



Gwinnett County Parks and Recreation Geocaching Placement Permit Application

Applicant's Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____ GeoNick: _____

Cache Name: _____ Park: _____

Type of Cache to be placed: _____

Location Coordinates – Latitude: _____ Longitude: _____

Physical description of Cache site (If this is a multi-part cache, list all lat./longs. that are associated with it): _____

Physical description of container and its contents: _____

GCPR Permit Approval Process

- All approved cache/letterboxes require a permit application for inclusion in the Gwinnett County Parks and Recreation (GCPR) system
- Upon receipt of the completed application, GCPR staff will review and complete the permit process within 30 days. Please complete the application in its entirety to expedite the approval process
- Each cache must possess a separate permit application
- The cache may not be placed on-site until approval has been made and the permit number is placed upon the cache

Gwinnett County Parks & Recreation (GCPR) Geocache Permit Application

This document provides directions and the application form for applicants interested in establishing a geocache (including virtual, earth, and other forms of geocaches) or letterbox site on lands administered by Gwinnett County Parks and Recreation (GCPR).

The term **geocache** is defined as, “A container hidden that includes, at minimum, a logbook for geocachers to sign.” It includes, but is not limited to, all types of geocaches, including earth caches, virtual, and challenges, registered and unregistered, on any geocaching or letterboxing website.

Any geocache placed in a Gwinnett County Park must have an approved permit before it is placed on lands administered by GCPR. In addition to a geocache permit, groups who want to conduct a short-term, sponsored event may be required to obtain a **Special Use Permit** for the event. These permits requests are to be sent in writing to the address listed below for permit applications.

Special Request Permits Should Be Mailed or Emailed To:
Gwinnett County Parks & Recreation
75 Langley Drive
Lawrenceville, GA 30046
Attn: Volunteer Resources Coordinator
volunteerinparks@gwinnettcountry.com
Phone: 770.418.2331
Fax: 770.418.2334

Any permitted geocache placed in Gwinnett County Parks must meet all guidelines and requirements listed in this document and the **GCPR Rules** which can be found at <http://www.gwinnettparks.com>.

Requirements and Guidelines

1. The person responsible for the cache/letterbox must have an approved permit from GCPR before the cache/letterbox may be placed on lands administered by the division
2. Each letterbox, virtual, earth, or cache/multi-cache requires its own permit and departmental authorization
3. Permits are good for the life of the cache. If a cache is moved or responsibility for that cache is transferred, the cache must be re-permitted. Once a cache/letterbox is approved, the items may not be re-located without permission of GCPR. A cache can be removed at the discretion of the GCPR staff at any time without notice
4. The online listing on all geocache websites must contain the following statement: *“This cache is located within _____ Park Name_____. A GCPR permit is required to place any cache within park properties. All park rules and regulations apply. Parking is permitted in designated areas only. For more information, visit: www.gwinnettparks.com”*
5. We require that you monitor this cache monthly and that you maintain it to be family-friendly – **no adult materials allowed**. The cache should contain no food, alcohol, firearms, drugs, dangerous items, or adult items. It is the responsibility of the cache/letterbox owner to maintain the cache/letterbox container and contents in good condition
6. The application for establishing a geocache or letterbox site must be filled out completely and forwarded to the address below

Permit Applications should be mailed/emailed/faxed to:

Gwinnett County Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046
Attn: Conservation Parks District Coordinator
mark.patterson@gwinnettcountry.com
Phone: 770.237.5623
Fax: 770.822.5047

7. **Sites Available** – A *new* cache/letterbox may only be placed within the confines of the following designated conservation parks listed:

Alexander Park
Jones Bridge Park
Sweetwater Park

DeShong Park
Little Mulberry Park
Tribble Mill Park

Freeman's Mill Park
McDaniel Farm Park
Yellow River Park

Harbins Park
Ronald Reagan Park

The exact location and description must be included on the permit application – caches/letterboxes may only be considered for placement in locations where they do not negatively impact natural/cultural resources, visitor safety, or other users.

NOTE: Current caches located in other parks not listed are required to complete the permit process for consideration of “grandfather” status. **Applications accepted July/August 2012.**

8. Caches/letterboxes are not allowed in scientific and natural areas or areas identified as restricted, golf courses, or overnight use.
9. Caches/letterboxes may not be buried, nor may vegetation, rocks, or other natural or cultural features be moved, marked, or damaged in the process of placing, accessing or maintaining the cache. They also may not be placed or inserted into buildings or structures.
10. **Geocache/Letterbox Specifications** – Maximum size of cache/letterbox container is 12”x6”x8”.
11. The container must be marked with the following information: the text “Geocache” or “Letterbox” and the name of the cache or letterbox as it appears on the associated website or other locations where the information is posted/shared. **It must also contain the permit number issued by GCPR.** Special instructions for marking Nano caches may apply due to their size.
12. If the container is an ammunition can, or some other military use container, it must be camouflaged as to not appear a military item. This includes painting a color other than army green and covering any ammunition related identification marks on the exterior of the container. Please include a photo with your permit application.
13. **GCPR Rights of Removal** (1) Caches/letterboxes may be temporarily removed or permanently relocated to accommodate GCPR management needs. Division staff will coordinate these actions with the person responsible for the cache whenever possible. (2) GCPR retains the right to remove, or have removed, a cache/letterbox if the division determines; inappropriate location, is causing undue impact on park resources or for other reasons as deemed inconsistent with the mission, rules, and statutes of the GCPR. (3) It is the responsibility of the permittee to follow all GCPR Park Rules and ordinances.

Applicants Signature: _____ Date: _____

For Office Use Only

Site reviewed: _____ Date: _____ Reviewer: _____

Approval: _____ Rejected: _____ Cache Permit #: _____ + _____

Reason for Rejection: _____ GC Code # _____