



City of North Little Rock  
Parks and Recreation Department

Permit Application for Caches

For the purpose of this application, the term 'cache', 'caches', and 'caching' will refer to geocaching, letterboxing, munzee, or similar activity.

Office Use Only  
(Revised March 2018)

Date Received:

Date Approved:

Permit Number:

This application does not guarantee a permit will be issued, but will assist North Little Rock Parks and Recreation (NLRPR) in managing the placement of caches in the parks. If a permit is issued, it will also help in maintaining a central contact list of cache owners who have placements in the parks.

PERMIT HOLDER INFORMATION

Name: \_\_\_\_\_ Online Handle/Nickname: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

GEOCACHE / LETTERBOX / MUNZEE / OTHER INFORMATION

Type:  Geocache (single)  Geocache (multi)  Letterbox  Munzee  Other: \_\_\_\_\_

Cache Name (as listed online): \_\_\_\_\_

Website(s) where cache is listed: \_\_\_\_\_

Container Description (include size and type): \_\_\_\_\_

GPS Coordinates of Location: N \_\_\_\_° \_\_\_\_' \_\_\_\_" W \_\_\_\_° \_\_\_\_' \_\_\_\_"

Physical Description of Location: \_\_\_\_\_

If this is a multi-cache, please list each stage name, container description, and location coordinates:

\_\_\_\_\_  
\_\_\_\_\_

GENERAL AGREEMENT

- All cache placements must have approval from the City of North Little Rock Parks and Recreation Department before it is listed/activated online.
- Each application will be reviewed for potential negative impacts to wildlife, wildlife habitat, cultural resources, potential use conflicts, and public safety.
- If approved, the online description should contain the following text: "This is located in a North Little Rock city park under permit number:", then list the permit number, followed by "issued by North Little Rock Parks and Recreation."
- The outside of the cache container should be clearly marked (within reason) as a cache and is part of an activity. Inside the cache container (if applicable) should mention the activity, owner, and a web site for additional information.
- NLRPR reserves the right to relocate and/or remove any cache if deemed necessary to do so and without prior notice to the permit holder. If time allows, the permit holder will be notified and given an opportunity to relocate or remove it.
- All local, state, and federal laws must be observed along with North Little Rock Parks and Recreation policies and guidelines.
- Geocaches must be placed according to guidelines set forth at geocaching.com, navicache.com, munzee.com, terracaching.com, letterboxing.org, and atlasquest.org.
- The environment hosting the cache may not be altered by digging holes, creating trails, cutting vegetation, nailing into trees, etc. Covering the cache with fallen debris, limbs, leaves, etc. is allowed.
- The permit holder is responsible for notifying NLRPR if the cache location has changed or the cache has been removed/archived.
- All caches and their locations must be reviewed by the permit holder at least once per year.

I agree to abide by the agreement set forth above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit application and questions to Jeff Caplinger

North Little Rock Parks and Recreation - 2700 Willow Street - North Little Rock, AR 72114

jcaplinger@nlr.ar.gov - 501-791-8540