

**San Bernardino National Forest 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 approval from the Forest Service authorized officer **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...”

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

**TO BE FILLED OUT BY PERMIT HOLDER**

Permit holder name: \_\_\_\_\_

Tract / lot # or physical location description: \_\_\_\_\_

Holder permanent address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ e-mail address: \_\_\_\_\_

Reason for request and detailed description of proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach supplemental information, drawings and photos to fully explain your proposal.**

Permit Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCESS: PRIORITIZATION AND TIME-FRAMES**

**OPEN SEASON:** Permit holders may submit requests only during to the **OPEN SEASON** dates listed below.

**DETERMINATION OF PRIORITY LEVEL:** The Forest Service will determine the priority level based upon the information received for each proposal, and will prioritize staff time and respond accordingly. If a permit holder submits a proposal as a high priority that is denied as high priority, the proposal may be resubmitted during the next **OPEN SEASON** for Medium or Regular priority levels.

<b>PRIORITY</b>	<b>PRIORITY LEVEL DETERMINATION</b>	<b>OPEN SEASON to submit proposals</b>	<b>FS RESPONSE TIME-FRAME</b>
<b>High</b>	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, deteriorating roof.	Proposals may be submitted any time.	Each proposal will be addressed as soon as possible, in order of imminent need.
<b>Medium</b>	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 <b>Sept 1 –March 31</b> each year.	FS review may not occur until the following summer. Proposals will be addressed in order of need and staff availability.
<b>Low</b>	To increase comfort, expand capacity, enhance enjoyment....	Proposals may only be submitted <b>Sept 1 –March 31</b> each year.	FS review most likely will not occur until the following summer. Proposals will be addressed as per staff availability which may take up to a year or more.

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

**Proposals/projects that require more than 50 hours of FS administrative time to process/monitor will be subject to Cost Recovery Regulations (36 CFR part 251).**

**PROJECT TRACKING – FOREST SERVICE USE ONLY**

**PRELIMINARY REVIEW by district ranger (authorized officer)** for analysis of proposed action(s) to proceed, date: \_\_\_\_\_

List any preliminary conditions/ concerns per District Ranger: \_\_\_\_\_

\_\_\_\_\_

Forest Service Priority Level: \_\_\_\_\_

All required documentation received

Need the following additional documentation or explanation:

\_\_\_\_\_

Check any applicable, essential specialist input:

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 cultural clearance or structures potentially historic and eligible for NRHP): \_\_\_\_\_

Wildlife Biologist (for endangered species impact review): \_\_\_\_\_

Other specialist reviews needed or permit requirements: \_\_\_\_\_

Permit Administrator recommendations, issues, and any other conditions (such as need for a Cost Recovery agreement):

\_\_\_\_\_

\_\_\_\_\_

**FINAL DECISION by District Ranger**

**APPROVAL** – Proposed actions, along with list of constraints, requirements and conditions are approved. Include requirement for holder to submit “after” photos and updated plot plan when project is completed.

**DENIAL** - reason(s) for denial

**NOTIFICATION TO PERMIT HOLDER OF FINAL DECISION**

Notification of District Ranger decision sent to permit holder on date: \_\_\_\_\_ by (means) \_\_\_\_\_

If proposal was DENIED, holder was notified of appeal rights