



Parks and Forestry Division
2301 Tower Drive, Woodbury, MN 55125
Phone: (651) 714-3720 Fax: (651) 714-3721

Vehicle Access
Permit #20__ -

Vehicle Access Permit – One Time

(Please allow 5 business days for processing)

Contractor/Individual: _____ Phone: () _____ () _____
Home *Work*

Address: _____
Street *City* *State* *Zip Code*

Email Address: _____

Park/Trail/Bldg. Access Dates: _____ - _____
Beginning Date *Ending Date*

Park/Trail/Bldg. Name: _____

Access Route: _____

Purpose for Access: Construction Access _____ Wood Removal _____ Other _____
(Check all applicable)

Describe: _____

Type of Equipment Used: _____
(Heavy Equipment Weight)

I understand this is a one time permit and agree that I will assume all responsibility for any damage to the City of Woodbury park/trail property caused by my vehicle access. I further declare that I have read, understand and will be responsible for insuring that the rules and regulations attached to this form are followed. **NOTE: Absolutely no chemical use is allowed on City park property.**

Signature of Applicant *Date*

FOR OFFICE USE ONLY

Approved: _____ Date: _____

Inspected by: _____ Date: _____

Permit Release Date: _____

Notes: _____

CITY OF WOODBURY PARK VEHICLE ACCESS POLICIES

GENERAL PROCEDURES:

1. The City of Woodbury requires permits for vehicle access to city parks.
2. A request for a Vehicle Access Permit must be made in person to the Park and Recreation or Parks and Forestry Divisions a minimum of **5 business days prior** to the date of requested access.
3. Upon approval, the permit may be picked up at City Hall or Public Works, mailed, or emailed.
4. The City retains the right to revoke, withdraw, or change any portions or parts of this policy.

GENERAL RULES AND REGULATIONS:

1. THE PERMIT HOLDER IS RESPONSIBLE FOR THE REPAIR OF ALL DAMAGE TO THE PARK AND TRAIL SYSTEM CAUSED BY HIS/HER VEHICLE ACCESS.

The access site will be regularly monitored by park maintenance personnel and/or police during the time period specified on the permit. An damage observed to turf, trees, other vegetation, asphalt trails, or park-related appurtenances will be reported verbally and in writing to the permit holder. The City of Woodbury shall have authority to determine ways and means of any park repair, and the permit holder shall be financially responsible for repairs.

2. The permit must be in the possession of the permit holder at all times when vehicle access is gained to the park.
3. All permits shall be revocable and shall not be considered a lease.
4. Permits are non-transferable and are restricted to the approved dates and regular park hours (6:00am—10:00pm).
5. The permit holder shall agree to indemnify the City against any and all liability and any and all damages to any person or persons as a result of the vehicle access.
6. All requests to gain vehicle access to the parks must utilize the same permit procedures.
7. **NOTE: Absolutely no chemical use is allowed on City park property.**

SPECIFIC RULES FOR REMOVAL OF WOOD FROM CITY PROPERTY:

The City of Woodbury will allow the removal of trees from City property under the following provisions and procedures:

1. Trees to be removed will be felled and cut to manageable size by city workers. City workers will remove and clean up all brush. The person removing the wood is responsible for **all** other clean-up.
2. The permit will only be issued after signing a 'General Rules Release from Liability'.
3. The permit holder shall exercise caution in the removal of wood and shall leave all vegetation, wildlife, and natural resources as undisturbed as possible.
4. The permit holder must seek to minimize turf damage while removing wood. Only the vehicle hauling the wood is allowed on park property. **Do not proceed** with wood removal if the soil is soft.
5. The number of permits issued to any one individual during a year will be at the discretion of the Parks and Recreation or Parks and Forestry Divisions based on:
 - ◆ Past performance in clean-up
 - ◆ Demand for permits by others
6. It is illegal to cut, damage, or remove any city trees; it is illegal for unauthorized vehicles to enter city parks. Therefore, police may check to insure that only permit holders are removing designated trees.
7. Wood removed from city parks shall be for personal use only and not for re-sale.