

SPECIAL RECREATION USE PERMITS – APPLICATION CHECKLIST
Bureau of Land Management – Glennallen Field Office

Applicants are required to complete and submit an original BLM Form (2930-1) and the following supplemental information

1. A completed and signed **original**, two-sided application form (2930-1) with original signature.
2. A plan of operations, including
 - a. Requested period(s) of use;
 - b. Maximum number of participants and employees per group, number of anticipated groups and total number of clients per period;
 - c. Approximate percentage of total time for each group of clients on public lands or waterways;
 - d. Mode of access to and during activity, specifically number and type of watercraft to be associated with your operations, and type and size of motor if using motorized equipment;
 - e. Specific portable toilet type to be used for human waste disposal;
 - f. List and condition of other equipment to be used when operating under this permit.
 - g. Make, model and license number of support vehicle(s) that may be parked in the campgrounds.
3. Samples of existing or proposed advertising (including website address, if applicable), brochures, and current customer rates.
4. Current copies of other licenses or authorizations (Alaska Business License, Vessel License, US Coast Guard License, Alaska Department of Fish and Game Sport Fishing Guide Registration, etc.), if required for your activity.
5. The names of guides, assistant guides, and others who will be operating under this permit, and copies of licenses or authorizations (US Coast Guard License, Alaska Department of Fish and Game Sport Fishing Guide Registration, etc.) if required in order for them to conduct your operations.
6. Evidence of liability insurance in the amount of:
 - a. \$300,000 for any one person
 - b. \$300,000 for any one occurrence
 - c. \$25,000 property damage for any one occurrence
 - d. \$600,000 minimum annual aggregate;

List the Bureau of Land Management as an additional insured; indicated on the insurance. If the policy is canceled before the expiration date the issuing company will endeavor to mail 30 days written notice to the Bureau of Land Management.

7. **Estimated fees for the season, based on 3% of gross revenues for goods and services provided in connection with commercial activities (reduced by certain expenses related to the transporting and lodging of clients, and those portions of the trip that do not occur on public lands), or \$90.00, whichever is more.** Actual fees will be calculated at the end of the season and adjustments made, if necessary.

Items 4-7 may be submitted a minimum of 10 days prior to the date desired to commence use. If these items are not provided and the application is not perfected, it will be rejected without prejudice.

Obtaining an authorization for the one season is no guarantee of future authorizations. Please contact Denton Hamby at (907) 822-3217 with any questions.

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