



GEOCACHING PLACEMENT SITE PERMIT APPLICATION

Applicant's Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

GeoNick: _____ Cache Name: _____

Park: _____ Type of Cache: _____

Location Coordinates – Latitude: _____ Longitude: _____

Physical description of Cache site (list all latitudes/longitudes of any multi-cache sites):

Physical description of container and its contents:

Approval Process

- Each approved cache/letterbox requires a completed Geocaching Placement Site Permit Application for inclusion in GCPR system.
- A separate application must be submitted for each cache/letterbox.
- Upon receipt of the completed application, staff will review and make a decision within 30 days.
- The cache/letterbox may only be placed on site after the application has been approved and the permit number is placed on the cache/letterbox.

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

Applicant's Signature: _____ Date: _____

In order to promote a safe recreational environment, protect natural habitats, and preserve historical areas for all park patrons, all geocache/letterbox sites must have an approved permit before it is placed on Gwinnett County Parks and Recreation property.

Return completed application to: Sarah.Barlow@Gwinnettcounty.com

OR print and mail to: Gwinnett County Parks and Recreation

75 Langley Drive, Lawrenceville, GA 30046

Phone: 770.822.8804

For Office Use Only

Site reviewed: _____ Reviewer: _____ Date: _____

Approved: _____ Not Approved: _____ Cache Permit #: _____

Reason for Rejection: _____ GC Code #: _____

Groups conducting a short-term, sponsored event may also be required to obtain a special use permit. Requests must be in writing and should be sent to: Gwinnett County Parks and Recreation, 75 Langley Dr., Lawrenceville, GA 30046, Attn: Volunteer Resources Coordinator, emailed to VolunteerInParks@GwinnettCounty.com, or faxed to 678.277.0917. Call Volunteer Resources at 678.277.0900 for questions or more information.

Geocache/Letterbox Rules

All geocaches, multi-caches, (including virtual, earth, etc.) and letterbox sites on lands administered by Gwinnett County Parks and Recreation Division (GCPR) must meet all guidelines and requirements shown below and on all park rules at www.GwinnettParks.com. For questions or more information, please email Sarah.Barlow@GwinnettCounty.com.

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

1. Permit Required – The person responsible for the cache/letterbox must have an approved permit before the cache/letterbox may be placed on lands administered by the GCPR.
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 the responsibility for that cache is transferred, it must be re-permitted. Once a cache/letterbox is approved, the items may not be re-located without permission of GCPR.
4. A cache may be removed at the discretion of GCPR staff at any time without notice.
5. Any cache listing on all geocache websites must contain the following statement: ***“This cache is located within (Park name and address), a Gwinnett County Parks and Recreation property. A GCPR permit is required to place any cache within park properties. All park rules, ordinances, and regulations apply. Parking is permitted in designate areas only. For more information visit: www.GwinnettParks.com”.***
6. Owners must monitor cache monthly and maintain it in a family-friendly manner. The cache must not ever contain food, alcohol, firearms, drugs, dangerous, or adult items. It is the responsibility of the cache/letterbox owner to maintain the cache/letterbox container and contents in good condition.
7. Sites available – as of August 2019, a new cache/letterbox may only be placed with the confines of the following designated conservation parks listed:

**Alexander Park | Deshong Park | Freeman’s Mill Park | Harbins Park | Jones Bridge Park | Little Mulberry Park | McDaniel Farm Park
Ronald Reagan Park | Sweetwater Park | Tribble Mill Park | Yellow River 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. Existing caches located in other parks not listed are required to complete the permit process for consideration of “grandfather” status.

1. Groups interested in conducting a short-term, sponsored event may be required to obtain a Special Use Permit. Save as
2. Caches/letterboxes are not allowed in Scientific and Natural areas or areas identified as restricted, golf courses, or areas designated for overnight use.
3. 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 or under buildings or structures including, but not limited to bridges, benches, pavilions, etc.
4. Geocache or Letterbox Specifications – Maximum size of cache/letterbox containers is 12” x 6” x 8”.
5. 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.
6. If the container is an ammunition can, or some other military use container, it must be camouflaged so as not to appear a military item. This includes painting a color other than army green and cover any ammunition related identification marks on the exterior of the container. Please include a photo of the container with the permit application.
7. 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, ordinances, and statutes of GCPR. (3) It is the responsibility of the permittee to follow all GCPR rules and Gwinnett County Ordinances, which can be found at www.GwinnettParks.com.

Save

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