

Geocache/Letterbox Rules

A “geocache” is defined as a hidden container that includes, at minimum, a logbook for geocachers to sign. The term applies to all types of geocaching, including multi-cache, earth, virtual, mystery/puzzle, letterbox, and more, registered and unregistered, on any geocaching/letterboxing website. Geocache sites on lands administered by Gwinnett Parks and Recreation Division (GPR) must meet all guidelines/requirements shown below and all park rules at GwinnettParks.com. For questions or more information, please email Parks@GwinnettCounty.com.

Geocache sites are currently permitted at **Alexander Park, DeShong Park, Freeman’s Mill Park, Harbins Park, Jones Bridge Park, Little Mulberry Park, McDaniel Farm Park, Ronald Reagan Park, Sweet Water Park, Tribble Mill Park, and Yellow River Park.**

Permit:

- The person responsible for the cache/letterbox must have an approved permit before placement on lands administered by GPR. Each cache/letterbox requires a separate permit and departmental authorization.
- 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 relocated without permission of GPR.
- The exact location and description must be included on the permit application; caches/letterboxes may be considered for placement only in locations where they do not negatively impact natural/cultural resources, visitor safety, or other users.
- Existing caches in other parks not listed must complete the permit process to be considered “grandfather” status.
- Any geocache website listing must state: ***“This cache is located within (park name and address), a Gwinnett Parks and Recreation property. A GPR 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/letterboxes are not allowed in scientific/natural areas or areas identified as restricted, golf courses, or areas designated for overnight use.
- Caches/letterboxes may not be buried, nor may vegetation, rocks, or other natural/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.
- The maximum container size allowed is 12" x 6" x 8".
- The container must be marked with the following information: the text *Geocache* or *Letterbox* and the name of the as it appears on the associated website or other location where the information is posted/shared, and the permit number issued by GPR. *Special instructions for marking Nano caches may apply due to their size.*
- Military-use containers must be camouflaged so as not to appear as a military item. This includes painting the container a color other than army green and covering any ammunition-related identification marks on the exterior. Please include a photo of the container with the permit application.
- Owners must monitor their cache monthly, maintain it in a family-friendly manner, and assure the container and contents are in good condition. The cache must not ever contain food, alcohol, firearms, drugs, dangerous, or adult items.

Please note: A cache may be removed at the discretion of GPR staff at any time without notice.

GPR Rights of Removal:

- Caches/letterboxes may be temporarily removed or permanently relocated to accommodate GPR management needs; division staff will coordinate these actions with the person responsible for the cache whenever possible.
- GPR retains the right to remove a cache/letterbox if the division determines it to be in an inappropriate location, undue impact on park resources, or for other reasons as deemed inconsistent with the mission, rules, ordinances, and statutes of GPR.
- It is the responsibility of the permittee to follow all GPR rules and Gwinnett ordinances found at GwinnettParks.com.



GEOCACHING PLACEMENT SITE PERMIT RULES & APPLICATION

Geocache/Letterbox Application

Applicant's name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

GeoNick: _____ Cache name: _____ Type of cache: _____

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

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

Physical description of container and contents:

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

Applicant's signature: _____ Date: _____

Return completed application to:

Parks@GwinnettCounty.com

Gwinnett Parks and Recreation

75 Langley Drive, Lawrenceville, GA 30046

(Please allow 30 days for staff to review application and decide)

- To promote a safe recreational environment, protect natural habitats, and preserve historical areas for park patrons, all cache/letterbox site must have an approved permit before placement on Gwinnett Parks and Recreation property. Each cache/letterbox requires a separate application for inclusion in GPR system.
- Groups conducting a short-term sponsored event may also be required to obtain a special use permit. Submit a written request by mail to: Gwinnett Parks and Recreation, 75 Langley Dr., Lawrenceville, GA 30046, Attn: Director of Parks & Recreation; by fax to 770.822.8835; or by email to Parks@GwinnettCounty.com. Call 678.822.8840 for more information.

For Office Use Only

Site reviewed: _____ Reviewer: _____ Date: _____

Approved Not approved Cache permit #: _____ GC code #: _____

Reason for rejection: _____