

## BUREAU OF RECLAMATION USE AUTHORIZATION APPLICATION

**Applicants:** Use this form to apply for short-term uses of Bureau of Reclamation (Reclamation) lands, facilities, or waterbodies, such as recreation and sporting events; commercial filming and photography; archaeological research projects; and any other similar uses deemed appropriate by Reclamation. [For right-of-way requests, please refer to instructions on the next page.]

**Fill out the following application completely. Use "N/A" if a question does not apply. If additional space is needed, attach separate sheet(s) of paper, as necessary. Refer to the second page of this form for detailed instructions.**

**1. Information about the applicant requesting the use:**

Applicant: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, and Zip Code: \_\_\_\_\_  
 Telephone Numbers Day: \_\_\_\_\_ Evening: \_\_\_\_\_ FAX: \_\_\_\_\_ Email address: \_\_\_\_\_  
 (include area code): \_\_\_\_\_  
 Tax ID or Social Security Number (as applicable): \_\_\_\_\_

**2. Location of the proposed use:** [A map or drawing showing the location of the proposed use is required]

**3. Purpose of proposed use:** [provide a full description of activity or event]

**4. Description of the requested use:** [provide full description of activity or event]

Maximum Number of Anticipated Participants/Spectators/Crew: \_\_\_\_\_  
 Number and Types of Vehicles: \_\_\_\_\_  
 Description of Props, Tents, and other Equipment: \_\_\_\_\_  
 Will Reclamation roads and/or trails be used? Yes  No   
 Describe Facilities You Intend to Provide: [such as sanitation facilities, emergency personnel, food services, or vendors and attach plans]  
 \_\_\_\_\_

**5. Dates of requested use [during the following times and dates (specify below)]:**

START		END			
DATE	TIME	DATE	TIME		
(Month, Day, Year)	AM PM	(Month, Day, Year)	AM	PM	

**6. Is this request for a new use authorization or a renewal of an existing use authorization?** Renewal  New

Office issuing permit \_\_\_\_\_ Date of latest permit \_\_\_\_\_

**7. Name of Insurance Carrier:** \_\_\_\_\_

**8. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of Federal lands, or is any investigation or legal action pending against you or your organization for use of Federal lands?** Yes  No   
 [If "Yes", attach details on separate sheet.]

**9. Applicant Certification:** I certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the Bureau of Reclamation when the use authorization is issued.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

**Paperwork Reduction Act (Act):** This information is needed to evaluate short-term use requests such as those listed on this application. Responses are necessary to receive or maintain a benefit; without this information Reclamation may not grant your request. Under the Act, the reporting burden to the public for this form is estimated to average 2 hours per response, including time for reviewing instructions, and completing and reviewing the form. In accordance with the Act, Reclamation may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget control number.

**Privacy Act Statement**

Information obtained by this form is protected by the Privacy Act of 1974 systems of records INTERIOR/WBR-17 and INTERIOR/WBR-32 and will be used to maintain land status information and proof of use authorization for legal purposes. If you fail to complete the information requested, Reclamation may refuse to grant a use authorization.

## INSTRUCTIONS FOR COMPLETION OF THE RECLAMATION USE AUTHORIZATION APPLICATION

### Short -Term Uses Requested on Reclamation Lands, Facilities, and Waterbodies

The following short-term uses of Reclamation's lands, facilities, and waterbodies are commonly requested by using this use authorization application. This list is intended to provide examples of such uses and should not be considered as all inclusive:

- Commercial filming and photography;
- Commercial guiding and outfitting;
- Commercial or organized sporting events;
- Organized recreational activities, public gatherings, and other special events;
- Removal of, or exploration for, sand, gravel, and other mineral materials;
- Timber harvesting, or removal of commercial forest products or other vegetative resources; and
- Any other uses deemed appropriate by Reclamation, subject to the exclusions listed in the Code of Federal Regulations (43 CFR 429.4).

Applicants requesting rights-of-way for such activities as placement and construction of transmission lines, pipe lines, and telecommunications sites or cables, should refer to [www.ntia.doc.gov/FROWsite/rowapplprocess.htm](http://www.ntia.doc.gov/FROWsite/rowapplprocess.htm) to access the Standard Form (SF) 299, *Application for Transportation and Utility Systems and Facilities on Federal Lands*.

### Application Process

**1. Complete the Use Application.** Complete all parts of the use authorization application. If a particular question or response does not apply to the proposed use, please indicate "not applicable" or "N/A". Attach additional sheets if more space is needed. If you have additional questions, please contact your local Reclamation office. A complete list of all offices can be found at the following web site address: <http://www.usbr.gov>.

**2. The following must be submitted with the application or attested to before the application may be approved by Reclamation:** Two copies of all maps and other information pertinent to the location for the requested use must be submitted with the application before processing can proceed. Under 43 CFR 429.13(a), Reclamation may require the applicant to furnish additional material before granting a use authorization.

**3. Enclose an application fee of \$100, payable to the Bureau of Reclamation when submitting your application.** You must submit an application fee of \$100 (payable to the Bureau of Reclamation) with your use authorization application to cover the estimated minimum administrative costs to Reclamation to review your application. Failure to submit the required application fee and adequate information will cause delays in evaluation of the application.

The granting of any use authorization on Reclamation lands, facilities, or waterbodies is discretionary with Reclamation, and there is no guarantee that Reclamation will approve any application to use Reclamation lands, facilities, or waterbodies. If, after a preliminary review of the application, Reclamation determines that the granting of a use authorization is not compatible with the present or future uses of the lands, facilities, or waterbodies, the use authorization will not be granted.

If Reclamation finds your proposed use compatible with Reclamation project purposes or operations, we will advise you of any additional estimated administrative costs in excess of the initial \$100 application fee, which you will be required to pay before processing of your application continues. Administrative costs include, but are not limited to: appraisal and appraisal review; compliance with National Environmental Policy Act and the National Historic Preservation Act; and Reclamation's review, preparation and issuance of the use authorization.

**4. Value of the use authorization (Use Fee).** In addition to the administrative costs, applicants will also be required to pay for the value of the use of the lands, facilities, or waterbodies based on the value of the use prior to issuance of the use authorization. 43 CFR 429, Subpart E describes the procedures that will be used to process and recover the value of use authorizations.

**5. Submit the application, application fee of \$100, and any attachments to your local Reclamation office.** *No activity may begin until a fully executed use authorization document is issued by Reclamation.*