

Colorado Parks and Wildlife (CPW) Administrative Procedures for Processing Field Trial License Applications:

1. Forms to be filled out by applicants will be provided by CPW.
2. Applicants will not be advised to hold applications for trials in a new calendar year until after the year has begun.
3. When initial review indicates noncompliance with application requirements CPW shall, immediately, by phone with follow-up letter and by fax or e-mail, if available, contact the applicant and describe what additional information or what specific modifications would be necessary for the application to be complete.
4. CPW shall review and approve or deny applications within 45 days of receipt. Approved licenses shall include any conditional provisions and maps or other information necessary to delineate areas of allowed use. Denial letters shall include a statement and clear and defensible substantive explanation of the reasons for such denial. Approval or denial letters shall be faxed or sent by e-mail immediately if a number or e-mail address has been provided in addition to the hard copy to be mailed.
5. When evaluating habitat impact potential, CPW shall articulate clear and defensible information which indicates that damage will occur if the trial is conducted.
6. When competing wildlife recreation activities wish to use the property at the same time, hunting season will have priority only when no practical and reasonable alternatives are available to adequately accommodate both activities without unreasonable interference between them.
7. CPW and the licensee shall conduct pre and post field trial coordination discussions to review conditions or answer any questions so that the trial can be conducted without violation of the conditions or applicable regulations. These reviews can be conducted by phone except that a face to face meeting will be employed when there has been any damage to a property as a result of the trial. CPW shall conduct the post trial review within 10 working days after the trial. CPW shall notify the licensee of any problems immediately after a trial, by phone and in writing, and with a copy by fax or e-mail if known, including detailed identification of any activities associated with a field trial which could be the basis for the denial of a future license, or any damage to the property has occurred, along with any damage repair that would resolve the problem; and shall meet with the licensee to identify how these issues will be resolved. When initial review indicates noncompliance with application requirements CPW shall, immediately, by phone with follow-up letter and by fax or e-mail, if available, contact the applicant and describe what additional information or what specific modifications would be necessary for the application to be complete.