

# STATE LANDS RECREATION PROJECT REVIEW



## FULL PROPOSAL FORM

The proposal form asks for a detailed description of the proposed project, the benefits of the proposal and the planned strategies for minimizing impact to other resources. This proposal should be submitted via email to the appropriate district recreation staff and will be reviewed for consistency with the LRMP for the parcel as well as state lands policies, agency and departmental mission and legal restrictions, intersection with guidelines for minimizing impacts on natural and other resources, compatibility with other uses, ability of the partner or Agency to manage the proposed asset and use, and community support and need for the project. A field review of the project area may be required for the assessment of the proposal. You can find a list of the current stewardship contact for each District at <https://fpr.vermont.gov/recreation/using-state-lands-recreation>.

You will hear back with a confirmation of receipt or a request for further information within one week of submitting the project, barring unforeseen circumstances. The District Stewardship Team will begin review of the proposal within 2 months of the confirmation. Please note that in many cases, field review can only occur during the plant growing season, which may delay full review of the proposal.

**Please note: You are required to attach a detailed map and digital geographic information for the project. See the end of this form for map guidelines.**

### Requester's Contact Information

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_ TITLE: \_\_\_\_\_

HAS ANYONE ELSE BEEN INVOLVED IN THIS PROPOSAL?

*For example, others within the organization, professional trail builders scoping the design, etc. Please include contact information and descriptions of their expertise as relevant.*

ANR CONTACT:

PRE-PROPOSAL SUBMISSION DATE:

PRE-PROPOSAL APPROVAL DATE:

### Project Description

**Proposal category:**

UPGRADE OF EXISTING      RELOCATION OF EXISTING      NEW      CHANGE IN USE

**Proposal location:**

MANAGEMENT UNIT:

If relevant:

PARCEL: \_\_\_\_\_ TRAIL SYSTEM: \_\_\_\_\_ TRAIL NAME: \_\_\_\_\_

**LOCATION UPDATES:**

*Include, if relevant, any updates to the location of the proposal since it was submitted for pre-proposal review including start and end points, connections or intersections with other trails or uses, and access points such as roads or parking lots.*

**Project description update:**

*Please describe any changes or updates to the project description since pre-proposal review.*

**Project Use**

**WHO DOES OR WILL THE PROJECT SERVE?**

*Please describe the population that will use the proposed recreation asset. Is there demonstrated interest from that group?*

**HOW WILL THE ASSET BE ADVERTISED? HOW WILL MEMBERS OF THE PUBLIC KNOW IT IS AVAILABLE?**

**Accessibility**

**IS THIS PROJECT UNIVERSALLY ACCESSIBLE, AS DESCRIBED BY THE STANDARDS IN THE US FOREST SERVICE ACCESSIBILITY GUIDELINES**

YES                      NO                      Partially

*If no or partially, how are you ensuring that the project is as accessible as possible for the intended use of the project?*

WHAT OTHER OPPORTUNITIES FOR THIS TYPE OF RECREATION EXIST...

*On this management unit:*

*In this region:*

*In the state:*

## Management Plan

### Construction

#### CONSTRUCTION PLAN

*Please describe how you will construct the project. Include who will do the work, how they will access the site, what trail standards they will use and the ideal timeframe for project. If there are engineering plans associated with the project, please attach them with the proposal.*

DOES THE TRAIL OR PROJECT CROSS OR GO WITHIN 50 FEET OF A RIVER, STREAM OR MAPPED RIVER CORRIDOR?

YES

NO

*If yes, please describe the crossing(s): what method you are using, why the location(s) was chosen, how the project will be resilient to large rain events, and how you will minimize impacts to the water resource. If the project is within 50 feet, but does not cross the water resource please describe why the close proximity is necessary, why the project is resilient, and how you will minimize impacts to the resource.*

ARE THERE WETLANDS, VERNAL POOLS, LAKES/PONDS OR OTHER WATER FEATURES WITHIN 100 FEET OF THE PROJECT?    YES                    NO

*If yes, please describe how you will minimize impacts to the resource. If the project will cross a wetland, please describe how.*

ARE YOU AWARE OF ANY RARE, THREATENED AND ENDANGERED SPECIES OR OTHER IMPORTANT NATURAL RESOURCES WITHIN 100 FEET OF THE PROJECT SITE?

YES                    NO

*If yes, please describe how you are avoiding or minimizing impacts to these resources.*

ARE YOU AWARE OF ANY INVASIVE SPECIES WITHIN 50 FEET OF THE PROJECT SITE?

YES                    NO

*If yes, please how you will manage the invasive species and reduce risk of spread.*

ARE YOU AWARE OF ANY HISTORICAL OR CULTURAL RESOURCES WITHIN 100 FEET OF THE PROJECT SITE?

YES                    NO

*If yes, please describe how you are avoiding or minimizing impacts to these resources.*

## FUNDING PLAN

*Please include a total project cost estimate and describe how the construction of this project will be funded. If unknown, please describe the steps you will take to fundraise. If no funding is needed, please note that below.*

## Stewardship

### PHYSICAL MAINTENANCE

*Please describe how you will maintain the recreation asset going forward. Please note how any repairs would be funded.*

### VISITOR MANAGEMENT

*Please describe how you will manage visitors at the site including signage and messaging. Include how you will address possible conflicts with other uses at the site or on neighboring properties. Explain how you will manage potential increases in use if they occur. Please include any conversations you have had with neighbors, if relevant. Note any seasonal or temporary closures you anticipate managing.*

### EMERGENCY MANAGEMENT

*Please describe how this project may change the emergency management of the site including by search as rescue. What risks are involved for the users? Is there cell service and what rescue organization would respond if there was an emergency?*

## Supplemental Questions

*Please respond to any further questions from the District Stewardship Team below. If you have additional information you would like the district stewardship to be aware of, please include it here. If there is not enough space or the information is in another format, please attach as an additional document.*

## Map Requirements:

You are required to submit at least one map of the project. If you have site plans or other schematics that you believe will help the District Stewardship Team to review the proposal, please submit those as well.

### All project maps require:

- Map elements
  - Map Title: “Site Plan for *Project Name*”
  - Date of Map
  - North Arrow
  - Appropriate Scale
  - Map Legend (specify “existing” vs. “proposed” if relevant)
- Basic information
  - Existing trails
  - Site amenities (campgrounds, parking lots, accessibility, etc.)
  - Roads
  - Waterways/bodies
- Project information
  - Proposed location of project –This should be a walked line recorded with a GPS.
  - Proposed access to project site, if relevant

If you do not have digital cartography skills, FPR’s Recreation Grants Program has created a digital map creation guide with information that will also help with state lands recreation project review maps. It is available online at <https://fpr.vermont.gov/recreation/recreation-grants>.

If the project is a trail, you are required digital geographic information with the project. These could include:

- Shapefile or Feature Class
- KML (Google Earth)
- GPX (GPS file)
- Georeferenced map suitable to use in Avenza

There are free smartphone apps that allow you to create digital geographic information. Contact the recreation specialist in your district if you need assistance with the GPS track.

If the project is at one site, such as a campsite or shelter, please submit the GPS location of all work in the proposal. You can submit as one of the files listed above or just submit the coordinates.