



Lake District Preserve Geocaching Policy & Permit Instructions

Geocache Permitting Guidelines

- Geocache enthusiasts are reminded that the Lake District Preserve is not a park. The Preserve contains sensitive landscapes and wildlife habitats that are the subject of ongoing restoration. Therefore, any geocaching activity must be planned and conducted in a manner that avoids the disturbance of vegetation or wildlife.
- An application for a Geocache Placement Permit must be submitted to and approved by the Lake Ripley Management District before any cache is placed in the Preserve. Applications can be obtained by contacting the District office at (608) 423-4537 or lake.manager@tn.oakland.jefferson.wi.gov, or by visiting us at N4450 County Rd. A, Cambridge, WI 53523. Forms are also available for downloading at www.lakeripley.org.
- The application fee is \$15.00 and is non-refundable. Checks should be made payable to the Lake Ripley Management District, and must accompany the permit application. Payment of the fee does not guarantee the granting of a permit. *Interested applicants should contact the District office prior to submitting an application to verify permit availability and to discuss proposed cache locations.*
- The placement of up to three (3) caches may be permitted in the Preserve at any given time. Applications received after fulfillment of the 3-cache permit quota will be placed on a waiting list.
- Permits are valid as long as the cache is being properly maintained and no damage is being done to the property. The Lake District reserves the right to remove a cache if any problems arise that cannot be solved in a timely manner. In such cases, the owner will be notified and a note will be placed on geocaching.com.
- The following information is required as part of any permit request:
 - Name, address and phone number of applicant
 - Location description of the proposed cache
 - Description of cache container (size, construction material)
 - Name and location description of cache to be posted on geocaching.com or similar website (*Note: posted location descriptions must be clear enough to dissuade a reasonable person from venturing off established paths or public-access structures*)
 - Coordinates of the cache [NAD87 Latitude and Longitude or Universal Transverse Mercator (UTM)].

- A copy of the approved permit must be placed with larger caches, either in the log book or inside the container. For nano, micro or small caches, any online listing must include specific language stating approval by the Lake District, permit number, and District contact information.
- The disturbance of any earth, vegetation or structures is prohibited when placing a cache, including the digging of holes, cutting of vegetation, or attaching a cache to a tree in a manner that may harm the tree.
- All caches must be placed within five (5) feet of developed trails, boardwalks or viewing platforms.
- Only family-friendly caches will be allowed at any time. Offensive, illegal or dangerous materials are never allowed in any cache.
- The District must be notified if a cache has been removed from the Preserve.
- Applicants will be notified in advance of any planned land-management activities (prescribed burns, etc.) that are likely to disturb a cache. It is the responsibility of the permit holder to temporarily remove any caches that might be at risk of resulting damage.
- The District is not responsible for any vandalism, damage or theft that may occur to caches located in the Preserve.



Geocache Placement Permit

N4450 County Road A, Cambridge, WI 53523 ~ (608) 423-4537 ~
lake.manager@tn.oakland.jefferson.wi.gov

Name	
Street Address	
City, State, Zip	
Phone	
Name of cache	
Size & description of cache container	
Detailed location description	
Coordinates	

Cache Placement Requirements

- A copy of this permit must be placed with the cache, either in a log book or inside the container. For nano or micro caches, the online listing must include specific language stating approval by the Lake District, as well as the permit number and District contact information.
- Caches must be placed within five (5) feet of developed trails or public-access structures (signs, boardwalks, observation decks, etc.). Please respect the trails and avoid cache placements that will promote the development of new “social trails” to and from the cache site.
- The disturbance of earth, vegetation or structures is prohibited when placing a cache.
- Only family-friendly caches are allowed. Offensive, illegal or dangerous materials are prohibited.
- Caches are not allowed to be moved from their originally-approved locations without prior approval. The Lake District must be notified immediately upon removal of any caches.
- The Lake District is not responsible for vandalism, damage or theft to caches in the Preserve.
- Permits authorizing the placement of caches are valid as long as the caches are being maintained and not causing damage to property.

I agree to comply with the above requirements:

Applicant Signature: _____ Date: _____

District Staff Signature: _____ Date: _____