

GEOCACHING PLACEMENT SITE PERMIT RULES AND APPLICATION

A geocache includes various types of geocaching, such as multicache, earth cache, virtual cache, mystery/puzzle cache, and letterbox cache, whether they are registered or unregistered on any geocaching or letterboxing website.

Geocache sites located on Gwinnett Parks and Recreation property must adhere to all guidelines and requirements outlined below, as well as follow all park rules available at GwinnettParks.com. For questions or additional information, email Parks@GwinnettCounty.com.

PERMIT

- The individual in charge of the cache must obtain an approved permit before placing it on property managed by Gwinnett Parks and Recreation. Each cache requires a separate permit and departmental approval.
- Permits are valid for the duration of a cache's existence. If a cache is relocated or its responsibility is transferred to another party, it must be permitted again. Once a cache is approved, the items cannot be moved without obtaining permission from Gwinnett Parks and Recreation.
- The permit application must include the exact location and description; caches will only be considered for placement in areas that do not negatively impact natural or cultural resources, visitor safety, or other users.
- All existing caches in parks not listed must go through the permit process to achieve grandfather status.
- Any geocache website listing must state: ***This cache is located within (park name and address), a Gwinnett Parks and Recreation property. A Gwinnett Parks and Recreation permit is required to place any cache within park properties. All park rules, ordinances, and regulations apply. Parking is permitted in designated areas only. For more information, visit GwinnettParks.com.***

PLACEMENT

- Caches are prohibited in natural areas, historic areas, habitat restoration areas, restricted zones, golf courses, and areas designated for overnight use.
- Caches must be located at least 20 feet away from any natural or hard-surface trail.
- Caches must not be buried, and vegetation, rocks, or other natural or cultural features must not be moved, marked, or damaged when placing, accessing, or maintaining the cache. Caches may not be placed in or under buildings or structures, such as bridges, benches, pavilions, and similar locations.
- The maximum container size allowed is 12 by 6 by 8 inches.
- The container must be marked with the following information: the text *Geocache* or *Letterbox*, the name as it appears on the associated website or other location where the information is posted or shared, and the permit number issued by Gwinnett Parks and Recreation. *Special instructions for marking nano caches may apply due to their size.*
- Military-use containers must be camouflaged to avoid resembling military items. This includes painting the container in a color other than army green and covering any identification marks related to ammunition on the exterior. Additionally, include a photo of the container with your application for permit.
- Owners must monitor their cache monthly, maintain it in a family-friendly manner, and ensure the container and contents are in good condition. The cache must never contain food, alcohol, firearms, drugs, dangerous, or adult items.

GWINNETT PARKS & RECREATION RIGHTS OF REMOVAL

- A cache may be removed at the discretion of the department at any time without notice.
- Caches may be temporarily removed or permanently relocated to the department's discretion. The department will coordinate these actions with the person responsible for the cache whenever possible.
- The department reserves the right to remove a cache if it is deemed to be in an inappropriate location, if it has an undue impact on park resources, or for any reason that are considered inconsistent with the department's mission, rules, ordinances, and statutes.
- It is the responsibility of the permittee to follow all park rules and County ordinances found at GwinnettParks.com.

GEOCACHE APPLICATION

Applicant name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

GeoNick: _____ Cache name: _____ Cache type: _____

Park: _____ Location coordinates: Latitude: _____ Longitude: _____

Cache site description. List location coordinates of all multicache sites:

Description of container and its contents:

I have read and agree to abide by the attached cache rules.

Applicant signature: _____ Date: _____

Application review and decision may take up to 30 days. Return completed application by one of the following:

- Email: Parks@GwinnettCounty.com
 - Mail: Gwinnett Parks and Recreation at 75 Langley Drive, Lawrenceville, GA 30046
 - Attn: Director of Parks & Recreation
 - Fax: 770.822.8835
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- All cache sites must have an approved permit before placement on Gwinnett Parks and Recreation property to promote a safe recreational environment, protect natural habitats, and preserve historical areas for park patrons.
 - Each cache requires a separate application to be included in the Gwinnett Parks and Recreation system.
 - Groups conducting a short-term sponsored event are also required to obtain a special-use permit.
 - Call 678.822.8840 for more information.

FOR OFFICE USE ONLY

Application and site review: _____ Reviewing staff: _____ Date: _____

☐ Approved Cache permit number: _____ GC code number: _____

☐ Not approved Reason for rejection: _____