

# Pacific Ranger District Recreation Residence Operations and Maintenance Plan

## **Part I: Recreation Residence Information**

Lot#: \_\_\_\_\_

Street Address: \_\_\_\_\_

## **Part II: Responsible Persons**

- A. The permit holder is responsible for implementing the provisions of this plan, and for ensuring that all cabin guests and any hired workers or contractors comply with the provisions of the special use permit and this Operation and Maintenance Plan.
- B. The permit holder will provide the Forest Service with his/her current address and telephone contact information.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

- C. The permit holder will provide the Forest Service with contact Information of individuals to be notified in case of emergency at the cabin, such as break-ins or damage due to windstorms.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

## **Part III: Inspections**

- A. Annual self-inspections by permit holders are required and are due by August 15 of each year. Permit holders should use the Recreation Cabin Permit Holder Inspection Form to document their inspection. The form is available in Attachment A.
- B. The Forest Service will conduct Compliance Inspections at each recreation cabin and lot at least once every five years. Permit holders are responsible for complying with specific items listed on the inspection form within the specified timeframes. The permit holder should contact the permit administrator to request a time extension if necessary.

## **Part IV: Annual Operations:**

### **A. Vehicle Parking and Storage**

All vehicles must be located within approved driveways and parking areas. Unregistered or inoperable vehicles are not allowed on the premises. Recreation vehicles (RV) and tents may be used to expand the capacity of a recreation residence only on a short-term basis not to exceed two weeks.

The recreation residence lot is not an appropriate storage area for motor homes, trailers, or similar items. Unless approved by the Authorized Officer, only temporary seasonal storage of recreation equipment is permissible. Boats and trailers must be removed seasonally.

### **B. Animal Management:**

No animals, other than common household pets, shall be kept on the premises. Pets shall be under physical control when outdoors and shall not be left outside unattended. No permanent pet enclosures shall be allowed. Animals must not pose a health or safety threat to humans, native wildlife, or the forest habitat. Livestock is prohibited. Under no condition may any animal be released onto the National Forest System lands.

### **C. Public Use:**

The special use permit does not authorize exclusive use of National Forest System lands to recreation residence permit holders. The public is allowed free access for all lawful and proper purposes to National Forest System lands. Within recreation residence tracts, the general public may access National Forest System lands by walking across the permitted lot or parking in areas not under permit. Where public use of the authorized area is materially interfering with the holder's authorized use of the permitted area for recreation residence purposes as determined by the Authorized Officer, the Forest Service will work with the holder to mitigate the impacts of that interference.

### **D. Renting:**

Rental for commercial use is prohibited. The Recreation Residence cannot be rented for more than 14 days per year and the income generated cannot exceed the owner's annual fee. A rental agreement must be submitted by the Recreation Residence owner with their annual operation and maintenance plan. This agreement and its associated documents can be found in Attachment B.

### **E. Garbage Disposal:**

Garbage disposal is the permit holder's responsibility. Garbage shall not be stored on site for more than 14 days. Disposal of household garbage in a Forest Service dumpster or trash receptacle is prohibited.

## **Part V: Annual Maintenance:**

The following maintenance standards apply:

### **A. Road, Trail, and Bridge Maintenance**

The permit holder will maintain roads, trails, and bridges to Forest Service standards if they are not maintained by county, state, or other agency.

1. Snow removal will only be authorized after a careful review and evaluation of each case on its individual merits, including consistency with the Forest Plan, travel management plan, environmental needs, safety, user conflicts, and public impacts. If a permit is issued for snow removal, the snow removal permit will be issued to the permit holder responsible for the plowing and it is their responsibility to meet the requirements of that permit.
2. Bridges that are unstable or in disrepair must be repaired, replaced, or removed. Consultation with hydrologists, biologists, and/or engineers may be necessary. Bridges must be designed and constructed to meet county codes.
3. Permit holders must regularly repair and clean out culverts on roads and trails which solely access tracts or lots to prevent erosion problems and are responsible to restore the site as needed.

## **B. General Lot Maintenance**

1. Permanent attachments through the use of nails, bolts, and so forth, on or in trees is prohibited. Such attachments include, but are not limited to: yard lights, antennas, fences, tree houses, benches, signs, clotheslines, swings, and wires.
2. Landscaping, planting, or vegetation will need to be reviewed by an Authorized Officer and will only be approved to restore or maintain natural conditions or historic properties. Overall appearance should conform with the natural forest character of the area. Flower beds, lawns, ivy, and decorations such as bird baths and plastic flowers will not be allowed unless historically significant. Whitewashed rocks or trees and other types of decorations foreign to the natural environment will not be approved for use on the lot.

Removal of native vegetation must be approved in advance. Removal of native vegetation will not be approved to improve views. Where erosion or vegetation loss has occurred, landscape rehabilitation with approved local, native plant species may be approved.

3. Lots must be clean, neat, and free of litter and debris. Firewood must be neatly stacked in one area away from trees and buildings, and not exceed an amount that will be used within two years.
4. Sheet Plastics and Tarps may be used as temporary covering for protection from the elements. Colors should blend with the natural environment. Blue tarps are not appropriate and will not be approved.

## **C. Hazard Tree Management**

1. Assessment. Permit holders are responsible for identification and removal of trees that are hazardous to their improvements, whether or not the trees are located on their lot. The Forest Service may identify hazard trees during inspections and authorize permit holders to remove them.

2. Disposition. The cutting of trees without prior written authorization from the Authorized Officer is prohibited. Hazard trees within the boundaries of the recreation residence lot may be authorized to be cut and used free of charge if (1) the volume is less than two cords and (2) the material is to be used on the lot. Forest products or timber removed from the lot requires a personal or commercial permit. Holders will not be allowed to sell the tree for firewood unless they have purchased it.

#### **D. Fire Safety Standards**

It is the permit holder's responsibility to manage slash and other fire hazards on their recreation cabin lot. Permit holders must practice the following fire precautions:

1. Maintain spark screens that comply with current applicable codes on all chimneys.
2. Keep roofs reasonably free from leaves, branches and other debris.
3. Keep crawl spaces and above and below ground deck areas free of burnable materials.
4. Store combustible and flammable material in an appropriate manner.
5. Observe all fire restrictions.
6. Keep campfires small and in established fire pits located in safe areas.
7. No fireworks shall be used or stored on the land and/or structures covered under this permit, or on any National Forest System lands.
8. Clear readily-burnable vegetation such as dry grass, dead vegetation, and forest needles ten feet away from the cabin and outbuildings.
9. Pile and burn slash annually (see below).

#### **E. Debris (Slash) Disposal:**

Permit holders must remove or burn yard debris (slash) such as fallen branches on an annual basis. Permit holders should establish a single burn pile per lot, placed away from trees, overhanging branches and other burnable materials or vegetation. The permit administrator will assist permit holders in the identification of a safe burning area if requested. Permit holders must notify the permit administrator prior to ignition of any burn piles.

#### **F. Power Equipment:**

This includes, but is not limited to, internal combustion engines such as chainsaws, power tools and generators. This type of equipment should be used during daylight hours only and in a manner that does not impact other users of the National Forest. All power equipment must have an approved and properly installed spark arrestor. Use of this equipment will be in compliance with Industrial Fire Precaution Levels, which can be found in Attachment C.

## **Part VI: Plans Procedures for Construction and Reconstruction:**

The dominant character of a Recreation Residence lot must be the forest environment, not human improvements. The residences and lots should be cared for to retain the tract's visual and historic character. Minor maintenance involving repairs-in-kind do not need Forest Service approval if there are no effects to the resources and no structural changes. Examples of minor maintenance include replacing a few boards on a deck, a few shingles on a roof, or a broken windowpane. All other actions such as reconstruction, new construction, additions, and exterior modification require Forest Service approval.

### **A. Construction:**

No construction or reconstruction may commence without the prior approval of the Authorized Officer. These activities are considered to be undertakings with potential adverse effects that may require compliance with the consultation procedures identified in Section 106 of the National Historic Preservation Act of 1966.

The holder will submit conceptual designs and site plans for proposed development or changes. These plans should be detailed and include roads, trees, rock outcrops, planned and existing improvement location, structure size, materials, and lot boundary as accurately as possible. The holder will solicit comments from effected neighbors for proposed construction projects of additional structures such as sheds or pump houses.

All construction will adhere to local, state, and county codes. Where there are historic concerns, the State Historic Building Code should be referenced. The permit holder will submit construction plans to the county building department for approval, obtain the required permits, and submit copies of these documents to the Authorized Officer prior to approval.

### **B. Lot Line Locations**

When improvements are proposed, the holder will locate the corners of the lot in order to comply with setback requirements. Setback shall be at least ten feet from the lot line for all structures and improvements. Existing main residences encroaching on lot line and/or setback line may remain until it is reasonable to move (for example, rebuilding due to fire or flood). All other improvements must be removed and/or relocated, if authorized, at time of permit transfer. Variances may be granted on a case-by-case basis by an Authorized Officer.

### **C. Structures**

Only one recreation residence is permitted per lot. Separate structures may be permitted for uses not logically attached to the main structure, such as a pump house, or generator. The overall appearance of improvements should be inconspicuous and blend with natural landforms on the site.

Appropriate action to remove buildings that were constructed without approval or are not authorized on the face of the permit will be taken. Unauthorized sleeping quarters or guest buildings must be removed upon transfer of ownership of the improvements, in accordance with FSM 2721.23a. In the case of outbuildings, this may be an immediate administrative action, but shall occur no later than upon issuance of the permit or a change in ownership of the improvements.

1. Decks, Porches, and Patios: Decks, porches, and patios must be attached to the residence. Combined deck, porch, and patio size (including walkways) is limited to 60 percent of the primary structure footprint. Small recreation residences may be authorized up to 250 square feet combined total. A combined size exceeding 800 square feet for decks/porches/patios will not be authorized for any recreation residence.

The location of decks/porches/patios must conform to resource concerns, the setback requirements if applicable, be approved by the Authorized Officer prior to construction, and where applicable, by other local agencies. Decks on only one side of the residence are preferred but wrap-around walkways may be considered depending on total square footage.

If the area beneath a deck is used for storage, it must be fully enclosed with solid material or lattice backed by a solid material. Porches may not be enclosed to provide additional living space. The use of screens requires prior written authorization.

Authorized screens will be temporary and well maintained. Colored canvas, plastic, and tarps as enclosures will not be authorized. These limitations may be waived for reasonable accommodation under the Americans with Disabilities Act. Access ramps are not considered part of the deck's size limit.

2. Extra Sleeping Quarters and Garages: Previously approved attached garages will be managed consistent with the structures to which they are attached. Existing buildings that are not structurally attached to the main residence, and used as sleeping structures or guest cabins, shall be assessed a premium annual rental fee, pursuant to the recreation residence fee policy at Chapter 30 of FSH 2709.11. Construction or reconstruction of guest cabins, sleeping cabins, or garages will not be authorized under any circumstances. Existing garages may be reconstructed if they are and continue to be attached to the dwelling.
3. Outbuildings: Separate structures such as storage sheds, generators, and pump houses, may be authorized if they cannot be logically incorporated into the main residence. Separate structures shall not exceed a combined total of 40 square feet. All separate structures must be constructed of materials and colors to blend with the cabin and other outbuildings. Variances may be granted on a case-by-case basis by an Authorized Officer.

#### **D. Exterior Colors:**

The exterior color of all improvements must be compatible with the forest setting and provide a quality visual experience for all forest visitors. To achieve that objective, owners of recreation residences must obtain approval of the Authorized Officer prior to painting any exterior surface. Colors must generally be neutral and darker than the landscape backdrop. Light and bright colors and highly reflective materials create a contrast and will usually not be approved. Natural materials and earth tones or soft shaded colors will blend with the surroundings and help to achieve the desired landscape character. Variances may be granted on a case-by-case basis if deemed historically significant by the Authorized Officer.

#### **E. Building Materials:**

Any changes to the exterior of a cabin shall retain as much of the original building material as possible. The use of consistent type of materials throughout a structure is preferred. Missing elements should be replaced in-kind

where possible; if not possible they should be replaced with similar materials. Natural or organic materials are recommended as replacement; concrete, steel, glass, and other may be allowed if appropriately used. The use of blight colored building materials is prohibited. Natural looking material is required and may include rocks, logs, rough sawn lumber, or wood panels.

**F. Windows and Doors:**

Window and door casings, shutters, and other outside trim should harmonize with the main structure and the environment and should not present strong contrast. Window and door sashes must be bronze, black, or painted to match the cabin. Variances may be granted on a case-by-case basis if deemed historically significant by the Authorized Officer.

**G. Foundations:**

Continuous foundations must be maintained with approved materials. Exposed foundations shall extend above the ground only as far as necessary to conform with acceptable construction practices.

**H. Chimney and Flues:**

Every effort shall be made to retain the stone and masonry work of existing chimneys. Solid masonry chimneys must extend to a solid ground foundation with adequate footing. Metal flues must be non-reflective.

**I. Roofs:**

Any changes to roofs must be designed to withstand the maximum snow loads of the area. Materials, style, and color must be approved, and a county permit must be obtained. The following roof coverings are prohibited for new installation: corrugated fiberglass, painted metal (does not include color-impregnated metal), and unpainted metal. Skylights of appropriate design may be approved.

**Part VII: Other Improvements:**

**A. Utility Lines:**

New utility lines should be installed underground where feasible

**B. Signs:**

All signs must have a rustic appearance and must be approved by the Authorized Officer prior to installation.

1. All cabins must display the lot number so that it is easily visible from the driveway. Cabins may also have signs that indicate the holder's last name and a county assigned street address.
2. If the sign on the residence is not easily visible from the main road, a second sign may be posted at the driveway entrance and be a maximum of 36 inches in size. Signs will only be approved if they are black, white, or earth tones on a natural background and are appropriately sized to convey the necessary information.

Signs shall not be nailed to trees. Painting on natural features such as rocks and trees is prohibited. Posting "Private Property" or "No Trespassing" signs to prevent people from accessing National Forest Lands is prohibited. "Private Property" or "No Trespassing" signs to prevent people from accessing cabins or its associated structures must be approved by the Authorized Officer.

3. Authorization is required prior to placing "For Sale" signs on National Forest System lands. Only one sign on the lot will be approved. Signs are not allowed on trees or other vegetation.

**C. Outdoor Lighting:**

Outdoor decorative-type lighting is prohibited. Yard lights must be attached to posts with all associated wiring underground or be attached to structures. Variances maybe approved by the Authorized Officer to address safety issues. High intensity dusk-to-dawn yard lights will not be authorized.

**D. Fences:**

Generally, fences will not be authorized. Exceptions may be made when a fence is appropriate to differentiate general public use access routes from cabin use areas, or to meet safety or other resource needs, and when it can be done within acceptable visual management constraints. The Authorized Officer may approve temporary enclosures.

**E. Gates:**

Gates will only be allowed to prevent or reduce resource damage. All proposals for a gate require advanced review and approval from the Authorized Officer. Gates may be closed only for resource protection, and health and safety. If a gate is approved, the holder is required to have a Forest Service lock in addition to the locks of any other users of the gate and to submit a seasonal operation plan for the gate for Forest Service approval.

**F. Propane Tanks:**

Propane tanks shall be located and screened or painted to be as inconspicuous as possible.

**G. Satellite Dishes and Antennas:**

Inconspicuous satellite dishes and antennas may be approved for noncommercial personal use only.

**H. Outdoor Recreation Equipment:**

Permanent installation of outdoor recreation equipment, such as basketball hoops and swing sets is prohibited. Temporary use of such equipment may be authorized on request.

**I. Mailboxes:**

Mailboxes must be approved in writing by the Authorized Officer.

**J. Crawl Spaces:**



All cabins shall have skirting to screen the crawl space from view and enhance the visual appearance of the cabin. It is not necessary to enclose the entire crawl space. The area beneath decks is not required to be skirted, unless used for storage.

**K. Solar Panels:**

Installation of solar panels may be approved if constructed of a non-reflective color that blends with the forest setting and does not require routine removal of tree cover.

**ATTACHMENT A**  
**RECREATION RESIDENCE SELF-INSPECTION REPORT**  
OLYMPIC NATIONAL FOREST SUPERVISORS OFFICE  
ATTNN: Special Uses Administrator  
1835 Black Lake BLVD  
Olympia WA, 98512

**PART I - TERMS AND CONDITIONS**

Permit Holder/Primary & Mailing Address/Telephone		Cabin Address:
		Lot #:
Yes No	1. Have you built or modified your structures during the past year? (Clause III-A) If yes, explain.	
Yes No	2. Do you plan to construct or modify structures on the lot during the next year? (Clause III-B) If yes, explain.	
Yes No	3. Do your structures meet state and local regulations and have you had an annual inspection if required by these entities? (Clause IV-A) If no, explain.	
Yes No	4. Have you or do you plan to cut down any trees, altered the vegetation, or caused disturbance to the soil on the lot? (Clause IV-D) If yes, explain.	
Yes No	5. Have you kept your structures and access road in good repair, and maintained a neat appearance on the lot? (Clause IV-E) If no, explain.	
Yes No	6. Have you removed dangerous trees, limbs, or other hazardous conditions that could pose a risk of injury? (Clause IV-G) If no, explain what hazards exist.	
Yes No	7. Have you paid your rental fees for the current year? (Clause VI) If no, explain.	
Yes No	8. Have you received written approval for renting or subleasing your structures? (Clause VII-E) If no, explain.	
Yes No	9. Are you planning to sell your structures in the next year? (Clauses IV-H & VII-C, D) If yes, request a FS-2700-3a form and complete.	
Yes No	10. Are you living at the recreation residence full-time, to the exclusion of a home elsewhere? (Clause I-C) If yes, explain.	

Comments:

Attach additional sheets, if necessary  
Please sign, date, and return this form to your Authorized Officer by August 15.

**PART II - OPERATION AND MAINTENANCE PLAN STANDARDS  
STANDARDS FROM APPROVED LOCAL O & M PLANS**

Items Inspected	Meets Standard	Action Required/Due Date
Have you read your permit and operation plan this year?	Yes    No	
Are you in compliance with all standards and guidelines in the Olympic Recreation Residence O&M Plan?	Yes    No	
Are structures in good repair and safe condition (includes porches, decks, stair railings, doors, exterior walls, chimneys and roofs)?	Yes    No	
Are all lot improvements listed on the face of the current permit or have been approved in writing by the Forest Service?	Yes    No	
Cabin is not rented out unless pre-approved by the Forest Service.	Yes    No	
Cabin is not occupied on a full-time basis or used as a primary place of residence.	Yes    No	
No outbuildings are used as sleeping structures or guest cabins.	Yes    No	
Site plan map is correct and up-to-date.	Yes    No	
Cabin owner has conducted annual hazard tree inspection and has requested removal of trees that pose a hazard to the cabin or outbuilding.	Yes    No	
Lot is free of garbage, debris and excess building materials	Yes    No	
No exterior surfaces have been painted without prior Forest Service approval.	Yes    No	
Lot vegetation is protected. No cutting or trimming of trees or vegetation is occurring without Forest Service authorization	Yes    No	

I certify that I have inspected the structures and permitted area, and the above information is accurate and true. I understand that any modifications to the structures and lot require prior written approval by the authorized officer.

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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 State any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

**Burden and Non-Discrimination Statement**

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.*

*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.*

**ATTACHMENT B**  
**POLICY FOR USE AND INCIDENTAL RENTAL**  
**OF RECREATION RESIDENCES**  
*Olympic National Forest*

The special use permit for recreation residences authorizes only noncommercial recreational use by the holder's immediate family and the holder's non-paying guests. Incidental rental of the residence may also occur with prior written approval from the Authorized Officer. Conditions for this incidental use are found in Clause VII. A of the special use permit and summarized below.

- **Application:** The permit holder must make written application and receive written approval prior to renting out the residence. (See Exhibit A for the authorized application).
- **Responsibility:** The permit holder shall remain the responsible party for any actions performed by individuals renting the residence and be responsible for compliance with the terms of the permit during the rental period.
- **Period:** The rental period must remain incidental to the use of the residence by the permit holder.
  - The limited number of short, specific periods of time a permit holder may rent out their residence for no more than 14 days per calendar year or the income generated cannot exceed the owner's annual fee, whichever comes first.
  - The incidental rental authorization is valid on a calendar year basis and must be renewed in subsequent calendar years if the permit holder wishes to continue renting-out the residence.
- After the application is approved, the permit holder shall provide the Authorized Officer a completed "Record for Incidental Rental Use" (Exhibit B) each time the residence is rented.

**APPLICATION AND AGREEMENT FOR INCIDENTAL RENTAL  
OF RECREATION RESIDENCES  
Olympic National Forest  
(EXHIBIT A)**

Permit Holder Name	
Special Use Permit Authorization ID.	
Recreation Residence Address and Lot No.	Lot No.

In accordance with the requirements for my Term Special Use Permit for Recreation Residence, terms and conditions VII. A "Incidental Rental", I am requesting to rent my recreation residence. As a condition of this request, I agree to comply with the following Olympic National Forest incidental rental terms:

1. Incidental rental of the recreation residence during the calendar year may be incidental to my personal use of the residence. The total period of time the residence is rented is limited and shall be no more than 14 days per calendar year or the income generated cannot exceed the owner's annual fee, whichever occurs first. The days will be calculated from the information included on the "Record of Incidental Rental Use" form (Exhibit B). Partial days or weekends will count as full days in the rental period.
2. The residence shall only be rented to persons who are seeking a recreational experience and have a full-time residence elsewhere. It shall not be used as a place to commute to work from, utilized as their only place of residence, or for commercial activities.
3. The permit holder shall remain responsible for any actions of a renter in respect to compliance of the terms of the permit.
4. A separate "Record of Incidental Rental Use" form shall be submitted each time the residence will be rented. This form shall be submitted to the Authorized Officer or Permit Administrator at least 3 working days prior to the intended occupancy of the residence by the renter.
5. Prior to occupancy of the residence, the permit holder shall inform the renter of the local area regulations and the pertinent terms and conditions of the Term Special Use Permit.
6. The permit holder shall provide the renter with a copy of the "Record of Incidental Rental Use" form and shall have a copy of this form on the recreation residence premises.

I understand that the Authorized Officer may, at his/her discretion, withdraw authorization for renting the recreation residence based on any violation of the terms of this Agreement. I agree to abide by the terms of this Agreement.

\_\_\_\_\_  
Permit Holder Signature  
*(as shown on the face of the Special Use permit)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Holder name (please print)  
Mail to: Olympic National Forest Supervisors Office ATTN: Special Uses Administrator 1835 Black Lake Blvd Olympia WA, 98512

\_\_\_\_\_  
Telephone Number

(Forest Service Use Only)

I hereby authorize  or do not authorize  the applicant for incidental rental use of this recreation residence for the current calendar year

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

**RECORD OF INCIDENTAL RENTAL  
RECREATION RESIDENCES  
Olympic National Forest**

As part of the terms of the "Application and Agreement for Rental - Recreation Residence" form, which has been previously submitted or is enclosed with this request, I am submitting a record of the incident rental for my recreation residence.

Recreation Residence Tract	Lot No.
Incidental Rental Period *	From:            /        /
(Month/Day/Year)	To:                /        /

\* = These dates include the arrival and departure dates of the rental occupancy period.

Renter Information (Please print)

Name of Renter	
Renter's Street Address, City, State & Zip Code	
Renters Mailing Address (if different from above)	
Renter's Phone Number	

Rental of this recreation residence is approved subject to the conditions contained in the "Application and Agreement for Rental" and the Recreation Residence Term Special Use Permit.

This approval is valid for this rental only. Additional Requests must be completed for each future rental.

\_\_\_\_\_  
Permit Holder Signature  
(as shown on the face of the Special Use permit)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Holder name (please print)

\_\_\_\_\_  
Telephone Number

Mail to: Olympic National Forest Supervisors Office ATTN: Special Uses Administrator 1835 Black Lake Blvd Olympia WA, 98512

(Forest Service Use Only)

The total number of rental days for the recreation residence:

Rental periods	This Record	Previous Use	Total Use for Calendar Year
Weekend Days:			
Total Other Days			

The permit holder is  or is not  within the terms of the "Application and Agreement for Rental – Recreation Residence" for authorized rental days.

**Appendix C**  
**Industrial Fire Precaution Level**  
**(IFPL)**

## Fire Watch Services

Why is a fire watch required on each operation during fire season? The purpose of the fire watch is to stay after the day's work is over and report any fire starts to the proper authorities. The fire watch is required on duty after the last power-driven equipment used by the operator has been shut down for the day. The fire watch must be on duty a minimum of one hour. During periods of high fire danger, DNR recommends the fire watch be on the operation site longer than the mandated one hour.



Logging shovel

### A fire watch must:

- visually observe all parts of the operation on which industrial activity has been in progress.
- be physically capable of fighting a fire and have experience in operating fire-fighting equipment.
- possess on-site communications (CB radio, cellular or radio phone) to summon extra help if a fire breaks out. Transportation is also required if radio or phone communication doesn't work.
- be able to report a fire to the responsible protection agency within 15 minutes of detection.

## Operation: Power saws

Precaution Level	Landing	Tractor/Skidder	Other Woods Saws
I. Closed Season	Fire Watch	Fire Watch	Fire Watch
II. Partial Hootowl	Fire Watch	Hootowl	Hootowl
III. Partial Shutdown	Hootowl	Hootowl	Prohibited
IV. General Shutdown	Prohibited	Prohibited	Prohibited

## Operation: Yarding

Precaution Level	Tractor/Skidder	Cable <sup>1</sup> (gravity systems)	Cable (other systems)
I. Closed Season	Fire Watch	Fire Watch	Fire Watch
II. Partial Hootowl	Fire Watch	Hootowl	Hootowl
III. Partial Shutdown	Hootowl	Hootowl	Prohibited
IV. General Shutdown	Prohibited	Prohibited	Prohibited

<sup>1</sup>Includes approved motorized carriages

## Other Operations

Precaution Level	Loading	Blasting	Welding
I. Closed Season	Fire Watch	Fire Watch	Fire Watch
II. Partial Hootowl	Fire Watch	Hootowl	Hootowl
III. Partial Shutdown	Hootowl	Hootowl	Hootowl
IV. General Shutdown	Prohibited	Prohibited	Prohibited

People who need this information in an alternate format may call (360) 902-1300 or TTY (360) 902-1125 or TRS 711

## Definitions

**On Precaution Level III days,** tractor, skidder, feller/buncher, forwarder, or shovel logging operations may be allowed between 8 p.m. and 1 p.m. if tractors, skidders or other equipment with a blade capable of constructing fire-lines are immediately available to quickly reach and effectively attack a fire start.

**FIRE WATCH** means at least one competent person be present at the site(s) for one hour following the operation of spark-emitting equipment. The fire watch shall be vigilant and positioned to be able to detect any fires within five minutes which may originate at the site(s) of the equipment operation. The fire watch shall report a fire to the responsible protection agency within 15 minutes of detection.

**HOOTOWL** means an operation is allowed ONLY between 8 p.m. and 1 p.m.

**OTHER OPERATIONS** means any steam, internal combustion, electric engines or any other devices which emit sparks on any forest land or any other place where, in the opinion of the department, fire could be communicated to forest land.

# What You Need to Know

## WHEN USING SPARK-EMITTING EQUIPMENT ON FORESTLAND



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**

MAY 2013

## Industrial Fire Precaution Levels (IFPL)

### How does it work?

By law, the Washington Department of Natural Resources (DNR) uses two closure systems to reduce wildfire risk on 12.7 million acres of private and state forestland protected by the agency.

Activated when needed during the summer fire season, one closure system applies to woods workers and other industrial forest users. The other set of protections is aimed at the general public, but also includes local residents, landowners, recreationists and forest workers.

Wood workers are required to observe both sets of restrictions as fire danger dictates. Other land users only need to follow the public use restrictions.

### How do I find the IFPL in my area?

To find the Industrial Fire Precaution Level in effect for your area, call the Department of Natural Resources at **(800) 323-BURN** or visit our website at [www.dnr.wa.gov](http://www.dnr.wa.gov).

## Industrial Precautions

### Level 1

Fire equipment and fire watch service is required.

### Level II

Limits certain activities to between 8 p.m. and 1 p.m.

### Level III

Prohibits some activities and limits others to between 8 p.m. and 1 p.m.

### Level IV

All operations are prohibited.

DNR, U.S. Forest Service, Bureau of Land Management and Bureau of Indian Affairs all use the same four-level industrial regulation system. This system, which helps prevent wildfires by regulating work in the woods, is known as the Industrial Fire Precaution Level (IFPL) system.

## Public Use Restrictions

DNR administers Public Use Restrictions, which limit activities on forestland during periods of high fire danger.

**Summer Fire Rules:** From April 15 to October 15, or later if the fire danger warrants it, the following restrictions are activated:

- Cigarette smoking** on forestland is only allowed on roads, cleared landings, gravel pits, or similar cleared areas.
- Fireworks** may not be lit on forestland.
- Chain saw** use in non-industrial work must follow IFPL requirements.



**Burn Ban:** During burn bans initiated by DNR, all open fires are prohibited. Burn bans initiated by DNR cover all lands that DNR protects from wildfire, but may include other lands protected by local fire departments or by federal agencies. Before you burn, contact DNR at (800) 323-BURN or your local fire protection agency.





▲ Feller buncher & pickup



▲ Shovel yarder truck



▲ Spark emitting equipment



▲ Wheeled skidder ▼ Road Grading



### Can I continue to work during an IFPL shutdown?

Operators who wish to continue an activity that is prohibited under an industrial fire precaution level must obtain a written waiver from DNR. The operator must also obtain the landowner's permission to seek a waiver. DNR will not issue a waiver against the wishes of the landowner.

The operation must also be in compliance with all of Washington's fire protection laws and with general "fire-safe" practices.

A fire-safe operation is one where the chance of a fire has been reduced, or where a plan is made for early discovery and suppression, if a fire ignites.

#### Examples of fire prevention measures include:

- wetting or removing slash fuel in the immediate operating area
- night operations, and
- ceasing activities when the relative humidity is less than 35 percent or during windy conditions

#### Increased fire detection and suppression measures may include:

- pre-strung hose to the yarding or cutting area
- a fire watch
- a roving patrol during the waiver period, as well as after working hours
- an additional water supply or fire-fighting tools

Each operation is unique and must be evaluated relative to conditions existing at that site. An activity in an alder stand on a north-facing slope would require few preventive or suppression measures to continue to operate during a shutdown. However, the same activity in a conifer stand on a south-facing slope would require more stringent prevention and increased suppression steps.

A primary consideration of a fire-safe operation is fire prevention or reduction of ignition sources. Increased fire detection and suppression capabilities will be secondary, but important concerns. In this case, an ounce of prevention is worth a pound of cure.

Waivers are most often granted to continue road maintenance or operations in gravel pits. Waivers are seldom allowed for any purpose when Level IV industrial precautions are in effect.



## Fire Safety Checklist for Spark-Emitting Equipment on Forestland

Equipment or location	WAC reference*	Approved exhaust system	5 gallon backpack pump	Fire extinguisher	Shovel	Pulaski	Water supply	Clear flammable debris
Landings	WAC 332-24-405(8)		✓ (two)			<i>When required by DNR</i>		
Trucks or vehicles used for hauling	WAC 332-24-405(7)	✓		✓	✓			
Passenger vehicles	WAC 332-24-405(3)	✓		✓				
Power saws	WAC 332-24-405(4)	✓		✓	✓			
Fixed position machines	WAC 332-24-405(1)	✓		✓	✓			✓ (10 feet)
Tractors and mobile machines	WAC 332-24-405(6)	✓		✓	✓			
Tail/corner haulback blocks	WAC 332-24-405(13)		✓		✓	✓		✓ (6 feet)
Cable yarding over 1,200 feet	WAC 332-24-405(9)						✓	
Motorcycles/ATVs	WAC 332-24-405(5)	✓						
Other spark-emitting engines	WAC 332-24-405(5)	✓		✓				

\* WAC (Washington Administrative Code)