



Utah Bureau of Land Management

Special Recreation Permit Process Handbook



**Utah Bureau of Land Management
Special Recreation Permit (SRP) Process Handbook**

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CHAPTER 1: GENERAL INFORMATION

Introduction

Special Recreation Permits (SRPs) are authorizations that allow specific recreational uses of the public lands and related waters. They are issued as a means to manage visitor use, protect natural and cultural resources, and provide a mechanism to accommodate commercial recreational uses. Authorized by the Land and Water Conservation Fund Act, permits are required for the following types of uses: commercial, organized group activities and events, competitive, vending, and individual or group use in special areas.

Uses Requiring a SRP

1. A Commercial permit is required when anyone intends to make recreational use of the public lands and related waterways for business or financial gain. Examples: outfitters and guides, four-wheel drive tours, and delivering rental equipment on public land. The following conditions are characteristic of a commercial operation:

- When any person, group, or organization makes or attempts to make a profit, receive money, amortize equipment, or obtain goods or services, as compensation from participants in recreational activities occurring on public lands.
- If anyone collects a fee or receives other compensation that is not strictly a sharing of, or is in excess of, actual expenses incurred for the purposes of the activity, service or use.
- A duty of care or expectation of safety is owed participants by service providers as a result of compensation.

Note: Use by scientific, educational, and therapeutic institutions or non-profit organizations is considered commercial when the above criteria are met and subject to a permit when the above conditions exist. Non-profit status of any group or organizations does not, in itself, determine whether an event or activity arranged by such a group or organization is non-commercial. Profit-making organizations are automatically classified as commercial, even if that part of their activity covered by the permit is not profit making.

Please refer to Chapter 2 for specific information on commercial SRPs.

2. An Organized Group Activity permit is required for group outdoor recreation activities or events which are neither commercial nor competitive. The authorized officer determines when a permit is required based on planning decisions, resource concerns, user conflicts, public health and safety, and/or the need for resource monitoring. Examples: family reunions and organized four-wheel drive events. Contact the appropriate BLM office to determine if a SRP is required for your event (see page 4).

Please refer to Chapter 3 for specific information on organized group and special event SRPs.

3. A Competitive permit is required for an organized, sanctioned, or structured use, event, or activity on public land in which contestants compete and any of the following elements apply:

- Participants register, enter, or complete an application for the event.
- A predetermined course or area is designated.
- One or more individuals contest an established record for speed or endurance.

Examples: Off-Highway Vehicle races, endurance rides, and mountain bike races.

Please refer to Chapter 4 for specific information on competitive use SRPs.

4. Other Types of SRPs

Vending permits are temporary, short-term, non-exclusive, revocable authorizations to sell goods or services on public lands in conjunction with a recreation activity.

Example: T-shirt sales in conjunction with an authorized competitive event.

Special Area Use permits may be required for individual (private, non-commercial) recreation use in Special Areas. Special Areas are areas officially designated by statute or Secretarial order including: components of the National Trails System, the National Wild and Scenic Rivers System, the National Wilderness System, National Conservation Areas and Monuments, or National Recreation Areas or any area where the authorized officer determines that the resources require special management and control measures for their protection and a permit system for individual use would achieve management objectives. Example: Westwater Canyon special area individual river permit.

Please refer to Chapter 5 for specific information on these SRPs.

Bureau of Land Management's SRP Policy

All commercial, competitive, organized group activity and event use, and special area use on Utah's Public Land meeting the above criteria must be authorized by a SRP before it occurs. SRPs are issued at the discretion of the Authorized Officer who may, at any time and without prior notice, choose not to issue permits for certain activities or use areas. Such decisions could be based on a variety of factors such as planning decisions, potential resource impacts, existing outfitters in the same area, overcrowding, past poor performance and others.

When the Requirements for a SRP May Be Waived

The Authorized Officer determines whether an event or activity falls under one of the following conditions. Please request a waiver in writing before you assume that your event is an exception.

- 1.** BLM sponsors, or co-sponsors the use (e.g., activities taking place as a result of cooperative or volunteer agreements).
- 2.** A use or event begins and ends on non-public lands or related waters, traverses less than 1 mile of public lands, or 1 shoreline mile, and poses no threat of significant damage to public land or water resources values.
- 3.** A competitive event is not commercial, complies with land use plan decisions and designations, does not award cash prizes, is not publicly advertised, poses no risk for damage to public land or related water resource values, and requires no monitoring.
- 4.** An organized group activity or event is not commercial, is not publicly advertised, poses no appreciable risk for damage to public land or related water resource values, and requires no specific management or monitoring.
- 5.** Non-recreation use such as research projects requested by BLM, or administrative use by other Federal or state agencies.

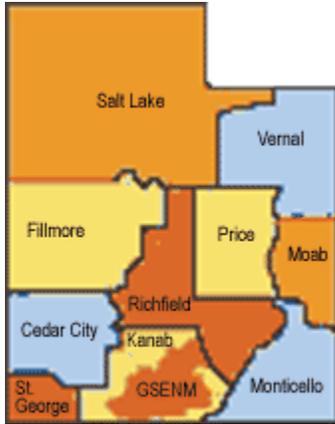
Authorities for SRP Issuance

- Federal Land Policy and Management Act of 1976, as amended, P.L. 94-579 (43 U.S.C. 1701 et seq.)
- Land and Water Conservation Fund Act of 1965, as amended, P.L. 88-578 (16 U.S.C. 460 (1-6a) et seq.)
- Wilderness Act of 1964, P.L. 88-577 (16 U.S.C. 1131)
- National Trails Systems Act of 1968, as amended, P.L. 90-543 (16 U.S.C. 1241, et seq.)
- National Wild and Scenic Rivers Act of 1968, P.L. 90-542 (16 U.S.C. 1271-87, et seq.)
- Sikes Act of 1974, P.L. 93-452 (16 U.S.C. 670, et seq.)
- National Environmental Policy Act of 1969, P.L. 91-190 (42 U.S.C. 4321, et seq.)
- Part 516, Departmental Manual, Chapter 6, Appendix 5 — Categorical Exclusion Review
- Title 36 CFR, Subpart 71 — Recreation Fees
- Title 43 CFR, Subpart 2932 — Special Recreation Permits for Commercial Use, Competitive Events, Organized Groups and Recreation Use in Special Area
- Office of Management and Budget Circular A-25 of 1993 Revised
- Federal Lands Recreation Enhancement Act (FLREA), H.R. 4818, Section 8, (c)

The Consequences of Operating Without a Permit

Operating without a required SRP or participating in a non-permitted event or activity that requires a SRP is a Federal Class A criminal misdemeanor punishable by a fine of up to \$100,000 and 12 months incarceration.

Where to Apply



Cedar City Field Office
Bureau of Land Management
176 East D.L. Sargent Drive
Cedar City, UT 84720
(435) 586-2401

Fillmore Field Office
Bureau of Land Management
P.O. Box 35 East 500 North
Fillmore, UT 84631
(435) 743-3100

Grand Staircase-Escalante National Monument
Bureau of Land Management
190 East Center Street
Kanab, UT 84741
(435) 644-4300

Kanab Field Office
Bureau of Land Management
318 North 100 East
Kanab, UT 84741
(435) 644-4600

Moab Field Office
Bureau of Land Management
82 East Dogwood
Moab, UT 84532
(435) 259-2100

Monticello Field Office
Bureau of Land Management
435 North Main Street
P.O. Box 7
Monticello, UT 84535
(435) 587-1500

Price Field Office
Bureau of Land Management
125 South 600 West
Price, UT 84501
(435) 636-3600

Richfield Field Office
Bureau of Land Management
150 East 900 North
Richfield, UT 84701
(435) 896-1500

Salt Lake Field Office
Bureau of Land Management
2370 South 2300 West
Salt Lake City, UT 84119
(801) 977-4300

St. George Field Office
Bureau of Land Management
345 East Riverside Drive
St. George, UT 84790
(435) 688-3200

Vernal Field Office
Bureau of Land Management
170 South 500 East
Vernal, UT 84078
(435) 781-4400

CHAPTER 2 – COMMERCIAL SRPs

The Role of a Commercial Permittee

Operating a commercial recreation business on public land is a serious undertaking. In addition to items required by the BLM, other certifications, licenses, and education must be in place to conduct business (for example, food handling permits, workers compensation insurance, and business licenses). As a permittee, you hold a great level of responsibility for your clients as well as for the resources your business relies upon. Your performance directly affects the safety of the visiting public and the integrity of the natural environment. It is important to remember that being a permitted outfitter is a privilege, not a right.

When to Apply

Permit applications must be submitted a minimum of 180 days in advance of the proposed activity. This enables the BLM to conduct environmental analyses and meet other legal requirements.

Step-by-Step Progression of the Permitting Process

To Apply for a Commercial SRP:

- Step 1.** Contact the appropriate field office to conduct a pre-application conference.
- Step 2.** Complete and sign Special Recreation Permit Application Form, 2930-1. See Appendix B, Sample Completed Application.
- Step 3.** Develop an operating plan, including a list of all guides to be used during the course of operation.
- Step 4.** Create a map or maps of sufficient scale and detail to allow identification of the proposed use area(s). Include locations of camps, routes used, etc.
- Step 5.** Submit completed application packet with items 1 – 4 to the appropriate field office.
- Step 6.** Permit administrator will contact you if more information is required to process your application.

If/When Your Permit is Approved:

- Step 1.** Submit a valid insurance policy identifying the United States Government as additionally insured (see page 6 for minimum acceptable liability insurance coverage).
 - Step 2.** Submit a pre-payment of required use fees (see page 6 for information on use fees).
 - Step 3.** Submit current copies of necessary first aid/CPR certification for all guides accompanying guests on public lands.
- Note:* The Authorized Officer may also require that you submit additional information to supplement the above.

Once Your Activity is Completed:

- Step 1.** Submit a post use report to the permit administrator (see Appendix E for a sample completed post use report).
- Step 2.** You will be billed for the amount of use calculated from your post use report.

Insurance Requirements

All permittees are required to obtain an insurance policy for their permitted operations with the minimum liability amounts shown below. The policy must list the United States Government as additionally insured (not co-insured), state the limits of liability, and specify that the insurer will give the additionally insured as well as the certificate holder 30 days written notice before cancellation of the policy.

Liability Insurance Minimum Requirements by Level of Risk

SRP Event or Activity	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	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing	\$1,000,000	\$2,000,000 - \$10,000,000

Fees

Use fees are collected based on 3% of gross receipts as submitted in the post use report. Gross receipts include total income which has been generated from the permitted activity before deducting costs such as insurance, prizes, other permit or license fees, etc. Gross receipts also include total supplemental money collected through sponsor contributions, other donations, the sale of clothing, insignia, specialized equipment, or food and beverage when sold incidental to the permitted activity.

Pre-payment of Use Fees

Fee estimates are based on either the amount of fees paid the previous year or an annual revenue estimate agreed to by both the permittee and the authorized officer before any use occurs. When revenues are uncertain, e.g., for the first year of a new operation, the minimum fee or an estimate agreed to by both parties is appropriate.

Deductions and Discounts

Deductions from gross receipts are allowed for actual transportation and lodging costs incurred before a guest’s arrival at the beginning of a trip and after departure at the end of a trip. Costs incurred between the permittee’s headquarters or local community and the public lands, or costs incurred during the permitted activity or trip, regardless of public or private land status, cannot be deducted. A discount on the SRP fee will be allowed for documented time spent off public lands from the time and date of entry to the time and date of exit from public lands.

Post-use Fees

Upon receipt of your post use report, the permit administrator will calculate the amount due and bill you accordingly.

Cost Recovery

If your permit requires more than 50 hours for the BLM to process, you will be assessed additional fees to cover the issuance of the permit.

Use Stipulations

Stipulations accompany permits to ensure use occurs with minimal impact to resources, to provide for quality recreational experiences, and to ensure public safety.

Modification to Existing SRPs

BLM reserves the right to revoke or alter the terms and conditions of the permit at any time.

Post Use Reports

The permittee must submit a post use report (see appendix E for a sample completed post use report) thirty days after the last use of the permit in a calendar year, or as agreed upon with the field office administering the permit.

Evaluation Standards

Performance under an SRP will be evaluated. Results of these evaluations will be used to make decisions on permit renewals and disciplinary actions. There are three levels of performance: acceptable, probationary, and unacceptable.

Renewal of Commercial SRPs

Multi-year permits are subject to annual operating authorizations. Expiring commercial permits may be renewed.

CHAPTER 3 – ORGANIZED GROUP ACTIVITY AND EVENT SRPs

The Role of an Organized Group Permittee

Organizing and conducting a group event on public land is a serious undertaking. In addition to items required by the BLM, other certifications, licenses, and education must be in place to conduct operations (for example, food handling permits and temporary mass gathering permits). As a permittee, you hold a great level of responsibility for your group as well as for the resources your event relies upon. Your performance directly affects the safety of others and the integrity of the natural environment. It is important to remember that being a permittee is a privilege, not a right.

When to Apply

Some field offices have special requirements for submitting an application for an organized event. Check with the appropriate field office at the earliest possible date in advance of the proposed activity. This enables BLM to conduct environmental analyses and meet other legal requirements.

Step-by-Step Progression of the Permitting Process

To Apply:

- Step 1.** Contact the appropriate field office to conduct a pre-application conference.
- Step 2.** Complete and sign Special Recreation Permit Application Form, 2930-1. See Appendix B, Sample Completed Application.
- Step 3.** Develop an operating plan, including a list of all guides to be used during the course of operation.
- Step 4.** Create a map or maps of sufficient scale and detail to allow identification of the proposed use area(s). Include locations of camps, routes used, etc.
- Step 5.** Submit completed application packet with items 1 – 4 to the appropriate field office.
- Step 6.** Permit administrator will contact you if more information is required to process your application.

If/When Your Permit is Approved:

- Step 1.** Submit a valid insurance policy identifying the United States Government as additionally insured (see page 9 for minimum acceptable liability insurance coverage).
 - Step 2.** Submit a pre-payment of required use fees (see page 9 for information on use fees).
 - Step 3.** If identified during the pre-application conference, submit current copies of necessary first aid/CPR certification, safety plans, etc.
- Note:* The Authorized Officer may also require that you submit additional information to supplement the above.

Once Your Activity is Completed:

- Step 1.** Submit a post use report to the permit administrator (see Appendix E for a sample completed post use report).
- Step 2.** You will be billed for the amount of use calculated from your post use report.

Insurance Requirements

A liability insurance policy may be required, depending on the kind of activity and the risk to the government. See the table below for minimum liability amounts. The policy must list the United States Government as additionally insured (not co-insured), state the limits of liability, and specify that the insurer will give the additionally insured as well as the certificate holder 30 days written notice before cancellation of the policy.

Liability Insurance Minimum Requirements by Level of Risk

SRP Event or Activity	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	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing	\$1,000,000	\$2,000,000 - \$10,000,000

Fees

Use fees for organized group and event use are currently charged at the rate of \$4 per person per day or the \$90 minimum fee, whichever is greater. All SRP fees are due in advance.

Discounts

A discount on the SRP fee will be allowed for documented time spent off public lands from the time and date of entry to the time and date of exit from public lands.

Cost Recovery

If your permit requires more than 50 hours for the BLM to process, you will be assessed additional fees to cover the issuance of the permit.

Use Stipulations

Stipulations accompany permits to ensure use occurs with minimal impact to resources, to provide for quality recreational experiences, and to ensure public safety.

Modification to Existing SRPs

BLM reserves the right to revoke or alter the terms and conditions of the permit at any time.

Post Use Reports

The permittee must submit a post use report (see appendix E for a sample completed post use report) thirty days after completion of the event.

Evaluation Standards

Performance under an SRP will be evaluated. Results of these evaluations will be used to make decisions on permit renewals and disciplinary actions. There are three levels of performance: acceptable, probationary, and unacceptable.

Multi-year permits

Multi-year permits can be issued and are subject to annual operating authorizations.

CHAPTER 4 – COMPETITIVE USE SRPs

The Role of a Competitive Event Organizer

Organizing and conducting a competitive event on public land is a serious undertaking. All events must serve the public interest. As a permittee, you hold a great level of responsibility for your group as well as for the resources your event relies upon. Your performance directly affects the safety of others and the integrity of the natural environment. It is important to remember that being a permittee is a privilege, not a right.

When to Apply

Some field offices have special requirements for submitting an application for an organized event. Check with the appropriate field office at the earliest possible date in advance of the proposed activity. This enables BLM to conduct environmental analyses and meet other legal requirements.

Step-by-Step Progression of the Permitting Process

To Apply:

- Step 1.** Contact the appropriate field office to conduct a pre-application conference.
- Step 2.** Complete and sign Special Recreation Permit Application Form, 2930-1. See Appendix B, Sample Completed Application.
- Step 3.** Develop an operating plan, including a list of all guides to be used during the course of operation.
- Step 4.** Create a map or maps of sufficient scale and detail to allow identification of the proposed use area(s). Include locations of camps, routes used, etc.
- Step 5.** Submit completed application packet with items 1 – 4 to the appropriate field office.
- Step 6.** Permit administrator will contact you if more information is required to process your application.

If/When Your Permit is Approved:

- Step 1.** Submit a valid insurance policy identifying the United States Government as additionally insured (see page 12 for minimum acceptable liability insurance coverage).
 - Step 2.** Submit a pre-payment of required use fees (see page 12 for information on use fees).
 - Step 3.** Submit current copies of necessary first aid/CPR certification for all guides accompanying guests on public lands.
- Note:* The Authorized Officer may also require that you submit additional information to supplement the above.

Once Your Activity is Completed:

- Step 1.** Submit a post use report to the permit administrator (see Appendix E for a sample completed post use report).
- Step 2.** You will be billed for the amount of use calculated from your post use report.

Insurance Requirements

All permittees are required to obtain an insurance policy for their permitted operations with the minimum liability amounts shown below. The policy must list the United States

Government as additionally insured (not co-insured), state the limits of liability, and specify that the insurer will give the additionally insured as well as the certificate holder 30 days written notice before cancellation of the policy.

Liability Insurance Minimum Requirements by Level of Risk

SRP Event or Activity	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	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing	\$1,000,000	\$2,000,000 - \$10,000,000

Fees

Fees are charged on a \$4 per user day basis for participants; as 3% of gross receipts; or the minimum \$90 fee, whichever is greatest. All SRP fees are due in advance.

Discounts

A discount on the SRP fee will be allowed for documented time spent off public lands from the time and date of entry to the time and date of exit from public lands.

Cost Recovery

If your permit requires more than 50 hours for the BLM to process, you will be assessed additional fees to cover the issuance of the permit.

Use Stipulations

Stipulations accompany permits to ensure use occurs with minimal impact to resources, to provide for quality recreational experiences, and to ensure public safety.

Modification to Existing SRPs

BLM reserves the right to revoke or alter the terms and conditions of the permit at any time.

Post Use Reports

The permittee must submit a post use report (see appendix E for a sample completed post use report) thirty days after completion of the event.

Evaluation Standards

Performance under an SRP will be evaluated. Results of these evaluations will be used to make decisions on permit renewals and disciplinary actions. There are three levels of performance: acceptable, probationary, and unacceptable.

CHAPTER 5 – OTHER SRPs

Vending

In most cases, vending is associated with events. Vendor permits are temporary, short-term, non-exclusive, revocable authorizations to sell goods or services on public lands in conjunction with a recreation activity. Vendor permits do not authorize permanent structures, and do not grant preferential rights for renewal or any possessory interest in real property on the public lands or related waters. The Authorized Officer will place stipulations on the SRP to provide for the health and safety of visitors and protection of natural resources.

Vendors may apply to vend at recreation attraction sites not in conjunction with an event. However, the vending must directly support or enhance the recreation experience and be appropriate for the area. Examples might be shuttle services, firewood sales, etc. Sales of food, souvenirs, clothing, and convenience items are not appropriate since they are not necessary for most outdoor recreation experiences.

Obtaining a Vending SRP

A vending SRP is a commercial SRP. Please see Chapter 2 for more information.

Special Area Permits

Special Areas are areas officially designated by statute or Secretarial order or any area where the Authorized Officer determines that the resources require special management and control measures for their protection and a permit system for individual use would achieve management objectives. The following Special Areas are found in Utah: Cedar Mesa, Desolation Canyon, Westwater Canyon, Labyrinth Canyon, San Juan River, Little Sahara Recreation Area, and Knolls OHV Area. Fees charged in a Special Area apply to all users of the area, including guests of commercial permittees.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: June 30, 2007

SPECIAL RECREATION APPLICATION AND PERMIT
(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 2930)

Permit No. _____

Instructions: Complete Items 1 through 18, and return to appropriate Bureau of Land Management (BLM) Office.
(Use additional sheets, if necessary.)

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. New Application Renewal of Existing Permit 2. Name of Business or Organization _____

3. Your Name _____ 4. E-mail address (optional) _____

5. Social Security Number or Taxpayer Identification Number _____

6. Address (include zip code) _____

7. Phone No. (include area code) _____

8. Fax No. (include area code) _____

9. Applicant is: Sole Proprietor Partnership Corporation Individual
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) (include area code(s)) of person(s) authorized to conduct business with BLM concerning the permit.

11. Application is for (check all that apply): Commercial Competitive Event Organized Groups Vending Individual

12. To use the following public lands/related waters (provide name, legal description and/or attach map).

13. For the following purpose (provide full description of activity or event including number of anticipated participants and spectators).

14. Dates of proposed use: Beginning Date: _____ Ending Date: _____
OR Leave the above dates blank if applying for renewal of multi-year permit.

15. Describe facilities including water and sanitation facilities you intend to provide, attach operations plans, location maps, and insurance certificate prepayment. (Include your name on each document.)

16. Attach the following documents: Operations Plan, Maps, Certificate of Insurance, Prepayment of Fees, and other documents requested by BLM.
(Include your name on each document):

17. Do you have a permit with BLM/USFS? Yes No If so, where? _____

17a. Have you had a permit previously? Yes No If so, where? _____

17b. Have you ever been denied or had a permit revoked? Yes No If so, where? _____

17c. Have you forfeited a bond or other security? Yes No If so, where? _____

17d. Are there any pending investigations against you? Yes No If so, where? _____

17e. Have you been convicted of violations regarding natural resources, cultural resources or any activity related to your proposed permit?
 Yes No If so, where? _____

APPLICATION REQUIREMENTS
*(The conditions and stipulations required by
the (BLM) are checked below)*

The following must be submitted before an application is approved and a permit issued. This information must be submitted within days after the date of application:

- a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey (USGS) topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- b. Applicant must inform other pertinent private landowners and/or public agencies (*law enforcement, highway, fish and game, etc.*). BLM will contact other authorized users of public lands, etc.

- c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the amount specified by the BLM. The certificate must name the U.S. Government as additional insured, and give the BLM 30 days notice of cancellation or modification of such insurance.
- d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of \$ _____ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:
*(The conditions and stipulations required by
the BLM are checked below.)*

- 1. This permit is issued for the period specified. It is revocable for any breach of conditions or at the discretion of the BLM, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 2930).
- 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.
- 4. This permit may not be reassigned or transferred by permittee.
- 5. Permittee must pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will be based on actual use reported on the Post Use Report.
- 6. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and must keep the premises in a neat, orderly manner, and sanitary condition.
- 7. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
- 8. Permittee must not enclose roads or trails commonly in public use.

- 9. Permittee must pay the United States for any damage to its property resulting from this use.
- 10. Permittee must notify the BLM of address change immediately.
- 11. Permittee must not cut any timber on the public lands without prior written permission from the BLM.
- 12. Permittee must indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.
- 13. Representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.
- 14. Permittee must abide by all special stipulations attached.
- 15. Permittee must not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.
- 16. Permittee must leave in place any hidden cultural values uncovered through authorized operations.

Certification of Information: I CERTIFY the information 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 BLM when the permit is issued.

(Signature of Applicant)

(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 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.

FOR BLM USE ONLY

Special Recreation Permit No. _____ is: Commercial Competitive Event Organized Groups Vending Individual
This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

(Signature of BLM)

(Date)

PERMITTEE MUST HAVE THIS PERMIT (OR LEGIBLE COPY) IN POSSESSION DURING USE IN PERMITTED AREAS.

NOTICES

The Privacy Act of 1974 and the regulation in 43 CFR 2.48(d) provide that you be furnished the following information, in connection with information required by this application.

AUTHORITY: 43 U.S.C. 1201; 43 CFR Group 2930.

PRINCIPAL PURPOSE: BLM will use the information you provide to determine whether or not to issue you a Special Recreation Permit. BLM will use some of the information to determine your qualifications for the permit and the other information to determine the merits of your proposal.

ROUTINE USES: BLM will disclose the information according to the release information contained in the regulations at 43 CFR 2.56(d).

EFFECT OF NOT PROVIDING INFORMATION: Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in the BLM's rejecting your application.

The Paperwork Reduction Act of 1995 requires us to inform you that:

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Response to this request is required to obtain a benefit.

BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

BURDEN HOURS STATEMENT: Public reporting burden for this form is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management (1004-0119), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, N.W., Mail Stop 401 LS, Washington, D.C. 20240.

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: June 30, 2007

SPECIAL RECREATION APPLICATION AND PERMIT
(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 2930)

Permit No.

Instructions: Complete Items 1 through 18, and return to appropriate Bureau of Land Management (BLM) Office.
(Use additional sheets, if necessary.)

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. New Application Renewal of Existing Permit 2. Name of Business or Organization **XYZ OUTFITTERS, INC.**

3. Your Name **JOE ANYONE** 4. E-mail address (optional) **JOE@XYZOUT.COM**

5. Social Security Number or Taxpayer Identification Number **123-45-6789**

6. Address (include zip code)
**123 MAIN ST.
ANYWHERE, UT 20000**

7. Phone No. (include area code) **(123) 456-7890**

8. Fax No. (include area code) **(123) 456-7891**

9. Applicant is: Sole Proprietor Partnership Corporation Individual
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) (include area code(s)) of person(s) authorized to conduct business with BLM concerning the permit.
JOE ANYONE (123) 456-7890 AND JANE ANYONE (123) 456-7892

11. Application is for (check all that apply): Commercial Competitive Event Organized Groups Vending Individual

12. To use the following public lands/related waters (provide name, legal description and/or attach map).
**FISHER TOWERS HIKING TRAIL, PORCUPINE RIM MOUNTAIN BIKE ROUTE,
AND HELL'S REVENGE 4WD ROUTE (SEE ATTACHED MAPS FOR DETAILS)**

13. For the following purpose (provide full description of activity or event including number of anticipated participants and spectators).
**GUIDED HIKING TOURS ON FISHER TOWERS TRAIL, GUIDED MOUNTAIN BIKE TOURS ON
PORCUPINE RIM, AND GUIDED JEEP TOURS ON HELL'S REVENGE. (SEE ATTACHED OPERATING
PLAN FOR DETAILS)**

14. Dates of proposed use: Beginning Date: **1/1/2008** Ending Date: **12/31/2008**
OR Leave the above dates blank if applying for renewal of multi-year permit.

15. Describe facilities including water and sanitation facilities you intend to provide, attach operations plans, location maps, and insurance certificate prepayment. (Include your name on each document.) **THERE ARE NO FACILITIES PROPOSED ON PUBLIC LAND**

16. Attach the following documents: Operations Plan, Maps, Certificate of Insurance, Prepayment of Fees, and other documents requested by BLM. (Include your name on each document):
**SEE ATTACHED OPERATING PLAN, MAP SET, INSURANCE CERTIFICATE (WITH BLM
MOAB FIELD OFFICE LISTED AS ADD'L INSURED), AND CHECK #123 FOR PREPAYMENT OF
SPP FEES.**

17. Do you have a permit with BLM/USFS? Yes No If so, where? **GLENWOOD SPRINGS + GRAND JUNCTION BLM**

17a. Have you had a permit previously? Yes No If so, where? **SAME AS ABOVE**

17b. Have you ever been denied or had a permit revoked? Yes No If so, where?

17c. Have you forfeited a bond or other security? Yes No If so, where?

17d. Are there any pending investigations against you? Yes No If so, where?

17e. Have you been convicted of violations regarding natural resources, cultural resources or any activity related to your proposed permit?
 Yes No If so, where?

APPLICATION REQUIREMENTS
*(The conditions and stipulations required by
the (BLM) are checked below)*

The following must be submitted before an application is approved and a permit issued. This information must be submitted within days after the date of application:

- a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey (USGS) topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- b. Applicant must inform other pertinent private landowners and/or public agencies (*law enforcement, highway, fish and game, etc.*). BLM will contact other authorized users of public lands, etc.

- c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the amount specified by the BLM. The certificate must name the U.S. Government as additional insured, and give the BLM 30 days notice of cancellation or modification of such insurance.
- d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of \$ _____ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:
*(The conditions and stipulations required by
the BLM are checked below.)*

- 1. This permit is issued for the period specified. It is revocable for any breach of conditions or at the discretion of the BLM, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 2930).
- 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.
- 4. This permit may not be reassigned or transferred by permittee.
- 5. Permittee must pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will be based on actual use reported on the Post Use Report.
- 6. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and must keep the premises in a neat, orderly manner, and sanitary condition.
- 7. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
- 8. Permittee must not enclose roads or trails commonly in public use.

- 9. Permittee must pay the United States for any damage to its property resulting from this use.
- 10. Permittee must notify the BLM of address change immediately.
- 11. Permittee must not cut any timber on the public lands without prior written permission from the BLM.
- 12. Permittee must indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.
- 13. Representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.
- 14. Permittee must abide by all special stipulations attached.
- 15. Permittee must not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.
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Certification of Information: I CERTIFY the information 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 BLM when the permit is issued.

Joe Anyone
(Signature of Applicant)

1/1/2007
(Date)

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SPECIAL RECREATION PERMIT GUIDING & OUTFITTING OPERATING PLAN

The operating plan must accurately identify the use and activities, the use area, and the use seasons of the operations proposed on public land. Make sure the information is complete and that all proposed services, facilities, and dates of use are described. Failure to respond to any of the items, or inaccurate disclosures may result in delays in processing or rejection of the application. This outline is provided for convenience only; other formats are acceptable. Additional pages may be attached as necessary.

I. Company Information

A. Company Name: _____

B. Address: _____

C. Type of Company: ___ Sole proprietorship ___ Partnership
 ___ Corporation ___ Government Agency

(Attach copies of Articles of Incorporation, Corporate Certificate from the Utah Secretary of State, and any other business license issued by the State of Utah or its political subdivisions.

D. Date Company Established: _____

E. Number of Years with Current Owner(s): _____

F. Name of Owner(s)/Partners: _____

G. Telephone Number: _____ Emergency Telephone Number: _____

Fax Number: _____ E-Mail Address: _____

Web Site: _____

H. Name of individual(s) authorized to conduct business with BLM concerning this permit:

II. Purpose and Need for the Permit

A. Describe and demonstrate the need for the service or activity to be offered:

B. Describe how the activity enhances the opportunity for visitors to enjoy public lands and their recreational experience:

C. Describe how the service or activity helps meet BLM management objectives:

D. Describe how the proposed use area is suitable for and not in excess of the size needed to accomplish the purpose:

III. Conduct of Your Service or Activity

A. Activity Parameters

1. Maximum and Minimum Group Size: (Max.) _____ (Min.) _____

2. Number of Staff and Staff to Customer Ratio: _____ : _____

3. Trip length and/or dates of activity: _____

4. Activities to be engaged in, including the equipment, vehicles or livestock to be used, and services offered:

5. Methods and means of transportation, including the numbers and types of vehicles, including street legal vehicles, ATV's, boats, aircraft, and livestock:

6. Describe any vending, rentals, or sales of consumer products or services:

B. Operations Area

1. Provide a map at a scale of 1:100,000 of the public land operations area. Additional, more detailed maps may be required.
2. Include on the map all staging areas, camping locations, attraction sites, and routes of travel.

C. Environmental Protection and Conservation of Natural Resources

1. How will your operations comply with the environmental protection stipulations of the permit?

2. How will your operations incorporate *Leave No Trace* and/or *Tread Lightly* principles?

D. Health, Safety and Sanitation

1. Describe the first aid (including universal precautions) and evacuation equipment that will be present during your operations:

2. What emergency communications will be available?

3. What is your emergency evacuation plan?

4. What environmental hazards exist - exposure, flash flood, avalanche, weather, fauna, terrain, etc.? How will you manage these hazards?

5. What hazards are inherent to the activity? How will they be managed?

6. What safety equipment is used and how is it inspected and maintained?

7. What are your provisions for toilet facilities, dealing with human waste, and washing? How will you contain and remove trash and garbage?

8. Demonstrate how you will comply with other Federal, state and local laws pertaining to your activity, including but not limited to:

- a. If you are going to serve any food or beverage to a customer, show compliance with Utah State Law regarding food service sanitation
- b. If the activity will involve more than 500 people at a single activity or event, show how you will comply with Utah State Law regarding mass gatherings.
- c. If your activity involves the use of water craft, show how you will comply with Utah State Boating Laws.
- d. If you are providing in-patient or residential Wilderness Therapy for persons under age 18, show compliance with Utah State Law for wilderness therapy programs.

9. If firearms are involved, what are the provisions for safe storage, transportation and use?

10. Does your operation use livestock for riding or packing? If so, identify the kind and number of animals to be used. Also, identify how the animals will be fed, watered, and confined when not being used.

E. Staff Experience and Training

1. What level of first aid training would you require? _____

2. What level of training or experience for the specific activity would you require?

3. What is the level of knowledge of the natural resources and environment of the operations area?

4. If your activity involves visitation to cultural sites, pre-historic and /or historic sites, demonstrate a basic knowledge of the laws and regulations dealing with protection and preservation of antiquities, objects of historical interest, and graves. Demonstrate a factual knowledge of the sites to be visited.

5. Have any of your company owners or employees been convicted of a Federal, state or local violation regarding guiding, outfitting, resources protection, or the activity proposed for this permit? If so, provide details.

6. Has your company or its owner(s)/operator(s) ever been denied a permit, had a permit revoked, or surrendered a bond related to a permit for operations on BLM or US Forest Service administered lands? If so, provide details.

F. Customer Information

1. Attach a copy of the customer contract including any risk acknowledgment and/or waivers.
2. Attach a price list.

G. Other required permits

1. List any permits required by other Federal, state or local agencies to conduct your activity:

2. List any permissions or contracts required to use private lands you do not own or control:

3. List any permits, current or expired, you have held to conduct activities on BLM or U.S. Forest Service administered lands:

IV. CERTIFICATION

I certify that the information given by me in this proposed Operating Plan is true, accurate, and complete to the best of my knowledge. I acknowledge that I am required to comply with the requirements and stipulations on Form 2930-1 and any additional stipulations which the Authorized Officer may deem necessary. I further understand that providing false information or failure to keep this Operating Plan or other permit requirements up-to-date are grounds for probation, suspension, or revocation of the permit.

Signature _____ Date _____

Printed Name _____

Appendix A - Post Season Use Report

OUTFITTER BUSINESS NAME: _____

Trip Start Date mm/dd/yr	Trip End Date mm/dd/yr	# of Guests	# of Guides	Area or routes used	Gross Receipts \$	Pre/post trip lodging deductions \$	Pre/post trip transportation deductions \$

1. Gross receipts includes all payments made by the customer to the permittee, including reservation and trip fees, special rentals, trip add ons, photographic services, trophy fees etc. The only exceptions are state and local sales tax and sales of durable, retail items that would have utility and use after the trip.

2. Pre/post trip lodging deductions must be supported by copies of receipts.

I certify the above report is true, correct and complete accounting of all commercial activities conducted in conjunction with my Special Recreation Use Permit.

Signature, company representative

Date

Post Season Use Report

OUTFITTER BUSINESS NAME: XYZ Outfitters, Inc.

Trip Start Date mm/dd/yr	Trip End Date mm/dd/yr	# of Guests	# of Guides	Area or routes used	Gross Receipts \$	Pre/post trip lodging deductions \$	Pre/post trip transportation deductions \$
3/1/06	3/1/05	12	2	Hell's Revenge 4WD route	\$540.60	N/A	N/A
5/6/06	5/6/06	18	4	Porcupine Rim mountain bike route	\$2475.00	\$240.00 (see attached receipt)	
7/9/06	7/9/06	14	3	Fisher Towers hiking trail	\$1179.50		\$310.00 (see attached receipt)

1. Gross receipts includes all payments made by the customer to the permittee, including reservation and trip fees, special rentals, trip add ons, photographic services, trophy fees etc. The only exceptions are state and local sales tax and sales of durable, retail items that would have utility and use after the trip.

2. Pre/post trip lodging deductions must be supported by copies of receipts.

I certify the above report is true, correct and complete accounting of all commercial activities conducted in conjunction with my Special Recreation Use Permit.

Joe Anyone
Signature, company representative

7/15/08
Date