

Landowner Permission Policy

Ratified 1/3/20

Purpose: To establish current landowner permission to access and maintain ATV trails on privately owned property. This will ensure communication between landowners and club officials regarding property use, property ownership, and changes to club officers.

Policy: VASA clubs are required to renew and submit landowner permission forms at a minimum of every 3 years, but highly encouraged to use one year terms to ensure proper communication between clubs and landowners.

Procedure:

A club officer or representative must submit to the VASA office, a renewed landowner permission form provided by VASA, completed in full, every 3 years for each Landowner of its associated club. When possible, it is preferred that terms of 1 year (instead of three) are used to ensure proper communication between clubs and landowners.

Landowner permission forms must be completed in full including: County, Property Information, Landowner Information, club, start/stop dates, special conditions, VASA representative (official club officer) printed name, signature phone number, Landowner printed name, signature, date and where applicable, Witness printed name, signature and phone number.

Verbal agreements are still valid if all of the information is provided and a proper witness is documented. VASA discourages the use of verbal landowner permission and prefers and encourages written permission whenever possible.

1 signed copy of the needs to given to landowner, 1 signed copy needs to be submitted to VASA HQ and 1 signed copy needs to be retained by the club.

Current Landowner permission forms will be required before any trail maintenance provided by VASA will take place and must be submitted as an attachment with any trail maintenance program applications. Trail Maintenance Applications without attached valid landowner permission forms will be denied, even if the forms are currently on file with the VASA office. It is the responsibility of the club to verify and attach all Landowner Permission forms for any requested trail maintenance.