

**SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING**  
**Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)**  
**(Ref.: FSH 2709.14, Chapter 50)**

**PART I - APPLICATION**

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**1. APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant's Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

**As an applicant, are you:**

- |   |  |
|---|--|
| <input type="checkbox"/> Individual                 | If yes, are you a citizen of the United States?                      |
| <input type="checkbox"/> Corporation                | If yes, provide a copy of your state certificate of good standing.   |
| <input type="checkbox"/> Limited Liability Company  | If yes, provide a copy of your state certificate of good standing.   |
| <input type="checkbox"/> Partnership or Association | If yes, provide a copy of your partnership or association agreement. |
| <input type="checkbox"/> State Government or Agency | (Includes state universities)  |
| <input type="checkbox"/> Local Government or Agency | (Includes high schools)  |
| <input type="checkbox"/> Nonprofit                  | (Please attach a copy of your IRS Form 990)                          |

Under the Regulatory Flexibility Act, a small entity is a firm that is "independently owned and operated" and "not dominant in its field of operation." The United States Small Business Administration has

developed size standards to identify what is considered a small business. Under these standards, a business with annual receipts of less than \$6.5 million constitutes a small business for recreation industries. Additionally, a small organization is any nonprofit enterprise that is independently owned and operated and not dominant in its field. A small government jurisdiction is a government of a city, county, town, township, village, school district, or special district with a population of less than 50,000.

Under these criteria, are you a small entity?

**2. DESCRIPTION OF PROPOSED ACTIVITY**

Please include:

The number of service days requested	
The anticipated number of trips and party size.	
Starting dates of the proposed operations	
ending dates of the proposed operations	
Location of routes and starting and ending points for the proposed operations (include a map)	
Services that will be offered to clients	
A description of your client base or audience	
A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead	
A statement of whether the proposed operations involve motorized equipment	
A statement of whether the proposed operations involve transportation livestock, and if so, whether grazing is requested	
A description of cleanup and restoration during and after the proposed operations	

**3. ADVERTISING.** Provide a current brochure and current advertising materials or website address.

**4. CLIENT CHARGES.** Provide a description of client charges and fees and what they cover. Attach a current rate sheet.

**5. GUIDE IDENTIFICATION**

Please list of all guides who would be working under the permit	
1.	2.
3.	4.
5.	6.

- Describe your requirements for employment and staff training programs.
- Attach copies of current CPR and First Aid certifications, Wilderness First Responder cards, and other applicable certifications for guides. Please do not send copies of social security cards or passports. Send driver's licenses only if driving is part of the outfitting and guiding service.
- If the state in which your activity would occur requires licensing for outfitters and guides, include a copy of relevant licenses.

**6. OPERATING PLAN.** Attach an operating plan that addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location.

**7. LIABILITY INSURANCE.** The holder will be required to obtain liability insurance in an amount satisfactory to the authorized officer (see FSM 2713.1). The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the authorized officer prior to issuance of a permit.

**8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM.** If you plan to use an acknowledgment of risk form, attach a copy.

**9. EXPERIENCE.**

- List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years.
- If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any

performance evaluations received.

- List all citations or violations received in association with outfitting and guiding activities.

**10. SIGNATURE. I hereby certify that I am of legal age and am authorized to do business in the State or Commonwealth of Arizona. I have personally examined the information contained in this application and certify that this information is correct to the best of my knowledge. I hereby acknowledge that this is an application only, and that the use and occupancy of National Forest System lands is not authorized until a special use permit is signed and issued by an authorized officer.**

Permit Holder Printed Name: \_\_\_\_\_

Permit Holder Signature: \_\_\_\_\_ 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 statements or representations shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

**OUTFITTER - GUIDE OPERATING PLAN**

**Douglas, Sierra Vista, Nogales, Safford, and Santa Catalina Ranger District(s)  
Coronado National Forest**

**1. TITLE OF COMPANY (dba's acceptable) AND NAME OF MANAGER/CONTACT PERSON:**

\_\_\_\_\_

**2. NAME OF OWNER (name of person signing the permit):**

\_\_\_\_\_

**3. ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

**4. PHONE:**

\_\_\_\_\_

**5. EMAIL:**

\_\_\_\_\_

**6. OPERATION AUTHORIZED BY SPECIAL USE PERMIT FOR THE PERIOD:**

<b>BEGINNING:</b>	
<b>ENDING:</b>	

**7. DESCRIPTION OF OPERATION (BE DETAILED):**

**8. OPERATING PERIOD:**

<b>Season of Operation:</b>	
<b>Business Hours:</b>	
<b>Estimated number of trips in a year:</b>	
<b>List Districts:</b>	

<b>Total number of clients per trip:</b>	
<b>Estimated client days (days on forest x number of people):</b>	
<b>Total number of guides and client to guide ratio:</b>	

**9. DESCRIPTION OF DOG, STOCK AND/OR ANIMAL USE:**

<b>Yes and Description</b>	
<b>No</b>	
<b>Total number of animals use per trip:</b>	

**10. NAMES OF OUTFITTERS, GUIDES, INSTRUCTORS, ETC. APPROVED FOR USE**  
 (For hunting and fishing guides, list number of A.G.& F. license.): Submit contracting guides agreements and any certificate.

NAME	TITLE	PHONE

**11. DESCRIPTION OF VEHICLES TO BE USED:**

(Include license numbers. If vehicles belonging to guides, etc. are to be used, identify and show ownership.)

VEHICLE TYPE	LICENSE #


**12. SCHEDULE FOR UPCOMING SEASON/YEAR (known events):**

**13. SERVICES OFFERED AND RATES (List in detail services for this permit, including discounts and gratuities):**

SERVICES	RATES/PERSON

**14. FOREST SERVICE CONTACTS:**

Please contact the Permit Administrators for Coronado National Forest at the Supervisors Office, for all issues relating to this permit.

- **Special Uses Program** – [sm.fs.coronado\\_su@usda.gov](mailto:sm.fs.coronado_su@usda.gov) or 520-388-8300
- **300 W. Congress St, Tucson, AZ 85701**

**15. METHOD OF OPERATION IN THE FIELD:**

- a. Participants will be informed that they are on National Forest System lands, and about the role of the National Forests in providing recreation opportunities to the Nation's citizens.
- b. Participants will utilize clothing which is appropriate for expected weather conditions. Guests will be required to provide clothing items which pass the inspection of the permit holder.
- c. All gates encountered along the trail will be carefully closed, unless it is apparent they are meant to be left open.
- d. All participants will be advised of anticipated hazards before each activity.
- e. The trip equipment will include a First Aid Kit appropriate to the group size; it will be readily accessible in camp and on the trail. Trip leaders will maintain (as minimum) standard First Aid cards which are current.
- f. During periods of Very High and Extreme Fire Danger, smoking will not be permitted on the forest.
- g. All persons in charge of trips will be competent in conducting trips in the subject areas. They will have knowledge of the areas, routes, and trails.
- h. Trip size will not exceed 15 participants unless otherwise authorized in writing by a Forest Officer.
- i. If packed in, it will be packed out.
- j. "Leave No Trace" land ethic ideas and philosophy will be given to participants, and we will abide by those ideas in the back-country and in our activities.
- k. Each guide will have a copy of this Operating Plan in their possession while on National Forest System lands
- l. No trapping will be done on Forest Service Lands
- m. All stock use will be required to use certified weed free feed/hay.

**14. USE OF VEHICLES:**

- a. Only use Forest Service System roads as identified on the Motor Vehicle Use Map (MVUM).
- b. Seat belts will be worn by everyone while on Forest.
- c. Only sound, well-maintained vehicles will be used. Regular preventative maintenance will be carried out. No vehicle will be used unless it is fully in compliance with Arizona Revised Statutes.
- d. All vehicles carrying customers will be equipped with a First Air Kit.
- e. All vehicles will be equipped with an approved muffler or spark arrestor system.
- f. Trailer brake lights, tail lights, and brakes will be checked before each trip.
- g. During wet periods, great care will be used so as not to damage muddy roads. During these conditions, will operate on foot with the use of backpacks.

**15. GUIDE STANDARDS AND QUALIFICATIONS:**

- a. The permit holder and guides will be courteous and thoughtful at all times. They will do all in their power to make each trip a quality experience.
- b. All guides will be competent and experienced in conducting the trips in the subject areas. They will have knowledge of the areas, routes and trails, and will do everything in their power to make each trip a quality back-country experience. Under no circumstances will anyone lead a trip who does not know the country.
- c. Trip leaders will maintain (as a minimum) standard First Aid cards and Cardiopulmonary Resuscitation (CPR) certification which are current.

**16. WILDERNESS USE:**

- a. If any outfitting and/or guiding activity takes place within any Wilderness Area authorized by this permit, all applicable Wilderness laws and regulations will be strictly adhered to.
- b. The use of all types of motorized equipment (e.g. light plant generators, power saws, etc.) and all types of mechanical transport (vehicles, bicycles, hang gliders, etc.) is prohibited, except in emergencies when authorized by the Forest Supervisor.
- c. Permit holder must use "Leave-No-Trace" ethic
- d. Cutting trees, brush, and cactus for any purpose is prohibited.
- e. If there is any question concerning which areas are designated Wilderness Areas, and what restrictions apply, the permittee will immediately contact the local Forest Officer

**17. REPORTS:**

- a. Any incidents resulting in either personal injury requiring a physician's attention, evacuation from the tour, or property damage must be reported to the Forest Service contact. Complete details of the incident will be furnished not more than 72 hours after its occurrence.
- b. The Financial and Actual Use Report required by the Special Use Permit will include amount of receipts, dates, total hours or days involved, and will specify in which area the use occurred. If use occurs within a designated Wilderness, specific use figures must be provided.
- c. Within 30 days of completion of your approved operating season, you shall submit to the authorized officer an actual use report.

**18. PERFORMANCE EVALUATION:**

- a. The holder shall meet with the authorized officer annually at the end of the operating season

- for review of a performance evaluation.
- b. To the extent allowed by law and regulation, performance evaluation ratings are confidential between the Forest Service and the holder.
  - c. Unacceptable performance will result in suspension, termination, or revocation of the permit as appropriate to the circumstances.
  - d. A holder given a probationary performance rating will qualify for a permit period not to exceed one year, and permits with remaining periods of more than one year will be so amended. If a holder continues to operate at the probationary level, the authorized officer shall terminate the permit and/or deny future permit applications.

**19. OPERATING PLAN LIMITATIONS:**

- a. This Operating Plan is developed pursuant to Clause 19 D of the Special Use Permit which authorizes these activities, and contains mitigating conditions herein deemed necessary to protect National Forest resources. The permit holder is also hereby placed on notice that other Federal, State, or local agencies may have additional mitigation measures or permits which must be secured. Failure to meet those additional mitigation measures, or secure those other permits, may result in enforcement actions against the permit holder by the appropriate agency.
- b. This plan attempts to be as complete as possible; however, all situations and eventualities cannot be addressed. In these situations, good judgment shall be used to ensure public health and safety.

**20. OTHER:**

- a. All suspected unauthorized outfitter/guide activities will be promptly reported to the nearest Forest Officer.
- b. No part of the use authorized by this permit may be assigned or sublet to others.
- c. Search and rescue is the responsibility of the County Sheriff's Office. All guides will know which county they are in at all times and will have the appropriate telephone number available. Additional contacts will be made with the local Deputy as needed.
- d. Holder is to make suitable arrangements with private property owners for access across private property.
- e. All provisions to provide needed medical services, should the situation arise, will be the responsibility of the Holder.
- f. Vehicles are to travel **ONLY** on numbered Forest roads,
- g. Do not block gates
- h. No camping is permitted within 200 yards of springs.
- i. No other routes are authorized.
- j. Cyclists must be made aware of the potential hazard of crossing cattle guards. Portage of cycles across cattle guards is recommended for safety reasons.
- k. All other recreation, day use and parking fees will be paid. They are not waived.

**21. OTHER SPECIFIC OPERATION PLAN ITEMS:**

- a. In addition to Nation-wide laws and regulations, each National Forest has Special Orders promulgated by the Forest Supervisor which establish local restrictions. Inquiry should be made to Local Forest Officers if there is any question about specific areas or restrictions.
- c. **AUTHORIZED USE AND NON-USE:** Request for an increase or decrease in the number of authorized service days must be made a minimum of **90 days** prior to implementation

and/or to the termination date of the Special Use Permit (SUP). The required number of service days will then be proportioned by the percentage of the original amount of Authorized Service Days and time remaining on the current Special Use Permit. Example: 2/3 of current Permit time frame has expired; therefore, a maximum of 1/3 of the total original Authorized Service Days may be approved for an increase or decrease in service days.

- c. **BEARS: SPECIAL CLOSURE ORDER:** Pursuant to Title 36, Code of Federal Regulations 261. 50, the area commonly known as the Coronado National Forest is closed as follows, for the protection of public health, safety, property and to provide for a continued quality environment:

Possessing, storing or discarding any food or refuse in an exposed or physically available condition to wildlife. 36 CFR 261. 58 (cc).

The prohibitions in this order are in addition to the general prohibitions enumerated in Subpart A, Title 36 CFR 261.

Black bears are forest residents. They are wild and unpredictable. They normally do not attack or threaten unless provoked, but food and odor will attract their interest. All employees, guests, and visitors must be informed that they are to abide by the following requirements. In addition to bears, other wildlife such as skunks, raccoons, are also attracted to available foodstuffs. Therefore, the following requirements will be enforced:

1. Feeding bears is strictly prohibited. Treat all wild animals as dangerous.
2. All food and garbage must be stored in bear-proof facilities. Odorous items as well, include such things as food, garbage, toothpaste, insect repellent, suntan lotion, etc.
3. Bear-proof garbage storage shall not be allowed to overflow.
4. Food shall not be left unattended where bears could have access to it.
5. Do not bury garbage, scatter organic waste, or leave foil or other food packaging in grills or campfires.
6. All garbage shall be transported to an approved sanitary landfill at frequent intervals at a minimum of once per week.
7. Garbage storage facilities shall be cleaned on a regular basis with hot water, soap, and disinfectant in order to minimize odors.
8. Garbage facilities (dumpsters, out-buildings, trailers, etc.) shall be kept clean, odor-free, and be bear-proofed. Bears are extremely strong and persistent and appropriate measures must be taken to prevent bears from getting into garbage storage. It is important to prevent bears from detecting the presence of stored garbage, but if discovered by bears, it must be stored in a manner that will prevent them from getting to it.
9. Food service and eating areas shall be cleaned immediately after use and kept clean. Dishes and other food preparation materials shall be cleaned and stored immediately after food service has been completed, particularly if these facilities are outside. Thoroughly clean barbecue grills after use; remove and dispose of grease and food particles in bear-proof garbage facilities. Food is not to be kept or eaten in areas outside the designated food service locales, such as sleeping areas. This is especially important if these sites are outside or in tents.

## **22. TITLE VI COMPLIANCE:**

- a. Non-discrimination policy
  - i. Permit Holder and employees shall not discriminate by segregation or otherwise against any person on the basis of race, color, sex (in educational activities), national origin, age or disability, by curtailing or by refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally and that the holder and employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments, and the Age Discrimination Act of 1975.
  - ii. Holder shall include and require compliance with the above nondiscrimination provisions in any third party agreement made with respect to the operations under this permit.
  - iii. Signs setting forth this policy of nondiscrimination to be furnished by the Forest Service will be conspicuously displayed at the public entrance to the premises, and at other exterior or interior locations as directed by the Forest Service.
  - iv. The Forest Service shall have the right to enforce the foregoing nondiscrimination provisions by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.
- b. Public notification of non-discrimination policy
  - i. The following nondiscrimination statement shall be posted in the Holder's office where visible to clients and employees. The nondiscrimination statement shall also be included (in full) on all printed and electronic materials that are produced for public distribution or information:
  - ii. "In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)
  - iii. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.
  - iv. To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provided in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (a) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (b) fax: (202) 690-7442; or (c) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)." "USDA is an equal opportunity provider, employer, and lender."
- c. If the size of printed material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text: "This institution is an equal opportunity provider." It is expected that the full text be included in all but the smallest print advertising.

d. Printed material also must include the following statement: “Holder’ operates under a permit from the Coronado National Forest.”

e. Equal Access To Federal Programs

In addition to the above non-discrimination policy, the holder agrees to insure that its program and activities are open to the general public on an equal basis and without regard to any non-merit factor.

**This operating plan is accepted subject to the conditions set out above.**

Permit Holder Name \_\_\_\_\_ Date \_\_\_\_\_

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

Issuing Officer \_\_\_\_\_ Date \_\_\_\_\_