

# Applying for a Special Use Permit with Reclamation

## What forms do I need to fill out?

1. Verify that work will be required on Reclamation administered land. This includes using equipment and storing supplies on Reclamation administered land.
2. Please review the Canyon Ferry Shoreline Management Plan for more information:  
[https://www.usbr.gov/gp/mtao/canyonferry/final\\_smp.pdf](https://www.usbr.gov/gp/mtao/canyonferry/final_smp.pdf)
3. Fill out the form called "Bureau of Reclamation Use Authorization Application", form # 7-2540 (see attached) and return to the Canyon Ferry Field office. Be sure to include maps, diagrams and plans of the project area. Also submit a check for the non-refundable application fee of \$100, payable to Bureau of Reclamation.  
<http://www.usbr.gov/lands/ApplyingforUse.html>

**STOP** –Reclamation will review your application and will notify you when to proceed on to step 4.

4. Fill out the form called "Joint Application for Proposed Work in MT's Streams, Wetlands, Floodplains, and Other Water Bodies" found at:  
[www.dnrc.mt.gov/licenses-and-permits/stream-permitting](http://www.dnrc.mt.gov/licenses-and-permits/stream-permitting)

Put a check mark next to the 310 Permit and Section 404 Permit. Submit 1 copy to the Canyon Ferry Field office. Submit 1 copy to the Conservation District. Submit 1 copy to the Army Corps of Engineers. Give both agencies a phone call to inform them of your project prior to mailing.

Lewis and Clark Conservation District  
790 Colleen Ave  
Helena MT 59601  
406-449-5000 ext 112

US Army Corps of Engineers  
10 West 15<sup>th</sup> St, Suite 2200  
Helena MT 59626  
406-441-1375

## What to expect next?

Your application will be reviewed for accuracy and completeness and will be sent to the Reclamation Montana area office, located in Billings. Reclamation will mail you a letter acknowledging receipt of the application and fee within 30 days.

The area office in Billings will review the application and if found appropriate, will develop a cost estimate of administrative costs. They may also request additional information about the proposed project.

You will receive another letter with the administrative cost estimate. You will have 90 days to submit another check for this amount or your application may be closed. Once Reclamation receives the estimated administrative costs, your application will be processed.

The 310 and Section 404 Permits will be issued to you directly from the Conservation District and Army Corps of Engineers. Please send copies of these permits to the Canyon Ferry Field Office. If one or both of these agencies do not require a permit, please have that agency send an email or letter to the Canyon Ferry Field Office stating so. Reclamation cannot proceed with their permit, without this information.

A Special Use Permit will be developed by the Billings office, which may involve many steps including a site visit, archaeological survey and reviews by staff from many disciplines. This process may take anywhere from 3 to 8 months and sometimes longer. Please be patient!

Once the Special Use Permit is completed, 3 copies will be mailed to you for signature. You may also receive a notice for additional use fees that will need to be paid by check at this time.

Once you return the 3 signed copies and remitted any additional use fees, the Area Manager in Billings will sign the 3 copies and 1 will be returned to you. Once you receive the signed letter, you are free to begin the project.

Your Special Use Permit will contain a list of Conditions that will need to be followed throughout the project.

## USE AUTHORIZATION APPLICATION

**Applicants:** Use this form to apply for possession or occupancy of, or for extraction or disturbance of natural resources from land, facilities, or waterbodies under the jurisdiction of the Bureau of Reclamation (Reclamation). For examples of uses requiring Reclamation authorization, and for information concerning other uses, see "General Information" on the next page.

**Fill out the following application completely. Use "N/A" if a question does not apply. If additional space is needed, attach separate sheet(s) of paper, as necessary. Refer to the second page of this form for detailed instructions.**

**1. Information about the applicant requesting the use:**

Applicant or Representative: \_\_\_\_\_

Company or Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Numbers (include area code): _____	Evening: _____	FAX: _____	Email address: _____
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Tax ID or Social Security Number (as applicable): \_\_\_\_\_

**2. Is this request for a new use authorization or a renewal of an existing use authorization?** Renewal  New

If renewal, issuing office _____	Date of use authorization _____
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**3. Location of the proposed use:** *[A map or drawing showing the location of the proposed use is required.]*

**4. Purpose of proposed use:**

**5. Description of the proposed use:** *[Provide full description.]*

**6. Dates of proposed use [during the following times and dates (specify below)]:**

START			END		
DATE	TIME		DATE	TIME	
<i>(Month, Day, Year)</i>	AM	PM	<i>(Month, Day, Year)</i>	AM	PM

**7. Name of Insurance Carrier:**

**8. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of Federal lands, or is any investigation or legal action pending against you or your organization for use of Federal lands?** Yes  No   
*[If "Yes", attach details on separate sheet.]*

**9. Applicant Certification:** I certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the Bureau of Reclamation when the use authorization is issued. The non-refundable application fee is included: Yes  No   
*If "No", reason:*

Date	Signature of Applicant
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Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to 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.

**Paperwork Reduction Act (Act):** This information is needed to evaluate use requests such as those listed on this application. Responses are necessary to receive or maintain a benefit; without this information Reclamation may not grant your request. Under the Act, the reporting burden to the public for this form is estimated to average 2 hours per response, including time for reviewing instructions, and completing and reviewing the form. In accordance with the Act, Reclamation may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget control number.

**Privacy Act Statement**  
Information obtained by this form is protected by the Privacy Act of 1974 systems of records INTERIOR/WBR-17 and INTERIOR/WBR-32 and will be used to maintain land status information and proof of use authorization for legal purposes. If you fail to complete the information requested, Reclamation may refuse to grant a use authorization.

## USE AUTHORIZATION APPLICATION

### GENERAL INFORMATION

**1. Examples of uses that may be applied for using FORM 7-2540 (this form).** The following uses of Reclamation's lands, facilities, and waterbodies are commonly requested by using this use authorization application. This list is intended to provide examples of such uses and should not be considered as all inclusive:

- Commercial filming and photography;
- Commercial guiding and outfitting;
- Commercial or organized sporting events;
- Agricultural uses;
- Organized recreational activities, public gatherings, & other special events;
- Removal of, or exploration for, sand, gravel, and other mineral materials;
- Timber harvesting, or removal of commercial forest products or other vegetative resources; and
- Any other uses deemed appropriate by Reclamation, subject to the **exclusions** listed in the Code of Federal Regulations ([43 CFR 429.4](#)).

**2. Uses that may be applied for using Standard Form (SF) 299.** Use SF 299 to request a use authorization for the placement, construction, and use of energy, transportation, water, or telecommunication systems and facilities. You may access SF 299 at <http://www.gsa.gov/portal/forms/download/117318>.

**3. The issuance of a use authorization is at Reclamation's discretion.** There is no guarantee that Reclamation will approve any application to use Reclamation lands, facilities, or waterbodies. If an initial review determines that your requested use is inappropriate for consideration or likely to interfere with Reclamation project purposes or operations, Reclamation will not grant the use authorization.

**4. Administrative costs.** If Reclamation finds your proposed use is potentially compatible with Reclamation project purposes or operations, we will advise you of any additional estimated administrative costs in excess of the initial non-refundable \$100 application fee, which you will be required to pay before processing of your application continues. Administrative costs include, but are not limited to: use fee determination; compliance with National Environmental Policy Act and the National Historic Preservation Act; and Reclamation's review, preparation and issuance of the use authorization. Should your requested use be denied at any time during the review process, Reclamation will notify you in writing of the basis for the denial and reimburse any unspent administrative costs.

**5. Use Fee (Value of the use authorization).** In addition to the administrative costs, applicants will also be required to pay for the value of the use of the lands, facilities, or waterbodies based on the value of the use prior to issuance of the use authorization. [43 CFR 429, Subpart E](#) describes the procedures that will be used to process and recover the value of use authorizations.

### GENERAL INSTRUCTIONS

**1. Complete the Use Authorization Application.** Complete all parts of the use authorization application. If a particular question or response does not apply to the proposed use, please indicate "not applicable" or "N/A". Attach additional sheets if more space is needed. If you have additional questions, please contact your local Reclamation office. Some uses may require that you provide the name of your insurance carrier. A complete list of offices can be found at the following web site address: <http://www.usbr.gov/main/regions.html#list>. The use authorization regulations are at: <http://www.usbr.gov/lands/429.pdf>.

**2. Enclose a non-refundable application fee of \$100, payable to the Bureau of Reclamation. Submit the application, non-refundable application fee of \$100, and any attachments to the Reclamation office responsible for the location of the proposed use.** (Unless previously waived under [43 CFR 429, Subpart F](#)). The non-refundable application fee will cover the estimated minimum administrative costs to Reclamation to review your application. Failure to submit the required application fee and adequate information will cause delays in evaluation of the application. *No activity may begin until Reclamations issues a fully executed use authorization document.*

### SPECIFIC INSTRUCTIONS (by corresponding item number from first page)

**3. Location of the proposed use.** Submit two copies of all maps or drawings and other information clearly demonstrating the location for the proposed use, including township, range, and section. Under [43 CFR 429.13\(a\)](#), Reclamation may request additional information needed to process your application, such as legal land descriptions and detailed construction specifications.

**5. Description of the proposed use.** Examples of additional information to provide, depending upon the use, are as follows:

- maximum number of anticipated participants/spectators/crew;
- number and types of vehicles to be on site;
- description of props, tents, tractors, trailers, and other equipment;
- description of facilities you intend to provide, such as sanitation facilities, emergency personnel, food services or vendors, or other applicable information (attach plans); and
- description of your intended use of Reclamation on-site roads or trails.