

Zigzag Ranger District  
Recreation Cabin and Lot Self-Inspection Procedure

**Thank you** for participating in the self-inspection process. The Forest Service requires annual inspection of Recreation Residences to insure compliance with the terms and conditions of the special use permit. At Zigzag, we have been unable to meet this annual requirement due to the large number of cabins and limited number of personnel.

Therefore, we are initiating this process in an effort to work more efficiently. We will do spot-checks and follow-up reviews, but your initial inspection report will speed up this process considerably. We hope this will free us up to meet more cabin owner needs as a result.

Please use the following self-inspection form and turn it in by August 31<sup>st</sup> each year. That will allow us time to do our follow-up work before the end of the reporting period on September 30, and will also give you time to take care of any needed work before the snow flies.

The standards listed on the form are taken from the permit including the Appendix A Operation and Maintenance Plan and federal regulations or requirements. Please note that we are asking you to indicate your estimated date of repair of any items that are out of compliance. Ideally, you will repair safety items right away and other items within the next year. Please contact your permit administrator if you need additional time.

Please be aware that you must have written Forest Service authorization to make any changes to the exterior of the cabin or to the lot. If your repair involves a major replacement of siding, decking, or other work to the exterior of the cabin or to the lot, you must contact your permit administrator for authorization prior to beginning the work. When in doubt, please ask. The best way to contact us is by email at [jaymartin@fs.fed.us](mailto:jaymartin@fs.fed.us).

We ask that you update the site plan map as part of this inspection process. Please contact us if you need a copy of your site plan map. We are set up to send them out each Tuesday at this point. We can fax, mail or scan and email your site map to you. Please let us know how you wish to receive it, and the appropriate address or number.

Again, thank you so much for participating in the self-inspection process. Please contact us if you have any questions.

Sincerely,

Zigzag Recreation Residence Program Staff

You may contact us at:

Email:  
[jaymartin@fs.fed.us](mailto:jaymartin@fs.fed.us)

Fax: 503-622-5622

Mail:  
Jay Martin  
70220 E Hwy 26, Zigzag, OR 97049

Telephone: 503-622-2031

## Zigzag Ranger District Recreation Cabin and Lot Self-Inspection Form

Please turn in to the Forest Service by August 31, 2012. Fax: 503-622-2031, email: [jaymartin@fs.fed.us](mailto:jaymartin@fs.fed.us) postal Service: Zigzag Ranger District, 74762 E Hwy 26, Zigzag, OR 97049

Cabin is located on Road \_\_\_\_\_

Lot \_\_\_\_\_

Permit Holder Name:

Telephone numbers:

Address:

City/State/Zip:

E-mail address:

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Facilities/Structures - standards</b>	<b>Yes</b>	<b>No</b>	<b>Date cabin owner will correct item</b>
Structures are free of dry rot and are in good repair and safe condition (includes gates, porches, decks, stair railings, doors, exterior walls, chimneys and roofs).			
Structure exterior walls are clean and do not need painting or staining due to peeling or fading.			
Cabin interior is maintained in a habitable condition.			
Neither sheet plastic nor blue tarps are used on any buildings for walls, roofing, screening, or protection from the elements.			
Outhouse (if present) is sealed to prevent entrance by rodents.			
Outhouse (if present) is still needed and in use as an outhouse and is authorized on the face of the permit.			
Hot tub (if present) has been authorized in writing by the Forest Service and drains into an approved structure.			
At least one inch of clearance is maintained between trees and structures. (Structures must be modified, with Forest Service authorization) to maintain adequate clearance.			
All lot improvements are listed on the face of the current permit or have been approved in writing by the Forest Service.			
Exterior lights are turned off when cabin is not occupied. No exterior automatic lighting (darkness-sensing) is present. All exterior cabin lighting is authorized.			

<b>Occupancy and Use - standards</b>	<b>Yes</b>	<b>No</b>	<b>Date cabin owner will correct item</b>
Cabin is not rented out unless pre-approved by the Forest Service.			
Motor homes, trailers or similar items are not stored at the cabin or within the tract.			
Cabin is not occupied on a full-time basis or used as a primary place of residence.			
No outbuildings are used as living or sleeping areas or contain furniture: beds, chest of drawers, desks, etc.			
Cabin is occupied at least 15 days a year.			
Cabin owner has provided Forest Service with updated contact and owner information.			
Conditional acceptance clauses (if any) listed on the face of the permit are observed.			
Site plan map is correct and up-to-date.			

<b>Lot Conditions - standards</b>	<b>Yes</b>	<b>No</b>	<b>Date cabin owner will correct item</b>
Cabin owner has conducted annual hazard tree inspection and has requested removal of trees that pose a hazard to the cabin or outbuilding.			
Lot is free of garbage, debris and excess building materials.			
No blue tarps are present on lot. Black, brown and dark green tarps are acceptable.			
Decorative yard items such as plastic flowers, plastic animals, wooden signs, figurines or lawn ornaments are not present on lot.			
Cabin occupants are not maintaining off-lot improvements such as fire rings, picnic tables and benches.			
Signing is limited to one sign of a rustic nature that is no larger than 18 by 8 inches in size.			
Only one fire ring is present on the lot, and it is be of a temporary nature or is authorized by the Forest Service.			
Propane tanks have been authorized by the Forest Service and are painted an approved color or otherwise shielded from view.			

<b>Fire Safety - standards</b>	<b>Yes</b>	<b>No</b>	<b>Date cabin owner will correct item</b>
Spark arrestors are present on all fuel-burning chimneys.			
All electrical wiring meets state code.			
Trash and flammable material are not stored under deck or cabin.			
Roofs and gutters are maintained free of moss and forest debris.			
Branches are cleared 15 feet away from chimneys.			
Wind-thrown branches and forest debris is piled and burned or other wise disposed of at least once a year.			
Lot number is visibly displayed on a sign (not a tree) at the driveway entrance for emergency aid purposes.			

<b>Natural Resource Protection - standards</b>	<b>Yes</b>	<b>No</b>	<b>Date cabin owner will correct item</b>
Parking areas are limited in size. Vehicles are kept on existing driveways and parking lots.			
Lot vegetation is protected. No cutting or trimming of trees or vegetation is occurring without Forest Service authorization.			
No tree attachments or nails in trees are present (gates, yard lights, power lines, fences, benches, signs, clotheslines, animal runs, wires, satellite dishes, lot numbers, etc.)			
No bird or animal feeders are present on lot			
No lawns and/or ornamental shrubs, trees or flowers are present.			
Measures are taken annually to control identified invasive plants.			
All streamside vegetation and woody debris is left in place and protected.			
Septic tank is pumped and inspected every 5 to 7 years and repair is promptly performed when necessary (with written authorization from the Forest Service if excavation is involved.			

**Please be aware that you must obtain written approval from the Forest Service before doing any work to the exterior of your cabin or outbuildings or to your lot, including but not limited to replacement or modification to doors, windows, roofing, siding, porches or decks, paint color, or for any ground-disturbing projects.**

**REMARKS: Permit Holder**

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I certify that the information listed on this form represents the true condition of my lot and structures as of the date of the inspection.

Permit Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMARKS: Forest Service**

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