



United States
Department of
Agriculture

Forest
Service

San Bernardino National Forest
Mountaintop Ranger District

P.O. Box 290
Fawnskin, CA 92333
909-382-2600 #2 (Voice)
909-866-2867 (FAX)

File Code: 2720

Date: MAY 13 2013

Dear Cabin Owner,

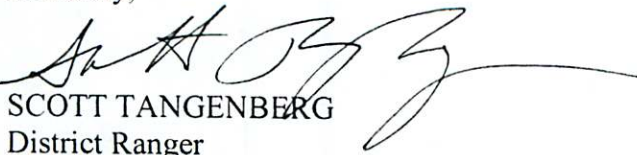
This last year we implemented a new policy for submitting cabin proposals. As part of that policy, you were required to submit requests on a new proposal form by a specific deadline. Doing this helped us to manage our workload and allowed us to provide a more efficient response to your requests. We will be continuing this process in future years with the following changes:

1. Proposals can now be submitted at any time. However, as they come in they will be placed in our proposal pile to be processed after August 30th. All submissions made prior to **August 30th** of each year will be considered **over the following winter** and, barring no complications, approval/denial letters will be sent out by April 1st of the following year. Any submissions made after August 30th will be held over until the next deadline.
2. Many proposals were submitted incomplete this last year. **Incomplete proposals will not be processed.** Therefore it is imperative that you read the proposal form entirely and make sure it is complete before submission.
3. If you are planning large additions or to build a shed, you will need to submit detailed plans prepared by a professional. You may be required to consult an Architectural Historian as well. We cannot approve materials such as synthetic decking, aluminum framed windows, T-111 siding, hardie board siding, or prefabricated.

Due to budget cuts, staff reductions and staff consolidations, we are no longer able to attend individual tract meetings. However, we do appreciate the value of interacting with cabin owners and being available to answer your questions. Therefore we will also be hosting an **Open House** this year on **Saturday, July 27, 2013** at the **Big Bear Discovery Center** from **10am to 2pm**. At this open house your Special Use Administrators will be available to help complete your cabin proposals or answer any questions you may have.

If you have questions regarding the proposal process or the upcoming Open House, please contact your permit administrator. Katie Nelson can be reached at knelson@fs.fed.us or at (909) 382-2812. Heather Mobley can be reached at hmobley@fs.fed.us or at (909) 382-2804. Unfortunately, we are no longer able to accept drop-in visitors at the ranger station office. **If you need to speak with your permit administrator in person, please call or email to make an appointment at least one business day in advance.**

Sincerely,


SCOTT TANGENBERG
District Ranger

