

## RECREATION EVENT TIMETABLE

(This is a sample time table for large recreation events. The amount of time to complete items such as NEPA by Forest Service can vary based on areas proposed for use and prior analysis completed.)

- **PROPOSAL SUBMITTED** (Minimum of 6 months from proposed Date) – A firm Proposal must be received by Forest Service. This will be evaluated against the two levels of screening criteria that all special use permits (recreation and non-recreation) must pass prior to accepting a formal application. At a minimum the proposal must include the following:
  1. Proposed Operations Plan (Outline proposal for: maximum persons in event, spectators, etc.; what the event will consist of; when the event will take place; amount to be charged for event; etc.); Consideration should be given to dates of opening hunting seasons (turkey season, etc.) when selecting proposed dates for event to avoid potential conflicts and safety issues;
  2. Map identifying primary route, and any secondary weather related routes. Must identify exact location of each type of route for hiking, biking, canoeing, staging, climbing, etc. and whether it is primary or secondary; designate each type of use in an easily distinguishable color on the map to ensure that it is addressed properly; hiking area may be no wider than ½ mile for dispersed hiking or may be on existing trail; biking must be on existing roads or trails open to biking; exact location of climbing areas proposed including any modifications to the area that would be needed and identify access route to the area; (*Sample timeline January 1*)
- **60 Day Maximum Time Frame** – Evaluation process completed by Forest Service (screening criteria) and proponent notified of status; This process typically is completed within a few weeks, however there is a 60 day standard that must be met.(USFS) (*Sample timeline March 1 at latest*)
- **1 Week Later** - Proponent turns in final application which must, at a minimum, include the following:
  1. FINAL Operations Plan – Includes all items from the Proposed Operations Plan with the addition of the following:
    - Safety Plan (emergency personnel, reflective clothing, first-aid, search & rescue, etc.)
    - Traffic Management (traffic control, parking at exchange areas, parking lots, etc.)
    - Itinerary of potential times and locations for flow of event;
    - Communications Plan (radios; cell phones; notification to hospitals & emergency personnel about the race; signage and notices of event; etc.)
    - Fee Schedules; Rates per team or participant; equipment rental fees, vendor sales, etc.
    - Sponsors of event – National, Local, etc. (if any) and their donations;
    - Pre-race procedures (safety sweep, signage, etc.)
    - Post race procedures (trash, clean sweep, etc.)
  2. Written concurrence from landowners for use of any private land along route; )  
(*Sample timeline March 8*)

(RECREATION EVENT TIMETABLE continued)

- **3+ month process** - Biological Evaluation, Cultural Resource Survey and State Historic Preservation Office concurrence, scoping, etc. to be completed by USFS. May include scoping/comment period of 30 days and potential appeal period of 45 days. National Environmental Policy Act compliance and process completed, Decision document created, reviewed and signed and appeal period completed if applicable. This process can vary in time length due to areas involved and workloads. (USFS) **Applicant can now advertise the event to be held on National Forest lands.**  
(*Sample timeline March 7 through June 7*)
- **1 Week Later** – Permit and Bill for Collection created and mailed to Applicant. (USFS) )  
(*Sample timeline June 15 at latest*)
- **1 Week Later** - Insurance received naming “**UNITED STATES OF AMERICA**” as additionally insured. Signed permit returned to Forest Service; check mailed to US Forest Service Collection Officer location along with a copy of the Bill for Collection.) (*Sample timeline June 22*)
- **1 Week Later** – Bill Paid and confirmation received through Collection Clearing House by USFS.
- (*Sample timeline March June 29*)
- **1-2 Days Later** - Permit Signed by Authorizing Officer (USFS) ) (*Sample timeline July 1*)
- **Early July** -**EVENT HELD**; copy of permit on location during event and operating plan followed;
- **3 Weeks Later** – Final use figures turned in to Forest Service by permit holder; )  
(*Sample timeline July 31*)
- **1 Week Later** – Final fees requested via Bill for Collection mailed to permit holder (USFS); (*Sample timeline August 7*)