

**CITY OF LILBURN
ADMINISTRATIVE POLICY & PROCEDURES**

**SECTION 29
LILBURN GEOCACHE PLACEMENT POLICY & GUIDELINES**

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Statement of Purpose:

The purpose of regulating geocache locations on property owned by the City of Lilburn is to provide proper guidelines, regulations, and records for each geocache and geocache location. The city has two established city sponsored geocache series and permitting additional geocache locations will help ensure that the area does not become oversaturated, while keeping the activity challenging.

Definition of a Geocache:

*The term geocache is defined as, “A container hidden that includes, at minimum, a logbook for geocachers to sign.” It includes, but is not limited to, all types of geocaches, including earth caches, virtual, and challenges, registered and unregistered, on any geocaching or letterboxing website. **Gwinnett County Parks & Recreation (GCPR) Geocache Permit Application*

Requirements and Guidelines:

- All geocaches on property owned by the City of Lilburn requires an approved permit from the city.
- Each geocache requires its own permit.
- **Permits are good for the life of the geocache as long as the City of Lilburn owns the property, the cache is not moved, and responsibility for the cache is not transferred.**
- The online listing on all geocache websites must contain the following statement: “This cache is located on property owned by the City of Lilburn and is not part of the city’s geocache series. A city permit is required to place any cache on property owned by the City of Lilburn. All Lilburn City Park and Camp Creek Greenway Trail rules and city ordinances apply. Parking is permitted in designated areas only. For more information visit cityoflilburn.com.”
- All geocaches must be monitored and maintained at a minimum of one time per month for the life of the geocache. Geocaches that are not monitored and maintained may be removed and discarded.
- City of Lilburn staff or volunteers are not responsible for any damage to geocaches or if a geocache is missing.
- All geocaches must be family friendly and appropriate for all ages.

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- Geocaches may NOT contain food, alcohol, firearms, drugs, dangerous items, or adult items.
- Geocaches will not be approved for locations that do not have a minimum of three legal parking spaces for vehicles.
- A picture of the geocache container must be included with the permit application.
- The maximum size of a geocache container allowed is 12"x6"x8".
- Containers must be clearly marked with the text "Geocache" and the name of the geocache as listed on any associated websites.
- The City of Lilburn permit number must be listed on the container.
- Bryson Park and portions of Lions Club Park are NOT City of Lilburn property. Applicants should contact Gwinnett County Parks & Recreation if interested in placing geocaches at either of these locations.

https://www.gwinnettcountry.com/static/departments/parks_rec/pdf/2012PermitApplication.pdf

- If the container is an ammunition can, or some other military use container, it must be camouflaged as to not appear a military item. This includes painting a color other than army green and covering any ammunition related identification marks on the exterior of the container. Please include a photo with your permit application.

Available Sites:

- An exact location and description must be included on the permit application.
- Applications for geocache locations that negatively impact the natural/cultural resources or comprise the safety of visitors, users, or city staff will not be approved.
- Sites located in floodplains without clear designated pedestrian paths within 10 feet of the requested location will not be approved.
- It is the responsibility of the applicant to ensure that the location they are requesting is not within 0.1 miles for an existing geocache.
- Caches/letterboxes may not be buried, nor may vegetation, rocks, or other natural or cultural features be moved, marked, or damaged in the process of placing, accessing, or maintaining the cache. They also may not be placed or inserted into buildings or structures.

Note: Current caches located on City of Lilburn owned property are required to complete a permit application by December 31, 2019. Cache owners will be notified of the result of their application within 30 days of application date.

Exclusions:

The City of Lilburn and designated volunteers monitor and manage the City of Lilburn

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geocaching series, Explore Camp Creek Greenway and Explore Lilburn. Permits are on file for each of the city's geocache locations, but other policy requirements may not apply. Locations of caches in the city's geocache series may be found by visiting geocaching.com or by downloading the free geocaching.com app. Additional sites are often developed and added to each existing series and pending placement could affect the approval of permit applications.

Rights of Removal:

- Caches/letterboxes may be temporarily or permanently removed to accommodate city needs. Staff will reach out to the individual responsible for the cache when possible.
- The City of Lilburn reserves the right to remove any cache if staff determines the location is causing undue impact on the area or resources or for other reasons outlined in this policy.
- It is the responsibility of the permittee to follow all Lilburn City Park and Camp Creek Greenway rules and any applicable city ordinances.