

**Recreation Residence Permit Holder – Application for Approval  
 “REQUEST FOR ADDITIONAL IMPROVEMENTS OR MODIFICATIONS TO PERMITTED IMPROVEMENTS”**

It is a requirement of your permit that you obtain PRIOR approval before starting any work that involves “...changes, modifications, or improvements to the exterior of the recreation residence building, outbuildings or to the lot or its environs..... [from the] the Forest Service authorized officer.”

Note: the interior of existing outbuildings shall not be modified to include sleeping quarters or be converted to sleeping or guest cabins.

**TO BE FILLED OUT BY PERMIT HOLDER**

PERMIT HOLDER NAME: \_\_\_\_\_

PERMIT HOLDER SIGNATURE: \_\_\_\_\_

TRACT / LOT # or PHYSICAL LOCATION DESCRIPTION: \_\_\_\_\_

HOLDER PERMANENT ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Check the priority level of your proposal:

<input type="checkbox"/> High priority	To remedy imminent risk to your improvements; to repair damage caused by a fire, tree fall, flood; to address imminent safety or health hazard that unless addressed, would render the recreation residence unusable. Example: a leaking roof	Proposal may be submitted any time.
<input type="checkbox"/> Medium Priority	To address a developing resource problem, such as erosion, insect and disease-affected trees, fuel build-up, potential safety or structural integrity issues, a septic system that is starting to fail	Proposals may only be submitted during the Open Season: <b>August 1 – November 1</b> each year.
<input type="checkbox"/> Regular priority	To increase comfort, expand capacity, increase enjoyment....	Proposals may only be submitted during the Open Season: <b>August 1 – November 1</b> each year.

Factors that will affect how quickly we process your proposal:

1. Level of priority
2. Complexity of the proposal
3. Completeness of the proposal description
4. Eligibility of the cabin and tract for the National Register of Historic Places
5. Note: proposals that will require us to spend more than 50 hours of administrative time to do the processing, analysis and monitoring of the work will be subject to Cost Recovery Regulations.

Brief description of your proposal: \_\_\_\_\_

\_\_\_\_\_

Reason for proposal: \_\_\_\_\_

\_\_\_\_\_

Supplemental Information and Photos: attach further clarification to help FS determine priority need and level of analysis needed.

Permit administrator will inform holder if more information is needed.

**NOTE: NO WORK MAY BE CONTRACTED OR STARTED UNTIL PERMIT HOLDER RECEIVES WRITTEN APPROVAL FROM DISTRICT RANGER.**

**PROJECT TRACKING – AGENCY USE ONLY**

Agency Priority Level and Reason: \_\_\_\_\_

\_\_\_ All required documentation received

\_\_\_ Need the following additional documentation:

\_\_\_\_\_

Check by Specialists (if applicable). List any other permitting or other requirements.

\_\_\_ Fisheries Biologist or Hydrologist (for projects that may affect streams, lakes or riparian zones)

\_\_\_ Sensitive Plant Specialist (for ground disturbance)

\_\_\_ Survey for Invasive Weeds (for ground disturbance)

\_\_\_ Archeologist (for excavation or structures or lots that are eligible for the NRHP)

\_\_\_ Other: \_\_\_\_\_

Permit Administrator Recommendations (list here or attach): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Permit Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZED OFFICER DECISION**

\_\_\_ NOT APPROVED: Reason for not approving \_\_\_\_\_

\_\_\_ PRELIMINARY APPROVAL - Work is not authorized until final approval is issued. The following must occur before final approval is received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_ FINAL APPROVAL - Holder has been sent approval to proceed, along with list of any constraints or required mitigations. Holder was notified that "after" photos must be submitted along with the completion date to the Permit Administrator.

Date of notification to holder: \_\_\_\_\_ Means of notification (hard copy / e-mail): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**District Ranger**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed original in District files, copies to Permit Holder and Supervisor's Office