Grand Junction Field Office
and
McInnis Canyons
National Conservation Area

Special Recreation
Permit Policy

Effective Date:
February 3, 2006

Policy Update:
3/5/09

This policy ensures that all Bureau of Land Management Special Recreation Permits (SRP or permit) are administered consistently by the BLM Grand Junction Field Office (GJFO) and McInnis Canyons National Conservation Area (NCA). Throughout this policy any reference to GJFO will include both the Grand Junction Field Office and the McInnis Canyons National Conservation Area.

All activities requiring an SRP on BLM Public Lands, within the GJFO and McInnis Canyons NCA, will comply with this policy, the Colorado BLM State policy, as well as policy identified in BLM H-2930-1 with authorities from 43 CFR 2930.

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Uses Requiring an SRP:

1. A **commercial permit** is required when anyone intends to use public lands and related waterways, on a recreational basis, for business or financial gain. If any of the following conditions are met, a commercial permit is required.

- "When any person, group or organization makes or attempts to make a profit, receive money, amortize equipment or obtain goods or services as compensation from participants in recreational activities occurring on public lands, the use is considered commercial.
- An activity, service or use is commercial if anyone collects a fee or receives other compensation that is not strictly a sharing of, or is in excess of, actual expenses incurred for the purposes of the activity, service or use.
- Commercial use may also be characterized by public advertising for participants or situations where a duty of care or expectation of safety is owed participants by service providers as a result of compensation.
- Use by scientific, education, and therapeutic institutions or non-profit organizations is considered commercial when the above criteria are met and subject to a permit when the above conditions exist. Non-profit status of any group or organizations does not, in itself, determine whether an event or activity arranged by such a group or organization is non-commercial. Profit-making organizations are automatically classified as commercial, even if that part of their activity covered by the permit is not profit making." (BLM Handbook H-2930-1)
- Non-profit organizations engaged in fundraising activities are commercial in nature. Fundraising events require a permit and will be subject to fees.
- Advertising and product promotion are inherent to business activities and when conducted on BLM public lands, require a permit and will be subject to fees. (e.g. demonstration of recreation equipment; mountain bikes, 4-wheel drive vehicles, GPS receivers, etc.)

2. A **competitive permit** means any organized, sanctioned or structured use, event or activity on public land in which two or more contestants compete and either of the following elements apply:

- Participants register, enter or complete an application for the event; or
- A predetermined course or area is designated; or
- One or more individuals contesting an established record such as speed or endurance.

3. **Vending**—Vending permits are temporary, short-term, non-exclusive, revocable authorizations to sell goods or services on public lands in conjunction with a recreation activity. Vending permits must support recreation management objectives identified in land use plans.

4. **Special Area Use**—Permits may be required for individual (private, non-commercial) recreation use in Special Areas. Special Areas are areas officially designated by statute or Secretarial order including: components of the National Trails System, the National Wild and Scenic Rivers System, the National Wilderness System, National Conservation Areas and Monuments or National Recreation Areas.

5. **Organized Group Activity and Event Use**—Organized group/event permits are for group outdoor recreation activities or events which are neither commercial or competitive activities. The authorized officer, in accordance with this policy, determines when a permit is required based on planning decisions, resource concerns, user conflicts, public health and safety, and/or the need for monitoring.

Organized groups that do not need a permit may need a letter of agreement with the BLM Grand Junction for certain activities.

Commercial activities with limited annual use may be issued an event permit and subject to the requirements of an event permit.

BLM SRP Policy:

All commercial, competitive, special area use and organized group activity, as well as event use on BLM's Public Lands, meeting the above criteria, must be authorized by a SRP before any activity occurs. SRPs are issued at the discretion of the authorized officer who may, at any time and without prior notice, choose not to issue permits for certain activities or use areas. Such decisions could be based on a variety of factors such as planning decisions, potential resource impacts, existing outfitters in the same area, overcrowding, past poor performance, climatic conditions and others.

Timelines for GJFO SRP Processing and Administration:

Commercial Permits:

- August 1 through August 31—BLM accepts applications from new applicants and renewing applicants for the following year.
- September 1 through September 30—BLM will notify the applicant that the application has been received and request any additional information.
- October 1 through October 31—BLM will solicit public comment on the applicant's proposal.*****
- November 1 through November 30—BLM review panel reviews applications and public comment. BLM will notify applicant if further environmental review is necessary.
- December 1 through December 30—BLM will notify applicant regarding

permit approval or denial.

- January 1 through January 31—Post-use reports and fees due to the BLM.
- February 1—Commercial permits issued.
- February 1 through February 28—BLM reviews post-use reports and reconciles fees.
- April 30—Post-use for lion permits due to BLM.

Events, Organized Groups and Vendor Permits:

- 180 days prior to use date, BLM receives permit application.
- 180 – 150 days prior to use date, BLM notifies applicant that application has been received and requests any additional information. BLM begins environmental review if applicable.
- 150 – 120 days prior to use date, BLM may solicit public comment on the applicant's proposal.*****
- 120 – 90 days prior to use date, BLM review panel reviews public comment (if solicited), the proposal and the environmental review.
- 90 days prior to use date, BLM notifies the applicant on permit approval or denial.
- 30 days prior to use date, proof of insurance, bond (if required), and 25 percent of estimated fees due to the BLM, unless a different fee payment schedule is approved by the authorized officer.
- 30 days after use date, post-use report and fees due to BLM.
- 60 days after use date, post-event report sent to permittee.

* Public Comment: BLM Grand Junction will send out a press release soliciting comments from the public concerning the new or renewing permit proposals. BLM will solicit comments based on the Application Review Criteria listed on pages 7, 8, & 9 below. In addition, comment will be solicited from individuals and groups on the Wilderness Study Area (WSA) and Wilderness interested parties mailing list in the Grand Junction Field Office for any proposals inside WSAs or the Black Ridge Canyons Wilderness. BLM may solicit public comment at anytime throughout the year based on priorities and as need arises.

<u>Application Requirements:</u>

1. Commercial Permits:

These items must be submitted between August 1 and August 31 for new applications and proposed changes to existing permits:

A. A business plan:
New applicants for commercial permits will need to satisfactorily prepare a business plan that includes the following considerations before their request will be considered. Updated business plans may also be required from renewing permittees who are submitting operational changes. A detailed business plan provides the BLM a

basis to evaluate the proposal and effectively determine whether the proposal is consistent with management objectives. The BLM Grand Junction Field Office expects a detailed plan that addresses the following:

- A description of the business: include the products and services that you will offer and your knowledge of the industry
- A geographic analysis: include a discussion of the advantages and disadvantages of the location where you are proposing your business, and what your approach will be to overcome any problems posed by the location
- A market analysis: describe your anticipated market (age, hobbies, income, local, regional, national, international, etc.), describe the size of the current market and potential for growth in demand, and discuss your advertising strategy (how, when and where)
- A competitive analysis: identify 3 or 4 of your competitors, discuss their strengths and weaknesses, discuss why you will be able to compete and capture a share of the supply side of the market
- Benefits to public lands recreation: identify how your proposal enhances the opportunity for visitors to enjoy public lands and helps the BLM meet recreation management objectives

B. Application form, completed and signed

C. Operating Plan

D. Map providing sufficient detail showing specifically where use is proposed to occur

E. Signed copy of SRP Terms, Conditions and Stipulations

F. Application fee ($100.00 for new permits, $50.00 for renewing permits)

2. Event Permits:

These items must be submitted 180 days prior to the proposed use date for event applications:

A. Application Form, completed and signed

B. Operating Plan that includes a:
- Course plan (including a map)
- Safety plan
- Communications plan (if applicable)

C. Signed copy of SRP Terms, Conditions and Stipulations

D. Application fee ($100 for new permits, $50 for renewing permits)

3. Required 60 days prior to use for new and renewing permits: (for all

permits)

A. Copy of any applicable state, county or city licenses, permits or registrations

B. Evidence of permission to use private land (if applicable)

C. Copy of current advertising brochure and price list

D. Copy of client-outfitter contract or participant registration/waiver

E. Estimated use fees

4. Required 30 days prior to use

A. Proof of insurance meeting BLM standards as defined in the terms, conditions, and stipulations.

5. Required 10 days prior to use for new and renewing permits:

A. Updated guide list

B. List of vehicles and license numbers used in operations

C. Bond (if applicable)

<u>Application Review Criteria:</u>

Permits proposals described in business and operating plans will be evaluated using the following criteria. These criteria offer an objective framework for SRP application evaluation. Applications that best comply with the acceptance criteria will be accepted (subject to potential modifications) by the authorized officer.

1. Compliance History
   - Applicant must be in compliance, and have a history of compliance, with local, state and federal regulations. Applicant or authorized representatives have not been convicted of a federal, state or local violation in connection with the proposed operations or activities within the last three years.

2. Safety and Safety History
   - Applicant has demonstrated a history of providing an acceptable level of safety for clients.
3. Consistency with Land Use Planning documents
   - Proposals will be evaluated for consistency with current planning documents, including but not limited to the GJFO Resource

Management Plan, the McInnis Canyons NCA Resource Management Plan, the Bangs Canyon Special Recreation Management Plan, North Fruita Desert Management Plan, and the Grand Mesa Slopes Management Plan. All proposals in a Wilderness Study Area must be consistent with the BLM's interim management policy.

4. Conflicts
   - Permits will not be issued in areas where conflicts currently exist between existing permittees, or between permittees and the public or landowners. Valid conflicts include:
     - Camps; location, number and distance between camps
     - Types of activities permitted
     - Use levels during specific time periods
     - Enforcement/compliance problems exist
     - Improper conduct by permittee or employees
     - Unacceptable resource impacts
     - Overlapping use areas where the same type of use is currently permitted

5. Diversity of Services
   - Applicants must demonstrate that their proposal enhances the diversity of recreational opportunities available for visitors and the services are needed by the public.

6. "Priority Consideration"
   - An existing service provider with a satisfactory compliance record, serving the current estimated demand and fully using his/her operating area, will hold "priority consideration." BLM will consider the *performance of* existing service providers and the *effects on* existing service providers when evaluating an application. If a "priority" service provider is significantly affected, ideas by entrepreneurs or organizers will be declined by BLM.

   NOTE:
   - ➢ A permittee not reporting use for a two-year period will lose priority status.
   - ➢ Before a permit would lose priority status, other factors will be considered, including but not limited to economic conditions/fluctuations, availability of hunting licenses, weather and other natural phenomena which may adversely affect a permittee's operating plans.

7. Low Percentage of BLM Public Lands
   - Applications may be refused where public lands comprise a low percentage of the total area and recreational management goals are being met.

8. Adjoining Lands and Joints Permits
   - The area should include blocks of public land large enough to accommodate the various guided and non-guided activities without relying on adjacent private, leased or state lands. Preference will not be given to applicants who own or lease private land adjacent to BLM public lands. Preference will not be given permittees that have a joint permit issued by another land management agency office.

These criteria are a means to analyze applicants and offset potential problems. Many complex issues are best addressed through an ongoing effort between the permittees and the BLM. The criteria do not set explicit use levels or carrying capacities.

Cost Recovery Requirements:

If more than 50 hours of BLM staff time is required for processing and administering a permit, cost recovery of direct expenses related to the permit will be charged. If the 50-hour cost recovery threshold is exceeded, then cost recovery begins with the first hour of BLM time spent with permit administration. When cost recovery is necessary, the authorized officer shall notify the applicant of potential charges in writing within 30 days of receipt of the application.

Permit Term:

The GJFO may issue permits on a yearly, or multi-year, term for up to 5 years.

New permittees will be issued 1-year probationary permits for a minimum of 2 years.

Permitted Operating Areas:

Permits will be authorized for the *minimum* amount of public land necessary to practically operate a business. Operating areas will be subject to review through post-use reports. Use areas may be modified if permittees do not fully utilize their proposed use area. Permits with two consecutive years of non-use may be cancelled. Before a permit would be modified, other factors such as economic conditions/fluctuations, availability of hunting licenses, weather and other natural phenomena which may adversely affect a permittee's operating plan will be considered.

Authorized use of public lands outside the GJFO may be authorized if requested by the applicant and approved in writing by the adjacent Field Office authorizing officer. Operating areas that overlap Field Office boundaries will be issued via a joint-use permit. *Non-adjacent use areas (areas that do not have a common boundary with the GJFO)* may be authorized via a joint permit if approved by

both Field Office authorizing officers. If approval is not granted, authorization will only include public land in the approved portion of the GJFO.

Annual Operating Authorizations:

Annual operating authorizations will be issued to permittees after the GJFO receives preseason fees; updated proof of insurance; copies of valid licenses, permits and registrations from state, county or city agencies; updated guide lists with copies of current guide information as determined by BLM Colorado handbook; and current client contract.

NOTE: Permits will not be valid without an annual operating authorization.

Permit Fees:

Fees are required for all SRPs.

- Commercial permit fees are based upon 3 percent of the adjusted gross revenue derived from use authorized under the SRP.
- Competitive and commercial event permit fees are based upon 3 percent of the adjusted gross revenue derived from use authorized under the SRP, or $5 per person per day, whichever is greater.
- Organized group permit fees are $5 per person per day.
- Permit fees due the Government must be paid in advance of any authorized use to ensure that the Government receives payment.
- Permittees with a commercial permit will pay 100 percent of estimated fees if the estimated fee is less than $500, and 50 percent of estimated fees if the estimated fees are greater than $500.
- Permittees with event permits will pay 25 percent of estimated fees 60 days prior to the use date, and may be required to secure a bond.
- Fees can also be charged for individual use of Special Areas, reservation/assignment of sites and livestock grazing when associated with recreational use.
- All payments exceeding the amount owed the BLM for commercial permits will be credited to the next year.
- Refunds will be made for overpayment of fees for an event permit.
- Other fees as specified by BLM Colorado may apply.

Post-Use Reporting:

Post-use reports, trip log summaries and payments will be required 30 days after the last day of authorized use or on a date agreed to by the authorized officer.

SRPs will be monitored through post-use reports, trip log summaries and field

checks to determine *actual-use areas, use periods, types of use* and *actual amounts of use* for each permittee. Post-use reports will be the primary method used to determine the actual (not proposed) use levels and the actual (not proposed) use areas.

Periodic audits of permittee's records will be used to ensure accurate post-use reporting.

Trip logs must show beginning and ending dates of each trip, location of use area (closest drainage), number of clients and staff on each trip, number of days use occurred on both BLM and private lands and total receipts.

The Post-Use Report must summarize the total number of client and staff visitor days, total receipts, amount of deductions claimed and discounts for time off of BLM public lands. Payments will be made for each use period. If no use occurs during a use period, a post-use report still must be submitted stating non-use for the period.

Discounts for Time off BLM Public Lands:

The number of days public land was used, relative to the total trip days (which includes exclusive private land use days), will be used to determine any discount. *A BLM Use Day is defined* as *any calendar day, or portion thereof, for each individual accompanied or serviced by a permittee on BLM public lands or waters.*

Deductions:

Deductions from gross receipts for a trip will be allowed for actual transportation for the guest and lodging for the guest that is included in the price of the trip before a guest's arrival at the beginning of the trip, and after departure at the end of a trip. Supporting receipts will be required for any deductions.

Grace Period:

A January 1 through January 31 grace period will be given to existing hunting outfitters to accommodate the administrative overlap with the State of Colorado Office of Outfitters Registration. New applicants will need a registration number before the BLM permit is issued. All permits issued for the current year will be void on February 1 of that year, if proof of State license registration is not received by the BLM permit administrator by January 31 of the current permit year.

New Permittees:

New permittees will be placed in a probationary status for two years and issued

permits on a yearly basis. After two years, the permit can be converted to a term of up to five years, in accordance with the above structure (see Permit Term), a good compliance record and approval by the authorized official.

Stipulations:

The standard *Terms, Conditions and Stipulations* for commercial permits apply to all SRPs. Additional terms, conditions and stipulations may be assigned to a permit based on land use planning prescriptions, environmental analysis or other factors. Failure to adhere to any standard stipulation, attached stipulation or revised policy will result in remedial action(s). BLM reserves the right to revoke or alter the terms, conditions and stipulations of SRPs at any time.

Permit Transfers:

Permittees that wish to have their permit privileges transferred to a new operator must notify the authorized officer in advance, in writing, and receive advanced written permission from the GJFO authorized officer. The new permit applicant will follow the guidelines in this policy when applying for the new permit.

Permittee information policy:

A current list of permittees and permitted uses will be posted on the GJFO web site as well as at recreation sites, and shared with other BLM and U.S. Forest Service offices.

Signature Page:

Catherine Robertson
Field Manager

11/15/06
Date

I have read the Grand Junction Field Office Special Recreation Policy and understand that my permit proposal will be evaluated using the guidance of this policy and that my permit will be administered using the guidance of this policy, the Colorado BLM State Handbook and the BLM Handbook H-2930-1.

_____ _____

Permittee or Applicant Date

Special Recreation Permit Information

Commercial, Competitive and Special Events

On BLM Administered Public Lands
(Revised 2009)

BLM

Colorado State Office

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CHAPTER I: Information for all Types of Permits

USES REQUIRING PERMITS

1. A **commercial permit** is required when anyone intends to make recreational use of the public lands and related waterways for business or financial gain.

- *When any person, group, or organization makes or attempts to make a profit, receive money, amortize equipment, or obtain goods or services, as compensation from participants in recreational activities occurring on public lands, the use is considered commercial.*
- *An activity, service, or use is commercial if anyone collects a fee or receives other compensation that is not strictly a sharing of, or is in excess of, actual expenses incurred for the purposes of the activity, service or use.*
- Commercial use may also be characterized by public advertising for participants or situations where a duty of care or expectation of safety is owed the participants by service providers as a result of compensation.
- Use by scientific, educational, and therapeutic institutions or non-profit organizations is considered commercial when the above criteria are met and subject to a permit when the above conditions exist. Non-profit status of any group or organizations does not, in itself, determine whether an event or activity arranged by such a group or organization is non — commercial. Profit-making organizations are automatically classified as commercial, even if that part of their activity covered by the permit is not profit making.

2. A **competitive permit** means any organized, sanctioned, or structured use, event, or activity on public land in which two or more contestants compete and either of the following elements apply:

- Participants register, enter, or complete an application for the event; or
- A predetermined course or area is designated.
- It also means one or more individuals who are contesting an established record such as speed or endurance.

3. **Vending —** vending permits are temporary, short-term, non-exclusive, revocable authorizations to sell goods or services on public lands in conjunction with a recreation activity.

4. **Special Area Use** — permits may be required for individual (private, non-commercial) recreation use in Special Areas. Special Areas are areas officially designated by statute or Secretarial order including: components of the National Trails System, the National Wild and Scenic Rivers System, the National Wilderness System, National Conservation Areas and Monuments or National Recreation Areas or any area where the authorized officer determines that the resources require special management or control measurements for their protection (i.e., Special Recreation Management Areas

5. Organized Group Activity and Event Use — organized group/event permits are for group outdoor recreation activities or events which are neither commercial nor competitive. The authorized officer determines when a permit is required based on planning decisions, resource concerns, user conflicts, public health and safety, and/or the need for monitoring.

BLM'S SPECIAL RECREATION PERMIT POLICY

All commercial, competitive, special area use, and organized group activity and event use on Colorado's public lands meeting the above criteria must be authorized by Special Recreation Permit before it occurs. Special Recreation Permits are issued at the discretion of the Field Manager who may, at any time and without prior notice, choose not to issue permits for certain activities or use areas. Such decisions could be based on a variety of factors such as planning decisions, potential resource impacts, existing outfitters in the same area, overcrowding, past poor performance and others.

Some developed recreation facilities do require Recreation Use Permits for site use. Please check with the responsible Field Manager for possible new individual or group permit requirements before beginning your outing.

EXCEPTIONS

The Field Manager determines whether an event or activity falls under one of the following exceptions. Please check and ask for an exception in writing before you assume that your event is an exception.

A Special Recreation Permit may not be required:*

1. When BLM sponsors, or co-sponsors, uses such as activities that take place as a result of cooperative agreements.

2. Where a use or event begins and ends on non-public lands or related waters, traverses less than 1 mile of public lands, or 1 shoreline mile, and poses no threat of significant damage to public land or water resources values. This may not apply to special areas for example National Conservation Areas, Wilderness Areas, etc.

3. For competitive events when they are not commercial, comply with land use plan decisions and designations, do not award cash prizes, are not publicly advertised, poses no risk for damage to public land or related water resource values, and require no monitoring.

4. For an organized group activity or event that is not commercial, is not publicly advertised, poses no appreciable risk for damage to public land or related water resource values, and requires no specific management or monitoring.

5. For non-recreation uses such as research projects requested by BLM, or administrative use by other Federal or state agencies, do not generally require an SRP. However, individual permits in special areas may still be required.

* While the BLM may exempt you from permit requirements, you may still be required to obtain licenses or permits from other Federal or state regulatory agencies (i.e. River Outfitters License for public school groups or state Child Care License for Wilderness Therapy Groups).

Changes for 2009

New SRP fee structure:

- New SRP—$100
- SRP Renewal (re-issuance of expired permits)—$50
- SRP Transfer from one person to another person—$100

These fees do not apply to individual SRPs authorizing use of designated Special Use Areas. Also, no fees are charged for annual operating authorizations.

Future adjustments in the fee amount will be made based on inflation and local market trends. Consultation will be made with Colorado's three Resource Advisory Committees and appropriate public notice.

ITEMS THAT ARE GENERALLY REQUIRED WITH YOUR APPLICATION
(Please check with local Field Office where you're applying for specific requirements)

1. A completed and signed **application.***

2. A current **operating plan.****

3. A marked-up **map** showing all areas proposed for guiding and outfitting operations. Include base and spike camp locations, locations of locked gates, trails and roads used, and outline owned or leased private lands.**

4. A copy of all **outfitters licenses** and/or **registrations** required by the Colorado Division of Parks and Outdoor Recreation (State Parks Board) and/or the Office of Outfitter Registration (Department of Regulatory Agencies) and/or a Colorado State Child Care License if you work with minors.***

5. A valid **insurance policy** identifying the U.S. Government as additionally insured. (See page 10 for minimum acceptable liability insurance coverage.)

6. Use Fee Payments calculated according to estimated use included in your application.
   Commercial Use Fee Payments are calculated at 3% of total projected client charges or a $95 annual minimum, whichever is greater.
   Competitive Use Fee Payments are calculated at $5.00 per user day or 3% of gross receipts, whichever is greater.
   Individual or Group Fee Payments are calculated at $5.00 per user day.

7. A copy of your current **brochure** and **price list**.***

8. A copy of your blank client contract/waivers.

9. A signed copy of the standard stipulations, page 14-23 and page 24-25 for competitive & OHV events.

*Note: * Not required for multi-year permittee having a permit that is still valid.*

*** Multi-year permittee need only submit if the use areas or operation for the current year differ from the map or operating plan which you included with your original permit application.*

**** Only required for commercial permittee.*

At their discretion, Field Managers may also require that you submit additional information to supplement the above.

USE AUTHORIZATION GRANTED BY SPECIAL RECREATION PERMITS (SRPs)

These permits authorize recreation use of specific public lands areas administered by BLM. They convey no use privileges on other lands (e.g., private, state, USDA Forest Service, etc.). Public roads and other public lands provide the only legal access to lands for which use is authorized by permit unless the permittee has obtained prior permission from other landowners.

AUTHORITIES

- Federal Land Policy and Management Act of 1976, as amended, P.L. 94-579 (43 U.S.C. 1701 et seq.)
- Land and Water Conservation Fund Act of 1965, as amended, P.L. 88-578 (16 U.S.C. 460 (1-6a) et seq.)
- Wilderness Act of 1964, P.L. 88-577 (16 U.S.C. 1131)
- National Trails Systems Act of 1968, as amended, P.L. 90-543 (16 U.S.C. 1241, et seq.)
- National Wild and Scenic Rivers Act of 1968, P.L. 90-542 (16 U.S.C. 1271-87, et seq.)
- Sikes Act of 1974, P.L. 93-452 (16 U.S.C. 670, et seq.)
- National Environmental Policy Act of 1969, P.L. 91-190 (42 U.S.C. 4321, et seq.)
- Part 516, Departmental Manual, Chapter 6, Appendix 5 — Categorical Exclusion Review
- Title 36 CFR, Subpart 71 — Recreation Fees
- Title 43 CFR, Subpart 2932 — Special Recreation Permits for Commercial Use, Competitive Events, Organized Groups and Recreation Use in Special Areas
- Office of Management and Budget Circular A-25 of 1993 Revised
- Federal Lands Recreation Enhancement Act (FLREA), H.R. 4818, Section 8, (c)

*Violations of these, and other state, local, and federal codes, ordinances, rules, regulations, and laws may be enforced through administrative, civil and/or criminal penalties.

WHERE TO APPLY
BLM FIELD OFFICES IN COLORADO

www.blm.gov/co

Canyon of the Ancients National Monument
27501 Hwy 184
Dolores, CO 81323
(970) 882-4811
Note: No new commercial permits issued at this time.

Columbine Field Office
110 W. 11th
Durango, CO 81301
(970) 884-1400 or (970) 375-3310

Glenwood Springs Field Office
50629 Highways 6 & 24
Glenwood Springs, CO 81601
(970) 947-2800
Note: No new commercial permits issued for river related use on the Upper Colorado and Eagle Rivers at this time

Grand Junction Field Office
2815 H Road
Grand Junction, CO 81506
(970) 244-3000

Gunnison Field Office
216 North Colorado
Gunnison, CO 81230
(970) 641-0471

Gunnison Gorge National Conservation Area
2465 S. Townsend Ave.
Montrose, CO 81401
(970) 240-5300
Note: No new commercial wilderness river permits issued at this time.

Kremmling Field Office
2103 E. Park Ave.
P.O. Box 68
Kremmling, CO 80459-0068
(970) 724-3000
Note: No new commercial permits issued for river related use on the Upper Colorado at this time

Little Snake Field Office
455 Emerson
Craig, CO 81625
(970) 826-5000

Dolores Public Lands Office
29211 Highway 184
P.O. Box 210
Dolores, CO 81323
(970) 882-7296

McInnis Canyons National Conservation Area
2815 H Road
Grand Junction, CO 81506
(970) 244-3000
Note: No new commercial permits issued for river related use on the Colorado at this time

Royal Gorge Field Office
3028 East Main
Canon City, CO 81212
(719) 269-8500

San Juan Public Land Center
15 Burnett Ct.
Durango, CO 81301
(970) 247-4874

San Luis Valley Public Land Center
1803 W. Highway 160
Monte Vista, CO 81144
(719) 852-5941

Uncompahgre Field Office
2505 South Townsend
Montrose, CO 81401
(970) 240-5300

White River Field Office
220 East Market
Meeker, CO 81641
(970) 878-3800

LAND USE ETHICS

Please, treat your surroundings, and your fellow visitors, with respect.

We encourage all permittees to practice "STAY THE TRAIL COLORADO", TREAD LIGHTLY AND LEAVE NO TRACE! land ethics.

TREAD LIGHTLY! PLEDGE:

Travel and recreate with minimum impact.

Respect the environment and the rights of others.

Educate yourself, plan and prepare before you go.

Allow for future use of the outdoors, leave it better than you found it.

Discover the rewards of responsible recreation.

"STAY THE TRAIL COLORADO"

1. Mind the width
2. Mind the signs
3. Keep your wheels where they belong

PRINCIPLES OF LEAVE NO TRACE!

Plan ahead and prepare

- Know the regulations & special concerns
- Prepare for extreme weather, hazards, and emergencies.
- Visit in small groups. Split larger parties into groups of 4-6.
- Repackage food to minimize waste.
- Use a map.

Travel and camp on durable surfaces

- Camp at least 200 feet from lakes and streams.
- Concentrate use on existing trails & campsites.
- Walk single file in the middle of the trail, even when wet or muddy.
- Keep campsites small.
- Disperse use to prevent the creation of campsites and trails.
- Avoid places where impacts are just beginning.

Dispose of waste properly

- Pack it in, pack it out.
- Deposit solid human waste in cat holes dug 6 to 8 inches deep at least 200 feet from water, camp and trails.
- Pack out toilet paper & hygiene products.
- Wash 200 feet away from stream or lakes.

Leave what you find

- Preserve the past, examine, but do not touch, cultural or historic structures.
- Leave rocks, plants & other natural objects as you find them.
- Avoid introduction or transporting non-native species.

Minimize campfire impacts

- Use lightweight stove for cooking.
- Where fires are permitted, use established fire rings, fire pans or mound fires.
- Keep fires small.
- Put out campfires completely, then scatter cool ashes.

Respect Wildlife

- Observe wildlife from a distance.
- Never feed animals.
- Store rations and trash securely.
- Control pets at all times.
- Avoid wild during sensitive times.

Be considerate of other visitors

- Respect other visitors.
- Be courteous.
- Step to the downhill side of trail when encountering pack stock.
- Camp away from trails & other visitors.
- Avoid loud voices & noises.

CHAPTER II: Permits

PERMIT DURATION
Commercial outfitters may receive a 10-year permit at the discretion of the BLM Field Manager after two acceptable seasons. Multi-year permits must be accompanied by an Annual Operating Authorization in order to be valid. Criteria used to determine appropriate permit length include management objectives, resource management planning time frames, environmental risks involved, public need for the intended use, and a permittee's past or current performance rating. BLM does not use or recognize the term "priority use."

APPLICATION FEES

Application fees are:
- $100 for new Applications
- $50 for Renewals
- $100 for Transfers.

COMMERCIAL FEES

The minimum annual fee is $95or 3% of the permittee's gross revenue (allowing certain deductions for lodging and transportation), whichever is greater. (See definition for commercial use on page 2). Gross receipts include total income which has been generated from the permitted activity before deducting costs such as insurance, prizes, other permit or license fees, etc. Gross receipts also include total supplemental money collected through sponsor contributions, other donations, the sale of clothing, insignia, specialized equipment, or food and beverage when sold incidental to the permitted activity.

Estimated Fees

For commercial use, fee estimates should be based on either the amount of fees paid the previous year, or an annual revenue estimate agreed to by both the permittee and the authorized officer before any use occurs. When revenues are uncertain, e.g., for the first year of a new operation, the minimum fee or an estimate agreed to by both parties is appropriate. For competitive use, fee estimates will be based on projected gross revenues or numbers of participants and spectators as agreed upon by the applicant and the authorized officer. In any case, the prepaid fee cannot be less than the minimum fee. payments.

At the Authorized Officers discretion, applicants whose projected use fees exceed $1,000 may make periodic advance payments instead of one lump sum pre-season payment. Contact the managing BLM Field Office for details.

COMPETITIVE FEES: A minimum fee of $95 or $5.00 per user day or 3% of gross receipts, whichever is greater.

ORGANIZED GROUP ACTIVITIES AND EVENT FEES: A minimum fee of $95 or $5.00 per user day, whichever is greater.

COST RECOVERY

Cost recovery is a charge based upon the actual personnel, vehicle, travel and materials costs required to issue, administer and monitor the SRP.

BLM has been directed to recover costs of processing and administering SRPs. At the discretion of the issuing Field Office, additional charges may be levied to cover these costs. These costs may be greater for new permits and for substantial changes to existing permits. Because these charges are administrative, they will be in addition to any normal use fees incurred. Authorized officers will notify affected permit applicants or permit renewals of these charges in writing within 30 days of receiving applications or the intent to renew.

50-hour Threshold

While the above is discretionary, BLM policy makes cost recovery mandatory for all administrative work that involves 50 or more hours to complete, beginning with the first hour.

For commercial users, cost recovery charges are in addition to fees ($95 or 3%). For competitive or organized group permits which exceed the 50 hour threshold, cost recovery will be charged in addition to the fee schedule unless anticipated fees exceed the cost recovery charge. In that case, use fees will be charged rather than cost recovery.

Other Fees Associated with SRPs

1. Assigned site fees of $190 are in addition to the recreation fee schedule. Assigned sites for commercial use do not preclude public use.

2. Exclusive use fee. The authorized officer may determine that to protect public health or safety or to eliminate user and resource conflicts, permittees may require exclusive recreation use of a site to conduct their activity. The exclusive use fee is established by the State Director.

3. Grazing fees may be charged for livestock grazing or trailing associated with a SRP and will be calculated based on the grazing fee formula in effect at the time the SRP is issued.

REPORTING

The Post Use Report is due within 30 days of the last day of permitted use or date established on permit. At the close of season, actual use fees will be determined from the Post Use Report. (However, to save time and money, you have the option to compute what you may owe and send it in with your post use report). Permittees who have overpaid must request a refund in writing or overpayment will be automatically credited to next year's fees. Permittees who have underpaid will be billed for the account balance. Final payments are due within 30 days of the date of BLM's final billing, which cannot be issued until the Post Use Report is received. **Failure to meet these deadlines will result in remedial action against the permittee, (late fees, probation, suspension, or revocation).**

Deductions and discounts may be allowed and must be approved in writing and in advance. Certain transportation and lodging costs may be deductible. These must be incurred before arrival at the beginning of a trip and after departure at the end of a trip from permittee's headquarters or the local community. Costs incurred between the permittee's headquarters or local community and public lands and costs incurred during the permitted activity, whether on or off public lands, do not qualify.

Upland outfitters may qualify for additional discounts based on time spent off public lands during the permitted activity.

PAYMENT OF USE FEES

A payment reflecting estimated use is required prior to authorization for use. The fee will be adjusted based on use as documented in the Post Use Report.

INSURANCE REQUIREMENTS

An insurance certificate must be submitted for all permits, including a provision to notify the appropriate BLM Field Manager(s) before the policy is either modified or terminated. BLM Field Managers may require greater coverage where a potential for higher claims exist. BLM minimum acceptable liability insurance coverage is:

$300,000 damage per occurrence (persons, bodily injury or death);
$600,000 annual aggregate for bodily injury; and
$ 30,000 property damage per occurrence.
$ 50,000 annual aggregate, if specified

The insurance certificate must list the United States Government as additionally insured (not co-insured), state the limits of liability, **state the activities that are covered by the policy**, and specify that the insurer will give the additionally insured as well as the certificate holder **30** days written notice before cancellation of the policy. The Forest Service also needs to be identified as additionally insured for joint permits.

Bonds

Bonds may be required for all permits. The requirement for a bond will be at the discretion of the authorized officer in each Field Office.

COOPERATIVE/JOINT PERMIT MANAGEMENT

A Memorandum of Understanding between the BLM and USDA Forest Service in Colorado provides for the issuance of a single permit, simultaneously authorizing an outfitter's operation that spans a BLM-Forest Service agency boundary. Generally, the agency that issues these permits will be the one that administers lands where a) base camps are located or b) where the majority of use occurs. Outfitters will be charged the minimum $95 fee for each agency. Therefore, the minimum fee for a joint permit is $190. If 3% of gross revenue exceeds $190, you will need to pay that additional amount.

On joint permits with the Forest Service, both BLM and the Forest Service CFR citations will be enforced. See standard stipulations IV. G. on page 17.

The Forest Service requires different insurance minimums than the BLM. Applicants should check with affected District Rangers and Field Managers to find out where to apply and different insurance minimums necessary. The higher of the insurance minimums for upland outfitting apply to all cooperative BLM-Forest Service permits:

Current Forest Service insurance minimums are:
$500,000 bodily injury for any one person;
$300,000 for any one occurrence; and
$25,000 property damage for any one occurrence

Another cooperative agreement between the BLM and the Colorado Division of Wildlife (DOW) provides for cooperative compliance of upland permittee permit requirements. DOW law enforcement personnel may check for BLM permits on routine patrols, and BLM field personnel will alert DOW to potential violations of wildlife laws and regulations.

The Moab BLM District Office in Utah issues and administering permits for river outfitters running Ruby Canyon as an integral part of trips through Westwater Canyon in Utah and for those running the Utah portion of the Dolores River below Gateway, Colorado. Operators should file applications with: Moab Field Office, Bureau of Land Management, 82 E. Dogwood, Moab, Utah 84532 Phone: (435) 259-2100.

Although BLM in Utah issues these permits, BLM Colorado stipulations still apply for all use occurring on public lands within the State of Colorado.

REQUIRED STATE LICENSES

You must provide BLM a copy of your state river outfitters license required by state law. Commercial river outfitters conducting hunting and/or fishing trips are required to obtain a state hunting authorization and appropriate fishing license as well.

Outfitters involved in the taking of game and fish must obtain a license registration from:

Office of Outfitters Registration
Colorado Department of Regulatory Agencies
1560 Broadway, Suite 1340
Denver, Colorado 80202
Phone: (303) 894-7778
www.dora.co.state.us

Wilderness Therapy or Children Programs must obtain a license from:

Children, Youth and Family Division
of Child Care
Mark Lapka, Licensing Supervisor
1575 Sherman St
Denver, CO 80203
Phone: (970) 625-5051
Mark.lapka@state.co.us
www.cdhs.state.co.us/childcare

Commercial river outfitters must obtain a license from:

Colorado Division of Parks and Outdoor Recreation
Colorado Department of Natural Resources
13787 South Highway 85
Littleton, Colorado 80125
Phone: (303) 791-1954

PERFORMANCE REVIEW STANDARDS FOR PERMITTEE EVALUATIONS

An annual performance evaluation is required of all commercial permittees. Its purpose is to evaluate permittee compliance with the operating plan including all applicable stipulations; determine if use complies with management plan objectives; evaluate whether to re-issue or extend the permit; receive permittee feedback on BLM management actions; and address special attention items specific to the affected use area. Performance review standards used are all applicable operating conditions.

Operating conditions that each permittee must abide by include: (1) The Operating Plan submitted with permit application, (2) conditions that are printed on the reverse side of the permit application (Form 2930-1), (3) Standard Stipulations attached to all permits (4) Field Office Supplemental Stipulations, additional terms and conditions for specified public lands areas which may also be included with your permit at each BLM Field Manager's discretion and (5) Permit documents and annual operating authorizations. BLM reserves the right to revoke or alter the terms and conditions of these Special Recreation Permits at any time as necessary. **Failure to adhere to any of these operating conditions may result in remedial action(s) against the permittee.**

Three different performance levels are recognized:

> **Acceptable** means that the permittee has generally operated in accordance with the terms and conditions established for the permit
>
> **Probationary** means that the permittee has not operated in full accordance with the terms and conditions of the permit. Corrective action by the holder is mandatory and continued operation at this level of performance is unacceptable. Permittee will only qualify for a 1 year permit. If this performance level is received 2 years in a row, the authorized officer may suspend or terminate the permit and/or deny future permit applications.
>
> **Unacceptable** means that the permittee has not operated in accordance with the terms and conditions of the permit and cannot be allowed to continue. This performance level will result in suspension, termination, or revocation of permit privileges as appropriate to the circumstances.

BLM reserves the right to revoke or alter the terms and conditions of Special Recreation Permits at any time as necessary.

STANDARD STIPULATIONS

Refer to pages 14 - 23 for Special Recreation Permit terms, conditions and stipulations for all permitted activities.

DEADLINES FOR PERMITS

Commercial Permits

Check with your local field office for deadlines, schedules and permit availability for commercial permits.

Competitive, Organized Groups and Events Use and Special Areas Use

Application must be submitted at least 180 days in advance of the first intended use date unless a shorter time is authorized by the Field Manager having jurisdiction over the public lands to be used. Contact local Field Offices for specific timelines.

Note: Several field offices are not accepting new applications. Contact the individual field offices.

RIVER-RELATED COMMERCIAL PERMITS

River-related permits authorize use of BLM-administered public lands adjacent to Colorado's rivers, not of the actual rivers themselves. This is in conformance with Colorado State Law (18-4-504.5, C.R.S. 1973) which provides no authority for adjoining landowners to prohibit or otherwise control river floating use. This is also consistent with the Colorado Attorney General's opinion of August 31, 1983, which stated, in part, ". . .one who floats upon the waters of a river or stream over or through private property, without touching the stream banks or beds, does not commit a criminal trespass. . ."

APPLICATION DEADLINES

Check with your local BLM field office for permit applications dates and availability for all rivers (except the Arkansas River).

River permit applications should be filed as follows:

- *Arkansas River* from Granite to Pueblo: Arkansas Headwaters Recreation Area (See address below).
- *Dolores River* from Bradfield Bridge to Bedrock: Mancos/Dolores Field Office. **(Not accepting new outfitters)**
- *Dolores River* from Bedrock to Roc Creek: Uncompahgre Field Office.
- *Dolores River* from Roc Creek to Stateline: Grand Junction Field Office.
- *Dolores River* from Stateline to Colorado River: Moab Field Office, Utah.
- *Eagle River* from Edwards to Dotsero: Glenwood Springs Field Office. **(Not accepting new outfitters)**
- *Gunnison River* from Delta to Grand Junction: Grand Junction and Uncompahgre Field Office.
- *Gunnison River Gorge* from below Black Canyon of the Gunnison National Park to North Fork of the Gunnison: Gunnison Gorge National Conservation Area. **(Not accepting new outfitters)**
- *Gunnison River* from North Fork Confluence to Austin: Gunnison Gorge National Conservation Area.
- *Lake Fork of the Gunnison River* from Lake City to Blue Mesa Reservoir: Gunnison Field Office. **(Not accepting new outfitters)**
- *Rio Grande River* from La Sauses Bridge to state line: La Jara Field Office.
- *Ruby Canyon segment of the Colorado River* from Loma to the state line: Grand Junction Field Office. **(Not accepting new outfitters)**
- *San Miguel River* from Deep Creek to Dolores River Confluence: Uncompahgre Field Office.
- *Upper Colorado River* from Reeder Creek to Dotsero: Kremmling and Glenwood Springs Field Office. **(Not accepting new outfitters)**
- *Yampa River* from Craig to Dinosaur National Monument: Little Snake Field Office.

(See Field Office Addresses on page 7.)

Commercial use permits for the Arkansas River are now being issued by the Colorado Division of Parks and Outdoor Recreation (DPOR). For deadlines and other information on Arkansas River permits, contact: Arkansas Headwaters Recreation Area; 307 W. Sackett; Salida, Colorado 81201. (719) 539-7289

Chapter III: Stipulations

SPECIAL RECREATION PERMIT TERMS, CONDITIONS AND STIPULATIONS FOR ALL PERMITTED ACTIVITIES

Stipulations: The following standard stipulations are automatically included and apply to all permits (some additional stipulations are specific to only certain activities). Failure to comply with these stipulations may result in remedial actions listed below under Performance Evaluation, Section XVIII. B. Per 2932.40, violations of permit terms or stipulations may be subject to fines and imprisonment, in addition to administrative penalties.

I. RISKS, HAZARDS AND SAFETY

A. Hazards related to climate, topography and terrain, waters, vegetation and wildlife, and man-made features are found on public lands and present risks which the permittee assumes. The permittee shall be responsible for inspecting sites, trails, roads, rivers and other authorized use areas for dangers and hazardous conditions, ensuring awareness by employees and clients of such risks and hazards, and promoting safe practices at all times.

B. Adequate first aid and safety equipment shall be provided while performing the permitted activities.

C. All guides and employees responsible for clients in the field shall be trained in First Aid and hold a valid certification of training from the American Red Cross or its equivalent.

D. In case of human death, or wildfire, involving the permitted operation, the County Sheriff shall be notified immediately, and the BLM shall be notified immediately after the Sheriff is notified.

E. The permittee shall notify the BLM of any accidents involving the permitted operation which result in loss of consciousness, injury disabling individuals in excess of 24 hours, requiring medical treatment or search and rescue, and/or property damage, and shall submit a detailed written report to the BLM within 10 days from the date of the accident. Other accidents shall be reported in the Post Use Report.

II. INDEMNIFICATION

A. The permittee shall indemnify, defend, and hold harmless the United States and/or its agencies and representatives from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the authorized use and occupancy of the lands authorized for use under this permit.

B. Insurance: Coverage shall be obtained for the permitted operations in the minimum liability coverage amounts of:

$300,000 damage per occurrence (persons, bodily injury or death);
$600,000 annual aggregate for bodily injury; and
$ 30,000 property damage per occurrence.
$ 50,000 annual aggregate, if specified

C. An insurance certificate shall be submitted, stating the limits of coverage, identifying the United States Government" as additional insured, that includes the minimum shown above, expiration date, that the insurer will give BLM thirty (30) days notice prior to cancellation, or modification of such insurance, and a list of the activities that are permitted and insured.

III. APPLICABLE LAWS AND REGULATIONS

A. This Permit is subject to all applicable provisions of the regulations (43 CFR Group 2930 and 8300) which are made a part hereof.

B. The permittee shall observe all applicable Federal, State, and local laws and regulations while performing any authorized activity, including but not limited to: (1) operation, use and registration of motor vehicles, OHVs, aircraft, and boats; (2) hunting and fishing; (3) use of firearms; (4) injury to persons or destruction of property; (5) noise, air and water pollution; (6) littering; (7) drinking water and sanitation; (8) food service; (9) use of fire; and (10) business practices.

C. Permits involving the taking of game, including fish, shall be valid only when accompanied by a valid State Outfitters Registration. Permits involving river floating or guiding shall be valid only when accompanied by a valid State River Outfitters License.

D. All hunters shall comply with the Colorado Division of Wildlife hunter safety requirements.

E. Permittee shall comply with restrictions while operating in a Wilderness or Wilderness Study Area (WSA) as prescribed in 43 CFR 8500. Maps and information on the Wilderness or WSA boundaries and restrictions are available at the Field Office.

F. Permittee shall comply with Off-Highway Vehicle (OHV) designations and restrictions in the area of operation as identified in the Resource Management Plan and prescribed in 43 CFR 8340.

G. Permittee shall obtain a Colorado State Child Care License if working with minors.

IV. LIMITATIONS

A. This permit authorizes only temporary use in connection with the operations, during the period(s) and in the area(s) identified in the permit and authorized by an Annual Operating Authorization.

B. If an existing commercial permittee wishes to sell or otherwise terminate his or her business and desires that permit privileges be transferred to a new owner, the permittee must notify the authorized officer in advance, in writing, and receive advance written approval for the permit transfer from the authorized officer.

C. Use of Non-Public lands: This permit does not authorize use of non-BLM land (i.e. private, city, county, state, or other federal land).

D. The applicant shall provide upon request the name(s) and address(s) of private landowners whose property is used in connection with the permitted operations, and evidence of permission to use such land.

E. Access to Public Lands: The BLM does not guarantee legal access to public lands unless legal access for the general public is available. Where legal public access is not available, the permittee is responsible for obtaining permission from the landowner(s) to travel through or use private lands.

F. Multi-Year Permits: A multi-year permit is not valid unless accompanied by a current Annual Operating Authorization.

G. Joint Permit Requirement: This permit authorizes use of public lands in this Field Office; use of public lands in other Field Offices or National Forest lands must be approved under a separate or joint permit. Code of Federal Regulation citations for both the BLM and Forest Service are valid and will be enforced for joint permits on associated public lands.

H. If a lion outfitter does not own their own dogs, they must furnish copies of all lease or rental *arrangements for the dogs and/or dog handler(s) that they plan on using. Dog handlers must be* listed as guides.

V. ASSIGNMENT AND SUBLETTING OF PERMIT PRIVELEGES

A. The permittee may not assign permit privileges to a third party, including booking agents For purposes of this permit, an assignment of permit privileges is indicated if one or more of the following occurs:

1)A third party advertisement used to book a trip does not clearly indicate that the trip will be operated by the company holding the permit;

2) A third party provides both passenger transportation to the trip departure point and equipment used on the trip;

3)More than two (2) representatives or employees of the third party act as guides/crew on the trip. Employees of the third party must constitute less than 50 percent of the guides/crew on trip;

4)A trip is represented to the participants as being conducted by other than the permittee.

5)Equipment or guide clothing carries a name, markings or logo of the third party involved with the trip (this does not apply to booking agents who are permitted outfitters in the permit area). See D. below for the use of equipment not marked with the permittee name or approved abbreviation;

6)The passengers or guides/crew are not covered by the insurance carried by the permittee.

B. Guides and employees must fall under federal and state employment regulations and be listed in the operating plan prior to each operating season. (ie. IRS Form-1099, independent contractor form).

C. If you are proposing to employ guides or employees who are licensed and/or permitted outfitters elsewhere, that must be disclosed at the time you submit their name and information.

D. Written notice must be given to the BLM to use equipment with outfitter markings (company names, logos, etc.) other than those of the permit holder prior to the time of use (hunt, launch, tour, etc.). If the markings are those of an outfitter not permitted to operate in that area, the markings of equipment used must not be visible while on the BLM-administered lands and waters.

VI. NON-EXCLUSIVE USE

A. The permittee, employees and clients shall not interfere with other valid uses of public land, including but not limited to grazing, mining, and other recreational uses by the general public or other permitted commercial operations.

B. Roads, trails and trailheads, or campsites commonly in public use shall not be blocked or enclosed by the permittee.

C. This SRP does not guarantee the permittee's sole use of public land areas, nor does it grant the exclusive use of any area.

D. Public lands will generally remain available on a first-come, first served basis to other commercial and private recreational users. Nothing herein implies that the first permittee in any area has been granted exclusive use, or priority use.

VII. CONDUCT AND MANNERS

A. The permittee is at all times responsible for the actions of himself, his employees, clients and guests in connection with the authorized operations, and shall not cause a public disturbance or engage in activities which create a hazard or nuisance.

B. The permittee should practice the TREAD LIGHTLY and LEAVE NO TRACE land ethics and inform their clients about these practices and ensure that they follow them.

VIII. MODIFICATION OR AMENDMENT

A. The BLM reserves the right to alter the terms, conditions, and stipulations of this permit at any time upon notice for reasons such as changes in law, policy or administrative procedure, to prevent use conflicts, to protect public safety, or to prevent resource damage.

B. The permittee shall request amendment or modification of the permit to provide for changes prior to issuance of annual operating authorization in: use areas or sites, season of use, services provided, fee structure, or any other changes in operations.

C. The BLM may restrict use or close sites or areas on public land, or require relocation of use sites or areas to prevent use conflicts, protect public safety, or prevent resource damage.

IX. PAYMENTS

A. Use Fee Payments: Permit fees are due and payable in advance based on estimated use gross receipts. Payments shall be sent to the Field Office by check, money order or cashier's check, made payable to the "Bureau of Land Management".

B. Basis for Fee: The annual permit fee shall be three percent (3 %) of total client charges or $95.00 annual minimum for commercial permits, or $5.00 per person per day for events whichever is greater. Gross receipts shall be the sum of all payments made by clients for services rendered in connection with the permitted operations, before disbursement to private landowner for use of private land, payment to employees, and any other disbursement.

C. Periodic Payments: At the Field Manager's discretion, when the estimated use fee is greater than one thousand dollars ($1,000), a schedule for periodic payments may be arranged.

D. End of Season Payment: The actual use fee shall be determined from the use reports. Payment should accompany the post-use reports and trip logs due 30 days after the last day of use or as specified on SRP.

E. Refunds:
   1. No refunds of less than ten dollars ($10.00) will be made.

   2. Unless requested in writing all overpayments will be credited for use for the following operating season.

F. Late Payments

1. Late payment of fees may result in additional fee penalties, permit probation, suspension, and/or revocation, and interest and administrative handling charges.

G. Deductions: Allowable deductions in permit fees shall be agreed upon in advance, and may include costs related to the permitted operations incurred by the permittee for long distance off-site transportation, and off-site lodging, per Handbook H-2930-1.

H. Discounts for Non-Public Lands use (For Upland Use Only) must be requested and approved prior to use. No discounts are allowed for river related permits

X. USE REPORTS

A. Trip Logs: Trip Logs shall be submitted within 30 days of the authorized use season or as specified on the permit, on a form provided by the BLM, or an approved equivalent. Trip logs shall indicate accurately the dates of use, location, type of use, number of clients, number of staff, vehicles and livestock used, total receipts, and any deductions claimed. Penalty fees may be charged for late reports.

B. Post Use Report: A Post Use Report shall be submitted as specified or within 30 days of the last day of use authorized or as specified on permit, on a form provided by the BLM, or an approved equivalent. The post use report shall indicate accurately the total number of clients served during the term of the permit, total staff and total use, total receipts and total deductions claimed, discounts for time off public lands, and describe any accidents or injuries occurred, and management problems or concerns. Penalty fees will be charged for late reports.

C. Late Use Reports: **Late submission of use reports may be cause for action against the permittee,** including late fees, probation, suspension, and/or revocation, and criminal penalties.

D. Non-Use: Zero use must be requested in writing prior to the issuance of Annual Operating Authorization. Minimum payments still apply. The authorized officer may cancel a permit after two consecutive seasons of non-use. In certain areas covered by Special Recreation Management Plans, travel management plans, or other site-specific plans, special provisions regarding non-use of permits may apply.

XI. INSPECTION OF RECORDS AND PREMISES

A. The BLM, or duly authorized representative, may examine upon request any of the records, including but not limited to bookings, client registers, financial records, leases or contractual agreements, licenses, or other documents related to the permitted operations, as outlined in 43 CFR 2932.55.

B. The BLM and its cooperators, including the Colorado Division of Wildlife, USDA Forest Service, and the Colorado Division of Parks and Outdoor Recreation, shall at all times have the right to enter the premises located on public land on official business. The permittee shall allow reasonable access to private lands owned or utilized in the permitted operation for purposes related to administration of the permit.

C. The permittee and all employees shall post a copy of the Permit, Annual Operating Authorization in plain view at the base of operations and camps, where clients, BLM and Division of Wildlife officers have the opportunity to read it. All guides and employees must carry a copy of the Permit and Annual Operating Authorization while conducting operations on public lands, and they must be familiar with the Permit terms, conditions and stipulations that pertain to this permit.

XII. SIGNING AND ADVERTISING

A. Signs or advertising devices on public land require advance approval on the location, design, size, shape or color, and message.

B. All advertising shall be accurate and not misrepresent in any way the services or accommodations provided, or the area authorized for use. Brochures and other advertising materials shall include the following disclosure: All or part of this operation is conducted on Public Lands under special permit from the U.S. Bureau of Land Management.

XIII. CAMPSITES

A. Camps may be set up for no longer than necessary, and no earlier than 5 days prior to the first day of use authorized and must be removed within five days after the authorized use period. No year-round, permanent camps may be established on BLM lands; only temporary facilities are permitted.

B. Camps shall be located to avoid conflict with public road and trail traffic, and stream or lake access, and to the extent possible shall be located out of sight of major trails.

C. All campsites and temporary improvements shall be as described in the approved operating plan.

D. All campsite facilities including but not limited to tents, latrines, livestock control facilities, shall be located at least 200 feet from the nearest spring, stream, lake, pond or reservoir unless specifically authorized otherwise.

E. All campsites must be approved prior to use. Clearances may be required, such as inventories for cultural resources and/or for threatened or endangered species.

XIV. CAMPFIRES

A. Unless permanent fire rings are designated, open campfires shall be built only in areas free of hazardous fuels. Fire rings or pits shall be set on bare mineral soil. After use, fire rings or pits shall be obliterated and the site rehabilitated. Open fires may be prohibited during periods of extremely high fire hazard by order of the BLM, the applicable county or the State of Colorado.

B. Campfires shall be completely extinguished when left unattended. The permittee is responsible for all fires started by him/her self, employees, or clients, and may be held responsible for fire suppression costs resulting from wildfire caused by his/her operations.

C. An axe, shovel, water bucket or extinguisher for fire control shall be available at each campfire.

D. Wildfire caused by the permitted operation shall be reported immediately to the nearest BLM office. The permittee is responsible for informing employees, clients, and participants of the current fire danger and required restrictions or precautions that may be in effect.

XV. LIVESTOCK USE

A. Authorized pasture use of livestock is temporary and limited to transportation purposes, and will not establish a priority for future use of the range. Rangeland grazing may be restricted and feed may be required to be packed, all feed supplied as part of permitted operations must be **certified weed free**. The permittee shall prevent localized over grazing and damage to vegetation by permitted livestock.

B. Construction of permanent fences or corrals is not permitted. Temporary livestock control structures may be erected with advanced approval, including corrals and hitching racks, provided they are dismantled after the use season.

C. The permittee may be required to pay additional fees for forage consumed by livestock during the permitted operations. This fee will be at the current rate for grazing use.

D. Livestock shall not be tied to trees for other than short term, temporary stops. Hobbles, pickets, high lines or corrals shall be used to control livestock.

E. Livestock control structures (corrals, hitching racks, pickets, high lines) must be at least 200 feet from springs, streams, lakes, reservoirs or other water sources. Whatever method of livestock control is used, it will not result in removal or death of the under story vegetation.

F. Pack stock may be grazed if permitted by the SRP. If electric fences are used, they will be moved every 3 days to a new area. If picket ropes are used, they will be moved every other day to a new area. If high lines are used, their location must be approved in advance.

XVI. EQUIPMENT CACHES

Food and/or equipment caches require advance authorization. When authorized, caches shall be neatly stored out of sight of roads and trails. Food caches must be "wildlife proof."

XVII. RESOURCE PROTECTION

A. Aesthetics: Permittee shall protect the scenic and aesthetic values of the public lands used in the operations, and maintain premises on permitted areas to acceptable standards of repair, orderliness, and cleanliness.

B. Rehabilitation: After camps and other temporary facilities are dismantled, insofar as practical, the area shall be left in a natural state. Reseeding with BLM approved seed mix may be required of any areas disturbed by campsites.

C. Sanitation: Self contained or pit type toilets/privies, with or without tent coverings, shall be used at all campsites on public land. The permittee will be responsible for establishing a latrine for all permitted camps and for final rehab when the camp is removed. Waste from self contained toilets must be disposed of at a State approved sewage disposal facility. When abandoned, toilet pits shall be covered with a minimum of 12 inches of topsoil and back filled to pre-existing grade. While in use, human waste in pits shall be covered with a layer of topsoil or lime after each individual use.

D. Trash Disposal: Camps and other permitted areas shall be regularly cleaned and no trash or litter shall be allowed to accumulate. Combustible trash may be burned when campfires are authorized. All non-combustible trash, including but not limited to tin cans, spent brass, glass bottles, foil, and wire shall be packed out. Trash shall not be buried on public land.

E. Dead animals and their remains shall be disposed of at least 200 feet away from springs, streams, lakes, ponds, campsites, roads/trails.

F. Waste or by-products of any kind shall not be discharged into any stream, reservoir, lake or pond.

G. Soils: Permittee shall conduct the permitted operations in a manner which prevents rutting, or soil erosion.

H. Vegetation Damage/Removal: All operations shall be conducted in a manner which prevents damage to or loss of vegetation cover. Poles may be cut for temporary facilities if these are authorized by permit on public land. Cutting, clearing or defacing of standing trees, alive or dead, or clearing and cutting of shrub/groundcover for any other reason shall require specific advance authorization. When tree cutting is authorized, stumps shall be left no higher than 6 inches above ground level and slash shall be lopped and scattered. A separate permit is required for removal and transportation of woodland/tree products from public land.

I. Firewood Cutting: Firewood may be cut on public land only for campsite use while on public land, and may not be transported off the public lands without a separate firewood cutting permit. Only dead and down trees shall be cut for firewood, with stumps left no higher than 6 inches above ground level, and the slash shall be lopped and scattered.

J. Protection of Public Property: Signs, equipment, markers, fences, livestock watering facilities or any other property found on public land shall not be damaged, destroyed, defaced, removed, or disturbed.

K. Cultural Resources: All persons associated with operations under this permit must be informed that any objects or sites of cultural, paleontological, and scientific interest, such as historic or prehistoric resources, graves or grave markers, human remains, ruins, cabins, rock art, fossils, or artifacts shall not be damaged, destroyed, removed or disturbed. If in connection with operations under this permit any of the above resources are discovered, the permittee shall immediately stop operations in the immediate area of the discovery, protect such resources, and notify the BLM authorized officer of the discovery. The immediate area of the discovery must be protected until the operator is notified in writing to proceed by the authorized officer.

L. Wilderness and Wilderness Study Areas (WSA): Use of electric generators, all motorized and mechanized equipment including chainsaws and vehicles is prohibited within a Wilderness or WSA. If supplemental livestock feed is used, cubed, pelletized, or processed feed or **certified weed free hay** shall be used.

M. Permittee is responsible for knowing where Public Land, Wilderness, and WSA boundaries are and the restrictions that may apply to an area of operation within these boundaries. Maps and information concerning restrictions are available at the local Field Office.

N. Facility Construction: Construction of permanent facilities or improvements of any kind, including but not limited to roads, trails or structures, is not approved by this permit and shall require separate written authorization.

XVIII. PERFORMANCE EVALUATION

A. The BLM shall conduct periodic inspections and performance evaluations of the permittee's operations and compliance with the terms, conditions and stipulations of the Permit.

B. Violations and Penalties: Any violation of the permit terms, conditions and stipulations may be subject to penalties prescribed in 43 CFR 2932.40, which may include fines up to $1,000 and/or imprisonment up to 12 months. Additionally, any such violation may result in permit termination, suspension, or probation. Violations may also be cause for the BLM to deny approval of a Special Recreation Permit or Operating Authorization for subsequent years. If a permit is terminated, permit applications will not be approved for any person connected to or affiliated with the operation under a terminated or suspended permit.

Acceptable means that the permittee has generally operated in accordance with the terms and conditions established for the permit

Probationary means that the permittee has not operated in full accordance with the terms and conditions of the permit. Corrective action by the holder is mandatory and continued operation at this level of performance is unacceptable. Permittee will only quality for a 1 year permit. If this performance level is received 2 years in a row, the authorized officer may suspend or terminate the permit and/or deny future permit applications.

Unacceptable means that the permittee has not operated in accordance with the terms and conditions of the permit and cannot be allowed to continue. This performance level will result in suspension or termination of permit privileges as appropriate to the circumstances.

C. Permit holders will be notified with a certified letter of any deficiencies in pre-season, permitted activities, or post-use requirements. If the requirement is not met within 15 days after receipt of certified letter, a penalty of $100 will be assessed. After 30 days of the receipt of the letter, the penalty is $200. If at the end of the 30 day period after receipt of certified letter, the deficiency is still not corrected and penalty fee not paid, the permit will be temporarily suspended, in whole or in part without compensation, for any failure to comply with the terms, conditions and stipulations. Operations on public land shall cease immediately upon suspension. After a permit is suspended, any commercial use of public lands shall be in violation of federal regulations. The BLM may reinstate the permit for use, after corrective action is taken by the permittee and the operation is in compliance with the terms, conditions and stipulations. Probationary status will follow for one year after the deficiency is corrected. Repeated permit violations may also result in suspension and/or termination.

XVIII. CERTIFICATION

I have read these terms, conditions and stipulations and understand that I must abide by them while performing activities in connection with the permitted operations.

Date_____ Signature _____

Print Name _____

Company Name _____

ADDITIONAL STANDARD STIPULATIONS FOR COMPETITIVE AND OFF-HIGHWAY VEHICLE EVENTS

FOR ALL PERMITS

1. Permittee is responsible for ensuring that participants do not drive off designated use areas and/or course routes; participant and spectator use will be restricted from sensitive areas.

2. Permittee is responsible for crowd control, ensuring that the event is orderly, does not endanger bystanders or participants, and is conducted in a peaceable manner to enhance recreation satisfaction and promote the public well being.

3. Permittee agrees to reroute and/or relocate use areas to avoid sensitive areas identified by BLM before or during the event.

4. All range fence gates opened for the race will be monitored during the race to prevent passage by livestock and closed immediately at the end of the race.

5. Permittee will take all reasonable measures to ensure that entrants, spectators and casual users attracted by the event will not harass wildlife or livestock in the vicinity, including publication of notices discouraging such use in the local news media.

6. Permittee will take all reasonable measures to inform other recreationists in the area of the event and associated temporary road restrictions, including publication of notices to this effect in the local news media.

7. Permittee will mark sensitive areas identified by BLM, routes, staging areas, parking, and pit areas with non-defacing markers and appropriate signs and will ensure that all such materials are immediately removed upon completion of the event.

8. During the event, permittee will provide on-the-ground staff monitoring to ensure that use occurring is confined to areas actually authorized by permit.

9. Permittee is responsible for ensuring that all authorized motorized use conforms to the Conditions of Use set forth in 43 CFR Subpart 8341.1, regulations governing use.

10. Nothing in this permit will be construed as a license for the permittee, employees, or clients to use areas of the public lands which are otherwise restricted or closed (e.g., restricted or closed off-highway vehicle designation areas).

11. Permittee is responsible for ensuring the safety of all spectator, entrant, concessionaire, and/or support personnel, ensuring that all permit actions are in conformance with local, state, and federal health and safety standards.

12. Permittee is responsible for furnishing self-contained chemical sanitation facilities and trash receptacles at locations as necessary, to keep these serviced neat and clean during the event, and to provide for off-site disposal of all refuse and human waste generated from the event, in accordance with all applicable local, state, and federal ordinances, laws, and regulations.

13. State and local laws and ordinances apply to all BLM-administered public land. This includes, but is not limited to, laws and ordinances governing (a) operation and use of motor vehicles, aircraft, and boats; (b) hunting and fishing; (c) use of firearms; (d) injury to persons or destruction of property; (e) air and water pollution; (f) littering; (g) sanitation; and (h) use of fire.

14. Operation and maintenance of all sanitation, food service, and water supplies, systems, and facilities by the permittee or his/her concessionaires shall comply with the standards of the local department of health and the United States Public Health Service.

15. Permittee will provide first-aid/EMT services adequate to meet emergency needs arising from the event, including CPR and medi-vac transportation for hospital care.

16. The Field Manager reserves the right to postpone or cancel the event if environmental conditions develop in which the event would subject the land to substantial resource damage or the public to unacceptable risk—factors such as heavy rains, flooding, early thawing, etc.

17. Permittee shall protect the scenic aesthetic values of the area under permit and the adjacent lands, insofar as practical, while exercising privileges granted during setup, operation, and maintenance of the permitted operation. When facilities for the event are dismantled, the area should be left in a natural state.

18. At the conclusion of the event, the area will be inspected and all trash or debris resulting from the event will be removed by the permittee.

19. Permittee will restore any resource damage from the event as specified by the Field Manager.

20. Permittee assumes responsibility for coordinating the event with all adjacent landowners and securing access needed across privately owned lands, ensuring that trespass does not occur.

21. Proof of insurance shall be provided at least one week prior to the event. Insurance shall be consistent with requirements stated in the Colorado BLM Special Recreation Permit information booklet or as amended by the Field Manager.

22. All officials will receive a copy of applicable stipulations prior to competitive event(s).

23. Permittee, entrants, and/or spectators will not interfere with other valid uses occurring on the public land such as grazing, mining, and other recreational uses.

24. BLM reserves the right to revoke a permit for reasons such as, but not limited to, noncompliance with stipulations (before and/or during the event), failure to provide services specified in the operating plan, or untimely permit reporting.

25. Permittee agrees to make all relevant books, documents, papers, and records of his/her operation available to BLM upon request (as outlined in 43 CFR Subpart 2932.55) for analysis by qualified representatives of BLM and other Federal agencies authorized to review BLM's permitting activities.

26. Permittee shall post a copy of the authorizing permit in plain view where all clients and BLM, DPOR, and DOW employees have the opportunity to read it.

27. Permittee will notify BLM of any accidents occurring on the public lands which result in loss of life immediately, Accidents that result in; loss of consciousness, disabling individuals in excess of 24 hours, requiring medical treatment, or property damage in excess of $100, and will submit a detailed written report to BLM within 10 days from the date of the accident.

Certification: I have read these terms, conditions and stipulations and understand that I must abide by them while performing activities in connection with the permitted operations.

Signature _____

Print Name _____

Date _____

U.S. Department of the Interior
Bureau of Land Management

Colorado State Office
2850 Youngfield Street
Lakewood, CO 80215

Form 2930-1
(August 2007)
(Formerly 8370-1)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: August 31, 2010

SPECIAL RECREATION APPLICATION AND PERMIT

(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 2930)

Permit No.

Instructions: Complete Items 1 through 18, and return to appropriate Bureau of Land Management (BLM) Office. *(Use additional sheets, if necessary.)*

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. ☐ New Application ☐ Renewal of Existing Permit

2. Name of Business or Organization

3. Your Name

4. E-mail address *(optional)*

5. Social Security Number or Taxpayer Identification Number

6. Address *(include zip code)*

7. Phone No. *(include area code)*

8. Fax No. *(include area code)*

9. Applicant is: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Individual
(If corporation, attach copy of Articles of Incorporation and Certificate unless already on file.)

10. Name(s) and phone number(s) *(include area code(s))* of person(s) authorized to conduct business with BLM concerning the permit.

11. Application is for *(check all that apply)* : ☐ Commercial ☐ Competitive Event ☐ Organized Groups ☐ Vending ☐ Individual

12. To use the following public lands/related waters *(provide name, legal description and/or attach map).*

13. For the following purpose *(provide full description of activity or event including number of anticipated participants and spectators).*

14. Dates of proposed use: Beginning Date: Ending Date:
OR Leave the above dates blank if applying for renewal of multi-year permit.

15. Describe facilities including water and sanitation facilities you intend to provide, attach operations plans, location maps, and insurance certificate prepayment. *(Include your name on each document.)*

16. Attach the following documents: Operations Plan, Maps, Certificate of Insurance, Prepayment of Fees, and other documents requested by BLM. *(Include your name on each document):*

17. Do you have a permit with BLM/USFS? ☐ Yes ☐ No If so, where?

17a. Have you had a permit previously? ☐ Yes ☐ No If so, where?

17b. Have you ever been denied or had a permit revoked? ☐ Yes ☐ No If so, where?

17c. Have you forfeited a bond or other security? ☐ Yes ☐ No If so, where?

17d. Are there any pending investigations against you? ☐ Yes ☐ No If so, where?

17e. Have you been convicted of violations regarding natural resources, cultural resources or any activity related to your proposed permit?
☐ Yes ☐ No If so, where?

(Continued on page 2)

APPLICATION REQUIREMENTS

(The conditions and stipulations required by the Bureau of Land Management (BLM) are checked below)

The following must be submitted before an application is approved and a permit issued. This information must be submitted within days after the date of application:

☐ a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey (USGS) topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.

☐ b. Applicant must inform other pertinent private landowners and/or public agencies *(law enforcement, highway, fish and game, etc.)*. BLM will contact other authorized users of authorized users of public lands, etc.

☐ c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the amount specified by the BLM. The certificate must name the U.S. Government as additional insured, and give the BLM 30 days notice of cancellation or modification of such insurance.

☐ d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of $ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:

(The conditions and stipulations required by the BLM are checked below.)

☐ 1. This permit is issued for the period specified. It is revocable for any breach of conditions or at the discretion of the BLM, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.

☐ 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 2930).

☐ 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the BLM.

☐ 4. This permit may not be reassigned or transferred by permittee.

☐ 5. Permittee must pay the sum of estimated user fees in advance of permit issuance. Adjustments to use fee charges will be based on actual use reported on the Post Use Report.

☐ 6. Permittee must observe all Federal, State, and local laws and regulations applicable to the premises; to erection or maintenance of signs or advertising displays including the regulations for the protection of game birds and animals, and must keep the premises in a neat, orderly manner, and sanitary condition.

☐ 7. Permittee must take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.

☐ 8. Permittee must not enclose roads or trails commonly in public use.

☐ 9. Permittee must pay the United States for any damage to its property resulting from this use.

☐ 10. Permittee must notify the BLM of address change immediately.

☐ 11. Permittee must not cut any timber on the public lands without prior written permission from the BLM.

☐ 12. Permittee must indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.R

☐ 13. Representatives of the Department of the Interior, other Federal agencies, and game wardens must at all times, have the right to enter the premises on official business.

☐ 14. Permittee must abide by all special stipulations attached.

☐ 15. Permittee must not disturb archeological and historical values, including, but not limited to, petroglyphs, ruins, historic buildings, and artifacts.

☐ 16. Permittee must leave in place any hidden cultural values uncovered through authorized operations.

Certification of Information: I CERTIFY the information in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the BLM when the permit is issued.

(Signature of Applicant) (Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 make it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

Special Recreation Permit No. _____ is: ☐ Commercial ☐ Competitive Event ☐ Organized Groups ☐ Vending ☐ Individual

This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

(Signature of BLM) (Date)

PERMITTEE MUST HAVE THIS PERMIT *(OR LEGIBLE COPY)* IN POSSESSION DURING USE IN PERMITTED AREAS.

(Continued on page 3)

NOTICES

The Privacy Act of 1974 and the regulation in 43 CFR 2.48(d) provide that you be furnished the following information, in connection with information required by this application.
AUTHORITY: 43 U.S.C. 1201; 43 CFR Group 2930.
PRINCIPAL PURPOSE: BLM will use the information you provide to determine whether or not to issue you a Special Recreation Permit. BLM will use some of the information to determine your qualifications for the permit and the other information to determine the merits of your proposal.
ROUTINE USES: BLM will disclose the information according to the release information contained in the regulations at 43 CFR 2.56(d).
EFFECT OF NOT PROVIDING INFORMATION: Disclosing the information is necessary to receive a benefit. Not disclosing the information may result in the BLM's rejecting your application.

The Paperwork Reduction Act of 1995 requires us to inform you that:
BLM will use the information to determine whether or not to issue you a Special Recreation Permit.
Response to this request is required to obtain a benefit.
BLM would like you to know that you do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

BURDEN HOURS STATEMENT: Public reporting burden for this form is estimated to average 8 hours per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management (1004-0119), Bureau Information Collection Clearance Officer (WO-630), 1849 C Street, N.W., Mail Stop 401 LS, Washington, D.C. 20240.

Commercial Pre-Season Report

Year _____ **Name** _____

Permitted Activities 1. _____ 2. _____
3. _____ 4. _____

I. Estimated User Days: _____

user days = (number of clients) X (number of days of a trip)

Examples: 10 people on a 3 day river trip = 30 user days
3 hunters on a 5 day hunt = 15 user days

II. Pre-Season Fees:

Discount Multiplier: (% of time spent on BLM public land)
100% - 61% use **1.00**
60% - 6% use **0.60**
5% - 1% use **0.20**

_____ X _____X .03 = _____
estimated gross receipts discount multipler estimated fees due to BLM

- If the amount of the estimated fees due to the BLM is less than $500, pay that amount.
- If the amount of the estimated fees due to the BLM is more than $500, pay 1/2 that amount.
- An $95 minimum fee is required. If the amount due to the BLM is less than $95, pay $95.

III. Requested changes to operating plan:
Please note any changes the operating plan we have on file at our office. These changes must be approved before use begins.

I agree to the terms, conditions and stipulations associated with my permit on file at the Grand Junction Field Office.

_____ _____
Permittee Date

Commercial Fee Worksheet

Step 1: Calculate deductions:

_____ **-** _____ **=** _____

Total Gross Receipts (column C) | Deductions (column D) (must be supported by receipts) | Adjusted Gross Receipts

Step 2: Calculate percent of time on BLM Public Land: (note: river outfitters can not claim a discount for time off public lands)

_____ divided by _____ **=** _____

total days on BLM (column A) | total days of use (column A+B) | % of time on BLM

Step 3: Find the correct Multiplication Factor for discount off BLM Public Land:

% of time on BLM (from Step #2)	Multiplication Factor
1% - 5%	0.20
6% - 60%	0.60
61% - 100%	1.00

Step 4: Calculate Final Gross Receipts:

_____ **X** _____ **=** _____

Adjusted Gross Receipts (from Step #1) | Multiplication Factor (from Step #3) | Final Gross Receipts

Step 5: Calculate fees due to BLM:

_____ **X 0.03 =** _____

Final Gross Receipts (from Step #4) | Fees due to BLM **(A $95 minimum fee is required for all permits annually. If your fees are less than $95 pay the $95)**

Step 6: Calculate Post-Use Payment:

_____ **-** _____ **=** _____

Fees due to BLM (from Step #5) | Preseason Payment | Post-Use Payment due BLM

Deductions:

Long distance off-site transportation deductions are allowed for travel costs from the point where customers are picked up (office, airport, etc.) to either the permittee's headquarters or to the local community. All travel with customers for trips which exceed 200 miles one way may be considered. The actual amount paid to others or 20 cents per vehicle mile and 45 cents per aircraft mile may be claimed if paid by the outfitter and not reimbursed by the client. Deductions are NOT allowed for costs of providing client transportation from the permittee's headquarters or the local community to the point of entrance to Public Lands or vice versa. Deductions are NOT allowed for travel occurring during permitted use periods. Travel expenses related to shuttle services are not eligible.

Off-site lodging expenses are costs of motel, campground, etc. on non-public land incurred either before or after permitted use. Excludes lodging costs at base camps or ingress/egress campsites, (COSTS OF LODGING ON PRIVATE LAND USED IN CONNECTION WITH THE OPERATION, WHETHER IN TENT, RESIDENCE OR TRAILER DOES NOT QUALIFY FOR THIS DEDUCTION). Specify off-site lodging locations.

* To claim these deductions, you must attach verifying documents (invoices, receipts, etc.). ALL DEDUCTIONS ARE SUBJECT TO APPROVAL BY BLM'S AUTHORIZED OFFICER.

Signature_____ Date_____

Trip Log

Company_____ Reporting Period___/___/___ to ___/___/___ Page___ of ___

All activities conducted with clients must be logged on this sheet.

Trip Information			**Land Status**			**Location(s)**	**Fee Calculations**	
Start Date	End Dates	# of clients	# of days on BLM land	User days (# of clients times days on BLM land)	# of days on Private land	Area where most of time spent (river section, drainage, trail system, etc.)	Total Gross Receipts	Deductions
			_____	_____	_____		_____	_____
			(A)	**Total User Days**	**(B)**		**(C)**	**(D)**

SPECIAL RECREATION PERMIT
POST USE SUMMARY REPORT

Permit Number _____ Permit Area_____
Company Name _____ Reporting period _____ to _____

1. **Total User Days:**
   To determine the total user days, add the user days indicated on the Trip Logs for all day trips and overnight trips.
   a) Clients, Total User Days ……. _____
   b) Staff, Total User Days ……. _____
   c) Total User Days …….. _____

2. **Permit Fee Calculation**
   a) Total Receipts …… $_____
   b) Permit Fee Rate (3%) …… _____x 0.03_
   c) Actual Use Fee [Multiply Line 2b) x Line 2a), enter result here] …… $_____
   d) Credit from Previous Payments …… $_(-)_____
   e) Subtract Credit from Actual Use Fee [Line 2c) – Line 2d] …….. $_____
   f) **BALANCE DUE,** If Line 2e) is MORE than zero, that is your permit fee balance due … $_____
   Please submit payment in full for the Balance Due with your post use report.
   g) **CREDIT DUE,** If Line 2e) is LESS than zero, that is the amount you overpaid …… $_____
   Overpayment will be credited towards next year's permit fee unless a refund is requested in writing;
   A request for refund may be included with the Post Use Report in the space for comments below.
   If your actual use fee is less than the minimum annual fee of $95, only the amount paid over $95 will be credited.

3. Please describe all accidents or injuries which occurred during the season (date, location, actions taken)

_____
_____
_____
_____
_____

4. Please describe any management problems associated with your permit, the use of public land or related issues you feel need management attention.

_____
_____
_____
_____
_____

4. Other Comments:

_____
_____
_____
_____
_____

Permittee's Signature _____ Date _____

Permittee's Name _____