

COMMERCIAL NON-RECREATIONAL SPECIAL USE PERMITS

What is a special use authorization and why is it needed for commercial non-recreational activities (e.g. transportation systems, utility systems and facilities)?

A special use authorization is a legal document such as a permit, term permit, lease, or easement, which allows occupancy, use, rights, or privileges of National Forest land. The authorization is granted for a specific use of the land for a specific period of time. Any non-recreational activity that allows occupancy, use, rights, or privileges must have a special use authorization. These activities can include water transmission, telecommunication, and the granting of road and utility rights-of-ways.

How do I apply for a special use authorization?

Proponents are responsible for completing and submitting Application Form SF-299 to the district special use permit administrator between October 1 and December 1 of each year. Before completing the application form, the applicant should completely review the form and schedule a pre-application meeting with the district special use permit administrator. The district special use permit administrator will provide the application form and instructions whenever specific plans or survey maps are required.

The Forest Service carefully reviews each application to determine how the request affects the public's use of National Forest lands and potential resource impacts. National Forest lands are not made available if the overall needs of the individual or business can be met on non-federal lands.

What is the timeline for reviewing an application for non-recreational activities?

The length of time that it takes to issue a special use authorization depends on a number of factors including:

- The type and scope of the activity
- Whether structures are proposed
- The anticipated environmental impacts and resultant level of analysis and public involvement required
- Whether or not there are appeals or legal actions contesting the permit issuance
- Coordination with appropriate agencies

The best way to ensure you receive a timely permit is to start as early as possible and contact the district special use permit administrator to assess processing time.

What are the fees?

There are yearly land use fees charged to the holder of a special use authorization. In addition, the special use authorization may require an upfront cost recovery fee to cover administrative, processing, and monitoring costs for activity.

What are cost recovery fees?

Cost recovery fees cover the administrative costs incurred by the U.S. Forest Service to process a special use application or to monitor implementation of a special use authorization. The fee does not apply to non-commercial group use and recreation special use applications that require less than 50 hours to process. Fee determination is based on an estimate of the number of hours Forest Service personnel will spend on work necessary to process an application and to monitor the implementation of a project. That estimate will be applied to the corresponding category and rate in the appropriate processing or monitoring fee schedule. For processing and monitoring requirements of less than 50 person hours, there is a fee schedule. A cost recovery agreement for actual hours will need to be entered into by the proponent for processing and monitoring

FAQs/Questions and Answers - (continued)

requirements over 50 hours.

Are there additional state and local requirements?

If the activity necessitates occupancy, use, rights, or privileges on adjacent private property, any authorizations needed from these agencies, companies, or individuals must be obtained prior to Forest Service permit issuance. If construction includes any structures, county approval and licensing is required.

Who do I contact to get more information on special use permits?

For more information on special use permits, please contact the district special use permit administrator at the following locations:

Detroit Ranger District

44125 North Santiam Highway SE
Detroit, OR 97342
503-854-3366

McKenzie River Ranger District

57600 McKenzie Hwy
McKenzie Bridge, OR 97413
541-822-7209

Sweet Home Ranger District

4431 Highway 20
Sweet Home, OR 97386
541-367-5168

Middle Fork Ranger District

46375 Highway 58
Westfir, OR 97492
541-782-5243

Resource Links

General information regarding special use permits on the Willamette National Forest is available at:

<http://www.fs.usda.gov/detail/centraloregon/passes-permits/event-commercial/?cid=stelprdb5213887>.

General information on special use permits for the U.S. Forest Service is available at:

<http://www.fs.fed.us/specialuses/index.shtml>

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