

## **Frequently Asked Questions about Forest Service Cabins:**

### **Who can hold the special use permit on a cabin?**

The special use permit must be issued in the name of an individual or a married couple, or a trust with an individual or married couple listed as the trustee. In instances where more than one person share ownership in a cabin, all may be listed as co-owners on the face page of the special use permit, but one person (or a married couple) must be identified as the responsible party. The permit will be issued in the responsible party's name. All Forest Service correspondence will be sent to the responsible party – we are not able to send copies to co-owners or other parties.

### **What are my responsibilities as a cabin owner?**

You are responsible for keeping the cabin neat, in good repair, and in compliance with Forest Service regulations and all local, county, state, and federal codes and laws.

You are responsible for paying your annual fee each year.

You are responsible to maintain the area 30 feet around the cabin free of any dead vegetation, including pine needles, fallen dead branches, dead grass, etc. If an entire tree is dead, please contact your permit administrator for authorization before you remove it. Living vegetation, including living grass, shrubs, and trees, are okay. These fire clearances are due by June 1 of each year.

You are responsible for notifying the Forest Service if your address changes. If you miss billing due dates or important correspondence because you failed to notify us of an address change, we are not able to waive late fees or provide extensions.

You are responsible for obtaining a Forest Service authorization letter for any external modifications to your cabin, *including* small "like in kind" projects, like repainting a cabin the same color. If you modify your cabin without permission, you could be cited or have your permit revoked. If you are unsure whether a specific project requires an authorization letter, please contact your Special Uses Permit Administrator.

You are responsible for replying to Forest Service correspondence in a timely manner.

### **How do I transfer my cabin to another family member or a trust?**

To transfer a cabin to a family member, we need two things: a signed statement from the permittee stating that they wish to transfer the cabin to another individual, and a completed FS 2700-3a form.

To transfer a cabin to a trust, we need three things: a signed statement from the permittee stating that they wish to transfer the cabin to the trust, a copy of the applicable pages of the

trust (establishment page, signature page, any page mentioning the cabin or property more generally, and any page listing successor trustees), and a completed FS 2700-3a form.

### **What is involved in selling my cabin to another party?**

Before escrow closes, please refer the potential buyer to your permit administrator. He or she will set up a meeting or telephone call to ensure that the buyer understands all the Forest Service rules and regulations regarding Forest Service recreation residences. After escrow closes, please submit a copy of the bill of sale and a completed FS 2700-3a form, including signatures from both the seller and the buyer.

### **My relative passed away, and I have inherited a cabin. How do I transfer the permit into my name?**

Submit a copy of the applicable pages of the will or estate settlement document showing that you are the new owner of the cabin, along with a copy of the death certificate(s) for the former owners, and a completed FS 2700-3a form. In the middle section, under “Holder 1” and “Holder 2”, write “Deceased – death certificate on file”.

### **What kinds of changes can I make to my cabin?**

Many changes can be made to Forest Service cabins, as long as the general historic character of the structure is maintained. However, an authorization letter is needed before changes to the exterior of the cabin occur. An authorization letter is needed even if you are replacing things like shingles, siding, or decks with “like in kind” materials or repainting with the same color. Please see your permit administrator for an authorization letter.

Exterior colors should blend in with the Forest landscape. We will approve most shades of brown and dark green.

New siding should match or be similar to the siding original to the cabin. We may be able to approve other kinds of siding on a case by case basis as long as it is a historic siding type was used historically on nearby cabins.

New doors should be made of wood and have a historic appearance. New windows should be wood framed and closely match the style of historic windows on that cabin.

Current regulations do not allow us to approve modern materials, such as trex decking, vinyl or aluminum framed windows, cement-board or vinyl siding, or any use of plywood. This holds true even if the materials look like wood, or are disguised so that they don't show.

The only current approved material for new roofs is asphalt shingles. We are not able to approve metal roofs at this time.

We can allow large-scale remodels, additions, or changes to the footprint of the cabin, as long as the correct process is followed. This process is detailed below.

More information about what is and what is not allowed for Forest Service cabins can be found in the R5 supplement. If you plan to submit a proposal for changes to your cabin, please review this document to ensure your proposal meets Forest Service guidelines.

**I want to make some minor changes to my cabin, like repainting, replacing windows, roofs, or decking. How do I go about this?**

Submit your plans in writing to your Special Use Permit Administrator along with a Recreation Residence Proposal Form. Include as much detail as possible. If you plan to re-paint or replace the roof, include a sample of the color you plan to use. If you plan to re-build your deck, submit a set of plans including a sketch prepared by your contractor. If you plan to replace windows or doors, include a brochure or web link showing the new door or window. Include your tract name and cabin number, and an email address and phone number where you can be reached, in case we find a problem with your plans and need to reach you. Your permit administrator will ensure that your plans meet Forest Service regulations and issue an authorization letter.

**I want to make some major renovations to my cabin, such as building an addition, moving a wall, or changing the roofline. What should I do to get this process started?**

Your architect must prepare the building plans using the Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings. These plans must be signed off by an Architectural Historian or a Historical Architect. Submit the plans along with the Architectural Historian or Historical Architect's letter and a Recreation Residence Proposal Form. Include your tract name and cabin number, and an email address and phone number where you can be reached, in case we find a problem with your plans and need to reach you. Your permit administrator will ensure that your plans meet Forest Service regulations and issue an authorization letter.

**What is SHPO?**

State Historic Preservation Office (SHPO) helps communities identify, evaluate, preserve, and revitalize their historic, archeological, and cultural resources. The Forest Service works with SHPO to ensure that the historic nature of Forest Service cabins is preserved.