



Office of Parks, Recreation and
Historic Preservation
Bernadette Castro, Commissioner



Permit for the Placement and Maintenance of Geocaches within State Historic Site

State Historic Site

Address
City, State Zip
Phone

State of New York
George E. Pataki, Governor
Office of Parks, Recreation and Historic Preservation
Bernadette Castro, Commissioner



Permit/Application

- Any visitor wishing to place a cache must complete an application for placement and maintenance of the geocache site. Such permit application requires review and authorization of the facility manager or designee. Once approved, this application will serve as the permit and the cache owner will be issued a label to be placed on the cache container.
- The original permit will be kept on file, and a copy given to the owner.
- If the permit is denied, justification will be recorded on the permit. The facility manager has discretion in denying permits.

Permit Conditions:

- A cache owner is limited to a maximum of five (5) permits in one facility at one time.
- Multi-caches leave clues to find the next site, eventually leading to a cache. Multi-caches will be limited to a total of five (5) sites, but require only one permit. However, since the potential use or impacts of each site is the same, no more than five (5) sites per cache owner will be permitted in one facility at one time. For instance, if a multi-cache consists of 5 sites, the cache owner will only be allowed one permit at a time.
- Caches will not be permitted within 1320 feet (1/4 mile) of an existing permitted cache.
- All permits will be valid for two (2) years. Exact starting and ending dates will be recorded on the permit.
- If, during the effective period of a permit, the holder wishes to change the location of the cache, a new permit must be issued and the effective permit cancelled.
- Upon permit expiration, the owner is responsible for removing the cache and removing its location from the website or other information source as an active cache.
- Once the cache is placed, a description of the cache and its location indicated on a park map, as well as the GPS coordinates, must be given to the facility manager or designee for completion of the permit.

- Owner must monitor the cache twice a year to maintain family-friendly contents.
- Caches are subject to removal by the facility manager or designee if:
 - Facility staff determines that the location of the cache poses a risk to visitors. A new permit may be generated for the relocation of such a cache.
 - Facility staff determines that the cache has been the cause of an adverse environmental impact. The permit for such a cache will be cancelled.
 - Facility staff discovers a non-permitted cache, or a cache that does not exhibit a permit number on the outside of the container.
- If the facility manager or designee removes a cache, he or she will attempt to notify the owner or indicate on the website that the cache has been removed. The cache will be retained at the park office for 30 days. If the owner cannot be contacted after that time, the cache is considered abandoned property and may be retained in the event the owner comes to claim it at a later date. Justification for removal of a cache will be recorded on the permit.

Cache Placement

The facility manager or designee will inform the applicant of areas recognized as off limits to geocache placement.

- The cache should be accessible from existing trails (no more than twenty (20) ft. from trail unless otherwise approved).
- Caches are not to be placed on or in:
 - locations that would lead to or create spur trails
 - sensitive archaeological, historical, or ecological areas, e. g. wetlands, caves, historical buildings, locations containing rare plant or animal species, stream banks, and dam structures.

Cache Permit Information

Permit No. _____

Name _____

Address _____

Home Phone _____

Cell Phone _____

E-Mail _____

Cache name as listed on Website _____

Website referencing Cache _____

Location coordinates (List all for multi-cache sites) _____

Park map attached with cache/site locations noted _____

Initial

_____ I understand that caches not in compliance with the terms of this permit will be removed from the park and this permit voided for failure to comply.

_____ I understand that I am to monitor this cache bi-annually and maintain it to be family friendly.

_____ I have read and understand the terms of this permit and agree to comply accordingly. I will retain a copy of this permit for my records.

Agreed To:

Approved by:

(Signature of Applicant/Permittee)

(Signature of facility manager or designee)

Title

Date

Title

Date

Permit Issued _____

Date

Permit Expires _____

Date

Justification:

Declined by: _____

Signature

Title

Date

- prescribed burn areas scheduled to be burned within 12 months of the permit request.
- areas that could potentially cause danger to visitors trying to locate the cache, such as, elevated in trees, underwater or in potential flood areas, places requiring climbing cliffs or bluffs.
- any State Park or State Historic Site structure.
- Burying caches is strictly prohibited.

Life of a Cache

- A cache may be located at a site for a maximum of 2 years.
- After 2 years, the owner will be responsible for retiring or relocating the cache.

Cache Container

- Cache containers must display an official, park issued geocache label on the outside of the container with the permit number and expiration date.
- Cache must not contain food, alcohol, drugs, medications, dangerous items, adult items, or weapons of any kind.
- Container should be watertight and non-breakable, and have a latch or closing mechanism to prevent exposure to wildlife.
- The container should not be larger than 1,000 cu. in. unless authorized by the facility manager.

Participation

- Participants must follow established trails (no bushwhacking to reach a cache).
- Participants must leave the caches where they found them.
- Participants must not use metal detectors in cache searches.

All caches are subject to random inspection by the facility managers or their designees, who have the authority to remove any item deemed unacceptable.