



# Nature Area Entrance Permit Application

Cal Poly Humboldt Agreement

Designated Nature Area: \_\_\_\_\_

This form **must be submitted** to Cal Poly Humboldt Risk Management & Safety Services (826-3305, fax 826-3312). Email this application and back-up pages to [risk-management@humboldt.edu](mailto:risk-management@humboldt.edu). Risk will process the application with the City of Arcata and provide applicant with approved Nature Area Entrance Permit.

## Applicant Information

Person or Student Performing Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State ZIP Code

Email: \_\_\_\_\_

If Student, Instructor Supervising the Work: \_\_\_\_\_ Phone: \_\_\_\_\_

## Project Information

Project Description: *Be specific, please attach additional pages with description, plans, and maps as necessary.* \_\_\_\_\_

Specific Nature Area/Open Space: \_\_\_\_\_  
i.e. specific ponds or trails in Marsh or Forest.

Effective Dates: \_\_\_\_\_ To: \_\_\_\_\_ Hours of Work: \_\_\_\_\_ To: \_\_\_\_\_

## Declaration

Initial next to each requirement.

- \_\_\_\_\_ 1. Applicant agrees to disallow unauthorized persons into the project area.
- \_\_\_\_\_ 2. Applicant agrees to leave the area in a neat & clean condition. **See back page.**
- \_\_\_\_\_ 3. Applicant agrees to leave all gates as found, closed or locked.
- \_\_\_\_\_ 4. Applicant agrees to comply with all site rules and regulations.
- \_\_\_\_\_ 5. Applicant agrees to never disclose lock combinations and to promptly return any borrowed key(s).
- \_\_\_\_\_ 6. Applicant agrees to not bring dogs unless expressly permitted by the City.
- \_\_\_\_\_ 7. Applicant agrees to furnish the City with a copy of all results from project to [eservices@cityofarcata.org](mailto:eservices@cityofarcata.org). Project to be completed by \_\_\_\_\_. Results shall be submitted by no later than \_\_\_\_\_. Failure to do so may result in the City advising the responsible person that not all of the conditions of the permit have been met.

The undersigned certifies that the application information is correct, has read and agrees to obey the rules and regulations and assumes full responsibility for any damages sustained to the building, grounds, or equipment and for acts and conduct of all persons admitted to the premises.

The undersigned further agrees to provide insurance documentation and to indemnify the City of Arcata, as described in the Nature Area Entrance Permit Agreement Summary of Indemnity and Insurance Requirements.

This permit entitles the permittee to enter and conduct said project in the City owned Nature Area(s) described above for the duration of the effective dates. Please allow 7 to 10 days for processing.

\_\_\_\_\_  
Print Name/Title of Responsible Individual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## For Administrative Processing Only

Insurance Documents Meet Requirements: \_\_\_\_\_  
Date

Permit Approved: \_\_\_\_\_  
Date

Special Conditions: \_\_\_\_\_

## STUDENT RESEARCH PROJECT PROPOSAL GUIDELINES

To expedite the processing of your application, please attach additional page(s) with the following information. A one page description is adequate, please include maps and images as necessary.

- |                                       |   |
|---------------------------------------|---|
| 1. Title of Project                   | 9. Proposal                               |
| 2. Date of Application                | a. Staff (phone & email)                  |
| 3. Contact Person (phone & email)     | b. Length of Project                      |
| 4. Supervisory Person (phone & email) | c. Potential Impact on System             |
| 5. Date of Project Completion         | d. Estimated flow (if wastewater related) |
| 6. Summary                            | e. Materials                              |
| 7. Introduction                       | f. Labor                                  |
| 8. Objective                          | g. Costs/Funding                          |
|                                       | h. Schematic Design                       |
|                                       | i. Monitoring                             |
|                                       | j. Maintenance                            |
|                                       | k. Reports                                |
|                                       | l. Conclusion                             |

### **BEST PRACTICES FOR ROAD SYSTEM USE IN THE ARCATA COMMUNITY FOREST, JACOBY CREEK FOREST, OR SUNNYBRAE FORREST.**

The Environmental Services Department takes its responsibility as a steward of its lands seriously, and we ask for your help in protecting our forest resources. The City manages its timberlands under an approved Non-Industrial Timber Management Plan (NTMP). A key element of the plan is prudent management of our forest road system to minimize sediment discharge to aquatic habitat.

Whether you are a City employee, a contractor, or a permitted visitor to the forest, please ensure that your road use activities comply with the following conditions:

- Do not drive vehicles on the roads with native soil surfaces during the winter season, October 15<sup>th</sup> – May 14<sup>th</sup>.
- Do not drive on wet roads at any time, when the running surface is soft and deforms or ruts under the weight of your vehicle.
- Do not drive off-road on trails, prairies, or in streambeds.
- If your road use damages a water bar or other drainage structure, repair it.
- When working in creeks, gear and clothing worn in one creek must be decontaminated per CDFW guidelines prior to entering a different creek to help prevent the spread of the New Zealand Mud Snail.
- If you are performing road construction, maintenance, repair, or removal work, it must be done in strict compliance with NTMP and applicable state permits such as streambed alteration agreements. When in doubt ask the Environmental Services Department for guidance about applicable standards.

### **Love the Arcata Community Forest and the Arcata Marsh & Wildlife Sanctuary? Help Support Them!**

To make a tax deductible donation to support the City of Arcata's Forests or Marsh visit the Humboldt Area Foundation Website by clicking the link or scanning the QR codes below.

<https://www.hafoundation.org/Giving/Give-Now?fn=Arcata+Forest+Fund>

<https://www.hafoundation.org/Giving/Give-Now?fn=Arcata+Marsh+and+Wildlife+Sanctuary+Community+Endowment+Fund>



← Forest

Marsh →

