



Memorandum

To: Prospective Users of Pine Bush Preserve Lands
From: Neil A. Gifford, Conservation Director
CC: Christopher A. Hawver, Executive Director
Joel Hecht, Stewardship Director
Date: 4/5/2012
Re: Temporary Revocable Permit requirements for use of Preserve lands.

Thank you for your interest in utilizing the Albany Pine Bush Preserve. Enclosed, please find an application for a Temporary Revocable Permit (TRP) for the Use of Albany Pine Bush Preserve. A Temporary Revocable Permit is required to authorize activities otherwise prohibited by 6 NYCRR Part 648 (Public use of the Albany Pine Bush Preserve). **A TRP can also help protect your project from Preserve visitors and Preserve management activities.**

Please complete and sign the application form, and return it to the Albany Pine Bush Preserve Commission. Instructions for the application are on the reverse side of the form. Please be sure to read and follow all of the instructions on the application. If you any questions, please contact me at ngifford@albanypinebush.org or at (518) 456 – 0655 x 1214. An executed copy of the Permit will be returned to you within 14 business days.

Thank you again for your interest in the Albany Pine Bush Preserve.

**APPLICATION FOR REVOCABLE PERMIT FOR THE
TEMPORARY USE OF ALBANY PINE BUSH PRESERVE LAND**
(See reverse side for instructions for filing)



1. Name _____

2. Address _____

Telephone Number _____ Zip Code _____

3. Location of Preserve Land: _____

4. Description of Intended Use and Objectives

5. Emergency Information Emergency contact name: _____

Relationship _____ Daytime Phone _____ Evening Phone _____

6. Estimated Starting Date of Use _____

7. Estimated Duration of Use _____

Certification: I hereby apply for permission to use the above Albany Pine Bush Preserve land as described. If permission is granted, I agree to abide by the terms and conditions specified by the Albany Pine Bush Preserve Commission. I affirm under penalty of perjury that the information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signed _____ Date _____

Commission Use Only

Date Received _____ New Permit _____ Renewal _____

Application Fee: Received _____ Exempt _____ Sketch Maps Received _____

Insurance Certificate: Received _____ Not Applicable _____

I recommend that this permit be: Approved _____ Not Approved _____

Albany Pine Bush Conservation Director _____ Date _____

Albany Pine Bush Stewardship Director _____ Date _____

Instructions

- 1.& 2. Applicant's name and address must be printed clearly or typed. If the applicant is a private corporation, political subdivision or other organization, the name of the designated responsible officer or individual should be included.
3. The location of the Albany Pine Bush Preserve land involved must be clearly identified by the roadways surrounding the land and the town(s) it is located in.
4. A description of the intended use of the Preserve land and the applicant's objective(s) must be included. Use extra sheets if necessary.
5. Estimated starting date of use of the Preserve land must be provided.
6. Requested term or the date of cessation of use of the Preserve land must be provided.
7. Applicant must sign and date application.
8. A non-refundable inspection fee in the form of a check or money order in the amount of fifty dollars (\$50.00) made payable to The Albany Pine Bush Preserve Commission must accompany the application unless the applicant is an educational institution, state, county or local government or political subdivision thereof.
9. The Albany Pine Bush Preserve Conservation Director will notify the applicant if liability insurance is required and, if required, will notify the applicant of the amount of coverage required and the proof of insurance coverage that will be acceptable.
10. If the application is not approved, the applicant will be notified in writing to the reasons for disapproval.
11. **The applicant shall file three copies of the application form, three copies of a sketch map showing the location of Preserve land involved, the certificate of insurance (if required) and the fee with the Albany Pine Bush Preserve Conservation Director.**