



# TONTO NATIONAL FOREST

## Special Use Permit Application

### Outfitting and Guiding

Date Received: \_\_\_\_\_

## 1. Applicant Information:

Applicant Name: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

As applicant, are you: (mark only one)

- |   |   |
|---|---|
| a. <input type="checkbox"/> Individual                | d. <input type="checkbox"/> State government / agency |
| b. <input type="checkbox"/> Corporation               | e. <input type="checkbox"/> Local government          |
| c. <input type="checkbox"/> Partnership / association | f. <input type="checkbox"/> Federal agency            |

If you are an individual or partnership, are you also a citizen of the United States?  Yes  No

Address: \_\_\_\_\_

Authorized Agent Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Backup Contact, Title & Phone: \_\_\_\_\_

## 2. Description of Operations:

Type of service:

- Outfitting     Guiding     Both outfitting and guiding

Seasonal dates of proposed service:

Start: \_\_\_\_\_ End: \_\_\_\_\_  
Date (MM/DD/YY)      Date (MM/DD/YY)

Or, year-round?

**Location & description of National Forest System Lands & facilities Applicant would like to use** (Include a map of area, legal description, special closures, roads/trails want to use, story boards and photos as needed; attach additional sheets if needed):

\_\_\_\_\_

**Describe the purpose of the outfitting and/or guiding service you would like to provide on National Forest System Lands:**

\_\_\_\_\_

**Describe where each trip will begin and end** (at location in town, specific trail on National Forest System Lands, at participants' home, etc.):

\_\_\_\_\_

**Describe any improvements that will need to be constructed on National Forest System Lands** (proposed ground disturbing activities, buildings, corrals, parking lots, kiosks, restrooms, handrails, etc.):

\_\_\_\_\_

**Give a statement of your technical and financial capability to construct, operate, and terminate the use for which authorization is requested, including the protection and restoration of Federal Lands** (attach additional pages, if needed).

\_\_\_\_\_

**Describe other alternative proposals considered** (attach additional pages, if needed).

\_\_\_\_\_

**Give an explanation of why it is necessary to utilize Federal Lands and why the alternatives listed above were not selected.**

\_\_\_\_\_

**Describe probable effects on the area population, including social and economic aspects, and rural lifestyles.**

\_\_\_\_\_

**Describe the likely environmental effects that the proposed use will have on:** (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) control or structural change on any stream or other body of water; (e) existing noise level; (f) land surface, including vegetation, permafrost, soil and soil stability; and (g) populations of fish, plant, wildlife and marine life, including threatened and endangered species. (attach additional pages, if needed)

\_\_\_\_\_

**Describe what actions will be taken to protect the environment from the effects of the proposed use.**

\_\_\_\_\_

**Name all Federal, State, County or other department(s) / agency(ies) where an application for this proposed use is also being filed** (attach appropriate license, building permit, certificate or approved documents).

\_\_\_\_\_

**Traffic control plan/external agency notification** (have you obtained written permission or permit to use improvements not owned by/under the jurisdiction of the United States Government, i.e. structures, roadways, etc.?) Please provide a copy to the Forest Service:

\_\_\_\_\_

**Parking needs** (visitor vehicles, employee vehicles, equipment, etc.):

\_\_\_\_\_

**Staging needs** (restrooms, sign up tables, loading ramps, photo backgrounds, etc.):

\_\_\_\_\_

**Special request information**, please check all that apply:

Wilderness     Use of Aircraft     Weather     Special Closures     Other: \_\_\_\_\_

**Estimated number of participants & spectators per trip:**

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

**Estimated revenue collected for service(s)** (Include participation charges, vendor fees, discounts, sponsorship related fees, gratuities):

Amount: \$ \_\_\_\_\_ per person for service type: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ per person for service type: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ per person for service type: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ per person for service type: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ per person for service type: \_\_\_\_\_

**Estimated revenue collected per year:** \$ \_\_\_\_\_

### 3. Description of Equipment:

Equipment detail, please check applicable:

Cars    Trucks    RV's    Snowmobiles    ATV's/UTV's    Trailers    Watercraft    Animals     
Aircraft    Other (List): \_\_\_\_\_

Activities or services involving specific vehicles and/or equipment:  
\_\_\_\_\_

Activities or services involving filming and/or photography:  
\_\_\_\_\_

Kind(s) of advertising for business (check all that apply):

Newspaper    Internet/website    Television commercials    Billboards    Magazines    Other: \_\_\_\_\_

**\*\*\*Insurance Certificate AND Insurance Policy Endorsement MUST name the "United States as Additionally Insured" and require that the company WILL mail a "30 days written cancellation notification prior to the cancellation of the insurance" to the Forest Service. A copy of BOTH documents MUST be provided to the Forest Service prior to activity.**

**Person(s) who will sign a Special-Use Authorization on behalf of the event:**

I HEREBY CERTIFY, that I am of legal age and authorized to do business in the State and that I have personally examined the information contained in this application and that this information is correct to the best of my knowledge.

I acknowledge that this is an application only, and that the use and occupancy of National Forest System Lands is not authorized until an Authorization is signed and issued by an Authorized Officer.

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

*18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false writing shall be fined not be more than \$10,000 or imprisoned not more than five years, or both.*

**Fees:**

3% of adjusted gross receipts annually for all services provided on National Forest System Lands

***There is a Minimum permit fee of \$100.00***

***There may be other associated costs for which you are responsible as part of your authorized activity.***

Commercial general liability insurance coverage and/or a performance bond to ensure protection of the environment and site clean-up may be required.

Depending on the size and duration of your activity, costs associated with law enforcement, crowd control, safety issues, and sanitation may be required.

Depending on the scale and intensity of your event, fees associated with Cost Recovery and conducting an environmental analysis may be required.

**Send, mail, or fax form to appropriate District Office:**

<b><u>CAVE CREEK</u></b> Special Uses Permit Administrator 40202 N. Cave Creek Rd. Scottsdale, AZ 85262 Voice: (480) 595-3300 FAX: (480) 595-3346	<b><u>GLOBE</u></b> Special Uses Permit Administrator 7680 S. Six Shooter Canyon Rd. Globe, AZ 85501 Voice: (928) 402-6200 FAX: (928) 402-6292	<b><u>MESA</u></b> Special Uses Permit Administrator 5140 E. Ingram St. Mesa, AZ 85205 Voice: (480) 610-3300 FAX: (480) 610-3346
<b><u>PAYSON</u></b> Special Uses Permit Administrator 1009 E. Highway 260 Payson, AZ 85541 Voice: (928) 474-7900 FAX: (928) 474-7966	<b><u>PLEASANT VALLEY</u></b> Special Uses Permit Administrator PO Box 450 Forest Road 63 Young, AZ 85554 Voice: (928) 462-4300 FAX: (928) 462-4346	<b><u>TONTO BASIN</u></b> Special Uses Permit Administrator 28079 N. AZ Hwy 188 Roosevelt, AZ 85545 Voice: (928) 467-3200 FAX: (928) 467-3239

**TO BE COMPLETED BY FOREST SERVICE:**

Date Received: \_\_\_\_\_ Use Code: \_\_\_\_\_

Region/Forest/District Number (0312..) \_\_\_\_\_ Certificate of Insurance AND Endorsement Received: \_\_\_\_\_

Photography/Filming Fee: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Collection Agreement #: \_\_\_\_\_ Bonding Information: \_\_\_\_\_

Property Owner Permission Required and obtained:      Yes      No      N/A

Road Encroachment permit required and obtained:      Yes      No      N/A

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