



Santa Fe National Forest
Special-Use Authorization Pre-Application Information
Revised 8/7/2012

Introduction

Welcome to the Santa Fe National Forest and thank you for inquiring about using National Forest System lands. Santa Fe National Forest staff receive hundreds of public requests each year to use the forest for various commercial, non-commercial, filming, and other activities. Before any of these activities can take place on National Forest System lands a Special-Use Permit (SUP) must be obtained. The general information provided in this information packet is intended to familiarize the public with the SUP process.

A SUP is not required for personal or family recreational activities, such as camping, picnicking, hiking, fishing, boating, hunting, and horseback riding; with the exception of group sizes of 75 or more.

If you are interested in obtaining a SUP please read the enclosed brochure information, titled “Obtaining a Special-Use Permit with the Forest Service”. The Forest Service is not required to process and approve every SUP application. Some proposals cause too great an impact on forest resources or are not consistent with the Santa Fe National Forest Plan (<http://www.fs.fed.us/r3/sfe/projects/plansReports/index.html>) and therefore are not processed.

To learn more about SUP’s please go to the Forest Service website: <http://www.fs.fed.us/specialuses/index.shtml>. All requests for a SUP begin as a “proposal. Please note that the proposal becomes an application only after it meets all screening criteria and fees, if required, are paid with the application.

Preliminary Screening Criteria

Please pay close attention to the ‘appropriateness of you proposal’ criteria when considering whether to apply for a SUP. Your proposal can only be accepted and processed if it meets all of the screening criteria. One of the more common issues arises when determining whether the activity can be accomplished on non-forest land. If the proposed use of National Forest System lands does not meet the screening criteria it cannot be processed. Upon successful clearance of the screening criteria and receiving process fees, if required, the proposal becomes an application. Proposal rejections are not appealable.

Application Review and Processing Time

Processing a complete application involves review of the proposed activity by resource specialists to determine if physical, biological, social, or cultural resource impacts to the forest would occur as a result of a proposed activity per the National Environmental Policy Act (NEPA). Resource impacts may be effectively mitigated through terms and conditions, operating plans, or other attachments to the appropriate SUP authorization. If resource impacts are too great and cannot be mitigated the application will be denied. Application rejections are

appealable. In addition to on-the-ground resource considerations, the application will be reviewed administratively to determine what level of environmental analysis is required.

It is important to understand that in order to process a complete application takes minimum of six (6) weeks to several months, so allow plenty of lead time before the proposed activity. Incomplete applications or applications without sufficient detail, including location maps with topography, will not be processed. It is the responsibility of the applicant to provide all the necessary information for consideration of a request. Be sure that the name on the application is the legal entity requesting activity and that person signing the application has authority to sign on behalf of the entity.

Processing Costs from You

Applicants are required to reimburse the United States Government in advance for the cost of processing, including environmental review and NEPA compliance, a SUP application. Processing fees will be estimated during the initial review of a complete application. Please be aware that paying process fees does not guarantee that an application will be approved, and that fees are not refundable. The level of NEPA analysis required is based on the complexity of the application. More complex applications will usually have higher processing fees due to the amount of time needed for analysis. The final fee will include all aspects of evaluating, environmental compliance and monitoring the activity.

In addition to the processing fee for the SUP annual land use fees associated with the use may be assessed.

Contacts

The Ranger District where the activity is proposed will normally process your application. If more than one district will be used, the district where most of the use will take place will be the administering district. Ranger District contact information is listed below for your convenience. Please contact one of the following ranger districts:

Coyote Ranger District

HC 78 Box 1
Coyote, NM 87013
Phone (575) 638-5526

Cuba Ranger District

PO Box 130
Cuba, NM 87013
Phone (575) 289-3264

Espanola Ranger District

1710 N. Riverside Dr.
Espanola, NM 87532
Phone (505)753-7331

Jemez Ranger District

PO Box 150
Jemez Springs, NM 87025
Phone (575) 829-3535

Pecos/Las Vegas Ranger District

Las Vegas Ranger Station
1926 N. 7th Street
Las Vegas, NM 87701
Phone (505) 425-3534

Pecos Ranger Station

PO Drawer 429
Pecos, NM 87552
Phone (505) 757-6121