

RECREATION RESIDENCE PROJECT APPROVAL PROCESS

CALAVERAS RANGER DISTRICT STANISLAUS NATIONAL FOREST

1. Permit holder (holder) submits project idea using application for modification/construction. Holder is required to submit a conceptual drawing/plan of proposed project and a written narrative outlining the project in sufficient detail.
2. Project is entered into recreation residence project database based upon date received or discussed.
3. Conceptual drawing/plan/narrative is reviewed for compliance with Forest Service (FS) guidelines, requirements and Programmatic Agreement (PA) if project affects a recreation residence that is, or may potentially, contribute to the historic district. This step involves much discussion with holder and may result in changes to conceptual drawings and to the project itself.
4. If the recreation residence involved is historically significant, at this point a set of conceptual drawings/plans along with a request for Heritage Resource Management (HRM) approval is sent to the Stanislaus National Forest's Archaeologist. Proceeding to the next step requires the archaeologist's formal written concurrence. A letter addressing HRM concerns, if any, as well as requirements that need to be met during the project planning process is sent to holder.
5. Holder submits to the FS three (3) sets of working drawings/plans which will be submitted to the County Building Department for approval and issuance of building permit, if required. If County approval or building permit is NOT required, two sets of drawings/plans are required to be submitted to the FS.
6. Drawings/plans are again reviewed to ensure consistency with conceptual proposal. Once review is completed, a **Conditions of Approval** cover sheet is prepared and attached to each set of working drawings/plans. This **Conditions of Approval** cover sheet is numbered page one and the working drawings/plans are hand numbered in ink (page two of ten, three of ten, etc). All three sets of drawings are numbered in this way and are signed by the Special Use Permit Administrator, recommending them to the Authorizing Official for approval. The drawings/plans are reviewed and signed by the Authorizing Official.
7. The **Conditions of Approval** form is required to be signed by the holder and the contractor, or person actually performing the construction, accepting the conditions and acknowledging their appeal rights. A letter is sent to the holder along with drawings/plans, requesting holder's signature on all conditions of approval cover sheets and the drawings/plans are then forwarded to the contractor for signature. The plans may now be taken to the County Building Department for approval and issuance of building permit.
8. One set of County stamped approved plans with conditions of approval cover sheet MUST be returned to the Calaveras Ranger District Office before any phase of the project may begin.