



**City of Austin Parks and Recreation**  
**Application for Special Access, Scientific Research/ Collection**

**Instructions:**

1. Complete all appropriate “City of Austin Nature Preserves, Application for Special Access, Scientific Research/ Collection” fields.
2. Complete “Waiver & Release of Liability” form
3. Return completed application by email to the staff listed on the website.
4. Schedule *in situ* inspection of planned project site prior to approval of application.
  - a. Note: Application must be submitted within 14 days of planned special access/research/ collection project(s).



Permit Number	<i>Staff Use Only</i>			
Permit Start Date	<i>Staff Use Only</i>			
Permit End Date	<i>Staff Use Only</i>			
Motorized vehicles allowed?	<i>no</i>			
Name of Applicant				
Organization / Affiliation				
Work Phone		Cell Phone		
Street Address				
City		State		Zip
Email Address				
Emergency Contact		Day		Night
Park and/or Preserve name(s)				
Project Title				
Reason(s) for Access				
Project Description				
<p>Include research purpose, research questions, methods and materials, data to be collected, and timelines. May attach as a separate document if needed.</p>				



If state or federal permits are required to conduct your research, please list your permit numbers.

Other Agency permit name:	Permit #:	Valid from:	To:
Other Agency permit:	Permit #:	Valid from:	To:
Other Agency permit:	Permit #:	Valid from:	To:

Select all traps to be used (if applicable):

- |               |                  |
|---------------|------------------|
| Pitfall Traps | Hoop Traps       |
| Sherman Traps | Leg-Hold Snares  |
| Box Traps     | Neck-Hold Snares |
| Corral Traps  | Other            |
| Funnel Traps  |                  |

Select all nets to be used (if applicable):

- |               |             |
|---------------|-------------|
| Mist Nets     | Rocket Nets |
| Cast Nets     | Drop Nets   |
| Handheld Nets | Other       |

Select any methods to be used to mark your study site(s) (if applicable).

- Field Stakes
- Fencing
- Flagging Tape
- Paint
- Other

Select any methods you intend to use to mark specimens (if applicable).

- |            |          |
|------------|----------|
| Ear Tag    | Leg Band |
| Tattoo     | PIT Tag  |
| Paint      | Collar   |
| Toe Clip   | Other    |
| Scute File |          |



Select any lures or attractants you intend to use (if applicable).

Bait / Feeding Stations	Auditory Lures
Scent Lures	Artificial Shelters
Sight/Movement Lures	(cover boards, refugia, etc.)
	Other

Select any electronic equipment you intend to use (if applicable).

GPS Tracker	Datalogger
PIT Tag Reader	Weather Monitors
Radiotelemetry	Thermal Imaging
Audio Recorder/Playback	Harmonic Radar
Trail/Nest Camera/Video	Other
UAV/Drone	

If specimens (animals, plants, soil, scat, seeds, etc.) will be handled in any way, please select the option below that best describes how they will be handled.

Animal/plant specimens will be captured/handled temporarily for on-site data gathering (identification, measurements taken, photos, etc.) in the field but not removed from the site and will be released in place undamaged.

Animal/plant specimens will be captured/handled temporarily for on-site data gathering in the field but not taken from the site and will be released in place with physical alteration of some kind (marked, tagged, collared, etc.).

Animal/plant specimens will be captured/collected and removed from the site.

If specimens (animals, plants, soil, scat, seeds, etc.) will be collected, please select the option below that best describes their disposition.

Specimens will be retained by investigator.

Specimens will be destroyed

Specimens will be housed/vouchered at a facility (university, museum, herbarium, etc.)

List all expected species / specimens to be handled or collected along with the estimated number of each you expect to handle / collect. In the case of research projects where the species and quantities are, by nature, uncertain (i.e. mist netting), you may list taxonomic groups (i.e. songbirds, herps, etc.) and a rough estimate of expected numbers (i.e. less than 10, over 100, etc.)



If you expect to do any excavation or habitat modification (soil samples, excavating nests or colonies of fossorial species, dismantling rotting logs, altering vegetation, etc.), please briefly describe what you plan to do.

Please enter the expected date to begin field research.

Please enter the expected date to complete field research.

Please enter the expected date results will be available.

Please enter your name and date below as your acknowledgement of submitting this permit request.

Name of submitter:

Date submitted:

Please list additional project members and vehicles on the next page.



<b>Project Members</b>			
<b>Name:</b>	<b>Organization / Affiliation</b>	<b>Mobile phone #</b>	<b>Emergency phone #</b>

<b><u>Vehicles Requiring Access:</u></b>			
<b>Year/ Make/ Model</b>	<b>License #</b>	<b>Color</b>	<b>Description</b>

Note: For security considerations and consistency, without exception all project vehicles on PARD property are required to be registered on this application.



The following is a list of guidelines that will be followed within the boundaries of PARD property. By signing the General Conditions listed below, the Applicant acknowledges that he/she has read and understands the terms and conditions herein. Failure to sign the following document may result in rejection of this application. Failure to adhere to these guidelines as well as all applicable Federal, State and local laws, including City Ordinances and Park Rules while inside the boundary of PARD property may also result in revocation of this permit.

**The applicant agrees to the following *General Conditions*:**

- 1) **Authority** - The permit holder (applicant) is granted privileges covered under this permit subject to the supervision of the City of Austin Parks and Recreation Department (PARD) and shall comply with all Federal, State, and local laws. PARD staff may accompany the permit holder at any time in the field to ensure compliance with regulations. PARD staff may conduct inspections at any time without notice.
- 2) **Responsibility** - The permit holder is responsible for ensuring that all persons working on the project adhere to the permit conditions and study proposal.
- 3) **Assignment** - This permit may not be transferred or assigned. Investigators and field assistants are to be coordinated by the permit holder and should carry a copy of the permit while they are working in the Preserve. The ANPS Program Manager must be notified when there is a change to personnel working on the project or change in vehicles used. Appropriate amendments to the permit will be appended in lieu of a new permit issuance. Requests for significant changes may necessitate re-evaluation of the permit conditions and/ or issuance of a new revised permit.
- 4) **Other permits** - The permit holder and all people listed on the research permit must obtain and provide all other required permit(s) (including valid Federal and State scientific permits) to conduct the specified project.
- 5) **Rules** – Please adhere to all other rules as listed at <http://www.ci.austin.tx.us/parks/parkrules.htm> unless explicitly granted an exception.
- 6) **Liability release form** – The permit holder and all people listed on the research permit will be provided a liability release form to sign prior to initiating work in the Preserve. See attachment entitled “Waiver & Release of Liability.”
- 7) **Confidentiality** - The permit holder and persons working on the project agree to keep the specific location of sensitive Preserve resources confidential. Sensitive resources include locations of threatened and endangered species, cultural resources, and caves or other karst features.
- 8) **Security** – The permit holder shall keep all lock combinations confidential and all gates locked and secured while on parkland.
- 9) **Safety** – It is recommended that all personnel have basic first aid items and communications with them while working in the preserves.
- 10) **Access to Study Sites** - Access within the preserves will be limited to foot traffic only with the exception of those individuals requiring assisted mobility devices. Approved vehicle access will be detailed in this permit. Land management activities may preclude access. Therefore, all access must be coordinated with the ANPS Program Manager.
- 11) **Notification** - The permit holder must contact the ANPS Program Manager at least one week prior to initiating projects authorized by this permit.



- 12) **Expiration date** – Permits will expire at midnight on the date specified on the Permit application unless provided with an extension.
- 13) **Disturbance to Site, Ground, Plants, or Animals** - With the exception of the activities permitted under Special Conditions, no disturbance or removal of soils, vegetation, plants, animals, rocks, antlers, bones, other natural materials, cultural resources, facilities, or infrastructure is authorized. All trash must be removed.
- 14) **Permanent markers and field equipment** - The permit holder is required to remove all markers (such as flagging or rebar) and equipment from the field upon the completion of the study or prior to the expiration date of this permit.
- 15) **Staffing and equipment** - The permit holder will provide all materials, equipment, and personnel needed to complete the study.
- 16) **False information** – Provision of false information on the permit application may be grounds for revocation.
- 17) **Revocation** - This permit may be terminated for breach of any condition.
- 18) **Safety** – Venomous and/ or otherwise harmful animals inhabit these natural areas. Researchers and visitors are to be made aware of the potential hazards involved when working around these animals
- 19) **Chemicals** – Chemicals proposed for collection purposes must be listed in the application and approved. These chemicals will be removed after each sampling event.
- 20) **Fire Safety** – Smoking, ground fires, charcoal grills, and use of any other form of flame producing devices are forbidden within the Preserves.
- 21) **Reports and Deliverables**
  - All data collected on City of Austin property is public record. Data and any associated reports related to this permit will be provided to the ANPS Program Manager upon request.
  - A brief annual research update is requested on or before September 1 of each year. The update should include:
    1. Status of project (e.g. Ongoing, completed, etc.)
    2. Operational plans for the upcoming year? (Do you plan to continue/expand/cease/etc. activities on PARD land?)
    3. Any plans for analysis, presentation, or publication of results.
    4. Any results or analysis you would like to share or report to the Nature Preserves or Parks Department staff.
    5. Any other relevant information.





Applicant's Name	Staff Use Only	Date	Staff Use Only
Permit #	Staff Use Only		

Approved by:

Position/Title	Signature
Land Management Program Representative, Austin Parks and Recreation Department	
Grounds Maintenance North Representative, Austin Parks and Recreation Department	
Grounds Maintenance South Representative, Austin Parks and Recreation Department	
Austin BCP Representative	