



Fluvanna County Department of Parks and Recreation GEOCACHE/LETTERBOX APPLICATION

This application is for placement of a:	<input type="checkbox"/> Geocache	<input type="checkbox"/> Letterbox	<input type="checkbox"/> Geocache/Letterbox Hybrid
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at (Park and/or Trail Name) _____ in Fluvanna County.

OWNER INFORMATION

Name				
Street Address				
City		State		Zip
Daytime Phone:				
E-Mail Address:				

CACHE OR LETTERBOX DETAILS

Name of Cache or Letterbox as it will appear online:			
Owner's name as it will appear online: (<i>your Geocaching.com or Letterboxing.org screen name</i>)			
Website(s) where cache or letterbox will be listed: Other: http://www.	<input type="checkbox"/> Geocaching.com	<input type="checkbox"/> Letterboxing.org	
This container is:	<input type="checkbox"/> Metal	<input type="checkbox"/> Non-breakable plastic	<input type="checkbox"/> Other (<i>Describe</i>):

GEOCACHE DETAILS

N					Is this a micro-cache?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
GPS Coordinates:							
W							

DESCRIBE THE PHYSICAL LOCATION OF THIS CACHE (*Use additional sheet if necessary*)

Please submit your form to Fluvanna County Parks & Recreation, P.O. Box 70, Palmyra, VA 22963 or email the form to: aspitzer@fluvannacounty.org. Review and approval/denial of the permit application may take up to 30 days. Reminder: caches or letterboxes may be established only after department approval has been received.

I have read and agree to abide by the Fluvanna County Parks and Recreation's policy on geocaching and letterboxing. I understand that violation of this policy will cause my cache or letterbox to be removed and may result in enforcement actions against me in accordance with Park regulations. It is my responsibility to update any changes of my registration information within 30 days of those changes.

Signature: _____ **Date:** _____

Department Use Only	<input type="checkbox"/> Permit Approved	<input type="checkbox"/> Permit Denied	
	Park Admin Signature	Date	



Fluvanna County Department of Parks and Recreation

GEOCACHING/LETTERBOX POLICY

The Fluvanna County Parks and Recreation (FCPR) mission is to promote opportunities for all residents to pursue safe and enjoyable leisure activities in balance with the protection and conservation of Fluvanna's natural resources. FCPR recognizes Geocaching/Letterboxing – a treasure hunt which utilizes Global Positioning System (GPS) and the internet to find caches – as a recreational experience. However, not all areas of County parks are suitable for these activities due to regionally significant and cultural resources. This policy has been developed in order to facilitate responsible geocaching/letterboxing so that FCPR meets its mission.

Register Cache/Letterbox

Caches and Letterboxes must be registered by completion and approval of a registration form **prior to** placing anything out.

- Registration forms are available online at [Geocache/Letterbox Registration Form](#) and will include the following information:
 1. Owner information
 2. Description and photo of each item and description of contents
 3. Coordinates, description and photo of proposed cache location

Approval of a proposed location will be based upon the following criteria

- Location.
- Caches/Letterboxes must be placed within 10 feet of existing trails but otherwise stay on trail.
- No off trail hiking or disturbance of cultural, historical or biological resources.
- They may be hidden without impacting flora/fauna and should not be buried.
- Size and labeling.
- Cache size is limited to 11.5x7x6 inches (e.g. tupperware-style container or ammo can).
- Geocache name must be clearly visible on exterior of waterproof container.
- Number of containers.
- Actual item(s).
- No food items.
- No dangerous, hazardous, offensive or otherwise inappropriate items.

Cache/Letterbox Owner Responsibilities

- A link to this policy must be available on any online postings of coordinates.
- Caches must be checked every three months.
- Once cache registration has expired (after 12 months), the owner is responsible for removing the cache and deactivating the online coordinate posting.
- Failure to remove a cache and deactivate the coordinate posting within seven days of registration expiration (or if cache was inappropriately placed) may negate further approvals.