

# Applying for an Outfitter & Guide Permit on the Colville National Forest

The Colville National Forest will welcome applications from prospective Outfitters and Guides during the designated Special Uses Open-Season Application Period of October 1st through November 30th.

## *How to Apply*

Complete and submit your **Special Use Permit Application** during the designated open season (10/1-11/30) along with **all** of the following required documentation:

- **Detailed Description of the Proposed Activity:** Provide detailed information on the services you plan to offer on National Forest System Lands. See application for additional information.
- **Detailed Map:** Attach a map that displays your proposed areas & trailhead locations.
  - *Tip: You can download the Colville Forest User's Map(s) for your location, and markup a PDF that shows Forest roads and land tenure. You can also create and print maps using free online tools such as [ArcMapOnline](#) or [CalTopo](#), or Google Earth, among others.*
- **Advertising:** Attach a current brochure or advertising materials or active website address.
- **Client Charges:** Attach a description of proposed client charges and fees and what they cover and a current draft rate sheet.
- **Guide Information:** Attach a list of all guides who would be working under the permit, and 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.
- **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(s).
- **Certificate of Insurance (if already insured):** Provide the 1-page certificate, not the entire policy. If your business is not yet insured, you must acknowledge that you

understand the insurance requirements, and that insurance must be procured prior to the issuance of the permit.

### **Insurance Requirements**

- **\$1 Million General Liability is required, submitted on an ACCORD 25 2010/05 form. If aircraft is involved in the proposed activity, the minimum coverage amount is \$5 million.**
- The Certificate of Insurance and the Insurance Policy Endorsement must show the following as additionally insured:  
**USDA Forest Service  
Colville National Forest  
765 South Main Street  
Colville, WA 99114**
- Submit both the certificate AND the endorsement page
- The following clause must also appear on the face of the certificate and on the endorsement page of the certificate: ***“It is understood and agreed that the USDA Forest Service is additionally insured solely as respects liability arising from operations of the name insured.”***
- **Client Acknowledgment of Risk** form: Provide a tailored Client Acknowledgement of Risk form for activities on National Forest System lands. See template below.
  - *Note: Permit holders **may not** require clients to waive liability for injury or death as a result of the permit holder's negligence.*
- **Experience.** List all permits for outfitting and guiding on National Forest System lands. You may attach as a separate page, if needed.
- **Business License or State Certificate of Good Standing**

## 2023 Fee Schedule & Payment

Temporary outfitter & guide permits are charged a flat land use fee for temporary use permits based on the amount of use allocated in service days as follows:

Number of Service Days	Flat Fee	Maximum Gross Revenue for Each Bracket of Service Days
1 to 50	\$150	\$10,000
51 to 100	\$300	\$20,000
101 to 150	\$450	\$30,000
151 to 200	\$600	\$40,000

The total number of service days is calculated by multiplying each service day (e.g., days operating on the National Forest) by the number of clients on the trip. A company that takes 6 people on each trip and conducts 6 trips has completed 36 service days.

Column 3 shows the maximum amount of gross revenue for each bracket of service days that qualifies for this flat fee. If gross revenue exceeds the amount in the applicable bracket, land use fees will be calculated at 3% of the adjusted gross revenue.

Please note that these fees may change from year to year, the 2023 rates are provided for planning purposes; costs could minimally increase in the future.

Note: The Colville National Forest will not request payment of any fees associated with your special uses application until after we have accepted your application and we have met with you to explain next steps.

**SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING**  
**Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)**  
**(Ref.: FSH 2709.11, section 41.53)**

**PART I - APPLICATION**

**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, attach a copy of your state certificate of good standing.
<input type="checkbox"/> Limited Liability Company	If yes, attach a copy of your state certificate of good standing.
<input type="checkbox"/> Partnership or Association	If yes, attach a copy of 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	If yes, 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

Attach a description of the propose activity. Please include:

- . **The number of service days you are requesting (service day = 1 person per 1 day).**
- . The anticipated number of trips and party size.
- . Trip Itinerary with:
  - . Starting and ending dates of the proposed operations.
  - . Location of routes and starting and ending points for the proposed operations (include a map showing these locations).
  - . Services that will be offered to clients (identify any services that will be provided by a party other than the holder).
  - . 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 list of temporary improvements or signs that you propose to use.
  - . 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 statement of whether an assigned site is requested.
  - . A description of cleanup and restoration during and after the proposed operations.

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

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

## 5. GUIDE IDENTIFICATION

- . Attach a list of all guides who would be working under the permit, and 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 \_\_\_\_\_. 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.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

