



United States
Department of
Agriculture

Forest
Service

Santa Fe National Forest

Supervisor's Office
11 Forest Lane
Santa Fe, NM 87508
505-438-5300
FAX: 505-438-5390

File Code: 2710
Date: January 12, 2016

Dear Current or Prospective Outfitter:

Thank you for your interest in obtaining an Outfitter/Guide Special Use Permit on the Santa Fe National Forest (SFNF). Last year the SFNF initiated process changes for obtaining Special Uses Authorizations for commercial Outfitting/Guiding activities. We will be continuing this process for 2016. Please read this letter carefully, as application deadlines and submittal requirements may have changed. One-time recreational events like races and non-commercial events like family reunions are not subject to this process. Please contact the local ranger district office for further direction on one-time recreation authorizations.

For calendar year 2016, the SFNF will accept proposals for a Special Use Permit for Outfitting and Guiding up to the end of the regular business day on February 15, 2016. A proposal received after February 15 through the remainder of the calendar year will not be accepted or processed. This deadline applies specifically to new Outfitter permit proposals and to existing permit holders who would like to extend or renew permits. The deadline also applies to Outfitters requesting changes to existing permits that would require additional environmental review and compliance. The purpose of this deadline is to allow forest employees an opportunity to review permit proposals collectively to ensure that forest resources are protected and environmental compliance is consistently applied to each proposal.

The proposal will consist of four parts: 1) completed Standard FS 299 Special Uses Application; 2) a copy of the applicant's current New Mexico Game and Fish Outfitters card; 3) completed Operating Plan; and 4) maps showing locations of proposed activities. The FS 299 Special Uses Application and Operating Plan forms are available at all ranger district offices and the SFNF Supervisor's Office. The forms are also available at the SFNF website <http://www.fs.usda.gov/santafe/>. Proposals should be submitted to the ranger district where most of the activity will occur. Ranger district contact information is enclosed with this letter for your convenience. **Incomplete proposals will not be accepted.**

Other permit requirements, (e.g. insurance) will not be required until after a determination is made to process the proposal/application. Each proponent who submits a proposal for a Special Use Permit will have an answer as to whether their proposal was accepted no later than May 1, 2016.

Thank you for your interest in the SFNF. Please do not hesitate to contact any of the ranger district permit administrators on the forest for proposal forms or if you have questions.

Sincerely,

/s/ Joseph S. Norrell, Deputy (for)

MARIA T. GARCIA
Forest Supervisor

Enclosure

