

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
**SPECIAL RECREATION PERMIT APPLICATION**  
(43 U.S.C. 1201; 43 U.S.C. 1701; 16 U.S.C. 460L-6(a); and 43 CFR 2930)

FORM APPROVED  
OMB NO. 1004-0119  
Expires: December 31, 2016

Permit No. \_\_\_\_\_

Instructions: Complete and return to appropriate BLM Office. *(Use additional sheets, as necessary.)*

**Type or Print Plainly in Ink**

1.  New Application  Permit Renewal

2. Name of Business  
or Organization

3. First Name

Last Name

Middle Initial

4. Address

5. Phone No. *(include area code)* \_\_\_\_\_

6. FAX No. *(include area code)* \_\_\_\_\_

7. Email Address

8. Website

9. Applicant is:  Individual  Corporation  Government Agency  
*(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 Group  Vending  
*(Definitions of these permit types are provided on page 3 of this form.)*

12. To use the following public lands/related waters *(provide name, legal description and/or attach map or GIS data file as required by BLM)*:

13. For the following purpose *(attach a complete Operations Plan as required by the issuing BLM Office)*:

14. Dates of proposed use  
Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Check if applying for a multiple year  
permit, subject to annual authorization.

Other schedule: \_\_\_\_\_

15. Do you have a permit with BLM/USFS/NPS?  Yes  No 15a. Have you had a permit previously?  Yes  No

15b. Have you ever been denied or had a permit revoked?  Yes  No 15c. Have you forfeited a bond or other security?  Yes  No

15d. Do you have any unresolved, criminal, civil or administrative actions related to a permit or the activities you plan to conduct under this permit?  Yes  No 15e. Have you been convicted, or paid a fine, or forfeited a bond, for violations regarding natural resources, cultural resources or any activity related to your proposal?  Yes  No

*If the answers to any of the above questions are, "Yes:" Provide a detailed explanation on a separate piece of paper.*

16. Certification of Information: I CERTIFY the information in this application and supporting documents 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 required by the BLM, including but not limited to the General Terms listed on page 2 of this form.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Title 18 U.S.C. Section 1001 and Title 43 U.S.C. Section 1212 makes 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.

## GENERAL TERMS

- a. The permittee shall comply with all Federal, State, and local laws; ordinances; regulations; orders; postings; or written requirements applicable to the area or operations covered by the Special Recreation Permit (SRP). The permittee shall ensure that all persons operating under the authorization have obtained all required Federal, State, and local licenses or registrations. The permittee shall make every reasonable effort to ensure compliance with these requirements by all agents of the permittee and by all clients, customers, participants, and spectators under the permittee's supervision.
- b. An SRP authorizes special uses of the public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including modification of the amount of use. The authorized officer may suspend or terminate an SRP if necessary to protect public resources, health, safety, the environment, or because of non-compliance with permit stipulations. Actions by the BLM to suspend or terminate an SRP are appealable.
- c. No value shall be assigned to or claimed for the permit, or for the occupancy or use of Federal lands or related waters granted thereupon. The permit privileges are not to be considered property on which the permittee shall be entitled to earn or receive any return, income, price, or compensation. The use of a permit as collateral is not recognized by the BLM.
- d. Unless expressly stated, the SRP does not create an exclusive right of use of an area by the permittee. The permittee shall not interfere with other valid uses of the federal land by other users. The United States reserves the right to use any part of the area for any purpose.
- e. The permittee or permittee's representative may not assign, contract, or sublease any portion of the permit authorization or interest therein, directly or indirectly, voluntarily or involuntarily. However, contracting of equipment or services may be approved by the authorized officer in advance, if necessary to supplement a permittee's operations. Such contracting should not constitute more than half the required equipment or services for any one trip or activity and the permittee must retain operational control of the permitted activity. If equipment or services are contracted, the permittee shall continue to be responsible for compliance with all stipulations and conditions of the permit.
- f. All advertising and representations made to the public and the authorized officer must be accurate. Although the addresses and telephone numbers of the BLM may be included in advertising materials, official agency symbols may not be used. The permittee shall not use advertising that attempts to portray or represent the activities as being conducted by the BLM. The permittee may not portray or represent the permit fee as a special federal user's tax. The permittee must furnish the authorized officer with any current brochure and price list if requested by the authorized officer.
- g. The permittee assumes responsibility for inspecting the permitted area for any existing or new hazardous conditions, e.g., trail and route conditions, landslides, avalanches, rocks, changing water or weather conditions, falling limbs or trees, submerged objects, hazardous flora/fauna, abandoned mines, or other hazards that present risks for which the permittee assumes responsibility.
- h. In the event of default on any mortgage or other indebtedness, such as bankruptcy, creditors shall not succeed to the operating rights or privileges of the permittee's SRP.
- i. The permittee cannot, unless specifically authorized, erect, construct, or place any building, structure, or other fixture on public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.
- j. The permittee must present or display a copy of the SRP to an authorized officer's representative, or law enforcement personnel upon request. If required, the permittee must display a copy of the permit or other identification tag on equipment used during the period of authorized use.
- k. The authorized officer, or other duly authorized representative of the BLM, may examine any of the records or other documents related to the permit, the permittee or the permittee's operator, employee, or agent for up to three years after expiration of the permit.
- l. The permittee must submit a post-use report to the authorized officer according to the due dates shown on the permit. If the post-use report is not received by the established deadline, the permit will be suspended and/or late fees assessed.
- m. The permittee shall notify the authorized officer of any incident that occurs while involved in activities authorized by this permit, which result in death, personal injury requiring hospitalization or emergency evacuation, or in property damage greater than \$2,500 (lesser amounts if established by State law). Reports should be submitted within 24 hours.

## DEFINITIONS

**Commercial use** is defined as recreational use of the public lands and related waters for business or financial gain. The activity, service, or use is commercial if 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 led, sponsored, or organized by that person, group, or organization. An activity, service, or use is commercial if anyone collects a fee or receives other compensation that is not strictly a sharing of, or exceeds, actual expenses incurred for the purposes of the activity, service or use. Commercial use is also characterized by situations where there is paid public advertising to seek participants or participants pay for a duty of care or an expectation of safety. Profit-making organizations and organizations seeking to make a profit are automatically classified as commercial, even if that part of their activity covered by the permit is not profit-making or the business as a whole is not profitable. Use of the public lands by scientific, educational, and therapeutic institutions or non-profit organizations is commercial and subject to a permit requirement when it meets any of the threshold criteria above. The non-profit status of any group or organization does not alone determine that an event or activity arranged by such a group or organization is noncommercial.

**Financial Gain** occurs when an individual or entity receives or attempts to receive money, donations, gratuities, or gifts, amortizes equipment, or barter for goods or services.

**Competitive Use** means any organized, sanctioned, or structured use, event, or activity on public land in which two or more contestants compete and any of the following elements apply: (1) Participants register, enter, or complete an application for the event; or (2) A predetermined course or area is designated. It also means one or more individuals contesting an established record such as speed or endurance.

**Organized Group Activity or Event** means a structured, ordered, consolidated, or scheduled event on, or occupation of, public lands for the purpose of recreational use that is not commercial or competitive, and which BLM has determined needs a special recreation permit based on planning decisions, resource concerns, potential user conflicts, or public health and safety.

**Vending** means selling or renting recreation related goods or services such as firewood, equipment repair, shuttles, rentals, etc. on the public lands or related waters.

## NOTICES

**The Privacy Act** and 43 CFR 2.48(d) require that you be furnished the following information in connection with the information requested by this form.

**AUTHORITY:** 43 U.S.C. 1201; 43 CFR Group 2930

**PRINCIPAL PURPOSE:** BLM will use your information 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 other information to determine the merits of your proposal.

**ROUTINE USES:** BLM will disclose the information in accordance with 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 BLM rejecting your application.

### **The Paperwork Reduction Act 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 the benefit of receiving a Special Recreation Permit.

You do not have to respond to this or any other Federal agency-sponsored information collection unless it displays a valid OMB control number.

## BURDEN HOURS STATEMENT

Public reporting burden for this form is estimated to average 30 minutes per response and 3 hours and 30 minutes for accompanying information. You may submit 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), Mail Stop 401 LS, 1849 C St., N.W., Washington, D.C. 20240.

## Special Recreation Permit Yearly Check List – BLM, Grand Junction Field Office

Forms may be obtained at our web site. <http://www.blm.gov/co/st/en/fo/gjfo/SRP.html>

Company Name \_\_\_\_\_ Date \_\_\_\_\_

### **New Permits and Permits Ready for Renewal:** Due August 31st for the coming season

\_\_\_\_ Application (Due August 31 for the following year)

\_\_\_\_ Application Fee (\$100.00 new application, \$50.00 for permit renewal)

\_\_\_\_ Updated Operating Plan (Include map)

\_\_\_\_ Business Plan (If a new application or if changes have occurred in management)

\_\_\_\_ State BLM Handbook Stipulations - (Black and white cover, sign p. 22 and p. 25)

\_\_\_\_ GJFO Handbook Stipulations - (BLM logo on cover, sign p. 12)

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### **Annual Operating Authorization Requirements Needed Each Year:**

\_\_\_\_ Copy of Insurance Certificate (List the BLM additionally insured and list activities)

\_\_\_\_ Preseason Form and Estimated Fee (Use work sheet, calculate from last year's post use)

\_\_\_\_ Co River Outfitting License (Floating)

\_\_\_\_ Co Outfitters Registration (Game and Fish)

\_\_\_\_ Current Advertising (Web sites and brochures)

\_\_\_\_ Guide List for Current Season (Trip leaders)

\_\_\_\_ Client Contract (Liability Waiver)

\_\_\_\_ Price List (Cost of trip/activity)

\_\_\_\_ State BLM Handbook Stipulations - (Black and white cover, sign p. 22 and p. 25)

\_\_\_\_ GJFO Handbook Stipulations - (BLM logo on cover, sign p. 12)

## Event Preseason Form

Year \_\_\_\_\_

Name \_\_\_\_\_

Event date or dates \_\_\_\_\_

### I. Estimated Use:

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# of # of # of  
Participants Days User Days

### II. Pre-season fees due:

\_\_\_\_\_ X \$5.00 X .25 = \_\_\_\_\_ or \$105 (whichever is greater) \_\_\_\_\_  
# of Pre-Event  
User Days Fees Due BLM

III. Requested changes to the operating plan on file in our office:

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

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Date

## Event Post-Use Report

Permittee \_\_\_\_\_ Reporting Period \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Date(s)	# of days	# of Participants	User days (days X # participants)	# of Staff	Location

Total # of User days \_\_\_\_\_

**Fees:**

Fees for events are determined by either a flat rate of \$5.00 per participant per day or 3% of gross receipts **WHICHEVER IS GREATER**. (see back for details on deductions and discount multiplier) A \$105 minimum fee is required for all permits. If your fee calculation is less than the \$105 minimum, pay the \$105.

Worksheet:

\_\_\_\_\_ X \$5.00 = \$\_\_\_\_\_ (A)  
 (# of user days)

\$\_\_\_\_\_ - \_\_\_\_\_ X \_\_\_\_\_ X 0.03 = \$\_\_\_\_\_ (B)  
 Total Gross Receipts    deductions    discount multiplier

\$\_\_\_\_\_ - \$\_\_\_\_\_ = \$\_\_\_\_\_  
 amount due to BLM    pre-use payment    post-use due to BLM  
 (A or B whichever is greater)

**Incident Report:**

Describe all accidents or injuries which occurred (date, location, actions taken):

**Comments:**

Describe any management problems associated with your permit, use of Public Lands, or which you feel need attention or resolution:

Signature \_\_\_\_\_

Date \_\_\_\_\_

*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.

*Discounts:*

Discounts can be claimed for time NOT spent on public lands during the event or trip. Use the following discounts to determine your discount multiplier.

<u>Time on Public Land:</u>	<u>Discount Multiplier:</u>
100% - 61%	1.00
60% - 6%	.60
1% - 5%	.20



Grand Junction Field Office  
Dominguez-Escalante  
and  
McInnis Canyons  
National Conservation Areas

Special Recreation  
Permit Policy

Effective Date:  
February 3, 2006

Revised March 2014

This policy ensures that all Bureau of Land Management Special Recreation Permits (SRP or permits) are administered consistently by the BLM Grand Junction Field Office (GJFO).

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

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## **BLM Special Recreation Permit Policy**

All commercial, competitive, special area use, and organized group activity on BLM-administered Public Lands, meeting the criteria listed below, must be authorized by a Special Recreation Permit (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, determinations that demand is being met, overcrowding, past poor performance, climatic conditions and others.

### **Uses Requiring an SRP**

1. **Commercial Permit**—A commercial permit is required when anyone intends to use public lands and related waters, 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 is subject to a permit when the above conditions exist. Non-profit status of any group or organization 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. **Competitive Permit**—A competitive use means any organized, sanctioned or structured use, event or activity on public land in which two or more contestants compete and any 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 are contesting an established record such as speed or endurance.

3. **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. Special Areas can also be areas where the authorized officer determines that the resources require special management and control measures for their protection, and a permit system for individual use would achieve management objectives.

4. **Organized Group Activity and Event Use**—Organized group/event permits are for group outdoor recreation activities or events which are neither commercial nor 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.

## **Timelines and Application Requirement for Permits**

### **I. Commercial Permits**

- The potential new permittee and BLM meet for a pre-application consultation to foster communication between the potential permittee and the BLM to ensure the proposed application is consistent with BLM management objectives. *BLM will not accept applications from potential new permittees, until a pre-application consultation has occurred.*
- August 1 through August 31—BLM accepts applications from new 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 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.
- February 1—Commercial permits issued.

\* 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 and 8 below.

### **A. New and Renewing Commercial Permit Application Requirements:**

1. Business Plan:

New and renewing 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 or permit transfers. 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) A description of the business: include the products and services that you will offer and your knowledge of the industry
- b) 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 (include any privately owned or leased lands)
- c) 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)
- d) 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

2. Application Form, completed and signed (See GJFO website for blank application)

3. Operating Plan (See GJFO website for worksheet)

4. A map providing sufficient detail showing specifically where use is proposed

5. A signed copy of the SRP Terms, Conditions, and Stipulations (See GJFO website for copy of stipulations)

6. Written permission from private landowners or other agencies for any approved use of, or access across lands adjacent to the proposed authorized operating areas on BLM-administered lands.

7. Application fee

8. A signed copy of the signature page of this policy.

**B. Commercial Permit Annual Operating Authorization:**

All commercial permits will be validated at the beginning of each operating season with an Annual Operating Authorization. Annual operating authorizations will be issued to permittees after the BLM receives pre-season fees, updated proof of insurance, a bond (if required), copies of valid licenses, permits and registrations from state, county or city agencies; updated guide lists; signed copy of the SRP Terms, Conditions, and Stipulations, signed copy of the signature page of this policy, current price list/brochure, and a copy of their current client contract or liability waiver.

**NOTE: Commercial permits will not be valid without an annual operating authorization.**

**Due dates for BLM to receive Annual Operating Authorization requirements are:**

1. February 15 – Non-hunting permits
2. July 1 – Big Game and Lion hunting permits

**Competitive Event, Organized Groups and Vendor Permits:**

**A. Application Timelines:**

- The potential new permittee and BLM meet for a pre-application consultation to foster communication between the potential permittee and the BLM to ensure the proposed application is consistent with BLM management objectives. *BLM will not accept applications from potential new permittees, until a pre-application consultation has occurred.*
- 180 days prior to the proposed use, BLM accepts application from applicant.
- 0 - 30 days after application is received, BLM will notify the applicant that the application has been received and request any additional information. BLM will notify the applicant if cost recovery is required.
- 30 – 90 days after the receipt of the permit application, BLM reviews the proposal and conducts any necessary environmental review.
- 90 days prior to use date, BLM notifies the applicant of permit approval or denial.
- 30 days prior to use date, proof of insurance, bond (if required), and 25 percent of estimated fees must be received by BLM. A different fee payment may be approved by the authorized officer.

**B. Application Requirements:**

**Required 180 days prior to proposed use:**

1. Application Form, completed and signed (See GJFO website for blank application)
2. Operating Plan (See GJFO website for worksheet)
3. A signed copy of the SRP Terms, Conditions, and Stipulations (See GJFO website for copy of stipulations)
4. Application fee
5. A signed copy of the signature page of this policy

**Required 60 days prior to proposed use:**

1. Copy of any applicable state, county or city licenses, permits or registrations
2. Evidence of permission to use private land (if applicable)
3. Copy of current advertising brochure and price list
4. Copy of client-outfitter contract or participant registration/waiver

**Required 30 days prior to use:**

1. Proof of insurance meeting BLM standards as defined in the terms, conditions, and stipulations
2. 25 percent of estimated fees
3. Bond (if required)

**Variations to the above timelines and requirements must be approved by the authorized officer.**

**Application Review Criteria**

Permit 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 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.
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 Dominguez-Escalante NCA Interim 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. Adjoining Lands and Joints Permits
  - 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, administering and monitoring a permit, cost recovery of direct expenses related to the permit will be charged. If cost recovery applies, the authorized officer will notify the applicant of potential charges in writing within 30 days of receipt of the application. Cost recovery begins after the BLM receives an application and does not include a pre-application consultation meeting.

### **Permit Term**

The GJFO may issue permits on a yearly or multi-year term for up to 10 years. Permit terms are at the discretion of the authorized officer.

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

Permits with two consecutive years of non-use may be cancelled. Before a permit would be cancelled, 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.

### **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. Authorized areas require that there is legal access for the permittee. If no public access is available to a proposed area, the permittee must show evidence of authorized access.

Authorized use of public lands outside the GJFO may be authorized by a joint permit if the proposed trips start on one field office and end on an adjacent field office. Joint permits will not be issued simply for the convenience of the permittee. The joint permit will be approved in writing by the adjacent Field Office authorizing officer.

## **Permit Fees**

Fees are required for all SRPs.

- There is a \$100 application fee for all new Special Recreation Permit applications.
- There is a \$100 transfer fee for a permit transfer following the bona fide sale of a business.
- There is a \$50 renewal fee for permit renewals.
- There is a \$105 minimum annual-use fee for all permits. Permits with authorized non-use are still required to pay the \$105 minimum use fee.
- Commercial permit fees are based upon 3 percent of the adjusted gross receipts\* derived from use authorized under the SRP.
- Competitive permit fees are based upon 3 percent of the adjusted gross receipts\* 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 may pay fees due the Government in installments with annual written approval from the authorized officer.
- Permittees with competitive event and organized group permits will pay 25 percent of estimated fees 30 days prior to the use date, and may be required to secure a bond.
- Fees may 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 unless a refund is requested. Any refund of overpayment for a commercial permit must be submitted in writing.
- Refunds will be made for overpayment of fees for one-time competitive and organized group permits.

\*Gross receipts means the total of all financial gains received by the permittee, their employees, or agents for goods or services provided in connection with commercial activities authorized by the SRP, whether or not provided on public land or related waters. Financial gain includes payments of money, revenue from sale of images or broadcast rights, on-site sales or rentals, as well as gratuities, donations, gifts, bartering, trophy fees, etc., regardless of source.

## **Post-Use Reporting**

Post-use trip logs will be required within 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 trip logs 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.

For each trip, trip logs must show beginning and ending dates, location of use areas, number of clients and staff, number of days use occurred on both BLM-administered and private lands, and total gross receipts.

The Post-Use trip logs must summarize the total number of client and staff visitor days, total receipts, amount of deductions claimed and discounts for time off of BLM-administered public lands. Payments will be made for each use period.

If no use occurs during a use period, a post-use trip log still must be submitted stating non-use for the period. Minimum annual-use fees apply to permits with non-use.

**Post use trip logs are due on the following dates:**

1. November 30 – Non-hunting permits
2. January 31 – Big Game hunting permits
3. May 31 – Lion hunting permits

All event, group, and vendor post use are due 30 days after event or last use.

**Discounts for Time off BLM Public Lands**

*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.*

The number of use 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. Discounts for time off BLM lands must have annual written approval from the authorized officer prior to use on BLM public lands.

**Deductions**

Deductions from gross receipts for a trip will be allowed for actual transportation and lodging for a 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. Deductions must have annual written approval by the authorized officer prior to use on BLM-administered public lands. Supporting receipts will be required for any deductions.

**Stipulations**

The standard *Terms, Conditions and Stipulations* 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

stipulations or this 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. A notarized bill of sale will be required by the BLM that shows no value assigned to the permit. The new owner will follow the guidelines in this policy when applying for a 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.

### **Permittee Evaluations**

BLM Grand Junction will evaluate permittees annually. The status of a permit will be determined through the evaluation process. Permittees will receive one of the following performance ratings:

Superior means that the permittee has exceeded all established standards for the permitted activities.

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. Continued operation at this level of performance is unacceptable. Corrective action by the permittee is mandatory. A permittee who is given a summary performance rating of probationary may be relegated to a permit period not to exceed one year and permits with remaining periods of more than one year will be so amended. If this performance level is received two 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.

Permit applications will not be approved for any person connected to or affiliated with the operations of a terminated permit.

**Signature Page**

\_\_\_\_\_  
Kathryn Stevens  
Field Manager

\_\_\_\_\_  
Date

I have read the Grand Junction Field Office Special Recreation Policy (revised in March 2014) 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

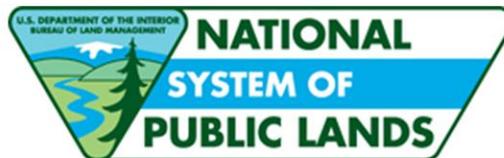
Colorado



## Commercial, Competitive and Special Events

On BLM Administered Public Lands

(Revised 2014)



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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 organization 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, pose 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).

## SRP APPLICATION FEES:

- 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 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 TO PROCESS YOUR PERMIT**  
*(Please check with local Field Office where you're applying for specific requirements)*

1. Fees for applications, renewals and transfers will apply.  
Application Fee - \$100.00  
Transfer Fee - \$100.00  
Renewal Fee - \$50.00
2. A completed and signed **application**.\*
3. A current **operating plan**.\*\*
4. 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.\*\*
5. 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.\*\*\*
6. A valid **insurance policy** identifying the "Department of the Interior, Bureau of Land Management" as additionally insured. (See page 10 for minimum acceptable liability insurance coverage.)
7. 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 \$105 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.
8. A copy of your current **brochure** and **price list**.
9. A signed copy of the standard stipulations page 14-22 for all permits, and page 23-25 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*

**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](http://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.*

**Colorado River Valley Field Office**

2300 River Frontage Road  
Silt, CO 81652  
(970) 876-9000

**Columbine Field Office**

367 Pearl Street  
PO Box 439  
Bayfield, CO 81122  
(970) 884-1436

*Note: No new permits issued at this time*

**Dominguez-Escalante National Conservation Area**

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

*Note: No new permits issued at this time*

**Grand Junction Field Office**

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

*Note: No new permits issued at this time*

**Gunnison Field Office**

210 West Spencer, Suite A  
Gunnison, CO 81230  
(970) 642-4940

**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

**Tres Rios Field Office**

29211 Highway 184  
Dolores, CO 81323  
(970) 882-7296

**McInnis Canyons National Conservation Area**

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

*Note: No new permits issued 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 Field Office**

46525 US Highway 114  
Saguache, CO 81149  
(719) 655-2547

**Uncompahgre Field Office**

2465 S. Townsend Ave.  
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! PRINCIPLES:

**T**Travel Responsibly

**R**espect the rights of others.

**E**ducate yourself.

**A**void Sensitive Areas

**D**o Your Part

### “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.
- Some offices may require human waste to be packed out (check permit stipulations).

#### *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 an initial probationary period. Multi-year permits must be accompanied by a current 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 \$105 or 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 financial gain. Financial gain is the result of an individual or entity receiving or attempting to receive money, donations, gratuities, or gifts; amortizing equipment; or bartering for goods or services. Financial gain includes payments of money; revenue from the sale of images or broadcast rights; onsite sales or rentals; and gratuities, donations, gifts, bartering, trophy fees, etc., regardless of source.

### 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. At the Authorized Officer's 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 \$105 or \$5.00 per user day or 3% of gross receipts, whichever is greater.

**ORGANIZED GROUP ACTIVITIES AND EVENT FEES:** A minimum fee of \$105 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 (\$105 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 a minimum of \$210 per site per year 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. 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:

<b>GENERAL GUIDELINES FOR MINIMUM INSURANCE REQUIREMENTS</b>		
<b>SRP Event or Activity</b>	<b>Per Occurrence</b>	<b>Per Annual Aggregate</b>
Low Risk: general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials.	\$300,000	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing, heli-skiing, or aviation assisted activities	\$1,000,000	\$2,000,000 - \$10,000,000

The insurance certificate must list the “Department of the Interior, Bureau of Land Management” as additionally insured (not co-insured), state the limits of liability, **state the activities that are covered by 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 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.

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 16.

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.

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

The Moab BLM District Office in Utah issues and administers 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.

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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](http://www.dora.co.state.us)

Commercial river outfitters must obtain a license from:

Colorado Parks and Wildlife  
Colorado Department of Natural Resources  
13787 South Highway 85  
Littleton, Colorado 80125  
Phone: (303) 791-1954  
<http://parks.state.co.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](mailto:Mark.lapka@state.co.us)  
[www.cdhs.state.co.us/childcare](http://www.cdhs.state.co.us/childcare)

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## 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. 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 - 22 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.

### 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: Tres Rios 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: Colorado River Valley Field Office.
- Gunnison River from Delta to Grand Junction: Dominguez-Escalante National Conservation Area. **(Not accepting new outfitters)**
- 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: San Luis Valley Field Office.
- Ruby Canyon segment of the Colorado River from Loma to the state line: McInnis Canyons National Conservation Area. **(Not accepting new outfitters)**
- San Miguel River from Deep Creek to Dolores River Confluence: Uncompahgre Field Office.
- Upper Colorado River from Reeder Creek to Bair Ranch: Kremmling and Colorado River Valley Field Office.
- White River from Meeker to the Colorado/Utah state line: White River Field Office.
- Yampa River from Craig to Dinosaur National Monument: Little Snake Field Office.

(See Field Office Addresses on page 6.)

Commercial use permits for the Arkansas River are issued by the Colorado Parks and Wildlife (CPW). For deadlines and other information on Arkansas River permits, contact:

Arkansas Headwaters Recreation Area; 307 W. Sackett; Salida, Colorado 81201. (719) 539-7289

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## Chapter III: Stipulations

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

**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:

<b>GENERAL GUIDELINES FOR MINIMUM INSURANCE REQUIREMENTS</b>		
<b>SRP Event or Activity</b>	<b>Per Occurrence</b>	<b>Per Annual Aggregate</b>
Low Risk: general non-competitive and non-commercial activities such as group camping, group activities, mounted orienteering, backpacking, or dog trials.	\$300,000	\$600,000
Moderate Risk: whitewater boating, horse endurance rides, OHV events, mountain bike races, rock climbing (with ropes), ultra-light outings, rodeos	\$500,000	\$1,000,000
High Risk: bungee jumping, speed record events, unaided rock climbing, heli-skiing, or aviation assisted activities	\$1,000,000	\$2,000,000 - \$10,000,000

- C. An insurance certificate shall be submitted, stating the limits of coverage, identifying the “Department of the Interior, Bureau of Land Management” as additional insured, that includes the minimum shown above, expiration date, and a list of the activities that are permitted and insured.
- D. The permittee will ensure the BLM will be notified 30 days in advance of termination or modification of the policy, or modification of such insurance.
- E. The insured on the insurance certificate must match the permitted name of business or organization on the permit form.

#### **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: 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, the permittee must furnish copies of all lease or rental arrangements for the dogs and/or dog handler(s) that they plan on using upon request. Dog handlers must be listed as guides.

#### **V. ASSIGNMENT AND SUBLETTING OF PERMIT PRIVILEGES**

The permittee may not assign permit privileges to a third party, including booking agents. The permittee or permittee's representative may not assign, contract, or sublease any portion of the permit authorization or interest therein, directly or indirectly, voluntarily or involuntarily. However, contracting of equipment or services may be approved by the authorized officer in advance, if necessary to supplement a permittee's operations. Such contracting should not constitute more than half the required equipment or services for any one trip or activity and the permittee must retain operational control of the permitted activity. If equipment or services are contracted, the permittee shall continue to be responsible for compliance with all stipulations and conditions of the permit.

The following is required:

- A. A third party advertisement used to book a trip must clearly indicate that the trip will be operated by the company holding the permit;
- 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 on your guide list.
- 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.).

#### **VI. NON-EXCLUSIVE USE**

- A. Roads, trails and trailheads, or campsites commonly in public use shall not be blocked or enclosed by the permittee.
- B. Public lands will generally remain available on a first-come, first served basis to other commercial and private recreational users.

#### **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 shall practice the TREAD LIGHTLY and LEAVE NO TRACE land ethics and inform their clients about these practices and ensure that they follow them.
- C. An outfitter shall maintain accurate and up to date records.
- D. An outfitter shall maintain a regular place of business at which mail and phone calls can be received and provide address and physical location of such business to the BLM. Any change of mailing address, place of residence, or telephone number shall be reported to the BLM within thirty (30) days of such change.

#### **VIII. MODIFICATION OR AMENDMENT**

- A. If needed, the permittee shall request amendment or modification of the permit prior to issuance of the annual operating authorization for changes in: use areas or sites, season of use, services provided, fee structure, or any other changes in operations.
- B. Check with individual field offices for permit amendment deadlines.

## IX. PAYMENTS

- A. Use Fee Payments: Permit fees are due and payable in advance based on estimated use gross receipts. Payments shall be made to the Field Office by check, credit card, money order or cashier's check, payable to the "Bureau of Land Management".
- B. 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.
- C. End of Season Payment: The post-use reports and/or trip logs are due 30 days after the last day of use or as specified on SRP. The actual use fee shall be calculated from the reports by the field office and billed accordingly.
- D. Refunds:
  - 1. All overpayments will be credited for use for the following operating season.
  - 2. Refunds may be issued in the case of permit transfers, permit cancellations, and expired non-renewing permits. Refunds must be requested in writing.
- E. Late Payments  
Late payment of fees may result in additional fee penalties, permit probation, suspension, and/or cancellation, and interest and administrative handling charges.
- F. 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.
- G. 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. Commercial Trip Logs: The permittee shall submit trip logs 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.
- B. Event 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.
- C. Trip log and post use reports shall indicate accurately the dates of use, location, type of use, the total number of clients served during the term of the permit, total staff, total receipts and total deductions claimed, discounts for time off public lands, and describe any accidents or injuries occurred, and management problems or concerns.
- D. Late Use Reports: **Late submission of use reports may be cause for action against the permittee**, including probation, suspension, and/or cancellation, and criminal penalties.
- E. Non-Use: Zero use must be requested in writing. Minimum fees 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 and its cooperators, including the Colorado Parks and Wildlife, and USDA Forest Service, shall at all times have the right to enter the premises located on public land on official business. The permittee shall acquire reasonable access to private lands owned or utilized in the permitted operation for purposes related to administration of the permit.
- B. The authorized officer, or other duly authorized representative of the BLM, may examine any of the records or other documents related to the permit, the permittee, the permittee's operator, employee, or agent for up to three years after expiration of the 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, web pages 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".
- C. Official BLM agency symbols may not be used in advertising.

## **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 in certain areas or 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 and most WSAs. Check with your local office to see if there are exceptions. 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.

**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.

Evaluation Ratings are as follows:

**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. 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.

- 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 cancelation, 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 cancelled or suspended permit.

**XVIII. CERTIFICATION**

I have read the terms, conditions, and stipulations of the Special Recreation Permit Information Colorado handbook and understand that I must abide by them while performing activities in connection with the permitted operations.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Company Name \_\_\_\_\_

Revised: January 2014

**COLORADO BLM SPECIAL STIPULATIONS**  
**COMPETITIVE, ORGANIZED, AND OFF-HIGHWAY VEHICLE EVENTS**  
*FOR ALL PERMITS*

**Staffing Requirements:**

1. The operating plan will include a section to address event monitoring. The event monitoring section will address how the permittee will accomplish the following: Permittee is in charge of maintaining control of the permitted event area at all times. Permittee will have adequate staff to ensure that all rules are followed. During the event, permittee will provide on-the-ground staff monitoring to ensure that use is confined to areas actually authorized by permit.

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. Road crossings will be identified on the map and flag workers will be used where appropriate.

**Operating Plans:**

3. Permittee will be responsible for implementing the approved operating plan that includes, a medical plan to address response to and transportation of any injured participants or spectators, emergency response staff, level of training of staff, and type of medical equipment on site (ambulance/air ambulance), and a safety plan that includes advising the local sheriff, fire, and emergency medical service of the event.

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

5. Permittee will mark approved routes, staging areas, parking areas, etc. with non-defacing markers and signs. Permittee is responsible for the prompt removal of these markers and signs immediately upon completion of event.

6. Permittee will monitor all range fence gates opened for the event to prevent passage by livestock and closed immediately at the end of the event.

7. Permittee is responsible for ensuring the safety of all spectators, entrants, vendors, and/or support personnel, and ensuring that all permit actions are in conformance with local, state, and federal health and safety standards.

8. 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.

9. Operation and maintenance of all sanitation, food service, water supply systems, and facilities by the permittee or his/her vendors shall comply with the standards of the local department of health and the United States Public Health Service and have the necessary permits to operate on Public Land.

10. 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.

11. At the conclusion of the event, all trash and evidence of the event will be removed by the permittee and inspected by the Field Manager, or delegated authorized personnel, to meet the specifications established in the environmental document.

12. Pit areas will be open to authorized event participants and pit crews only. Permittee will provide a list of authorized personnel and participants who are permitted within each pit area. Storage areas for pit supplies will be identified on the map.

13. Spectator locations, and distances from track, will be identified by the use of snow fence or ropes, road delineators, setbacks and personnel to monitor said areas. Spectator viewing areas will be identified on attached map. The Event Operation Plan shall clearly identify in detail how spectator's safety will be provided for and what control measures will be utilized. Permittee must establish a safe distance for spectators and set speed limits in pits and other sensitive areas.

14. The permittee shall be responsible for clean-up and remediation in the event of an accident or mechanical failure resulting in the spillage of fuels, lubricants, coolants, hydraulic fluids, or other petroleum-based or synthetic organic compounds. Tarps are required under vehicles in the pit area to aid cleanup in the event of a spill.

15. All pits must have the equivalent of a UL approved two (2) 10-lb. ABC fire extinguisher at all times. Extinguisher(s) must be manned during all pit stops. This capability may be accomplished using fire extinguishers of any combination (minimum 5-lb. extinguisher) that equals 20 lbs. (i.e. two 10 lb., four 5 lb.). If 5 LB extinguishers are to be utilized, then the pit crew must man two fire extinguishers and be at the ready. All pit fire extinguishers must have current (less than one year old) seal in place, and be fully charged.

16. Permittee will provide the BLM with a medical plan to address response to and transportation of any injured participants or spectators. This plan will include number of emergency response staff, level of training of staff, and type of medical equipment on site (ambulance/air ambulance).

17. Welding and use of open flames will be monitored by permittee and confined to areas void of vegetation to prevent the ignition of vegetation in the surrounding areas.

## **Communication:**

18. Permittee will conduct a mandatory participant meeting where all participants will sign in. If a participant is not signed in, they will not participate in the event. This meeting will be documented. Key personnel and procedures will be identified such as medical, safety and incident command individuals. In case of an incident, permittee will be considered the key contact for Law Enforcement, Sheriff, BLM and event organizers. If permittee chooses to designate another individual for this duty the operation plan must be amended and signed to reflect this change. This contact will have the authority to stop the race if necessary and will be in radio or phone contact with event organizers.

19. 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.

20. 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.

21. 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 actions in the local news media.

22. State and local law enforcement will always be advised of upcoming events. Permittees are required to submit communication and safety plans that include advising the local sheriff, fire, and emergency medical service of the event.

23. Permittee will advise all spectators of current fire restrictions and regulations in effect. Special emphasis should be placed on any prohibition of smoking and campfires using solid fuels (wood, charcoal, etc).

**Notifications:**

- 24. Permittee is responsible for ensuring that all authorized motorized use conforms to the Conditions of Use set forth in 43 CFR Subpart 8341.1.
- 25. 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 limited or closed (e.g., limited or closed off-highway vehicle designation areas).
- 26. State and local laws and ordinances apply to all BLM-administered public land, subject to overriding federal law. 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. See 43 CFR 8341.1(d)
- 27. 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. These would include factors such as heavy rains, flooding, early thawing, etc.
- 28. Permittee shall protect the scenic and aesthetic values of the area under permit and the adjacent lands 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.
- 29. Permittee will restore any resource damage from the event as specified by the Field Manager.
- 30. 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.
- 31. Proof of insurance shall be provided at least 30 days 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.

- 32. All event officials will receive a copy of applicable stipulations prior to competitive event(s). Permittee will ensure that the “Additional Standard Stipulations for Competitive and Off-Highway Vehicle Events” are posted on the event promoter’s website and provided in participant material.
- 33. 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.
- 34. 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.
- 35. 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 agencies authorized to review BLM’s permitting activities.
- 36. Permittee shall post a copy of the authorizing permit in plain view where all clients and BLM and CPW employees have the opportunity to read it.
- 37. Permittee will notify BLM immediately of any accident resulting in loss of life.

**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  
Revised: January 2014

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

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Colorado State Office  
2850 Youngfield Street  
Lakewood, CO 80215