

# Recordkeeping and Reporting of Administrative Use of Motor Vehicles and Aircraft in the Forest Preserve

<b>Commissioner Policy</b>		<b>Department ID:</b> CP-17	<b>Program ID:</b>
<b>Issuing Authority:</b>		<b>Originating Unit:</b>	
Name: John P. Cahill		Office/Division: Lands/Forests	
Title: Commissioner		Unit:	
Signature: ___/s/	Date: <u>3/29/00</u>	Phone: 457-7433	
Issuance Date: March 29, 2000		Latest Review Date (Office Use):	

**Abstract:** This policy recites Adirondack Park State Land Master Plan and Catskill Park State Land Master Plan guidelines and establishes recordkeeping and reporting requirements for administrative motor vehicle and aircraft use on Forest Preserve lands within the Adirondack Park and Catskill Park.

This policy replaces and supercedes CP 17, entitled "Administrative Use of Motor Vehicles and Aircraft in the Forest Preserve," effective November 23, 1999. This policy is effective on March 29, 2000.

**Related References:** Adirondack Park State Land Master Plan; Catskill Park State Land Master Plan; Article XIV, §1 of the New York State Constitution; and §87 of the Public Officers Law.

## I. Purpose

The purpose of the policy on Recordkeeping and Reporting of Administrative Use of Motor Vehicles and Aircraft in the Forest Preserve is to recite existing guidelines and provide recordkeeping and reporting requirements for administrative use of motor vehicles on roads not open to public motor vehicle use and of aircraft on Forest Preserve lands within the Adirondack and Catskill Parks, with the intent of minimizing such use.

The Department of Environmental Conservation's Office of Public Protection ("OPP") shall be exempt from the reporting requirements of this policy. However, OPP remains subject to Article XIV, Section 1 of the New York State Constitution and all provisions of the Adirondack Park State Land Master Plan and Catskill Park State Land Master Plan, including those which govern motor vehicle and aircraft use for administrative purposes. OPP maintains independent records of such activities as part of its law enforcement responsibility.

## **II. Background**

Article XIV, Section 1 of the New York State Constitution directs that lands classified as Forest Preserve, as defined by Environmental Conservation Law §9-0101(6), be "forever kept as Wild Forest lands."

The Adirondack Park Agency ("APA"), pursuant to Article 27 of the Executive Law, has adopted the Adirondack Park State Land Master Plan ("APSLMP"), which classifies State lands in the Park according to "their characteristics and capacity to withstand use" and includes guidelines for the administrative use of motor vehicles on roads not open to the public and of aircraft. The Department of Environmental Conservation ("the Department") must comply with the APSLMP, which has the force and effect of law.

The Department has adopted the Catskill Park State Land Master Plan ("CPSLMP") as policy to govern the administration of Forest Preserve lands in the Catskill Park,. The CPSLMP is closely patterned after the APSLMP and, similarly, includes a classification system and guidelines for the administrative use of motor vehicles on roads not open to the public and of aircraft.

## **III. Policy**

It is the policy of this Department to establish recordkeeping and reporting requirements for the administrative use of motor vehicles on roads that are closed to public motor vehicle use and of aircraft on Forest Preserve land within the Adirondack Park and Catskill Park to the extent that such use is allowed by relevant provisions of State law. The following definitions, guidelines, responsibilities and procedures shall govern administrative motor vehicle use in the various land classification areas.

### **A. Definitions**

For purposes of this policy, the following definitions will apply:

1. "Commissioner" means the Commissioner of Environmental Conservation.
2. "Department" means the Department of Environmental Conservation and its Offices and Divisions.
3. "Motor Vehicle," defined in the Adirondack Park and Catskill Park State Land Master Plans, means a device for transporting people, supplies or material, incorporating a motor or an engine of any type for propulsion and with wheels, tracks, skids, skis, air cushion or other contrivance for traveling on or adjacent to land and water or through water. The term includes such vehicles as automobiles, trucks, jeeps, motorbikes, dirt or trail bikes, any type of all-terrain vehicles, duffle carriers, snowmobiles, snowcats, bulldozers and other earth-moving equipment and motorboats.

4. "Office of Public Protection" means the Department's Office of Public Protection, including Environmental Conservation Officers and Rangers.

5. The following terms shall be defined as provided in the Adirondack Park and Catskill Park State Land Master Plans, respectively: "Aircraft", "Wilderness Area", "Primitive Area", "Canoe Area", "Wild Forest Area", "Intensive Use Area", "Historic Area", "State Administrative Areas", "Wild, Scenic and Recreational River Area," "Travel Corridor Area, "snowmobiles" and "all terrain vehicle."

## **B. Guidelines**

### **1. Administrative Use of Motor Vehicles and Aircraft**

It is the responsibility of the Department to ensure that administrative use of motor vehicles and aircraft on Forest Preserve lands in the Adirondack Park and Catskill Park complies with relevant provisions of State law and Department policy. All administrative use of motor vehicles and aircraft on Forest Preserve lands must, therefore, comply with the following requirements of the Master Plans:

#### **(a) Adirondack Park State Land Master Plan provisions:**

1. In Wilderness areas:

a.. Administrative personnel will not use motor vehicles or aircraft for day-to-day administration, maintenance, or research.

b. Use of aircraft, but not motor vehicles, may be permitted for a specific major administrative maintenance, rehabilitation or construction project if that project involves conforming structures or improvements, or the removal of non-conforming structures or improvements, upon written approval of the Commissioner.

c. Such use of aircraft will be confined to off-peak seasons for the area in question and normally will be undertaken at periodic intervals of three to five years, unless extraordinary conditions, such as a fire, major blow-down or flood mandate more frequent work or work during peak periods.

d. Irrespective of the above guidelines, use of aircraft, but not motor vehicles, for a specific major research project conducted by or under the supervision of a state agency will be permitted if such project is for purposes essential to the preservation of Wilderness values and resources, no feasible alternative exists for conducting such research on other state or private lands, such use is minimized, and the project has been specifically approved in writing by the Commissioner after consultation with the APA.

e. Irrespective of the above or any other guidelines in the APSLMP, use of motor vehicles and aircraft will be permitted by or under the supervision of appropriate officials, in cases of sudden, actual and ongoing emergencies involving the protection or

preservation of human life or intrinsic resource values--for example, search and rescue operations, forest fires, or oil spills or similar large-scale contamination of water bodies.

f. Written logs will be kept by the Department recording use of motorized vehicles and aircraft. The Department will prepare an annual report providing details of such motorized uses and the reasons therefore and file it with the APA.<sup>(1)</sup>

g. Where a Wilderness boundary abuts a public highway, the Department of Environmental Conservation will be permitted, in conformity with a duly adopted unity management plan, to locate within 500 feet from a public highway right-of-way, on a site-specific basis, trailheads, parking areas, fishing and waterway access sites, picnic areas, ranger stations or other facilities for peripheral control of public use, and, in limited instances, snowmobile trails.

h. Where a Wilderness boundary abuts a water body accessible to the public by motorboat, the Department of Environmental Conservation will be permitted, in conformity with a duly adopted UMP, to provide, on a site-specific basis, for ranger stations or other facilities for peripheral control of public use or for the location of small, unobtrusive docks made of natural materials on such shorelines in limited instances where access to trail heads or the potential for resource degradation may make this desirable.

i. During the phase out of existing nonconforming roads and state truck trails, the use of motorized vehicles by administrative personnel for transportation of materials and personnel will be limited to the minimum required for proper interim administration and the removal of nonconforming uses. After the phase out, the Department of Environmental Conservation will prohibit all administrative use of such roads and trails by motor vehicles. [Note: unlike paragraphs a through h above, this paragraph is not taken verbatim from the APSLMP. In the interest of brevity, this paragraph summarizes paragraphs 2 and 3 under the heading "Roads, snowmobile trails and state truck trails" on page 19 of the APSLMP].

## 2. In Primitive Areas:

a. All uses of motor vehicles and aircraft permitted under Wilderness guidelines will also be permitted in Primitive Areas.

b. In addition, the use of motor vehicles and aircraft by administrative personnel will be permitted to reach and maintain existing structures, improvements or ranger stations: (a) whose eventual removal is anticipated but cannot be removed by a fixed deadline; or (b) in primitive areas not destined to become Wilderness whose presence is of an essentially permanent character; in each case as specified in a duly adopted UMP.

c. Continued use of existing roads and state truck trails by administrative personnel will be permitted, to the extent necessary to reach and maintain structures and improvements whose removal, though anticipated, cannot be effected by a fixed deadline or, in the case

of primitive areas not destined to become Wilderness, whose presence is of an essentially permanent character.

3. In Canoe Areas:

a. All uses of motor vehicles and aircraft permitted under Wilderness guidelines will also be permitted in primitive areas.

b. In addition, motor vehicles and aircraft may be used by administrative personnel, but only for purposes designed to preserve or enhance the water or fishery resources of the area as specified in duly adopted unity management plans.

4. In Wild Forest Areas:

a. All uses of motor vehicles and aircraft permitted under Wilderness guidelines will also be permitted in Wild Forest areas.

b. In addition, the use of motor vehicles and aircraft will be allowed by administrative personnel where necessary to reach, maintain or construct permitted structures and improvements, for appropriate law enforcement and general supervision of public use, or for appropriate purposes, including research, to preserve and enhance the fish and wildlife or other natural resources of the area.

5. In Wild, Scenic and Recreational River Areas:

a. Wild Rivers:

(i) Wild rivers and their river areas will be managed in accordance with the guidelines for Wilderness areas.

(ii) Motorboat usage of wild rivers will be prohibited.

b. Scenic Rivers:

(i) Scenic rivers and their river areas will be managed in accordance with the guidelines for the management of Wild Forest areas (except where such rivers flow through Wilderness, primitive or canoe areas, where the more restrictive guidelines of the particular area will apply).

(ii) Access points to the river shore or crossings of the river by roads, fire truck trails or other trails open to motor vehicle use by administrative personnel will normally be located at least two miles apart.

(iii) Other motor vehicle roads in the river area will not be encouraged and, where permitted, will normally be kept at least 500 feet from the river shore and will be screened by vegetation or topography from view from the river itself.

(iv) Motorboat use is not normally permitted but may be allowed by the Department, where such use is already established, is consistent with the character of the river and river area, and will not result in any undue adverse impacts upon the natural resource quality of the area.

c. Recreational rivers:

(i) Recreational rivers and their river areas will be administered in accordance with the guidelines for management of Wild Forest areas (except where such rivers flow through Wilderness, primitive or canoe areas, where the more restrictive guidelines of the particular area will apply).

(ii) Motorboat use of recreational rivers may be permitted, as determined by the Department.

6. In all other Classified Areas:

The APSLMP Plan does not discuss the administrative use of motor vehicles or aircraft use within Intensive Use, Historic, State Administrative Areas and Travel Corridor Areas. Accordingly, such use in these areas will not be subject to the compulsory review and the mandatory recordkeeping and reporting standards set forth below. However, only the most appropriate motor vehicle for the intended administrative use and that which incurs the least amount of environmental impact shall be used. In the case of travel corridors, administrative use of motor vehicles on state lands within the travel corridors but outside of the right-of-way shall conform with the guidelines for the classification of those lands.

7. In Unclassified lands and waters:

Prior to classification, such lands and waters are administered on an interim basis in a manner consistent with the character of the land and its capacity to withstand use and which will not foreclose options for eventual classification.

**(b) Catskill Park State Land Master Plan provisions:**

1. In Wilderness areas:

a.. Administrative personnel will not use motor vehicles or aircraft for day-to-day maintenance.

b. Administrative use of motorized equipment or aircraft may be permitted for maintenance, rehabilitation, construction, fish stocking or research projects involving conforming structures or improvements, or the removal of nonconforming structures upon the approval of the Commissioner of Environmental Conservation.

c. Such use of motorized equipment or aircraft will be confined to off-peak seasons for the area in question and normally will be scheduled at three-to five-year intervals, unless

extraordinary conditions such as a fire, major blowdown, flood or ecological disaster require more frequent work.

d. Irrespective of the above guidelines, use of aircraft, but not motor vehicles, for a specific major research project conducted by or under the supervision of a state agency will be permitted if such project is for purposes essential to the preservation of Wilderness values and resources, no feasible alternative exists for conducting such research on other state or private lands, such use is minimized, and the project has been specifically approved in writing by the Commissioner of Environmental Conservation.

e. Irrespective of the above or any other guidelines in the CPSLMP, use of motor vehicles and aircraft will be permitted by or under the supervision of appropriate officials, in cases of actual and ongoing emergencies involving the protection or preservation of human life or intrinsic resource value--for example, search and rescue operations, forest fires, or large-scale contamination of streams, ponds and lakes.

f. During the phase out of existing nonconforming roads and state truck trails, the use of motorized vehicles by administrative personnel for transportation of materials and personnel will be limited to the minimum required for proper interim administration and the removal of nonconforming uses. After the phase out, the Department of Environmental Conservation will prohibit all administrative use of such roads and trails by motor vehicles.

## 2. In Wild Forest Areas:

a. All uses of motor vehicles and aircraft permitted under Wilderness guidelines will also be permitted in Wild Forest areas.

b. In addition, the use of motor vehicles and aircraft will be allowed by administrative personnel where necessary to reach, maintain or construct permitted structures and improvements, for rescues, or for appropriate law enforcement and general supervision of public use.

c. Continued use of existing roads, and State truck trails by administrative personnel will be permitted, as necessary to reach, maintain and construct permitted structures and improvements and conduct approved fish and wildlife research and management projects.

d. Wilderness guidelines (including those relating to the administrative use of motor vehicles and aircraft) apply to all lands and waters over 2,700 feet in elevation unless otherwise specified in a Wild Forest guidelines.

## 3. In all other Classified Areas:

The CPSLMP Plan does not discuss the administrative use of motor vehicles or aircraft within Intensive Use and State Administrative Areas and Travel Corridor Areas. Accordingly, such use in these areas will not be subject to the mandatory recordkeeping

and reporting requirements set forth below. However, only the most appropriate motor vehicle for the intended administrative use and that which incurs the least amount of environmental impact shall be used.

#### 4. In Unclassified lands and waters:

Prior to classification, newly acquired lands will be administered on an interim basis in a manner consistent with the character of the land and its capacity to withstand use and which will not foreclose options for eventual classification.

### **C. Review and Recordkeeping**

All administrative use of motor vehicles on roads closed to the public and of aircraft, except that of OPP, shall be subject to the recordkeeping and reporting requirements of this policy. These requirements are intended to ensure that administrative use complies with the Master Plans and the procedural requirements of this policy, as well as other applicable state law, regulation and policy, and is intended to minimize the administrative use of motor vehicles on roads closed to public motor vehicle use and of aircraft on Forest Preserve lands within the Adirondack Park and Catskill Park. A comprehensive review will ensure that there is a justifiable need for motor vehicle or aircraft use, that feasible alternatives to motor vehicle or aircraft use have been examined, that the motor vehicle or aircraft use is most appropriate given the purpose and location of the access, and that such use will incur minimal, if any, environmental impact.

Emergency use, such as fire control and abatement and search and rescue missions, shall be recorded and reviewed in accordance with Section V.A of this Policy. A Conceptual Motor Vehicle and Aircraft Use Plan for monitoring and inspection, land management and planning, patrol, enforcement, maintenance, rehabilitation, replacement and development of structures and improvements, liming and stocking, research and reclamation shall be required in accordance with the procedures set forth in Section V.B. of this Policy. Non-emergency uses which are not included in the conceptual Motor Vehicle and Aircraft Use Plan shall require prior approval in accordance with the procedures set forth in Section V.C. of this Policy. Where there is a question as to whether a particular administrative use has been approved as part of the Conceptual Motor Vehicle and Aircraft Use Plan, prior approval shall be sought pursuant to Section V.C.

The Department shall maintain written documentation on the administrative use of motor vehicles on roads that are closed to the public and of aircraft on Forest Preserve lands within the Adirondack Park and Catskill Park . Each Department Office and/or Program Division Regional manager shall provide to the Regional Director a quarterly record of administrative motor vehicle use on such lands. Such a record will include, but not be limited to, the date and time of motor vehicle use, the location where such motor vehicle use occurred, the frequency and duration of such use, and the purpose for such use (See "Appendix A", "Appendix B", "Appendix C" and "Appendix D"). This record shall be provided on a quarterly basis, (i.e., January, April, July and October), to the Director of

the Division of Lands and Forests by the Regional Director. This submission shall be accompanied by a Notice of Availability published in the Environmental Notice Bulletin by the Regional Director. These records shall be retained in the Region and in Central Office for a period of three years from the date of the record. In accordance with the Freedom of Information Law (FOIL), these records, or portions thereof, as well as the documentation described below, or portions thereof, will be made available upon proper request.

## **IV. Responsibility**

It shall be the responsibility of all Department divisions and staff to implement the guidelines and procedures of this policy. It shall also be the responsibility of the Division of Lands and Forests to periodically review the provisions of this policy and recommend amendments, where necessary. As noted above, it shall further be the responsibility of each Division of this Department to provide the Regional Director with written quarterly reports on all administrative uses of motor vehicles on roads closed to the public and of aircraft on Forest Preserve lands within the Adirondack Park and Catskill Park. The Regional Director shall then forward such record to the Director of the Division of Lands and Forests for a quarterly compilation of all administrative motor vehicle use on roads closed to the public and of aircraft within the Forest Preserve.

The Commissioner's Designee to the APA shall be responsible for the preparation of the annual report providing details of motorized uses in Wilderness areas and the reasons therefore, and for the filing of such report with the APA.

## **V. Procedure**

The following procedures shall govern the administrative use of motor vehicles on roads closed to the public and of aircraft in the Forest Preserve within the Adirondack Park and Catskill Park.

### **A. Emergency Motor Vehicle and Aircraft Use:**

1. For activities carried out in response to any sudden, actual and ongoing emergency where immediate action is warranted, the Department's Regional Forester for the region(s) in which the activity took place must be notified in writing within 72 hours after commencement of the action.
2. Within ten (10) days of completion of the activity and termination of the emergency, a record must be developed by the Program/Division involved in the emergency activity and forwarded to the Regional Forester containing a description of the activity, the location and site of the activity, the reasons why the situation was an emergency, the type of motor vehicles or aircraft utilized and the frequency and duration of such motor vehicle or aircraft use.

3. In the case of emergency action by an entity other than the Department, a representative of the Department shall, within 72 hours of such notification, visit the site of the activity to ascertain that the activity was or is carried out in a manner that caused or causes the least change, modification or adverse impact to life, health, property or natural resources. Modifications to such procedures shall be made when necessary to lessen such activity's impact.

4. The Department's Regional Forester shall maintain a written record of the activity of the entity and the Department's inspection, as required by "Recordkeeping", above, on the form provided as "Appendix D", and provide, on a quarterly basis, a report to the Regional Director. The Regional Director shall then forward such report to the Director of the Division of Lands and Forests on a quarterly basis.

5. The Department shall maintain documentation of emergency activities on the form attached as "Appendix C" and shall comply with the requirements of "Recordkeeping" above. Each Office or Division shall maintain a record of its emergency motor vehicle and aircraft use and submit a quarterly report of actual use to the Regional Director, who shall then forward such quarterly report to the Director of the Division of Lands and Forests.

#### **B. Conceptual Motor Vehicle and Aircraft Use Plan:**

An annual plan for motor vehicle access to roads closed to the public and of aircraft on Forest Preserve lands in the Adirondack Park and Catskill Park shall be submitted by the Regional Division Program Manager to the Regional Forester for monitoring and inspection, land management and planning, patrol, enforcement, maintenance, rehabilitation, replacement and development, liming and stocking, research and reclamation, where authorized by the applicable Master Plan or other provision of State law. The annual plan must be submitted to the Department's appropriate Regional Forester in writing at least sixty (60) business days prior to January 1 of each year. A complete plan must specifically identify the area(s) within the Preserve to be accessed, the purpose(s) and necessity for such access, the types and numbers of motor vehicles and aircraft to be used and the estimated frequency and duration of the activity, including estimated starting and ending dates for such access. The plan must also contain an assessment of the viability of non-motorized options and/or a justification for the use of motor vehicles and aircraft. The plan shall be submitted on the form attached as "Appendix A".

2. The Regional Forester shall review the plan and submit comments, if any, within ten (10) working days of its receipt to the Regional Division Program Manager. Within ten (10) business days following completion of the Regional Forester's review, the Regional Forester and the Regional Program Manager shall both sign a recommendation for approval of the Conceptual Motor Vehicle and Aircraft Use Plan to the Regional Director. After receipt and review, the Regional Director, within twenty (20) business days, shall compile all plans for the Region into a single mailing and forward the package, with a recommendation for approval, to the Division Director of the Division of

Lands and Forests. The Division Director, after receipt and review will approve, approve with modification or reject the Regional plans within ten (10) business days. Upon final approval, a Notice of Availability will be published in the Environmental Notice Bulletin.

3. An approved Conceptual Motor Vehicle and Aircraft Use Plan for any of the above-listed activities will authorize the requesting party to utilize a motor vehicle and/or aircraft to access roads that are closed to the public on Forest Preserve lands in the Adirondack Park and Catskill Park on an ongoing and continual basis for the purposes identified in the request in compliance with relevant provisions of the APSLMP or CPSLMP. There shall be no additional approval required for the duration and scope of activities which are identified in the request on an annual basis.
4. The Department shall maintain documentation of administrative activities on the form attached as "Appendix C" and shall comply with the requirements of "Recordkeeping" above. Each Office or Division shall maintain a record of administrative motor vehicle on roads closed to the public and aircraft use and submit a quarterly report of the use to the Regional Director, who will forward a copy to the Division Director of Lands and Forests.
5. The Regional Director, Regional Supervisor of Natural Resources and the Regional Division Program managers for each Department Office or Division shall meet annually with the Division Director to review the past year's administrative motor vehicle and aircraft use on Forest Preserve land in the Adirondack and Catskill Forest Preserves and how to incorporate the experiences of the past year into the following year's conceptual plan.
6. Modification or amendment to the conceptual use plan must be made when circumstances for administrative use require significantly greater access or more frequent visits than originally anticipated. Such modification or amendment must be made prior to such additional use. Modifications that result in additional access or visits that do not exceed originally anticipated figures by fifty percent (50%) do not require amendment to the conceptual use plan unless they result in an increase of more than twenty-five (25) visits per year. However, all increased use must be documented and appear in the quarterly report(s). Those modifications that result in additional access or visits that exceed originally anticipated figures by fifty percent (50%) or more, or result in an increase of more than twenty-five (25) visits per year, and all other modifications shall be made in a manner consistent with the prior approval review process noted below. The conceptual use plan may be modified or amended when less use will actually occur than originally anticipated, but such modification or amendment is not required.

### **C. Prior Approval for Motor Vehicle and Aircraft Use:**

1. A request for aircraft access or motor vehicle access to roads closed to the public the Forest Preserve for administrative uses other than those constituting an emergency and other than those included in the conceptual use plan or any amendment or modification thereto, must be submitted to the Department's appropriate Regional Forester in writing at

least thirty (30) working days prior to the anticipated start date of the activity. A complete request must specifically identify the area within the Forest Preserve to be accessed, the purpose and need for such access, an assessment of the viability of non-motor vehicle or aircraft options, the types and numbers of motor vehicles and aircraft to be used, and the estimated frequency and duration of the activity, including desired dates for such access. The request should be submitted on the form attached as "Appendix B".

2. Upon receipt of such request, the Regional Forester shall review the request within ten (10) working days and submit comments, if any, to the Regional Program Manager and the Division Director of the Division of Lands and Forests. Within twenty (20) business days from completion of the Regional Forester's review, and after receiving written approval from the Division Director of the Division of Lands and Forests, the Regional Forester and the Regional Program Manager shall agree to and both sign an approved request.

3. The Department shall maintain documentation of administrative activities on the form attached as "Appendix C" and shall comply with the requirements of "Recordkeeping" above. Each Office or Division shall maintain a record of its administrative activities and submit a quarterly report of such activities to the Regional Director.

4. The Regional Director, Regional Supervisor of Natural Resources and the Regional Division Program managers for each Department Office or Division shall meet annually to review the past year's administrative motor vehicle and aircraft use within the Forest Preserve. The Regional Director, Regional Supervisor of Natural Resources and the Regional Division Program managers for each Department Office or Division shall meet annually with the Division Director to review the past year's administrative motor vehicle and aircraft use on Forest Preserve land in the Adirondack Park and Catskill Park and how to incorporate the experiences of the past year into the following year's conceptual plan. Where approval was granted for a multi-year activity, this review shall include a determination of continuance.

1. Although this policy addresses only the administrative use of motor vehicles and aircraft, it should be noted that the APSLMP requires that logs be kept on the use of motorized equipment in Wilderness areas, and that the annual report of motorized uses in Wilderness areas which the Department must provide to the APA must include details on the use of motorized equipment as well as motor vehicles and aircraft.



L&F A-1

**NEW YORK STATE  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

**CONCEPTUAL USE PLAN FOR ADMINISTRATIVE ACCESS  
BY MOTOR VEHICLE/AIRCRAFT TO THE FOREST PRESERVE**

**Note:** for flights into Wilderness areas, this Conceptual Use Plan must be approved by the Director of Lands & Forests and the Commissioner of DEC prior to submittal of a *Request for Use of Aircraft for Program Support* form.

**Part A: Applicant Information**

Name		Phone #	
Division	Program	Office Location	

**Part B: Area(s) to be Accessed and Intended Use**

Area(s) to be Accessed: <i>(Name of Forest Preserve Unit)</i>			
Road/Trail Name <i>(if applicable)</i>			
Purpose/Objective			
Motor Vehicle/Aircraft(s) Type			
Number (of each type)	<input type="checkbox"/> One <input type="checkbox"/> More than one (specify next box):		
Frequency of Use	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (specify next box):		
Duration	Estimated Start Date:	Estimated End Date:	Estimated Time for Each Entry (hours):

**Part C: Justification for Motor Vehicle/Aircraft Use**

***Please check all that apply and describe in full***

- Transportation of goods and materials in excess of 40 pounds for a distance greater than ¼ mile.
- Transportation of personnel for a distance greater than 1 mile.
- Transportation of mobility impaired personnel.
- Multiple ingress and egress (two or more trips) to site destination during single day/each day.
- Transportation to a site where timing is critical to a successful resolution of an ongoing violation and/or to protect the natural resource.
- Other - Describe: \_\_\_\_\_

Description of above checked justification(s): \_\_\_\_\_

**Alternatives to motor vehicle/aircraft use (explain):**

**Part D: Approvals**

<b>FOR OFFICE USE ONLY</b>			
<i>Regional Office</i>		<i>Date Rec'd</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	(Regional Forester/Bureau Agent Signature)	Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	(Regional/Division Director Signature)	Date	
<i>Date Received in Central Office</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	(Division Director – Lands & Forests Signature)	Date	



L&F B-1

**NEW YORK STATE  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

**ADMINISTRATIVE USE REQUEST  
FOR ACCESS BY MOTOR VEHICLE/AIRCRAFT TO THE FOREST PRESERVE**

**Note:** for flights into Wilderness areas, this Administrative Use request must be approved by the Director of Lands & Forests and the Commissioner of DEC prior to submittal of a *Request for Use of Aircraft for Program Support* form.

**Part A: Applicant Information**

Name				Phone #	
Division		Program		Office Location	

**Part B: Area(s) to be Accessed and Intended Use**

Area(s) to be Accessed: <i>(Name of Forest Preserve Unit)</i>			
Road/Trail Name <i>(if applicable)</i>			
Purpose/Objective			
Motor Vehicle/Aircraft(s) Type			
Number (of each type)	<input type="checkbox"/> One <input type="checkbox"/> More than one (specify next box):		
Frequency of Use	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (specify next box):		
Duration	Estimated Start Date:	Estimated End Date:	Estimated Time for Each Entry (hours):

**Part C: Justification for Motor Vehicle/Aircraft Use**

***Please check all that apply and describe in full***

- Transportation of goods and materials in excess of 40 pounds for a distance greater than ¼ mile.
- Transportation of personnel for a distance greater than 1 mile.
- Transportation of mobility impaired personnel.
- Multiple ingress and egress (two or more trips) to site destination during single day/each day.
- Transportation to a site where timing is critical to a successful resolution of an ongoing violation and/or to protect the natural resource.
- Other - Describe: \_\_\_\_\_

Description of above checked justification(s): \_\_\_\_\_  
 \_\_\_\_\_

**Alternatives to motor vehicle/aircraft use (explain):**

\_\_\_\_\_  
 \_\_\_\_\_

**Part D: Approvals**

<b>FOR OFFICE USE ONLY</b>			
<i>Regional Office</i>		<i>Date Rec'd</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	(Regional Forester/Bureau Agent Signature)		Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	(Regional/Division Director Signature)		Date

<i>Date Received in Central Office</i>	
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<input type="checkbox"/> Approved <input type="checkbox"/> Denied	(Division Director – Lands & Forests Signature)	Date
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ADMINISTRATIVE USE REQUEST
FOR ACCESS BY MOTOR VEHICLE TO THE FOREST PRESERVE
BY THE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

ACTIVITY LOG

Region Office Month Year

Date Authorization # Time In: Time Out: Vehicle Plate # Vehicle Type Forest Preserve Unit Name(s) Road/Trail Name Operator: Division Representative(s) Name

Date Authorization # Time In: Time Out: Vehicle Plate # Vehicle Type Forest Preserve Unit Name(s) Road/Trail Name Operator: Division Representative(s) Name

Date Authorization # Time In: Time Out: Vehicle Plate # Vehicle Type Forest Preserve Unit Name(s) Road/trail Name Operator: Division Representative(s) Name

Submitted by: Date:



ADMINISTRATIVE USE REQUEST
FOR ACCESS BY MOTOR VEHICLE TO THE FOREST PRESERVE
BY OTHER STATE AND FEDERAL AGENCIES

ACTIVITY LOG

Region Office Month Year

Date Authorization # Time In: Time Out: Vehicle Plate # Vehicle Type Forest Preserve Unit Name(s) Road/Trail Name Operator: State Agency Representative(s) Name

Date Authorization # Time In: Time Out: Vehicle Plate # Vehicle Type Forest Preserve Unit Name(s) Road/Trail Name Operator: State Agency Representative(s) Name

Date Authorization # Time In: Time Out: Vehicle Plate # Vehicle Type Forest Preserve Unit Name(s) Road/Trail Name Operator: State Agency Representative(s) Name

Submitted by: Date:



ADMINISTRATIVE USE REQUEST FOR ACCESS BY AIRCRAFT TO THE FOREST PRESERVE

ACTIVITY LOG

Region		Office			Month		Year	
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Date								
CP17 Authorization #		Time In: _____	Time Out: _____	Aircraft Type				
Forest Preserve Unit Name (one unit per entry)						Destination Name(s)		
Operator:				Division Representative(s) Name				

Date								
CP17 Authorization #		Time In: _____	Time Out: _____	Aircraft Type				
Forest Preserve Unit Name (one unit per entry)						Destination Name(s)		
Operator:				Division Representative(s) Name				

Date								
CP17 Authorization #		Time In: _____	Time Out: _____	Aircraft Type				
Forest Preserve Unit Name (one unit per entry)						Destination Name(s)		
Operator:				Division Representative(s) Name				

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_