

2025 Enrollment Checklist- Minnesota Walk-In Access Program, New Applicants

Review Walk-In Access Program with Interested Landowners

- Make sure landowners understand that public access is granted for outdoor recreational uses such as hunting, bird watching, nature photography, etc. between September 1 and May 31 the following year.
- Give landowner a copy of the **WIA Landowner Basics** and **WIA Fact Sheet**.
- Do a quick calculation of payment rate for the landowner:
 - Approximate acres x \$18 = annual payment; whenever possible encourage landowners to sign multi-year agreements as this is less paperwork and tracking on our end. Landowners can terminate agreement at anytime with a 5-day written notice to the WIA Coordinator.
- Review the terms of the **Walk-In Access Agreement**.
 - Emphasize both “Landowner” and “State’s Duties” sections, mainly regarding habitat disturbance activities during the WIA season (September 1 through May 31).
- If the landowner is interested in enrolling proceed to the next section.

Enrolling Properties

- Enter the landowner information into the Walk-In Access Enrollment Information System (WIAEIS). Consult the **WIAEIS Instructions** document.
- Draw parcel boundaries in WIAEIS. As per the WIAEIS instructions:
 - Keep boundaries 500 feet away from occupied building sites or corrals with livestock, unless occupied building owner signs waiver document.
 - Utilize “buffer farmsteads” feature, only identifying the house and/or livestock corrals, not the whole property. Generate buffer and alter WIA boundary as needed to accommodate buffer.
 - Make sure there is legal access to the site, identifying access trails and parking areas on map. This provides the sign crew information for accessing the site which is then utilized by the public once the acreage is properly posted.
 - Align parcel boundaries with parcel data if possible.
- Print out the Walk-In Access Agreement, including Exhibit A (map).
- Have the landowner sign (no digital signatures!) the agreement and provide them with a copy. The agreement will be reviewed by the coordinator and a finalized agreement will be sent to the landowner at a later date.
- With a new agreement, landowners must complete and submit a **W-9 Form**.

- **BE SURE THE NAME, ADDRESS AND SIGNATURE IS THE SAME ON THE AGREEMENT AND W-9.
IF THERE ARE ANY VARIATIONS IT WILL BE SENT BACK.**
- **Color scan and email signed, completed documents to Amber Knutson, Amber.Knutson@state.mn.us
or mail to**
 - **Amber Knutson, Walk-In Access Coordinator
2716 290th Street
Marshall, MN 56258**