

Special Recreation Permits - Salt Lake Field Office

The Bureau of Land Management (BLM) requires Special Recreation Permits (SRPs) for commercial recreational operations, competitive events and activities, and for organized group activities and events. This letter is to inform you that the Salt Lake Field Office (SLFO) has updated our SRP policy to ensure consistency with new national BLM SRP Regulations (43 CFR 2930). The following provisions are SLFO policy and will be followed by all permittees who desire to hold an event within the SLFO boundaries:

- 1.) A non-refundable SRP processing fee of \$100.00 is required, payable to USDI-Bureau of Land Management at the time that the SRP application is submitted. This fee is the same as the minimum annual permit fee.
- 2.) Submit a completed SRP Application (form 2930-2) for each recreation event to be held in the SLFO. If you are planning several events on different dates, you must submit an SRP application for each event. All event permit applications must be submitted within a minimum 180 days in advance of the proposed activity. The 180 day minimum is necessary to ensure all environmental impacts of the proposed event are analyzed and any consultation requirements are met. Exceptions to the 180 day minimum may be made for events which are proposed in areas which have already undergone the analysis for similar type activities. BLM will inform you in writing within 30 days after the filing date of your application if we must delay a decision on issuing the permit and/or if your proposal is inconsistent with the applicable land use plan.

Permits may be issued for a day, a season of use, or any other period that has is appropriate for the particular use. The maximum term for a multi-year permit is 10 years. The BLM will issue multi-year permits based on the permittees previous performance.

- 3.) The BLM requires an operating plan to be submitted with the SRP application. An operating plan includes the anticipated number of participants and spectators, vehicles to be used, sanitation and other facilities provided, a list of vendors or concessionaires (complete with vendor contact names, phone numbers and addresses), the actual date(s) of the event, and the dates of arrival and departure. Also include in the operating plan: resource protection proposals, public safety measures [ie: EMT/ambulance service and security service including a contact name(s) and phone number(s)], specific services you will be providing, and your previous experience with this type of event. Include copies of all proposed advertising brochures and price lists for proposed activities.
- 4.) Submit with the SRP application a map of sufficient scale and detail to allow identification of the proposed use area. United States Geological Survey (USGS), 7 ½ minute (1:24,000) quadrangle maps are considered the acceptable minimum scale. If the event is recurring in a location used previously and an appropriate map has been provided, you may reference that map as “previously submitted with (year) application”.
- 5.) Within 30 days of receipt of item numbers 1 through 4, BLM will notify permit applicants if cost recovery is required. Cost recovery is a method which ensures fair return to the BLM for administrative costs of processing a SRP. The threshold for charging cost recovery is 50 hours. If this threshold is exceeded, recovery costs begin at the first hour of work by the BLM.

Commercial: If BLM needs more than 50 hours of staff time to process a Special Recreation Permit for commercial use in one year, we may charge a fee for recovery of the processing costs.

Competitive or organized group/event use: BLM may charge a fee for recovery of costs for analysis and permit processing instead of the SRP fee if:

- a.) BLM needs more than 50 hours of staff time to process a SRP for competitive or organized group/event use in any one year, and
- b.) We anticipate that permit fees will be less than the costs of processing the permit.

Multi-Year Permits: Cost recovery may be charged on multi-year permits each year the 50 hour threshold is exceeded.

Limitations on Cost Recovery: Cost recovery charges will be limited to BLM's costs of issuing the permit, including necessary environmental documentation, on-site monitoring, and permit enforcement. Programmatic or general land use plan NEPA documentation are not subject to cost recovery charges, except if the documentation work done is for/provides special benefits or services to an identifiable individual applicant.

Notification: BLM will notify you in writing if you need to pay actual costs (cost recovery) before processing your application.

6.) Within 30 days of receipt of item numbers 1 through 4, BLM will notify permit applicant of need for an archeological consultant. Permitted archeological consultants may be required on proponent generated proposals based on the submitted recreation permit proposal, area to be utilized, and BLM staff workload constraints. Permit applicant is responsible for all costs associated with use of consultant. More information about archeological clearances and consultants can be found at: <http://www.ut.blm.gov/wh3cultural.html>

7.) If lands other than BLM administered public lands are proposed for use for your event, written approval is required from affected land owners, including private, state or other federal agencies. An exception to this is the Bonneville Salt Flats where the BLM has a management agreement with these other land owners. Authorizations should clearly state that "permission is granted to cross private/state/federal land", and are required for a complete application.

8.) Tooele and Utah counties require permits for certain organized events. Copies of county ordinances are available upon request.

9.) Fees must be paid in advance of permitted event or activity. Periodic payments may be allowed as long as 25% of the projected fee or the minimum annual fee (\$100), whichever is greater, is paid in advance. The authorized officer will schedule the remainder of the payments prior to the use occurring. Specific payment dates will be established before the permit is issued. [Note: The fee increased from \$95 beginning on March 1, 2011.]

Commercial Use Fees: All commercial permittees will pay at least the amount established

as the minimum annual fee (\$100) plus any fees due in excess of the minimum fee. Use fees due in excess of the minimum fee is 3% of the adjusted gross revenue derived from use authorized under the SRP. Fee estimates will be based on an annual revenue estimate agreed to by both the permittee and the authorized officer. [Note: The fee increased from \$95 beginning on March 1, 2011.]

Competitive Events and Activities Use Fees: Competitive use fees are charged on a \$5 per person per day basis for participants and spectators or 3% percent of the gross revenue, or the minimum annual fee (\$100), whichever is greater. Fee estimates will be based on projected gross revenues or numbers of participants and spectators as agreed upon by the applicant and the authorized officer. [Note: The fee increased from \$95 beginning on March 1, 2011.]

Organized Group Activities and Event Use Fees: Organized groups/event fees are \$5.00 per person per day or the minimum annual fee (\$100), whichever is greater. Fee estimates will be based on projected numbers of participants as agreed upon by the applicant and the authorized officer. [Note: The fee increased from \$95 beginning on March 1, 2011.]

Exclusive Use Fee: Normally, SRPs are issued for nonexclusive use of an area. On occasion, the authorized officer may determine that to protect public health or safety or to eliminate user and resource conflicts, organized groups, event organizers, commercial permittees, or competitive permittees require exclusive recreation use of a site to conduct their activity (i.e. Bonneville Salt Flats). In that case, an annual or per occurrence exclusive use fee of \$190 (established by BLM State Director) will be charged in addition to other permit fees. Exclusive use of sites related to a SRP are temporary in nature, and any temporary structures or improvements shall be removed immediately upon the conclusion of the event or activity.

In either case, the prepaid, nonrefundable fee cannot be less than the minimum annual fee (\$100). [Note: The fee increased from \$95 beginning on March 1, 2011.]

If approved by the authorized officer in advance, a payment bond or other guarantee may be used to pay estimated advance fees in excess of the minimum annual permit fee. The payment bond or other form of guarantee must be received by the authorized officer at least 14 days before the event is scheduled to take place.

When the minimum fee is less than the total amount due, the minimum fee will be applied towards the total payment due. Use fees above the minimum fee for commercial recreational operations, competitive events and activities, and organized group activities and events may be refunded if the estimated use is less than calculated or the event or activity is cancelled.

10.) Fee Demonstration Program. The Fee Demonstration Program has been implemented in the Salt Lake Field Office, BLM. This program allows 100% of permittee use fees to be retained and used on site or within the SLFO. Your permit fees will no longer be deposited into the General Treasury, but will instead be used on site in the SLFO to improve recreation opportunities.

11.) A minimum \$500 cash or surety bond is required to ensure payment of fees, and to mitigate

damages. The bond must be received by the BLM no later than 14 calendar days before the event date. The bond will be returned to the permittee upon satisfactory payment of all fees and compliance with permit stipulations, including any reclamation and/or rehabilitation requirements. The amount of the bond will be established individually for each permittee based on fee amount paid the previous event and as determined to be sufficient by the authorized officer to defray the costs of rehabilitation. Acceptable bonds are:

Cash Bond – amount of money deposited with the government which can be drawn upon to defray costs of restoration and rehabilitation of the lands affected by a permitted use.

Payment Bond – amount of money deposited or a promissory arrangement entered into to guarantee payment of fees associated with a SRP.

Surety Bond – promissory note of a financial institution that guarantees payments of an amount of money to defray the costs of restoration of lands affected by the permitted use.

12.) An insurance certificate must be submitted no later than 30 calendar days prior to the event date. The Salt Lake Field Office’s minimum acceptable liability insurance coverage is:

SRP Event or Activity	Bodily Injury for One Person	Per Occurrence	Property Damage, Per Occurrence	Per Annual Aggregate
Low Risk: general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials.	\$300,000	\$500,000	\$25,000	\$600,000
Moderate Risk: horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000	\$25,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rockclimbing	\$500,000	\$1,000,000	\$25,000	\$2,000,000- \$10,000,000

BLM may require additional coverage where a potential for higher claims exist(s).

The insurance certificate must list the United States Government as additional insured, the policy must state the limits of liability; and include a provision to notify the appropriate authorized officer

thirty days before the policy is either modified or terminated. If the policy is terminated prior to the event, the permittee must immediately provide an acceptable replacement. The State of Utah, Tooele County, and Intrepid Wendover Potash LLC must be listed as additional insured if the event takes place on the Bonneville Salt Flats. The name or organization listed on the insurance policy or certificate of insurance must be the same as the name or organization listed on the permit.

13.) The Post Use Report must be returned to the Salt Lake Field Office within thirty days after the event date. The report should include the number of participants, spectators and employees; fees charged per participant and spectator and the gross amount of fees. Also include on the report information about any problems associated with the event such as crime, accidents, hazards, death, etc.

To aid in the management of the public land resource, we ask that you follow proper land use etiquette such as Tread Lightly! and Leave No Trace. A few examples of these principles are the proper disposal of human waste, packing out litter, and ensuring any livestock feed used or transported across public lands is certified weed-seed free. Copies of the Tread Lightly! and Leave No Trace principles and weed-seed free requirements are available upon request or at http://www.ut.blm.gov/saltlake_fo/.

We appreciate your stewardship of Utah public lands and your efforts in providing quality outdoor recreation experiences. If you have further questions about the SRP program, please call an Outdoor Recreation Planner, at (801) 977-4300. We look forward to working with you on future recreation events.

Additional information may be required for Bonneville Salt Flats event proposals.