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| BCID_ENV_RGB_pos_PermitForms (2) | **Land Use / Occupancy Amendment/Renewal Management Plan** |
| **HOW TO USE THIS FORM**  This is a **fillable form**. You can **type your information** into this form and **upload it to your electronic application.** Follow these 3 steps to get started:  1) **Download and Save** the form to your computer.  2) **Fill out** the form by **typing** in your information.  3) **Save** the form and **upload** it to the Virtual FrontCounter BC application system. The system can be access from the FrontCounter BC website at the following address: <https://portal.nrs.gov.bc.ca/web/client/-/renew-or-amend-parks-use-permit-land-use-occupancy> | |
| **PART 1: TYPES OF CHANGES TO PURPOSE, LOCATION, AREA** | |
| 1. **Changes to the Permit Management Plan Schedule** | |
| Are you requesting changes to the Management Plan Schedule of the permit that will change your activities or level of use in the park(s) or that will require physical changes to any of your structures or improvements? Yes  No  If ‘No’, you are not required to fill out additional sections of this form.  If ‘Yes’, please proceed to ‘Part 1. B’ below. | |
| 1. **Changes to Authorized Structures or Improvements** | |
| Are you requesting to make changes to your authorized structures or improvements, including major maintenance, repairs, expansion, or changes to the use of the structures or improvements? Yes  No  If ‘Yes’, if you are proposing to:   1. Change your use of the structures or improvements but make no physical changes, fill out ‘[E. Impacts](#Impacts)’ in Part 2: Detailed Management Plan below. 2. Conduct maintenance, repairs or expansion works on the structures or improvements, fill out [‘B. Repairs, Maintenance, Expansion of Improvements’](#Repair_main_exp), ‘[D. Transportation and Access’](#Trans_Access), and ‘[E. Impacts](#Impacts)’in Part 2: Detailed Management Plan below. | |
| 1. **Removal of Protected Lands or Activities** | |
| Are you requesting to remove any parks or activities from your current permit as part of an amendment or renewal request?  Yes  No  If ‘Yes’, please indicate the reason that you no longer wish to conduct activities in the selected park(s).  Click here to enter text.  Will the removal of the activity require you to conduct restoration work to remove any structures or improvements? Yes  No  If ‘Yes’ please:   1. Describe your proposed restoration activities (if necessary restoration plans may be uploaded as a separate document).   Click here to enter text.   1. Complete ‘[D. Transportation and Access’](#Trans_Access) in Part 2. Detailed Management Plan Proposal below describing transportation and access requirements for the restoration work; 2. Complete [‘E. Impacts’](#Impacts) in Part 2. Detailed Management Plan Proposal below describing impacts from the restoration work. | |
| 1. **Adding New Protected Lands or Activities** | |
| Are you requesting to conduct new activities in a park listed on your current permit, or to add a new park that is not included in your current permit as part of an amendment or renewal request? Yes  No  If ‘Yes’, please fill out all sections of Part 2. Detailed Management Plan Proposal.  **A map is a mandatory part of your application** – see [‘F. Maps’](#Maps) in Part 2. Detailed Management Plan Proposal below. | |
| **PART 2: DETAILED MANAGEMENT PLAN PROPOSAL** | |
| **All questions below must be completed.** If you require additional information to answer any of the questions you may be required to contact an Area Supervisor prior to submitting the application. Area Supervisors are the BC Parks staff responsible for particular parks. Contact information for BC Parks’ regional offices can be found on BC Parks’ website at the following address: <https://bcparks.ca/park-use-permits/policies/> | |
| 1. **Use of Improvements** | |
| 1. Are you proposing to use any existing park-owned and maintained facilities such as campgrounds, parking lots, picnic shelters, backcountry campsites or trails not previously included on your permit? Yes  No   If ‘yes’, please:   1. List the location/name of the facilities you are proposing to use, including (if applicable) the size of any structures (in m2): Click here to enter text. 2. Described what you will be using these facilities for: Click here to enter text. 3. Are you proposing to use any improvements (such as cabins, docks, shelters or other fixtures) that are owned by you and are located in the park that were not previously included on your permit? Yes  No   If ‘yes’, please :   1. Indicate the exact location (using UTM coordinates) and size of the improvements or tent sites, and if applicable the name (e.g. XYZ Lodge or ABC Adventures Base Camp). Click here to enter text. 2. Described what you will be using these facilities for: Click here to enter text. | |
| 1. **Repairs, Maintenance, Expansion of Improvements** | |
| Are you planning to conduct any maintenance or repairs that will require disturbance to the ground, or transport and storage of any materials or equipment in the park? Yes  No  If ‘yes’, please:   1. Provide a description of any activities that could cause disturbance to park values including ground, water, or vegetation, and any measure you propose to prevent negative impacts to park values. Click here to enter text. 2. Describe the nature of the maintenance or repairs: Click here to enter text. | |
| 1. **Construction of Improvements** | |
| Are you proposing to construct any new improvements (such as cabins, docks, shelters, utility lines, etc.)?  Yes  No  If ‘Yes’, please indicate:   1. The proposed intent and use of the improvements (personal use, transportation, communication, municipal, etc.). Click here to enter text. 2. The proposed location (using UTM coordinates), description and size of the improvements. Click here to enter text. 3. Whether the improvements will be temporary or permanent (single season vs fixed to the ground). Click here to enter text. 4. The type of equipment that will be used during construction. Click here to enter text. 5. The proposed construction schedule and any transport and storage of materials or equipment in the park. Click here to enter text. | |
| 1. **Transportation and Access** | |
| Describe the proposed type of transportation and access route to the site(s).  Point of entry to the park, e.g. road, beach, boat launch, or trail, and mode of transportation, e.g. by foot, boat, car, helicopter, etc.  What impacts, if any, are expected from the proposed transportation and access to the site?  Noise, erosion, interruption of public access, need for built infrastructure, etc.  How will those impacts be mitigated?  List proposed mitigation strategies such as timing, limiting # of trips, use of materials, etc. | |
| 1. **Impacts** | |
| Describe expected or potential impacts on the park’s environmental, cultural, recreational values including, but not limited to:   1. Habitat for vegetation and wildlife, particularly listed species or species at risk; 2. Any watercourses or water bodies (diversions, flows, potential siltation, etc.) 3. Special features such as unique geological formations; 4. Access to the park, and the area of the park under consideration; 5. Aesthetics and visual values; 6. Cultural values, including traditional use of the area by First Nations; 7. Park visitors and local communities, including public health and safety and recreational use or enjoyment of the park;   Click here to enter text.  Describe what actions will be taken to mitigate identified impacts on the park(s).  Click here to enter text. | |
| 1. **Maps** | |
| You are required to provide a map or a georeferenced spatial file of the location and area you wish to apply for. Any map submitted as a pdf or image file must include a north arrow and scale bar. Map(s) must meet the following standards:   1. General Location Map: A map of the individual protected land(s) within the application, drawn to 1:50 000 to 1:250 000 (or larger if required to encompass boundaries of permit area) scale that illustrates at a landscape level scale the general location of the area under application, including boundaries of the proposed permit area and major landmarks, travel/access routes; and 2. Permit Area Map: a more detailed map(s) of the proposed permit area(s) within each protected land, drawn to 1:20 000 to 1:50 000 scale showing the exact proposed boundaries of the permit area, including the area (in hectares) as well as any watercourses or other identifying features (trails, facilities, roads, etc.). The permit area map must clearly identify the location of travel/access routes, and specific site(s). If applicable, the location and construction description of any temporary facilities or the use of existing facilities within the permit area, as well as the location and size of all proposed improvements must also be included.   If you are proposing to construct any new improvements or modify the footprint of existing improvements, a detailed site map must also be submitted to the specifications listed below.   1. Detailed Site Map: a site-level map at 1:1 000 to 1:5 000 scale must be submitted identifying the location of all improvements (buildings, structures, roads, power lines, fences, docks, etc.) in relation to the boundaries of the permit area.   If you choose to produce a spatial file rather than submit a pdf or image file map, you can submit a single spatial file provided it meets requirements in a), b) and c) listed above. A spatial file is generally created using a GIS system or an online web mapping application, such as iMapBC. Please note, all spatial files must be in BC Albers, NAD 83 projection. Common spatial files include Shapefiles, KML, KMZ, and Geomark. | |