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Search

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Browse Common Topics

Topic Index

[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database

NRT Applications and Updates

From this page you can:

- **Update information** in an existing trail record
- **Create a new application** for NRT designation

Sign Into Your Account

Log in here to create a new application, continue a previously saved application, or update your trail information:

User Name:

Password:

Login

New Users:

If this is your first application, you must first create a user account. **Be sure to write down your User Name and Password!** No record is kept of this private information.

See [application instructions and requirements](#) for NRT nominations through the Department of Interior process

See a [preview of the online NRT database](#) to inform trail managers of the information and documents required for new applications as well as for trail updates. You may use this as a checklist to gather data for the online application. Basic information is entered on the database website, and supporting materials (maps, photos, etc.) can be uploaded but must be in standard electronic formats.

This application process is for trails on state, local, or private land, OR on federal land (outside the US Department of Agriculture). If your trail is on National Forest, National Grassland, or other land managed by the Department of Agriculture, see the [USDA Application Process](#) for NRTs.

[Create Account](#)

Database Actions:

- Create a new search
- Advanced search
- Database home page
- NRT home page
- How to apply for designation
- Update trail information
- Submit an NRT application
- [Print Friendly](#)

User Actions

- User Home
- Log out

NRT Program Links

[NRT Home Page](#)
[About NRT Program](#)
[Featured Trails](#)
[Photo Contest](#)
[Annual Designations](#)
[Application Process](#)
[Benefits](#)
[News](#)
[Update Trail Info](#)
[NRT Signs](#)
[National Trails System](#)
[Contacts](#)



More Resources

[Bibliography](#)
[Quotations](#)
[Glossary](#)
[Acronyms](#)
[Tools](#)
[Cool trail solutions](#)
[Trailbuilding](#)
[Wildlife and trails](#)
[Planning](#)
[Maintenance](#)
[Volunteers](#)
[Products & services](#)



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▶ The NTTP Online Calendar connects you with courses, conferences, and trail-related training

▶ Promote your trail through the National Recreation Trails Program



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- Management
- Planning
- Trail Building
- Backcountry Trails
- Urban Trails

TrailsTraining.net
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The National Recreation Trails Program
 American Trails, P.O. Box 491797, Redding, CA 96049-1797
 Phone (530) 605-4395 • Fax: (530) 547-2035 •
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Browse Common Topics

[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database

NRT Application

User Actions

- [Create a New Application](#)
- [Log out](#)

You have created 2 application(s).

Trail Name

Carlyle Lake Multi-Use Trail	View and Edit
Duplicate * Test * Carlyle Lake	View and Edit

Create a New Application

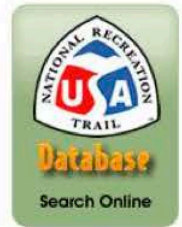
If you have questions about the NRT program, or would like the name and contact information for your agency or Regional NRT Contact, please contact the DOI NRT Coordinator.

Department of the Interior
 National Recreation Trail Coordinator
 National Park Service (Org Code 2220)
 1201 Eye Street, NW, 9th Floor, Space #7
 Washington, DC 20005
 Phone 202-354-6910 Fax 202-371-5179
 Website: www.nps.gov/nrt/ or www.americantrails.org/nationalrecreationtrails
 Email: Helen_Scully@nps.gov

Please review your application for completeness, accuracy, and proper spelling before submitting.

NRT Program Links

- [NRT Home Page](#)
- [About NRT Program](#)
- [Featured Trails](#)
- [Photo Contest](#)
- [Annual Designations](#)
- [Application Process](#)
- [Benefits](#)
- [News](#)
- [Update Trail Info](#)
- [NRT Signs](#)
- [National Trails System](#)
- [Contacts](#)



More Resources

- [Bibliography](#)
- [Quotations](#)
- [Glossary](#)
- [Acronyms](#)
- [Tools](#)
- [Cool trail solutions](#)
- [Trailbuilding](#)
- [Wildlife and trails](#)
- [Planning](#)
- [Maintenance](#)
- [Volunteers](#)
- [Products & services](#)



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- [Accessibility](#)
- [Management](#)
- [Planning](#)
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- [Backcountry Trails](#)
- [Urban Trails](#)

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Search our Website
Search

Browse Common Topics
Topic Index

- [NRT Home](#)
- [About NRT Program](#)
- [Featured NRTs](#)
- [What's Hot](#)
- [Calendar](#)
- [Training](#)
- [Resources](#)
- [Support Trails](#)
- [Symposium](#)

OMB Control No. 1024-####
Expiration Date: XX/XX/XXXX

Privacy Act Statement:

Authority: 16 U.S.C. 1241-51, the National Trails System Act of 1968.

Purpose: The information is collected to process candidate applications, including determining if eligibility requirements have been met, for designation as a National Recreation Trail or National Water Trail in the National Trails System. This application process is for trails on federal, state, local, or private lands or waters (except those on or in cooperation with US Forest Service lands or waters). If your trail is on US Forest Service lands or waters you should contact the US Forest Service National Recreation Trails Program.

Routine Uses: The information is disclosed to the US Forest Service (Department of Agriculture), the US Army Corps of Engineers (Department of Defense), the Bureau of Land Management, and the US Fish and Wildlife Service (Department of the Interior) for the review of applications and the tracking of designated trails on their respective lands or waters.

Disclosure: Voluntary, however, failure to provide the requested information may impede the proposed water trail application from consideration for designation and inclusion in the National Trails System.

PAPERWORK REDUCTION ACT STATEMENT: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to evaluate the suitability of trails or trail systems for submission to the Secretary of the Interior for designation as a National Recreation Trail or as a National Water Trail. All applicable parts of the form must be completed in order to receive consideration for the requested benefit. A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned it control number 1024-####.

ESTIMATED BURDEN STATEMENT: Public reporting burden for this form is estimated to average 8 hours per response for National Recreation Trail submissions and 11 hours per response for National Water Trail submissions, including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.

National Recreation Trail Application NRT Application Form

Please note: You have **one hour** to complete this webpage before you are automatically logged out by the server. Once you submit this page, you may return and edit it later by logging back into your account. It is recommended that you prepare your trail description ahead of time and paste it into the appropriate field(s).

Section 1 of 6: Trail Information

BASIC TRAIL INFORMATION

Trail Name

Trail Location

examples: "In Brandon State Park near Springfield, IA." or "Railtrail that connects Millerville with Fort Claremont along the south shore of the Blue River northwest of Clark City."

Mapping Information

Please provide the information below. Provide a latitude and longitude coordinate that is representative of your water trail. This could be at the center of your trail or at any other location along the trail. This information will be used to create a map "pin" of your trail to be included on the NRT Database website, if the trail is designated.

Latitude

Longitude

Directions to Trail

example: "From Springfield, take SR 897 west c. 6 miles to park entrance." or "Many access points between Tampa and Fort Myers off of US 36."

City(ies) / Township(s)

crossed by the trail:

Separate multiple cities/townships with commas: Chicago, Oak Park, Forest Park

County(ies)

Separate multiple Counties with commas: Klamath, Lane

State(s)

Abbreviations only

Separate multiple States with commas: CA, OR, WA

Congressional District(s)

Separate multiple Districts with commas: 1, 3

Short Description of Trail

A quick "snapshot" for news releases, 75 words is the recommended maximum.

Long Description of Trail

For use on the NRT website. 500-800 words recommended. State how your trail is nationally significant, what sets your trail apart from others. Highlight the trail's main features, emphasizing such factors as connection with other trails, health and fitness benefits, youth involvement, service to diverse communities and urban populations, innovation, quality of design and construction, maintenance plan, cost-effective management strategies, partnerships and support, outstanding resources, and even relevant art installations and interpretive facilities and services. As appropriate, describe the trail's history and evolution including concept, lay-out, partnerships, historic uses, political issues, and special events. Also describe current management direction: protection, safety program, maintenance, rules and regulations, signs, and associated recreation features.

TRAIL DETAILS

Length of Trail Open to Public Use: Miles Loop?

Other Designations

Additional National Designations

Additional State Designations

Type

- Backcountry Equestrian Trail Fitness Trail Greenway Mountain Bike Trail
 Nature Trail Rail Trail Snow Trail Urban Trail/bikeway Water Trail

Other Type

USES AND ACTIVITIES

Allowed Uses

Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> Bicycling (on pavement) | <input type="checkbox"/> Land Sailing |
| <input type="checkbox"/> Bicycling (off pavement) | <input type="checkbox"/> Motorized vehicles - ATV riding |
| <input type="checkbox"/> Boating, Motorized | <input type="checkbox"/> Motorized vehicles - Four wheel drive |
| <input type="checkbox"/> Boating, non-motorized: Canoeing | <input type="checkbox"/> Motorized vehicles - Motorcycling |
| <input type="checkbox"/> Boating, non-motorized: Kayaking | <input type="checkbox"/> Motorized vehicles - OHV driving |
| <input type="checkbox"/> Boating, non-motorized: Rafting | <input type="checkbox"/> Motorized vehicles - Snowmobiling |
| <input type="checkbox"/> Boating, non-motorized: Sailing | <input type="checkbox"/> Pedestrian - Walking/Hiking/Running |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Rock Climbing |
| <input type="checkbox"/> Caving | <input type="checkbox"/> Roller/Inline Skating |
| <input type="checkbox"/> Dogs - Mushing | <input type="checkbox"/> Sand Sailing |
| <input type="checkbox"/> Dogs - Off leash | <input type="checkbox"/> Skateboarding |
| <input type="checkbox"/> Dogs - On leash | <input type="checkbox"/> Snow - Cross-country Skiing |
| <input type="checkbox"/> Equestrian - Riding | <input type="checkbox"/> Snow - Downhill Skiing |
| <input type="checkbox"/> Equestrian - Pack trips | <input type="checkbox"/> Snow - Snow Play, General |
| <input type="checkbox"/> Equestrian - Other stock | <input type="checkbox"/> Snow - Snowshoeing |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Heritage and History | <input type="checkbox"/> Swimming - Diving/snorkeling |
| <input type="checkbox"/> Hunting | <input type="checkbox"/> Wildlife Observation |
| <input type="checkbox"/> Ice Skating | |

Other Uses / Notes

TRAIL FEATURES

Elevation

Lowest feet Highest feet

Width of Tread

Average: inches Minimum: inches

Grade of Trail

Average: % Maximum: % Average cross-slope: %

Accessibility Information Available?

Trailhead signage Brochure Website Other:

PRIMARY AND ADDITIONAL SURFACE MATERIAL

Primary Trail Surface

Additional Surfaces

Check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Gravel | <input type="checkbox"/> Soil |
| <input type="checkbox"/> Boardwalk | <input type="checkbox"/> Paver Blocks | <input type="checkbox"/> Soil, compacted |
| <input type="checkbox"/> Bituminous treatment | <input type="checkbox"/> Puncture | <input type="checkbox"/> Soil with stabilizer |
| <input type="checkbox"/> Bricks | <input type="checkbox"/> Rock, boulders | <input type="checkbox"/> Water, moving |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Rock, smooth | <input type="checkbox"/> Water, still |
| <input type="checkbox"/> Crushed Rock | <input type="checkbox"/> Sand | <input type="checkbox"/> Wood chips |
| <input type="checkbox"/> Grass or Vegetation | <input type="checkbox"/> Snow or ice | <input type="checkbox"/> Wood, running plank |

VISITING AND FEES

Open Dates

Enter mm/dd to mm/dd

Open From / to /

Times of Operation

Open 24 Hours
Open From to

Seasonal Closures

Fees

\$ Admission Fee

\$ Parking Fee

\$ Permit Fee

Visiting and Fee Notes

or

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Search our Website
Search

Browse Common Topics
Topic Index

- [NRT Home](#)
- [About NRT Program](#)
- [Featured NRTs](#)
- [What's Hot](#)
- [Calendar](#)
- [Training](#)
- [Resources](#)
- [Support Trails](#)
- [Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 2 of 6: Contact Information

If the trail is designated as an NRT, the Trail Managing Agency or Organization will appear on the NRT certificate, along with the trail's name. You will be given the opportunity to add additional contacts on the next page.

Applicant Contact Information

Trail Managing Agency or Organization e.g. Smith County Parks and Recreation

Agency Unit e.g. Jones Lake Park

Trail Manager's Name First: Middle Initial: Last:

Title

Position

Mailing Address

City, State, Zip Alabama -

Street Address for deliveries (if different from Mailing Address)

City, State, Zip Alabama -

Phone
Use format: (xxx) xxx-xxxx

Fax
Use format: (xxx) xxx-xxxx

Email

Website

Designation Letter

If the trail is designated as an NRT, a letter of designation will be delivered along with the NRT Certificate to the street address of the managing agency/organization. The **Trail Manager's** name will be on the letter. However, if you would like a different name (e.g. department head, mayor, president of the organization, etc.) and/or address to appear on the letter, please enter the information below.

Designation Letter Name First: Middle Initial: Last:

Title

Position

Street Address for Deliveries

City, State, Zip Alabama -

Phone
Use format: (xxx) xxx-xxxx

or



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Search our Website



Browse Common Topics

Topic Index



[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 2 of 6: Contact Information

Are there multiple Managing Agencies or Organizations for this trail?

Yes, enter another agency/organization

No, continue to the next page.

Note: You will be able given an opportunity to edit, add, or remove contacts before submitting the final application.



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[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 2 of 6: Contact Information

Public Information Contact

Each trail must designate a public information contact. You may either select one of the managing agencies or organizations listed below or enter a new contact.

Select an existing contact:

Jane Doe, Sun Valley Trails, Inc 

Set as Public Information Contact

[Click here to enter a new contact.](#)



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Search our Website
Search

Browse Common Topics
Topic Index

- [NRT Home](#)
- [About NRT Program](#)
- [Featured NRTs](#)
- [What's Hot](#)
- [Calendar](#)
- [Training](#)
- [Resources](#)
- [Support Trails](#)
- [Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 3 of 6: Owner Consent and State Support

Directions: In this section, please upload the appropriate documents to address the following requirements if they apply to your trail:

- All public and private property owners of trail lands or waters must give written consent to this application. (*Not required if the applicant is the sole owner of the property).
- Trails on State, local government, or private land (anything other than Federal) must have a statement of support from the State Trails Administrator/Coordinator.

Existing documents:

Type	Description/Note	Filename	Remove
None Available			

Add documents, one at a time:

Add a New Document for New NRT Trail

Select Document to Upload

no file selected *(.pdf, .doc, .docx Only)*

Type

Owner Written Consent

Description or Note

Note: Once all items have been uploaded (if required by your trail) continue by selecting a button below:

or



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Search our Website

Search



Browse Common Topics

Topic Index

[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 4 of 6: Photo and Map

Directions: In this section upload a photograph and the trail map to be presented to the public. Additional photographs and maps may be uploaded in section 5.

Step 1: Upload a photo

Step 2: Upload a map

Step 3: Continue to Section 5



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Search our Website

Search



Browse Common Topics

Topic Index



[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 4 of 6: Primary Photo

Directions: In this section upload a photo that best represents your trail. The image should be **horizontal/landscape** in layout and in **jpg** format. The image will be compressed and resized after uploading. The image you select will be displayed to the end user online as a preview of your trail during searches.

Step 1: Upload a photo:

Select Document to Upload

Choose File

no file selected

(.jpg files only)

Photographer Name

Photo Caption

Upload Photo

Note: Photo upload may take up to five minutes, depending on file size and network speed. You will see a confirmation screen when upload is successful.

Current Photo:

Step 2: Return to previous page:

[Return To Previous Page](#)

Please Note: When you upload a photo you affirm that you have secured the rights for the photo to be used for publicity and promotion of National Recreation Trails and are giving us permission to do so. This includes use on the websites of the NRT Program, American Trails, and cooperating agencies and organizations, as well as their noncommercial publications. This also includes use by Trails.com and ViewRanger in promotion of National Recreation Trails through agreements with American Trails. You retain all other rights to your photos.



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Search our Website



Browse Common Topics

Topic Index



[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[What's Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 4 of 6: Trail Map

Directions: In this section upload the map for your trail. PDF documents are preferred.

Step 1: Upload the map file:

Select Document to Upload

Choose File

no file selected

(.pdf or .jpg files only)

Upload Map

Note: Map upload may take up to five minutes, depending on file size and network speed. You will see a confirmation screen when upload is successful.

Current Map File:

Step 2: Return to previous page:

[Return To Previous Page](#)



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Search our Website
Search

Browse Common Topics
Topic Index

- [NRT Home](#)
- [About NRT Program](#)
- [Featured NRTs](#)
- [What's Hot](#)
- [Calendar](#)
- [Training](#)
- [Resources](#)
- [Support Trails](#)
- [Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 5 of 6: Additional Supporting Materials (optional)

Directions: In this section you may upload more photos and maps, brochures, letters or resolutions of support, and additional websites.

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Existing Items:

Resource Type	Resource Desc	Resource URL/Filename	Remove
None Available			

Add Resources, one at a time, with either form below:

Add a New Document for New NRT Trail

Select Document to Upload no file selected (.pdf, .doc, .docx, .jpg, .kml, .kmz document)

Type

Description or Note

Add a New Webpage for New NRT Trail

Website Address

Website Title

Note: Once all items have been uploaded continue by selecting a button below:

or



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Search our Website



Browse Common Topics

[NRT Home](#)[About NRT Program](#)[Featured NRTs](#)[What's Hot](#)[Calendar](#)[Training](#)[Resources](#)[Support Trails](#)[Symposium](#)

The National Recreation Trails Database Application for: New NRT Trail

Section 6 of 6: Print, Sign, and Upload the Signature Page

- Step 1.** Download the signature page here.
- Step 2.** Print, Sign and Scan the Signature page.
- Step 3.** Upload the signature page using the form below:

Upload Signature Page for New NRT Trail

Select Document to Upload

Choose File

(.pdf, .doc, .docx document)

Type

Signature Page

Note

To complete your National Recreation Trail application, please **print this page**, fill it out, sign in ink, scan it, and upload it before November 1.

Certification for Public Use

I hereby certify that:

- (1) I am duly authorized to represent the agency, organization or individual officially responsible for permitting trail use on this trail;
- (2) The trail is in existence and will be available for public use, to the best of my knowledge, for at least 10 consecutive years after designation;
- (3) The trail has been designed, constructed, and is maintained according to best management practices in keeping with the anticipated use(s);
- (4) The trail is in compliance with applicable land use plans and environmental laws; and
- (5) All public and private property owners of trail lands or waters have been notified and have given their written consent to this application.

If this trail becomes permanently closed to public use, notification will be immediately sent to the Department of the Interior's National Recreation Trail Coordinator.

Applicant Name (print):

Applicant Signature:

Date of signature:

Trail Name:

Thank you!!!



National Recreation Trails

Explore America's national system of trails and greenways

[NRT Home](#)

[About NRT Program](#)

[Featured NRTs](#)

[Whats Hot](#)

[Calendar](#)

[Training](#)

[Resources](#)

[Support Trails](#)

[Symposium](#)

Search our Website
Search

Browse Common Topics

Topic Index

The National Recreation Trails Database NRT Application Form

The application has been marked as submitted.

- Edit the application
- Return to review list
- Review this application

+ User Actions

- Review Your Applications
- Create a New Application
- Print This Application
- Log out

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NRT Program Links

- NRT Home Page
- About NRT Program
- Featured Trails
- Photo Contest
- Annual Designations
- Application Process
- Benefits
- News
- Update Trail Info
- NRT Signs
- National Trails System
- Contacts



More Resources

- Bibliography
- Quotations
- Glossary
- Acronyms
- Tools
- Cool trail solutions
- Trailbuilding
- Wildlife and trails
- Planning
- Maintenance
- Volunteers
- Products & services