

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

2713 - PERMIT PREPARATION

Annual Permits - District and Monument Authority.

Upon receipt of an application, the District or Monument will prepare the permit. If it is a charge permit, call Budget and Finance in the SO for a Bill For Collection number; send a transmittal letter (Exhibit 1) to the permittee with two copies of the permit for signature. Also, if appropriate, send the white and pink copies of the Bill For Collection and a Unit Collection Officer envelope. The Bill For Collection will have a due date of thirty days from the date of issuance. The permittee should send money to the Unit Collection Officer in the SO and return signed copies to the District or Monument.

The District or Monument will send one green and two yellow copies of the Bill For Collection to Budget and Finance and they will notify the District or Monument if money is not received on the due date. When the payment is received, Budget and Finance will send a receipted yellow copy of the Bill For Collection to the District or Monument. Permits will not be issued until all payments have been received.

When the permit is issued, the District or Monument will send one copy of the permit to the permittee along with a transmittal containing any needed special direction.

The District or Monument will prepare the LUR summary at the end of the fiscal year and send to the SO or transmit it directly to the SO on the Wang.

Outfitter and Guide Permits.

Outfitters and guides must submit their application for a permit thirty days prior to the start of operation to allow time for the District or Monument to prepare or process the permit. The fees must be paid and proof of insurance coverage obtained before a permit can be issued. If the applicant had an operation the previous year, an actual use record for that year must be submitted along with the application. If use days exceed those paid for the previous year, these additional fees must be collected.

The District or Monument will prepare the permit following the procedures outlined in the first two paragraphs under Annual Permits with the exception that three copies of the permit will be sent to the permittee for signature. A description of the insurance coverage needed should be included in the transmittal letter.

Term Permits - District and Monument Authority (Recreation Residence).

Upon receipt of an application, the District or Monument will prepare the permit following the procedures outlined in the first two paragraphs under Annual Permits with the exception that three copies of the permit will be sent to the permittee for signature.

The District or Monument will issue the permit, sending one signed copy of the permit back to the permittee along with the transmittal letter, and one signed permit along with a copy of the permittee's transmittal letter to the SO Resource Section. The District or Monument will keep one signed copy of the permit.

Upon receipt of the signed permit, the SO Resource Section will prepare the LUR.

A copy of all correspondence to or from the permittee will be forwarded to the SO Resource Section.

The SO Resource Section will mail out the annual Bill For Collection. All follow-up on late payments will be handled in the SO by Budget and Finance.

Term Permits - Supervisors Authority.

Upon receipt of an application, the District or Monument will prepare the permit. The District Ranger or Monument Manager will initiate action that will produce a completed permit. The Chatham Area Check List For Special Use Permits will be completed and enclosed with the permit. The unsigned permit will then be submitted to the Recreation and Lands Staff Officer for review and signature as delegated in FSM 1230.

The District or Monument Manager will prepare the permit package following the procedures outlined in the first two paragraphs under Annual Permits with the exception that three copies of the permit will be sent to the permittee for signature.

The LUR will be prepared by the SO Resource Section.

The SO and Districts will make promise cards with the termination date.

Annual billings will be issued out of the SO and all follow-up on late payments will be completed by the SO.

EXHIBIT 1

2720

Dear _____:

Enclosed are two/three copies of the proposed permit for your (fish camp, etc.) at (Lost River, etc.). Please read them over and if you agree with the permit, sign and date all three copies by the green X's at the bottom and return them to this office.

Also enclosed is a Bill For Collection for fees for this use. Send your payment along with the white copy in the Unit Collection Officer envelope and keep the pink copy for your records.

After we receive the signed copies of the permits and have been notified by the Supervisor's Office that the fees have been paid, your permit will be issued and we will send a copy to you for your records.

Sincerely,

DISTRICT RANGER

Enclosure