

0028451

From: [Paul Stevens](#)
To: [Mike Murray](#)
Cc: [Darrell Echols](#); [Jon Anglin](#); [Pat Ludwick](#); [Sandra Hamilton](#); [Philip Selleck](#); [Doug Wetmore](#)
Subject: Re: Fw: ORV regulation
Date: 09/17/2010 02:23 PM
Attachments: [Required Information for ORV Permits 2010.docx](#)
[9-17-2010 2:05:58 PM.jpg](#)

Mike,

In our meeting on permits from September 9, we decided that we would use a variation of the ASIS permit. I've scanned a copy of the permit attached below.

Thanks,

Paul K. Stevens
Chief Park Ranger
Outer Banks Group
1401 National Park Drive
Manteo, North Carolina 27954

(252) 473-2111 ext. 119 (office)
(252) 475-8307 (cellular)




9-17-2010 2:05:58 PM.jpg

▼ [Mike Murray/CAHA/NPS](#)

**Mike
Murray/CAHA/NPS**

09/17/2010 12:58 PM

To Paul Stevens/CAHA/NPS@NPS
cc Darrell Echols/CAHA/NPS@NPS, Jon Anglin/CAHA/NPS@NPS, Pat Ludwick/CAHA/NPS@NPS
Subject Re: Fw: ORV regulation 

Paul,

I still need some sort of product to send to Sandy Hamilton and Phil Selleck on this. Phil's suggestion was that we make obtaining an ORV permit a one-step process for the applicant in order to minimize the amount of time required. We just need to send Phil an accurate representation of what information will be required from the

applicant, so he can consult with others at DOI on the Paperwork Reduction Act issue. What we send in now does not have to be in perfect final format, but we should list all the information items that we will require.

In talking with Darrell, I understand that our proposed approach would be to have the ORV permit applicant fill out a form and sign an acknowledgement statement and that would constitute the information gathering requirement. Please review the attached document to see if it covers the information needed and revise it if it does not. We should also add the acknowledgement statement to the attached document if it is our intent that the applicant sign the same form they would fill out.

Thanks,

Mike Murray
Superintendent
Cape Hatteras NS/ Wright Brothers NMem/ Ft. Raleigh NHS
(w) 252-473-2111, ext. 148
(c) 252-216-5520
fax 252-473-2595

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▼ [Mike Murray/CAHA/NPS](#)

Mike
Murray/CAHA/NPS

09/10/2010 09:36 AM

To Paul Stevens/CAHA/NPS
cc Jon Anglin/CAHA/NPS@NPS, Pat
Ludwick/CAHA/NPS@NPS, Darrell
Echols/CAHA/NPS@NPS

Subject Fw: ORV regulation

Paul,

Please consider Phil's suggestion below and a **prepare basic written procedure for how the permittee will apply for and obtain the permit** (keep it as simple as possible). One suggestion would be for the applicant to simply provide their vehicle registration and DL to the NPS VUA and have the VUA put the information into a computer database that can then generate and print out the permit (if that is possible - the key will be to have the right printer and permit form that can be printed on, then be applied to the inside of the vehicle windshield or wherever we decide the permit stick should be located); rather than have the individual permittee fill out their own permit, which could result in all kinds of legibility problems. Also, we need to address how the permittee will sign (what?) to acknowledge acceptance of responsibility for complying with the rules. In any case, Phil's advice seems to be to make it a one-step process to minimize the amount of time the applicant has to

fill out forms in order to get a permit. It would be more efficient for us to put the registration and DL information directly in our computerized database, rather than have a paper system that is then input into the database.

Let's shoot for having a draft by COB on Wednesday, Sept 15.

See attached for the required permit information that was developed last January.



Required Information for ORV Permits 2010.docx

Mike Murray
Superintendent
Cape Hatteras NS/ Wright Brothers NMem/ Ft. Raleigh NHS
(w) 252-473-2111, ext. 148
(c) 252-216-5520
fax 252-473-2595

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----- Forwarded by Mike Murray/CAHA/NPS on 09/10/2010 09:20 AM -----

**Sandra
Hamilton/DENVER/NPS**

To: Mike Murray/CAHA/NPS@NPS
cc: Philip Selleck/WASO/NPS@NPS, Doug
Wetmore/DENVER/NPS@NPS

09/10/2010 08:59 AM

Subject: ORV regulation

Hi Mike,

fyi...to answer your question from our call last week...I checked with Phil Selleck and he says that OMB will also look at the final rule before it's published to see what changes, if any, have been made from the proposed rule, and at the preamble to see how we have responded to significant comments.

Also, Phil suggested that you send him a short email describing the process and information required for getting the permit. He suggested a one step process where the ORV owner would fill in on the permit itself name, address and VIN number and sign the acknowledgement that they've watched the video and read and understand the rules and agree to follow them and understand that violations may result in revocation of the permit. This would eliminate the step of having the ORV owner fill out a separate application with the same information, and would be less likely to bring the Paperwork Reduction Act notice and comment requirements into play for the rule. Once Phil has your email he can give us a final determination on that.

PHIL: if I've muddled what you said, please correct. Thanks.

Sandy

0028454

Sandy Hamilton
Environmental Protection Specialist
National Park Service - Environmental Quality Division
Academy Place
P.O. Box 25287
Denver CO 80225
PH: (303) 969-2068
FAX: (303) 987-6782

Required Information
Needed from the General Public
To Issue Off Road Vehicle Permits
At Cape Hatteras National Seashore
January 2010

Applicant's Drivers Information:

Name

Address

Telephone(s) (Home, Business, Cell)

Driver's License Number and State

Applicant's Vehicle Information:

Registered Owner(s) Name(s)

Make

Model

Color

Registration Plate Number and State

(VIN) Vehicle Identification Number

off road (ORV)

~~OVER SAND~~ VEHICLE PERMIT REGISTRATION

PRINT LEGIBLY: Last name		First name		Permit #	
Name Vehicle Registered To (if different than above)				VA DAYUSE NIGHT BULLPEN Circle One	
				Month/Year Expires	Employee
ADDRESS Street		City	State	Zip Code	
Vehicle Year	Make	Model	Color		
Vehicle Identification Number - VIN			License Plate Number	State	

YOU ARE RESPONSIBLE FOR READING AND FOLLOWING ALL OVERSAND REGULATIONS.

1. I have obtained a copy of the Over Sand Vehicle Permit Regulations and I agree to comply with all regulations and conditions. I understand that operating my vehicle in the OSV zone is entirely at my own risk.
2. I understand that it is illegal to operate my vehicle on any sand dunes and/or vegetation except at posted crossovers.
3. I agree to have the required equipment in my vehicle at all times while in the Over Sand Vehicle Zone and to display said equipment upon request to officers of the National Park Service and Fish & Wildlife Service.
4. I agree to permanently affix the permit to the driver's side lower right corner of the windshield of the vehicle registered above. I understand that the **permit is not transferable** to another vehicle.
5. I realize that if this vehicle is sold or is in an accident, I must produce enough of the original permit to determine its complete number and expiration. I understand that without the original permit **I will not be issued a replacement.**
6. I realize that violation of any regulation may result in a fine and/or loss of my Over Sand Vehicle Permit.
7. Permits are valid for 1 year from the month of purchase. **I understand that permits are not refundable.**

Signature _____ Date _____

Phone Number _____