National Recreation Trail Application

NPS Form 10-1003 (Rev. 1/2020)
National Park Service

OMB Control No. 1024-0283
Expiration Date: XX/XX/XXXX

<div align="center">NOTICES</div>

Authority: 16 U.S.C. 1243, the National Trails System Act.

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 a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection and assigned it control number 1024-0283.

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, 1201 Oakridge Drive, Fort Collins, CO 80525. Please do not send your form to this address.

Please note: You have **one hour** to complete this webpage before you are automatically logged out by the server. Once you sumbit 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).

TIPS FOR SUCCESS:

Before you begin, follow these four tips to ease the application process:

- **Update your browser**. The NRT application supports all major browsers, though older versions may have issues.
- **Prepare your application off-line first.** Server disconnects happen. Start your work in a word document and copy/paste your write-ups to the online application.
- You can **preview the NRT application** (PDF) to help you get started.
- **Rename your file attachments**. Filenames with special characters, such as apostrophes, can cause confusion to the server. The application does filter these out where it can. But it is best if you simplify filenames before uploading. Filenames without spaces and special characters (e.g. Redwood_Trail_Letter_of_Support) are more likely to upload correctly.

Best Practice: in addition to the stated requirements we strongly recommend at least one high-resolution photo, centerline data, at least one support letter, and, in addition to applicant confirmation of land owner concurrence, provide a list of landowners.

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

☐ Bicycling (on pavement)
☐ Bicycling (off pavement)
☐ Boating, Motorized
☐ Boating, non-motorized: Canoeing
☐ Boating, non-motorized: Kayaking
☐ Boating, non-motorized: Rafting
☐ Boating, non-motorized: Sailing
☐ Camping
☐ Caving
☐ Dogs - Mushing
☐ Dogs - Off leash
☐ Dogs - On leash
☐ Equestrian - Riding
☐ Equestrian - Pack trips
☐ Equestrian - Other stock
☐ Fishing
☐ Heritage and History
☐ Hunting
☐ Ice Skating

☐ Land Sailing
☐ Motorized vehicles - ATV riding
☐ Motorized vehicles - Four wheel drive
☐ Motorized vehicles - Motorcycling
☐ Motorized vehicles - OHV driving
☐ Motorized vehicles - Snowmobiling
☐ Pedestrian - Walking/Hiking/Running
☐ Rock Climbing
☐ Roller/Inline Skating
☐ Sand Sailing
☐ Skateboarding
☐ Snow - Cross-country Skiing
☐ Snow - Downhill Skiing
☐ Snow - Snow Play, General
☐ Snow - Snowshoeing
☐ Swimming
☐ Swimming - Diving/snorkeling
☐ Wildlife Observation

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   [Asphalt ▼]

Additional Surfaces
Check all that apply

☐ Asphalt	☐ Gravel	☐ Soil
☐ Boardwalk	☐ Paver Blocks	☐ Soil, compacted
☐ Bituminous treatment	☐ Puncheon	☐ Soil with stabilizer
☐ Bricks	☐ Rock, boulders	☐ Water, moving
☐ Concrete	☐ Rock, smooth	☐ Water, still
☐ Crushed Rock	☐ Sand	☐ Wood chips
☐ Grass or Vegetation	☐ Snow or ice	☐ Wood, running plank

VISITING AND FEES

Open Dates
Enter mm/dd to mm/dd

   Open From [1 ▼] / [1 ▼] to [1 ▼] / [1 ▼]   [Open All Year]

Times of Operation

   ☐ Open 24 Hours

   Open From [＿＿＿] to [＿＿＿]   [Open Sunrise to Sunset]

Seasonal Closures   [＿＿＿＿＿＿＿＿＿]

Fees

   $ [＿＿] Admission Fee

   $ [＿＿] Parking Fee

   $ [＿＿] Permit Fee

Visiting and Fee Notes   [＿＿＿＿＿＿＿＿＿]

[Save and Continue]   or   [Save Draft and Exit]

The **on-line database** has details on the currently designated National Recreation Trails. The NRT Program online is hosted by American Trails: **www.AmericanTrails.org**

The National Recreation Trails Database

Application for: name

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   [Mr. ▼]

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   Mr.   ▾

Position

Street Address for Deliveries

City, State, Zip   Alabama   ▾   -

Phone

Use format: (xxx) xxx-xxxx

[Save and Continue]   or   [Save Draft and Exit]

The National Recreation Trails Database

Application for: name

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:

1. 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).
2. Trails on State, local government, or private land (anything other than Federal) must have a statement of support from the State Trails Administrator/Coordinator.

Best Practice: in addition to confirmation of land owner concurrence, it is recommended to provide a complete list of all affected landowners.

Existing documents:

Type	Description/Note	Filename	Remove
None Available			

Add documents, one at a time:

Add a New Document for name

Select Document to Upload   [Choose File] No file chosen   *(.pdf, .doc, .docx Only)*

Type   [Owner Written Consent   ▾]

Description or Note   [   ]

[Upload This File]

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

[Save and Continue]   or   [Save Draft and Exit]

The National Recreation Trails Database

Application for: name

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

The National Recreation Trails Database

Application for: name

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.

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.

Best Practice: in addition to the stated requirements we strongly recommend uploading centerline data for the entire trail section to be designated.

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: name

Select Document to Upload   [Choose File] No file chosen   *(.pdf, .doc, .docx, .jpg, .kml, .kmz, .gpx document)*

Type   [Brochure ▼]

Description or Note

[Add This Resource]

Add a New Webpage for name

Website Address

Website Title

Add This Resource

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

Save and Continue to Final Step   or   Save Draft and Exit

The National Recreation Trails Database

Application for: name

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: name

Select Document to Upload	Choose File No file chosen	*(.pdf, .doc, .docx document)*
Type	Signature Page ▾	
Note		

Upload Signature Page