

# LONG TERM PARK ACCESS + USE APPLICATION

(for access to / use of District lands for a period greater than one year)

## Applicant Information

Contact person:  Title:

Organization / Agency (if applicable):

Phone:  Email:

Address:

Today's Date:

## Site Information and Use Request

Park or Trail Affected:

Site Address (if applicable):

Site Assessor Parcel Number(s):

GPS Coordinates (if available):

Approximate size of impact area:

Proposed route and method of travel to area in question:

Description of proposed land use or project (please add additional pages if necessary):

Desired Start Date:

Desired End Date:

Does Applicant hold any land rights (such as an easement) over the project area?  
(If yes, attach hard copy or PDF to application)

Does proposed land use require CEQA review and compliance?  
(If yes, attach all relevant documents to application)

## Applicant Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Application Process

1. Complete this application form (hard copy or PDF). Provide a thorough and detailed description of requested use.
2. Under the California Environmental Quality Act (CEQA) your request to use EBRPD property may be considered a project which requires completion of environmental documentation. If any type of environmental documentation (*Negative Declaration* or *Environmental Impact Report*) has already been completed for this project, please attach those documents or any other relevant documentation from other jurisdictions or regulatory agencies to your application.
3. Attach maps or exhibits of proposed access and land use / project (hard copy or PDF).
4. Include \$200 non-refundable application fee; make check payable to the East Bay Regional Park District.
5. Incomplete applications will not be considered.
6. Mail your application packet and check to *Land Acquisition Department, East Bay Regional Park District, 2950 Peralta Oaks Court, Oakland CA, 94605* or mail check and email your packet to [landacquisition@ebparks.org](mailto:landacquisition@ebparks.org)
7. Park District administrative staff will review the application, and if staff find that the applicant's proposed access and land use does not compromise Park District resources or interests, then staff will forward the application for internal professional review.
8. A Park District project manager will then manage the project and invoice the applicant for the \$5000 deposit fee.
  - a) Professional review and processing fees (see below) will be charged against the deposit amount.
  - b) Requests to acquire real property interests such as easements, leases and certain licenses may require an independent appraisal to determine the Fair Market Value of the property interest(s) to be conveyed. The appraisal may be commissioned by the Park District and paid from Applicant's deposit. In some cases, the Park District may forgo an appraisal and instead calculate and charge a daily rate for access to, and use of, the park or trail property.
  - c) The fair market value established by the appraisal will also be charged against the deposit amount.\*
9. Once the final fees are calculated, the Park District will either refund any remaining deposit balance back to the applicant, or will invoice the the applicant for any remaining fees beyond the \$5000 deposit amount.
10. Upon completion of the internal review, appraisal and processing, Park District staff may present the item to its Board of Directors for final approval.
11. If approved, Park District staff will then forward the agreement to the applicant for signature and then grant permission to access and use Park District property under the terms of the agreement. No access or use is permitted until all fees are paid and agreement is fully executed and sent to applicant.

## Fees\*

1. Non-refundable one-time application fee: **\$200**
2. Professional Review and Processing: **\$5000 deposit**
3. Staff Review: **charged against deposit; \$100 per hour**

\*The Park District may elect to waive some or all fees if project or supports our mission or the general public welfare.

## FOR EBRPD LAND ACQUISITION STAFF USE; *property rights requested*

- |   |  |
|---|--|
| <input type="radio"/> Long-term Park Access Agreement | <input type="radio"/> Permanent Easement |
| <input type="radio"/> Temporary Construction Easement | <input type="radio"/> Fee Title/Exchange |
| <input type="radio"/> License                         | <input type="radio"/> Other: _____       |
| <input type="radio"/> Lease                           | _____                                    |

## FOR EBRPD STAFF USE; *To approve this park access and use, add initials and hours spent on review*

Land Acquisition _____ Hours _____	Cultural Resources _____ Hours _____
Legal / Risk _____ Hours _____	Stewardship _____ Hours _____
Park Supervisor _____ Hours _____	Fire _____ Hours _____
Unit Manager _____ Hours _____	Police _____ Hours _____

Finance: *Deposit application fee in account #101-7330-000-3694*

Finance: *Hold applicant's deposit in account #333-0000-000-2350*