

# Off-Highway Vehicle Damage Account

## Application Procedures

The OHV Damage Claim Form provides basic information needed to determine program eligibility, and it sets the stage for DNR staff to conduct a detailed on-site inspection. Applicants must be fee owner, authorized lessee, or have a legal, documented right to access and/or occupy the damaged property. Claims may be denied if DNR is unable to gain access to the site in order to inspect the OHV damage.

1. Claimant submits a completed Damage Claim Form to the nearest DNR Area Trails & Waterways (T&W) Office for review and disposition. [Call 651/297-1151 or toll free 1-888-MINNDNR and ask for T&W to locate the nearest area office.]
2. The T&W Area Supervisor will ensure that all critical information is provided, including the name of a contact person, and will assign a unique claim number to help track your application. Incomplete applications and/or ineligible claims will be returned to applicants with explanation or instructions for possible re-submittal.
3. Applications will be screened, documentation checked, and site visits arranged for all claims tentatively deemed eligible for reimbursement under the program. Applicants will be notified in writing if their claims are denied.
4. An onsite inspection is necessary to confirm reported conditions and determine the source/cause of the damage. If verified, corrective measures will be identified and discussed with the claimant. Claimants must agree (in writing) to the proposed terms and conditions of the negotiated repair or restoration. If the initial claim cannot be substantiated, applicants will be notified in writing that their claim has been denied.
5. A DNR Work Order will be drawn up, specifying any construction and/or engineering requirements, and identifying whom will undertake the repairs. All necessary permits and signatures, including the claimant's signature, must be secured before any work may begin.
6. Upon completion, the repairs will be reviewed and certified complete by DNR Staff, the claimant, and any contractors or other parties involved with the repairs.. Measures to prevent recurrence or additional damage will also be inspected prior to final approval. Following the claimant's sign-off, the DNR has no further liabilities or obligations under the OHV Damage Program.