* - Ten acres per year will be treated in Area 3, to encourage browse rejuvenation and growth. All junipers six-inch diameter at breast height (dbh) and greater will be removed by chainsaw to minimize impact to understory vegetation. Limbs will be stacked for wildlife cover at a rate of five slash piles per acre. Slash piles will be doughnut-shaped and 20 feet in diameter by 3 feet high. Logs will be cut and removed by 4-wheel-drive truck for firewood. Thinning will be done after deer have migrated to summer

range.

- b. *Spring Improvement* - Grouse Spring will be fenced to exclude livestock in year one. Fenced area will be a minimum of 20 feet by 20 feet, no more than five wire strands, with the bottom wire smooth and at least 18 inches above the ground.
- c. *Establish Alfalfa for Exclusive Wildlife Use* - Seed 20 acres in Field C to irrigated alfalfa. The land will be cleared, ripped, plowed, disked, and seeded using a range drill at a rate of 20 pounds/acre in March or April. The seeded area will have 80 percent ground cover by the end of the first year to be considered successful. If the crop fails, the area will be site prepped by mowing, plowing, disking, harrowing and reseeded with a range drill at 20 pounds/acre in March or April of the second season for a target success rate of 80 percent ground cover.

Include a summary sheet of habitat projects that will be implemented during the five-year term of the license. The summary sheet serves to remind both the licensee and the Department what projects are to be completed each year. Note that if one of your planned habitat improvements is to conduct a controlled burn, you must list an alternative project for that year. Controlled burns are subject to wind conditions, air pollution laws and a host of other factors which can often delay or cancel burn plans for that year.

Certain Federal, State, and county agencies offer cooperative resource management programs to interested landowners. The California Department of Forestry and the Natural Resources Conservation Service are the primary agencies enlisted through the PLM program. Chaparral management, forest improvement, and soils management are some of the programs they offer. Contact an agency representative for more specific information on the cooperative programs available that offer wildlife habitat enhancement.

## 9. SUGGESTED HARVEST STRATEGY

The Department of Fish and Game will provide recommended guidelines for harvest levels and earliest and latest allowable season dates based on existing wildlife resources and the respective herd management plan goals and objectives affecting the particular PLM. Within these guidelines, summarize the proposed harvest strategy over the next five years, including species, bag limits and hunting seasons. Any species not addressed under the PLM plan may be hunted pursuant to regulations established by the Department through the Fish and Game Commission. However, landowners should be advised that if they charge more than \$50 for a single transaction or get more than \$500 per tax year for game species not listed in their management plan, then they must obtain either a guide license or a commercial hunt club license. Owners in this situation can also consider amending their management plans to include additional species.

## 10. REVIEW AND MONITOR

Include a summary of methods that will be implemented to monitor wildlife population and habitat conditions on the proposed PLM. Methods can duplicate those referred to in Section 5 (Wildlife Resources and Inventory (a) and (b)). Information on age, sex, weight and condition of harvested animals also provides a valuable measure of wildlife and range trends. The data collected will help the licensee and Department evaluate the effectiveness of the PLM program.

## 11. STATEMENTS OF CONSENT

- a. *Leased Lands* - If a PLM is leased, a copy of the lease should be included which contains a statement that the licensee will have the authority to carry out all of the management objectives in the plan. The lease and management plan must be effective for the five year license period and must be co-signed by *all* landowners and licensee.
- b. *Roads or right-of-ways* - If the PLM contains roads or right-of-ways that have traditionally provided access to public lands, include a statement that these (or compatible) access roads will remain open to the public for the term of the PLM license.
- c. *Compliance Checks* - Include a statement in the plan indicating that Department personnel will have agreed-upon access to the area for the purposes of administering and evaluating the PLM program. Licensees must allow compliance checks of their property.
- d. *Record Keeping* - Provide the specific location where records (log sheets, tags/seals, etc.) will be kept and made available for inspection.
- e. *Notification of Adjoining Landowners* - Include a statement indicating that all adjoining landowners (including public agencies) have been notified by certified mail of the applicant's intent to enter the PLM program. A mailed photocopy of the application is sufficient, however, prospective licensees are encouraged to review their management plan with their neighbors. In the event that adjacent properties are owned by more than one owner, notification of one owner is sufficient, although the notification should encourage co-owners to share the letter with all other owners. Copies of the certified mail return receipts must be included in the plan as proof of notification. The letter must include a statement that any comments regarding this application be sent to the appropriate Region office within 15 days of receipt of the letter. A copy of any comments and Region responses must be attached to the commission package.
- f. *Legal Notice in Local Paper* - Include a photocopy of a legal notice that must be published in a locally-circulated newspaper stating the applicant's intention to

enter the program. The notice must include:

- Applicant' name
- Name of PLM area
- Total acreage
- Location by county, section, township, and range
- Species to be managed for
- Proposed hunting seasons
- A statement that comments concerning the application be sent to the Department of Fish and Game at the appropriate region address within 15 days of the publication date.

This concludes the requirements and suggested format for a PLM plan. Additional information, such as wildlife species lists, plant species lists, soil surveys, or photographs may be included at the applicant's discretion. The effort invested in producing a good, readable management plan will hasten the license approval procedure.

## CHAPTER 5 - GENERAL POLICIES FOR PLM OPERATIONS

Specific conditions regarding harvest (seasons, species, bag limits) are detailed in both the license letter and the habitat improvement projects listed in the management plan. In addition, there are several general policy requirements which must be met by the licensee in order to maintain their license under this program. This section explains these requirements and the responsibilities of both the Department and the licensee.

### Post Signs to Mark PLM Property Boundaries

The importance of posting on a PLM area cannot be understated. Accurate and highly visible posting signs reduce potential trespass conflicts, assist wildlife protection personnel in their patrol efforts, and identify PLM area boundaries to hunting permittees. The FGC authorizes PLM tags and seals based on the Department's best recommendations for allowable harvest levels that will maintain or improve wildlife populations. To prevent overharvest due to trespass hunting or poaching, the Department requires licensees to post their property according to the following specifications:

- a. All signs used must be approved by the Department (see Appendix 6 for example)
- b. All exterior boundaries must be posted with signs forbidding trespass at intervals not less than three to the mile (see exception (d)). Signs must also indicate exit (egress) and entry (ingress) for the PLM area.
- c. All roads and trails entering the PLM area must be posted with signs and also indicate ingress and egress.
- d. All exterior boundaries bordering *unfenced lands or lands open to public hunting* must be posted with signs forbidding trespass at intervals of not less than *eight to the mile*. Signs must also indicate ingress and egress.
- e. Posting must be completed fourteen days before the opening of hunting on either the PLM area or the adjacent public deer hunting zone, whichever comes first, and maintained for the life of the license.
- f. Posting must be completed in such a way as to ensure that all boundaries are clearly marked and that no public access roads or areas appear closed.

Please note that, in most cases, the public archery deer season opens well in advance of PLM area seasons. In these instances, licensees must complete posting as early as July or August, even though their PLM season may not open until late October.

## **Use of PLM Tags and Seals**

Every person hunting on a PLM shall have in their possession a valid California hunting license and the appropriate tag or seal issued by a licensee or their authorized agents. Tags shall be completely and legibly filled out by the hunter before hunting. Hunters using these tags or seals may take or possess those species and number of species as specified by their tags or seals as approved in the management plan. For take of species not included in the management plan, hunters must comply with the general seasons and bag limits for the appropriate species. While on the area, all hunters are subject to all terms and conditions of the PLM license. *The completed report card portion of the deer tag or any other species tag shall be returned to the department by the licensee on or before January 1. In addition, a completed Harvest Report Form (see Appendix 5) is due to the Department no later than December 31<sup>st</sup>.*

## **Prepare an Annual Report**

The annual report shall be prepared by the operator and submitted to the Department with the annual renewal or five year renewal application by March 1st. It can be completed on the form provided by the Department (see Appendix 5) or in the form of a typewritten or legibly handwritten report. The annual report should include an accounting of the year's habitat projects, harvest, population data, and recommendations and justifications for modifications to habitat work or harvest strategy.

## **Compliance Inspection**

Compliance inspections by DFG personnel are required on a yearly basis to confirm that all habitat work is being performed as stated in the management plan. Compliance inspections should be done prior to submitting annual renewal or five year renewal applications (weather permitting). It is the responsibility of the Unit Manager (or Regional PLM coordinator) in which the PLM is located to contact the licensee or the licensee's representative to schedule an appointment to conduct the compliance inspection. Compliance inspection reports shall be kept on file at regional offices and attached to commission renewal packages submitted to WB (see Appendix 5 for Compliance Report Form). Failure to pass compliance checks may result in a delay of the FGC's consideration of the license application as applications will not be forwarded to the FGC until all required documents have been received by WB, or reduction in tags/seals granted.

## **Records**

Good record keeping by the licensee is important to maintain the integrity of the program. Accurate records (log sheets, see Appendix 5) must be maintained for the sale of all tags and seals as well as any exchange tags. The location where these records will be kept available for inspection must be provided to the Department. Complete records regarding habitat improvement projects are important to illustrate the benefit of this program.

## **Land Ownership Changes**

It is the responsibility of the PLM owner and operators to inform regional personnel in writing of any land ownership changes that occur. Licenses to operate PLMs are non-transferable; any land ownership change will require the new landowners to submit an initial application with applicable fees and a new 5 year management plan if they wish to participate in the program. It is the region's responsibility to immediately inform LRB and WB staff of any ownership changes that occur.

## **Revocation of Tags and Seals**

The licensee, their agent, or any employee of the Department may revoke a PLM hunting tag or tags, seal or seals for a violation of any Fish and Game law or regulation or the terms and conditions of the PLM license.

## **Revocation of PLM License**

Upon verification of a breach or violation of the terms of the license holder, or by any person acting under their direction, control, or cooperation with them, the Director may temporarily suspend their license. The FGC will be notified of any such suspension, and the licensee will receive a written notice describing the FGC action regarding this matter. A hearing will be held at the next scheduled Commission meeting, at which time the FGC may revoke, reinstate, or suspend the license for a specific time period.

Note: Any licensee convicted of a violation of the Fish and Game Code or regulations made pursuant thereto or a violation of the terms and conditions of their license must appear before the FGC prior to the issuance of a new license.

## **License Termination**

The licensee must give the FGC and the Department ten days' notice of their intent to withdraw from the program. After giving such notice, the licensee must submit a certified letter of their intent to withdraw from the program to the FGC and the nearest regional office of the Department. A full accounting of all tags and seals used, exchange tags received, and all fees due to the Department must be included with the certified letter. The licensee must continue to abide by the terms and conditions of the license until this notice, and all required information and fees, are received by the Department.

## CHAPTER 6 – GAME SPECIES-SPECIFIC PLM POLICIES

### Deer

1. Proposals for hunting programs must be consistent with the Department's management goals and objectives contained within the herd plan(s) encompassing the area.
2. Seasons and methods of take must be consistent with biologically sound principles intended to achieve or maintain deer herd goals and objectives.
3. All antlerless, either-sex, and/or late-season buck hunts must be consistent with proposed special deer hunts available to the public in the same or adjacent general deer zone.
4. During the initial year of a PLM, all deer hunting shall be consistent with the general season length, bag and possession limit for the zone within which the PLM exists. "Late season" or "antlerless" and "either-sex" deer hunts are not permitted during the initial license year. However, because the intent of the PLM program is habitat enhancement, antlerless hunts designed to reduce deer populations in order to improve habitat conditions are permitted during the initial year as long as the habitat objectives are clearly stated in the management plan. Variations in season length and/or timing and bag limit of the PLM deer season may be allowed starting the second continuous year of participation in the program.
5. No more than one buck deer may be taken by any one hunter on PLM's located in the X-zones as defined in section 360 (b), T14, CCR. No hunter may take more than two deer each year anywhere in California.
6. If either-sex tags are used, then a maximum allowable number of forked-horn-or-better bucks to be harvested must be identified (for example, "Issue 40 either-sex tags. No more than 20 buck deer and 20 antlerless deer may be taken.").
7. Habitat improvements which are designed to target deer should be specifically identified as such in the management plan.
8. Deer hunting after November 30 will be allowed only in special circumstances, and there will be no deer hunting past December 31.

### Elk

1. Proposals for hunting programs must be consistent with the Department's management goals and objectives contained within the elk management plan.
2. Seasons and methods of take must be consistent with biologically sound principles intended to achieve or maintain elk herd goals and objectives.
3. No elk harvest shall be permitted during the initial license year. Elk harvest may be permitted in the second license year (providing the initial license was approved prior to

September 1 of that year) subsequent to confirmation that all habitat projects scheduled to be completed during the initial license year were completed.

4. Licensees requesting any tag quota changes must do so prior to December 1 so the Department can adequately evaluate and disclose the effects of significant changes in the appropriate environmental document.

5. Requested numbers of tags, as indicated in the PLM management plan, are subject to change without notice to ensure compliance with herd goals.

6. Habitat improvements which are designed to target elk should be specifically identified as such in the management plan.

### **Antelope**

1. Proposals for hunting programs must be consistent with the Department's management goals and objectives contained within the pronghorn antelope management plan.

2. Seasons and methods of take must be consistent with biologically sound principles intended to achieve or maintain antelope management goals and objectives.

3. No antelope harvest shall be permitted during the initial license year. Antelope harvest may be permitted in the second license year (providing the initial license was approved prior to September 1 of the initial year) subsequent to confirmation that all habitat projects scheduled to be completed during the initial license year were completed.

4. Existing PLM's that have identified antelope as a managed species in their management plan may hunt antelope under the restrictions detailed in # 3, above. Existing PLM's that have not identified antelope as a managed species in the management plan, but now request to hunt antelope, must first amend their management plan and must wait one year before antelope hunting will be allowed.

5. Total tags for PLM's located within the established public antelope hunting zones will not exceed ten (10) percent of the total tags issued for the public antelope zones. In order to meet management objectives, doe harvest on PLM's shall be determined independently from the doe harvest for public antelope zones.

6. No person may kill more than one buck antelope per year.

7. Habitat improvements which are designed to target antelope should be specifically identified as such in the management plan.

## **Bear**

1. Proposals for hunting programs must be consistent with the Department's management goals and objectives contained within the bear management plan.
2. Seasons and methods of take must be consistent with biologically sound principles intended to achieve or maintain bear management goals and objectives.
3. The PLM bear season may not extend beyond the closure of the general bear season, which closes when 1700 bears are reported taken, or on the last Sunday in December.
4. Bag and possession limit shall be one adult bear per season. Cubs and females accompanied by cubs may not be taken. (Cubs are defined as bears less than one year of age or bears weighing less than 50 pounds.)
5. No more than one dog per hunter may be used in the area where the general deer season is open. After the general deer season closes, there is no limit on the number of dogs that may be used during the general bear season. If the PLM property is located within a dog control zone, further restrictions may apply. See California Code of Regulations, Title 14, section 265, for details.

## **Upland Game**

1. Proposals for hunting programs must be consistent with the Department's management goals and objectives contained within the appropriate species management plan.
2. Seasons and methods of take must be consistent with biologically sound principles intended to achieve or maintain the management goals and objectives for the appropriate species.
3. During the initial license year, upland game seasons shall correspond to general public seasons for the appropriate species. Variations in length and/or timing of the PLM upland game season(s) may be allowed starting the second continuous year of participation in the program.
4. Bag limits for upland game species shall be consistent with bag limits imposed on public hunters during general seasons.
5. Habitat improvements which are designed to target upland game should be specifically identified as such in the management plan.

## **Waterfowl**

1. Waterfowl season lengths and bag limits are established in conformance to Federal Regulations. The Fish and Game Commission has no authority to modify waterfowl season

lengths and bag limits outside the framework provided by Federal regulations; PLM's proposing to harvest waterfowl must do so within Federal regulations.

2. Habitat improvements which are designed to target waterfowl should be specifically identified as such in the management plan.

**APPENDIX 1**

**STATUTES AND REGULATIONS:**

*FISH AND GAME CODE, ARTICLE 5*

*TITLE 14, CALIFORNIA CODE OF REGULATIONS, SECTION 601*

Article 5. Enhancement and Management of Fish and Wildlife and their Habitat on Private Lands

CALIFORNIA CODES  
FISH AND GAME CODE  
SECTION 3400-3409

**3400.** It is the policy of the state actively to ensure the improvement of wildlife habitat on private land in order to encourage the propagation, utilization, and conservation of fish and wildlife resources on those lands now and for the future in cooperation with private landowners. The commission and the department may develop a private wildlife habitat enhancement and management program for the implementation of this article.

**3401.** (a) The commission may authorize the department to issue revocable, nontransferable licenses for the operation of wildlife habitat enhancement and management areas on any private lands it determines are suitable for habitat enhancement, management, utilization, propagation, and conservation of fish and wildlife resources of those lands. Any private lands affected by a habitat enhancement and management plan licensed pursuant to this article shall not be available for use by the general public without the consent of the landholders. No public access road shall be closed to the public under this article as a result of licensing a wildlife habitat enhancement and management area or implementing the wildlife habitat enhancement and management plan.

(b) The commission shall authorize hunting during the rut only in a wildlife habitat enhancement and management area when that hunting is consistent with the management plans prepared for that area or herd and does not result in an overall negative effect on the deer herd population in that area.

**3402.** (a) A license for a wildlife habitat enhancement and management area may be issued to any landholder or combination of landholders upon approval by the commission of an application submitted by the landholder. As used in this article, "landholder" means any person who owns, leases, or has a possessory interest in land.

(b) Each license application shall be accompanied by a nonrefundable fee in an amount established by the commission which, in conjunction with the fees collected pursuant to Section 3407, is calculated to meet the department's actual costs in administering all aspects of the habitat enhancement and management program. The application shall be accompanied by a wildlife habitat enhancement and management plan and such other information about the proposed wildlife habitat enhancement and management area as may be required by the commission.

(c) An application for a license may be submitted by any number of landholders if all parcels to be included in the wildlife habitat enhancement and management area are contiguous and, in combination, are of a size suitable for the management of the species included in the wildlife habitat enhancement and management plan. The landholders shall designate one landholder who shall represent them in all dealings with the commission and

the department. The designated landholder shall be responsible for the operation of the wildlife habitat enhancement and management area.

(d) A landholder who does not own the fee to the land may apply for a license pursuant to this article only if the owner signs the application.

**3403.** The commission shall require the landowners of a wildlife habitat enhancement and management area to post all or part of its boundaries with public land. The commission may require the owners of a wildlife habitat enhancement and management area to post all or part of its boundaries with private land.

**3404.** (a) The commission may adopt regulations necessary for the administration of this article.

(b) After notice and a hearing, the commission may revoke the license for any violation of any provision of this code or any regulations adopted pursuant thereto or for any violation of the terms of the license.

**3406.** (a) Upon approval of the wildlife habitat enhancement and management plan, the department shall issue a license, which shall be valid for five calendar years, authorizing the taking of those species of fish, game birds, and game mammals designated in the wildlife habitat enhancement and management plan, pursuant to the plan and regulations of the commission for the operation of the wildlife habitat enhancement and management area. Regulations adopted pursuant to this section may supersede any provision of this code designated by number in the regulation, but shall do so only to the extent specifically provided in the regulation.

(b) During the first year of operation of a wildlife habitat enhancement and management area under a wildlife habitat enhancement and management plan and, thereafter, until the operator demonstrates habitat enhancement in the area acceptable to the department, no person shall take, and the plan shall not authorize the taking, of deer except during the general open season and consistent with the bag and possession limits for the fish and game district or the zone in which the wildlife habitat enhancement and management area is located.

(c) The activities conducted pursuant to each wildlife habitat enhancement and management plan shall be reviewed annually by the department and reviewed by the commission at a public hearing. Each licensee shall annually submit information to the department about past activities and the activities intended to be conducted in the succeeding year. Any change to the wildlife habitat enhancement and management plan or the regulations applicable to the wildlife habitat enhancement and management area shall be proposed to the commission by the department or the licensee at the license review hearing.

**3407.** The commission may require that any fish, bird, or mammal taken in a wildlife habitat enhancement and management area licensed pursuant to this article be marked for identification with a distinctive tag or seal issued by the department prior to being removed from the area. A deer tag shall be countersigned by a person who is authorized to countersign deer tags pursuant to Section 372 of Title 14 of the California Code of Regulations. Any fish, bird, or mammal so identified may be possessed and transported at

any time during the period for which the tag or seal is valid. The fees for tags and seals shall be established by the commission in amounts which, in conjunction with fees collected pursuant to Section 3402, are calculated to meet the actual costs incurred by the department in administering all aspects of the habitat enhancement and management program.

**3408.** Any landholder who has paid the fee required by this article, has a valid license issued pursuant to this article, and who is conducting activities pursuant to an approved wildlife habitat enhancement and management plan that could be licensed or permitted pursuant to another provision of this code shall be exempt from any requirement to obtain that other license or permit or to pay any other fee. This section shall not, however, be construed to exempt anyone from any requirement pertaining to hunting and sport fishing licenses and stamps.

**3409.** The department shall report every three years on the wildlife habitat enhancement and management program conducted pursuant to this article. The report shall include a listing of landholders participating in the wildlife habitat enhancement and management program, the wildlife habitat enhancement and management activities undertaken, the wildlife species managed, and harvest data. The report shall be submitted to the Speaker of the Assembly, the Chairperson of the Senate Committee on Rules, and the chairpersons of the policy committees in each house that have jurisdiction over the subject of this article. The report shall also be made available to the public upon request.

## BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

### TITLE 14. NATURAL RESOURCES

#### DIVISION 1. FISH AND GAME COMMISSION -DEPARTMENT OF FISH AND GAME

#### SUBDIVISION 2. GAME AND FURBEARERS

#### CHAPTER 9. SHOOTING CLUBS

This database is current through 10/26/07, Register 2007, No. 43  
s 601. Enhancement and Management of Fish and Wildlife and their Habitat on Private Lands.

(a) Definition and Scope: A Private Lands Wildlife Habitat Enhancement and Management Area, (Herein after referred to as a Private Wildlife Management Area) is an area of private lands for which the landowner or their designee has completed and implemented a wildlife habitat enhancement and management plan that actively encourages the propagation, conservation and wise use of the fish and wildlife populations on their land. Such areas shall be licensed annually by the commission.

(b) Application Process:

(1) Application Form and Management Plan: The applicant for a license to operate a Private Wildlife Management Area shall submit the appropriate completed application, as specified in Section 702, and any accompanying additional documentation to the department, at the

appropriate regional office as listed on the application. An initial applicant shall include three copies of a general management plan containing at least the following information:

- (A) A legal description of the land to be included in the Private Wildlife Management Area. Four original USGS quadrangle maps or equivalent maps showing the boundaries of the Private Wildlife Management Area, access roads, any public lands within and/or adjacent to the Private Wildlife Management Area and all structures and facilities, shall be submitted with the original application;
  - (B) An estimate of the wildlife and habitats present within the Private Wildlife Management Area, including an indication of animal distribution and habitat condition based on the California Wildlife Habitat Relationships Database System;
  - (C) A statement of management objectives;
  - (D) A detailed description of proposed management actions that are intended to achieve the management objectives;
  - (E) The county General Plan land use designation for the Private Wildlife Management Area.
- (2) Applicants shall be individuals or corporate landowners or their designee.
- (3) Applications submitted by person(s) other than the landowner shall be approved and signed by the landowner(s).
- (4) License Fees: A nonrefundable fee for the purposes of management plan review by the department shall be submitted with the application for a revocable Private Wildlife Management Area license. The fee as specified in Section 702 will be based on the size of the Area as follows:

- (A) less than 5000 acres
- (B) 5,001 to 10,000 acres
- (C) 10,001 to 15,000 acres
- (D) greater than 15,001 acres

This application fee is established pursuant to Section 3402(b) of the Fish and Game Code. Payment of the application fee does not constitute acceptance into the program. The Private Wildlife Management Area license shall be valid for five years during the period from July 1 through June 30, and subject to annual review and renewal by the commission. The application fee covers the initial five-year license period. A fee shall be submitted, based on the size of the area, with the license renewal application at the beginning of each subsequent five year period. This license shall be in place of any other license that may be required of private landowners by the Fish and Game Code or regulations made pursuant

thereto. This section shall not, however, be construed to exempt anyone from any requirement pertaining to hunting and sport fishing licenses and stamps.

The department will screen each application for compliance with these regulations. Applications that do not provide the information required, will be rejected and returned to the applicant. Any individual whose application has been rejected by the department may appeal that decision to the commission. Applications accepted by the department will be forwarded for commission review and approval.

(5) Issuance of Area License: Upon approval of the general management plan, the department, with approval of the commission, shall issue a license for the taking of any fish, game bird or mammal in said Private Wildlife Management Area pursuant to the regulations of the commission and the terms and conditions of the permit, which may supersede Fish and Game Code Section 331(a) and (b) as it pertains to resident hunters and license tag fees for antelope, Section 332(b) and (c) as it pertains to resident hunters and license tag fees for elk, and sections 457-459, related to antlerless and either sex deer.

(A) During the initial license year, the take of antelope or elk, will not be authorized, nor shall deer be taken except during the general open season, consistent with the bag and possession limits for the deer hunting zone in which the Area is located, unless otherwise stipulated by the commission. This provision does not apply to renewed licenses provided that the Private Wildlife Management Area has been continuously licensed in the Private Lands Wildlife Habitat Enhancement and Management Program. Upon satisfactory completion of the first year management actions identified in the plan for the Private Wildlife Management Area, the commission may authorize seasons and bag limits which differ from those established for the general seasons. Hunting must be consistent with the management plans prepared for that area or herd and should not result in an overall negative effect on the species population or herd being hunted as determined by the department.

(6) Annual Review: Annual renewal applications must be submitted to the department no later than March 1. The annual renewal application shall contain a summary of habitat enhancement and management activities, harvest, and full payment of fees for the preceding year. The department shall review each plan to determine that the licensee has fulfilled the obligations as prescribed in the management plan. The annual review shall evaluate the following:

(A) Results of activities carried out during the preceding year, including habitat improvement, wildlife production and population levels, hunter use and harvest of wildlife, including an accurate account of all hunting permits, seals and big game tags;

(B) Recommended changes in the general management plan.

(c) Tags and Seals:

(1) Possession of Tags and Seals: Every person hunting on a Private Wildlife Management Area shall have in their immediate possession a valid California hunting license and the appropriate tag or seal issued by a licensee or their authorized agent. Tags shall be filled out by hunters before hunting. The tags or seals shall permit hunting for the period specified, or until revoked by the licensee or the department. Hunting permittees shall only take or possess those species and number of each species as specified by their hunting tags or seals as approved in the management plan. This does not apply to species not included in the management plan which may only be taken in accordance with the provisions of Part 2, Chapters 1-7, and 9 of these regulations and sections 4331 and 4332 of the Fish and Game Code. Hunting permittees while on the Private Wildlife Management Area shall be subject to all terms and conditions of the license.

(2) Tag and Seal Procedures:

(A) The department shall furnish each licensee with the appropriate tags or seals required by each management plan. With landowner approval and payment of the additional tag or seal fees, tags or seals issued by the licensee may be exchanged for a tag or seal for the same species for use on any other licensed Private Wildlife Management Area for the take of the same species.

(B) Any deer hunter who has been issued a deer tag or deer tag application by the department and wishes to hunt on a Private Wildlife Management Area shall exchange an unfilled public tag(s) or tag application(s) of the current license year for a Private Wildlife Management Area deer tag(s). These tags can only be used on a Private Wildlife Management Area. In no event shall any hunting permittee take more than two deer each year anywhere in California on either public or private lands. No person shall take more than one buck deer in the X-zones, as defined in Section 360(b), Title 14, CCR.

(C) Any pronghorn antelope hunter who has been issued a buck pronghorn antelope tag by the department and wishes to hunt on a Private Wildlife Management Area within the zone specified on the tag shall exchange an unfilled public buck pronghorn antelope tag of the current license year for a Private Wildlife Management Area buck pronghorn antelope tag. Any pronghorn antelope hunter who has been issued a doe pronghorn antelope tag by the department and wishes to hunt on a Private Wildlife Management Area within the zone specified on the tag shall exchange an unfilled public doe pronghorn antelope tag of the current license year for a Private Wildlife Management Area doe pronghorn antelope tag. In no case shall an exchange occur to allow pronghorn antelope hunting outside the geographic zone or prescribed dates of the original tag, as contained in Section 363, Title 14. No hunter shall exchange a Private Wildlife Management Area pronghorn antelope tag for a public tag.

(D) Immediately upon killing any animal under the authority of the tag issued to them by the licensee, the hunter shall completely fill out the tag and attach it to the antler or horn of the male animal or to the ear of the female animal. Prior to transporting the carcass from the Private Wildlife Management Area, the hunter shall surrender the

report card portion of the tag to the licensee or their designee. The hunter shall have the license tag validated pursuant to the provisions of Section 4341 of the Fish and Game Code and Section 708(a)(8), Title 14, CCR. The completed report card portion of the deer tag or any other species tag shall be returned to the department by the licensee on or before January 1. The license tag shall remain with the animal pursuant to sections 708(a)(3), 708(c)(4), 708(d)(4), Title 14, CCR.

(3) Tag and Seal Fees: The licensee shall pay the department the fees specified in Section 702 for each tag and seal authorized annually.

(d) Operation of a Private Lands Wildlife Habitat Enhancement and Management Area:

(1) Posting: Private Wildlife Management Areas shall be posted by the licensee by placing signs which have been approved by the department and that forbid trespass. Signs shall be placed at intervals not less than three to the mile along exterior boundaries and at all roads and trails entering such lands. Where the area is bounded by land open to public hunting, posting shall be required with signs posted at intervals not less than eight to the mile. These signs shall identify both ingress to the Area and egress from the Area. Posting shall be completed no later than fourteen days prior to hunting within either the Area or adjacent public deer hunting zone, and maintained for the life of the license. Posting shall ensure that all boundaries are clearly marked and that no public access roads or areas appear to be closed.

(2) Records: The licensee shall maintain accurate records of all tags and seals and make such records available to the department upon request. The licensee shall provide the department with the location of where records will be kept and available for inspection. An accurate accounting of all hunting tags and seals authorized shall be submitted to the Licenses and Revenue Branch, 3211 S Street in Sacramento, CA 95816, by March 1 of each year. Such accounting shall include the actual exchanged tags or applications provided by the individual hunters on each area. Each licensee shall pay for all the previous year's authorized tags and seals by March 1. In the event a licensee fails to remit all fees by March 1, the department may require full payment of all tags and seals prior to the next license year. Tag and seal fees which have not been paid in full by March 1 will be subject to a 10% late payment fee. All fees must be paid in full before the department forwards any renewal application to the commission for consideration and approval.

(e) Revocation of Licenses, Tags, and Seals:

(1) License: A Private Lands Wildlife Habitat Enhancement and Management Area license may be suspended temporarily by the Director, upon their verification of the facts, for a breach or violation of the terms of the license by the holder thereof, or by any person acting under their direction or control or in cooperation with them. The commission shall be notified of any such suspension and subsequently may revoke or reinstate the license or fix the period of suspension after written notice and a hearing at the next scheduled commission meeting has been provided to the licensee by the commission. Any licensee convicted of a violation of the Fish and Game Code or regulations made pursuant thereto or a violation of

the terms and conditions of their license must appear before the commission prior to the issuance of a new license.

(2) Tags and Seals: The licensee, their designee, or any employee of the department may revoke a Private Wildlife Management Area hunting tag or tags, seal or seals for a violation of any Fish and Game law or regulation or the terms and conditions of the Private Lands Wildlife Habitat Enhancement and Management Area license.

(f) Termination of License: a licensee may elect to terminate involvement with the Private Lands Wildlife Habitat Enhancement and Management Program only after giving the commission and the department ten days notice of their intent to withdraw. The licensee must submit a certified letter of intent to the commission and the nearest regional office of the department along with a full accounting of all tags and seals used, exchange tags received, and all fees due the department. Prior to the department receiving this notice and full accounting with fees due, the licensee must abide by the terms and conditions of the license issued pursuant to Section 3402 of the Fish and Game Code.

(g) No person shall violate any of the provisions of this section or any license issued pursuant thereto. Failure to comply therewith may result in:

(1) denial of application

(2) revocation of license and/or tags and seals

(3) citation under the provisions of the Fish and Game Code.

Note: Authority cited: Sections 200, 202, 203, 713, 3402, 3404 and 3406, Fish and Game Code. Reference: Sections 3400-3404, 3406-3409, 4331-4332 and 4341, Fish and Game Code.

**APPENDIX 2:  
CALENDAR OF SIGNIFICANT DATES**

## JANUARY

- 1 **Report Card portion of tags is due** from hunters. Mailed to the address printed on the Report Card, or to Department of Fish and Game, Wildlife Branch, 1812 9th Street, Sacramento, CA, 95814.
- 1 **Harvest report is due.** Mailed, faxed or phoned to the Wildlife Branch (WB).

## FEBRUARY

## MARCH

- 1 **Application packages due to the regions** from licensees and prospective applicants.
- 1 **Full payment of all tags and seals authorized due** to LRB.
- 1 **Return all un-issued PLM tags, completed log sheets, and exchanged deer tag applications, deer tags and drawing notices** to LRB.
- 14 Commission packages for May Commission Meeting must be submitted to WB for review. PLM's wanting a July harvest beginning date should be submitted for a May Commission date.

## APRIL

- 18 Commission packages for June Commission Meeting must be submitted to WB for review. PLM's wanting an August harvest beginning date should be submitted for a June Commission date.

## MAY

- 23 Commission packages for July Commission Meeting must be submitted to WB for review. PLM's wanting a September harvest beginning date should be submitted for a July Commission date.

## JUNE

- 20 Commission packages for August Commission Meeting must be submitted to WB for review. PLM's wanting an October harvest beginning date should be submitted for an August Commission date.

**30 End of License year, all habitat work must be completed.**

**JULY**

15 Commission packages for late August or September Commission Meeting must be submitted to WB for review. PLM's wanting a November harvest beginning date should be submitted for a late August or September Commission date.

**AUGUST**

31 Deadline for approval of initial license for PLMs managing for elk or pronghorn who want to hunt these species the following year.

**SEPTEMBER**

**OCTOBER**

**NOVEMBER**

30 No deer hunting to occur on PLM areas past this date, except under special circumstances (e.g. when migratory deer don't arrive until late in the season or certain land-use issues arise).

**DECEMBER**

1 Deadline for any significant tag quota changes for big game species, in order to ensure review within the environmental documents.

31 No deer hunting past this date anywhere in the state.

**APPENDIX 3:**  
**HOW TO HANDLE PLM TAGS**

## **OVERVIEW**

The following is a list of instructions developed by the License and Revenue Branch (LRB) for use in receiving and issuing tags and/or seals, as well as for reporting the information necessary to meet the requirements of the license as approved by the Fish and Game Commission (Commission). It is important that the licensee read these instructions carefully and fully understand them before issuing any tags and/or seals. The licensee is responsible for the reporting of all tags and/or seals, including those distributed by their agent(s) or representative(s), and for ensuring that all regulations and procedures are correctly followed and enforced. The licensee will be held responsible for any infraction that may take place.

## **PRIVATE LAND MANAGEMENT ACCOUNTS**

Upon approval of an initial PLM license, the LRB will establish an account for the licensee to maintain an accurate accounting of all tags and/or seals issued and payments received.

## **TYPES OF ACCOUNTS**

### Consignment

A consignment account allows PLM licensees to receive tags and/or seals authorized by the Commission prior to receiving payment. Payment for authorized tags and/or seals must be submitted to the LRB in January of the following year (see “Year End Reporting and Payment of Tags and/or Seals”).

**IMPORTANT:** Tags and/or seals not paid for by March 1 will be assessed a 10 percent penalty and the licensees account type will be automatically changed to Cash on Delivery the following year.

### Cash on Delivery (COD)

A COD account requires PLM licensees to pay for all tags and/or stamps authorized by the Commission upon receipt.

## **CHANGING ACCOUNT TYPES**

PLM licensees may request a change to their account type by submitting a written request to the DFG PLM Coordinator. Written requests must be received 60 days prior to Commission approval of the PLM License.

**Note:** Approval of the account type is at the sole discretion of the Department.

## **RECEIVING SHIPMENTS**

Upon receipt you **must** verify your shipment to ensure accuracy by completing the following steps:

1. Verify that the name on the shipping report is correct.
2. Confirm that the tags and/or seals received and the inventory numbers of each item match the shipping report.
3. Write any discrepancies (i.e., missing items, items received that are not listed on the shipping report, wrong items received) on the license shipment report and fax or mail a copy, within five (5) business days of receipt, to the Department's LRB at 1740 North Market Blvd., Sacramento, CA 95834, or by fax (916) 419-7587.
4. Retain the shipping report for your records.

**IMPORTANT:** Claims of missing items will only be considered if they are reported in writing to the LRB within five (5) business days of receipt.

### **ISSUING PLM DEER TAGS**

1. Before a PLM deer tag is issued, the hunter must exchange one of the following items to the Area Manager:
  - A Resident or Nonresident One-Deer or Second-Deer Tag Application;
  - An unused California deer tag for any zone; or,
  - A "Deer Tag Drawing Notice" sent to the applicant after the annual Big Game Drawing.
2. The exchange tag must be recorded on the PLM Deer Tag Log Sheet (FG 342). (A deer tag drawing notice received by an unsuccessful drawing applicant is considered the same as an application).
3. Both the exchange deer tag and the PLM deer tag must be completely and correctly filled out by the hunter prior to hunting. *PLM tags, once issued, become the property of the hunter and may not be reissued to another individual if the hunter is unsuccessful.*
4. Write the PLM tag number on the exchange deer tag or deer tag application. Keep exchange tags or applications in the same order as they appear on the Deer Tag Log Sheet.
5. Instruct hunters to turn in the report card portion of the tag to the Area Manager or their representative before leaving the area and that the tag portion must be validated pursuant to Fish and Game Code Section 4341 and Section 708, Title 14, of the California Code of Regulations.

**IMPORTANT:** All operators are also required to maintain accurate harvest records and must

return report cards to the Wildlife Branch on or before **January 1**.

### **ISSUING OTHER TAGS AND/OR SEALS**

1. Exchange tags are not required for antelope and elk hunting.
2. Record tags issued on the "Log Sheet for Species Other Than Deer" (FG 342-A).
3. Report cards collected by Area Managers (see requirements for deer tags, above).
4. All report cards must be returned to the Wildlife Branch on or before January 1.

### **YEAR END REPORTING AND PAYMENT OF TAGS AND/OR SEALS**

1. The licensee is required to maintain accurate records of all tags and/or seals sold and must make these records available to the appropriate Department personnel upon request.
2. Prior to December 31, return all completed report card portions of tags to:  
***Department of Fish and Game, Wildlife Branch, 1812 Ninth Street, Sacramento, California 95814.***
3. By January 15, set up an appointment for regional personnel to conduct program review for your area.
4. By March 1, submit renewal application, including a summary of the past year's management activities and your management plans for the coming year to the **Regional PLM Coordinator**.
5. By March 1, submit a check for full payment\* of all tags and seals authorized. Return all un-issued PLM tags, completed log sheets, and exchanged deer tag applications, deer tags and drawing notices. Submit to: ***Department of Fish and Game, License and Revenue Branch, 1740 N. Market Blvd., Sacramento, California 95834.***  
***IMPORTANT: Tags and/or seals not paid for by March 1 will be assessed a 10 percent penalty and the Licensee's account type will be automatically changed to COD the following year.***

\* Payment applies to Consignment accounts only. COD accounts paid for their tags and/or seals at the time of delivery.

Unsold wild pig and turkey tags may be kept for late season hunting. Unsold tags and/or seals may be returned at the end of the hunting season upon written request to the Department prior to the March 1 deadline.

**APPENDIX 4:**

**GLOSSARY**

***Annual Renewal Application Package*** – Submitted during years two through five of participation in the program. Package contains application form and annual report. Applicant is not required to submit area management plan or application fee with this package.

***Annual Report*** – Report submitted by area owner/operator detailing habitat work accomplished and harvest results for the previous license year.

***Commission Memo*** – Memo prepared by Wildlife Branch staff detailing information regarding the subject area for use by the Fish and Game Commission in considering a PLM license application.

***Commission Package*** – Application documents submitted by WB staff to the Fish and Game Commission for consideration of a PLM license. There are three types of applications which go to the Commission: *Initial package, Annual renewal package, and Five year renewal package*. Each contains a Commission memo and PLM summary table.

***Five Year Renewal Application Package*** – Submitted by area owner/operator prior to the start of the sixth year of membership in the program. An application form, three copies of the new draft area management plan (containing all required elements), annual report, and appropriate application fee shall be submitted in this package.

***Initial Application Package*** – Submitted by area owner/operator prior to joining the program. An application form, three copies of the draft area management plan (containing all required elements), appropriate application fee, and WHR review shall be submitted in this package.

***License Year*** – Term for which the PLM license is valid. License is valid for a five year period, but must be renewed annually.

***Management Plan*** – Document prepared by (or under the direction of) the area owner/operator and reviewed by Department Region and Staff personnel which guides the operation of the PLM.

***PLM*** – Private land management area which is licensed by the Fish and Game Commission to take various wildlife species in return for the implementation and completion of wildlife habitat improvement projects on the area.

***PLM Summary*** – A summary of the information presented for Commission review, including proposed season and harvest, and habitat improvement program. This document is prepared by region staff, and submitted to WB staff to generate the Fish and Game Commission memo for the license review process.

***WHR*** – An acronym that stands for “Wildlife Habitat Relationships.” This refers to a database that classifies habitat into different types.

**APPENDIX 5:**

**FORMS**



---

---

---

---

5. Is the parcel presently posted? Yes\_\_\_ No\_\_\_. Can it be posted clearly to comply with Department specifications? Yes\_\_\_ No\_\_\_. If no, explain.

---

---

---

---

6. Has a physical inspection of all parcels been made jointly by wildlife management and wildlife protection personnel? Yes\_\_\_ No \_\_\_. If no, explain why.

---

---

---

---

7. Is the operator the legal owner of the land? Yes\_\_\_ No\_\_\_. If not, do they have the consent of the landowner, and the legal right to complete habitat objectives? Yes\_\_\_ No\_\_\_.

Administration/Operation

8. Does the operator have a clear understanding of the regulations that apply to the P.L.M. Program? Yes\_\_\_ No\_\_\_. Has a Copy of the Section 601, Title 14, CCR, and Section 3400-3409 of the Fish and Game Code been provided to the Operator? Yes\_\_\_ No\_\_\_.
9. Does the operator have a headquarters where tags and records will be kept? Yes\_\_\_ No\_\_\_. If no, what arrangements have been made for reasonable inspection of records and at what location?

---

---

---

---

10. Has the operator been advised of potential public relation problems which may occur under the P.L.M. Program. Yes\_\_\_ No\_\_\_ and do they have specific plans to offset any adverse feelings in the adjacent area? Yes\_\_\_ No\_\_\_. Explain

---

---

---

---

11. Will the operator provide maps of the area to hunters? Yes\_\_\_ No\_\_\_

Management Plan

12. New applicants are required to advise neighbors of the plan. Have adjoining property owners been notified of the plan proposal? Yes\_\_\_ No\_\_\_.

13. If neighboring landowners are governmental agencies, have they reviewed the plan? Yes\_\_\_ No\_\_\_. If yes, list agencies involved:

---

---

---

---

14. Are other management plans involved, ie CFIP, VMP, SCS programs etc. Yes\_\_\_ No\_\_\_  
If yes, list:

---

---

---

---

15. Will the plan create a conflict with management requirements of other agencies? (Grazing allotments, CFIP Plans, SCS Plans, etc.) Yes\_\_\_ No\_\_\_. If there is a conflict, explain.

---

---

---

---

16. Have the overall benefits to wildlife been outlined and are those benefits measurable? Yes\_\_\_ No\_\_\_. If not, can they be altered to be measurable? Yes\_\_\_ No\_\_\_.

17. Does the plan provide for access to Department of Fish and Game personnel? Yes\_\_\_ No\_\_\_.

Natural Ecology

18. Have wildlife species and habitats potentially affected on the management area been identified using the California Wildlife Habitat Relationships Database System? (Attach copy to this checklist) Yes\_\_\_ No\_\_\_. In no, when will this occur?

---

---

---

---

19. Are any of the proposed habitat enhancements specifically designed to benefit threatened, endangered, or other listed species. Yes\_\_\_ No\_\_\_ If so, list affected species and projects which affect them.

---

---

---

---

---

---

---

---

---

---

**State of California  
 Department of Fish and Game  
 Application for Annual Renewal of a Private Lands  
 Wildlife Habitat Enhancement and Management Area License**

**July 1, 20\_\_ \_\_ through June 30, 20\_\_ \_\_**

Name of PLM Property\_\_\_\_\_

Applicant's Name\_\_\_\_\_Telephone\_\_\_\_\_

Mailing Address\_\_\_\_\_

Street Address\_\_\_\_\_

County(ies) of Management Area\_\_\_\_\_Size of Area (acres)\_\_\_\_\_

**Renewal application must be accompanied by an annual report which must contain but is not limited to:**

1. A summary of habitat enhancement and management activities completed during the preceding year, including an evaluation of habitat enhancement projects, wildlife population levels, and hunter use;
2. Number and species of wildlife harvested;
3. Recommended changes in the general management plan;
4. A description of proposed management actions during the new permit year, including proposed wildlife habitat enhancement and management activities and harvest levels.

*I certify that all habitat improvements specified in my/our management plan have been completed, and I understand that failure to complete agreed upon activities may result in reduced authorized harvest and/or removal from the program.*

**Note:** All applicants/owners must sign below. If more space is needed please use reverse for signature area. If the applicant is not the owner/fee title holder of the property, a signature is also required below by **all** owners/fee title holders of the property. By signing this license the owners/fee title holders agree to allow the applicant to fulfill the terms and conditions of the license, and certifies that all habitat work will be completed as agreed.

\_\_\_\_\_  
 Signature of Applicant Title (owner, manager, etc.) Date

\_\_\_\_\_  
 Signature of Applicant Title (owner, manager, etc.) Date

\_\_\_\_\_  
 Signature of owner/fee title holder (if different from applicant) Date

**Send renewal application and annual report by March 1** to the Department's regional office nearest to the subject property (see office locations below). Accounts with the License and Revenue Branch must be cleared by March 1 in order to process renewal applications.

Note: The licensee shall return to the Department (Wildlife Branch, 1812 9<sup>th</sup> Street, Sacramento, CA 95814) all completed report card portions of deer tags or any other species tags on or before January 1.

## **Department of Fish and Game offices:**

### **Northern Region**

601 Locust Street  
Redding, CA 96001

### **North Central Region**

1701 Nimbus Road  
Rancho Cordova, CA 95670

### **Bay Delta Region**

7329 Silverado Trail  
Napa, CA 94558

### **Central Region**

1234 East Shaw Avenue  
Fresno, CA 93710

### **South Coast Region**

4949 Viewridge Avenue  
San Diego, CA 92123

### **Inland Deserts Region**

3602 Inland Empire Blvd., Suite C-220  
Ontario, CA 91764

## **Additional species specific requirements:**

**Deer** - If either-sex tags are used, a maximum allowable number of forked-horn-or-better bucks to be harvested must be identified. No deer hunting past November 30 unless special circumstances exist. No deer hunting past December 31.

**Elk** - Licensees requesting significant tag quota changes must do so prior to December 1 so the Department can adequately evaluate and disclose the effects of significant changes in the appropriate environmental document. Elk harvest may be permitted in the second license year providing the initial license was approved prior to September 1 of the first year. Any break in licensing for one year or more will require an initial license application with initial season restrictions.

**Antelope** - Existing PLM's that have not identified antelope as a managed species in the management plan, but now request to hunt antelope, must first amend their management plan and must wait one year before antelope hunting will be allowed. The number and type of antelope tags issued may not be determined until after the summer antelope census is completed (usually in mid-July). Applicants may request specific numbers and/or types of tags but there is no guarantee that what they request will be issued. Total tags allocated to PLM's within the established public antelope hunting zones will not exceed ten (10) percent of the total tags issued for public antelope zones. In order to meet management objectives, doe harvest on PLM's shall be determined independently from the doe harvest for public antelope zones. No person may kill more than one buck antelope per year.

**Upland Game** - During the initial license year, upland game seasons shall correspond to general public seasons for the appropriate species. Variations in length and/or timing of the PLM upland game season(s) may be allowed starting the second continuous year of participation in the program. Any break in licensing for one year or more will require an initial license application with initial season restrictions. Bag limits for upland game species shall be consistent with bag limits imposed on public hunters during general seasons.

**Waterfowl** - Waterfowl season lengths and bag limits are established in conformance to Federal Regulations. The Fish and Game Commission has no authority to modify waterfowl season lengths and bag limits; PLM's proposing to harvest waterfowl must do so within Federal regulations.

**WILDLIFE HABITAT RELATIONSHIP DATABASE SYSTEM  
PLM DATA REVIEW FORM**

Review of potential species affected on PLM areas is required by Section 601 (b)1(B). Successful review is determined by the quality and amount of information which is provided. Please complete the following form as thoroughly and accurately as possible.

1. PLM AREA: \_\_\_\_\_

2. LOCATION: (see location menu)

County \_\_\_\_\_ Region \_\_\_\_\_

Lat/Long \_\_\_\_\_

3. HABITAT(S) PRESENT ON AREA (use only those listed in habitat/class guide)

<u>Habitat</u>	<u>Size Class</u>	<u>Canopy Closure Class</u>
----------------	-------------------	-----------------------------

1. _____	_____	_____
----------	-------	-------

2. _____	_____	_____
----------	-------	-------

3. _____	_____	_____
----------	-------	-------

4. _____	_____	_____
----------	-------	-------

5. _____	_____	_____
----------	-------	-------

6. _____	_____	_____
----------	-------	-------

4. ELEMENTS SELECTION: (use element selection form)

+ present

- absent

It is not necessary to mark "+" or "-" on each element. Only choose those elements absolutely absent, which you think would affect the analysis.

4. DEPARTMENT CONTACT: \_\_\_\_\_

### ELEMENT SELECTION FORM

- |  |  |
|--|--|
| <input type="checkbox"/> ACORNS                  | <input type="checkbox"/> LAYER, HERBACEOUS     |
| <input type="checkbox"/> ALGAE                   | <input type="checkbox"/> LAYER, SHRUB          |
| <input type="checkbox"/> AMPHIBIANS              | <input type="checkbox"/> LAYER, TREE           |
| <input type="checkbox"/> AQUATICS,<br>EMERGENT   | <input type="checkbox"/> LICHENS               |
| <input type="checkbox"/> AQUATICS,<br>SUBMERGED  | <input type="checkbox"/> LITHIC                |
| <input type="checkbox"/> BANK                    | <input type="checkbox"/> LITTER                |
| <input type="checkbox"/> BARREN                  | <input type="checkbox"/> LOG, LARGE (Rotten)   |
| <input type="checkbox"/> BERRIES                 | <input type="checkbox"/> LOG, LARGE (Hard)     |
| <input type="checkbox"/> BIRDS, LARGE            | <input type="checkbox"/> LOG, LARGE (Sound)    |
| <input type="checkbox"/> BIRDS, MEDIUM           | <input type="checkbox"/> LOG, MEDIUM (Rotten)  |
| <input type="checkbox"/> BIRDS, SMALL            | <input type="checkbox"/> LOG, MEDIUM (Hard)    |
| <input type="checkbox"/> BOGS                    | <input type="checkbox"/> LOG, MEDIUM (Sound)   |
| <input type="checkbox"/> BRUSH PILE              | <input type="checkbox"/> MAMMALS, LARGE        |
| <input type="checkbox"/> CAMPGROUND              | <input type="checkbox"/> MAMMALS, MEDIUM       |
| <input type="checkbox"/> CARRION                 | <input type="checkbox"/> MAMMALS, SMALL        |
| <input type="checkbox"/> CAVE                    | <input type="checkbox"/> MOSS                  |
| <input type="checkbox"/> CLIFF                   | <input type="checkbox"/> MUD FLATS             |
| <input type="checkbox"/> CONES                   | <input type="checkbox"/> NECTAR                |
| <input type="checkbox"/> DUFF                    | <input type="checkbox"/> NEST BOX              |
| <input type="checkbox"/> DUMP                    | <input type="checkbox"/> NEST ISLAND           |
| <input type="checkbox"/> EGGS                    | <input type="checkbox"/> NEST PLATFORM         |
| <input type="checkbox"/> FENCES                  | <input type="checkbox"/> NUTS                  |
| <input type="checkbox"/> FERN                    | <input type="checkbox"/> PACK STATIONS         |
| <input type="checkbox"/> FISH                    | <input type="checkbox"/> PONDS                 |
| <input type="checkbox"/> FLOWERS                 | <input type="checkbox"/> REPITLES              |
| <input type="checkbox"/> FORBS                   | <input type="checkbox"/> RIPARIAN INCLUSION    |
| <input type="checkbox"/> FRUITS                  | <input type="checkbox"/> RIVERS                |
| <input type="checkbox"/> FUNGI                   | <input type="checkbox"/> ROCK                  |
| <input type="checkbox"/> GRAIN                   | <input type="checkbox"/> ROOTS                 |
| <input type="checkbox"/> GRAMINOIDS              | <input type="checkbox"/> SALT PONDS            |
| <input type="checkbox"/> GRASS/AGRICULTURE       | <input type="checkbox"/> SAND DUNE             |
| <input type="checkbox"/> GRASS/WATER             | <input type="checkbox"/> SAP                   |
| <input type="checkbox"/> INSECTS, FLYING         | <input type="checkbox"/> SEEDS                 |
| <input type="checkbox"/> INSECTS,<br>TERRESTRIAL | <input type="checkbox"/> SHRUB/AGRICULTURE     |
| <input type="checkbox"/> INVERTEBRATES           | <input type="checkbox"/> SHRUB/GRASS           |
| <input type="checkbox"/> INVERTEBRATES,          | <input type="checkbox"/> SHRUB/WATER           |
|  | <input type="checkbox"/> SHRUBS                |
|  | <input type="checkbox"/> SLASH, LARGE (Rotten) |
|  | <input type="checkbox"/> SLASH, LARGE (Hard)   |

<p> AQUATIC  __ JETTY  __ KELP  __ LAKES  __ SOIL, AERATED  (Rotten)  __ SOIL, FRIABLE  (Sound)  __ SOIL, GRAVELLY  __ SOIL, ORGANIC    __ SOIL, SALINE  __ SOIL, SANDY  __ STEEP SLOPE  __ STREAMS, INTERMITTENT  STREAMS,PERMANENT  __ STUMP (Sound)  __ STUMP (Rotten)  __ TRANSMISSION LINES  __ TREE, BROKEN TOP LIVE  __ TREE, WITH LOOSE BARK  __ TREE/GRASS  __ TREE/WATER  __ TREES, HARDWOOD  __ VERNAL POOLS  __ WATER, FAST  CREATED  __ WATER, SLOW  WATER/AGRICULTURE  __ WHARF </p>	<p> __ SLASH, LARGE (Sound)  __ SLASH, SMALL  __ SNAG, LARGE (Rotten)  __ SNAG, LARGE (Sound)  __ SNAG, MEDIUM    __ SNAG, MEDIUM    __ SNAG, SMALL (Rotten)  __ SNAG, SMALL (Sound)    __ SPRINGS  __ SPRING, HOT  __ SPRINGS, MINERAL    __ TALUS  __ TIDEPOLS  __ TREE LEAVES  __ TREE, WITH CAVITIES  __ TREE/AGRICULTURE  __ TREE/SHRUB  __ TREES, FIR  __ TREES, PINE  __ WATER  __ WATER, MAN </p>
--	---

“+” present      “-” absent

**PRIVATE LANDS MANAGEMENT PROGRAM  
COMPLIANCE REPORT FORM 20\_\_**

**Area:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Contact person (if different from owner):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date reviewed:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Photos taken (Y/N):**

**Wildlife inventory done (Y/N):**

**Habitat projects proposed to be completed during prior year:**

<b>Project</b>	<b>% Completed</b>	<b>How Well Were Projects Completed?</b>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

**Any additional work that was completed:**

**Overall rating:**

- Excellent
- Good
- Needs improvement
- Unacceptable

**HARVEST (INCLUDE NUMBERS AND SEXES FOR ALL SPECIES TAKEN (must be filled in):**

---

---

---

**COMMENTS:**

---

---

---

---

DFG Staff Signature

Date



**Department of Fish and Game**  
 Harvest Report Form for Private Lands  
 Wildlife Habitat Enhancement and Management Area License

**HARVEST REPORT MUST BE IN OUR OFFICE NO LATER THAN DECEMBER 31st**

**PLM Ranch Name:** \_\_\_\_\_ **PLM Acreage:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**PLM Contact Name and Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Alternate Contact and Phone Number:** \_\_\_\_\_

**Sells Tags to Public (please circle one)?** Yes or No

**Include Ranch Name on Website (please circle one)?** Yes or No

**Include Ranch Name on List Mailed to Public (please circle one)?** Yes or No

**DEER**

Buck Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_

Antlerless Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_ #Females \_\_\_\_\_

Either-Sex Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_ #Females \_\_\_\_\_

**ELK**

Bull Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_

Antlerless Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_ #Females \_\_\_\_\_

**ANTELOPE**

Buck Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_

Doe Tags Issued by DFG: \_\_\_\_\_ Harvest: # Males \_\_\_\_\_ #Females \_\_\_\_\_

**OTHER SPECIES**

Bear Tags Issued by DFG: \_\_\_\_\_ Bears Harvested: \_\_\_\_\_

Turkey Tags Issued by DFG: \_\_\_\_\_ Turkey Harvested: \_\_\_\_\_

Upland Seals Issued by DFG: \_\_\_\_\_ Quail Harvested: \_\_\_\_\_

Mail To: Mary Sommer  
 Department of Fish and Game  
 Wildlife Branch  
 1812 9<sup>th</sup> Street, Sacramento, CA 95814

Fax: 916-445-4048  
 Email: msommer@dfg.ca.gov

**PRIVATE LANDS WILDLIFE MANAGEMENT PROGRAM  
ANNUAL REPORT FORM - 20\_\_\_\_**

NAME OF MANAGEMENT AREA \_\_\_\_\_ ACRES \_\_\_\_\_  
NAME OF LICENSEE \_\_\_\_\_ DATE \_\_\_\_\_

1. Management activities during the previous license year:

2. Harvest:

All harvest data should have been reported by December 31.  
Also, all operators are responsible for returning the report card portion of tags to CDFG, Wildlife Branch, 1812 Ninth Street, Sacramento, CA 95814 (if you have not done so already).

3. Recommended changes in the general management plan:

A.

B.

4. Management activities proposed for the upcoming license year:

A.

B.

C.

5. Harvest level and season dates proposed for the upcoming license year:

Species:

Number of Tags\*/Seals:

\*For deer, please specify number of bucks and/or antlerless deer you propose to harvest. Please do *not* indicate number of either-sex tags you wish to obtain.

Season opening:

Season closing:

6. Comments, Observations, and Information:



## **Special Instructions to Private Lands Wildlife Management Area (PLWMA)**

**Before you issue a private lands deer tag, the hunter must submit one of the following documents:**

- 1. a Department of Fish and Game (Department) deer tag application;**
- 2. a Department deer tag; or**
- 3. an unused private lands deer tag from another area**

**When issuing a private lands deer tag, list the date issued, the name and address of the hunter, the Department deer tag or tag application number or the number of a private lands deer tag issued at another area, and the number of the PLWMA deer tag issued by your area.**

**Keep this list at the site where PLWMA tags are issued (Section 601(d)(2), Title 14, of the California Code of Regulations). Return original and a copy of this list with final sales report to the Department at the end of the season.**



**APPENDIX 6:**

**EXAMPLE OF APPROVED PLM PROPERTY BOUNDARY POSTING SIGN**

**POSTED**  
**ECKLAND RANCH**  
**PRIVATE LANDS**  
**WILDLIFE MANAGEMENT**  
**AREA**

AUTHORIZED BY SECTION 601, TITLE 14, CALIFORNIA  
CODE OF REGULATIONS THIS LAND IS BEING MANAGED  
IN CO-OPERATION WITH THE DEPARTMENT OF FISH  
AND GAME TO PROTECT AND IMPROVE THE HABITAT  
FOR MULE DEER, ANTELOPE, WILLOW FLYCATCHERS  
AND THE RED BANDED TROUT

**No Fishing- No Hunting**  
**No Trespassing**

**APPENDIX 7:**  
**CALIFORNIA DEPARTMENT OF FISH AND GAME OFFICES**

## REGION OFFICES

### *Northern Region*

601 Locust Street  
Redding, CA 96001  
(530) 225-2300

### *North Central Region*

1701 Nimbus Road  
Rancho Cordova, CA 95670  
(916) 358-2900

### *Bay Delta Region*

7329 Silverado Trail  
Napa, CA 94558  
(707) 944-5500

### *Central Region*

1234 East Shaw Avenue  
Fresno, CA 93710  
(559) 243-4005

### *South Coast Region*

4949 Viewridge Avenue  
San Diego, CA 92123  
(858) 467-4201

### *Inland Deserts Region*

3602 Inland Empire Boulevard, Suite C-220  
Ontario, CA 91764  
(909) 484-0167

### *Marine Region*

20 Lower Ragsdale Drive, Suite 100  
Monterey, CA 93940  
(831) 649-2870

## FIELD OFFICES

*Eureka Field Office*

619 Second Street  
Eureka, CA 95510  
(707) 445-6493

*Los Alamitos Field Office*

4665 Lampson Avenue, Suite C  
Los Alamitos, CA 90720  
(562) 342-7100

## HEADQUARTERS OFFICES

*License and Revenue Branch*

1740 N. Market Blvd.  
Sacramento, CA 95834  
(916) 928-5805

*Wildlife Branch*

1812 9<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 445-3406

**APPENDIX 8:**

**HABITAT IMPROVEMENT PROJECTS**

The following list of habitat related activities is designed to provide ideas for projects on PLM's. Projects are not limited to the items on this list as each property will be unique, and habitat improvements should be tailored to the individual PLM. Projects should be developed for maximum benefit to wildlife on each property. An in-depth discussion of habitat condition and enhancements must also occur between the PLM operator and Department personnel.

These activities have been separated into the general categories of vegetation, water developments, fencing, and miscellaneous. Keep in mind that habitat enhancements may be performed for many wildlife species, not just those game species that are hunted under the PLM program.

## **Vegetation**

### Planting and Seeding

The following projects involve the establishment of vegetation for wildlife use.

- Seed or plant native grasses, forbs, berries, clover, shrubs/brush, oaks, aspen, or riparian species such as willows and cottonwood to provide forage and/or cover.
- Grow forage plots or crops for exclusive wildlife use. Examples: native plants, grain, hay, alfalfa, fruit orchards.
- Delay haying meadows to provide nesting habitat.
- Plant cuttings and install screen to protect young plants from herbivores.
- Fertilize and/or irrigate to stimulate plant growth.

### Brush manipulation

These activities are designed to promote vegetative recruitment, stimulate new growth, open heavy brush understory, and increase early successional stage habitats. Common shrub species for this work include buckbrush, ceanothus, manzanita, chamise, whitethorn, mountain mahogany, snowbrush, bitterbrush, and sagebrush.

- Crush, cut, thin, clear, bulldoze or burn brush; create browse ways in brush.
- Construct brush piles, brush shelters, or brush pile rings.
- Install protectors or wire cages, and maintain existing vegetation.
- Trim brush to 3 or 4 feet in height.
- Cut and distribute branches and drag to spread seed.
- Thin brush in aspen groves.

### Juniper/Conifer control, Oak enhancement

These projects mainly involve removing junipers or conifers, and treating oaks to create more productive wildlife habitat.

- Remove, cut, burn or thin juniper trees to enhance shrub and grass component.

- Clear conifers from hardwood, meadow, and wetland areas.
- Thin dense stands of young trees to stimulate understory growth.
- Thin, trim and cut oaks to stimulate sprouting.
- Create small clearings in scrub oak, pile and burn cut trees.
- Maintain oaks for mast production.
- Burn overgrown woodland.
- Save cavity trees and roosting snags for raptors.
- Leave dead and down woody material for wildlife.
- No commercial firewood cutting.

### Livestock

Livestock are often a significant part of the operation of a PLM. The following list includes methods to improve habitat while supporting livestock operations. These activities can enhance cover for ground nesting birds, increase waterfowl brood survival by increasing waterfowl nesting cover, and enhance or maintain forage plants such as mountain mahogany. Protection may also be provided for limited or sensitive habitats such as riparian or wetlands. Threatened or Endangered plant species may also be preserved.

- Exclude livestock grazing in certain areas of the property, or eliminate grazing on the entire ranch.
- Modify timing of grazing – limit to late winter and spring when forage is plentiful.
- Use moderate or conservative rest-rotational grazing practices, or reduce the number of livestock using the property.
- Take non-use on BLM or USFS grazing allotment.
- Use controlled grazing in oak/grassland habitats to stimulate forb and perennial grass growth.
- Use livestock to manage vegetation.

### Non-native Invasive Plant control

Non-native invasive plants sometimes replace plants preferred by wildlife, and may limit the availability of forage plants. Star thistle, medusahead grass, Scotch broom, and barbed goat grass and many more are common invasives. Various treatments include burning, spraying with herbicide, discing, removing by hand, and seeding with native species to shade out or compete with the unwanted plants.

### Miscellaneous (vegetation)

- Maintain fawning cover and riparian zones.
- Allow summer fallow to regenerate turkey mullein.
- Maintain vernal pools.
- Create and maintain wetland habitat.

## **Water Developments**

A variety of projects can be helpful in supplying water for wildlife as well as for irrigation purposes.

- Springs - develop spring, install spring box, add drinker, fence to exclude livestock. Springs may need to be cleaned, dug out, maintained, or enhanced. Trees and other vegetation may be removed from spring sites to improve water availability.
- Reservoirs and Ponds – new construction, rebuild, improve, dredge, dam repair. May be connected to an irrigation system that provides water for food plots. Enhance riparian and wetland habitat in associated shallow areas by controlling water level.
- Guzzlers - man made rain water collection and storage systems designed to provide water to wildlife. Once installed, periodic maintenance and inspection is required.
- Water storage and irrigation systems – develop and maintain water lines and irrigation systems, install water storage tanks, construct rainwater collection system.
- Wells and troughs – Drill and develop wells, install and maintain pump. Install distribution line, pipe water to troughs, convert troughs to ground level for all wildlife access, and install escape ramps or wildlife access ramps in catchments.

## **Fencing**

- Remove fencing to facilitate wildlife movement. This includes old non functional fencing, woven wire sheep fence, chicken wire, hog wire, and barbed wire.
- Construct fencing to exclude livestock around water developments, riparian, wetlands, streams, aspen groves, and planted areas. Fencing can also be used to control livestock grazing and to deter wild pigs.
- Modify fence to assist in wildlife passage. Replace barbed wire with smooth wire, raise bottom wire to 18” to allow fawns and antelope to easily go under.
- Install elk crossings in high elk traffic areas by constructing low profile fence gaps, or elk crossings.

## **Miscellaneous**

### Nesting and Roosts

- Install dove nesting cones.
- Build artificial cavity nesting structures.
- Construct and maintain nesting platforms or floating nesting structures for geese, and other waterfowl.
- Supply nesting boxes for tree squirrels, wood ducks, blue birds, owls, kestrels and

other passerine birds.

- Create burrow boxes for burrowing owl nesting.
- Construct wooden roost for turtles.
- Establish raptor perch poles.
- Install bat boxes.
- Maintain turkey roost sites and small stands of grey pines.

#### Protection zones

- Establish and maintain a protection zone around nesting or roosting sites for Peregrine Falcons or Bald Eagles.
- Protect roosting site for Townsend's Big Ear Bat.

#### Mineral Supplements

- Distribute salt or mineral blocks/licks for wildlife.
- Distribute mineral supplement with selenium.
- Supply mineral mix in shallow holes for deer and elk.

#### Habitat Maintenance and Restoration, Roads

- Maintain vertical soil faces near wetlands for bank swallows.
- Build check dams to raise water table in wet meadows.
- Wetland/marsh restoration – fill, add rock, plant willows.
- Restrict off-road vehicle use to reduce damage to new habitat areas or disturbance to wildlife.
- Logging road reclamation, erosion control on roads.

#### Fisheries

- Plant reservoir or lake with trout, add bass and catfish to stock ponds.
- Construct instream water structure in creek to provide aquatic habitat for fish, and pooling and ponding in creek.
- Erosion control to improve and maintain salmon spawning habitat.
- Replace culvert, install rip rap and rock drop structure.

#### Animal Control

- Feral dog control.
- Control squirrel numbers.
- Coyote predator control, coyote hunts.
- Removal of feral pigs, intensify harvest to reduce damage.
- Reduce population of feral horses.