

**CHAPTER P-7 - PASSES, PERMITS AND REGISTRATIONS  
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## CHAPTER P-7 - PASSES, PERMITS AND REGISTRATIONS

### ARTICLE I - GENERAL PROVISIONS AND FEES RELATING TO PASSES, PERMITS AND REGISTRATIONS

#### VEHICLE PASSES

##### # 700 - VEHICLE PASS

1. Except as otherwise provided in these regulations or by Colorado Revised Statutes, no motor vehicle shall be brought onto any Parks and Outdoor Recreation lands unless a valid pass issued by the Division is properly attached. Passes that are designed to be affixed to the windshield shall be attached to the extreme lower right-hand corner of the vehicle's windshield in a position so that the pass may be observed and identified. For an annual vehicle pass, including an aspen leaf annual pass to be properly attached to a windshield it must be permanently affixed. Any vehicle whereby a pass cannot be secured inside the passenger compartment shall be treated as a special case, but evidence of a pass shall be required on the person or in the vehicle. Other types of passes, such as hang tag passes, shall be continuously displayed in the motor vehicle in the manner described on the pass while the motor vehicle is operated or parked on Division properties.
2. No vehicle pass shall be required for:
  - a. Any snowmobile as defined in section 33-14-101, C.R.S.;
  - b. Any off-highway vehicle as defined in section 33-14.5-101(3), C.R.S.;
  - c. Any government-owned vehicle, emergency vehicle, or law enforcement vehicle on official business;
  - d. Any commercial delivery vehicle delivering goods to the park or a park concessionaire when the goods are directly related to the operation of the park or concession;
  - e. Any resident's vehicle displaying a Colorado disabled veteran's license plate pursuant to section 42-3-213(5)(a), C.R.S., and as provided for in section 33-12-106(1), C.R.S.;
  - f. Any vehicle bringing a qualified holder of a transferable Columbine or a Centennial annual pass into a park;
  - g. Any vehicle that is not required to have a vehicle pass pursuant to the special activity regulation # 703;
  - h. Any vehicle entering a park on Colorado day; or
  - i. Any vehicle that is exclusively towed.
  - j. Any vehicle occupied by a veteran or current or reserve member of any branch of the armed forces of the United States, on the State observance of Veteran's Day. At least one form of past or present military identification shall be presented at the Park entrance. Acceptable forms of military identification include:
    - DD214;
    - DD Form 2;
    - DD Form 2765;

- Active, retired or veteran military identification cards;
  - A current Colorado Driver's License or state issued identification card with the word 'Veteran' printed on it as specified in 42-2-303 (5)(a), C.R.S.;
  - VA medical card;
  - The display of military license plates.
- k. Any vehicle occupied by a veteran, reserve, or active duty member of any branch of the armed forces of the United States, during the month of August. At least one form of past or present military identification shall be presented at any state park or Division office in order to receive a free vehicle hang tag pass. Acceptable forms of military identification include:
- DD214;
  - DD Form 2;
  - DD Form 2765;
  - Active, retired or veteran military identification cards;
  - A current Colorado Driver's License or state issued identification card with the word 'Veteran' printed on it as specified in 42-2-303 (5)(a), C.R.S.;
  - VA medical card.
- (1) As referenced in this chapter, "veteran" means a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.
3. The types of annual vehicle passes available from the Division are as follows:
- a. An Aspen Leaf annual pass as provided for in section 33-12-103, C.R.S.; and
  - b. An annual vehicle pass, which is available for any vehicle except passenger vans and buses operated by a commercial business.
    - (1) Commercial passenger vans and buses are eligible to purchase daily, but not annual, vehicle passes.
    - (2) School buses on official school outings, passenger vans and buses operated by a nonprofit corporation or organization as defined in 13-21-115.5 (3), C.R.S., and passenger vans and buses operated by any government agency are eligible for either daily or annual vehicle passes.
4. Daily vehicle passes are as follows:
- a. A fee of \$7.00 per vehicle for any vehicle except for:
    - (1) Passenger vans and buses operated by a commercial business;
    - (2) A \$1.00 per vehicle capacity fee will be added to the cost of daily vehicle passes at Cherry Creek, Chatfield, and Boyd Lake State Recreation Areas, and Eldorado Canyon State Park.
  - b. School buses on official school outings, passenger vans and buses operated by a nonprofit corporation or organization as defined in 13-21-115.5 (3), C.R.S., and passenger vans and buses operated by any government agency are eligible to purchase a daily vehicle pass.

- c. For passenger vans and buses operated by a commercial business, the daily vehicle pass fee will be based upon the number of passengers on-board. The fee shall be \$10.00 for up to fifteen passengers on-board, \$40.00 for sixteen to thirty passengers on-board, and \$50.00 for more than thirty passengers on-board.
5. An annual vehicle pass shall be issued and, by appropriate language, authorize entrance by motor vehicle to all state recreation areas and state parks during the period beginning on the date of purchase through the last day of the same month in the following year. Such authorization shall apply to the user and all passengers in the motor vehicle to which the pass is affixed. One pass shall cover all state recreation areas and state parks.
6. Additional annual vehicle passes may be issued to an owner or to the owner's immediate family members. Additional annual vehicle passes authorize entrance by motor vehicle to all state recreation areas and state parks during the period beginning on the date of purchase of the additional pass through the expiration date of the associated original full-priced annual pass. Owners of school buses, passenger vans and buses owned by a nonprofit corporation or organization as defined in 13-21-115.5 (3), C.R.S., and passenger vans and buses owned by any government agency are limited to purchasing no more than two additional annual vehicle passes at a reduced fee per each annual vehicle pass purchased at the full fee. For the purpose of this regulation, "immediate family members" are defined as spouses and children with valid driver's licenses living at the same address. "Owner" is defined as the person whose name appears on the registration of both the original vehicle for which an annual pass was purchased and the additional vehicle, or a person who can provide proof of ownership of the original and the additional vehicle at a designated Division office.
7. If the motor vehicle for which an annual vehicle pass or additional vehicle pass was issued is sold or traded, or if the pass is lost or destroyed during the period in which it is valid, the person to whom the pass was issued may obtain a duplicate thereof, upon signing an affidavit reciting where and by whom it was issued and the circumstances under which it was lost or traded. Upon payment of a fee of \$5.00, a new pass effective for the remainder of the period that the lost or destroyed pass would have been valid may be issued only by the Division to the original owner of such pass.
8. A daily park pass, valid for one day only, shall authorize entrance by motor vehicle to the state recreation areas and state parks by the user and all passengers in the motor vehicle to which the pass is affixed during the day used and until 12:00 P.M. (noon) the following day.
9. A no fee pass shall be issued to any vehicle towed or carried in by a motor home if a camping permit or proof of a campsite reservation is presented at an attended visitor center, office or entrance station. The no fee pass, valid for the same time period as the camping permit or camping reservation, shall authorize entrance by motor vehicle to the state recreation areas and state parks by the user and all passengers in the motor vehicle to which the pass is affixed. For the purpose of this regulation, motor home means a vehicle designed to provide temporary living quarters and which is built into, as an integral part of or a permanent attachment to, a motor vehicle chassis or van.

## **INDIVIDUAL PASSES**

### **# 701 - INDIVIDUAL PASSES**

1. Individuals entering state recreation areas and state parks by means other than a motor vehicle, such as on foot, bicycle, horseback, etc., may enter without purchasing a parks pass, except as otherwise required by these regulations. No individual pass shall be required under the circumstances identified in regulation # 700-2.a. through # 700-2.e. and # 700-2.g. through # 700-2.i.

2. A disabled resident may obtain a Columbine annual pass pursuant to 33-12-103.5, C.R.S. A resident who qualifies for a Centennial annual pass may obtain such pass as provided for in this regulation. The Columbine and the Centennial annual passes are transferable and are valid whenever temporarily affixed to any vehicle used to bring the pass holder into a park.
3. A Columbine or a Centennial annual pass shall authorize entrance by motor vehicle, when and where motor vehicle access is permitted, to all state recreation areas and state parks. Such authorization shall apply to the holder of the Columbine or the Centennial annual pass and all the passengers in, and the driver of, the motor vehicle carrying the holder of such annual pass. Such annual parks pass must be continuously displayed in the manner described on the pass while the motor vehicle transporting the holder of the pass is operated or parked on division properties. Additional fees may be required at some facilities such as campgrounds, group picnic areas and swim beaches.
4. A Columbine or a Centennial annual parks pass shall be issued following the Division's receipt of a completed application from a qualified resident of the state and the payment of the necessary fee.
5. In order to qualify for a Columbine annual parks pass, a resident must provide written proof to the Division:
  - a. That he or she has been determined to be totally and permanently disabled by the Social Security Administration; or
  - b. That he or she has been determined to be totally and permanently disabled by the Division of Workers' Compensation; or
  - c. That he or she has been determined by a physician to have a physical or mental impairment which prevents gainful employment and is reasonably certain to continue throughout the person's lifetime.
6. In order to qualify for a Centennial annual parks pass, a resident must show a photo identification card and provide written proof, in the form of a federal income tax return from the immediately preceding calendar year, that the federal total annual income of such individual is at or below the threshold amount, based on the number of dependents, for a state parks Centennial annual pass.

The federal total annual income amounts, based on the number of dependents, cannot be greater than those listed in the poverty guidelines set forth in the *Federal Register Volume 81, Number 15* (January 25, 2016) issued by the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Room 422F.5, Humphrey Building, Department of Health and Human Services, Washington, DC 20201 under the authority of 42 U.S.C. 9902(2). This federal guideline, but not later amendments to or editions thereof, has been incorporated by reference. Information regarding how and where the incorporated materials may be examined, or copies obtained, is available from:

Regulations Manager  
Policy and Planning Unit  
Colorado Division of Parks and Wildlife  
1313 Sherman Street, Room 111  
Denver, Colorado 80203

If the individual's income is at a level where he or she was not required to file a federal income tax return for the immediately preceding calendar year, such individual shall sign a statement under penalty of perjury in the second degree to such effect. No such affidavit shall be required to be notarized.

7. The Columbine and the Centennial annual parks pass application shall be on a form provided by the Division. Blank applications shall be available, during regular business hours, at the Divisions' regional offices, Denver offices, and service centers.
8. Individuals applying to the Division for a Columbine or a Centennial annual parks pass must provide the following information:
  - a. Full name and address, including city, county, state and zip code; and
  - b. Phone number, unless the phone number is unlisted or non-published; and
  - c. Date of birth and age; and
  - d. Physical description, including sex, height, weight, hair and eye color; and
  - e. Applicant's signature and date of application; and
  - f. If applying for a Columbine annual parks, information concerning the nature of the applicant's disability, together with supporting evidence of the same.
  - g. If applying for a Centennial annual parks pass, information concerning the applicant's total annual income and number of dependents together with supporting evidence of the same.
9. The Columbine and the Centennial annual parks pass application form shall contain language explaining that the completed and signed application, once submitted to the Division, will be treated in all respects as a sworn statement. The form shall also contain an oath that includes an affirmation attesting to the truth of that which is stated, the applicant is aware that statements made are intended to be represented as true and correct statements, and that false statements are punishable by law.
10. At the time that an application for a Columbine or a Centennial annual parks pass is submitted to the Division, the appropriate fee shall also be paid.
11. Pending the issuance of a Columbine or a Centennial annual parks pass, possession on the applicant of a bona fide copy of the application permits the applicant and others in the motor vehicle carrying the applicant entrance by motor vehicle to all state parks and state recreation areas, when and where motor vehicle access is permitted, for a period of thirty days following the date of filing the application with the Division or until receipt of notice from the Division either granting or denying the application request, whichever period of time is shorter.
12. Within 15 days of the Division's receipt of a completed Columbine or Centennial annual parks pass application and the appropriate fee payment, the Division shall review and approve or deny the application.
  - a. Completed applications shall be approved if the minimum qualifications set forth in this regulation are met.
  - b. Conversely, if the minimum qualifications are not met, then the application shall be denied. The applicant shall be notified in writing within five working days upon denial of a request. Such written notification shall include an explanation of the basis for denial and a refund of any fee paid.

- c. The applicant may appeal this decision to the Division Director by notifying the Director in writing within sixty days of the Division's mailing of the denial notice. A faster appeal will be necessary when the calendar year will end prior to the expiration of the sixty-day appeal period.
  - d. The address utilized by the Division for all mailings associated with the processing of a Columbine or Centennial annual parks pass application shall be the address indicated on the application.
- 13. If a Columbine or a Centennial annual pass is lost or destroyed during the period of time that it would otherwise would have been valid, the person to whom the pass was issued may obtain a duplicate thereof, upon signing an affidavit reciting where and by whom it was issued and circumstances under which it was lost. Upon payment of a fee of \$5.00, a new pass may be issued only by the Division to the original owner of such Columbine or Centennial annual pass.
- 14. The receipt for the annual vehicle pass shall be used as an annual walk-in pass for visitors entering Eldorado Canyon State Park, Lory State Park, Colorado State Forest State Park, Arkansas Headwaters Recreation Area.
- 15. Individual daily pass fees are as follows:
  - a. A fee of \$3.00 per person for any person of the age of sixteen or more years shall be charged for a daily pass for all visitors entering Eldorado Canyon, Colorado State Forest, and Lory State Parks, except those entering the park in a motor vehicle with a valid parks pass.
  - b. A fee of \$3.00 per person for any person of the age of sixteen or more years shall be charged for a daily pass for all visitors entering the developed and posted fee sites of Arkansas Headwaters Recreation Area, except those entering the park in a motor vehicle with a valid parks pass.
- 16. Volunteers for Colorado Parks and Wildlife are eligible for a volunteer park pass while serving in accordance with a signed individual volunteer agreement and after donating a minimum of 48 hours of approved volunteer service within a previous consecutive 12-month period.
  - a. A valid volunteer pass shall be accepted in lieu of a fee assessed for a park pass.
  - b. The volunteer park pass is valid for one year from the date of issue.
  - c. The volunteer park pass is transferable and valid whenever temporarily affixed to any vehicle used to bring the pass holder into a park, or for walk-in use, when in possession of the eligible pass holder.
- 17. Volunteers for Colorado Parks and Wildlife who are 64 years of age or older, regardless of their state of residence, are eligible for the senior volunteer park pass while serving in accordance with a signed individual volunteer agreement and after donating a minimum of 48 hours of approved volunteer service within a previous consecutive 12 month period.
  - a. A valid senior volunteer pass shall be accepted in lieu of a fee assessed for a park pass.
  - b. The senior volunteer park pass is valid for one year from the date of issue.

- c. The senior volunteer park pass is transferable and valid whenever temporarily affixed to any vehicle used to bring the pass holder into a park, or for walk-in use, when in the possession of the eligible pass holder.
- d. Senior volunteer pass holders shall receive campground use permits at a reduced rate equal to the current aspen leaf pass holder camping permit rate, as specified in regulation # 705. This reduced rate applies to all days of the year when such areas are open, except weekends and holiday. For the purpose of determining reduced rate campground permit eligibility, "weekend" means the time period beginning at noon on Friday through 12 noon on Sunday, and "holiday" shall mean the time period beginning at noon on the day prior to the legal holiday through 12 midnight on the legal holiday. The camping permit reduced fees associated with the senior volunteer pass are identified in regulation # 708.

**# 702 - COMMISSION AUTHORITY**

- 1. The Commission may waive the requirement for a park pass, or it may close any state park or state recreation area, or portions thereof, whenever it finds the action necessary to protect and promote the health, safety and general welfare of the people of this state.

**SPECIAL ACTIVITIES**

**# 703 - SPECIAL ACTIVITIES REQUIRING PERMITS**

- 1. "Special activities" means those noncommercial events which have the potential for an adverse impact on park values or health, safety or welfare of park visitors or which may otherwise require special planning/scheduling for proper management. Special activities shall require prior approval in the form of a special-activities permit. Applications thereof generally shall be made to the Park Manager at least ninety (90) days prior to the event. Such application must be accompanied by the appropriate application filing fee. This requirement for an application to be filed ninety days prior to an event will be waived in rare circumstances where arrangements can be made in a shorter time without putting undue administrative burden on the Park Manager or when no special arrangements are necessary.
- 2. The decision of whether to approve special activity permits will be made by the Park Manager when it is determined that the special activities will not involve the use of a park or recreation area by a group of persons totaling more than the park or recreation area's established carrying capacity. Otherwise, the Regional Manager shall make the decision of whether to approve the permits. The decision of whether to approve special activities permits will be based on the impact on park values and/or the health, safety and welfare of park visitors and other affected persons, and also will be based on:
  - a. The nature of the park or recreation area and the types of recreational opportunities/resources it is intended to provide the public
  - b. The carrying capacity of the facility or facilities to be utilized during the special activity compared to:
    - (1) The total number of park visitors (including participants and spectators in the special activity) expected to utilize such facilities; and
    - (2) The total number of vehicles, vessels or persons expected to participate in or be attracted to such activities.



- c. The extent to which the special activity will contribute to the variety of outdoor recreational opportunities available to the people of this state and its visitors.
  - d. The extent to which the activity places an administrative burden on the staff of the park area.
3. Whenever it is determined that any special activity will involve the use of a park or recreation area by a group of persons totaling more than the park's or recreation area's established carrying capacity a thirty day written public comment period and a public meeting shall be required prior to the granting of a permit. The Park Manager shall publish notice of both the written comment period and the meeting at least once in a newspaper of general circulation in the county or counties wherein said park or recreation area is located. The meeting shall be conducted by the Division representative responsible for the permit issuance decision and shall be held either at the park or recreation area, or within a county in which the park or recreation area is located. Such public meeting is not intended to be an adjudicatory licensing hearing under the provisions of the Colorado Administrative Procedures Act, but only as an opportunity for public comment.
  4. An application for a permit shall be acted upon promptly, and the applicant shall be notified immediately after the taking of action on the application. If the application is denied, the applicant shall be notified in writing within five working days of such action. Such written notification shall include the basis for the denial. The applicant may submit a written appeal of a denial to the Division Director within sixty days of receipt of the denial, requesting a hearing pursuant to section 24-2-104(9), C.R.S., If the date of the proposed special activity is to occur within the sixty day appeal period, then the applicant shall submit any written appeal as soon as practicable so as to allow a reasonable time for the Director to act upon the appeal. Absent special circumstances justifying a later submittal and depending upon the nature of the proposed special activity and the amount of preparation required on the part of the Division for such activity, generally an appeal submitted less than twenty-five days prior to the proposed special activity will be deemed untimely.
  5. Upon written request, the Division shall waive the requirement for a parks pass for those vehicles when all the occupants are entering parks and outdoor recreation areas for the purpose of administering permitted special activities and not for the purpose of their own recreation.
  6. For special activities where the Division representative responsible for the permit issuance decision determines it will be a greater administrative ease for the Division to administer the activity, an alternative fee of \$2.00 per person per day may be charged for admission of persons attending or participating in the special activity. This permission shall apply only to groups of twenty or more persons.
  7. Nothing in this regulation impairs the specific authority of the Commission pursuant to 33-10-107(1)(d) C.R.S. to enter into cooperative agreements for the development and promotion of parks and outdoor recreation programs, or the general authority of the Commission pursuant to 33-10-106 C.R.S. to manage all state parks and state recreation areas for both commercial and noncommercial purposes. The authority granted to park managers and regional managers is intended to allow them to address events of limited and local impact, and is specifically intended to coexist with, and not to exclude, the Commission's statutory authorities.

## CAMPGROUND USE PERMITS

### # 704 - CAMPGROUND USE PERMITS AND GROUP CAMPGROUND USE PERMITS

1. No person shall camp in designated campgrounds or use any campground facilities of any park or recreation area unless such use is by authority of a valid campground-use permit issued by the Colorado Parks and Wildlife.
2. In order to obtain a campground-use permit, a member of the camping party must be present with the camping unit, ready to make immediate occupancy of the campsite, or a reservation must be made through the approved campsite reservation system. No person may reserve or hold a campsite for another party by purchasing a campground-use permit for an additional site.
3. Possession of a valid campground-use permit visibly displayed at a place provided at each campsite shall authorize a single camping unit (tent, camper, etc.) occupied by a single family unit, or a maximum of six (6) persons to camp in a campsite for a single night until 12:00 P.M. (noon) the following day, unless the camping permit was purchased before 5:00 A.M., in which case it expires at noon the day of purchase. No person shall remove a valid campground-use permit or reservation card from the place provided for display prior to the expiration of such permit or card and/or occupy any campsite displaying such a permit or card or otherwise posted as already occupied by another party in accordance with these regulations.
4. A valid vehicle or individual pass, as required by regulations # 700 and # 701 respectively, shall be required for each motor vehicle for each night of camping.
5. Definitions as used in these regulations, unless the context requires otherwise:
  - a. "Full-Hookup Campground" means those with highly developed facilities. Individual campsites will be designated and include a high-use pad with table, grill and/or fire ring and individual pressurized water, sewer and/or electrical connections. Flush toilets, lavatory and shower facilities, and trash receptacles will be available. Grocery store, food-service facilities, sanitary dump station, laundry facilities, or other developed amenities may be available.
  - b. "Electrical Campground" means those with fairly developed facilities. Individual campsites will be designated and include a high-use pad, picnic table, grill and/or fire ring and individual electrical connections.
  - c. "Basic Campground" includes those campgrounds providing basic facilities and improvements. Individual campsites shall be designated and include a table, grill and/or fire ring.
  - d. "Primitive Campground" includes those campgrounds where only limited facilities or improvements are provided. Individual campsites may not be designated and may not include individual tables, grills or fire rings. Centrally located vault toilets and trash receptacles may be provided; however, drinking water generally will not be available.
  - e. Notwithstanding the established campground fees, the Commission delegates to the Division Director the authority to lower a campground's classification by one class, and consequently lower the campground fee, when the Division Director determines that it is necessary to do so based upon one or more of the following criteria:
    - (1) A significant increase in the vacancy rate for the campground exists.

- (2) A significant need to rehabilitate the campground facilities exists.
- (3) A temporary closure of campground facilities is necessary in order to implement repairs.

Upon a determination by the Division Director that the cause for lowering the campground classification has been abated, the original campground classification will be reinstated.

f. "Camping/To Camp" means either:

- (1) To occupy a campsite; or
- (2) To erect or use a tent or shelter of natural or man-made material, the placing or use of a sleeping bag or other bedding material, the parking of a motor vehicle, motor home, travel trailer, or any combination for the apparent purpose of occupancy overnight or use outside regular park use hours (5:00 A.M. to 10:00 P.M.) or as posted.

g. "Camping Unit" is defined as one of the following:

- (1) Two tents and a passenger vehicle; or
- (2) One tent plus one motor home (Class A, B, C), motor vehicle, vehicle, trailer, slide-in truck camper, pop-up camper/trailer, boat, or other equipment of any description manufactured and/or used for the purposes of overnight occupancy.
- (3) A camping unit may include additional tents only in a campsite with a tent pad; provided the tents are contained on the pad and other camping unit and camping group limits are observed.
- (4) One passenger vehicle in addition to the above descriptions is authorized only if available parking space exists.

h. "Passenger Vehicle" means a motor vehicle not designed or used for overnight occupancy.

- 6. The cancellation fee for group camping reservations at all group camping sites in the system shall be equal to the amount of the first night's fee if the cancellation is made within fourteen days of the first reserved date.

#### **# 705 - ASPEN LEAF ANNUAL PASSHOLDERS**

- 1. A resident of this state who is sixty-four years of age or older may obtain an Aspen Leaf annual pass. The fee for an Aspen Leaf annual pass is identified in regulation #708.
- 2. Individuals possessing a valid Aspen Leaf annual pass shall receive campground use permits at a reduced rate all days of the year when such areas are open, except weekends and holidays. For the purpose of determining reduced rate campground permit eligibility, "weekend" means the time period beginning at 12 noon on Friday through 12 noon on Sunday, and "Holiday" shall mean the time period beginning at 12 noon on the day prior to the legal holiday through 12 midnight of the legal holiday. The camping permit reduced fees associated with the Aspen Leaf annual pass are identified in regulation # 708.

3. The aspen Leaf Annual pass holder must own in whole or in part any vehicle to which the Aspen Leaf annual pass is affixed and used to enter a park area.
4. Current Aspen Leaf Lifetime Passholders may obtain an annual Aspen Leaf Lifetime Free Pass for a single vehicle the holder owns in whole or in part for the lifetime of the passholder and provided the passholder is a resident of Colorado. The annual Aspen Leaf Lifetime Free Pass shall be affixed to such vehicle owned by the passholder. Additional passes may be purchased pursuant to regulation 708(1)(e)(2).

**# 706 - GROUP PICNIC AREA PERMITS**

1. No person shall use any facility of any group picnic area unless such use is by authority of a valid permit issued by the Division of Parks and Outdoor Recreation.
2. All permits and reservations must be received in advance. The group picnic area cancellation fee for all group picnic sites within the system shall be equal to 25% of the base fee if the cancellation is made more than fourteen days prior to the reserved date. If the cancellation is made within fourteen days of the reserved date, then the cancellation fee shall be 100% of the base fee.
3. Definitions as used in these regulations, unless the context requires otherwise:
  - a. "Class A – Deluxe Group Picnic Area" means those with highly developed facilities. The picnic area will be designated and include a covered shelter, picnic tables, a grill, and electrical connections. Restroom facilities, trash receptacles, water and lighting will be available.
  - b. "Class B – Improved Group Picnic Area" means those with fairly developed facilities. The picnic area will be designated and include picnic tables and a grill. Trash receptacles and water will be available.
  - c. "Class C – Basic Group Picnic Area" means those providing basic facilities. The picnic area will be designated and include picnic tables and a grill. Sanitary facilities shall generally consist of vault-type toilets.

**# 707 - SWIM BEACH PASSES – “Reserved”**

1. A daily or annual swimbeach pass shall be required for a person to enter the Rock Canyon swim beach within Pueblo State Recreation Area.

**# 708 - PASS AND PERMIT FEE SCHEDULE**

1. The fees for the types of vehicle passes issued by the Division are as follows.
  - a. Aspen leaf annual pass.....\$60.00
  - b. Annual vehicle pass.....\$70.00
  - c. Annual vehicle passes purchased in large quantities during a single sale, transaction will be discounted as follows.
    - (1) Twenty or more passes, but less than fifty.....20% discount
    - (2) Fifty or more passes, but less than one hundred.....25% discount

- (3) One hundred passes or more.....30% discount
- d.
  - (1) Each additional annual vehicle pass for noncommercial vehicles.....\$35.00
  - (2) Each additional Aspen Leaf vehicle pass for noncommercial vehicles.....\$30.00
- e. Each replacement annual vehicle pass.....\$5.00
- f. Each daily vehicle pass (exceptions follow).....\$7.00
  - (1) At Cherry Creek, Chatfield, and Boyd Lake State Recreation Areas, and Eldorado Canyon State Park.....\$8.00
- g. Each daily vehicle pass for a passenger van or bus operated by a commercial business:
  - (1) carrying up to fifteen passengers.....\$10.00
  - (2) carrying sixteen to thirty passengers.....\$40.00
  - (3) carrying more than thirty passengers.....\$50.00
- 2. The fees for the types of individual passes issued by the Division are as follows. Eligibility requirements are stated in regulation # 701.
  - a. Columbine or Centennial annual pass.....\$14.00
  - b. Each replacement Columbine or Centennial annual pass.....\$5.00
  - c. Individual daily passes (applies to persons sixteen years of age or older) for Eldorado Canyon, Colorado State Forest, Lory State Parks and Arkansas Headwaters Recreation Area.....\$3.00
- 3. The fees associated with special activities, as provided for in regulation # 703 are:
  - a. Special activity alternate individual fee (applies to groups of twenty or more people in size).....\$2.00
  - b. Special activity application filing fee.....\$20.00
- 4. The fees for the type of campground-use permits issued by the Division are as follows. Campground classes are defined in regulation # 704.
  - a. Campground-use permit for "Full Hookup Campgrounds" .....\$28.00/night
  - b. Campground-use permit for "Electrical Campgrounds" .....\$24.00/night
  - c. Campground-use permit for "Basic Campgrounds" .....\$18.00/night
  - d. Campground-use permit for "Primitive Campgrounds" .....\$10.00/night

- e. From May 1 through September 30 at Chatfield, Cherry Creek, Cheyenne Mountain, Golden Gate, Highline, Mueller, Pearl Lake, Rifle Falls, Ridgway, St. Vrain, Steamboat and Sylvan Lake the camping fees shall be:
  - (1) Campground-use permit for "full hookup campgrounds" .....\$30.00/night
  - (2) Campground-use permit for "electrical campgrounds" .....\$26.00/night
  - (3) Campground-use permit for "basic campgrounds" .....\$20.00/night
  - (4) Campground-use permit for "primitive campgrounds" .....\$12.00/night
  
- 5. The fees for reduced rate Aspen Leaf and senior volunteer park pass campground-use permits issued by the Division are as follows. Eligibility requirements are stated in regulation # 701 and regulation # 705. Reduced rates are offered all days of the year when the campground is open, except weekends and holidays.
  - a. Campground-use permit for "Full Hookup Campgrounds" .....\$25.00/night
  - b. Campground-use permit for "Electrical Campgrounds" .....\$21.00/night
  - c. Campground-use permit for "Basic Campgrounds" .....\$15.00/night
  - d. Campground-use permit for "Primitive Campgrounds" .....\$7.00/night
  - e. From May 1 through September 30 at Chatfield, Cherry Creek, Cheyenne Mountain, Golden Gate, Highline, Mueller, Pearl Lake, Rifle Falls, Ridgway, St. Vrain, Steamboat and Sylvan Lake the camping fees for reduced rate Aspen Leaf and senior volunteer pass campground-use permits shall be:
    - (1) Campground-use permit for "full hookup campgrounds" .....\$27.00/night
    - (2) Campground-use permit for "electrical campgrounds" .....\$23.00/night
    - (3) Campground-use permit for "basic campgrounds" .....\$17.00/night
    - (4) Campground-use permit for "primitive campgrounds" .....\$9.00/night
  
- 6. The fees for types of campground-use areas are as follows. Campground classes are defined in regulation # 704.
  - a. In group camp areas of "Full Hookup Campgrounds," the fee shall be \$28.00 per night per campsite assigned to such group area.
  - b. In group camp areas of "Electrical Campgrounds," the fee shall be \$24.00 per night per campsite assigned to such group area.
  - c. In group camp areas of "Basic Campgrounds," the fee shall be \$18.00 per night per campsite assigned to such group area.
  - d. In group camp areas of "Primitive Campgrounds," the fee shall be \$10.00 per night per campsite assigned to such group area.

e. From May 1 through September 30 at Chatfield, Cherry Creek, Cheyenne Mountain, Golden Gate, Highline, Mueller, Pearl Lake, Rifle Falls, Ridgway, St. Vrain, Steamboat and Sylvan Lake the camping fees for group camp areas shall be:

- (1) Campground-use permit for "Full Hookup Campgrounds" .....\$30.00/night
- (2) Campground-use permit for "Electrical Campgrounds" .....\$26.00/night
- (3) Campground-use permit for "Basic Campgrounds" .....\$20.00/night
- (4) Campground-use permit for "Primitive Campgrounds".....\$12.00/night

7. The fees for types of cabins and yurts are as follows:

a. For small cabins and yurts that may accommodate a maximum of six people:

- (1) Standard.....\$80.00/night
- (2) Premium.....\$110.00/night

b. For large cabins and yurts that may accommodate seven or more people:

- (1) Standard.....\$110.00/night
- (2) Premium two bedroom.....\$140.00/night
- (3) Premium three bedroom.....\$180.00/night
- (4) Premium four bedroom.....\$240.00/night
- (5) Each additional premium bedroom over four bedrooms.....\$60.00/night

c. For Mueller State Park Cabins and Harmsen Ranch at Golden Gate Canyon State Park:

- (1) Premium two bedroom.....\$150.00/night
- (2) Premium three bedroom.....\$210.00/night
- (3) Premium four bedroom.....\$270.00/night

d. The maximum occupancy shall be posted in each cabin and yurt.

e. There shall be an additional fee of \$10.00/night for pets where pets are allowed. For barn and corral facilities, there shall be a boarding fee of \$10.00/animal/night.

f. Premium facilities contain showers and flush toilets.

g. Notwithstanding the established campground, cabin and yurt fees, the Regional Manager may reduce the fees for use of all campsites, cabins and yurts when determined necessary to encourage occupancy and otherwise increase use, subject to the following limitations:

- (1) From May 1 through October 31, weekday (Sunday to Thursday, excluding holidays) fees may be reduced up to 50 percent.

- (2) From November 1 through April 30, fees may be reduced up to 50 percent.
- (3) Reduced fees, if any, and the time periods for such reductions will be established by March 1 annually for the next reservation year and be posted at the park and on the Division website. Reservations made prior to the March 1<sup>st</sup> posting shall not be subject to any such fee reduction.

8. The fees associated with the reservation system are as follows:

- a. Campsite, cabin and yurt reservation fee.....\$10.00/campsite, cabin or yurt
- b. Each reservation change or cancellation.....\$6.00/each
  - (1) For cancellations made fourteen days or more prior to the beginning date of the reservation, the campsite reservation fee will be retained and the cancellation fee will be charged.
  - (2) For cancellations made less than fourteen days prior to the beginning date of the reservation, the campsite reservation fee will be retained and the first night's camping fee will be charged.
- c. On-park facility reservation fee.....\$10.00/facility
  - (1) For group camping areas, group picnic areas, and event facilities, the cancellation fees shall be as described in regulations # 704, # 706, and # 708, respectively.

9. The group picnic area permit fees for the permits issued by the Division are as follows. Group picnic area classes are defined in regulation # 706.

- a. Permit for "Class A - Deluxe Group Picnic Area" .....\$90.00
- b. Permit for "Class B - Improved Group Picnic Area" .....\$60.00
- c. Permit for "Class C - Basic Group Picnic Area" .....\$30.00

10. Event facility permit fees are as follows.

- a. For Bridge Canyon Overlook and Pikes Peak Amphitheater at Castlewood Canyon State Park, Prairie Falcon Amphitheater at Cheyenne Mountain State Park, Panorama Point at Golden Gate Canyon State Park, Soldier Canyon Shelter at Lory State Park, and Lyons Overlook at Roxborough State Park:
  - (1) Monday through Friday.....\$150.00/2 HOURS
  - (2) Saturday and Sunday.....\$300.00/2 HOURS
- b. For event facilities numbers 1 and 3 at Castlewood Canyon State Park and Timber Event Facility at Lory State Park:
  - (1) Monday through Friday.....\$100.00
  - (2) Saturday and Sunday.....\$150.00



- c. For event facility number 2 at Castlewood Canyon State Park, Fountain Valley Overlook at Roxborough State Park and South Eltuck Event Facility at Lory State Park:
  - (1) Monday through Friday.....\$75.00
  - (2) Saturday and Sunday.....\$125.00
- d. For the Red Barn at Golden Gate Canyon State Park:
  - (1) Monday through Friday.....\$150.00
  - (2) Saturday and Sunday.....\$200.00
- e. For Mariner Point at Boyd Lake State Park:
  - (1) Monday through Friday.....\$90.00
  - (2) Saturday, Sunday, and holidays.....\$180.00
- f. For Prairie Skipper event facility at Cheyenne Mountain State Park:
  - (1) Monday through Friday .....\$150.00/DAY
  - (2) Saturday and Sunday.....\$200.00/DAY
- g. For PA-CO-CHU-PUK event facilities at Ridgway State Park:
  - (1) Single event shelter A or B:
    - (a) Monday through Thursday.....\$125.00 plus \$10 non-refundable reservation fee/DAY
    - (b) Friday through Sunday and holidays ....\$190.00 plus \$10 non-refundable reservation fee/DAY
- h. For Overlook event facility at Ridgway State Park:
  - (1) Monday through Thursday.....\$190 plus \$10 non-refundable reservation fee/ 4 HOURS
  - (2) Friday through Sunday and holidays....\$240 plus \$10 non-refundable reservation fee/ 4 HOURS
- i. Conference and/or meeting rooms.....\$100.00/DAY
- j. Cancellation fees for event facility reservations are equal to 25% of the base fee if the cancellation is made more than fourteen days prior to the reserved date. If a cancellation is made within fourteen days prior to the event, the cancellation fee shall be 100% of the total event permit fee.
- k. The maximum occupancy and hours of operation shall be posted at each event facility.
- l. Notwithstanding the established event facility permit fees, the Regional Manager may offer half-day facility rentals and reduce the fees for use of event facilities when

determined necessary to encourage occupancy and otherwise increase use, subject to the following limitations:

- (1) Fees may be reduced up to 50 percent.
- (2) Reduced fees, if any, and the time periods for such reductions will be established by March 1 annually and posted at the park and on the Division website. Reservations made prior to the March 1<sup>st</sup> posting shall not be subject to any such fee reduction.

11. The fees associated with dog off leash areas at Chatfield State Park and Cherry Creek State Park, as provided for in regulation # 100 are:

- a. Dog off-leash annual pass.....\$20.00
- b. Dog off-leash daily pass.....\$2.00

12. The fee associated with the mandatory youth education course for motorboat operators...\$15.00

13. The fees associated with the Lone Mesa State Park Hunting Special Use Permits are as follows:

- a. Resident archery.....\$100.00
- b. Non-resident archery.....\$200.00
- c. Resident antlerless muzzleloading.....\$100.00
- d. Resident antlered muzzleloading.....\$200.00
- e. Non-resident antlerless muzzleloading.....\$200.00
- f. Non-resident antlered muzzleloading.....\$300.00
- g. Resident either sex elk only first season.....\$150.00
- h. Non-resident either sex elk only first season.....\$250.00
- i. Resident antlerless second, third or fourth season.....\$100.00
- j. Resident antlered second, third, or fourth season.....\$200.00
- k. Non-resident antlerless second, third, or fourth season.....\$200.00
- l. Non-resident antlered second, third, or fourth season.....\$300.00

14. The fees associated with the Cheyenne Mountain State Park Field/3D Archery Range are as follows:

- a. Daily individual archery range permit.....\$3.00
- b. Annual individual archery range permit.....\$30.00

15. It is unlawful for any person to transfer, sell, or assign any permit issued by the Division of Parks and Outdoor Recreation, including special activity permits, campground use permits, and group picnic area permits.
16. The fees associated with the Golden Gate Canyon State Park hunting special use permit are as follows:
  - a. Application filing fee \$10.00 per application
  - b. Resident and non-resident archery, muzzleloading, antlered, antlerless, or either sex, for first, second, third or fourth season permit \$100.00.
  - c. Resident and non-resident archery, muzzleloading, antlered, antlerless, or either sex, for first, second, third or fourth season permit \$100.00.

**# 709 - REGISTRATION FEE SCHEDULE**

1. The fees for types of vessel registrations issued by the Division are as follows:
  - a. Vessel registration (including annual resident registration and each rental vessel registration):
    - (1) For vessels less than twenty feet in length.....\$35.00
    - (2) For vessels twenty feet to less than thirty feet in length.....\$45.00
    - (3) For vessels thirty feet or more in length.....\$75.00
    - (a) Dealer registration for all vessels owned by dealer which are operated for research, testing, experimentation, or demonstration purposes only:
      - (i) When the dealer sells twenty-five or fewer vessels within the preceding year.....\$45.00
      - (ii) When the dealer sells more than twenty-five vessels within the preceding year.....\$75.00
    - (b) Manufacturer registration for all vessels owned by a manufacturer which are operated for demonstration or testing purposes only.....\$25.00
    - (c) Nonresident annual vessel registration for a person from a state or country where registration is not permitted.....\$50.00
2. The fees for the types of snowmobile registrations issued by the Division are as follows:
  - a. Snowmobile registration (including annual resident registration and each rental snowmobile).....\$30.00
  - b. Dealer registration for all snowmobiles owned by a snowmobile dealer which are operated for demonstration or testing purposes only:
    - (1) When the dealer sells twenty-five or fewer snowmobiles within the preceding year.....\$35.00

- (2) When the dealer sells more than twenty-five snowmobiles within the preceding year.....\$60.00
  - c. Manufacturer registration for all snowmobiles owned by a manufacturer which are operated for research, testing, experimentation or demonstration purposes only.....\$35.00
  - d. Nonresident annual snowmobile permit.....\$30.00
- 3. The fees for the types of off-highway vehicle registrations issued by the Division are as follows:
  - a. Off-highway vehicle registration and nonresident off-highway vehicle permit.....\$25.00
  - b. Dealer registration for all off-highway vehicles owned by an off-highway vehicle dealer and operated for demonstration or testing purposes only:
    - (1) When the dealer sells twenty-five or less off-highway vehicles within the preceding year.....\$35.00
    - (2) When the dealer sells more than twenty-five off- highway vehicles within the preceding year.....\$60.00
  - c. Manufacturer registration for off-highway vehicles owned by a manufacturer which are operated solely for research, testing, experimentation, or demonstration purposes.....\$35.00
  - d. Registration for off-highway vehicles owned by a lessor for rental purposes only:
    - (1) When the lessor owns ten or less off-highway vehicles within the preceding year.....\$35.00
    - (2) When the lessor owns more than ten off-highway vehicles within the preceding year.....\$60.00
- 4. A duplicate vessel, snowmobile, or off-highway vehicle registration.....\$5.00

**ARTICLE II - DIVISION AGENTS**

See also § 33-4-101, C.R.S. and § 33-12-104 (1) C.R.S., for statutory provisions applicable to Division agents.

**#710 – DEFINITIONS**

- A. **"Division Product"** means any license, pass, permit, or registration which is sold through the Division of Parks and Wildlife integrated system.
- B. **"Accountable Inventory"** means equipment or stock which is assigned to agents and which they are responsible to return to the Division or the system agent upon request. Types of accountable inventory include, but are not limited to:
  - 1. **"Division Product Stock"** means the specialized paper stock used for the printing of Division products by a Division agent.

2. **"Receipt Stock"** means the specialized paper stock used for the printing of receipts or affidavits by a license agent.
  3. **"Point of Sale (POS) Terminal"** means all machine components which license agents use to access the Division's electronic licensing system and conduct license transactions.
- C. **"Automatic Cash Handling" ("ACH")** means the direct electronic transfer of funds from one bank account to another,
- D. **"Division Agent"** means a business (sole proprietorship, partnership, or corporation) which is authorized to sell Division products from a specific location as an agent of the Division of Parks and Wildlife. Types of agencies are defined as follows:
1. **"Retail Agent"** means a business which sells Division products for the Division from its retail store or other location of record.
  2. **"Consolidated Agent"** means a retail agent which sells Division products for the Division from two or more stores or other locations of record and which is licensed to conduct all business with the Division as a single entity.
  3. **"System Agent"** means the company contracted by the Division to operate its integrated parks and wildlife system, including, but not limited to, the provision of any accountable inventory or other necessary materials to retail agents; the maintenance of the electronic system and provision of electronic reports to the Division; the sale of Division products by telephone and through an internet site; the acceptance of applications through the internet site for the limited license drawings; and the printing and distribution of such licenses to the recipients (license fulfillment).
- E. **"Location of Record"** means the street address of the retail store or other specified business location(s) from which an agent sells Division products, as specified in the agent agreement or system agent contract.

#### **#711 - DIVISION AGENT ESTABLISHMENT - AGENT REQUIREMENTS AND APPLICATION PROCESSING**

- A. Agent Requirements and Function
1. Division Agent Establishment
    - a. Division agents will be established and authorized to sell Division products from a permanent location of record.
    - b. Prior to the sale of electronic Division products, all retail agents must enter into a written contract (agent agreement) with the Division which specifies the terms of operation and the services to be provided by the agent and the Division, in accordance with applicable statutes, regulations, or policies of the Commission or Division.
    - c. No Division product may be sold within the same portion of any business, building, or establishment where liquor is sold by the drink.
    - d. Retail agents open for business must sell all license types available. Seasonal agents may restrict their hours of operation depending on the nature of their

business according to their agent agreement.

2. Division Product Sales

- a. Retail agents must sell Division products from a location of record within the state of Colorado.
- b. The system agent may operate from a location of record within or outside of the state of Colorado.
- c. Retail agents who provide regular, established business hours will be provided with a minimum of one POS terminal. Consolidated agents who sell licenses to the general public during regular business hours will be provided with a minimum of one terminal per store.

B. Application Processing

- 1. New applicants for a Division agent must apply to the Division at least 60 days prior to the desired opening date. Provided further, however, that new agent applications are not processed between August 15 and December 31 without demonstration of immediate need. In such cases, applications for transfer of an agency from one owner to another shall have priority.
  - a. Prior to the processing of any license agent application, the applicant is required to submit the following:
    - i A completed application, on forms provided by the Division.
    - ii Proof of the required financial surety.
    - iii Proof of property insurance.
    - iv Verification that neither the applicant, nor any partner, officer, director or substantial shareholder thereof was the individual holder of any company, business, corporation or other entity which was a Division agent and which designation was either suspended or canceled for cause within the two year period preceding the application date.
    - v Except in the case of corporations, proof of lawful presence in the United States.

**#712 - FINANCIAL GUARANTY (SURETY)**

See also § 11-35-101 - 101.5, C.R.S. for general requirements concerning forms of surety.

A. Amount and Proof of Surety

- 1. Prior to the establishment of any Division agent, the applicant shall provide proof of financial surety, on forms provided by the Division, for a minimum period of twelve months. The initiation and expiration dates of the coverage must be stated on the surety certificate. A continuation certificate issued by the bonding company or financial institution or proof of other acceptable financial surety shall be required for renewal of the Division agent for each twelve month period, and must be provided to the Division no later than thirty days prior to expiration. All surety certificates must be originals and signed by both the surety (or their legal designee) and the Division agent.

2. Division agents shall be bonded in the amount necessary to ensure remittance of all funds due the Division. New license agents shall be required to be bonded for a minimum of \$2000. After the first twelve months for a new agent, or considering the historical sales records for existing agents, the amount of financial surety required of each agent shall be sufficient to ensure payment for licenses sold for the highest ten consecutive days sales in the current bonding period. Consolidated agents shall be responsible for the remittance of funds collected by their outlets, and shall be required to bond in the amount necessary to cover each outlet in the agency as if they were licensed individually.
3. Division agents shall not sell Division products in amounts that would exceed their bond level. Agents shall be responsible for payment of revenues at more frequent intervals, via ACH, if necessary to restore available bond.
4. Division agents shall have the option to adjust their surety level on a quarterly basis as determined by the highest ten consecutive days in the quarter. Quarters shall begin on the first days of January, April, July, and October. Proof of such adjustment must be posted before sales can be made against the higher bond amount.

#### **#713 - DIVISION AGENT OPERATION AND PERFORMANCE STANDARDS**

##### **A. Division Agent Operation and Performance Standards**

1. Division agents are required to meet the following standards at all times:
  - a. Maintain the required surety bond level.
  - b. Display and distribute all public information, such as brochures and placards, provided by the Division,
  - c. Maintain a file of receipts, affidavits, or any other document required in the agent agreement.
  - d. Keep all paper stock, POS terminals, and any other Division product equipment in a safe place and in good condition at the location of record, as specified in the agent agreement.
  - e. Obtain insurance adequate to cover replacement of any POS terminals or other Division product-related equipment leased from the system agent.
  - f. Sell all Division products and collect all donations specified in the agent agreement, and only at the location of record.
  - g. Sell Division products only at face value, and only to those who are eligible to purchase them, in compliance with all applicable statutes and regulations.
  - h. Establish an agent bank account with ACH capability which is electronically accessible to the Division.
  - i. Deposit the state share of all Division product revenues in the agent bank account in the total amount due, in accordance with the schedule in the agent agreement.
  - j. Immediately report the theft or loss of any accountable inventory.

- k. Attend any training required by the Division concerning applicable statutes and regulations and performance of agent duties, at the location specified by the Division.
- l. Comply with all statutory and regulatory requirements, all provisions of the agent agreement, and all directives of the Division, including, but not limited to, those provided via direct correspondence or in the Division Agent Manual.
- m. Provide reasonable access to any Division officer or other peace officer upon request during normal business hours for the purpose of inspection of equipment, materials, records, or other applicable license agent documents or information.
- n. Read and comply by any correspondence sent to the agency by the Division, including, but not limited to: electronic bulletins; monthly agent bulletins; special communications by mail, email, or through the system; and non-compliance letters.
- o. Train all staff in the issuing of Division products as well as applicable policies and procedures prior to their use of the system.

#### **#714 - DIVISION AGENT STATUS**

##### **A. TERMINATION OF AGENTS**

##### **1. Division Agent Termination**

- a. Division agents who wish to terminate their agency shall notify the Division in advance of such termination and the effective date; and shall reconcile with the Division as follows:
  - i. All revenues due must be deposited in the agent account and all accountable inventory shall be returned to the Division, to the location or in the manner designated, within 10 business days after the termination date.
  - ii. Agents which have purchased their POS terminal must allow the Division or its system agent to remove the integrated system software from the POS terminal within 3 business days after notification of the effective date of the termination.

#### **#715 - TRANSFER OF AGENCIES**

##### **A. Division Agency Transfer**

- 1. Whenever a Division agent is to be sold, leased, or transferred in any manner, the new owner or person having control of the business may file an application to become a new Division agent. The new agent must qualify to be an agent and independently comply with all other provisions of the statutes and these regulations.

#### **#716 - SUSPENSION AND CANCELLATION OF AGENCIES**

##### **A. Failure to Comply with Performance Standards**



1. General Performance Standards
  - a. Failure of a Division agent to comply with applicable rules and regulations of the Parks and Wildlife Commission or any lawful directives of the Director of Colorado Parks and Wildlife shall be grounds for an agent being declared delinquent, or for the suspension or cancellation of the Division agent.
  - b. When an agent does not comply with performance standards other than surety bond and payment of revenue, the agent shall be notified of the problem and the steps required to correct it. Any failure to correct the problem is grounds for revocation suspension, annulment, limitation, or modification of a Division agent.
2. Performance Standards for Surety and Monies Due the Division
  - a. When, through agent error, the Division does not receive ACH revenues due to it, the following actions shall be taken:
    1. For the first failed ACH transaction within a twelve-month period, the agent shall be notified of a new date for an ACH transaction and shall deposit the required amount of funds in the agent account by that date.
    2. For a second failed ACH transaction within the same twelve-month period, the agent's POS terminal shall be disabled until the funds, including any interest due, have been received. The agent shall be notified of the date for another ACH transaction and shall deposit the required amount of funds in the agent account by that date.
    3. For a third failed ACH transaction within the same twelve-month period, the agent's POS terminal shall be disabled and the agent may be revoked. All funds due the Division must be immediately remitted to the Division in certified funds.
  - b. When an agent's surety bond is not current, the agent shall be notified of the need to provide a current certificate and shall have fifteen business days to provide the required proof. The agent's POS terminal shall be disabled until the certificate is received. If no bond certificate is received, the agent may be revoked.
3. Consolidated Agent Suspension or Revocation
  - a. One or more outlets (stores) of a consolidated agency may be suspended or revoked without suspension or revocation of the entire agency.

#### **#717 – AGENT COMMISSION RATES**

See also §33-4-101 C.R.S. relative to CPW agents and §33-4-102(1.6)(b) C.R.S. for price indexing information for nonresident big game licenses.

- A. Commission Rates for Retail Agents:
  1. Retail agents shall be paid a 4.75% commission for each license sold electronically, except for those licenses with fixed commissions as shown below.
  2. Retail agents shall be paid a 5% commission for each pass sold electronically.

3. Agents who sell registrations shall be paid a flat rate of \$1.00 per registration issued.  
 4. Fixed Commissions:

Division Product Type	2016 Fee	2016 Commission	2017 Fee	2017 Commission
Second Rod Stamp	\$5.00	\$.31	\$5.00	\$.31
Fishing - 1 day	\$8.00	\$.62	\$8.00	\$.62
Fishing - 5 day	\$20.00	\$1.23	\$20.00	\$1.23
Small Game - 1 day	\$10.00	\$.62	\$10.00	\$.62
Nonresident Deer	\$375.00	\$13.10	\$385.00	\$13.50
Nonresident Pronghorn	\$375.00	\$13.10	\$385.00	\$13.50
Nonresident Bear	\$350.00	\$12.95	\$350.00	\$12.95
Nonresident Mountain Lion	\$350.00	\$12.95	\$350.00	\$12.95
Nonresident Antlerless Elk	\$465.00	\$13.10	\$480.00	\$13.50
Nonresident Either-sex Elk	\$625.00	\$22.05	\$640.00	\$22.70
Nonresident Antlered Elk	\$625.00	\$22.05	\$640.00	\$22.70
Nonresident Rocky Mtn Bighorn Sheep	\$2,080.00	\$72.80	\$2,145.00	\$74.95
Nonresident Desert Bighorn Sheep	\$1,385.00	\$48.60	\$1,430.00	\$50.05
Nonresident Goat	\$2,080.00	\$72.80	\$2,145.00	\$74.95
Nonresident Moose	\$2,080.00	\$72.80	\$2,145.00	\$74.95

All 2016 licenses sold through March 2017 shall be sold at the 2016 license fee and commission rates.

- B. Commission Rates for the System Agent: The system agent shall be paid the commissions shown in the table below for each license sold through the system:

1. Fixed Commissions:

Division Product Sale Type	Commission			
	07/01/2008 - 06/30/2010	07/01/2010 - 06/30/2011	07/01/2011 - 06/30/2012	07/01/2012 - 12/31/2016*
Division products sold through point of sale terminals	\$1.29	\$1.32	\$1.34	\$1.35
Division products sold through the Internet	\$2.00	\$2.00	\$2.00	\$2.00
Division products sold by telephone	\$2.37	\$2.37	\$2.37	\$2.37
Limited Licenses fulfillment	\$1.00	\$1.00	\$1.00	\$1.00

\*The Commission rates for 2017 will remain as listed until the new IPAWS system has been implemented.

- a. For Internet and telephone sales, the system agent shall receive an additional 2.2 percent of the cost of any wildlife product.

#### **# 718 – REGISTRATIONS-ONLY AGENTS**

1. Registration-only agents: except for agents exempted from surety requirements in accordance with C.R.S. 33-12-104(9) when cash sales are made to financially secured agents they shall be subject to the following conditions:
  - a. Purchase of accountable inventory registrations shall be made at the designated Division office or by submitting funds by mail to the designated address. Funds submitted for purchase must be in the exact amount of the Division's share for the number of registrations;
  - b. All mail orders shall be placed on forms supplied by the Division.
  - c. Redemption of unsold registrations may be made at the designated Division office or by submitting unsold registrations to the Division by mail.
  - d. The termination procedures of registration agents who purchase registrations for cash shall include having the agent turn over to the Division of its representative all unsold registrations.
  - e. Yearly submit final payment and return all unused accountable inventory by no later than November 15. Registrations may be carried over from year to year unless otherwise notified by the Division, in which case instructions will be given as to return/payment deadlines.

**Basis and Purpose:**

The statements of basis and purpose for these regulations can be viewed and copies obtained from the Colorado Division of Parks and Wildlife, Office of the Regulations Manager, Policy and Planning Unit, 1313 Sherman, Room 111, Denver, CO 80203.

**The primary statutory authority for these regulations can be found in § 24-4-103, C.R.S., and the state Parks Act, §§ 33-10-101 to 33-33-113, C.R.S., and specifically including, but not limited to: §§ 33-10-106 and 33-10-107, C.R.S.**

**EFFECTIVE DATE - THESE REGULATIONS SHALL BECOME EFFECTIVE MARCH 2, 2017 AND SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL REPEALED, AMENDED OR SUPERSEDED.**

**APPROVED AND ADOPTED BY THE PARKS AND WILDLIFE COMMISSION OF THE STATE OF COLORADO THIS 11TH DAY OF JANUARY, 2017.**

**APPROVED:**  
**James C. Pribyl**  
**Chairman**

**ATTEST:**  
**Michelle Zimmerman**  
**Secretary**