

OREGON DEPARTMENT OF FORESTRY OHV EVENT PERMIT APPLICATION REQUIREMENTS AND INSTRUCTIONS



I. OHV EVENT PERMIT APPLICATION REQUIREMENTS:

- All event permit applications must be received by the Oregon Department of Forestry at least 60 days but not more than 180 days prior to the event.
- All event permit application packets must be complete or they will be returned to the event sponsor.
- A complete application packet includes:
 - Completed event application form
 - Completed event operations plan
 - Map of staging area
 - Course Map
- If an event permit application packet is returned to the event sponsor, the sponsor has 7 days to correct or resolve any issues identified pertaining to the incomplete event application packet.
- If issues pertaining to an event application packet are not resolved within 7 days, the event will be cancelled.
- Proof of liability insurance is required for all events conducted on State Forest Land and must be submitted to ODF no less than 14 days prior to the event.
- Volunteer Maintenance Requirement. If an event application is approved, the event sponsor permittee is required to complete volunteer work on approved trail projects. Volunteer hour maintenance requirement must be completed by December 31st of the calendar year in which the event occurs. The formula for this contribution is:
 - ♦ VOLUNTEER CONTRIBUTION = (1 hour of volunteer trail work per mile of OHV trail used in event) + (1 hour of volunteer trail work per 10 event participants)

II. OHV EVENT PERMIT APPLICATION INSTRUCTIONS

EVENT SPONSOR – fill in name of club, organization or individual sponsoring the event.

SPONSOR'S REPRESENTATIVE – name of person who is responsible for organizing and conducting event. This person is the primary contact for all communications pertaining to the event.

E-MAIL ADDRESS – provide e-mail address of applicant representative. If person representing club or organization has no e-mail address then provide club or organization's e-mail address.

PHONE – Applicant representative must provide at least one phone number where they can be reached. Both a home phone and cell phone number are preferable. A fax number is also helpful for sending maps. Include times when available for contact.

MAILING ADDRESS – Provide current mailing address of applicant representative. Permit will be mailed to this address.

DATE OF EVENT – Date(s) event occurs. For multi-day events provide date and time for all days the event occurs.

TYPE OF EVENT – Name the type of event that is being proposed. For example – Motorcycle poker run, ISDE, 4WD guided tour, 4WD skills course, Closed course motorcycle race, Observed Trials, etc.

STAGING AREA – Provide name of staging area to be used, even if it is not on State Forest Land. If the staging area location is not a designated OHV staging area provide description of location. (**Location Description Example:** *Mile post 2.5 Cedar Creek Road, flat area next to stockpile*) Local law enforcement, 911 dispatch, and Search and Rescue may need this information.

EVENT START & END TIME - Time the event starts and ends. If the event occurs on multiple days, not the start and end time for each date.

ANTICIPATED # OF ENTRANTS - How many people do you reasonably expect to participate in the event? Applicant representative should consider past participation numbers, time of year, weather, and type of event when estimating number of entrants. The number of entrants is needed by ODF when evaluating the impact of the event and the suitability of the proposed staging area.

ANTICIPATED TOTAL # OF PEOPLE - Provide total estimated number of people event is anticipated to attract including entrants, crew support, spectators, club or organization support, etc... The total estimated number of people is considered in determining suitability of staging area and parking arrangements.

COURSE MARKER DESCRIPTION - Describe or provide an example of the type of signs or markers used to mark course including directional signing, and wrong-way signing. Course markers cannot be posted more than 7 days prior to the event. All course marking must be removed no later than 7 days after date of event. If possible provide an example of signing or flagging with application.

EVENT DESCRIPTION – Describe briefly, in narrative form, the type of event for which an application is being submitted. (**Example:** *Poker Run – Event consists of participants riding a 40 mile course with 3 check points. At each check point riders have a tab punched. At the finish the tab is turned in and rider is eligible for a prize or reward. Event is a family oriented fun ride.*)

PRE-RIDE DATES: The applicant representative must provide two dates they are available to pre-ride the course with ODF staff no less than 21 days prior to the event date. The dates provided will be included as conditions of the event permit. Please contact ODF regarding the dates for the pre-ride so we may work together to select dates that are mutually acceptable. Permit will not be issued until confirmation of the pre-ride date.

COURSE MAP – Application must have a completed course map indicating:

- Course(s) to be used for event (Please color code different courses.)
- Number of laps to be run on each course
- Dates the course(s) will be run
- Direction of travel
- Proposed in-water stream crossings
- Staging areas
- Fueling areas
- Check points
- Traffic control points for temporary road closures.
- Locations of “Event in Progress” signs

PLEASE NOTE: Course maps must be submitted using the most current ODF trail map, be legible and complete or it the event permit application packet will be returned to the event

sponsor for correction. The applicant has 7 days to address application issues or the event is cancelled.

Applications for events between April 15 and June 30 shall also indicate a “wet weather” on-road course on the Course Map.

INSURANCE REQUIREMENTS

For all events conducted on State Forest Land, the permittee shall provide Commercial General Liability insurance covering personal injury and property damage in an amount not less than \$500,000 combined single limit per occurrence. The certificate of insurance shall name the Oregon Department of Forestry as an additional insured party.

As evidence of the insurance coverage required by this permit, Permittee shall furnish a certificate of insurance of the foregoing coverages to ODF **not less than 14 days prior to the event**. Permittee shall require the issuing company to indicate on the certificate that ODF shall be given not less than 10 day prior notice of cancellation or termination of insurance coverage.

OPERATIONS PLAN - Applicant must complete and submit an Operations Plan with the permit application. An example of a completed Operations Plan is shown below:

EXAMPLE - OHV EVENT OPERATIONS PLAN

EVENT SPONSOR: ABC Off-Road Club (Write in name of club or organization)

DATE OF EVENT: Saturday, August 24th, 2008 (if multiple date event, fill in all dates)

TYPE OF EVENT: 40 mile Poker Run for motorcycles and quads.

Briefly describe the type of event that is being proposed. For example – Motorcycle poker run, ISDE, 4WD guided tour, 4WD skills course, Closed course motorcycle race, Observed Trials, etc.

EVENT START TIME / EVENT END TIME: 8:00 a.m. – 3:00 p.m. (if multiple date event, fill in start and end times for each day).

COURSE SET-UP DATE: Thursday, August 21st, 2008 (Event routes may be posted up to 7 days prior to the event)

COURSE MARKER REMOVAL DATE: Sunday, August 24th, 2008 (Course markers must be removed no later than 7 days after the event.)

NOTE: For the sections below address the issues related to your event. Use additional pages, maps, or other attachments if necessary.

STAGING AREA LOCATION:

Provide the name and geographic location of the event staging area, even if it is not on State Forest Land. If the staging area is not a designated OHV staging area, provide a description of the location that can be conveyed to emergency resources if necessary. (Example – Milepost 2.5 on Cedar Creek Road in the flat area next to the rock stock-pile.)

STAGING AREA SET-UP:

If the staging area for this event is on State Forest Land, provide a site map clearly indicating:

- Sign-up / Registration Area
- Start / Finish
- Spark Arrestor / ATV Sticker Check Area
- Event Traffic Flow through Staging Area
- Location of Sponsor Camp / Parking
- Event Participant / Day Use Parking
- Overnight Camping
- Fueling Areas
- Porta-potties (if required)
- Concessions

PLEASE NOTE: The Event Sponsor is responsible for maintaining access for emergency vehicles and keeping staging area access roads clear and shall designate at least one person as traffic monitor for event.

ROAD and / or TRAIL CLOSURES - For some events, ODF may allow temporary closure of forest roads and trails. Remember to indicate on the Course Map the location of all temporary road/trail closure points. Each temporary road closure point shall have at least one person staffing the closure point. Describe how check point staff will determine it is safe to open road/trail to public traffic.

Example of Road/Trail Closure Text: *Poker Run will close Saddle Mt. Road between C-Line Road to Cedar Tree Trail 9:00 AM to 12:00 noon. Each intersection will be staffed with two club members with two-way radios and fold out barricades. Road closure will be signed and signs informing the public about road closure will be posted on Thursday, Aug. 21st. Periodically a designated rider will check closed section of road for riders and accidents and inform check point personnel that road is clear. At conclusion of closure, sweep riders will radio check points that road is clear and may be opened to public traffic.*

EMERGENCY MEDICAL RESPONSE: ODF staff and law enforcement may or may not be present at time of an event related medical emergency. Permittee shall describe how they will handle emergency medical response if no ODF or law enforcement staff are available. Include how 911 Emergency Medical Services will be activated and how lead in for ambulance will be coordinated.

Example of Emergency Response Plan: *Check points will be staffed by club members equipped with two-way radios that can reach base station in staging area. Sweep riders will also carry radios that can reach either a check point or staging area. In the event of an accident, the staging area will be notified and a runner sent to contact 911 via phone from Tillamook Forest Center. A club member will be designated to lead in ambulance from nearest forest road. Check point staff will also go to location of injured rider and perform basic first aid if needed and assist with lead in of EMS.*

EMERGENCY MEDICAL TECHNICIAN ODF may require an Emergency Medical Technician (EMT) or ambulance to be on-site during event if it is determined the type of event merits their presence. If an EMT or ambulance is required Permittee will be notified at least 30 days in advance and an EMT or ambulance will be a condition of the event permit. Permittee shall provide ODF the name of EMT or ambulance service at least 14 days prior to date of event.

HIGH FIRE DANGER SITUATION: Describe how event will be modified in a high fire danger situation? During high Level II and Level III fire situations ODF may require route shifted to roads only, a sweep of route 3 to 4 hours after event by riders with fire extinguishers & radio contact, and extra staff with fire tools at check points). ODF staff and law enforcement may or may not be present at time of an event related fire. Permittee shall describe how they will handle reporting the fire if no ODF or law enforcement staff are available. How will the Permittee report a fire to 911?

Example of Fire Reporting Plan: *If sweep riders discover a fire on course they will contact check point and/or staging area via two-radio with location. Staging area will dispatch a runner to nearest phone (Tillamook Forest Center) to contact 911 with fire location. Sweep rider will also attempt to radio nearest check-point and they will respond to location with fire tools and begin suppression of fire if feasible. Sweep riders will remain at fire location until ODF Fire Protection staff are on-scene. Sweep riders will remain on-scene and provide any information needed for fire investigation.*

FOOD CONCESSIONS: If food is going to be sold at the even, the sponsor / seller must provide ODF proof of current food handler's certificate and proof of insurance and comply with county health requirements.

OREGON DEPARTMENT OF FORESTRY



OFF-HIGHWAY VEHICLE EVENT PERMIT APPLICATION

EVENT SPONSOR (*Club / Organization / Individual Sponsoring Event*)

SPONSOR'S REPRESENTATIVE :

E-MAIL ADDRESS:

PHONE: List 2 contact numbers and the best time to reach you at each number.

home / work / cell / fax (*circle one*) () _____ Availability: _____

home / work / cell / fax (*circle one*) () _____ Availability: _____

MAILING ADDRESS:

Street

City

State

Zip Code

DATE OF EVENT:

TYPE OF EVENT:

STAGING AREA:

EVENT START TIME:

EVENT END TIME:

ANTICIPATED # ENTRANTS:

ANTICIPATED # OF PEOPLE:

(Participants, crew, spectators, organizers)

COURSE MARKER DESCRIPTION: (*Include marker text, color & shape of marker, material type*)

EVENT DESCRIPTION: (*Write a brief narrative describing how event works and it's purpose (e.g.-fun, points,)*)

PRE-RIDE WITH ODF: Provide two dates that you are available to pre-ride the event course with ODF staff. Dates must be at least 21 days prior to the event date.

1st DATE:

2nd DATE:

PERMIT WILL NOT BE ISSUED UNTIL CONFIRMATION OF THE PRE-RIDE DATE.

PROOF OF LIABILITY INSURANCE: Liability insurance is required for all events conducted on State Forest Land. All event sponsors shall provide Commercial General Liability insurance covering personal injury and property damage in an amount not less than \$500,000 combined single limit per occurrence. The Certificate of Insurance shall name the Oregon Department of Forestry as additional insured. As evidence of the insurance coverage required by this permit, the Permittee shall furnish a certificate of insurance of the foregoing coverages to ODF **not less than 14 days prior to the event.** Permittee shall require the issuing company to indicate on the certificate that ODF shall be given not less than 10 day prior notice of cancellation or termination of insurance coverage.

ADDITIONAL PERMIT APPLICATION REQUIREMENTS:

Application for events shall be submitted to ODF at least 60 days and not more than 180 days prior to the event and shall include the following:

1. A completed Operations Plan Form
2. A Staging Area Map
3. A Course Map on most current ODF OHV Trail Guide
 - a) The course map must be legible and include: *course(s) used for the event, differentiated by color*number of laps to be run on each course*date(s) each course will be use*planned direction of travel*locations of staging area, fueling areas, check points, proposed in-water stream crossings, and traffic control points for temporary road closures.
 - b) Course Maps for events scheduled April 15 – June 30 shall include a “wet weather” roads-only course option.

Following acceptance of the application for event by ODF, applicant shall attend an on the ground review of the proposed course with ODF to identify modifications that may be required on the Course Map. All assigned volunteer trail work must be completed by December 31st of the calendar year the event occurs. Failure to comply with this requirement may result in revocation of event application privileges for the following year.

Failure to comply with the conditions of the permit or failure to complete volunteer trail work requirements after the event to the satisfaction of ODF may result in denial of future events. Conducting an organized event without a permit is a violation of Oregon Administrative Rule **629-025-0020**

Mail all OHV Event Applications, Operations Plan, and Course Map(s) to:

Tillamook State Forest OHV Specialist
801 Gales Creek Road
Forest Grove, OR 97116

You will be notified within 7 days of ODF receiving your application, if you have not been notified call the OHV Specialist at 503.359.7463.

OREGON DEPARTMENT OF FORESTRY



OFF-HIGHWAY VEHICLE EVENT OPERATIONS PLAN

EVENT SPONSOR (*Club / Organization / Individual Sponsoring Event*)

DATE OF EVENT:

TYPE OF EVENT:

EVENT START TIME:

EVENT END TIME:

COURSE SET-UP DATE:

Please do not mark course more than 7 days prior to event date.

COURSE MARKER REMOVAL DATE:

Course markers must be removed no more than 7 days after the event date.

PLEASE NOTE: *For the sections below address the issues related to your event. Use additional pages, maps, or other attachments if necessary.*

STAGING AREA LOCATION:

Provide the name and geographic location of the event staging area, even if it is not on State Forest Land. If the staging area is not a designated OHV staging area, provide a description of the location that can be conveyed to emergency resources if necessary. (*Example – Milepost 2.5 on Cedar Creek Road in the flat area next to the rock stock-pile.*)

STAGING AREA SET-UP:

If the staging area for this event is on State Forest Land, provide a site map clearly indicating:

- Sign-up / Registration Area
- Start / Finish
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- Event Traffic Flow through Staging Area
- Location of Sponsor Camp / Parking
- Event Participant / Day Use Parking
- Overnight Camping
- Fueling Areas
- Porta-potties (if required)
- Concessions

PLEASE NOTE: *The Event Sponsor is responsible for maintaining access for emergency vehicles and keeping staging area access roads clear and shall designate at least one person as traffic monitor for event.*

ROAD and / or TRAIL CLOSURES - For some events, ODF may allow temporary closure of forest roads and / or trails. Remember to indicate on the Course Map the location of all temporary road/trail closure points. Each temporary road closure point shall have at least one person staffing the closure point. Describe how check-point staff will determine it is safe to open road/trail to public traffic.

EMERGENCY MEDICAL RESPONSE: ODF staff and law enforcement may or may not be present at time of an event related medical emergency. Permittee shall describe how they will handle emergency medical response if no ODF or law enforcement staff are available. Include how 911 Emergency Medical Services will be activated and how lead-in for ambulance will be coordinated.

EMERGENCY MEDICAL TECHNICIAN: ODF may require an Emergency Medical Technician (EMT) or ambulance to be on-site during event if we determine the type of event merits their presence. If an EMT is required Permittee will be notified at least 30 days in advance and EMT will be a condition of the event permit. If an EMT or ambulance service is a condition of the event permit the Permittee shall provide ODF the name of EMT or ambulance service at least 14 days prior to date of event.

HIGH FIRE DANGER SITUATION: Describe how event will be modified in a high fire danger situation? During high Level II and Level III fire situations ODF may require route shifted to roads only, a sweep of route 3 to 4 hours after event by riders with fire extinguishers & radio contact, and extra staff with fire tools at check points). ODF staff and law enforcement may or may not be present at time of an event related fire. Permittee shall describe how they will handle reporting the fire if no ODF or law enforcement staff are available. How will the Permittee report a fire to 911?

FOOD CONCESSIONS: Will there be concessionaires at event? Yes No

If yes Concessionaires must provide ODF proof of current food handler's certificate and insurance and comply with county health requirements.