

LASSEN NATIONAL FOREST RECREATION RESIDENCE OPERATION AND MAINTENANCE PLAN



Appendix B

RECREATION RESIDENCE

OPERATION AND MAINTENANCE PLAN

Lassen National Forest

This Plan will be reviewed and updated or revised as needed. It will become part of the issued Special Use Permit and describes stipulations pertinent to the activities and operations authorized by the permit. If any conditions contained herein conflict with the terms or clauses of the Special Use Permit, said permit takes precedence.

The last four pages of this document (pages 10-13) are to be completed by the permit holder and sent back to their administrative office annually.

Tracts	Forest Service Permit Administrators
Almanor, Butte Meadows, Feather River, Jonesville, Silver Lake, Summit Springs, Willow Creek	 <p>Mariah Blomstrom Special Uses Assistant p: 530-258-5166 mariah.blomstrom@usda.gov 900 E. Hwy 36 PO BOX 767 Chester, CA 96020</p>
Eagle Nest	 <p>Brian Newman Natural Resource Specialist (Recreation) p: 530-257-4188 c: 530-338-8745 brian.newman@usda.gov 477-050 Eagle Lake Rd. Susanville, CA 96130</p>

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LASSEN NATIONAL FOREST RECREATION RESIDENCE OPERATION AND MAINTENANCE PLAN

I. PURPOSE

This operation and maintenance plan (O&M plan) governs the occupancy, use, and maintenance of an authorized recreation residence on the Lassen National Forest (LNF). This plan outlines the framework the permit holder will follow to ensure public health, minimize impacts on natural resources, maintain compliance with the terms of their special use permit, define day-to-day activities, and establish site management.

As a permit holder, you are responsible for completing the checklist and the information forms on pages 9-12 of this plan annually, if changes are needed. Please return the completed forms by **February 1st** each year.

With our limited staff, we remain committed to providing the best possible customer service to our permit holders. To streamline the processing of lot or structure modifications, please submit requests as far in advance as possible. This will allow the Forest Service sufficient time to properly review and obtain the necessary approvals. Late proposal submissions may delay the approval process.

II. RIGHTS AND RESPONSIBILITIES

A. The Forest Service

The Forest Service exclusively retains the responsibility for:

1. Granting occupancy and use of National Forest System (NFS) lands.
2. Amending or modifying this plan as deemed appropriate.
3. Approving new facilities, modifications, or removal of improvements, including those constructed within an authorization holder's authorized area.

B. The Permit Holder:

The Permit Holder shall:

1. Comply with the terms and conditions of their special use authorization and this operating plan. The permittee is fully responsible for the execution of this plan and shall conduct informal inspections to ensure compliance with this plan and the special use authorization's terms and conditions.
2. Will obtain written approval from the Forest Service before commencing with any alterations, repairs, removal, maintenance, construction, or other changes to the recreation residence improvements, structures, vegetation, or ground disturbing activities.
3. Minimize impacts to natural resources and esthetic values, fish and wildlife habitat, and otherwise protect the environment. The permittee assumes all responsibility for all regular and recurring (monthly or annual) operating and maintenance costs and associated activities.

LASSEN NATIONAL FOREST RECREATION RESIDENCE OPERATION AND MAINTENANCE PLAN**III. GENERAL OPERATION AND MAINTENANCE**

Permit holders are responsible for maintaining the overall appearance of their authorized improvements and site. The goals of site maintenance are to keep the area clean, neat, and orderly, and to ensure the safety and well-being of those who occupy, use, and access the site. Before undertaking any alterations, repairs, reconstruction, or changes to the site, structures, or other related improvements, the permit holder must obtain written approval from the Forest Service.

Engaging in activities without written approval violates the terms of your special use permit and constitutes permit noncompliance. Such instances may result in the suspension or termination of your permit. Specific site operation and maintenance standards are as follows:

A. Structures

1. Holders may not leave or dispose of trash, garbage, or cut brush on National Forest lands. Outside trash or litter containers should be secured to prevent animals from accessing trash. Site users shall remove all trash and litter from the site as it is produced. Policing litter in common areas, such as around improvements and parking areas, is the responsibility of the authorized permit holder.
2. The painting of all exterior surfaces requires prior written approval from the authorized officer. The goal of color selection is to make structures as inconspicuous as possible when viewed from a distance. Non-reflective, Forest Service-approved dark gray to green colors shall be used on equipment or structures.

B. Landscape

1. The authorized officer must approve in writing all cutting or trimming of vegetation within the authorized area of use. Contact your local district office to obtain written permission.
2. Identify, avoid, and protect sensitive resource areas identified by the Forest Service.
3. To maintain a natural forest setting, ground disturbance and vegetation removal will be held to a minimum.
4. Vegetation will be managed to maintain the natural forest setting, protect the native species, and prevent erosion. Noxious weeds, invasive or non-native plant species, lawns, irises, ivy, etc., shall be removed.

C. Road Access/ Use

1. Road repairs/ maintenance will require coordination and authorization from the Forest Service.
2. Permit holders who damage the access road or any associated improvements, such as ditches, culverts, roadside vegetation, signs, and facilities, shall be required to repair the road to conditions equal to or superior to those before any damage or disturbance.

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3. Keep vehicles off meadows, wet dirt roads, or any other area that may be damaged by vehicle use.
4. Winter access may be by snowcat or other tracked vehicle, and with the coordination of the District Special Uses Administrator, before access is attempted.
5. Vehicle access shall be accomplished by using the existing Forest Service Road system.
6. Forest Service roads are subject to periodic closures to entry during extreme fire danger, inclement weather, or wet conditions. Site users may access the site during these closures only with prior written approval from the authorized officer.

IV. FIRE SAFETY

Permit holders must ensure that any use or operation is performed with fire safety in mind. It is the responsibility of the permit holder to create and maintain a defensible space (buffer) around structures and their lot by treating, clearing, or reducing vegetation, debris, and other combustible materials. Creating and maintaining adequate defensible space reduces the likelihood of wildfire, slows its spread, and helps keep firefighters safe when they respond to an incident on your property.

Indoors:

1. Ensure that all wood-burning stoves are installed according to manufacturer's recommendations.
2. Ensure spark arrester screens are in place on chimneys and stovepipes.
3. Inspect and clean chimneys and stovepipes regularly.

Outdoors:

1. Stack firewood stored on the lot more than 30 feet away from structures. Firewood should be covered to reduce embers from landing in the pile.
2. Keep roof, rain gutters, and windowsills clear of pine needles, leaves, twigs, and other woody debris.
3. Eliminate places for embers to land and ignite structures (e.g., screen openings in foundations and eaves). Do not hang items on the exterior wall that can trap embers.
4. Open fires are allowed only in fire ring structures and must comply with any Forest Service special orders, including but not limited to fire prohibitions in effect.
 - Forest orders may implement fire restrictions that prohibit outdoor fires, whether or not they are in a fire pit authorized by the recreation residence permit.
5. Prune all vegetation within a three to four-foot buffer around all structures, including all overhanging brush and limbs that come into contact with structures.
6. Keep all open fires small (2-feet x 2 feet x 2 feet) as specified in the California Campfire Permit and never leave unattended.
7. Keep a bucket of water or sand and a shovel at any open fire site.
8. Fire Protection of the permitted lot and structures is the responsibility of the Permit Holder, including maintenance of driveways and entrance roads to allow access for firefighting equipment.

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1. Any fire will be immediately reported to “9-1-1”. Structural fire suppression is the responsibility of county and rural fire departments. Forest Service fire resources will not respond to a structure fire unless there is a threat to the forest resources.
2. During periods of high fire danger, chainsaw operation may be restricted or prohibited. You are responsible for knowing the current restrictions. Contact the **Lassen National Forest fuelwood cutting regulations & predicted project activity level information line at (530) 257-9553**. This information for the operation of equipment and chainsaws is updated daily.
3. If identified by the Forest Service, threatened, endangered, or sensitive plant species must not be removed from the minimum clearance areas.
4. If smoking outdoors is not prohibited by a Forest Order (during high fire danger), use safe smoking practices. Including only smoking in established areas cleared of flammable vegetation and ensuring that all cigarettes/cigars are completely extinguished.
5. Approved spark arresters will be required and maintained on all internal combustion engines, including chainsaws and motorcycles.
6. Have a plan for escape in the event of a wildfire. During an active fire, your regular access may be blocked. Have a primary and secondary escape route established.

B. Fuels Reduction

Defensible space around improvements should be achieved while maintaining live vegetation and ground cover.

1. Keep area within 30 feet of structures “lean, clean, and green.” (refer to CAL FIRE for defensible space guidance at: <https://www.fire.ca.gov/dspace>.
 - Lean =only small amounts of flammable vegetation.
 - Clean = accumulation of dead vegetation or other flammable debris.
 - Green =existing plants are healthy and green during the fire season.
2. Remove all limbs/branches:
 - In direct contact with structures.
 - Within 15 feet of chimneys or stovepipes.
 - Overhanging/ adjacent to structures to create a 10-foot spacing between structures and fuels.
3. Remove ladder fuels under large trees up to 10 feet from the ground.
 - Including vegetation/shrubs under trees or low-hanging tree branches.
 - On shorter trees, do not limb more than 1/3 of their overall height; this can kill the tree.
4. Within 100 feet of rivers and lakes, nothing will be removed except the minimum required for fire protection, leaving a covering of one to two inches of decomposing vegetative debris (needles, leaves, sticks, limbs, or wood chips) unless requested or approved by the authorized officer.

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5. Hazard trees that could fall onto structures or improvements (including roads, driveways, and parking areas) should be removed after written approval is granted by the authorized officer.
 - a. Regulations allow recreation residence hazard trees to be cut and used free of charge if (1) the volume is less than two cords and (2) the material is to be used on the lot. Stored firewood must be neatly stacked in one area, away from trees and buildings, and not exceed the amount that will be used within 2 years.
 - b. Forest products or timber removed from the lot require a personal-use or commercial fuelwood permit. Please notify the Special Uses Office before falling the trees and how you wish to process the material.
6. All fuels/vegetative materials must be removed to a proper disposal facility or burned on site as directed in section IV. Fuels Reduction & Fire Prevention, C. Pile Burning (below).

C. Debris Pile Burning

The Lassen National Forest allows permit holders to implement additional defensible space measures, including burning piled vegetation within the boundary of their permitted lot. Implementation of burning activities at recreation residence lots may only occur when in full compliance with the residence's local air quality management district.

If fuel reduction is accomplished through pile burning, the following measures are required:

1. Burn piles are for natural forest debris removed from your defensible space clearance. Do not burn household trash or non-combustible materials.
2. The maximum burning pile size is 4 feet in diameter at base and 5 feet in height.
3. Burn piles shall be piled by hand and located in areas already cleared of vegetation, away from trees, such as parking areas or fire pits. Clear all flammable material and vegetation within 10 feet of the outer edge of the pile, down to the bare earth.
4. If fuels are raked into piles, the piles must be burned within 24 hours or removed off-site to an approved disposal site.
5. A hose, a bucket of water, and a shovel shall be available close to the burning site.
6. An adult (18+) must supervise all fires at all times until they are fully extinguished. Fires must be completely out before dark.
7. Piled brush shall only be ignited when fire conditions are safe, Forest Service fire restrictions or closure are not in effect, and winds are less than 10 mph.
8. Before igniting piles, Permit Holders are to call their local Air Quality Management District, County, or State Office to determine whether burning is permitted that day. See the following table for contact information.

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Air Pollution Control District and Air Quality Management District Contact Information	
Lassen County APCD Phone: (530) 257-4247 Fax: (530) 257-1057	Butte County AQMD Phone: (530) 332-9400 Burn Line: (855) 332-9406 Fax: (530) 332-9417
<u>Northern Sierra AQMD</u> Phone: (530) 274-9360 (all of NV, Plumas & Sierra Counties)	Tehama County APCD Phone: (530) 527-3717 Fax: (530) 527-0959

**Additional information for California AQMD can be found at: <https://ssl.arb.ca.gov/pfirs/districts.php>

9. In exceptional cases, such as after a large-scale windthrow event or widespread tree mortality, debris volumes within the tract may exceed on-site burning capacity. The Authorized Officer may approve off-site disposal of materials to an approved off-site location. These sites would be set up on a case-by-case basis for a short duration to allow Forest Service district personnel to manage the burning of the piles.

V. SAFETY

When an incident occurs on National Forest System lands covered by the authorization, the authorized officer shall be notified as soon as possible, but no later than 24 hours after the occurrence.

A. Accident Protocols

Notification of the incident shall be made by calling the Susanville Interagency Fire Center at (530) 257-5575 and providing detailed information, including when, where, and how the incident occurred and who was present or affected by the incident. A point of contact must be provided in the incident report.

The Authorized Officer must be notified as soon as possible after the following occurs:

- a. An incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability.
- b. Any operational actions that could affect public safety.
- c. Any incident with a high potential for serious personal injury or death or significant property, environmental, or other natural resource damage, including landslides, flooding, fire, structural failures, and release of hazardous materials.
- d. The Permit Holder must promptly abate as completely as possible any physical or mechanical procedure, activity, event, or condition that causes or threatens to cause a hazard to workers' safety, public health or safety, or harm to the environment.

B. Law Enforcement

The Forest Service is responsible for enforcing Federal laws applicable to NFS lands, including those related to resource protection. Patrol and policing for security purposes are the responsibility of the permit holder.

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Generally, the Highway Patrol and County Sheriff are responsible for civil and criminal law enforcement.

Office	Phone Number
Lassen County Sheriff's Office	(530) 251-8031
Plumas County Sheriff's Office	(530) 283-6375
Tehama County Sheriff's Office	(530) 529-7900
California Highway Patrol (Susanville)	(530) 252-1800

VI. NEW CONSTRUCTION, MODIFICATION, OR EXPANSION

A. New Construction, Modification, and Expansion Responsibilities

All changes or additions to the use authorized in the permit or plan require prior written approval. Unapproved or unauthorized activities or use constitute permit noncompliance.

If new facilities are proposed or if existing improvements need modification, the following guidelines shall apply.

1. Submitting in writing a complete application to the authorized officer before any new construction, modification, or expansion of a facility or improvement. The application shall include:
 - a. A copy of the approved site plan base map showing all existing, proposed, modified, or expanded facilities, including structures, and ancillary improvements.
 - b. Completed drawings or plans prepared by a professional engineer or architect.
 - c. Documentation showing that the proposed improvements will not obstruct or interfere with any existing uses.
2. Obtain prior written approval from the Authorized Officer for temporary, on-site storage of construction materials.

VII. PERMIT COMPLIANCE

A. Inspections

Unless waived in writing by the Authorized Officer, the Holder shall conduct inspections of the improvements and lot covered under the authorization. The inspection should ensure that all authorized improvements are secure, operating acceptably, and properly maintained.

The permit holder will complete all corrective work required as a result of Forest Service or other agency inspections by the date specified in the inspection report to the satisfaction of the inspecting official.

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VIII. PERMIT SITE ASSESSMENT

The Permit Holder must complete this portion of the O&M plan. The information provided should be verified to ensure that all improvements and facilities authorized by your permit are accurate and accounted for on the face of your permit. Please take the time to complete the following four (4) pages of information.

A. Contact Information

The Permit Holder’s contact information below shall be kept current. The individuals identified are the authorized Permit Holders of the recreation residence.

Permit Holder Information			
Holder Name(s):		Tract & Lot	
Permanent Home Address / Zip Code:		Phones Home, Cell, Work	
Mailing Address State/Zip Code:		Email	
Cabin Co-Owners			
Co-Owner Name(s):		Phones Home, Cell, Work	
Permanent Home Address / Zip Code:		Email	
Mailing Address State/Zip Code:		Email	
Emergency Contact: Person, other than the permit holder or co-owner, in case of emergency.			
Emergency Contact:		Phones Home, Cell, Work	
Mailing Address State/Zip Code:		Email	

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B. Improvement and Facilities Inventory

Identify the types of related improvements and structures currently located on the lot by completing the following list.

Structure or Improvement	Confirm Presence	Description/ Size(dimensions)/ Notes
Cabin	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Extra Sleeping Cabin	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Decking, Porches, Patios	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Storage Shed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Garage	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pump House	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Water Tank/ Water Tower	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Outhouse	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Rock BBQ/ Fire Ring	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Antennas/ Dishes	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Propane Tank	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Retaining Wall	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sign	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Parking Area, driveway	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Solar Panels	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Off-Lot Improvement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Additional Structure	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Satellite Dish	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	

C. Improvement and Site Audit

Structure or Improvement	Response	Comments
Are your structures in good repair and maintained in a neat appearance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you removed dangerous trees, limbs, or other hazards that could pose a risk of injury?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you built or modified your structures during the past year?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you plan to alter vegetation or disturb the ground on the lot?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you completed the work items listed on your last inspection letter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are your land use fees paid up?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you plan on renting your structures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the lot number clearly posted & visible on the cabin exterior?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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D. Utilities, Water, and Sanitation

Structure or Improvement	Response	Comments
Do wastewater and potable water systems function properly and meet county requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do the cabin's utilities meet county requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Indicate the location of the water source for your cabin in the comments section.	Example: <i>Well located on Lot 12 (off-lot)</i>	
Check the sanitation method used at your cabin. Provide the general location in the comments section.	Septic Tank <input type="checkbox"/> Sewer <input type="checkbox"/> Other <input type="checkbox"/>	
Explain where/how garbage and trash are disposed of from your lot in the comments section.		

E. Defensible Space Assessment

Item of Assessment	Response
Maintain defensible space of 100 feet from each side and from the front and rear of the structure or to the lot line, as specified above and by California Public Resources Code, Sec. 4291.	Yes <input type="checkbox"/> No <input type="checkbox"/>
No tree limbs are within 10 feet of chimneys and/or stovepipes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
There is a 1/2-inch screen mesh over the outlet of every chimney or stovepipe.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The roof and gutters are free of leaves, needles, or other dead vegetative growth.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved spark arrestors are on all internal combustion engines (chainsaws, motorcycles, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Slash from hazard tree removal or other vegetation cutting is properly disposed of.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I certify that I have inspected the structures and permitted area, and the above information is accurate and true. I understand that any modifications to the structures and lot require prior written approval by the authorized officer.

Print Permit Holder Name

Signature of Permit Holder

Date

**18 U.S.C. Section 1001 makes it a crime for any person knowingly and willfully to make any false, fictitious, or fraudulent statements or representations to any department or agency of the United States as to any matter within its jurisdiction.

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IX. SITE MAP/ PLOT PLAN

The objective of the plot plan is to provide us with sufficient information on the number and location of improvements on your lot and to calculate the square footage of cabins, outbuildings, decks, etc.

- Show the lot boundary, indicating corner markers, bearings, and distances. Indicate the type of marker (metal pipe, cedar stake, rock mound, not found, etc.).
- Draw all improvements with labels and dimensions, including cabin, deck, shed, water tank, propane tank, outhouse, septic tank, leach field, and water shutoff.
- Draw any landmarks, such as access roads, power lines, streams, and lakes.

A. Recreation Residence Plot Map

Tract Name	
Lot Number	
Date Prepared	
Drafted By (Name)	

(Use the grid below to draft your lot's plot plan.)

