



Uinta-Wasatch-Cache National Forest

Instructions for Applying for a Recreation Residence Permit

STEP 1 – FILL OUT FORM FS-2700-3A: Request For Revocation of a Special Use Authorization

- All signatures must be in ink.
- A copy of the seller's current permit is needed to complete this form. If the sellers cannot locate their permit, they may request a new copy. All permit requests must come directly from the current permittee, referred to in this document as "The Holder"

PAGE I PART I – Identification of the Permit Being Revoked

Completed by the Holder.

- The "date" is the date of the final signature on the current permit, it is not the date that the revocation form is filled out. This can be found on the last page of the current permit.
- The "authorization ID" can be found in the top left-hand corner of the current permit. It is a series of three letters (LOG, SLC, PLG, SPK, KAM, HKD, HBR, EMD, or EMV) followed by a string of numbers/letters.
- The "use and occupancy" describes what was authorized by the current permit - the cabin number and name of the Recreation Residence Tract where the cabin is located.

EXAMPLE:

I/We, the undersigned holder/s of a special use authorization dated 2/11/2009, authorization IDEMD970214 (hereinafter "authorization"), authorizing use and occupancy of National Forest System (NFS) lands for cabin and improvements on lot #7 of the Smokey Bear Tract (hereinafter "the use and occupancy"), are requesting revocation of the authorization because we are planning to:

Mark applicable box. If the first box is marked, sign and date below that box. The form is then complete and may be submitted.

- Discontinue the use and occupancy without any transfer of title to the authorized improvements or a change in ownership or control of the holder.

leave blank
 HOLDER NAME
 [name of person authorized to sign on behalf of holder, if holder is an entity]

leave blank
 HOLDER NAME

Date: leave blank

Date: leave blank

- Convey all my/our right, title, and interest in the improvements covered by the authorization (hereinafter "authorized improvements") to the person/s identified below:
- Enter into a contract for the sale of the authorized improvements and retain title to the authorized improvements until completion of payment under that contract with the individual/s or entity identified below:
- Transfer ownership or control of the business entity that holds the authorization to the individual/s or entity identified below:

PAGE I PART II – Identification of the Applicant for a New Permit

The new owner (applicant) identifies themselves in this section. If the new owner is a trust, the trust's representative trustee must be identified in this section.

- Applicant name and signature should read EXACTLY as the name(s) on the: Bill of Sale, Deed, and/or Certificate of Trust that will be submitted as part of the application.
- If the applicant is a TRUST, the name must be completed in the following example format: **JANE DOE, TRUSTEE, JANE DOE FAMILY TRUST**
- Fill out the highlighted fields as appropriate.

EXAMPLE:

[Print name on line]	[Print name on line]
Address:	Address:
Telephone Number: () -	Telephone Number: () -
Email:	Email:
I/We understand that the authorization terminates upon a change in ownership of the authorized improvements or upon a change in ownership or control of the business entity that holds the authorization, as provided in the authorization.	

PAGE II - Signature Page

The Holder signs the form here. The new owner does not sign this form.

HOLDER NAME [name of person authorized to sign on behalf of holder, if holder is an entity]	HOLDER NAME
Date:	Date:

STEP 2 – COMPLETE AND ATTACH ALL REQUIRED SUPPORTING LEGAL DOCUMENTS

- Documents over one year old will have to be re-notarized.
- These documents should verify purchase of the cabin and associated improvements and show the legal chain of ownership.
- All signatures must be in ink. Electronic signatures will cause the application to be rejected.

Bill of Sale (notarized) or Deed (recorded with the county)

- Quitclaim deeds are preferred to other types of deed, although other styles of deed may be accepted in the initial application. Deeds that need corrected language must be redone using a quitclaim.
- Language regarding the cabin MUST READ EXACTLY AS FOLLOWS:
“Cabin and associated improvements located on lot XXXXX of the XXXXX Recreation Residence Tract”.
 - **NOTE:** The land on which the cabin and associated improvements are located is NOT part of the transfer. ANY wording on a bill of sale or deed that implies private ownership of the land will cause the application to be rejected. Such wording includes, but is not limited to, real property, private property, or tract of land.

Trusts

- A notarized Certificate of Trust must be included, and it must include all of the information listed in the document *Trusts Required Information*. Submission of a certificate of trust that does not conform to the requirements in *Trusts Required Information* will cause the application to be rejected.

Currently Incapacitated or Deceased Permittees

- You must include documentation showing a legally granted authority to sign for an incapacitated permittee.
- For cabins still in the possession of a deceased permittee at their time of death, submit a certificate of death.
- For cabins still in the possession of a deceased permittee at their time of death, submit one of the following documents that indicate the final disposition of the property:
 - The Last Will and Testament
 - Letters of Testamentary
 - A court order from a probate judge

STEP 3 – SUBMIT REQUEST

- Complete applications can be submitted in one of two ways:
 - Electronically (preferred) to shannon.sawaya@usda.gov
 - Or hardcopy to Shannon Sawaya:

U.S. Forest Service
c/o Shannon Sawaya
857 W. South Jordan Parkway
South Jordan, UT 84095

STEP 4 – TRANSFER FEE

- With limited exception, all transfers are subject to a transfer fee.
- Once all transfer documents have been approved, the transfer fee will be issued directly to the applicants.
- **NO PAYMENT WILL BE ACCEPTED UNTIL A BILL HAS BEEN ISSUED.**
- The fee for calendar year 2026 is \$1,523.00

If you have any questions about the transfer process, reach out to permit administrator Shannon Sawaya either by phone or email: (385) 321-9805, shannon.sawaya@usda.gov.

*Thank You, and Welcome to the US Forest Service Recreation
Residence Program*