

National Park Service
Chesapeake and Ohio Canal National Historical Park
1850 Dual Highway, Suite 100
Hagerstown, Maryland 21740

Application for Special Use Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Please note that additional fees may be charged and you may be required to provide proof of liability insurance.

NOTE: All applications must be received by the park no later than 60 days prior to the event to allow for processing, comments, and compliance review. *Applications received with less than sixty 60 days may be denied.*

Applicant Name:	Organization:
Social Security Number:	Tax ID Number:
Street Address:	Street Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Cell Number:	Cell Number:
Fax Number:	Fax Number:

Description of proposed activity (attach diagram):

Requested location:

Requested date(s):

Time event setup to begin: _____ Time event to end: _____

Time event to begin: _____ Time removal to be done: _____

Maximum number of participants (provide best estimate):

Maximum number of vehicles (attach parking plan):

Support equipment (list all equipment):

Support personnel (contractors, etc.; including addresses and phone):

Individual in charge of event on site (include address, phone, and cell):

Is this an exercise of First Amendment rights?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you familiar with/have you visited the requested area?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you plan to advertise or issue a press release?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you distribute printed material?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is there any reason to believe there will be attempts to disrupt, protest, or prevent your event? (If yes, explain on separate sheet)	<input type="checkbox"/> No	<input type="checkbox"/> Yes

The applicant, by signing this form, certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature Date

Information provided will be used to determine whether or not a permit will be issued. Completed application must be accompanied by an application fee of \$200 made payable to *National Park Service* in the form of a cashiers check or money order. Application and administrative charges are non-refundable.

Please note that this is an application only, and does not serve as permission to conduct a special event or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

Return this application to: Special Park Use Coordinator
C&O Canal NHP
1850 Dual Highway
Suite 100
Hagerstown, MD 21740

301.745.5817 - phone

301.739.5275 - fax

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a valued judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, review instructions, and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service Program Manager, Special Park Uses, Ranger Activities Division; 1849 C Street, NW; Washington, DC 20240 and to the Information Collection Clearance Officer, Washington Administrative Program Center; 1849 C Street, NW; Washington, DC 20240. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Attachment A - To be completed by all applicants

National Park Service Management Policies (2001) provide guidance to park managers and the public regarding what kinds of non-park service sponsored activities may be permitted. Special events, such as sports, pageants, regattas, public spectator attractions, entertainment, ceremonies, and encampments, may be permitted by the Superintendent when (1) there is meaningful association between the park area and the event, and (2) the event will contribute to visitor understanding of the significance of the park area. The Superintendent must ensure that appropriate permit conditions are imposed for special events.

The Park Service will not permit the public staging of special events that are conducted primarily for the material or financial benefit of organizers or participants; or are commercial in nature; or that demand in-park advertising or publicity; or for which a separate public admission fee is to be charged; or for which a donation is required. Military activities may be permitted if the requested activities are similar in nature to permitted activities.

The Congress and the National Park Service have determined that the C&O Canal National Historical Park and its resources are significant for the following reasons, 1) it preserves and illustrates canal transportation and engineering technology and the evolution of a transportation system in support of the growth of our nation; 2) the architectural and archeological remnants in the park provide a window into the cultural and social history of the Potomac River basin; 3) the canal towpath has been adapted and improved to function as one of the most highly used trails in the nation, which provides access to many recreational activities for a large and diverse population; 4) the park provides the opportunity to explore five physiographic provinces and protects a unique riparian ecosystem that supports rare, threatened, and endangered species, and globally rare plant communities; and 5) the battle to preserve the canal and prevent construction of a parkway brought together leaders in the 1950s conservation movement to champion the creation of this park, inspiring a generation of conservationists locally, nationally, and globally.

1. What is the purpose for this project/event?

2. Describe the meaningful association between your event and the purpose for which the park was established.

3. Describe how your event will contribute to the visitor understanding the significance of the park.

4. Has this project/event previously occurred in the park? No Yes - date and permit number:

5. Will the project/event involve any construction, rehabilitation, or repair (i.e., trail, building, sidewalk, bridge, etc.)? No Yes - complete Attachment B

6. Will the project involve any soil disturbance? No Yes - number of estimated cubic yards:

7. Will the project/event involve any vegetation disturbance, such as cutting, pruning, digging, or removing? No Yes - describe on separate sheet

Attachment A, Continued - To be completed by all applicants

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8. Will the project/event occur within ten (10) feet of a water source or have the potential for soil or project material to be washed into the water source? (i.e., is near a river, spring, stream, culvert, etc.)? No Yes - describe on separate sheet
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9. Will the project/event require the use of hazardous materials (i.e., pesticides, herbicides, fuels, fertilizers, etc.)? No Yes - describe on separate sheet
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10. Will the project/event involve the use of any of the following?
Please check all that apply.
- | | | |
|------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Towpath | <input type="checkbox"/> Flume | <input type="checkbox"/> Bridge |
| <input type="checkbox"/> Aqueduct | <input type="checkbox"/> Canal Prism | <input type="checkbox"/> Campground |
| <input type="checkbox"/> Lockhouse | <input type="checkbox"/> Culvert | <input type="checkbox"/> Building |
| <input type="checkbox"/> Lock | <input type="checkbox"/> Other: | |
-
11. Will the project/event have the potential to affect public health and/or safety? No Yes - describe on separate sheet
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12. Will the project/event require a temporary closure of the park's towpath or access points (i.e., parking lots, trails, visitor centers, visitor use areas, campgrounds, etc.)? No Yes - estimate closure time frame:
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13. Will any animals be part of the project/event? No Yes - describe type and number on separate sheet
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Attachment B - To be completed by construction-related applicants

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1. Does the project/event involve either new construction or repair/rehab to existing structure, utilities, or assets? No Yes - describe on separate sheet
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2. Does the project/event take place in the same location, footprint, or trench as was previously disturbed? No Yes - describe on separate sheet
-
3. Does the project/event take place in a previously undisturbed area? No Yes - describe on separate sheet
-
4. Will cut and fill materials be used? No - go to #5 Yes - please answer #4a and #4b
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4a. Where will the fill be taken from, are the materials native to the park, and how and where will the fill be stored?

4b. How many cubic yards of cut and fill materials will be used, where will they be deposited, and are materials temporary or permanent?

5. Will a staging area be required? No - go to #6 Yes - please answer #5a and #5b

5a. Identify requested staging area (also attach map) and estimate square footage.

5b. What materials and/or equipment will be kept at the staging area? What is the length of time the staging area will be used?

6. How and where will construction/project debris be disposed of?

7. Have any other alternatives been considered? No Yes - describe on separate sheet

8. What is your project's projected work schedule (i.e., start date, end date, and weekly and daily schedules)?

Cultural and Historic Resource Questions

9. How much subsurface excavation will be necessary for utilities, footings, bore pits, etc. (quantify by width, length, depth, cubic feet, number of lines, size of lines, etc.)?

10. Will the project affect the historic landscape or change/alter historic design intent (including historic fabric, materials used, structural integrity, vegetation, appearance, etc.)? No Yes - describe on separate sheet

Attachment B, Continued - To be completed by construction-related applicants

Natural and Water Resource Questions

11. How much surface area will be disturbed, cleared, or denuded of vegetation (quantify by square feet, acres, number of trees removed, etc.)?

12. Does the project involve subterranean resources or other geologic features? No Yes - describe on separate sheet

13. Does the project propose altering stream courses, surface or ground water flow, or quantity/quality? No Yes - describe on separate sheet

14. Does the project involve structures, fill or discharge of dredged materials into water (i.e., bridge crossing, boardwalk, gravel, culverts, boat dock, etc.)? No Yes - describe on separate sheet

15. Will the project impact drinking water supplies or distribution systems? No Yes - describe on separate sheet

Land and Visitor Use Questions

16. What changes will occur in land/facility use (i.e., converting pasture into leach field, existing facility into non-traditional use, boat ramp into previously undisturbed waters, road/trail/facility closures)?

17. Does the project change existing traffic flow or circulation (vehicular, off-road, marine, pedestrian, overflight)? No Yes - describe on separate sheet

18. Will the project alter available visitor services or activities (parking, trails, visitor center, recreation, handicapped access)? No Yes - describe on separate sheet
