

TITLE 2700 - LAND USES MANAGEMENT  
CHAPTER 2710 - SPECIAL USE PERMITS

2712 - APPLICATIONS. All new Special Use Permit applications will be confined on form SF-299 except for those dealing with outfitting and guide operations. When assisting applicants in completing SF-299, use the supplemental instructions in Exhibit I (attached).

EXHIBIT I

Supplemental Instructions for Forest Officers,  
To Assist Applicants in Completing SF-299,  
Application for Transportation and Utility Systems,  
and Facilities on Federal Lands

1. Application form. The Application for Transportation and Utility Systems, and Facilities on Federal lands, Standard Form 299, is used to apply for all rights-of-way and special-use permits. The intent of the consolidated application form is to simplify and standardize the application procedures for the applicants and Forest Service. The applicants are responsible for clearly identifying their personal or corporate qualifications and the proposed uses. The Forest Service is responsible for making a proper evaluation of the proposal and reaching a timely decision. There is a major effort by both Congress and the Administration to provide increased uniformity between Federal agencies when dealing with the public on similar proposals. This form represents a compromise reached by twenty Federal agencies, so it may not fit all Forest Service application situations.

Instructions:

- A. Item 1. This is the name and address which will appear on the permit.
- B. Item 2. The applicant designates an authorized agent, when the applicant is other than individual.
- C. Item 3. Self-explanatory.
- D. Item 4. Self-explanatory.
- E. Item 5. It is desirable for the applicant to identify all permit needs for a proposal on one application.
- F. Item 6. This item only applies to oil and gas pipelines. Applicants for oil and gas pipelines must be citizens of the United States. Citizenship is required of all partners in a partnership. Aliens may own or control stock in corporations if the laws of their country do not deny similar privileges to citizens of the United States.

G. Item 7. This entry is the basis for evaluating the feasibility of the proposed project and determining the conditions necessary for approval. Information furnished here is also critical in preparing the permit document. The applicant should carefully review the item requirements and furnish the relevant information while eliminating the extraneous data which does not affect the permit or the environment. The description should be of sufficient detail to indicate the relationship of the proposed project to the applicant's existing operations or systems. In addition to the descriptive details specified under Item 7, the applicant should describe the size or capacity of the facility (e.g., KV, pipeline diameter). Any technical requirements necessary for the development and operation of the project should be listed, along with specific phases of construction, the estimated starting and completion dates, or periods of duration. The need for future expansion should be anticipated.

H. Item 8. A map, USGS quadrangle, aerial photo, or equivalent, showing the location of the proposed right-of-way and facilities on public land and existing improvements adjacent to the proposal, will be attached to the application. Only the existing adjacent improvements which the proposal may directly affect need be shown on the map. The proposal should be carefully platted on the base map, showing its relationship to the cultural and physical features on the map. No centerline survey will be required at the time of initial application. Other involved ownerships and agencies should be identified.

I. Item 9. The applicant is not required to complete this item. The intent of this item is to alert the applicant to the need for certain State and local permits, authorizations, or other approvals, and to encourage the applicant to initiate a simultaneous process to secure all other necessary authorizations prior to project authorization. The proposal evaluation or decision may require the applicant to submit information on this subject as a condition of the authorization.

J. Item 10. Not applicable.

K. Item 11. Self explanatory.

L. Item 12. Applicants are required to furnish sufficient information to establish that they will have the technical and financial capability to construct, operate, maintain and terminate the proposed project. This must include the capability to protect and restore NFS lands during construction and operation phases, and otherwise fulfill the provisions of the special use authorization. If the applicant has shown a lack of technical and/or financial capability in the past, this consideration will be evaluated during the processing of the application. Appropriate action will then be taken, based on those findings.

M. Item 13 through 15. Self explanatory.

N. Item 16 through 18. If the applicant has conducted studies or has all or a portion of such information available, he/she is encouraged to submit it with the application. Such information may help expedite the application and reduce the cost of processing.

O. Item 20. Self explanatory.

P. Applicant's signature is required to certify legal age, authorization to do business in the State, and that the information submitted is correct to the best of applicant's knowledge. The signature shall be that of the individual named in Item 1, or the authorized agent named in Item 2.

Q. Supplemental. The supplemental sheet shall be completed for only oil and gas pipeline applicants. Item I(g) will always be completed. (If the lands are already clearly identified under Item 8 of the application form, the applicant may check the "attached" block). Either Item I(e) or III(c) should also be completed.

2. Some instructions shown under the headings of General Information and Filing Information on page 3 of SF-299 are for use in Alaska only.

3. Care should be taken to ensure the information required in FSM 2712 is collected from the applicant.

4. The card bearing the Supplemental Note to SF-299 should be attached to the SF-299 when the form is given to the prospective applicant. This is a temporary measure to be followed until the revised instructions can be incorporated into the form at the next printing.

The importance of the preapplication meeting cannot be overemphasized. It is an opportunity to eliminate completion of unnecessary items on the form, clarify those items which are required, and avoid misunderstandings about our application procedure.

STANDARD FORM 299 (12-81)  
 Prescribed by DOI/USDA/DOT  
 P.L. 96-487 and Federal Register  
 Notice 6-3-81

APPLICATION FOR TRANSPORTATION AND  
 UTILITY SYSTEMS AND FACILITIES  
 ON FEDERAL LANDS

FORM APPROVED  
 OMB NO. 1004-0060  
 Expires May 31, 1983

NOTE: Before filing the application, the applicant should completely review this package and schedule a preapplication meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the preapplication meeting.

FOR AGENCY USE ONLY

Application Number

Date filed

1. Name and address of applicant (include zip code)

2. Name, title, and address of authorized agent if different from Item 1 (include zip code)

3. TELEPHONE (area code)

Applicant

Authorized Agent

4. As applicant are you? (check one)

- a.  Individual
- b.  Corporation\*
- c.  Partnership/Association\*
- d.  State Government/State Agency
- e.  Local Government
- f.  Federal Agency

\* If checked, complete supplemental page

5. Specify what application is for: (check one)

- a.  New authorization
- b.  Renew existing authorization No. \_\_\_\_\_
- c.  Amend existing authorization No. \_\_\_\_\_
- d.  Assign existing authorization No. \_\_\_\_\_
- e.  Existing use for which no authorization has been received\*
- f.  Other\*

\* If checked, provide details under Item 7

6. If an individual, or partnership are you a citizen(s) of the United States?  Yes  No

7. Project description (describe in detail): (a) Type of system or facility, (e.g. canal, pipeline, road); (b) related structures and facilities; (c) physical specifications (length, width, grading, etc.); (d) term of years needed; (e) time of year of use or operation; (f) volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for construction. (Attach additional sheets, if additional space is needed.)

8. Attach map covering area and show location of project proposal

9. State or local government approval:  Attached  Applied for  Not required

10. Nonreturnable application fee:  Attached  Not required

11. Does project cross international boundary or affect international waterways?  Yes  No (If "yes," indicate on map)

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

13a. Describe other reasonable alternative routes and modes considered.

b. Why were these alternatives not selected?

c. Give explanation as to why it is necessary to cross Federal lands.

14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (Specify number, date, code, or name.)

15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability.

18. Describe the probable effects that the proposed project will have on: (a) populations of fish, plant, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

19. Name all the Department(s)/Agency(ies) where this application is being filed.

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

Signature of Applicant

Date

Title 18, U.S.C. Section 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.

APPLICATION FOR TRANSPORTATION AND UTILITY SYSTEMS  
AND FACILITIES ON FEDERAL LANDS

GENERAL INFORMATION

This application will be used when applying for a right-of-way, permit, license, lease, or certificate for the use of Federal lands which lie within conservation system units and National Recreation or Conservation Areas as defined in the Alaska National Interest Lands Conservation Act. Conservation system units include the National Park System, National Wildlife Refuge System, National Wild and Scenic Rivers System, National Trails System, National Wilderness Preservation System, and National Forest Monuments.

Individual departments/agencies may authorize the use of this form by applicants for transportation and utility systems and facilities on other Federal lands outside those areas described above.

Transportation and utility systems and facility uses for which the application may be used are:

1. Reservoirs, canals, ditches, flumes, laterals, pipes, pipelines, tunnels, and other systems for the storage, transportation, or distribution of water.
2. Pipelines and other systems for the transportation of gases and liquids other than water.
3. Pipelines, slurry and emulsion systems, and conveyor belts for transportation of solid materials.
4. Systems for the generation, transmission, and distribution of electric energy.
5. Systems for transmission or reception of radio, television, telephone, telegraph, and other electronic signals, and other means of communications.
6. Improved rights-of-way for snow machines, air cushion vehicles, and all-terrain vehicles.
7. Roads, highways, railroads, tunnels, tramways, airways, airports, landing strips, docks, and other systems of general transportation.
8. Other use of Federal lands for which a Federal right-of-way, lease, permit, license, certificate or authorization is required.

FILING INFORMATION

This application *must* be filed simultaneously with each Federal department or agency requiring authorization to establish and operate your proposal.

For proposals located outside of Alaska, applications will be filed at the local agency office or at a location specified by the responsible Federal agency.

In Alaska, the following agencies will help the applicant file an application and identify the other agencies the applicant should contact and possibly file with:

Department of Agriculture  
Regional Forester, Forest Service (USFS)  
Federal Office Building, P.O. Box 1628  
Juneau, Alaska 99802  
Telephone: (907) 588-7247 (or a local Forest Service Office)

Department of Interior  
Bureau of Indian Affairs (BIA)  
Juneau Area Office, P.O. Box 3-8000  
Juneau, Alaska 99802  
Telephone: (907) 586-7209

(For Supplemental, see reverse)

Bureau of Land Management (BLM)  
701 C Street, Box 13  
Anchorage, Alaska 99513  
Telephone: (907) 271-5055 (or a local BLM Office)

National Park Service (NPS)  
Alaska Regional Office, 540 West 5th Avenue, Room 202  
Anchorage, Alaska 99501  
Telephone: (907) 271-4196

U.S. Fish & Wildlife Service (FWS)  
Office of the Regional Director  
1011 East Tudor Road  
Anchorage, Alaska 99503  
Telephone: (907) 276-3800

Note-Filings with any Interior agency may be filed with any office noted above or with the: Office of the Secretary of the Interior  
Regional Environmental Officer, Box 120, 1675 C Street, Anchorage, Alaska 99513.

Department of Transportation  
Federal Aviation Administration  
Alaska Region AAL-4, P.O. 14  
Anchorage, Alaska 99513

NOTE - The Department of Transportation has established the above central filing point for agencies within that Department. Affected agencies are: Federal Aviation Administration (FAA), Coast Guard (USCG), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA).

SPECIFIC INSTRUCTIONS  
(Items not listed are self-explanatory)

- Item
- 7 Attach preliminary site and facility construction plans. The responsible agency will provide instructions whenever specific plans are required.
  - 8 Generally, the map *must* show the section(s), township(s), and range(s) within which the project is to be located. Show the proposed location of the project on the map as accurately as possible. Some agencies require detailed survey maps. The responsible agency will provide additional instructions.
  - 9, 10, and 12 - The responsible agency will provide additional instructions.
  - 13 Providing information on alternate routes and modes in as much detail as possible, discussing why certain routes or modes were rejected and why it is necessary to cross Federal lands will assist the agency(ies) in processing your application and reaching a final decision. Include only reasonable alternate routes and modes as related to current technology and economics.
  - 14 The responsible agency will provide instructions.
  - 15 Generally, a simple statement of the purpose of the proposal will be sufficient. However, major proposals located in critical or sensitive areas may require a full analysis with additional specific information. The responsible agency will provide additional instructions.
  - 16 through 18 - Providing this information in as much detail as possible will assist the Federal agency(ies) in processing the application and reaching a decision. When completing these items, you should use sound judgment in furnishing relevant information. For example, if the project is not near a stream or other body of water, *do not* address this subject. The responsible agency will provide additional instructions. Application *must* be signed by the applicant or applicant's authorized representative.

If additional space is needed to complete any item, please put the information on a separate sheet of paper and identify it as "Continuation of Item"

## SUPPLEMENTAL

NOTE: The responsible agency(ies) will provide additional instructions.

	CHECK APPROPRIATE BLOCK	
	ATTACHED	FILED*
<b>I - PRIVATE CORPORATIONS</b>		
a. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Corporation Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
c. A certification from the State showing the corporation is in good standing and is entitled to operate within the State.	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that or indirectly, by the affiliate.	<input type="checkbox"/>	<input type="checkbox"/>
f. If application is for an oil or gas pipeline, describe any related right-of-way or temporary use permit applications, and identify previous applications.	<input type="checkbox"/>	<input type="checkbox"/>
g. If application is for an oil and gas pipeline, identify all Federal lands by agency impacted by proposal.	<input type="checkbox"/>	<input type="checkbox"/>
<b>II - PUBLIC CORPORATIONS</b>		
a. Copy of law forming corporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of organization	<input type="checkbox"/>	<input type="checkbox"/>
c. Copy of Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. If application is for an oil or gas pipeline, provide information required by Item "I-f" and "I-g" above.	<input type="checkbox"/>	<input type="checkbox"/>
<b>III - PARTNERSHIP OR OTHER UNINCORPORATED ENTITY</b>		
a. Articles of association, if any	<input type="checkbox"/>	<input type="checkbox"/>
b. If one partner is authorized to sign, resolution authorizing action is	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of each participant, partner, association, or other	<input type="checkbox"/>	<input type="checkbox"/>
d. If application is for an oil or gas pipeline, provide information required by Item "I-f" and "I-g" above.	<input type="checkbox"/>	<input type="checkbox"/>

\* If the required information is already filed with the agency processing this application and is current, check block entitled "Filed." Provide the file identification information (e.g. number, date, code, name). If not on file or current, attach the requested information.

## NOTICE

The Privacy Act of 1974 provides that you be furnished the following information in connection with information required by this application for an authorization.

AUTHORITY: 16 U.S.C. 310; 5 U.S.C. 301.

PRINCIPAL PURPOSE: The information is to be used to process the application.

ROUTINE USES: (1) The processing of the applicant's request for an authorization. (2) Documentation for public information.

(3) Transfer to appropriate Federal agencies when concurrence is required prior to granting a right in public lands or resources. (4)(5) Information from the record and/or the record will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. If all the information is not provided, the application may be rejected.

## DATA COLLECTION STATEMENT

The Federal agencies collect this information from applicants requesting right-of-way, permit, license, lease, or certification for the use of Federal lands.

The Federal agencies use this information to evaluate the applicant's proposal.

The public is obligated to respond to this information request if they wish to obtain permission to use Federal lands.