

**TOWN OF BEAR CREEK**  
**PROCEDURE FOR ATV/UTV ROUTE DESIGNATION REQUESTS**

The Board has determined that the following procedure would provide for the orderly consideration and disposition of requests for ATV/UTV route designations on Town of Bear Creek roads ("Requests") :

1. Initial Requests will only be placed on the Board's Agenda for its March meeting.
2. All such Requests must be in writing and submitted to the Board Secretary in sufficient time for the Request to be placed on the Board's agenda for its March meeting.
3. All such Requests must be in writing and include (i) the name(s) of the road(s) and the portions of the road(s) sought to be designated; (ii) the name and mailing address or e-mail address of the party making the Request.
4. If the Board at its March meeting finds that the Request complies with the foregoing requirements and the party making the Request has provided any necessary clarifications or corrections, the Request will be placed on the Agenda for the Board's April meeting.
5. The party submitting the Request must certify in writing at the Board's April meeting that within the period of 21 and 14 days before such meeting a written notice that the Request will appear on the Board's April meeting Agenda was given to the parties residing on the portions of the road(s) designated in the Request.