



File Code: 2700

Date: August 22, 2008
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CHANGES TO THE PERMIT APPLICATION PROCESS

Greetings:

You have received this letter because you either currently hold a permit with the Columbia River Gorge National Scenic Area, or because you have had a permit or inquired about a permit in the past. This letter will outline the new procedures and timelines for applying for a special use permit for outfitting and guiding or a recreation event. Please note the difference in the process for system and non-system trails.

Proposals will be evaluated using the special uses screening criteria⁽¹⁾. If a proposal passes this screening, an application can then be accepted during the open season dates. Please be sure to allow time for the screening process when submitting a proposal during the open season. It is advisable to submit your proposal at the beginning of the open season so that if the proposal moves to the application stage, you have ample time to complete the paperwork prior to the closing date.

Open Season and Guidelines for Requesting Use on Non-System* Trail:

If you want to apply for use of a non-system Forest Service trail, then the following will apply:

- The proposal must include:
 - Proposed dates or season of use,
 - Group size, and
 - Number of trips per route.
- An application and maps must be submitted no later than January 1st.
- Maps must include: the route, section lines, and typical map features that apply the area (roads, water features, etc.).

* Non-system trails are those trails not on the official list of designated Forest Service trails that are inventoried (with a trail number) and maintained for use. If you are unsure of the status of a trail, a list of the system trails can be found on the Forest Service webpage: www.fs.fed.us/r6/columbia/recreation/trails/index.shtml.



Open Season for Recreation Events and Outfitter Guide Permits on System Trails:

Applications acceptance dates:

- Outfitter Guides: January 1 to March 1st
- Recreation Events: September 1 to November 1

A proposal can be submitted prior to these dates; if the proposed activity passes the screening criteria⁽¹⁾, an application will then be accepted.

Outfitter Guide proposals may be accepted outside the open season if the request is:

- Only for the Columbia River Gorge National Scenic Area (not a multi-forest application)
- On designated Forest Service system trails,
- Under 10 guided trips per year, and
- The application is received at least one month prior to the proposed activity.

A proposal must include:

- Proposed dates or season of use,
- Group size, and
- Number of trips per route.

Current outfitter guides on the Wild and Scenic Rivers may fall outside the open-season restrictions.

A written or oral proposal should be submitted prior to an application. If you have questions in regards to these guidelines, please contact Jennifer Wade at (541) 308-1705 or at jenniferwade@fs.fed.us.

Sincerely,

/s/ Daniel T. Harkenrider
DANIEL T. HARKENRIDER
Area Manager

36 CFR 251 Special Uses Screening⁽¹⁾

Name of Proponent/Proposal: _____

Case Mgr: _____

Date: _____

Step 1

Meet with the proponent.

Step 2

Proposal submittal (written or oral).

Step 3

Check proposal for required information.

- _____ (1) Proponent name/identity.
- _____ (2) Nature of proponent - individual, partnership, corporation, gov't. agency, shareholder info.
- _____ (3) Technical and financial capability.
- _____ (4) Project description.
- _____ (5) Additional information.

Step 4

Proposal Triggers Pre-application consideration.

Step 5

Initial Screening.

- _____ (1) Use consistent with laws, regulations, orders, policies of NFS lands, other federal laws and applicable with State and local health and sanitation laws.
- _____ (2) Use consistent or can be made consistent with FLRMP's.
- _____ (3) Use does not pose serious or substantial risk to public health and safety.
- _____ (4) Use does not create an exclusive or perpetual right of use or occupancy.
- _____ (5) Use does not unreasonably conflict or interfere with administrative use, other scheduled or existing authorized uses or adjacent non-NFS lands.
- _____ (6) Proponent does not have a delinquent debt owed to the Forest Service.
- _____ (7) Use does not involve gambling or provision of sexually oriented commercial services.
- _____ (8) Use does not involve military or paramilitary training/exercises by private organizations or individuals.
- _____ (9) Use does not involve disposal of solid waste, radioactive waste or other hazardous substances.

Step 6

Proposal does not meet criteria. Stop further consideration/processing. Advise proponent and return proposal.
 Proposal does meet criteria. Provide guidance and information (8 elements), ask for additional information, if needed.
 Go to second-level screening.

Step 7

Second-level screening.

- _____ (1) Inconsistent or incompatible with purposes for which lands managed or with other uses.
- _____ (2) Use not in the public interest.
- _____ (3) Proponent not qualified.
- _____ (4) Proponent lacks technical or cannot demonstrate technical or economic feasibility or, financial or technical capability to comply with terms and conditions.
- _____ (5) No person or entity to sign or be willing to accept responsibility.

Step 8

Proposal fails to meet criteria. Advise proponent in writing, discontinue processing, return proposal.
 Proposal does meet criteria. Advise proponent and provide guidance on additional information needed. Agency is ready to accept proposal as a formal application.
 Proposal does meet the criteria and agency is ready to accept proposal as a formal application

Step 9

Application processing.

- _____ Cost recovery processing fee determination begins.
- _____ Review application, evaluate environmental effects (planning permits are categorically excluded).

Step 10

Authorized officer makes decision.

- _____ Allow the proposed use, as submitted.
- _____ Allow the proposed use, with modifications.
- _____ Deny the proposed use.

