
Appendix 4B
Sample Notification Letter: Selected Applicant



United States
Department of
Agriculture

Forest
Service

San Juan - Rio Grande
National Forests

701 Camino del Rio
Durango, CO 81301
(970) 247-4874
(TTY) 385-1257

Reply to: 2340

Date:

Dear _____:

We have selected your application for operation and maintenance of **[NAME OF RECREATION SITES]** in the **[RANGER DISTRICT]** in the **[NATIONAL FOREST]**. If you have any concerns about this decision, please don't hesitate to contact me.

Within 30 days of the date of this letter, we must have:

1. A signed special-use permit (enclosed), which must also be executed by the Forest Service.
2. A completed and signed annual operating plan, which must be prepared by you and approved by the Forest Service.
3. A signed annual agreement for Granger-Thye fee offset work required by the FS (the agreement is enclosed).
4. A binder for insurance coverage.
5. A binder for bonding **[IF REQUIRED]**.
6. A \$ ___ deposit on the annual special-use permit fee **[IF REQUIRED]**.
- [7. ANY OTHER ITEMS TO BE SUBMITTED AS REQUIRED BY THE PROSPECTUS.]**



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Submit all required documents to **[NAME AND ADDRESS OF PERMIT ADMINISTRATOR]**. For more information, contact **[NAME AND TELEPHONE NUMBER OF PERMIT ADMINISTRATOR]**. He/she will work with you to begin scheduling commencement of your operations.

The selection decision is subject to administrative appeal under 36 CFR Part 251, Subpart C. An administrative appeal of this decision must be filed with **[NAME AND ADDRESS OF REGIONAL FORESTER OR FOREST SUPERVISOR]** within 45 days from the date of this decision. A copy of the appeal must be filed simultaneously with **[NAME AND ADDRESS OF DECIDING OFFICER]**.

Sincerely,

[AUTHORIZED OFFICER]

Enclosures