



Office of Parks, Recreation and  
Historic Preservation  
Carol Ash, Commissioner



## Letchworth State Park

One Letchworth State Park  
Castile New York  
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State of New York  
David Patterson Governor  
Office of Parks, Recreation and Historic Preservation  
Carol Ash, Commissioner

## Genesee Valley Greenway Geocaching Permit Application



### Permit Application

- Any visitor wishing to place a cache must complete an application for placement and maintenance a geocaching site. Such permit application requires review and authorization of the park manager or designee.
- The original copy of the permit is to be kept on file, and a copy given to the owner.
- If the permit is denied, justification is to be recorded on the permit.

### Permit Consideration:

- A cache owner is limited to 4 permits in one facility at one time.
- Multi-caches are limited to 5 total sites, yet are treated as one cache and require only one permit.
- Cache will not be permitted within 1320 feet of an existing permitted cache.
- All permits will be valid for 12 months. Exact starting and ending dates will be recorded on the permit.
- If, during the effective period of a permit, the holder wishes to change the location of the cache, a new permit must be issued and the effective permit cancelled.
- Upon permit expiration, the owner is responsible for removing the cache and removing its location from the website or other information source as an active cache. Listing may be left for a history and data resource
- A contact person responsible for upkeep of the site must be identified prior to approval. This person must provide a valid address, phone number, and email address.
- Once the cache is placed, a photo of the cache and its location, as well as the GPS coordinates, must be given to the park manager or designee for completion of the permit.
- Owner must monitor the cache bi-annually to maintain family-friendly contents.
- Caches are subject to removal by the park manager or designee if:
  - Park staff determine that the location of the cache poses a risk to visitors. A new permit may be generated for the relocation of such a

cache.

- Park staff determine that the cache has been the cause of adverse environmental impact. The permit for such a cache will be cancelled.
- Park staff discover a non-permitted cache, or a cache that does not exhibit a permit number on the outside of the container.
- If the park manager or designee removes a cache, he or she must attempt to notify the owner or indicate on the website that the cache has been removed. The cache must be retained at the park office for 30 days. If the owner cannot be contacted after that time, the cache is considered abandoned property and may be retained in the event the owner comes to claim it at a later date. Justification for removal of a cache must be recorded on the permit.

### Cache Placement

The park manager or designee is required to inform the applicant of areas recognized as off limits to geocache placement.

- The cache should be accessible from existing trails no more than 60 ft from trail unless approved.
- Caches are not to be placed in:
  - locations leading to spur trails
  - sensitive archaeological, historical, or ecological areas
    - caves, historical buildings, locations containing rare plant species, riparian zones, stream banks, dam structures
  - prescribed burn areas scheduled to be burned within 12 months of the permit request
  - areas that could potentially cause danger to visitors trying to locate the cache
    - elevated in trees, underwater or in potential flood areas, places requiring climbing cliffs or bluffs
  - any State Park or State Historic Site structure or facility
- Cache owners may not bury a cache.

## Cache Owner Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Cache name as listed on Website \_\_\_\_\_  
Website referencing Cache \_\_\_\_\_  
Location coordinates \_\_\_\_\_

List all for multi-cache

Initial

\_\_\_\_\_ I understand that caches not in compliance with the terms of this permit will be removed from the park and this permit voided for failure to comply.

\_\_\_\_\_ I understand that I am to monitor this cache **bi-annually** and maintain it to be family friendly.

\_\_\_\_\_ I have read and understand the terms of this permit and agree to comply accordingly. I will retain a copy of this permit for my records.

Agreed To:

Approved by:

_____	_____
_____	_____
_____	_____
Title _____	Date _____
Title _____	Date _____

Permit Expires \_\_\_\_\_

Justification:

Declined by:

### Cache Container

- Cache containers must display an “official **park issued** geocache” label on the outside of the container with the permit number and expiration date.
- Cache must not contain food, alcohol, drugs, medications, dangerous items, adult items, or weapons of any kind.
- Container should be watertight and non-breakable, and have a latch or closing mechanism to prevent exposure to wildlife.
- The container should not be larger than 12” by 12” **unless authorized by Manager**

### Participation

- Participants must follow established trails (no bush-whacking to reach a cache)
- Participants must leave the caches where they found them
- Participants must not use metal detectors in cache searches.
- All caches are subject to random inspection by the Park or Site Managers or their designees, who have the authority to remove any item deemed unacceptable.

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Title

Date