

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF WILDLIFE RESOURCES  
SPECIAL USE AUTHORIZATION

**This application should be submitted a minimum of 30 days prior to the date requested. This application should be submitted no more than a maximum of 60 days prior to the date requested.**

**Pursuant to 4 VAC 15-40-280 and 4 VAC 15-20-200.  
Department-owned or controlled lands**

Property Requested: \_\_\_\_\_  
(Hereinafter referred to as "premises")

County, City or Township: \_\_\_\_\_

Body of Water if applicable: \_\_\_\_\_

Date(s) Requested: From \_\_\_\_\_ To \_\_\_\_\_

Individual Filing Application: \_\_\_\_\_  
(Hereinafter referred to as "Permittee")

Organization Represented: \_\_\_\_\_

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

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

# of people involved in activity or event \_\_\_\_\_

Permission is hereby requested to hold the following event/conduct the following activities:

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

\_\_\_\_\_ on the above referenced date(s).

The exercise of any privilege granted in this authorization constitutes acceptance of all the conditions of this authorization.

*Applicants may also need an Access Permit for all participants. See Authorization Conditions on the next page.*

## **I. PURPOSE**

Any person who is attempting to utilize Virginia Department of Wildlife Resources (VDWR) lands and/or facilities to include wildlife management areas (WMAs), Department owned public lakes and boat ramps (to include boat landings and associated parking lots) for any purposes other than those originally intended for those lands and/or facilities must first obtain a Special Use Authorization from the Department. Original intended uses for wildlife management areas would include hunting, fishing, shooting, and/or observing wildlife in its natural habitat. Original intended uses for Department owned public lakes would include fishing, recreational boating and/or observing wildlife in its natural habitat. Original intended uses for boat ramps, boat landings and associated parking lots would include fishing, the launching of boats for recreational purposes and the temporary parking of vehicles used to launch those specific boats for recreational purposes. Any commercial use of any VDWR lands and facilities would require a Special Use Authorization. In addition, any use of any VDWR lands and/or facilities by organized groups of more than twelve (12) persons (even if using the land or facility for an originally intended use) must also first obtain a Special Use Authorization from the Department.

## **II. FEES**

There are no fees associated with Special Use Authorizations.

## **III. AUTHORIZATION CONDITIONS:**

- A. This authorization does NOT waive the requirement for the individuals to obtain access permits or a group access permit. Those persons 17 and older who do not possess a valid hunting/fishing license or have a current boat registration, are required to obtain access permits to access Department lands and lakes. Access permits are obtained through DWR Customer Service at 1-866-721-6911 or on-line at <https://www.gooutdoorsvirginia.com>, Select Hunting/Fishing Licenses and Permits. This application should be submitted a minimum of 30 days prior to the date requested. This application should NOT be submitted more than a maximum of 60 days prior to the date requested.
- B. The authorized user shall maintain the improvements and premises to standards of repair, orderliness, neatness, sanitation, and safety acceptable to the Local Conservation Police Officer and Regional Lands and Access Manager named on this form.
- C. Please note that DWR Public Boat Landings may be unavailable for large tournament type activities during certain holiday weekends (i.e. Memorial Day, 4<sup>th</sup> of July etc.)
- D. This authorization is subject to all valid claims.
- E. The authorized user, in exercising the privileges granted by this authorization, shall comply with the regulations of the Virginia Department of Wildlife Resources, State, County and Municipal laws, ordinances and/or regulations which are applicable to the area or operations covered by this authorization. This authorization is to provide the user as authorization to use the premises for the activities described, and in no way does this absolve the authorized user of any requirement to obtain local, state, or federal permits or licenses relating the conduct of the activities of the authorized user.

- F. Vending or other operations of any kind or nature in connection with the event for which the authorization is requested shall not be conducted on Department property without the express written consent by the Department of Wildlife Resources.
- G. The authorized user shall exercise diligence in protecting from damage the land and property of the Commonwealth of Virginia covered by and used in connection with this authorization, and shall pay the Commonwealth of Virginia for any damage resulting from negligence or from the violation of the terms of this authorization or of any law or regulation applicable to the State lands by the user or by any agent or employees of the authorized user acting within the scope of their agency or employment.
- H. The authorized user agrees to indemnify, defend, and hold harmless the Commonwealth of Virginia, Department of Wildlife Resources from all risks or claims for damage of every kind, whether relating to property or person.
- I. Upon abandonment, termination, revocation, or cancellation of this authorization, the authorized user shall remove, at the conclusion of the event, all structures and improvements except those owned by the Commonwealth of Virginia, and shall restore the site, unless otherwise agreed upon in writing or in this authorization. The authorized user has an additional 24 hours to remove all such structures or improvements or they become the property of the Commonwealth of Virginia. All costs involved in the removal of such structures and improvements, and the restoration of the site, are the liability of the authorized user.
- J. This authorization is not transferable.
- K. In case of change of address, the authorized user shall notify immediately the Department of Wildlife Resources in writing.
- L. The authorized user agrees to allow the sporting public normal use of these facilities while the event is in progress. Furthermore, all written publicity for the event(s) shall include notice(s) to the general public that the facilities will remain available for their normal uses during the event(s).
- M. This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the Department of Wildlife Resources.
- N. This authorization shall have no force or affect until the authorized user has signified acceptance of its provisions and conditions by signing and returning to the Department of Wildlife Resources.
- O. This authorization expires and is subject to renewal on or by \_\_\_\_\_.
- P. The authorized user shall clean the area, removing litter and debris deposited on the premises as a result of the proposed activities, and dispose of them properly.
- Q. Any valid problems, complaints, conflicts or violations directly related to this event shall be cause for denial and non-approval of any future applications or requests.
- R. Additional terms and conditions may apply, but may only be in effect when such additional terms and conditions are enumerated on an attached Special Use Authorization Addendum.
- S. This authorization is accepted subject to the conditions set out above.

A copy of the approved authorization will be returned to the authorized user once reviewed and authorized by the Director of the Virginia Department of Wildlife Resources or the designee. If denied, a letter of explanation will be mailed to the applicant.

By my signature below, I hereby certify that all entries made on this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may result in denial or revocation of my authorization. In addition, I agree to all conditions carried by this authorization.

**REQUESTED BY:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**PERMIT AUTHORIZED BY:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Copies:**

Conservation Police Officer: \_\_\_\_\_

Regional Lands and Access Manager: \_\_\_\_\_

**RETURN TO**  
**Virginia Department of Wildlife Resources**  
**Permits Unit**  
**P. O. Box 3337**  
**Henrico, VA 23228-3337**  
**Shirl Dressler**  
**Phone: 804-367-6913/Email: [shirl.dressler-setzer@dwr.virginia.gov](mailto:shirl.dressler-setzer@dwr.virginia.gov)**