

Vermont Department of Forests, Parks and Recreation (VTFPR) Recreation Project Proposal Review Process and Evaluation Criteria

Thank you for your interest in a new recreation project or trail on Vermont Department of Forests, Parks and Recreation lands (for a list of these lands and associated planning documents click [here](#)). In the interest of communicating a cohesive statewide review process, VTFPR staff have developed this flow sheet to show how we will make a determination about your project. We carefully consider new and existing uses, resource protection, management goals and objectives, legal constraints, etc. in the management of our state forests and state parks.

This information is intended to clarify the process which we regularly undertake when the public or a user group submit a proposal.

NOTE: this information is for new recreation infrastructure, facilities or designation of a new use. If you are looking to use state lands for an event, commercial operation or for your group, please see http://fpr.vermont.gov/state_lands/leases_licenses_permits for license and SUP information.

Have an Idea for a new Recreation Project, Trail or Use? Here's what to do:

1. Contact Appropriate District Staff:
 - **Springfield District:**
 - Tim Morton: 802-777-6899 or tim.morton@vermont.gov
 - **Rutland District:**
 - Lisa Thornton: 802-777-7480 or Lisa.Thornton@vermont.gov
 - **Essex District:**
 - Jason Nerenberg: 802-498-4342 or Jason.nerenberg@vermont.gov
 - **Barre District:**
 - Diana Frederick: 802-476-0174 or diana.frederick@vermont.gov
 - **St. Johnsbury District:**
 - Louis Bushey: 802-751-0136 or louis.bushey@vermont.gov
 - **Statewide or General Inquiries:**
 - Jessica Savage: 802-249-1230 or jessica.savage@vermont.gov
2. Fill out Pre-Proposal Form.
3. Submit to FPR Staff/Stewardship Team Review.
4. Response from contact person **within 30 days of receipt of pre-proposal.**
5. You may receive an Invitation to submit Full Proposal for eligible projects.
6. Stewardship Team Review of Full Proposal which might include:
 - Resource Assessment/Inventory
 - Site Visit(s)

- Public Involvement (could be at various points in the process)
- Amendment to LRMP
- Lands Team (Agency of Natural Resource) Review
- Town Involvement
- Feasibility Studies
- Design/Engineering/Planning
- Timeline shifts
- Modify/Development of Proposal

7. A response with next steps outlined will be given to all Full Proposals **within 60 days**.

8. If project is approved, then it will be put in the District Annual Stewardship Plan which is put together in late fall/early winter (typically done by March 1).

Submitted VTFPR Pre-Proposals Evaluation Criteria:

1. Is there a Long Range Stewardship Plan (LRMP) or Interim Stewardship Plan (ISP) for the state forest or park you are interested in? (See http://fpr.vermont.gov/state_lands/management_planning/documents for a list of planning documents by region)
2. Is the project consistent with the classifications in the Long Range Management Plan? Will the project change the land use or recreational experience in the area? Are there any known resource constraints? (i.e. Deer Wintering Areas or Rare, Threatened or Endangered Species)
3. Does the project meet the goals of the property?
4. Does VTFPR policy support the proposal? (See http://fpr.vermont.gov/about_us/rules_regulations for a list of our rules and policies)
5. Is the use allowed by legal/statutory constraints on the parcel?

NOTE: All projects on properties which do not have a Long Range Management Plan or Interim Stewardship Plan will be reviewed for resource and legal impacts and compatibility by the appropriate stewardship staff.

6. Is this a new use on this property?

Submitted VTFPR Full Proposal Evaluation Criteria:

Based on District Stewardship Team Review of your submitted pre-proposal, you may be invited to submit a full proposal. The following criteria will help guide the review of your proposal and determine the necessity of making modifications:

1. Resource constraints (ie. Wildlife impacts, presence of Rare, Threatened or Endangered species, erodible soils, riparian zones, archeological/cultural concerns, etc.)

2. Use or management conflicts (for example: new trail by a remote campsite or a license for some other use of the parcel)?
3. Impacts to adjacent parcels
4. Project/Trail Design Standards (see list of trail standards [here](#))
5. Long and short term capacity to maintain this use/resource
6. Funding or fundraising capacity for this project
7. Public demand for this project
8. Demonstrated lack of regional public supply for this activity/use
9. Formal agreement with a partner
10. Whether this activity is established and growing

For additional questions or comments, please contact:

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<http://fpr.vermont.gov/>