

**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 state recreation area or state park unless a valid parks pass issued by the Division of Parks and Wildlife (Division) or the Department of Revenue (DOR) is properly attached, displayed, or carried in the vehicle. 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 affixed vehicle pass, including an aspen leaf annual pass to be properly attached to a windshield, it must be permanently affixed. A state parks annual transferable pass must be hung from the rear-view mirror so that the pass may be observed and identified. Any vehicle whereby a pass cannot be secured inside the passenger compartment or hung from a rear-view mirror shall be treated as a special case, but evidence of a pass shall be required on the person or in the vehicle. A vehicle that has a Keep Colorado Wild annual pass must have evidence of such on its associated DOR issued registration documents, which must be carried in the vehicle or shown in a Division sponsored mobile application.
  - (A) 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.
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. or a purple heart special license plate pursuant to section 42-3-213(2), and as provided for in section 33-12-106(1), C.R.S.;
  - f. Any vehicle bringing a holder of a Columbine, Centennial, Blue Spruce, Independence, Volunteer or Military Pass issued pursuant to # 701 into a state recreation area or state 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 state recreation area or state park pursuant to # 712-4;

- 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:
    - (1) DD214;
    - (2) DD Form 2;
    - (3) DD Form 2765;
    - (4) Active, retired or veteran military identification cards;
    - (5) 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.;
    - (6) VA medical card;
    - (7) The display of military license plates.
  - k. Any Division employee, volunteer or hired contractor vehicle when such vehicle is used for the purposes of accomplishing work duties;
  - l. Any vehicle owned by a concession owner or employee or any contractor working for a concession when such vehicle is used for the purposes of accomplishing work duties;
  - m. Any vehicle entering the Cameo Shooting and Education Complex.
3. The types of annual vehicle passes available from the Division are as follows:
- a. An Aspen Leaf annual vehicle pass as provided for in section 33-12-103, C.R.S.; and
  - b. An annual affixed vehicle pass, which is available for any vehicle except passenger vans and buses operated by a commercial business, and
  - c. A state parks annual transferable pass, which can be used for any vehicle except passenger vans and buses operated by a commercial business. State parks annual transferable passes are issued to individuals, not vehicles. Only one vehicle at a time can use an annual transferable pass.
    - (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 affixed vehicle passes.
    - (3) An annual transferable pass may be shared with the original pass holder's household. For the purpose of this regulation, "household" is defined as persons living at the same address.

- d. A Keep Colorado Wild annual pass, as provided for in section § 33-12-108, C.R.S., which will be available for purchase through the Colorado Department of Revenue vehicle registration process starting with January 2023 vehicle registrations.
4. Daily vehicle passes are as follows:
  - a. A fee of \$10.00 per vehicle for any vehicle except for passenger vans and buses operated by a commercial business.
  - 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 affixed vehicle pass or state parks annual transferable pass shall be issued and, by appropriate language, authorize entrance by motor vehicle to all state recreation areas and state parks, except Cameo Shooting and Education Complex, 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 or displayed. One pass shall cover all state recreation areas and state parks.
6. Additional affixed annual vehicle passes may be issued to an owner or to the owner's household. Additional annual affixed vehicle passes authorize entrance by motor vehicle to all state recreation areas and state parks, except Cameo Shooting and Education Complex, during the period beginning on the date of purchase of the additional pass through the expiration date of the associated original full-priced annual affixed pass or state parks annual transferable 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 affixed vehicle passes at a reduced fee per each annual affixed vehicle pass purchased at the full fee. For the purpose of this regulation, "household" is defined as persons 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 affixed 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 affixed vehicle pass, additional affixed vehicle pass, Aspen Leaf annual pass, or additional Aspen Leaf annual 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. Customers who provide proof of necessary replacement shall be issued a replacement annual affixed vehicle pass, additional affixed vehicle pass, Aspen Leaf annual pass, or additional Aspen Leaf annual pass for the remainder of the period that the lost or destroyed pass would have been valid at no cost. Customers without proof of necessary replacement shall be provided a replacement annual affixed vehicle pass, additional affixed vehicle pass, Aspen Leaf annual pass, or additional Aspen Leaf annual pass effective for the remainder of the period that the lost or destroyed pass would have been valid upon payment of a fee pursuant to regulation #708.1.e..

8. If a state parks annual transferable pass is lost or destroyed during the period for which it is valid, the person whom the pass was issued may obtain a duplicate thereof, upon signing an affidavit where and by whom it was issued and the circumstances under which it was lost or destroyed. Upon payment of a fee of \$60.00, a new pass effective for the remainder of the period the lost or destroyed pass would have been valid may be issued only by the Division to the original owner of such pass. Only one duplicate state parks annual transferable pass will be issued per period for which the original pass was valid.
9. A daily park pass, valid for one day only, shall authorize entrance by motor vehicle to the state recreation areas and state parks, except Cameo Shooting and Education Complex, 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.
10. 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.
11. Unless the owner of the vehicle opts out, a Keep Colorado Wild annual pass shall be assessed by the Department of Revenue (DOR) at the time a resident registers a passenger motor vehicle, light-weight truck, motorcycle, or recreational vehicle. The Keep Colorado Wild annual pass shall authorize the entrance of the associated motor vehicle to all state recreation areas and state parks, except Cameo Shooting and Education Complex, while the associated vehicle registration is valid. Such authorization shall apply to the user and all passengers in the motor vehicle.
  - a. Commercial vehicles, as defined by § 42-1-102(17.5), C.R.S. are not eligible for the Keep Colorado Wild annual pass.
  - b. A no-cost Keep Colorado Wild annual pass shall be issued by the Department of Revenue (DOR) through the vehicle registration process to all qualifying vehicles, that are exempt from DOR fees as specified in § 42-3-213(1)(b)(II), C.R.S.
  - c. Refunds involving Keep Colorado Wild passes will only be offered for the first two calendar years after the Keep Colorado Wild pass implementation. Refund applications involving Keep Colorado Wild passes purchased after December 31, 2024 will not be eligible for a refund.
    - (1) A refund application for a Keep Colorado Wild pass submitted to the division within 60 days of purchase will be granted. A refund application for a Keep Colorado Wild pass submitted to the division after 60 days of purchase will be denied.
    - (2) When an affixed annual, aspen leaf annual, or annual multiple pass overlaps with a Keep Colorado Wild pass for the same vehicle, the CPW annual pass will be eligible for a prorated refund. When a family annual pass overlaps with a Keep Colorado Wild pass, the family annual pass will be eligible for a prorated refund.
      - a. If the annual pass has been used for 9 or more months it is non-refundable.

- b. Bulk annual park passes are non-refundable.
  - c. For the family annual pass, the refund amount will be calculated from the date the refund application and the physical pass are received by the division. For all other annual passes, the refund amount will be calculated based on the date the refund application is submitted to the division.
- (3) Only one refund is allowed annually per vehicle, either the Keep Colorado Wild pass or the annual pass, whichever is submitted and processed first.

## INDIVIDUAL PASSES

### #701 - INDIVIDUAL PASSES

1. Individuals sixteen years of age or older entering any state recreation area or state park by means other than a motor vehicle, such as on foot, bicycle, horseback, etc., shall have a valid parks pass issued by the Division or DOR carried on their person. Individuals entering by means other than a motor vehicle into Boyd Lake, Cameo Shooting and Education Complex, Chatfield, Cherry Creek, Cheyenne Mountain, Lake Pueblo, and Lone Mesa state parks may enter without purchasing a parks pass. Individual passes are not required at any state recreation area or state park under the circumstances identified in regulation # 700-2.a. through # 700-2.e. and # 700-2.g. through # 700-2.l or for individuals under the age of sixteen.
2. A Columbine, Centennial, Blue Spruce, Independence, Volunteer or Military Pass is issued to an individual person and not a specific vehicle. These shall authorize entrance by motor vehicle, when and where motor vehicle access is permitted, to all state recreation areas and state parks or for other forms of individual access, when in possession of the pass holder. Such authorization shall apply to the holder of the pass and all the passengers in, and the driver of, the motor vehicle carrying the holder of such pass. The pass must be continuously displayed in the manner described on the pass. A Columbine, Centennial, Blue Spruce, Independence, Volunteer or Military Pass is transferable from motor vehicle to motor vehicle as long as the pass holder is present in the vehicle. The Centennial pass may also be associated with the Centennial pass holder's vehicle, if desired, at no additional cost.
3. Any resident of the state who is a first responder with a permanent occupational disability as defined in state statute 33-4-104.5 (2) may obtain, free of charge, a Blue Spruce annual pass, also known as a Columbine annual pass for first responders pursuant to 33-12-103.5 (2.5), C.R.S. The pass will only remain valid as long as the individual maintains their Colorado residency as defined in 33-1-102 (38) (a), C.R.S.
  - a. In order to qualify for a Blue Spruce annual parks pass, a resident must provide the following written proof to the Division:
    - (1) The "Initial Disability Administration Decision" form from the Fire and Police Pension Association that specifies a permanent occupational disability; or
    - (2) For residents that are not members of the Fire and Police Pension Association, a fully completed Division "First Responder Affidavit" signed by the applicant attesting to the fact that their permanent disability or disease was obtained while on active-duty.
4. A resident who is a disabled veteran or a resident who is a purple heart recipient may obtain an Independence annual parks pass pursuant to 33-12-106 (1) (b), C.R.S and 33-12-106 (1) (c),

C.R.S. An Independence annual parks pass shall be issued following the Division's receipt of a completed application from a qualified resident of the state. The pass will only remain valid as long as the individual maintains their Colorado residency as defined in 33-10-102 (21), C.R.S.

- a. In order to qualify for an Independence annual parks pass, a resident must provide the following written proof to the Division:
  - (1) DD 214 Form or other documentation indicating the veteran received an Honorable Discharge from a branch of the Armed Services of the United States, **AND**
  - (2) A qualification letter, on official stationary/letterhead, from the Veteran's Administration, Department of Veteran's Affairs, or the branch of service from which the veteran is receiving compensation, that states one of the following:
    - a. 50% or greater, service-connected permanent disability;
    - b. Loss of use of one or both feet;
    - c. Loss of use of one or both hands; or a
    - d. Loss of vision in both eyes, **OR**
  - (3) A DD 214 Form indicating the applicant has been awarded a purple heart, or a letter of verification from the appropriate branch of the armed forces of the United States that the applicant has been awarded a purple heart.
5. 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. 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. The pass will only remain valid as long as the individual maintains their Colorado residency as defined in 33-10-102 (21), C.R.S.
  - a. In order to qualify for a Columbine annual parks pass, a resident must provide the following written proof to the Division:
    - (1) A "Final Admission of Liability" form from the Division of Workers Compensation that indicates a total and permanent disability; or
    - (2) A fully completed Division "Physician's Affidavit" signed by a licensed physician attesting that the resident meets the definition of a total and permanent disability. A "**total and permanent disability**" shall mean any physical or mental impairment which prevents substantial gainful employment, but only if it is reasonably certain that such a disability will continue throughout the lifetime of the disabled person.
  - b. In order to qualify for a Centennial annual parks pass, a Colorado resident must show a photo identification card and:
    - (1) Provide written proof in the form of a federal or state income tax return from the immediately preceding calendar year that the federal taxable income of such individual is at or below one hundred percent of the official poverty line for an individual or a family, as appropriate to the applicant. If said tax return is not available, a return for the year immediately preceding such year shall suffice. Or,

- (2) If an individual's income is at a level where such individual 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. Or,
- (3) Documentation in the form of a card or other verifiable written materials that the resident is currently enrolled in any one of the following programs: TANF (Temporary Assistance to Needy Families), WIC (Special Supplemental Nutrition Program for Women, Infants and Children), Health First Colorado (Colorado's Medicaid program), SNAP (Supplemental Nutrition Assistance Program), FDPIR (Food Distribution Program on Indian Reservations), or LEAP (Low-income Energy Assistance Program).

The pass will only remain valid as long as the individual maintains their Colorado residency as defined in 33-10-102 (21), C.R.S. The federal taxable income amounts, based on the number of people in the family/household, cannot be greater than those listed in the poverty guidelines set forth in the Annual Update of the HHS Poverty Guidelines, 88 Fed. Reg. 3424 (January 19, 2023) issued by the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201. 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  
6060 Broadway  
Denver, Colorado 80216

- c. The Columbine, Centennial, Independence, and Blue Spruce 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.
- d. Individuals applying to the Division for a Columbine, Centennial, Independence, or Blue Spruce annual parks pass must provide the following information:
  - (1) Full name and address, including city, county, state and zip code; and
  - (2) Phone number, unless the phone number is unlisted or non-published; and
  - (3) Date of birth and age; and
  - (4) Physical description, including sex, height, weight, hair and eye color; and
  - (5) Applicant's signature and date of application; and
  - (6) If applying for a Columbine annual parks, information concerning the nature of the applicant's disability, together with supporting evidence of the same.
  - (7) If applying for a Centennial annual parks pass, information concerning the applicant's total annual income and number of people in the family/household,

together with supporting evidence of the same or supporting evidence the applicant is currently enrolled in one of the programs listed in these regulations.

- (8) If applying for a Blue Spruce annual parks pass, information concerning the applicant's first responder service and disability, together with supporting evidence of the same.
  - (9) If applying for an Independence annual parks pass, required documentation supporting veteran's status and disability qualifications or verification that the applicant has been awarded a purple heart.
- e. The Columbine, Centennial, Independence, and Blue Spruce 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.
  - f. 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.
  - g. Pending the issuance of a Columbine, Centennial, Independence, or Blue Spruce 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.
  - h. Within 15 days of the Division's receipt of a completed Columbine or Centennial annual parks pass application and the appropriate fee payment, or Blue Spruce or Independence annual parks pass application, the Division shall review and approve or deny the application.
    - (1) Completed applications shall be approved if the minimum qualifications set forth in this regulation are met.
    - (2) 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.
    - (3) 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.
    - (4) The address utilized by the Division for all mailings associated with the processing of a Columbine, Centennial, Independence, or Blue Spruce annual parks pass application shall be the address indicated on the application.
  - i. If a Columbine, Centennial, Independence, or Blue Spruce 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, free of charge, upon signing an affidavit reciting where and by whom it was issued and circumstances under which it was lost.

6. The types of non-motor vehicle individual passes available from the Division are as follows:
  - a. A non-motor vehicle individual daily pass, for all persons sixteen years of age or older, shall be carried on the individual's person for all visitors entering state recreation areas and state parks as provided in regulation #701-1 and regulation #701-6.d.
  - b. A non-motor vehicle individual annual pass issued to one pass holder, may be used for the pass holder and up to three additional visitors sixteen years of age or older. Such pass, shall be carried on the pass holder's person for visitors entering state recreation areas and state parks as provided in regulation #701-1 and regulation #701-6.d.
  - c. The receipt for an annual pass, a copy of the individual's vehicle registration displaying a Keep Colorado Wild annual pass, a Division sponsored mobile application showing active status of a Keep Colorado Wild annual pass or other Division annual pass shall be carried on the pass holder's person to be used as an individual annual pass, for the pass holder and up to three additional visitors sixteen years of age or older, for visitors entering all state recreation areas and state parks as provided in regulations #701-1 and regulation #701-6.d.
  - d. The following rules apply to non-motorized access to Arkansas Headwaters Recreation Area:
    - (1) A non-motor vehicle individual daily pass, for all persons sixteen years of age or older, shall be carried on the individual's person for all visitors entering the developed and posted fee sites of Arkansas Headwaters Recreation Area.
    - (2) Or the receipt for an annual pass, or a copy of the individual's vehicle registration displaying a Keep Colorado Wild annual pass shall be carried on the pass holder's person to be used as an individual annual pass, and may be used for the pass holder and up to three additional visitors sixteen years of age or older for visitors entering the developed and posted fee sites of Arkansas Headwaters Recreation Area.
  - e. If a non-motor vehicle individual 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, free of charge, upon signing an affidavit reciting where and by whom it was issued and circumstances under which it was lost.
7. 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. The volunteer park pass is valid for one year from the date of issue.
8. 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. The senior volunteer park pass is valid for one year from the date of issue.

9. A veteran is eligible for a no fee individual military pass during the month of August.
  - a. In order to qualify for the no fee individual military pass, a veteran, reserve, or active duty member of any branch of the armed forces of the United States, must provide at least one form of past or present military identification to the Division in order to receive the free Military pass. Acceptable forms of military identification include:
    - (1) DD214;
    - (2) DD Form 2;
    - (3) DD Form 2765;
    - (4) Active, retired or veteran military identification cards;
    - (5) 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.;
    - (6) VA medical card.
10. A no-fee individual "Check Out State Parks" Library Program Pass is available for check out from Colorado libraries.

#### **#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.
2. "Pass" as used in these regulations means a physical or electronic document or product provided for by statute, Commission rule or regulation and issued or required by the Division authorizing entrance to any state park or state recreation area.

#### **SPECIAL ACTIVITIES**

##### **#703 - SPECIAL ACTIVITIES REQUIRING PERMITS**

1. "Special activities" means events or activities 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 or Operational Manager at least ninety (90) days prior to the event or activity. 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 Operational Manager, or when no special arrangements are necessary. The Park Manager may impose additional items, conditions and charges in connection with the permit as reasonably necessary to offset the administrative burden, costs or risks associated with the proposed activities. The Park Manager may retain third party consultants to evaluate the potential adverse impacts of the proposed activity and develop appropriate strategies to offset or mitigate such risks. The applicant shall be notified if the Park Manager decides to retain a consultant, shall be given the opportunity to provide input concerning consultant selection and scope of work. The applicant shall be responsible for the actual costs associated with this consultant review.

2. The decision of whether to approve special activity permits will be made by the Park Manager or Operational 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 or Operational 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. Every decision respecting the grant, denial, revocation, suspension, annulment, limitation or modification of a special activity permit is subject to § 24-4-104, C.R.S.
5. Upon written request, the Division shall waive the requirement for a parks pass for those vehicles when all the occupants are entering state recreation areas and state parks 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 \$4.00 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 Division programs, or the general authority of the Commission pursuant to 33-10-106 C.R.S. to

manage all state recreation areas and state parks 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. Except as follows, no person may reserve or hold a campsite for another party by purchasing a campground-use permit for an additional site:
  - a. A primary occupant must be identified for each campsite reserved. The primary occupant identified at the time of making the reservation is responsible for any fees, damages or law enforcement issues that arise from the occupants of the site.
  - b. If an individual or organization wishes to reserve a campsite or group of campsites without identifying a primary occupant, the individual making the reservation is the responsible party for any damages or law enforcement issues that arise from the occupants of the site or sites.
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. "Tent-Only Campground" means those allowing only tents as the camping equipment. Individual campsites may have amenities similar to "Electrical Campgrounds" or "Basic Campgrounds" depending on the facility.
- d. "Basic Campground" includes those campgrounds providing basic facilities and improvements. Individual campsites shall be designated and include a table, grill and/or fire ring.
- e. "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.
- 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.

#### **#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. The Aspen Leaf annual pass holder must own in whole or in part any vehicle with a Colorado vehicle registration to which the Aspen Leaf annual pass is affixed and used to enter a state recreation area or state park area. Additional passes may be purchased pursuant to regulation #708(1)(d)(1).
3. Current Aspen Leaf Lifetime pass holders 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 pass holder and provided the pass holder is a resident of Colorado. The annual Aspen Leaf Lifetime Free Pass shall be

affixed to such vehicle owned by the pass holder. Additional passes may be purchased pursuant to regulation #708(1)(d)(1).

#### **#706 - GROUP PICNIC AREA PERMITS**

1. No person shall use any facility or group picnic area unless such use is by authority of a valid permit issued by the Division.
2. 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 – CAMPGROUND AND DAY-USE RESERVATION CANCELLATION, AND CHANGE FEES**

1. The fees for cancelling a reservation for a campground site, group campground site, group picnic area, and event facility are as follows:
  - a. If the cancellation is made seven days before the arrival date through the arrival date, 100% of the fee for one night or day-use permit will be retained.
  - b. If the cancellation is made 28 days before the arrival date through 8 days before the arrival date, 50% of the fee for one night or day-use permit will be retained.
  - c. If the cancellation is made more than 28 days before the arrival date, 25% of the fee for one night or day-use permit will be retained.
  - d. If the cancellation is made between the day after the arrival date and the departure date, the fees for any nights or days passed will be retained.
  - e. Cancellation fees are non-refundable, except in the case of a bona fide emergency or in the case of Division error.
2. The fees for changing the reservation dates (arrival date and/or departure date) for a campground site, group campground site, group picnic area, and event facility are as follows, except there shall be no additional fee to change the departure date if the reservation is extended beyond the original departure date:
  - a. If the change in the reservation dates is made seven days before the arrival date through the arrival date, 20% of the fee for one night or day-use permit will be retained.
  - b. If the change in the reservation dates is made 28 days before the arrival date through 8 days before the arrival date, 15% of the fee for one night or day-use permit will be retained.

- c. If the change in the reservation dates is made more than 28 days before the arrival date, 10% of the fee for one night or day-use permit will be retained.
  - d. If the change in the reservation dates is made between the day after the arrival date and the departure date, the fees for any nights or days passed will be retained.
  - e. Reservation change fees are non-refundable, except in the case of Division error.
3. There shall be no additional change fee for changing the site of a reservation at a campground, group campground, group picnic area, and event facility if the reservation dates remain the same or are further extended. If a customer changes the site of their reservation, they shall be charged or refunded the difference in the price for the site type only, if applicable.
  4. If a customer fails to occupy the site of their reservation during the selected dates or fails to contact the park, recreation area or vendor to inform them that they will not occupy the site of their reservation during the selected dates, the fees for any nights or days passed will be retained and the customer will be ineligible for a refund for those nights or days passed.
  5. If a customer makes a reservation for a campground site, group campground site, group picnic area, or event facility where one or more dates of the stay are more than six months from the reservation date, the reservation will be frozen to changes or cancellations for 14 days immediately following the date the reservation was created.

**#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.....\$70.00
  - b. Annual affixed vehicle pass.....\$80.00
  - c. State parks annual transferable pass .....\$120.00
  - d. Each additional annual affixed vehicle pass for noncommercial vehicles.....\$40.00
    - (1) Each additional Aspen Leaf vehicle pass for noncommercial vehicles.....\$35.00
  - e. Each replacement annual affixed vehicle pass, without proof of necessary replacement .....\$40.00
    - (1) Each replacement additional annual affixed vehicle pass, without proof of necessary replacement .....\$20.00
    - (2) Each replacement Aspen Leaf vehicle pass, without proof of necessary replacement .....\$35.00
    - (3) Each replacement additional Aspen Leaf vehicle pass, without proof of necessary replacement .....\$17.50
    - (4) Customers with proof of necessary replacement shall be issued a replacement annual affixed vehicle pass, additional annual affixed vehicle pass, or Aspen Leaf vehicle pass at no cost. Circumstances for necessary replacement include vehicle stolen, destroyed, traded, or sold; windshield replaced; pass damaged or

faded; new legal name or address; or Division error. Other circumstances will be considered by the Division on a case-by-case basis.

- f. Each replacement state parks annual transferable vehicle pass .....\$60.00
- g. Each daily vehicle pass .....\$10.00
- h. 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
- i. Keep Colorado Wild annual pass, as provided for in section § 33-12-108, C.R.S., available for purchase through the Colorado Department of Revenue vehicle registration process starting with January 2023 vehicle registrations .....\$29.00
- j. Keep Colorado Wild Collector's Plate pass, for applicable vehicles only and valid for the length of the vehicle registration. Available for purchase only through the Colorado Department of Revenue vehicle registration process starting with January 2023 vehicle registrations.....\$145.00

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 shall be provided at no cost.
- c. Non-motor vehicle individual daily passes (applies to persons sixteen years of age or older) for all state recreation areas and state parks except as otherwise provided in these regulations.....\$4.00
- d. Non-motor vehicle individual annual passes (applies to persons sixteen years of age or older) for all state recreation areas and state parks except as otherwise provided in these regulations.....\$29.00

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).....\$4.00
- b. Special activity application filing fee.....\$30.00
- c. Arkansas Headwaters Recreation Area special activity application filing fees:
  - 1. Standard.....\$30.00
  - 2. Commercial boating.....\$400.00
  - 3. Other commercial activities, such as walk and wade fishing, shuttle services, imaging, vendor services, hiking, mountain biking and rock climbing.....\$250.00

4. The fees for the type of campground-use permits issued by the Division are as follows. Campground classes are defined in regulation # 704. These fees do not include any applicable accommodations tax.
  - a. Campground-use permit for "Full Hookup Campgrounds" .....\$41.00/night
  - b. Campground-use permit for "Electrical Campgrounds" .....\$36.00/night
  - c. Campground-use permit for "Tent-Only Campgrounds".....\$36.00/night
  - d. Campground-use permit for "Basic Campgrounds" .....\$28.00/night
  - e. Campground-use permit for "Primitive Campgrounds" .....\$18.00/night
  
5. The fees for the reduced rate campground-use permit for individuals age 64 and older who hold certain parks passes as outlined in #712 are as follows:
  - a. Campground-use permit for "Full Hookup Campgrounds" .....\$38.00/night
  - b. Campground-use permit for "Electrical Campgrounds" .....\$33.00/night
  - c. Campground-use permit for "Tent-Only Campgrounds".....\$36.00/night
  - d. Campground-use permit for "Basic Campgrounds" .....\$25.00/night
  - e. Campground-use permit for "Primitive Campgrounds" .....\$15.00/night
  
6. The fees for types of campground-use areas are as follows. Campground classes are defined in regulation # 704. These fees do not include any applicable accommodations tax.
  - a. In group camp areas of "Full Hookup Campgrounds," the fee shall be \$41.00 per night per campsite assigned to such group area.
  - b. In group camp areas of "Electrical Campgrounds," the fee shall be \$36.00 per night per campsite assigned to such group area.
  - c. In group camp areas of "Tent-Only Campgrounds," the fee shall be \$36.00 per night per campsite assigned to such group area.
  - d. In group camp areas of "Basic Campgrounds," the fee shall be \$28.00 per night per campsite assigned to such group area.
  - e. In group camp areas of "Primitive Campgrounds," the fee shall be \$18.00 per night per campsite assigned to such group area.
  
7. The fees for types of tipis, cabins and yurts are as follows. These fees do not include any applicable accommodations tax:
  - a. For tipis.....\$50.00/night
  - b. For small cabins and yurts that may accommodate a maximum of six people:
    - (1) Standard.....\$90.00/night

- (2) Premium.....\$120.00/night
- c. For large cabins and yurts that may accommodate seven or more people:
  - (1) Standard.....\$120.00/night
  - (2) Premium two bedroom.....\$150.00/night
  - (3) Premium three bedroom.....\$190.00/night
  - (4) Premium four bedroom.....\$250.00/night
  - (5) Each additional premium bedroom over four bedrooms.....\$60.00/night
- d. 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
- e. The maximum occupancy shall be posted in each cabin and yurt.
- f. 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.
- g. Premium facilities contain showers and flush toilets.
- 8. 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" .....\$150.00
  - b. Permit for "Class B - Improved Group Picnic Area" .....\$100.00
  - c. Permit for "Class C - Basic Group Picnic Area" .....\$50.00
- 9. 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, 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. The maximum occupancy and hours of operation shall be posted at each event facility.
10. 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.....\$25.00
  - b. Dog off-leash daily pass.....\$3.00

11. The fee associated with the mandatory youth education course for motorboat operators...\$15.00
12. 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
13. The fees associated with the Cameo Shooting and Education Complex are as follows:
  - a. Individual passes:
    - (1) Individual day use pass (single day) .....\$12.00
    - (2) Individual day use pass (5 consecutive days) .....\$48.00
    - (3) Individual day use pass (10 consecutive days) .....\$84.00
    - (4) Individual annual pass .....\$150.00
    - (5) Individual three-year pass .....\$400.00
  - b. Youth (ages 7-17) individual passes:
    - (1) Youth individual day use pass (single day) .....\$3.00
    - (2) Youth individual day use pass (5 consecutive days) ..... \$12.00
    - (3) Youth individual day use pass (10 consecutive days).....\$21.00
    - (4) Youth individual annual pass ..... \$50.00
  - c. Two adult (Buddy) passes:
    - (1) Two adult day use passes (single day) .....\$20.00
    - (2) Two adult day use passes (5 consecutive days) .....\$80.00
    - (3) Two adult day use passes (10 consecutive days) .....\$140.00
    - (4) Both adult passes must be used on the same day(s).
  - d. Family passes (Two adults and all children (ages 7-17) that live at the same address):
    - (1) Family annual pass .....\$300.00
    - (2) Family three-year pass .....\$600.00
  - e. Group day use passes:
    - (1) Day use passes for 10 to 19 individuals .....\$9.00/person
    - (2) Day use passes for 20 to 29 individuals .....\$7.00/person

- (3) Day use passes for 30 or more individuals .....\$3.00/person
  - f. Corporate passes:
    - (1) Annual corporate pass (10 unassigned passes per day) ...\$3,000.00
  - g. All annual passes for the Cameo Shooting and Education Complex are valid 365 days from the date of purchase.
14. Colorado Search and Rescue (CORSAR) Cards
- a. 1 year CORSAR Card.....\$5.00
  - b. 5 year CORSAR Card.....\$20.00
15. It is unlawful for any person to transfer, sell, or assign any pass or permit issued by the Division, including special activity permits, campground use permits, and group picnic area permits, unless otherwise permitted by these regulations.

**#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 a 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

**#710 - Lone Mesa State Park Hunting Special Use Permit**

- 1. Purpose: This hunting management plan is designed to establish administration of hunting activities on Lone Mesa State Park.
- 2. Special Use Permit Procedure
  - a. Permit Numbers
    - (1) Colorado Parks and Wildlife (CPW) deems hunting activities on Lone Mesa State Park as those which currently require “special planning and/or scheduling for proper management.” Therefore, CPW issues special use permits to visitors wishing to engage in hunting use of the park.

- (2) The maximum number of approved Hunting Special Use Permits (HUPs) on Lone Mesa State Park at any one time during the following big game seasons is:

Archery: twenty (20)

Muzzle-loading: twelve (12)

1<sup>st</sup> separate elk rifle: fifteen (15)

2<sup>nd</sup> combined deer/elk rifle: twenty-five (25)

3<sup>rd</sup> combined deer/elk rifle: thirty-five (35)

4<sup>th</sup> combined deer/elk rifle: thirty-five (35)

- (3) Each year, the Division, by action of the Park Manager, will allocate HUPs up to the maximums after evaluating harvest and other data in the interest of creating a high quality hunter opportunity consistent with wildlife objectives.

b. Permit Fees

- (1) Successful permit applicants shall pay the fee associated with their HUP (see fee schedule section b.5) at least thirty (30) days prior to any access to Lone Mesa State Park.
- (2) Upon payment of the fee and attendance of the mandatory orientation session, an HUP shall be issued to the applicant.
- (3) If an applicant who is successful in the drawing (see section c.7.) fails to pay the HUP fee, a permit will not be issued to them. The next qualified applicant on the drawing log (see section c. 8.), or the next first-come, first-served applicant will be offered an HUP.
- (4) If, at a later date, an applicant's payment of the HUP fee is found to be insufficient due to payment stops, insufficient funds or any other reason, an HUP will not be issued to them. And, if an HUP had been issued prior to CPW discovering the insufficient payment, that permit will be voided.
- (5) The schedule of fees associated with the HUP is as follows:
  - (a) The fee for the HUP allowing Colorado residents access to Lone Mesa State Park to hunt during archery season, \$100.
  - (b) The fee for the HUP allowing Colorado nonresidents access to Lone Mesa State Park to hunt during archery season, \$200.
  - (c) The fee for the HUP allowing Colorado residents access to Lone Mesa State Park to hunt antlerless elk and/or antlerless deer during muzzleloading season, \$100.
  - (d) The fee for the HUP allowing Colorado residents access to Lone Mesa State Park to hunt antlered elk and/or antlered deer during muzzleloading season, \$200.

- (e) The fee for the HUP allowing Colorado nonresidents access to Lone Mesa State Park to hunt antlerless elk and/or antlerless deer during muzzleloading season, \$200.
  - (f) The fee for the HUP allowing Colorado nonresidents access to Lone Mesa State Park to hunt antlered elk and/or antlered deer during muzzleloading season, \$300.
  - (g) The fee for the HUP allowing Colorado residents access to Lone Mesa State Park to hunt elk during the first elk-only rifle season, \$150.
  - (h) The fee for the HUP allowing Colorado nonresidents access to Lone Mesa State Park to hunt elk during the first elk-only rifle season, \$250.
  - (i) The fee for the HUP allowing Colorado residents access to Lone Mesa State Park to hunt antlerless elk and/or antlerless deer during the second, third, or fourth combined elk/deer rifle season, \$100.
  - (j) The fee for the HUP allowing Colorado nonresidents access to Lone Mesa State Park to hunt antlerless elk and/or antlerless deer during the second, third, or fourth combined elk/deer rifle season, \$200.
  - (k) The fee for the HUP allowing Colorado residents access to Lone Mesa State Park to hunt antlered elk and/or antlered deer during the second, third, or fourth combined elk/deer rifle season, \$200.
  - (l) The fee for the HUP allowing Colorado nonresidents access to Lone Mesa State Park to hunt antlered elk and/or antlered deer during the second, third, or fourth combined elk/deer rifle season, \$300.
- (6) Only one access permit is required per hunter, per season. A hunter possessing valid licenses for multiple species among deer, elk and bear will pay the highest applicable permit fee and can hunt with all valid licenses. The HUP continues to be valid until termination of the permitted season or harvest of all valid deer, elk, and bear licenses in the hunter's possession, whichever comes first.

c. Allocation of Permits

- (1) Advertising: it shall be the responsibility of the park manager or his/her designee to advertise the availability of HUPs for Lone Mesa through normal media and internet formats.
- (2) Application requests: requests for the application for the HUP on Lone Mesa State Park can be made by contacting the Lone Mesa State Park office: 1321 Railroad Ave, PO Box 1047, Dolores, Colorado 81323, Phone: 970-533-7065, Fax: 970-882-4640, e-mail: [lone.mesa.park@state.co.us](mailto:lone.mesa.park@state.co.us). Applications may also be accessed via the internet at [www.cpw.state.co.us](http://www.cpw.state.co.us)
- (3) Requests for permit applications shall be acted upon promptly, and an application for permit shall be mailed, faxed or e-mailed to the prospective permittee within five days of receiving the request.

- (4) Permit applications must be mailed, e-mailed, or faxed to the Lone Mesa State Park office at the above address prior to the application deadline. It is the applicant's responsibility to confirm receipt.
- (5) Permit applications will be secured by the park manager or his/her designee until the scheduled public drawing to be held at the Lone Mesa State Park office at least 60 days prior to the opening of the archery season. The public opening of applications will be advertised locally and to the applicants.
- (6) Once opened, the HUP applications will be checked for completeness, logged by applicant name, season desired, and application number, and a drawing "chip" - reflecting the application number- will be created for each complete and legible qualifying application.
- (7) Drawing: after applications are opened and logged in the application log, the drawing for successful applicants will take place. There will be drawings for each of the six big game seasons for which hunting will be permitted on Lone Mesa: archery, muzzleloading, 1<sup>st</sup> separate limited elk, 2<sup>nd</sup> combined deer and elk, 3<sup>rd</sup> combined deer and elk, and 4<sup>th</sup> combined deer and elk. Permits will be issued up to the numbers outlined in this regulation, #601.2.a.
- (8) The drawing will continue until all "chips" are drawn, and a drawing log will be completed which will list the applicants in the order drawn. The drawing log will be used to facilitate fair re-allocation of permits per the re-allocation of unused permits protocol (see section 3.c.).
- (9) Successful applicants will be notified of their success by mail via a letter of successful application, which shall include a summary of rules associated with the HUP (a complete list shall be provided with the permit during the required orientation and information for remittance of the HUP fee).

d. Reporting and Filing

- (1) All files pertaining to the HUP for Lone Mesa State Park will be stored at the Lone Mesa State Park office.
- (2) The park manager or designee will include a summary of hunting activity under permit on the park manager monthly report.
- (3) Revenues derived from the HUP fee will be deposited in the parks cash fund and reflected on the consignment usage/revenue report for the month such fees are deposited.

3. Field Enforcement Procedure

a. Possession of Permit

- (1) Copies of the permitted hunter list will be made available to commissioned CPW officers and the officers of other cooperating agencies in the interest of maintaining compliance with this plan.
- (2) It shall be the permittee's responsibility to adequately identify themselves as a permit holder when contacted while hunting in Lone Mesa State Park.

b. Statute and Regulation Compliance

- (1) Permit holders will be supplied a list of rules associated with the HUP upon issuance of the permit. Failure to comply with the rules of the permit may result in permit revocation.
- (2) Nothing in this plan or in the rules of the HUP shall imply or be construed to imply that HUP holders are exempt from any statute or regulation governing hunting, motor vehicle operation, conduct on a state park, or other activity in which the permit holder may engage while performing the activities allowed under the permit. These statutes and regulations include, but are not limited to:
  - (a) Permit holders must possess a valid license issued by CPW for the Game Management Unit, species, and season hunted.
  - (b) Vehicles involved in hunting-use of the park are required to display or carry a valid Colorado State Parks pass, unless the vehicle displays a Disabled Veteran license plate or a Purple Heart license plate.

c. Reallocation of Permits

- (1) Permit re-allocations may take place in the event a permittee is unable to engage in the activities of the permit for any reason, including sickness, death, hunting license revocation, permit revocation, park eviction, or simple changes in plans.
- (2) Re-allocations of HUPs will be conducted following this procedure:
  - (a) The park manager or designee will attempt to contact the next individual on the drawing log by phone.
  - (b) If the next individual is unable to be contacted upon the first call, the park manager or designee will continue down the drawing log until an individual can be contacted and notified of the availability of an HUP for Lone Mesa.
  - (c) If no hunter on the drawing log can be contacted, no applicant is qualified, or none is available to hunt the remainder of the season, the availability of the HUP will be advertised by the park manager or designee and the permit may be allocated on a first-come, first-served basis.
  - (d) Hunters who are contacted via the drawing log and who obtain or decline an HUP for Lone Mesa will have their name removed from the drawing log.
- (3) Re-allocated permits shall not be valid until payment of the HUP fee and attendance of the hunter orientation by the new permittee.

**#711 - GOLDEN GATE CANYON STATE PARK HUNTING SPECIAL USE PERMIT**

1. Purpose: this hunting management plan is designed to establish administration of hunting activities on the Green Ranch portion of Golden Gate Canyon State Park.
2. Special use permit procedure

A. Permit numbers

- (1) Colorado Parks and Wildlife deems hunting activities on the Green Ranch portion of Golden Gate Canyon State Park as those which currently require "special planning and/or scheduling for proper management." Therefore, the Division issues special use permits to visitors wishing to engage in hunting on the Green Ranch portion of the park.
- (2) The maximum number of approved hunting special use permits (HUPs) for the Green Ranch on Golden Gate Canyon State Park at any one time during the 2003 big game season is as follows:  
  
Archery (pre-muzzleloading and post-muzzleloading): twenty (20)  
  
Muzzle-loading: ten (10)  
  
1st separate elk rifle: ten (10)  
  
2nd combined deer/elk: ten (10)  
  
3rd combined deer/elk: ten (10)  
  
4th combined deer/elk: ten (10)
- (3) The number of HUPs allocated in each of the subsequent years will be determined by CPW after evaluating harvest and other data at the close of each year's hunting.

B. Application and permit fees

- (1) Each applicant must submit a \$10.00 application fee for each application submitted.
- (2) Successful permit application holders shall pay a special use permit fee of \$100, which must be received by Golden Gate Canyon State Park (address below) prior to any access to the Green Ranch.
- (3) Upon payment of the fee, a HUP for the Green Ranch shall be issued to the applicant.
- (4) If an applicant who is successful in the drawing (see section c.7) fails to pay the special use permit fee within 10 days prior to the start of the applicant's season, a permit will not be issued to them. The next qualified applicant on the alternate list (see section c.8) will be offered an HUP.
- (5) If, at a later date, an applicant's payment of the HUP fee is found to be insufficient due to payment stops, insufficient funds or any other reason, an HUP will not be issued to them. If an HUP had been issued prior to CPW discovering the insufficient payment, that permit will be voided.

C. Allocation of permits

- (1) Advertising: it shall be the responsibility of the park manager or his/her designee to advertise the availability of the HUPs for the Green Ranch through normal media and internet formats.
- (2) Application requests: requests for the application for the HUP for the Green Ranch can be made by sending a self-addressed stamped envelope (SASE) to Golden Gate Canyon State Park, Attn: Green Ranch Hunt: 92 Crawford Gulch Road, Golden, Colorado 80403, phone: 303 582-3707. Applications may also be accessed via the internet at [www.cpw.state.co.us](http://www.cpw.state.co.us)
- (3) Requests for permit applications shall be acted upon promptly, and an application for permit shall be mailed to the prospective applicant within five days of receiving the SASE.
- (4) Permit applications must be mailed to Golden Gate Canyon State Park at the above address and clearly marked "Green Ranch Hunt" on the envelope. All applications must be received by July 31st for the upcoming big game season.
- (5) Permit applications will be checked for completeness and require a copy of the hunting license, if applicable (for limited licenses). All complete and correct permit applications will be recorded for future use.
- (6) If additional information is needed to process the permit application, the park manager or his/her designee will make reasonable attempts to contact the applicant to rectify the application.
- (7) Drawing: the drawing will be held no later than the first Sunday in August. There will be one random drawing for each of the six seasons on the Green Ranch: pre-muzzleloading archery, muzzleloading, post-muzzleloading archery, 1st separate limited elk, 2nd combined deer and elk, 3rd combined deer and elk, and 4th combined deer and elk. Permits will be issued up to the numbers outlined in this regulation, #711.2.a.
- (8) Up to fourteen names will be drawn for each of the hunting seasons; a maximum of ten for the "hunter list" and four "alternates" for each season. If one of the hunters drawn does not wish to accept the HUP, an alternate will be contacted in the consecutive order that they were drawn.
- (9) Successful applicants will be notified of their success by mail via a letter of successful application, which shall include a summary of rules associated with the HUP (a complete list to be provided with the permit during the required orientation) and information for remittance of the special use permit fee.

D. Reporting and filing

- (1) All files pertaining to the HUP for the Golden Gate Canyon State Park Green Ranch will be stored at the Golden Gate Canyon State Park office.
- (2) The park manager or his/her designee will include a summary of hunting activity under permit on the park manager monthly report.
- (3) Revenues derived from the HUP and application fee will be deposited in the parks cash fund and reflected on the consignment usage/revenue report for the month such fees are deposited.

3. Field enforcement procedure

A. Possession of permit

- (1) Copies of the "hunter list" will be made available to commissioned CPW officers and the officers of other cooperating agencies in the interest of maintaining compliance with this plan.
- (2) It shall be the permittee's responsibility to carry the access permit with them while hunting the Green Ranch portion of Golden Gate Canyon State Park.

B. Statute and regulation compliance

- (1) Permit holders will be supplied a list of rules associated with the HUP upon issuance of the permit. Failure to comply with rules of the permit may result in permit revocation.
- (2) Nothing in this hunting management plan or in the rules of the special use permit shall imply or be construed to imply that HUP holders are exempt from any statute or regulation governing hunting, motor vehicle operation, conduct on a state park, or other activity in which the permit holder may engage while performing the activities allowed under the permit. These statutes and regulations include, but are not limited to:
  - (a) Permit holders must possess a valid hunting license issued by CPW for the game management unit, species and season hunted.
  - (b) Vehicle involved in hunting-use on the Green Ranch are required to display or carry a valid Colorado State Parks pass, unless the vehicle displays a disabled veteran license plate or a Purple Heart license plate.

C. "Alternate" system

- (1) Alternate hunters may be contacted in the event a permittee is unable to engage in the activities of the permit for any reason, including sickness, death, hunting license revocation, permit revocation, park eviction or simple changes in plans.
- (2) Alternates will be contacted in the following manner:
  - (a) The park manager or his/her designee will attempt to contact the next individual on the alternate list by phone.
  - (b) If the next individual is unable to be contacted upon the first call, the park manager or his/her designee will continue down the alternate list until an individual can be contacted and notified of the availability of an HUP for the Green Ranch.
  - (c) If no hunter on the alternate list can be contacted, the park manager or his/her designee will return to the applicant pool of the individual season and randomly draw up to four more alternates. This process will be continued until the hunting slot is filled by a qualified applicant.
  - (d) If no hunter can be contacted, no applicant is qualified, or none is available to hunt the remainder of the season, the availability of the HUP

will be advertised by the park manager or his/her designee and the permit may be issued on a first-come, first-served basis.

(e) Hunters who are contacted via the hunting list or alternate list and who obtain or decline a HUP for the Green Ranch will have their name removed from the applicant pool.

(2) Alternate permits shall not be valid until payment of the HUP and application fee are made by the new permittee.

D. Refund policy

(1) Refunds will only be provided according to the current pass refund policy of the Division and by relinquishing the HUP for the Green Ranch before the opening day of the season for which the permit is valid.

**#712 – FEE WAIVERS, SPONSORSHIPS, MARKETING DISCOUNTS AND REDUCED RATE CAMPING**

1. As referenced in this chapter, "Park Product" means any entry pass, permit, facility, event or other user fee as defined in regulation # 700 through # 701, # 703 through # 708 and #710 through #711.
2. Park product fees may be waived for errors committed by the Division.
3. Park product fees may be waived by the Division for Division sponsored education, outreach, volunteer or safety activities (events); for supporting partner activities (events) and research activities that directly support the Division; for official business by other governmental agencies conducted on a state recreation area or state park or for Division administrative purposes.
4. The Division may waive entry fees as described in regulation # 700 through # 701 up to four days annually to market and increase awareness of state recreation areas and state parks.
5. Park Managers may provide any combination of park product(s) up to \$500 in value per fiscal year, per park, to be used as a sponsorship as a part of a fundraiser, promotion or marketing effort for local community supporting partners.
6. Region Offices and the Creative Services and Marketing Office may provide up to twenty annual affixed vehicle passes and twenty state parks annual transferable passes as defined in regulation # 700-3.b and #700-3.c. per fiscal year, per office, to be used as part of a regional or statewide fundraiser, promotion or marketing effort. In addition, Region Offices and the Creative Services and Marketing Office may provide daily vehicle passes as defined in regulation # No. 700-4 up to \$500 in value per fiscal year, per office, to be used as part of a regional or statewide fundraiser, promotion or marketing effort.
7. The Division may offer discounts up to 50 percent off established fees for annual affixed vehicle and daily vehicle passes as defined in regulation # 700-3 through # 700-4 as part of a consistent statewide effort to market state recreation areas and state parks.
8. Annual affixed vehicle passes or state parks annual transferable passes purchased in large quantities during a single sale, transaction will be discounted as follows.
  - (a) Twenty or more passes, but less than fifty.....20% discount
  - (b) Fifty or more passes, but less than one hundred.....25% discount
  - (c) One hundred passes or more.....30% discount

9. Notwithstanding the established campground fees, the Region Manager may lower a campground's classification by one class, and consequently lower the campground fee, when the Region Manager determines that it is necessary to do so based upon one or more of the following criteria:
  - (a) A significant increase in the vacancy rate for the campground exists.
  - (b) A significant need to rehabilitate the campground facilities exists.
  - (c) A temporary closure of campground facilities is necessary in order to implement repairs.

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

10. 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, up to 50 percent.
11. 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, up to 50 percent.
12. Colorado residents age 64 or older at the time of reservation qualify for a reduced rate camping permit as outlined in #708 provided they hold one of the following valid passes at the time of reservation and the time of the stay:
  - a. Aspen Leaf annual pass per regulation #705, Columbine, Centennial, Blue Spruce, Independence, Non-motor vehicle individual annual, or a Keep Colorado Wild annual pass per regulation #700 that has been manually linked to their CPW Shop account annually. Or,
  - b. Individuals age 64 and older who hold a valid volunteer pass.
  - c. This reduced rate applies to all nights of the year when such areas are open, except weekend nights and the night before a legal holiday. For the purpose of determining reduced rate campground permit eligibility, "weekend" night means the time period beginning at 12 noon on Friday through 12 noon on Sunday, and the night before a legal "Holiday" shall mean the time period beginning at 12 noon on the day prior to the legal holiday through 12 noon of the legal holiday. The discount is only valid for a single campsite per day, per pass holder. The pass holder must also be the one to make the reservation and be an occupant of the campsite for the entirety of the reservation.

## 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.

### #713 – 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.

#### **#714 - 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.

**#715 - 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.

#### **#716 - 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.

#### **#717 - 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:
  - (1) 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.
  - (2) 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.

#### **#718 - 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.

## **#719 - 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.

## **#720 – 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. Division agents shall be paid a 4.75% commission for each license sold electronically, except for those licenses with commissions as shown below in Table A.4.
2. Division agents shall be paid a 5% commission for each pass sold electronically.
3. Division agents who sell registrations shall be paid a flat rate of \$1.00 per registration issued.
4. Other Commission Rates:

<b>Table A.4: Division Product Type</b>	<b>2022 Commission</b>	<b>% of license price in 2022</b>	<b>2023 Commission</b>	<b>% of license price in 2023</b>
Second Rod Stamp	\$0.64	6.7%	\$0.69	6.7%
Resident Fishing - 1 day	\$0.85	6.7%	\$0.92	6.7%
Nonresident Fishing – 1 day	\$1.06	6.7%	\$1.16	6.7%
Fishing - 5 day	\$2.13	6.7%	\$2.31	6.7%
Resident Small Game - 1 day	\$0.85	6.7%	\$0.92	6.7%
Nonresident Small Game – 1 day	\$1.06	6.7%	\$1.16	6.7%
Nonresident Deer	\$15.07	3.6%	\$16.36	3.6%
Nonresident Pronghorn	\$15.07	3.6%	\$16.36	3.6%
Nonresident Bear	\$3.67	3.6%	\$3.98	3.6%
Nonresident Mountain Lion	\$12.83	3.6%	\$13.93	3.6%
Nonresident Antlerless Elk	\$18.88	3.6%	\$27.33	3.6%
Nonresident Either-sex Elk	\$25.17	3.6%	\$27.33	3.6%
Nonresident Antlered Elk	\$25.17	3.6%	\$27.33	3.6%
Nonresident Rocky Mtn Bighorn Sheep	\$84.29	3.6%	\$91.52	3.6%
Nonresident Desert Bighorn Sheep	\$84.29	3.6%	\$91.52	3.6%
Nonresident Goat	\$84.29	3.6%	\$91.52	3.6%
Nonresident Moose	\$84.29	3.6%	\$91.52	3.6%

All 2022 licenses sold through March 2023 shall be sold at the 2022 license fee and commission rates.

B. Commission Rates for the System Agent: The system agent shall be paid the commissions shown in the Table B.1 below for each license sold through the system:

1. Commission pricing for any CPW Commissionable Product sold through IPAWS

<b>Table B.1: Commission Rates</b>	<b>IPAWS Products</b>
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a. Contractor Commission Fee percent commission rate to cover AWO System operation and maintenance cost for those products less than \$100 and not listed below in c.	3.7%
b. Contractor Commission Fee flat fee commission rate to cover AWO System operation and maintenance cost for those products \$100 or greater and not listed below in c.	\$4.25
c.1. All Wildlife Applications, regardless of Product Cost.	\$4.25
c.2. Parks variable cost products, regardless of actual Product Cost.	3.7%
<b>Breakout Costs</b>	
Contractor credit card fee	2.2%
Contractor fulfillment fee	\$1.45

#### #721 – 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 or 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 obtained from the Colorado Division of Parks and Wildlife, Office of the Regulations Manager by emailing [dnr\\_cpw\\_planning@state.co.us](mailto:dnr_cpw_planning@state.co.us) or by visiting the Division of Parks and Wildlife headquarters at 6060 Broadway, Denver, CO, 80216.

**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 JULY 1, 2023 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 3RD DAY OF MAY, 2023.**

**APPROVED:**  
Carrie Besnette Hauser  
Chair

**ATTEST:**  
Marie Haskett  
Secretary