

# OUTFITTER AND GUIDE SPECIAL USE PERMITS

## What is an outfitter or guide?

Outfitters or guides on National Forests lands provide specialized knowledge, experience, skills, and equipment that general recreationists might not otherwise possess. They contribute to high quality opportunities for people to recreate on public lands regardless of their skill level or prior experience. Examples include guided trips (rafting, horseback, hiking, etc.), trailhead shuttle services, and sightseeing tours.

## How do I apply to be an outfitter or guide?

Proponents submitting a new outfitter or guide proposal must submit a complete application form between 10/1 to 12/1 of each year to the district special use permit administrator. New proposals will not be accepted outside of these dates. The preferred format for an application is a detailed business plan.

When the application is submitted two actions can occur: 1) the applications will be accepted and a detailed evaluation process will continue, or 2) the application will not be accepted. Proponents of applications that are not accepted will be notified in writing that the Forest has not accepted the application and reasons the application wasn't accepted. Proponents may modify applications and re-submit if desired.

## What is a detailed "Business Plan"?

A business plan should include sufficient detail of your proposal that the Forest Service can make an informed decision whether to accept an application. At a minimum, the business plan should address these points:

- Business and contact name
- Mailing address, phone number, and email address
- Background
- Proposed services
- Proposed locations and season of use
- Equipment provided
- Transportation of clients proposed fees
- Evaluation of public need for this service
- Comparison with any similar existing services already under a special use permit

## What kind of fees will I have to pay to have a permit?

Fees for use of public lands to provide outfitter or guide services are determined by one of two methods. The permit holder may choose the option:

- Option A is based on an average client-day charge, which uses a schedule of rates to determine the fee. This option is useful if some portion of the guided trip is off the National Forest. Check with the district special use permit administrator for more details on this option.
- Option B is a flat fee based on 3 percent of gross revenue.

If the application is approved, the Forest Service will at least bill for the minimum fee prior operating. As of October 2016, that amount is \$110. This minimum fee will be credited toward your actual use due.

Based on the assigned service days and your proposed client fee, the Forest Service will calculate an estimated

## **FAQs/Questions and Answers - (continued)**

fee for the operating year. A bill will be issued for the estimate, or if over \$500, payment may be made in two installments. At the end of the operating season, a reconciliation billing may be required. Permit holders are required to report use numbers, gross income, and other information on a monthly basis. The district special use permit administrator will determine what information needs to be reported.

### **What is a service day?**

A service day is any part of a day that an outfitter or guide provides a service to a client on the National Forest. A half day fishing trip with three clients equals 3 service days. As a part of the permit, the Forest Service determines a set number of assigned service days. These days are available to use within the operating year. Additional service days may be available at the discretion of the Forest Service on a case-by-case basis.

### **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>