

**APPLICATION FOR
TEMPORARY REVOCABLE PERMIT FOR THE
USE OF STATE LANDS**
(see page 2 for instructions)

1. Name:

Address:

Zip Code:

Telephone Numbers (work/home/cell):

Fax/e-mail:

2. State Land Location: County:

Town:

Land Designation and Unit Name:

3. Description of Intended Use:

4. Estimated Starting and Ending Date of Use:

Certification: I hereby apply for permission to use the above State land as described. If permission is granted, I agree to abide by the terms and conditions specified by the Department of Environmental Conservation. I affirm under penalty of perjury that the information provided on this form is true to the best of my knowledge or belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

5. Signed: _____ Date: _____

Department Use Only

Date Received _____

New Permit

Renewal

Insurance Certificate Received

Application Fee: Received

Exempt

Sketch Maps Received

I recommend this permit be:

Approved

Not Approved

Regional Land Manager _____ Date _____

Instructions

1. Applicant's name, address and phone number(s) must be printed clearly or typed. If the applicant is a corporation, political subdivision or other organization, the name of the designated responsible officer or individual should be included.
2. The location of the State land involved must be clearly identified by town, county and land unit name. The designation (name and classification) of the State land must also be provided, such as: Cortland State Forest No. 1; Five Pond Wilderness Area; etc. If unknown, the Regional Land Manager will assist in filling in this information.
3. A description of the intended use of the State land, including a description of any equipment to be used by the applicant, must be included. Use extra sheets if necessary.
4. Estimated start and end date of use of the State land must be provided.
5. Applicant must sign and date application.
6. A non-refundable inspection fee in the form of a check or money order in the amount of twenty-five dollars (\$25) made payable to the NYS Department of Environmental Conservation must accompany the application unless the applicant is an educational institution, state, county or local government or political subdivision thereof.
7. Proof of liability insurance with limits of \$100,000/300,000 must be provided to the Regional Land Manager. The proof of insurance coverage must indicate that DEC and State of New York are listed as additional insured. The Regional Land Manager may require a performance bond and if required, will notify the applicant of the amount of coverage required. Bonds must be properly executed.
8. If the application is not approved, the applicant will be notified in writing of the reasons for disapproval.
9. The applicant shall file an original and two copies of the application form and sketch map showing the location off the State land involved, the certificate of insurance, performance bond, (if required) and the fee with the Regional Land Manager as part of the application package.
10. For permits related to the use and maintenance of right-of-ways or easements on Forest Preserve or related to maintenance of right-of-ways or easements on State Forests, a deed or agreement is required to verify the applicant's interest. Such proof is not required for temporary access on State Forest lands on existing roadways, farm roads, traditional beach access areas and the like.