



File Code: 2700
Date: November 10, 2015

Greetings,

Below is a template to be used when submitting a Special Use proposal to the Cleveland National Forest (CNF). Submissions of special use proposals, or modifications to existing special use permits will only be accepted by the CNF from January 1 through March 31. This applies only to non-recreation special use proposals and new commercial activities; it does not apply to proposals that are deemed necessary by the CNF to address an imminent risk to public health and safety, or filming requests.

1. Proponent should submit their idea with required documentation to the appropriate Forest Service office. A meeting with the District Ranger or Forest Service Special Use staff is highly recommended to ensure that the proper documentation is provided.
 - a. It should be noted that Standard Form (SF) 299, Forest Service (FS) 2700-36, and Forest Service (FS) 2700-3c are approved forms to submit proposals on; however, proposals can be submitted independent of using those forms per Forest Service Manual 2709.11 Chapter 10 section 11.3
2. Once the proposal is submitted with acceptable documentation the Authorizing Officer and appropriate staff will screen the proposal for consistency with Level I screening compliance in accordance with 36 CFR 251.54 (e)(1)).
3. Proposals passing Level I screening will be screened through Level II criteria based on 36 CFR 251.54(5).
4. The Authorized Officer has the option to deny any proposal that fails to meet first or second level screening and return it to the proponent. Proposals that are denied are not subject to appeal.
5. Accepted proposals will require submission on approved forms SF-299, FS 2700-36, or FS 2700-3c.
6. The application may be reviewed by a team of resource specialists and placed on the Program of Work document where a Cost Recovery agreement would be created.

Any project placed on the Program of Work and/or Cost Recovery document does not guarantee or allow the applicant to conduct work on the National Forest. The application must be taken through the National Environmental Policy Act (NEPA) for evaluation, with a decision made by the appropriate Approving Line Officer. If you have any questions regarding this process, please contact the Lands and Special Use Program Manager at 858-673-6180.

Sincerely,


WILLIAM METZ
Forest Supervisor

