



# City of Ashland Trail Project Application



## City of Ashland Forest Lands Commission

Ashland Fire and Rescue  
455 Siskiyou Blvd.  
Ashland, Oregon 97520

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Name of Group Proposing Project

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Name of Proposed Project

## Application Format

**NOTE: This application process is to be used for any proposed change in the trail system managed by the City of Ashland. This includes altering existing trails, trail removal, proposed new trails, and changes in trail use. This application is also used for certifying trails and proposing other recreational activities and land uses within the forest lands managed by the City of Ashland.**

**Call Ashland Fire & Rescue with any questions (541) 482-2770**

**Binder:** Follow this application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

**Index:** The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. Part A: General Information
4. Part B: Project Description
5. Part C: Project Map
6. Part D: Project Cost Information
7. Part E: Equipment to be Utilized Information
8. Part F: Administration
9. Part G: Explanation of Coordination with Other Trails Master Plans
10. Part H: Assurances
11. Part I: Environmental Analysis
12. Part J: Long Term Maintenance Plan
13. Part K: Signage and Education Plan
14. Part L: Safety Plan
15. Part M: Project Performance Measures
16. Part N: Public Comment

**Paper Size:** Use only 8 ½" X 11" paper stock.

**Number of Copies:** Three (3) copies of completed applications must be submitted to the following address:

Ashland Fire and Rescue  
455 Siskiyou Blvd.  
Ashland, Oregon 97520

**Technical assistance:** Groups needing assistance with any aspect of a grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to complete your application.

# City of Ashland Trails Project Application Summary Sheet

Please fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor \_\_\_\_\_  
Name of Agency, Organization, Club

2. Project Name \_\_\_\_\_  
Trail Name and/or Number or Project Title

3. Other Land Ownership  
Involved  
  
(Private, Municipal, County, State, Forest Service, BLM, etc.)

4. Concise Project  
Description  
  
(Examples: Widen a portion of the BTI trail)

5. Project Benefits

6. Project Cost \_\_\_\_\_

7. Funding Source

8. Maintenance Plan  
Summary

## **Application Checklist**

This checklist is to aid you in completing your trail proposal application. AF&R will compare this checklist to your application to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

Completed Project Application Summary Sheet

Application Checklist

Completed Part A: General Information

Completed Part B: Project Description

Completed Part C: Project Map

Completed Part D: Project Cost Information

Completed Part E: Equipment to be Utilized Information

Completed Part F: Administration

Completed Part G: Explanation of Coordination with Other Trails Master Plans

Completed Part H: Assurances

Completed Part I: Environmental Analysis

Completed Part J: Long Term Maintenance Plan

Completed Part K: Signage and Education Plan

Completed Part L: Safety Plan

Completed Part M: Project Performance Measures

Public Comment

Name of organization and project appears on outside cover and spine of binder

Provide three (3) completed copies of application

## Part A: General Information

1. \_\_\_\_\_

Name of Organization Proposing Project

2. \_\_\_\_\_

Address or P.O. Box

3. \_\_\_\_\_

Club Contact Person

\_\_\_\_\_

Home Telephone

Cell Telephone

FAX

E-mail

4. Classification of Project (Check one)

Trail Modification

Special Use

New Trail

Other

5. Project Location – Please give a general location of the project. A more detailed GIS generated location summary will be required under Part C.

6. Does the organization have a website? If so, what is the web address?

\_\_\_\_\_

## Part B: Project Description

1. If this is a new project or section of trail, please identify the affected area or new sections on an accompanying map. Include a completed Environmental Package (Environmental Analysis, Fisheries and Wildlife review Forms, and Noxious Weed Report) for the new project or section of trail.

Is this a new project?

YES

NO

Does this project involve an existing recognized trail system?

YES

NO

Does this project involve a land use change?

YES

NO

2. Total length of trail or square footage of land involved in the proposed project:

\_\_\_\_\_

3. Please list all other trails or trails systems under any management that may be impacted by this project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Check the organizations involved in the management of all trails or trails system impacted by this project. Check all that apply.

U.S. Forest Service

Bureau of Land Management

City of Ashland

Jackson County

City of Ashland Parks Department

Private

5. Is the applicant aware of any inconsistencies with the City of Ashland Trails Master Plan, the City of Ashland Parks and Recreation Trails Master Plan, the City of Ashland Forest Plan, and the USFS Trails Plan?

No.

Yes. Areas of inconsistency are:

6. Number of users. Please list the number of users anticipated for this project as well as the annual number of users that may be affected by this project.

**Table 1. Users**

<b>Project Name</b>	<b>Anticipated Number of Users</b>	<b>Method Used to Obtain Data</b>
<b>Name of Impacted Trail/Area</b>	<b>Annual Number of Users</b>	<b>Method Used to Obtain Data</b>

7. Please describe in detail the proposed project. Include the need for the project as well as any other information that would be helpful in evaluating the proposal.

8. Please describe in detail the benefits that will be realized by this project. Include potential benefits to the citizens of Ashland, the environment, and users of the City of Ashland managed lands.



## Part C: Project Map

Please provide a geospatial (GIS) map for your project using the following City of Ashland GIS standards. The map should include all areas impacted by the project.

### GeoSpatial Data Standards for City of Ashland

<i>Projection:</i>	Oregon State Plane South Zone
<i>Horizontal datum:</i>	NAD83(91) (North American Datum of 1983)
<i>Vertical Datum (if needed):</i>	NGVD29 (National Geodetic Vertical Datum of 1929)
<i>Datum Conversion:</i>	NADCON
<i>Unit of Measure:</i>	International Feet

**Geospatial Vector Data Formats:** ESRI-compliant geo-relational model (i.e., ArcINFO coverages, ArcINFO E00 export files, ArcView shapefiles, Geodatabases and Spatial Database Engine layers), as well as AutoCAD's DWG and DXF and Microstation's DGN.

**Geospatial Raster Data Formats:** MrSID, JPEG, GIF, TIFF, GeoTIF. A world file must be included. The World file contains the projection information and permits the aerial photo to be used with other geospatial data.

**Tabular data:** INFO, dBase, Access, Excel, ASCII text delimited and ODBC compliant Relational Database Management System tables.

**Metadata:** FGDC compliant metadata for each layer delivered. Included with the delivery of all spatial data will be a file that contains metadata in an FGDC compliant format.

## Part D: Project Cost Information

1. Estimated Total Project Cost: Please fill out Table 2 completely. The total project cost is the sum of the dollar value of sponsor contributions, such as the value of volunteer time, sponsor funds, donated materials, etc., and those funds requested from any grant.

**Table 2. Costs**

<b>Category</b>	<b>Initial Cost</b>	<b>Estimated Annual Cost</b>
<b>Development and Engineering</b>		
<b>Environmental Analysis</b>		
<b>Administration</b>		
<b>Construction</b>		
<b>Signage and Education</b>		
<b>Safety Plan</b>		
<b>Total</b>		

2. Additional Project Cost Information (optional). Please discuss in narrative form any additional financial information that will be helpful in clarifying costs for this project.

3. Please describe in detail the funding source(s) for the cost of the project including the funding sustainability profile.



## Part F: Administration

1. Please describe management plan of the proposed project during development as well as the ongoing operation of the project.

2. Organization Officers. Please fill out Table 4 completely.

**Table 4. Organization Officers.**

<b>President</b>		<b>Vice-President</b>	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	
<b>Safety Officer</b>		<b>Secretary/Treasurer</b>	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	

## **Part G: Explanation of Coordination with Property Owners**

1. If any part of the trail system crosses private property, please provide current agreements between the landowner and the organization proposing the project.
2. If any part of the trail system crosses public property, please provide current cost share agreements, annual operating plan, or letter of approval between the land managing agency and the organization proposing the project.

**Part H: Assurances**

By affixing an original signature below, the organization proposing this project affirms that it will adhere to the following program stipulations.

- A. If approved, the organization proposing this project will follow the plan as defined in this application. Any deviation from the plan will first be approved by the City of Ashland Forest Lands Commission through a written request.
- B. Before any trail alteration, creation, abandonment, land alteration, or special event, the organization shall have written approval from the City of Ashland to proceed.
- C. For any organized work or special event the organization shall:
  - a. Contact the appropriate land-managing agencies for necessary permits.
  - b. Develop an event specific safety and communications plan.
  - c. Secure liability insurance naming the City of Ashland as insured.

\_\_\_\_\_  
Typed Name and Title Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Part I: Environmental Analysis**

The organization proposing the project is responsible to provide an environmental analysis and impact report for all lands involved with the project. This report shall include but is not limited to:

- Impact to water quality
- Impact to ecological resources
- Geological impact including mitigation options if needed
- Report of historical significance of properties involved
- Impact of noise, refuse, and other social concerns

**Note:** A completed and signed environmental package is good for three years. If the proposed project is exactly the same as last year's (no variations whatsoever), the same documents from last year or 2 years ago may be used with this application.

## **Part J: Long Term Maintenance Plan**



## **Part K: Signage and Education Plan**

## Part L: Safety Plan

## **Part M: Project Performance Measures**

## **Part N: Public Comment**