

Massachusetts Department of Fish and Game  
FISHING AND BOATING ACCESS  
53 Groton Shirley Road Ayer, MA. 01432 Phone: (978) 772-4658 Fax: (978) 772-9824

## INFORMATION

### NEW FOR 2017 APPLICATIONS

You no longer are required to send your applications to the managing authority. You will now send them directly to Fishing and Boating Access in Ayer (address above).

### ZEBRA MUSSELS

Anyone launching a boat in Berkshire County is required to fill out a “Clean Boat Certification Form” before launching.

Group Events require a “Clean Boat Certification Form” for each boat in the event. In addition the group representative must fill out a “Group Certification Form”.

These forms are to be placed in a visible area on the dash of the tow vehicle.

Copies of the certification forms will be sent with each approved “Special Use Permit”.

The Certification forms are also available on the Fish and Game website  
<http://www.mass.gov/eea/docs/dfg/fba/zebra-mussels-clean-boat-certification-form.pdf>

### FACILITY PARKING LIMITATIONS

Please review the OFBA Facility Parking section on our website.

### OTIS RESERVOIR, TOLLAND

Special use permits WILL NOT BE ISSUED for the months of July and August at Otis Reservoir.

### SENDING IN YOUR CREEL SHEETS IS EASIER THAN EVER!

Creel sheets can now be filled out and submitted electronically online at  
[www.mass.gov/masswildlife](http://www.mass.gov/masswildlife)

For more information contact Richard Hartley (508)389-6330 or email  
[richard.hartley@state.ma.us](mailto:richard.hartley@state.ma.us)

October, 2016

## SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

1. Fill out the “APPLICANT INFORMATION” SECTION; **please be sure to sign the application.**
2. Please send your application directly to Fishing and Boating Access (address above). The F.B.A. will then issue a “Special Use Permit” based on the information you provide.

### PLEASE NOTE:

- A. We will not process any applications not signed by the applicant.
- B. **Only the 2017 application will be accepted for 2017 events.** Permit applications will be available on line October 1, 2016 for the 2017 season, applications can be sent in anytime thereafter.
- C. A maximum of two weekend events for one location per organization per year. Events that span two days shall be considered two events and require two permits.
- D. **If your event takes place on the ice you must use the “WINTER” application. All other events shall use the “Summer Events” application.**

If you have any questions please contact F.B.A.

## SPECIAL USE PERMIT CONDITIONS

### SUMMER EVENTS

1. O.F.B.A. will obtain approval of the managing authority prior to issuance of the permit. Applications must be submitted to the F.B.A. at least 30 days prior to the event.
2. All parking is on a first-come basis. **Parking is for vehicles with boat trailers or vehicles with cartop boats.** This permit does not guarantee the availability of parking for this event. Each car/trailer above the maximum allowed under the permit shall be considered a separate violation of law.
3. Any user fees in effect at the facility under consideration for special use shall be paid by the applicant if required by the managing authority.
4. Maximum of two weekend permits per year will be issued to any organization for the use of any one facility. Two day events Saturday/Sunday shall be considered two permits.
5. Only official applications for the year in which the special use occurs will be accepted. Applications will be accepted and processed in October for the following year.
6. All participants in the event must be notified in an appropriate manner so that the Commonwealth shall not be held liable for personal injuries or damages to property and a copy of said notification is to be provided to the Office of Fishing and Boating Access.
7. The applicant shall leave an adequate number of parking spaces (as determined by the Office of Fishing and Boating Access) available to the general public. Launching of boats or parking at another location shall be counted as being part of the total allowed for the event.
8. Upon completion of said event the facility must be left in a clean and litter-free state. Any and all damage to said facility or grounds shall be repaired to the satisfaction of the Office of Fishing and Boating Access.
9. The applicant shall keep a written record of all participants in the event. Said record shall be produced when asked for by any employee of the Commonwealth having police powers, a representative of the managing authority, or Office of Fishing and Boating Access.
10. **The applicant may be required to hire an Environmental Police Officer (E.P.O.) for the duration of this event. If an E.P.O. is required under this permit it is the responsibility of the applicant to make those arrangements at least fourteen (14) days prior to the event. Please contact the Environmental Police communications center at (800) 632-8075 to make said arrangement.**
11. **If an event is reduced in size as to no longer require an E.P.O., the applicant must notify the F.B.A. and the Environmental Police at least fourteen (14) days prior to the event.**
12. **The applicant or an appointed representative shall display the permit in his/her vehicle windshield in a visible manner.**
13. Any violation of these conditions may result in denial of future permits.

## 2017 SPECIAL USE PERMIT APPLICATION Summer Events

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

### Event Information

Event Date: \_\_\_\_\_  
Name of  
Organization: \_\_\_\_\_

Affiliation (if any): \_\_\_\_\_  
( e.g. Town or City of, John Doe Canoe Club, John Doe Bass Club, Etc.)

Waterbody: \_\_\_\_\_ Town/ City: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_ Number of Boats: \_\_\_\_\_  
(More than 25 boats/vehicles will require an Environmental Police Detail)

Members Only Event

Open Event

Arrival Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time \_\_\_\_\_  
(AM / PM) (AM / PM) (AM / PM)

Type of Event: \_\_\_\_\_

(Please use back of form or additional paper if necessary)

### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*Signature of  
Applicant: \_\_\_\_\_

I would like to have my permit  
emailed to the above address

Yes  No

**\*\* In consideration of the use of the state boat launching facility aforementioned, the individual/organization responsible for this event hereby releases the commonwealth and the Managing Authority, it's officers and employees, from all liability and claims of any kind arising out of the use of this facility for this event. FBA facilities are not maintained (plowed) in winter months. Winter use is at the risk of the Applicant and participants.**