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:

On May 27, 2014, Golden Gate National Recreation (GGNRA) Superintendent Frank Dean, in coordination with the Presidio Trust, signed into effect an interim permit requirement for commercial dog walkers on lands administered by the National Park Service in Marin and San Francisco counties. This decision follows a public notice on the proposal released on March 14, 2014. Comments received since the notice of proposed action was released have helped shape the final requirements, timeline and format of the application process. This interim permit requirement will remain in effect until a final special regulation addressing dog walking and commercial dog walking in GGNRA is completed, in late 2015.

You are required to obtain a Commercial Dog Walking Special Use Permit (CDWSUP) if you or your company provides commercial dog walking services on lands within San Francisco County and Marin County sites administered by the GGNRA where it is allowed, and you are walking 4 to 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. 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.

During this first implementation year of the interim permit program, applications will be available beginning May 27, 2014. GGNRA will begin processing applications on June 2, 2014 with an anticipated processing time of no more than 30 days. Permits will be valid through January 31, 2015.

After this implementation year, applications for CDWSUPs will only be accepted during the open application month of January as part of an annual permitting cycle. Near the end of each permit year, existing Permittees will receive communication with a reminder of the upcoming open application period. Upon receipt of a complete application package, new CDWSUPs will be issued for February 1, 2015 through January 31, 2016 or until a final special regulation for dog walking in GGNRA, including commercial dog walking, is finalized, whichever comes first.

The annual cost for a CDWSUP consists of a $75 application fee, and a $300 fee per individual dog walker for a Company Badge. For this year's permit through January 31, 2015, the Company Badge fee will be prorated to $175. The $75 application cost will remain unchanged.

Every commercial dog walker with more than 3 dogs entering park property in San Francisco and Marin counties 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. Applicants who submit complete application packages will be given a reference number as proof they have begun the process while waiting to receive the CDWSUP and Company Badges. This should be carried at all times when conducting commercial dog walking in GGNRA, until you receive your CDWSUP and Company Badges.

How to Apply

To apply for a CDWSUP, submit the following materials to GGNRA:

1. **Application for Special Use Permit Form 10-930** (enclosed) with original signature of the applicant. This application is a standard National Park Service form, so detailed instructions follow for how to properly fill out the application specifically for a CDWSUP. You may use a separate sheet if needed to fully answer questions. It is recommended that you retain a copy for your records.

    - **Applicant/Company:** Please provide all requested information. The applicant is the company applying for the CDWSUP – information for the individual dog walkers needing Company Badges is covered below.
    - **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, and the anticipated frequency of commercial dog walking visits within GGNRA. (*Note: providing this information will <u>not</u> limit you to what you describe, but rather helps GGNRA understand the nature of the demand for this permitted activity.*)
    - **Requested Location/Dates**: Provide the location(s) within GGNRA as well as the days of the week and times of day for each location that you anticipate using to conduct commercial dog walking. GGNRA sites in San Francisco and Marin that are open to dog walking are listed on the park's website: http://www.nps.gov/goga/parkmgmt/pets.htm. To reduce the need to fill out additional copies of page 1 of the permit in order to fit the required information, please attach a separate page. A sample table is attached. (*Note: providing this information will <u>not</u> limit you to these locations and times but rather helps GGNRA understand the nature of the demand for this permitted activity.*)
    - **Maximum Number of Participants**: Provide the anticipated total number of individual dogs walked on GGNRA sites in San Francisco and Marin by you/your company on an annual basis (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: providing this information will not limit you to only these vehicles.*)
- **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. (*Note: providing this information will not limit you to using only these vehicles.)*
- **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 (preferably a mobile phone number) for each individual dog walker who will need a Company Badge. Attach additional pages if necessary. Provide a 1" x 1" color photo with name clearly identified for each dog walker to be used in badge fabrication. Do not write on the photo, or 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.

3. **Proof of Training** specific to the county in which you will be conducting commercial dog walking. If you will be doing so in both San Francisco and Marin Counties, you will need to meet the requirements for both.
   - If you are conducting commercial dog walking in the county of San Francisco, you must either:
     - complete one of the courses accepted by San Francisco Animal Care and Control (see http://helpacc.org/SFDogWalkerLaw/2013/04/19/recommended-schools-to-fulfill-training-requirement/)
       OR
     - provide proof of three consecutive years as a commercial dog walker in good standing, in the form of registered business licenses if you are the proprietor, or W-2s or pay stubs if you are employed by a commercial dog walking business.
   - If you are conducting commercial dog walking in the county of Marin, you are required to have completed the Marin Pet Care Association (MPCA) Trail Manners Class, or one of the courses accepted in San Francisco (see http://www.marinpetcareassociation.org/trailmanners.html)

   If you have completed one of these programs in the past, you will not need to re-take it, but rather provide documentation of completion.

4. **Business License** from the county/counties in which the commercial dog walking will take place.
5. **Payment**
   The preferred method of payment is by credit card. After you've submitted your application, contact the Office of Special Park Uses at (415) 561-4300 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 the Company Badge fee times the number of individual dog walkers. For example, for a 2014 permit a company with three dog walkers would pay $75 + (3 X $175) = $600.

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

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.

Please note that all dogs 4 months and older are required to be licensed in Marin and San Francisco counties. While this is not part of the CDWSUP application process, Permittees will be responsible for confirming with their clients that all dogs are appropriately licensed before walking them in Golden Gate National Recreation Area.

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 (415) 561-4300.

Sincerely,

Office of Special Park Uses

If the area on the application form is insufficient, please feel free to use this table.

	Approx. 5am to 10am	**Approx. 10am to 1pm**	**Approx. 1pm to 5pm**	**Approx. 5pm to 8pm**
	Usual location(s) & usual # of daily trips in the time block	Usual location(s) & usual # of daily trips in the time block	Usual location(s) & usual # of daily trips in the time block	Usual location(s) & usual # of daily trips in the time block
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

National Park Service
Golden Gate National Recreation Area
Building 201, Fort Mason - San Francisco CA 94123
415-561-4300

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):

_____

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:

_____

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? (If yes, provide a list of permit dates and locations on a separate page.)	☐Y	☐N
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? (These activities may require an additional permit.)	☐Y	☐N

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** 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 mater within its jurisdiction.