

UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
Carson City District
5665 Morgan Mill Road
Carson City, Nevada 89701-1448
(775) 885-6000
www.nv.blm.gov/nv/st/en/fo/carson_city_field.html

Dear Special Recreation Permit (SRP) Applicant:

A permit is required to conduct competitive, commercial or organized group recreation activities on public lands managed by the Bureau of Land Management (BLM). The following information is provided to help you obtain a permit. If you have questions or need more information, please feel free to call one of the following employees for help:



Arthur Callan, Recreation Planner (775) 885-6141
Sierra Front Field Office



Dan Westermeyer, Recreation Planner (775) 885-6030
Stillwater Field Office

Please note that text in **bold** reflect recent changes to SRP guidance per Washington Office directive (Instruction Memorandum # 2011-019).

APPLICATIONS

- It is highly recommended that you schedule a pre-application consultation with a recreation planner prior to submitting your application to ensure clear communication of permitting requirements and timeframes. Additional lead-time will allow us to assess the scope of your proposal and make suggestions that may help you prepare a successful application and identify any additional time constraints. A field inspection of the event route or activity area may be required prior to completing the application.
- Enclosed is a Special Recreation Application and Permit (SRP) form. Please complete items 1 through 18. Be sure to sign and date the form. Include a description of the proposed activity to help us judge potential impacts to public resources and other public users. We will need to know how many participants and/or spectators are anticipated, fees to be charged participants, the location and types of temporary facilities you propose to place on public land, actions you will take to manage your activity safely while minimizing environmental impacts.

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- A signed Operating Plan must be submitted for commercial and competitive SRP's, and may be required for other types of permits. **An operating plan must contain specific information relevant to the specific application, and implementation becomes a condition of the permit. Operating plans must include detailed information such as the structure of the event/activity, maps, equipment, resource protection measures, participant and spectator safety, event monitoring personnel, hazard identification and mitigation measures, parking areas, pit area procedures, sanitation, communications, fire, emergency procedures, or other elements, depending on the type of activity.**
- The issuance of a SRP is a discretionary action, **if the District cannot fulfill, or complete, all the necessary steps of a use authorization, then no SRP shall be issued.**
- A complete application (including any attachments) must be received by the BLM at least 180 days prior to the proposed event or activity date.
- Outright rejection of incomplete applications – applications that do not meet these guidelines will not be accepted for further processing and returned to the applicant. A complete SRP application contains: 1) a completed Special Recreation Permit application Form 2930-1 typed or printed in ink; 2) a map for course/route events (OHV racing, competitive runs, horse endurance rides, etc.) or special use of areas for camping or activities. The map requirement may be waived by the authorized officer if data is currently available or deemed unnecessary for the event type, 3) an Operating/Business Plan and other additional information the BLM requests such as Health Department permits, private landowner permissions, other agency permits; 4) the minimum \$100 annual permit fee or advance payment of estimated fees, due at the time the application is submitted.
- Applications for vending permits must be accompanied by a copy of the business license issued by the county in which the activity would take place.
- Vendors intending to sell food must include a copy of a certificate issued by the county Health Department.

MAPPING

1. Global Position System (GPS) data files (tracks, waypoints, shapefiles, etc.) are required for most event and organized activity permit applications. Please utilize a GPS instrument (such as a Garmin, Magellan or Trimble) to accurately collect linear data (Track Log) for the

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proposed event routes and points (Way Points) for site locations (e.g. Check point, Start/Finish, pit, alternate gas, water stop, etc.). When submitting the required map(s), describe the instrument used and date the data was collected.

- GPS location data must be collected in the Universal Transverse Mercator (UTM) coordinate system; Zone 11 North. The required datum reference is North American Datum 1983 (NAD 83). Accuracy of data must have a mean error of +/-12.5 meters or less, at a 95 percent confidence level. The mean error requirement is consistent with the National Map Accuracy Standard for 1:24,000 scale quadrangles and Federal Geographic Data Committee reporting requirements. This accuracy can be achieved with a variety of contemporary GPS equipment. Appropriate equipment is defined as GPS technology that meets the accuracy standard.
 - Submitted GPS data in support of the application that does not clearly depict the proposed use will render your application incomplete. For example, miscellaneous track file data that has no bearing on the proposed use will result in all of the data being rejected. BE SURE TO CLEAN YOUR DATA TO REFLECT ACTUAL PROPOSED USE!
 - Any electronic GPS data submitted in support of the mapping requirements must be in a shapefile (.shp) format. Accepted GPS data may be modified and become the property of BLM.
 - For all mapping and location related data describe the GPS instrument used and the date(s) the data was collected.
2. Once accepted as complete, no changes will be authorized to the submitted event data unless initiated by the BLM to mitigate environmental degradation or comply with Federal, State and/or local regulations.
 3. A map showing the proposed activity location must be submitted with the permit application. A 1:100,000 scale BLM land management status map is the minimum acceptable scale. You must indicate on the map specific areas of concentrated use such as: start/finish areas, camping, parking, lunch stops, check points, vet check sites, road crossings and pit, service (e.g. alternate gas, water stops) areas.
 4. 1:24,000 scale topographic map(s) is required for base camp, class orientated activities, motorized (OHV), mountain bike and horse endurance race / route event proposals.
 5. The BLMs 1:100,000 land status maps are available at the following BLM offices:

Nevada State Office
1340 Financial Blvd.
Reno, NV 89520-0006

Carson City Field Office
5665 Morgan Mill Road
Carson City, NV 89701

Topographic maps are available at:

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Nevada Department of Transportation
Maps, Room 206
1263 South Stewart Street
Carson City, NV 89712 (775) 888-7627

- Commercial hunting / fishing guide activities: Submit a copy of the State game area map, and an Operating Plan with the permit application. On the map, circle the areas in which you intend to guide, and especially where you will set up camp; a more detailed map is not required unless you propose to establish facilities or improvements on BLM lands. BLM must receive a copy of your NDOW Master Guide license prior to permit authorization.

INSURANCE AND LIABILITY

- A property damage-personal injury-comprehensive public liability insurance policy is required for all commercial or competitive recreation activities and may be required for vending or organized group activities and events; depending upon risk to the government and kind of activity. The policy shall provide restitution for damage or injury to participants and/or spectators, or privately or publicly owned resources, and shall protect the United States from litigation resulting from the permitted activity.
- The permittee may need to furnish a copy of the insurance policy directly to the Assistant Manager. If the policy has been previously reviewed and approved by this office, we will accept a valid certificate of insurance as proof of insurance.
- The insurance policy / proof-of-insurance certificate must be reviewed and accepted *prior* to permit authorization.
- The **U.S. Department of the Interior, Bureau of Land Management** must be listed as an *“additional insured”* in the policy.

Low Risk = general non-competitive, non-commercial activities.

Examples: group camping, orienteering, back packing, dog trials, certain vendors, etc.
Minimum public liability insurance coverage must include: \$600,000 annual aggregate;
\$300,000 bodily injury and \$30,000 property damage per occurrence.

Moderate Risk = commercial and competitive activities.

Examples: white-water boating, endurance rides, ORV events, mountain bike races, rock

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climbing (with ropes), ultra-light outings, rodeos, hunting guides, shooting, etc.
Minimum public liability insurance coverage must include: \$1,000,000 annual aggregate;
\$500,000 bodily injury and \$50,000 property damage per occurrence.

High Risk = commercial; competitive; extreme adventure activities.

Examples: bungy jumping, speed record attempts, unaided rock climbing, etc.

Minimum public liability insurance coverage must include: \$2,000,000 to \$10,000,000 annual aggregate; \$1,000,000 bodily injury and \$100,000 property damage per occurrence.

PERMITTED USE FEES (\$)

- Minimum permitted use fee for all uses (commercial, competitive, organized group, vendor, etc) is \$100 per year. If your permit application is rejected or denied the \$100 fee will be refunded.
- *Commercial* event/activity and vending use fees are: \$100 minimum annually, or three percent (3%) of gross receipts, whichever is greater.

Gross receipts are defined as the total amount of money or the value of other considerations (donations) from conducting a permitted activity, including, but not limited to: entrance fees; gate fees; revenue from sale of images or broadcast rights; donation of cash, goods, or commercial services; on-site sales of food, fuel, clothing, novelties or photographs conducted under the permit, etc.

- *Competitive* recreation use fees are: \$5.00 per participant per day, or three percent (3%) of gross receipts, or \$100 minimum, whichever is greater.
- *Organized groups/events* fees are: \$5.00 per participant per day, or \$100 minimum, whichever is greater.
- Temporary support sites such as parking areas, base camps, drop camps, caches, corrals, boat launches, and helicopter landing spots may be authorized on BLM land. An annual site reservation fee of \$190 may be charged per site occupied. A permit and fee may be required for specific recreational uses of the public lands and waters where natural or cultural resource protection is a concern and where use limitations have been established (e.g. river rafting, Wilderness area visitation).

Fee discounts may apply if a substantial portion of the activity occurs off public land.

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COST RECOVERY

- If more than 50 hours of staff time are required for processing and managing a permit, cost recovery of direct expenses related to the permit will be charged. In this case, recovery of costs begins with the first hour, and the estimated cost recovery charge is paid by the applicant in advance of permit processing. Direct expenses may include the cost of Environmental Analysis¹, consultation with other agencies, conducting public meetings, event monitoring, use supervision (including law enforcement), permit compliance, and use reports.
- IMPORTANT - Cost Recovery fees may be charged in addition to Use Fees, depending upon the type of permit being sought.

BONDING

- The authorized officer **shall** require the posting of a bond, cash or surety deposit, or other financial guarantee sufficient to defray the costs of anticipated rehabilitation or repair of resource or government facility damaged, if such damage is expected to be caused by the permittee's actions. BLM will return the bond when you have complied with all permit stipulations.

OTHER LICENSES/PERMITS

- The SRP applicant is required to provide copies of all related licenses and/or permits obtained for the proposed activity. This includes but is not limited to: county permits, health permits, business license, applicable right-of-way permits, other agency permits/approvals, etc. Written permission from private land owners and other affected individuals or organizations if applicable. The BLM will not authorize your use until all such related information is received no later than thirty (30) days prior to the proposed activity.

¹ The issuance of an SRP is a Federal Action and subject to NEPA analysis, however; this office may not have the capacity to complete environmental assessment work due to current workload constraints. Subsequently, if an EA is required as part of the SRP process the proponent may be required to bear all outside costs associated with the completion of an adequate EA and any supporting documentation (i.e. inventory, etc.). In this case no further administration of the permit would take place until the proponent submits an adequate EA.

SRP STIPULATIONS

- Special Recreation Permit stipulations are specific responsibilities and conditions to meet management goals and objectives and to protect lands and resources and the public interest. The first sixteen stipulations are on the back of the SRP application, and supplemental stipulations are issued depending on the type of activity. The stipulations will be issued following the interdisciplinary review of the proposed activity. You must comply with all stipulations in your approved Special Recreation Permit.

CONDITIONS COMMON TO ALL PERMITS:

- Permittees must notify and receive concurrence or permission, permits and/or licenses when required, from all State, county and local government agencies having jurisdiction, concern or interest in the event or areas affected by the event.
- Pre-payment of estimated fees must be received prior to BLM processing or issuing a permit. The pre-payment fee would include: application fee, Cost Recovery amount (when applicable), an acceptable bond, cash deposit, and/or other payment guarantee of performance to secure restitution for mitigation of damages and payment of use fees.
- Bonds or deposits are required for off-highway vehicle events and other major activities that have a potential for damage to public resources. The BLM will notify you of monetary requirements after reviewing your application. Bonds and guarantees will be returned to the permittee upon satisfactory compliance with all permit stipulations, including trail/area restoration and rehabilitation.
- The Proof-of-Insurance Certificate naming the **U.S. Department of the Interior, Bureau of Land Management** as Additional Insured must be received by BLM a minimum of thirty days prior to the event/use date.
- Vendors associated with recreation uses and activities, whether in conjunction with a permitted activity or operating separately, are considered a commercial recreation use. (Vendor receipts in conjunction with an event must be reported with the gross receipts for the event).
- Film or movie production, video taping and still photography (conducted on public land and sold to a customer) may require a permit. Permits may be administered along with a Special Recreation Use event or they may be handled by the BLM Lands program.
- The permittee must remove all markings and improvements immediately following the activity. No painting of natural features or other permanent marking is allowed.
- Use of paint on soils, rocks, bushes, signs historic features, etc., is strictly prohibited. Ribbon attached to clothes pins or wooden stakes to mark an event route is recommended.
- The permittee will be required to rehabilitate damage to public lands, roads and trails. This may require the use of mechanized equipment, special tools and vegetation re-seeding.
- Penalties are established by regulation for conducting an event without a permit.

Thank You for your Interest in the Carson City Recreation Program!

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