

SPECIAL USE PERMIT:
COMMERCIAL ACTIVITIES

Application and instructions for special use permits for commercial activities in South Slough Reserve

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Do I need a Special Use Permit?

A Special Use Permit is required for any new or increased commercial activities within the South Slough Reserve that did not exist prior to the creation of the Reserve in June 1974.

This requirement is consistent with the Reserve's governing Oregon Revised Statutes (ORS 273.553 – 273.554) and Administrative Rules (OAR 142-010-005 – 142-010-0050).

Who do I contact to get a permit or get questions answered?

Permit applications can be downloaded from the South Slough Reserve's website

Completed applications and questions should be submitted to:

Rebecca Muse, Operations Manager
Email: Rebecca.A.MUSE@dsl.oregon.gov
Phone: 971-707-2664

Mailing Address:
South Slough Reserve
P.O. Box 5417
Charleston, OR 97420

Physical Address:
61907 Seven Devils Rd
Charleston, OR 97420

What criteria will be used to evaluate my application?

Once a completed application is received it will be evaluated against the following criteria:

- ***Consistency with local, state, and federal laws and reserve regulations***—all activities must comply with the laws and rules governing the South Slough National Estuarine Research Reserve
- ***Consistency with the South Slough Reserve Management Plan***— activities cannot jeopardize the integrity of the estuary
- ***Impact on natural and cultural resource values*** – activities must not adversely impact natural or cultural resources and must adhere to ORS 97.745 and ORS 358.920. The Reserve will coordinate with local Tribal Historic Preservation Officers to evaluate potential impacts of proposed activities.
- ***Disruption of reserve programs and public use*** – activities should not exclude the public from the reserve or impact reserve programs, neighbors, or activity on areas surrounding the reserve
- ***Impact on public health, safety or welfare*** – activities must not put the public or the participants at undue risk, although measures taken by the organizer to mitigate such risk will be considered in the evaluation (i.e. first aid training)
- ***Applicant's ability to finance, plan and manage the activity*** – an evaluation will be made regarding the applicant's ability to fulfill any safety, medical care, wildfire control, security, crowd, noise, and vehicle

parking requirements, as well as any measures required for the protection of reserve resources which are set forth by the conditions of the permit

- ***Measures proposed to mitigate negative impacts*** – if the activity will have negative impacts, consideration will be given to measures detailed in proposed operation plan to lessen or eliminate those impacts (i.e. risk assessments and mitigation plans)
- ***Ability to fully meet the terms and conditions of the permit*** – the evaluation will consider evidence presented by the applicant and others regarding their ability to fully meet any requirements placed on them by the terms and conditions of the permit, including previous experience the applicant has in conducting similar activities and past performance conducting other activities in public lands
- ***Positive impact on the local community or reserve*** – positive impacts resulting from the activity on the local community through tourism spending or Reserve restoration efforts and facilities enhancements will be considered when evaluating the permit application

How are applications prioritized?

Only activities that are complementary with the South Slough Reserve's education, science, and stewardship goals will be considered. Applications are read in the order they are received.

What supporting documents and information do I need to include with my application?

I. Attach a detailed description of proposed activity that includes:
   a. Services that will be offered to clients, as well as client charges and fees.
   b. The anticipated number of trips and party sizes.
   c. Trip itinerary with location of starting and ending points, stops, route and timeline.
   d. A description of your client base or audience.
   e. A list of Reserve facilities you propose to use, e.g., a boat launch, parking lot, or trailhead.

II. Attach an operation plan for the proposed commercial activity that includes:
   a. Start and end dates for the season
   b. Client and reserve visitor safety risk assessment & mitigation plan
   c. Evacuation and emergency procedures
   d. Resource protection plan including Leave No Trace principles that will be applied during proposed operations

III. Certificate of liability insurance
   a. The permit holder will be required to obtain liability insurance in an amount satisfactory to the State of Oregon and the South Slough Reserve. The insurance policy must name the Oregon Department of State Lands/South Slough National Estuarine Research Reserve as an additional insured

IV. Copies of CPR/Wilderness First Aid Certifications

V. Copy of Oregon State Marine Board Outfitter Guide License

VI. Copy of the applicant's Acknowledgment of Risk provided to clients (client waiver)

VII. Guide Identification, please include:
   a. List of all guides who would be working under the permit.
   b. Describe your requirements for employment and staff training programs.

What are the fees for my permit?

There is a $75 application processing fee for all Special Use Permits. Additional annual and/or service day fees charged by the Reserve may also apply to cover costs incurred by the Reserve for managing the activity. For example, the Reserve charges a $200 annual fee for a Special Use Permit for commercial guiding. Annual fees are based on a calendar year and are not prorated for partial year use. All Special Use Permit fees are listed in the South Slough Reserve Fee Schedule. For an updated fee schedule, please contact Rebecca Muse: Rebecca.A.MUSE@dsl.oregon.gov, work cell: 971-707-2664

Am I required to have insurance?

Yes, the following liability insurance is required for Special Use Permits:

• Commercial general liability insurance of not less than $1,000,000 per occurrence or $2,000,000 for multiple occurrences.

• Commercial automobile liability insurance of not less than $1,000,000 for bodily injury and property damage. This coverage may be written in combination with the commercial general liability insurance (with separate limits for commercial general liability and automobile liability).

Insurance coverage for this Special Use Permit must name "the State of Oregon, its Department of State Lands, South Slough National Estuarine Research Reserve, its Management Commission, and the officers, agents and employees thereof" as additional insured.

There may be some instances where insurance requirements can be reduced. Contact the Reserve Manager to see if you qualify.

Insurance is not required if the activity or use being permitted is conducted in partnership with the South Slough Reserve through a written agreement with the applicant.

Is special training required?

For commercial guiding activities, any guide leading a trip within the Reserve is required to complete an on-site training led by Reserve staff and partners with appropriate expertise. Training for commercial guides will cover appropriate locations for the activity, educational information about the Reserve, information on local natural and cultural resources, and required risk and impact prevention measures. Trainings will be scheduled based on Reserve staff and partner availability.

What else should I know?

Permits can be withdrawn by South Slough Reserve management at any time to protect reserve resources and to ensure public safety. The Reserve also reserves the right to adjust the number of days allowed for a permitted activity after a permit is issued and without refund. All permits carry conditional terms of use that must be followed by the permittee, failure to abide by conditional terms of use will result in forfeiture of a permit without refund. An annual report must be submitted within 30 days following the year the permit was issued that details the number of days in which the permitted activity was conducted and the number of clients served. Failure to provide the required reporting may result in the denial of a permit for subsequent years.

South Slough Special Use Permit Application

APPLICANT INFORMATION		
Name of Applicant:	Name of Organization:	
Mailing Address:		
City:	State:	Zip:
E-Mail Address:		
Phone:	Cell:	Fax:
ON SITE RESPONSIBLE CONTACT		
Name:	Cell:	
ACTIVITY PROPOSED		
Activity:		
ACTIVITY LOCATION		
Specific Areas of Use:		
ACTIVITY DATES / TIMES		
Season Start Date:	Season End Date:	
Daily Start time:	Daily End Time:	
PERMIT FEES		
($75 application fee) **+** (additional activity fee, if any: _____) **=** $ 75.00		
ADDITIONAL REQUIREMENTS: (Please attach)		

- ☐ Detailed description of proposed activity
- ☐ Operation plan for proposed activity
- ☐ Certificate of liability insurance
- ☐ Oregon State Marine Board Outfitter Guide License
- ☐ CPR/Wilderness First Aid Certifications
- ☐ Company's Client Acknowledgment of Risk form (blank)
- ☐ Guide Identification
- ☐ $75 Check for application fee

** Applicant assumes full responsibility and liability for damages or injury to any person arising out of the applicant's activity or use, including personal injury and property damages and for any damage to reserve property, including natural and cultural resources.*

** Applicant shall indemnify and hold harmless the State of Oregon, the Department of State Lands, the South Slough National Estuarine Research Reserve, the South Slough Management Commission and, and all the members, officers, agents and employees of these entities, against any and all damages, claims or causes of action arising from or in connection with the activity or use.*

APPLICANT SIGNATURE:	DATE:

Special Use Permit #_____

South Slough National Estuarine Research Reserve

FOR SOUTH SLOUGH COMPLETION ONLY		
Date Application Received:	Date Fees Paid:	
Permittee:	Organization:	
Mailing Address:		
City:	State:	Zip:
E-Mail Address:		
Phone:	Cell:	Fax:
On Site Contact Person:		
Criteria Evaluation (Yes/No/NA) ___ Consistent with local/state/federal laws ___ Complies with Reserve regulations & management plan ___ Protects natural or cultural resources ___ Disrupts reserve and public use ___ Impacts public health/safety or welfare	___ Ability to finance, plan & manage activity ___ Experience performing activity ___ Measures proposed to mitigate impacts ___ Ability to meet terms & conditions of permit ___ Positive impact	
Permitted Activity:	Permitted Location:	
Permit Activation Date:	Permit Expiration Date:	
Number of Service Days Granted:		
Conditional Terms of the Permit: *The South Slough Reserve may, in its discretion, cancel a special use permit in the event of any emergency, significant law enforcement problem or substantial threat to public welfare, safety or Reserve property or resources, arising from or affecting this activity, or for breach of permit conditions.* *The South Slough Reserve retains the right to enter Reserve lands and waterways at any time for the purpose of inspection and management.* **See attachment for complete list of conditional terms of permit*		
ISSUING AUTHORITY		
Reserve Manager:	E-Mail Address:	
Phone:	Cell:	Fax:
Approver Signature:		Date: