

## Special Use Permit Guidelines

- **Special Activity Permits and Special Use Letters of Permission**
  - Special Activity Permits and Letters of Permission serve to regulate activities and promote environmental, safety, or security concerns; restrict numbers of visitors to an area; place restrictions on the recreational use activity; or provide information to the user concerning their activity.
  - Criteria for special activities include:
    - Is participated in by individuals or small groups.
    - Does not involve vendor sales.
    - Conveys permission to undertake a specific activity.
    - Does not require additional USACE support.
    - Has the potential to impact project resources beyond ordinary use.

Criteria for special use Letter of Permission include:

- Has little to no impact of resources available to public.
  - Does not involve vendor sales.
  - Does not require additional USACE support.
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- An application must be obtained, completed and submitted to the Lanier Project Management Office at least 30 days prior to the activity start date to allow for adequate coordination and scheduling.
  - A minimum \$50 non-refundable administrative fee will be charged for each Special Activity application (\*Additional \$50 fee for the use of Little Hall Park). No fee required to obtain a Letter of Permission.
  - The fee is processed by credit or debit card only. No cash or checks are processed for Special Activity permits.
  - In addition to the Permit Fee, a fee may be charged to recover cost incurred by the Corps, to manage the permit program, as determined by the Operations Project Manager.
  - Examples of an activity requiring a special activity permit would include, but not limited to, the following:
    - Fishing tournaments 10-49 boats
    - Regattas with 49 boats or less
    - Weddings less than 49 participants
  - Examples of an activity requiring a letter of permission would include, but not limited to, the following:
    - Small scale water sport equipment rental.
    - Paddle board and recreational organized classes.
    - Guided Fishing service.
    - Boat Dock work.
    - Small scale film projects (less than 7 days).

- **Special Event Permits**

- A special event is defined as the organized use of project resources for a specific purpose and limited duration, beyond that normally engaged in by individuals or groups on a day-to-day basis.
- To qualify for issuance of a special event permit, an event must contribute to the enjoyment of the visiting public and be consistent with established land use classifications.
- Criteria for special events include:
  - The activity will impact project resources beyond ordinary use.
  - The activity has a specific purpose (e.g., a competition, tournament, large-scale picnic, fair, fireworks display, etc.).
    - The activity may generate revenues outside of ordinary commercial concessions, requiring specific management coordination.
    - The activity may impose crowding or hazards to other project visitors or liability to the government, requiring specific management coordination and risk management.
- An application must be obtained, completed and submitted to the Lanier Project Management Office at least 30 days prior to the event start date to allow for adequate coordination and scheduling.
- A non-refundable administrative fee of \$75.00 will be charged for each application

(\*Additional \$50 fee for the use of Little Hall Park).

- The fee is processed by credit or debit card only. No cash or checks are processed for Special Activity permits.
  
- In addition to the \$75.00 fee, a fee may be charged to recover costs incurred by the USACE in providing special benefits to an identifiable recipient in support of the special event, as determined by the Operations Project Manager.
- In addition to the \$75.00 fee and the incurred cost recovery, if appropriate, events conducted for-profit will be assessed a fee of 2 percent of gross revenue, as consideration for the right to make a profit on government property. Revenue from vendor sales will be included in the gross revenue total for computation of the 2 percent fee for for-profit events. The event holder will provide documentation of gross revenue and payment of the 2 percent fee within 30 days following the event. The USACE may audit the event holder's records to verify accuracy.
- Liability insurance in the minimum amount of \$1,000,000 that names the United States Government as an additional insured for each event is mandatory. Proof of insurance should be included with the completed application.
- For all non-motorized events, such as volleyball tournaments, foot races (running), canoe regattas, etc., when the expected group is over 49 participants, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event, is mandatory.
- For all events involving mechanical apparatus, such as boats, personal watercraft, motorcycles, bikes, etc., liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event, is mandatory.
- Performance bond(s) and/or proof of liability insurance, if required, must be submitted prior to the start of the event.
- Collection of any fees by the event holder, in conjunction with the event, must be

- approved by the Operations Project Manager prior to issuance of the permit.
- The government reserves the right to audit the event holder's records.
  - Examples of an event requiring a special event would include, but not limited to, the following:
    - Fishing tournaments with 50 or more boats
    - Regattas with 50 or more boats
    - Triathlons
    - Pro Wake Board Tournaments
    - Fireworks display
    - Weddings with 50 or more participants

### **Commercial Activity Permits**

Federal regulations require all commercial activities occurring on USACE Civil Works Projects receive permission from the District Commander to conduct those activities. Any company identified as potentially conducting commercial activities on government property at the Lake Sidney Lanier Civil Works Project should complete the appropriate Commercial Special Use application.

Commercial Special Use includes but is not limited to Dock work and rip rap, Fishing Guides, Equipment Rental, instructional classes, Filming projects and UAS (drone) use.

Please contact Park Ranger John Matlack at 770-945-9531 or via email to [John.Matlack@usace.army.mil](mailto:John.Matlack@usace.army.mil) to begin this authorization process.

