<u>**SNOWMOBILE TRAIL MAPPING AND APPLICATION INSTRUCTIONS**</u>
New York State Office of Parks, Recreation and Historic Preservation (OPRHP)
Snowmobile Trail Grant-In-Aid Program

Required for submission of snowmobile trail data

1. County wide map
2. County wide shapefile or geodatabase
3. Trail application form – one per trail
4. Trail metadata – one per trail
5. GPX files are no longer required for submission. Local sponsor must maintain source file data as a backup in case verification is needed or corrupt data needs to be rebuilt for 3 years or until the data is superseded by new data.

Mapping procedure

1. Review Current Trail System
   a. Determine that the proper corridor or secondary trail identification number and Trail Maintenance Entity (TME) has been identified for each trail segment.
   b. Check the breakdown of TME by trail. If a trail segment was incorrectly identified, please correct where the trail TME assignment should have been. This is important in calculating trail mileage by TME.
2. Highlight changes to existing trail system on countywide map and in countywide shapefile/geodatabase
   a. GPS Update of existing trail
   b. Reroute of existing trail to new location
   c. Type change request – Corridor or Secondary
   d. Class change request – A or B
   e. New Trail Proposals – must be clearly labeled as a new trail submission.
3. Submit one countywide projected GIS file or one projected GIS file for each trail.
   a. Coordinate system – UTM zone 18, NAD83
   b. Acceptable formats: shapefile, geodatabase.
4. GIS data must include fields that are in the current file maintained by OPRHP. A template for fields, field type, and field length is available upon request.
   a. Appropriate fields must be filled in.
   b. Note changes and proposals in OPRHP_NOTES field.
5. Metadata must be provided, including GPS data collection procedures and standards.
6. A hard copy map must be submitted in addition to the GIS data, with changes shown and highlighted. This is important to have during the Prior Approval application review to eliminate confusion when viewing the data.

County Wide Map

Include a map depicting the grant funded snowmobile trail system, junction numbers as well as proposed trails, reroutes, trail changes and GPS updates.

To Obtain Current Trail Data:

Shapefiles for use with GIS software will be provided on request (email snowmobilegps@parks.ny.gov)