

# SURPLUS WOOD COLLECTION PERMIT APPLICATION



Submit to the DCP Volunteer Program via email: [parksvolunteer@countyofdane.com](mailto:parksvolunteer@countyofdane.com)

Use subject line: *Surplus Wood Collection Permit Application*

**Questions?** Contact - Leah Kleiman at (608) 843-1863

## Dane County Parks Surplus Wood Collection Permit Application Process

1. Submit a Dane County Parks Surplus Wood Collection Permit Application via email. Applications should be submitted prior to wood collection. Staff are available to discuss your proposed activities prior to submitting your application. (If you are removing wood during an approved DCP volunteer event (e.g. a restoration workday, trail construction, etc.), no permit is needed.)
2. Dane County Park staff will review the application and will either approve or deny the request and will contact you if additional information is needed.
3. If approved, you must keep your completed permit with you at all times while retrieving surplus wood on county land.

## Volunteers and Surplus Wood Guidelines

- General guidelines for defining wood as “surplus wood” are:
  - Wood is excess to the department’s needs.
  - Wood removal must support the objectives of existing natural areas management and/or park development projects such as habitat restoration, pest control, trail maintenance, or facility development.
  - Wood to be gathered must be flat on the ground. No trees may be felled and no leaning or hung up dead wood can be brought to the ground unless specifically stated in the permit.
- Wood is on a first come, first served basis and cannot be reserved by individual permit holders.
- Volunteer must keep their vehicle on established trails, fire lanes, or farm lanes. Driving is not permitted where rutting or other damage may occur. Park users – pedestrians, cyclists, horseback riders, etc. – always have right of way and vehicle speed should be kept to less than 5 mph. Wood must be removed from the area by hand, sled, wheelbarrow, or other method that does not damage trails or natural areas.
- Volunteer is expected to understand the purpose of wood removal as it supports the objectives of the County and be willing to explain these objectives to others upon request.
- Any surplus wood collected shall only be for your personal use. Commercial products created using Dane County Parks surplus wood is strictly prohibited. For example, sale of split firewood, value-added wood products (such as bowls, furniture) mushrooms grown on surplus logs, etc...

## **APPLICANT CONTACT INFORMATION**

Name:	Email:
Address:	Day Phone #: Cell Phone #:
Dane County Parks Volunteer?    Yes    /    No If not a DCP Volunteer, please fill out a Dane County Parks Volunteer Registration and Release and attach along with your permit application. The form can be found at <a href="https://parks-lwr.danecountyofdane.com/documents/PDFs/DaneCoParks-VolunteerRegistrationForm.pdf">https://parks-lwr.danecountyofdane.com/documents/PDFs/DaneCoParks-VolunteerRegistrationForm.pdf</a> .	
Chainsaw Certified with Dane County Parks?    Yes    /    No Planning to use a chainsaw to collect downed wood?    Yes    /    No  Proof of a chainsaw safety training course and a signed chainsaw waiver are required in order to operate a chainsaw on DCP land. The Chainsaw Waiver Form can be found at <a href="https://www.danecountyparks.com/friends/stewardship-training">https://www.danecountyparks.com/friends/stewardship-training</a> . If you have not already done so, please fill out and attach, along with proof of a completed chainsaw safety training course, to your permit application. If you have not attended a chainsaw safety training course then you must do so <b>prior</b> to using a chainsaw on DCP land and are not allowed to operate a chainsaw during this activity.	

**PARK COLLECTION INFORMATION**

Park Name(s):
General location of collection site within Park (please attach a map to your application if site encompasses multiple areas):
Name of Designated Field Contact*:  *We require you to coordinate wood removal with either a Friends Group volunteer or DCP Staff member prior to collecting downed or surplus wood.

**THE FOLLOWING CONDITIONS APPLY**

Applicant agrees to carry permit while in the field.	Yes
Applicant agrees to follow all Dane County Park rules and regulations.	Yes
Applicant agrees not to drive within the park unless authorized, and only when the trails will not be damaged.	Yes
Applicant agrees to minimize disturbance to park visitors, natural resources, etc.	Yes
Applicant agrees to remove all unnecessary materials from property upon completion of wood retrieval.	Yes
Applicant agrees to contact Friends Group or DCP to inform them of the date and location of wood pickup.	Yes
Applicant agrees to identify their vehicle by placing a Land Manager Card (Orange Card) in the windshield while within the park.	Yes
Applicant agrees to transport wood only in ways that comply with state and federal regulations*. *In order to prevent the potential spread of tree pests and diseases.	Yes
Applicant agrees to return any keys issued for project upon completion of surplus wood collection.	Yes

Application Signature

THE APPLICANT FOR A DANE COUNTY PARKS SURPLUS WOOD COLLECTION PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE COUNTY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE COUNTY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the failure to secure a permit, revocation of the permit, or failure to secure future permits.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

**PERMISSION IS GRANTED FOR THE APPLICANT WITH THE FOLLOWING RESERVATIONS:**

- Permit is valid for 1 year and can be renewed by contacting Dane County Parks.
- Chainsaw use for the sole purpose of obtaining downed/surplus wood on DCP land:
  - Is granted to the applicant
  - Is **NOT** granted to the applicant

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_