

A formal process for proposing and reviewing new projects, uses or infrastructure in town forest provides transparency and objectivity in the management of the forest, as well as ensures informed decisions based on the community's shared values for the land. This model review process offers a two-step approach to reviewing new trails, recreational activities, and facilities in town forests. The first step is the submission of an application or proposal. The second step is a committee review questionnaire. As a model process, these tools are intended to provide a starting point that can be adjusted to reflect the conditions in your forest and community.

A **Project Proposal or Application Form** should be completed by individuals or groups who are proposing the project. This form gathers information on the proposed trail, recreational activity, or facility. The form should be made available online, or as requested and include submission information.

A **Committee** should be tasked with reviewing project proposals. This committee should be formed locally and maybe the town forest committee, conservation commission, or another governing body to review proposal submissions. The Committee should use a **Proposal Review Questionnaire** that includes standardized review criteria, which should reflect the values of the community—as expressed in the town forest management and/or recreation plan. While specific criteria should be tailored to your forest, at the minimum, the committee review process should consider the impact on new and existing uses, natural resource protection, management goals and objectives, and the legal constraints on the site.