

Appendix A: Recreational Trail Development and Improvement Request Form

Form OP8-01 Version 4 - Last Revised: April 13, 2012

Recreational Trail Development & Improvement Request

The following request must be filled out completely, submitted to, and signed by the County Land Services Department.

The following conditions apply to all trail development or improvement activities:

- Request forms must be filled out completely and submitted to the Land Services Department.
- The User Group or organization conducting the activity is responsible for any and all required permits (i.e., water crossings) including fees and construction costs.
- Any unauthorized activities may be charged with a "land use trespass" and possibly be ordered to restore the area to its previous condition (M.S. 92.70).
- All projects must incorporate appropriate recommendations from the Minnesota Department of Natural Resources and "Trail Planning Design & Development Guidelines" manual for recreational trails.
- If a proposed project exceeds \$5,000, the County may require a design approval from a licensed civil engineer.
- Contractors must be properly insured and qualified to perform required tasks.
- Attach a map in sufficient detail to show the proposed activity.
- Proposed project must be designed for safe recreation.

Please completely answer the following questions:

Name of Organization		Contact Person	
Address	City	State	Zip code
Telephone Number	Day	Evening	
Fax	Cell Number	Email Address	

Name of Project: _____

Location

 Township: _____

 Range: _____

 Section: _____

Project Miles

 New Trail Construction: _____

 Trail Reconstruction: _____

What is the purpose of this project?

County land managers will use the following criteria to evaluate trail proposals and to improve trail planning, design and maintenance. The criteria are designed to evaluate and have the flexibility to address the variety of situations that exist. The results of the evaluation provide information about the potential impacts of the trail and mitigations that may be needed.

From the applicant's perspective, how does this trail project affect the following criteria?

1. Visual Quality and Landscape - *Scenic Features, Points of Interest*

2. Trail Linkages and Networks - *Linkages to existing trails and systems*

3. Impacts on Adjacent Private Properties - *Need for easements, permits or mitigations outside of county lands*

4. Proximity to Services - *Gas, food, lodging, water, campgrounds, rest stops*

5. Public Support - *Clubs and User Groups*

6. Plan for Maintenance - *Available funds and partnerships*

7. Public Safety Considerations - *Access for emergency services or hazards*

8. Availability of Parking Areas

9. Opportunities for Interpretive Information and Public Education

10. Soil Conditions, Slope and Grade - *Degree of impact and mitigations*

11. Rare, Threatened or Endangered Species or Habitats - *Degree of risk and impact*

12. Wetlands and Public Waters - *Degree of impact, permitting and mitigations*

13. Cultural Resources or Historic Sites - *Degree of risk and impact*

Costs - *Estimated costs of this project and who will be covering the costs? Is project eligible for the DNR Grant-in-Aid program?*

Equipment - *What type of equipment is required for construction and maintenance?*

Trail Construction - *Timeline, User Group Involved, Contractors, Miles*

Trail Maintenance Plan (*ie. mowing, clearing, signage, blading etc.*)

A general Trail Maintenance Plan for shall be submitted by the User Group. The request will include a general time frame for each activity Indicate by "X" which months this work will occur.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clearing												
Mowing												
Signage												
General Maintenance												

Dates of Project

Starting date: _____

Completion date: _____

The above plan is complete to the best of our knowledge and will be carried out to the best of our abilities.

Trail Representative

Date

The above Recreation Trail Development and Improvement proposal has been received by the County Land Services Department.

Land Services Supervisor

Date