

# PERMANENT ROUTE APPLICATION

## - CHECKLIST -

Before submitting your Permanent route application, please review the Rules for Permanent Route Owners, available at: <http://www.rusa.org/permrules.html>. This checklist is not intended as a substitute for the Rules, which govern the requirements for route applications.

### **A complete route application is necessary.**

A complete Permanent route application consists of three items:

- the application form
- a detailed cue sheet
- a highlighted map of the proposed route

#### **Application form:**

Please fill out completely.

#### **Cue sheet:**

- Cue sheet should be in format identical to that which you intend to provide to riders.
- Indicate name of Permanent at top of cue sheet.
- Indicate exact location for all controls (including address if available).
- Include all control opening and closing times (in total elapsed time).
- Include a legend explaining any abbreviations used.
- When using open controls, suggest at least one establishment, including address of same, where rider can obtain proof of passage.
- Please note any unsigned/unmarked turns or directions and include sufficient description of same to avoid confusion. When drafting cue sheets, always imagine that the rider is visiting your area for the first time and is unfamiliar with local roads, bike paths and trails. Remember that RUSA permanents are available to all RUSA members and that many randonneurs enjoy traveling long distances to ride permanents and brevets that showcase what is to them new territory.

#### **Map:**

- A static image of a highlighted map of the route must be provided. The map should clearly indicate the location of each control point.
- While not a requirement (and not a substitute for the static image map), electronic map files such as Garmin Mapsource, Microsoft Streets and Trips, Delorme Topo USA, or links to Google or other web-based maps of the route are welcome and will facilitate the application review process.

**PLEASE NOTE: Applications may be submitted electronically or by regular mail; electronic submissions are strongly preferred and will expedite application processing.**

# PERMANENT ROUTE APPLICATION

Please review the Rules for Permanent Route Owners: <http://www.rusa.org/permrules.html>

## ORGANIZER DETAILS

Name: \_\_\_\_\_ RUSA No.: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tel.: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail (required): \_\_\_\_\_

Are you a Regional Brevet Administrator? (Y/N): \_\_\_\_\_ **(See Note)**

If not, identify your local RBA (if any): \_\_\_\_\_

**Note:** If you are **not** an RBA, the Permanents Coordinator will consult with your local RBA regarding your application and proposed route, as well as with any additional RBA(s) within whose region(s) the route passes. If you **are** an RBA, the Permanents Coordinator will consult with any additional RBA(s) within whose region(s) the route passes.

## ROUTE DETAILS

Existing brevet route? (Y/N): \_\_\_\_\_ If yes, Route Certification No.: \_\_\_\_\_

Name of route: \_\_\_\_\_

Start location: \_\_\_\_\_ End location: \_\_\_\_\_  
*(Provide city names or other means to identify start/finish areas.)*

Route is within/passes through these states: \_\_\_\_\_

Shape of Route (Out-and-Back, Loop, Point-to-Point): \_\_\_\_\_

Free-Route Permanent?  Reversible? *(Loop and point-to-point routes only)* Fee: \$ \_\_\_\_\_

Distance (km): \_\_\_\_\_ Total Climbing (ft): \_\_\_\_\_ Availability: \_\_\_\_\_  
*(round down) (12 months, March to October, etc.)*

Web-based Map URL: \_\_\_\_\_

Use Map URL as Website URL.

Website URL: \_\_\_\_\_  
*(Personal or randonneuring-related websites only.)*

Description: \_\_\_\_\_  
*(One-sentence summary of descriptive/interesting route information.)*

Send your application to:

Crista Borrás  
RUSA Permanents Coordinator  
14725 Janice Drive  
Rockville, Maryland 20853  
permanista@gmail.com

Official Use:

Approval (Route) No.: