



DEPARTMENT OF FISH AND GAME
PERMIT APPLICATION FOR SPECIAL USE OF DEPARTMENT LANDS
 (Nonrefundable Application Fee: \$58.71)

INSTRUCTIONS: To apply for a Special Use Permit, fill in the information requested on this page. Sign and date where indicated below. Mail or deliver the form and the nonrefundable application fee of \$58.71 to the Lands Supervisor at the appropriate Regional Office. See Attachment A for addresses and phone numbers. **The Application Fee is the only fee that is paid at the time of submitting the application.**

If you will be charging a fee for participation in the event or activity (beyond the Department's entrance fee, where required), charging a fee for a service, selling items or fund-raising on-site, complete Attachment D (FG-WLB-d, Special Use Permit Supplement) and submit it with the application.

You will be contacted by Regional land management staff regarding approval or denial of the permit, permit conditions, and scheduling a site visit if necessary. **Information about additional permit fees, potential costs, and terms and conditions are in Attachment B.** For questions about your permit, contact the Regional Office and request to be contacted by land management staff for the property you would like to use. For general questions about Special Use Permits, contact the Department's Lands Program at (916) 445-3418

Payment Policy: Payment may be made by money order, cashier's check, personal or business check, or credit card. For credit cards, please use the Department's credit card authorization form (<http://www.dfg.ca.gov/licensing/forms/>). Personal or business checks must be made payable to the CA Dept. of Fish and Game and have the account holder's name and address imprinted on the check. Checks returned to the Department for insufficient funds or other failure to pay the amount due may cause the Department to deny the issuance of a permit or will render an issued permit invalid.

ITEM 1. ALL APPLICANTS: PLEASE COMPLETE ALL SECTIONS OF ITEM 1.

FIRST NAME:	M.I.	LAST NAME:
ORGANIZATION NAME (IF APPLICABLE):		(AREA CODE)PHONE NUMBER(S):
ADDRESS:		CITY/STATE/ZIP CODE: FAX NUMBER:
E-MAIL ADDRESS:		DEPARTMENT LAND TO BE USED (ONE PROPERTY PER APPLICATION):
REQUESTED DATE(S) OF USE (CAN REQUEST MULTIPLE EVENTS ON ONE PROPERTY OVER A 12 MONTH PERIOD OR LESS):		
NAME AND PHONE NUMBER FOR 2 ND CONTACT PERSON		IS THIS EVENT(S) A HUNTING DOG TRIAL OR TEST? (Sec. 550(b)(14), Title 14, CCR)
ESTIMATED NUMBER OF PEOPLE THAT WILL BE ON-SITE PER DAY	TYPES AND EST. NUMBER OF VEHICLES (CARS & TRUCKS, RV'S, TRAILERS, BICYCLES, ETC.) ON-SITE PER DAY	
TYPE(S) AND ESTIMATED NUMBER OF ANIMALS ON-SITE PER DAY (SPECIFY FOR DOGS, HORSES, BIRDS (SPECIES IF KNOWN)), OR ANY OTHER TYPES OF ANIMALS). IF NONE, ENTER N/A.		

ITEM 2. COMPLETE FOR ALL ACTIVITIES AND EVENTS OTHER THAN HUNTING DOG TRIALS OR TESTS:

On a separate sheet of paper, describe the special use event or activities in detail from set-up through tear-down. Include the equipment and supplies that will be used. Attach the description to this application. The application is incomplete without the description. If an activity is not listed in the description, your permit will not allow it.

ITEM 3. ALL APPLICANTS: SIGN AND DATE APPLICATION.

I certify under penalty of perjury under the laws and regulations of the State of California that all information on this application is true and correct. I understand that it is unlawful to use or possess a permit which was obtained by fraud or deceit (Fish and Game Code Section 152(b)). I understand that in the event that this information is found to be untrue or incorrect, the permit will be considered invalid, it must be immediately surrendered to the Regional Manager or authorized representative, and future special use permits may be denied.

 APPLICANT'S SIGNATURE

 DATE

For this Special Use Permit to be valid, it must include the entire Form FG-WLB-730 completed by the applicant and Department staff, as indicated, and any attachments from the Department indicated below. The permittee or designee must have the permit in possession on-site during the special use and show it, upon demand, to any Department employee.

▼ For Department Completion Only ▼

**SPECIAL USE OF DEPARTMENT LANDS PERMIT
(Requires Approval by Wildlife Area or Ecological Reserve Manager)**

1. Region #: _____ 2. Name of Property (one property per application): _____
3. Permit Valid for Date(s): _____ 4. Unit(s) of Property to Be Used: _____
5. Circle Permit Type: 1 2 3 6. Is there a map showing location of permitted activities attached? _____
(Type 1 & Type 3 are defined in Attachment "B". Type 2 = Dog trial per Sec 550(b)(14), Title 14. Includes hunting dog trials and tests.
7. Attachment "B" Standard Conditions attached to permit: Yes No
8. Special conditions dated _____ are attached to this permit. (If none, enter N/A).
9. Comments: _____

¹Fees and Costs (in addition to \$58.71 application fee)

Additional Costs:

Type 1, 2, or 3 Permit Fee: _____

Additional Costs Total: _____

Cleaning/Damage Deposit: _____

Total Due: _____

Classification	Hourly Rate	# of Staff	Hours	Cost
² Other Costs				
Subtotal				
Overhead				
Total				

¹Permit fee and costs are per Section 703, Title 14
 Type 1: \$53.75 / Type 2: \$311.75 / Type 3: \$386.50

² Attach explanation of "other costs" if any.

Approved by: _____
 Wildlife Area or Ecological Reserve Manager

Date: _____

Approved by: _____
 Regional Manager or Designated Representative

Date: _____

Attachment A
APPLICATION FOR SPECIAL USE OF
DEPARTMENT OF FISH AND GAME LANDS (FG-WLB-730):
ADDRESSES OF DEPARTMENT OF FISH AND GAME REGIONAL HEADQUARTERS

After determining the county where the proposed special use would occur, use the table below to find the corresponding DFG regional headquarters. Mail the completed FG-WLB-730 application form, application fee and any supplementary information to the attention of the LANDS SUPERVISOR at that address. If your permit is approved, use the same address to submit the acceptance of terms and conditions (Attachment C), the permit fee and payment of other costs, if any.

NORTHERN REGION (1)	Del Norte, Humboldt, Lassen, Mendocino, Modoc, Shasta, Siskiyou, Tehama, Trinity
601 Locust Street Redding, CA 96001 (530) 225-2300	
NORTH CENTRAL REGION (2)	Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, Sierra, Sutter, Yuba, and the portions of Sacramento, San Joaquin and Yolo Counties that are north of I-18 and east of I-5
1701 Nimbus Road Rancho Cordova, CA 95670 (916) 358-2900	
BAY-DELTA REGION (3)	Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Santa Cruz, San Francisco, Solano, Sonoma and the portions of Sacramento, San Joaquin and Yolo counties that are south of I-80 and west of I-5
7329 Silverado Trail Napa, CA 94558 (707) 944-5500	
CENTRAL REGION (4)	Fresno, Kern, Kings, Madera, Mariposa, Monterey, Merced, San Benito, San Luis Obispo, Stanislaus, Tulare, and Tuolumne
1234 East Shaw Avenue Fresno, CA 93710 (559) 243-4005	
SOUTH COAST REGION (5)	Los Angeles, Orange, San Diego, Santa Barbara and Ventura
3883 Ruffin Road San Diego, CA 92123 (858) 467-4201	
INLAND DESERTS REGION (6)	Imperial, Inyo, Mono, Riverside and San Bernardino
3602 Inland Empire Boulevard, Suite C-220 Ontario, CA 91764 (909) 484-0167	

Attachment B
APPLICATION FOR SPECIAL USE OF
DEPARTMENT OF FISH AND GAME LANDS (FG-WLB-730):
INFORMATION ABOUT SPECIAL USE PERMITS

1) Issuance of Special Use Permits

A Special Use Permit may be issued to cover one or multiple events, over a period of 12 months or less, on a single property. A separate application and fee are needed for each property. Permits are issued to a single individual or organization and are not transferable.

Criteria used by the Department to approve or deny a special use permit application are included Section 550.5(d)(3)(A), Title 14, California Code of Regulations (CCR). The applicant will receive written notification from the Department's Regional Land Management Staff regarding the approval or denial of the permit, a permit fee, possible additional costs, and terms and conditions of the permit. Permit denials include a written explanation of the reason(s) for the denial. **After the nonrefundable application fee (\$58.71) has been paid with the submission of the application, no additional payment is required until after the applicant has received written notification that the Department intends to approve the special use permit.**

PLEASE NOTE:

If you receive a Type 1 or Type 2 permit (defined below), sign and return Attachment C with the permit fee to the "Lands Supervisor" at the appropriate Regional Office prior to the event. This step is necessary for your permit to be valid.

If you receive a draft Type 3 permit, a signed, valid permit will not be issued until Attachment C is signed by the applicant and returned with payment for all fees and costs indicated on the draft permit to the "Lands Supervisor" at the appropriate Regional Office.

2) Types of Special Use Permits

Type 1 Special Use - Type 1 special uses involve 30 or fewer visitors on-site, ten or fewer (0 – 10) animals (such as dogs or horses) or bicycles (or other pedaled vehicles) in total, does not require the use of animals, bicycles, vehicles, or large equipment outside of designated parking areas, roads, trails, or areas authorized for visitor use, and use of the site for one full day or less during regular operating hours for the subject property. Visitor is defined in Section 550(b)(5), Title 14.

Type 2 Special Use – Hunting dog trials and tests. "Dog Trial" for the purposes of department lands, is defined as an organized competitive or scored event for testing hunting dog performance. (Section 550(b)(14), Title 14).

Type 3 Special Use - Type 3 special uses involve any of the following (with the exception of hunting dog trials): over 30 visitors, over ten animals (such as dogs or horses) or bicycles (or other pedaled vehicles) in total, use of animals, bicycles, vehicles, or large equipment outside of designated parking areas, roads, trails, or areas authorized for visitor use, or use of the site for more than one day during regular operating hours.

3) Fees and Costs for Special Use Permits

A permit fee is charged in order for the Department to recover normal costs associated with special use permits. If the Department intends to approve your special use permit, you will receive written notification about the permit fee and other costs that may be associated with your special use.

Permit Fees: Type 1 = \$53.75 Type 2 = \$311.75 Type 3 = \$386.50

Additional Costs: If it is determined in advance by the Regional Manager or their designated representative that department staff will need to conduct work outside of normal duties to prepare for the special use, monitor or assist with the special use, and/or return the site to its previous condition following the special use, payment to the State to recover the additional anticipated cost may be required in advance of receiving the Special Use Permit. The additional cost will be based on the number of hours worked, the job classifications of State personnel required to conduct the work, other costs incurred by the Department (e.g. extra mileage, supplies) and overhead based on the Department's official rate.

Cleaning or Damage Deposit: Depending on circumstances and the anticipated need for cleaning or damage repair associated with a special use, the applicant may be charged a cleaning or damage deposit as determined by the Regional Manager or their designated representative. Costs to return the site to its previous condition will be deducted from this deposit. The Regional Manager or their designee will determine if all or only a portion of the deposit is refunded.

For-Profit or Fund-Raising Uses: Section 6, Article XVI of the California Constitution prohibits any person, entity, or organization from holding, sponsoring, leading, or otherwise conducting a recreational, educational, or other activity occurring wholly or partially within or on any department land for profit or fund raising purposes without adequate compensation for the commercial use of state resources. Unless an event is sponsored or co-sponsored by the Department, the Regional Manager or their designated representative may charge a guaranteed minimum fee or percentage of the gross profits as a condition of issuing a special use permit that authorizes for-profit or fund-raising activities on department lands. The criteria utilized to determine the fee or percentage are in the Section 550.5(d)(3)(A), Title 14, CCR.

4) Terms and Conditions for Special Use Permits

Special Conditions: To protect human health and safety, natural or cultural resources, or department facilities, the Regional Manager or their designated representative may impose **special conditions** in addition to the standard terms and conditions listed below (Section 550.5(d)(4)(B), Title 14, CCR). All terms and conditions for a special use permit are provided to the applicant with written notification of approval or pending approval from the Regional Manager or their designee.

Standard Terms and Conditions: Standard terms and conditions for special use permits are listed below.

1. The term of the permit is only for the date or dates and time or times specified on the permit.

2. Permits are not transferable.
3. Permittee or representative must be in possession of the permit on-site during the special use.
4. Only special use activities listed in the permit are authorized by the permit.
5. Beyond the special use activities authorized by the permit, the permittee, employees, agents, contractors and participants will be responsible for knowing and complying with all general rules and regulations for use of Department lands in Section 550, Title 14 and any site specific regulations for the subject property in Section 551 (for a Wildlife Area) or Section 630 (for an Ecological Reserve).
6. No structures may be constructed on or transported onto the property, and no modification, decoration, or alteration of department facilities, grounds, trees or shrubs shall occur unless specifically described in writing, submitted with the permit application and authorized in the permit.
7. Permittee will control all traffic, vehicles and equipment associated with the special use as directed by the Regional Manager or designated representative.
8. Permittee will restore the area to its prior condition to the satisfaction of the Regional Manager or designated representative.
9. Per Sections 14998 et seq., California Government Code, if the special use includes filming or still photography for other than personal use or news media, the permittee will possess a valid permit from the California Film Commission prior to conducting filming or photography.
10. Film or photographs used for other than personal use will credit the subject property and the California Department of Fish and Game.
11. The Department may require at its discretion, the following special conditions:
 - a. Fire control measures and additional fire fighting equipment to be furnished by the permittee as required by the Regional Manager or designated representative.
 - b. First-aid service to be supplied by the permittee, including ambulance service, doctors or nurses.
 - c. Additional law enforcement or traffic control personnel at the expense of the permittee.
 - d. Parking arrangements required for the permittee's operating personnel.
 - e. Provision of sanitary facilities, at the expense of the applicant, may be required as a condition of a special use permit. This may be above and beyond sanitary facilities that are furnished by the department.
 - f. Provision of garbage cans for the special use activities and removal of garbage to be provided by the permittee.

12. The Regional Manager or their designated representative may terminate without prior notice any special use activity when it is necessary for human health and safety or protection of natural or cultural resources or department facilities, or for violation of any rules or regulations of the department or conditions of the special use permit. In addition, any Special Use Permit may be cancelled without notice in the event of a disaster or unforeseen emergency.

13. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of the permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and cost on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.

14. For events or activities having greater potential hazard or liability to the State than is incurred through typical daily activities on the subject property, the permittee will be required to provide the Regional Manager or their designated representative with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the Regional Manager or their designee:

- a. Public Liability \$300,000 each person, \$500,000 each occurrence, Property Damage Liability and Products Damage Liability \$200,000; OR
- b. Combined single limit (CSL) \$500,000 per occurrence; OR
- c. Combined single limit (CSL) \$1,000,000 per occurrence

Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

15. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue and Taxation Code Section 107.6.

Attachment "C"

Application for Special Use of Department of Fish and Game Lands (Form FG-WLB-730): Applicant Acceptance of Terms, Conditions and Costs

If the Department intends to approve a special use permit, the blank information fields near the bottom of this form will be filled out by the Department staff responsible for managing the subject property and sent to you.

For a Type 1 or Type 2 permit (Type 2 is a dog trial per Sec 550(b)(14)): This form will be attached to a signed Special Use Permit, that will include the permit Terms and Conditions and notification of the permit fee and additional costs, if any. Any charges beyond the permit fee will include an itemized explanation. Unlike the application fee, the permit fee and payment for any costs not yet incurred by the Department are refundable if your activity or event is cancelled. **The permit will not be valid unless Attachment C is signed and returned with the permit fee and payment for any additional charges prior to the event.** Send these items to the Lands Supervisor at the appropriate Regional Office. A valid permit includes the completed application, including the section signed by the Wildlife Area or Ecological Reserve Manager, and any attachments indicated on the permit. Conducting a special use activity without a valid permit is a violation of Section 550.5 (d)(8), Title 14, CCR and is therefore subject to enforcement action.

For a Type 3 Permit: This form will be attached to a draft permit (not valid). In order to receive a valid, signed permit after reading the terms, conditions and costs, sign below and send this form with the draft permit and any payment due to the Lands Supervisor at the appropriate Regional Office. Any charges beyond the permit fee will include an itemized explanation from the Department. Unlike the application fee, the permit fee and payment for any costs not yet incurred by the Department are refundable if your activity or event is cancelled. After the permit is signed by the Wildlife Area or Ecological Reserve Manager and the Regional Manager (or designee), it will be mailed back to you as your valid permit. A valid permit includes the completed application, including the section signed by the managers mentioned above, and any attachments indicated on the permit. Conducting a special use activity without a valid permit is a violation of Section 550.5 (d)(8), Title 14, CCR and is therefore subject to enforcement action.

Payment Policy: Payment may be made by money order, cashier's check, personal or business check, or credit card. For credit cards, please use the Department's credit card authorization form (<http://www.dfg.ca.gov/licensing/forms/>). Personal or business checks must be made payable to the CA Dept. of Fish and Game and have the account holder's name and address imprinted on the check. Checks returned to the Department for insufficient funds will render the permit invalid. The Department may also deny the issuance of a permit or revoke an issued permit, if the permittee has failed to reimburse the Department for the amount due.

I have read and accept the attached permit Terms and Conditions for the Special Use at:

_____ on _____

Name of Subject Property on Permit Application
(Entered by DFG staff)
Date(s) that Permit is Valid
(Entered by DFG staff)

I understand that the Regional Manager or authorized representative may terminate without prior notice any special use activity or event when it is necessary for safety, the protection of resources, or for violation of any rules or regulations of the Department of Fish and Game or the terms and conditions of this permit. I also understand that any Special Use Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

APPLICANT'S SIGNATURE

DATE

Attachment "D"
DEPARTMENT OF FISH AND GAME
SPECIAL USE PERMIT APPLICATION (FG-WLB-730) SUPPLEMENT

INSTRUCTIONS: If you will be charging a fee for participation in the event or activity (beyond the Department's entrance fee, where required), charging a fee for a service provided on-site, or will be selling items or fund-raising on-site, complete and attach this form to your Special Use Permit application. If additional space is required, continue on a separate sheet of paper and attach. If a question does not apply to your use, enter N/A.

1. Please answer yes or no: Is the permittee a non-profit, tax-exempt organization per the Internal Revenue Service Code Section 501(c)?

2. List of fees and charges to participants/ attendees. For Department properties that normally charge visitors an entry permit or day pass fee, list any fees or charges that would be in addition to the Department's entry fee. If any fees charged to participants/attendees are intended to recover the permittee's cost for the special use application and permit fees, that can be indicated in this section by identifying the portion of the participant or attendance fees intended to recover that cost.

3. List of items or services to be sold during the special use.

4. Estimated gross receipts and net profits to the permittee.

5. Identify additional individuals, businesses or organizations that will receive revenue from entrance fees or from providing goods or services. If the specific individuals, businesses or organizations are unknown at this time, at a minimum identify the types of entities that are likely to receive revenue from this event.

6. Method(s) of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The Department reserves the right to review and approve all promotional materials to protect the interests of the Department.

7. Detailed description of displays and concession booths to be installed.

8. List of all organizations involved, whether sponsors, recipients or promotional firms. Commercial sponsors must be specifically listed.
