



## United States Department of the Interior

### NATIONAL PARK SERVICE

Golden Gate National Recreation Area  
Fort Mason, Building 201  
San Francisco, California 94123

IN REPLY REFER TO:

Dear Prospective Permittee:

In response to the recent ordinances limiting the number of dogs allowed per commercial dog walker passed by the City of San Francisco, and the Town of Tiburon, Golden Gate National Recreation Area (GGNRA) has instituted an interim permit requirement for commercial dog walkers using GGNRA managed sites in San Francisco and Marin where dog walking is allowed. This interim permit requirement would remain in effect until a final special regulation for dog walking in GGNRA, including commercial dog walking, is finalized, which is expected in late 2015.

You are required to obtain a Commercial Dog Walking Special Use Permit (CDWSUP) if your company provides dog walking services for consideration (commercial dog walking) on lands where it is allowed within San Francisco County and Marin County sites administered by the GGNRA, and you are walking more than 3 dogs, with a limit of 6 dogs, at one time. Walking more than 6 dogs at one time is not allowed within GGNRA's San Francisco and Marin County sites. A CDWSUP is valid for one year. The CDWSUP structure includes both an overarching permit granted to a company, and Company Badges assigned to each individual dog walker who will be providing dog walking services on GGNRA property in San Francisco and Marin County. The Company Badges are non-transferable. This means that for companies with multiple dog walkers, the company will need a CDWSUP as well as Company Badges for each individual employee who will be walking dogs on GGNRA property.

For this first year implementing the interim permit program, applications will be accepted throughout the year, beginning April 15th, 2014. After the first year, applications for CDWSUPs will only be accepted once annually, during the open application month of January. Applications must be completed and postmarked no later than January 31st to obtain a CDSUP for a given permit year, beginning in 2015.

The CDWSUP application fee is \$75, and the Company Badge fee is \$300 per individual. Every commercial dog walker with more than 3 dogs entering park property in San Francisco and Marin must have their Company Badge on their person so that National Park Service and U.S. Park Police officers can easily identify him or her as an authorized commercial dog walker.

## How to Apply

To apply for a CDWSUP, submit the following materials to GGNRA no later than January 31st:

1. **Application for Special Use Permit Form 10-930** (enclosed) with original signature of the applicant. Retain a copy for your records. Instructions for how to properly fillout the application for a CDWSUP follow. You may use a separate sheet if needed to fully answer questions.
  - **Applicant/Company:** Please provide all requested information.
  - **Description of Proposed Activity:** Describe the type of dog walking services you will be providing including, but not limited to, the anticipated number of dogs that will be walked at one time, the anticipated frequency of commercial dog walking visits, and your anticipated days of the week and time of day for dog walking services under this permit. (Note: providing this information will not limit you to only these days and times but rather helps us understand the nature of the demand for this permitted activity.)
  - **Requested Location:** List the locations you anticipate using. GGNRA sites in San Francisco and Marin that are open to dog walking are listed on the park's website: [www.nps.gov/goga/parkmgmt/pets.htm](http://www.nps.gov/goga/parkmgmt/pets.htm). (Note: as above, providing this information will not limit you to only these locations but rather helps us understand the nature of the demand for this permitted activity.)
  - **Dates:** Write the year you are applying to operate under a CDWSUP at the top of the table next to the word Date(s). Leave the table blank.
  - **Maximum Number of Participants:** Provide the anticipated annual number of dogs walked on GGNRA sites in San Francisco and Marin (not the number of walks but the number of dogs).
  - **Maximum Number of Vehicles:** Provide the number of vehicle(s) that will be used for transporting dogs under this permit. (Note: as above, providing this information will not limit you to only these vehicles but rather helps us understand the nature of the parking demand for this permitted activity.)
  - **Support equipment:** List the vehicle make/model/color and license plate number of vehicle(s) that will be used for transporting dogs under this permit.
  - **List support personnel including addresses and telephones:** List the legal name, address (and mailing address if different), CA driver's license number and telephone number for each individual dog walker who will need a Company Badge. Attach additional pages if necessary. Provide a 2" x 2" color photo with name clearly identified for each dog walker to be used in badge fabrication. Do not staple or tape the photo to the application.
  - **Individual in charge of activity on-site:** Leave blank unless this information differs from the information that was provided on page one for the applicant/company.
  - **Yes/No Questions:** Answer Yes or No for each as appropriate.

2. **Certificate of Insurance** for \$2,000,000 aggregate/\$1,000,000 per occurrence listing “The U.S. Government, National Park Service, & Golden Gate National Recreation Area” as Additional Insured.

Mail the complete packet to:  
Office of Special Park Uses  
Golden Gate National Recreation Area  
Building 201, Fort Mason  
San Francisco, CA 94123

### **Payment**

The preferred method of payment is by credit card. After you’ve submitted your application, contact the Office of Special Park Uses at [REDACTED] to confirm receipt of your application and provide your credit card information. If you must pay by other means, please contact the Office of Special Park Uses for further instructions. The total amount authorized will be the sum of \$75 for the application fee, plus \$300 per badge times the number of individual dog walkers. For example, a company with three dog walkers would pay  $\$75 + (3 \times \$300) = \$975$

Submitting complete application materials including information and photos for each Company Badge Holder is essential. Failure to do so will result in your application being returned for completion, and/or delay processing.

If during the year a Company Badge Holder leaves the employ of the permitted company under the CDWSUP, the Badge must be returned to the park. If this individual is replaced outside of the open application period, a Badge will be provided for the new dog walker upon receipt of a Badge Replacement Form and a \$50 badge replacement fee. Please contact the Office of Special Park Uses for more information.

If you have any questions regarding the SUP application process, please contact the Office of Special Park Uses at [REDACTED].

Sincerely,

Office of Special Park Uses

**National Park Service  
Golden Gate National Recreation Area  
Building 201, Fort Mason - San Francisco CA 94123**



**Application for Special Use Permit**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$75.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured.

**Enter either a social security number OR a tax ID number: we do not require both.**

Applicant Name:	Company/Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax#:
Email:	Email:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Requested Location(s):

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DATE(S)

Set up begins: (date and time)	Activity begins: (date and time)	Activity ends: (date and time)	Removal completed (date and time)

Maximum Number of Participants \_\_\_\_\_ (Please provide best estimate)

Maximum Number of vehicles: (attach parking plan)

\_\_\_\_\_ Cars    \_\_\_\_\_ Vans/lt.trucks    \_\_\_\_\_ Utl.vans/trucks    \_\_\_\_\_ Buses/oversized vehicles

Support equipment (list all equipment; attach additional pages if necessary)

List support personnel including addresses and telephones; attach additional pages if necessary

Individual in charge of activity on-site (include cell phone number) and authorized to make decisions related to the permitted activity:

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Is this an exercise of First Amendment Rights?  Y  N

Have you visited the requested area?  Y  N

Have you obtained a permit from the National Park Service in the past?  Y  N

(If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event?  Y  N

Will you distribute printed material?  Y  N

Is there any reason to believe there will be attempts to disrupt, protest or prevent your event? (If yes, please explain on a separate page.)  Y  N

Do you intend to solicit donations or offer items for sale?  Y  N  
(These activities may require an additional permit.)

**You are encouraged to attach additional pages with information useful in evaluating your permit request including:** staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**Note:** This is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. The completed application must be accompanied by an application fee in an amount that will depend on your application. Payments may be made by credit card only. Permit charges are non-refundable.

Send the completed application to **Office of Special Park Uses, Building 204** at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent to you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

## NOTICES

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement:** We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any other aspect of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street NW. (1237), Washington, D.C. 20240

Title 18 U.S.C. Section 1001 makes it a crime for any person to knowingly and willfully make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

SAMPLE