

## USE AUTHORIZATION APPLICATION

**Applicants:** Use this form to apply for possession or occupancy of, or for extraction or disturbance of natural resources from land, facilities, or waterbodies under the jurisdiction of the Bureau of Reclamation (Reclamation). For examples of uses requiring Reclamation authorization, and for information concerning other uses, see "General Information" on the next page.

**Fill out the following application completely. Use "N/A" if a question does not apply. If additional space is needed, attach separate pages of information as necessary. Refer to the second page of this form for detailed instructions.**

**1. Information about the applicant requesting the use:**

Applicant or Representative:

Company or Entity Name:

Address:

City, State, and Zip Code:

Telephone Numbers (include area code):

Email address:

Tax ID or Social Security Number (as applicable):

**2. Is this request for a new use authorization or a renewal of an existing use authorization?** Renewal  New

If renewal, issuing office

Date of use authorization

**3. Location of the proposed use:** *[A map or drawing including legal land description (section, township, range) showing the location of the proposed use is required.]*

**4. Purpose of proposed use:**

**5. Description of the proposed use:** *[Provide full description.]*

**6. Dates of proposed use [during the following times and dates (specify below)]:**

START DATE *(Month, Day, Year)*

TIME AM

TIME PM

END DATE *(Month, Day, Year)*

TIME AM

TIME PM

**7. Name of Insurance Carrier:**

**8. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of Federal lands, or is any investigation or legal action pending against you or your organization for use of Federal lands?** Yes No  
*[If "Yes", attach details on separate sheet.]*

**9. Applicant Certification:** I certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the Bureau of Reclamation when the use authorization is issued. The non-refundable application fee is included: Yes No  
*If "No", reason:*

Date

Signature of Applicant

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

## USE AUTHORIZATION APPLICATION

### GENERAL INFORMATION

**1. Examples of uses that may be applied for using FORM 7-2540 (this form).** The following uses of Reclamation's lands, facilities, and waterbodies are commonly requested by using this use authorization application. This list is intended to provide examples of such uses and should not be considered as all inclusive:

<ul style="list-style-type: none"><li>• <b>Commercial filming and photography</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Organized recreational activities, public gatherings, &amp; other special events;</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Commercial guiding and outfitting;</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Removal of, or exploration for, sand, gravel, and other mineral materials;</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Commercial or organized sporting events</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Timber harvesting, or removal of commercial forest products or other vegetative resources; and</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Grazing, farming, and other agricultural uses;</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Any other uses deemed appropriate by Reclamation, subject to the exclusions listed in the Code of Federal Regulations (<a href="#">43 CFR 429.4</a>).</b></li></ul>

**2. Uses that may be applied for using Standard Form (SF) 299.** Use SF 299 to request a use authorization for the placement, construction, and use of energy, transportation, water, or telecommunication systems and facilities. You may access SF 299 at <http://www.gsa.gov/portal/forms/download/117318>.

**3. The issuance of a use authorization is at Reclamation's discretion.** There is no guarantee that Reclamation will approve any application to use Reclamation lands, facilities, or waterbodies. If an initial review determines that your requested use is inappropriate for consideration or likely to interfere with Reclamation project purposes or operations, Reclamation will not grant the use authorization.

**4. Administrative costs.** If Reclamation finds your proposed use is potentially compatible with Reclamation project purposes or operations, we will advise you of any additional estimated administrative costs in excess of the initial non-refundable \$100 application fee, which you will be required to pay before processing of your application continues. Administrative costs include, but are not limited to: use fee determination; compliance with National Environmental Policy Act and the National Historic Preservation Act; and Reclamation's review, preparation and issuance of the use authorization. Should your requested use be denied at any time during the review process, Reclamation will notify you in writing of the basis for the denial and reimburse any unspent administrative costs.

**5. Use Fee (Value of the use authorization).** In addition to the administrative costs, applicants will also be required to pay for the value of the use of the lands, facilities, or waterbodies based on the value of the use prior to issuance of the use authorization.

[43 CFR 429, Subpart E](#) describes the procedures that will be used to process and recover the value of use authorizations.

### GENERAL INSTRUCTIONS

**1. Complete the Use Authorization Application.** Complete all parts of the use authorization application. If a particular question or response does not apply to the proposed use, please indicate "not applicable" or "N/A". Attach additional sheets if more space is needed. If you have additional questions, please contact your local Reclamation office. Some uses may require that you provide the name of your insurance carrier. A complete list of offices can be found at the following web site address: <http://www.usbr.gov/main/regions.html#list>. The use authorization regulations are at: <http://www.usbr.gov/lands/429.pdf>.

**2. Enclose a non-refundable application fee of \$100, payable to the Bureau of Reclamation. Submit the application, non-refundable application fee of \$100, and any attachments to the Reclamation office responsible for the location of the proposed use.** (Unless previously waived under [43 CFR 429, Subpart F](#)). The non-refundable application fee will cover the estimated minimum administrative costs to Reclamation to review your application. Failure to submit the required application fee and adequate information will cause delays in evaluation of the application. *No activity may begin until Reclamations issues a fully executed use authorization document.*

### SPECIFIC INSTRUCTIONS (by corresponding item number from first page)

**3. Location of the proposed use.** Submit two copies of all maps or drawings and other information clearly demonstrating the location for the proposed use, including township, range, and section. Under [43 CFR 429.13\(a\)](#), Reclamation may request additional information needed to process your application, such as legal land descriptions and detailed construction specifications.

**5. Description of the proposed use.** Examples of additional information to provide, depending upon the use, are as follows: maximum number of anticipated participants/spectators/crew;

- number and types of vehicles to be on site;
- description of props, tents, tractors, trailers, and other equipment;
- description of facilities you intend to provide, such as sanitation facilities, emergency personnel, food services or vendors, or other applicable information (attach plans); and description of your intended use of Reclamation on-site roads or trails;
- maximum number of grazing animals;
- acreage of proposed crop;
- proposed amount of gravel or material to be extracted.

**Paperwork Reduction Act (Act):** This information is needed to evaluate use requests such as those listed on this application. Responses are necessary to receive or maintain a benefit; without this information Reclamation may not grant your request. Under the Act, the reporting burden to the public for this form is estimated to average 2 hours per response, including time for reviewing instructions, and completing and reviewing the form. In accordance with the Act, Reclamation may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget control number.

**Privacy Act Statement**

This information is solicited under the authority of 43 U.S.C. 391 et seq 43 U.S.C. 485. The primary purpose for collecting this information is to manage an inventory of all land, facilities and waterbodies within its jurisdiction, and administer land and realty actions, such as use authorization management, land settlement records, sales, transfers, disposals, mineral location entries, mining claims, oil and gas applications, real property and right-of-way acquisition, real property interest applications, and status of land interests held for project purposes. This information may be disclosed to agencies, organizations or persons as authorized by the routine uses that can be found in the published system of records notices INTERIOR/WBR-17, Lands - Leases, Sales, Rentals, and Transfers; and INTERIOR/WBR-32, Special Use Applications, Licenses, and Permits. Providing the information requested on this form is voluntary, however, failure to provide all or part of the information may prevent, delay, or deny the request to grant a use authorization.

Attachment A: Road Based Tour & Transport Operator Form

Attachment B: Insurance Requirements

Attachment C: Fee Schedule & Payment Information

Attachment D: Vehicle Descriptions

**Attachment A**  
**Road Based Tour & Transport Operator Form (12/18/19 Rev.)**

**If you are a Road Based Commercial Operator, you must fill out this Attachment as well.**

1. **Authorized Agents:** Give the name(s) of persons designated as Authorized Agents for your business. This may include the on-site general manager, drivers and guides responsible for day to day operations.

Authorized Agent Name	Title

2. **What is your Business Type?** Check the box that identifies your type of business (*Please check one below*)

- Sole Proprietor
- Partnership (*Print the names of each partner. If there are more than two partners, please attach a complete list of their names.*)  
Name:  
Name:
- Corporation - State:                  Entity Number:
- Non-Profit (*Please attach a copy of your IRS Ruling or Determination Letter*)

3. **Business License Number:** If the state in which you operate or the state where your business is domiciled requires a state business license, provide the license number and year of expiration.

**State Business License Number:**

**Expiration Date:**

4. **Employer Identification Number (EIN):** Provide your Employer Identification Number. The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The Bureau of Reclamation (Reclamation) will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.

**Employer Identification Number (EIN):**

5. **Insurance:** Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle liability insurance, if required by law. Insurance companies must be rated at least A- by the most recent edition of A.M. Best's Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch). Refer to **Attachment B**.
6. **Vehicle Info:** Provide a description of and registration number of each vehicle you will utilize during the course of the proposed commercial service. Note: If vehicles will be rented, please enter "unknown" in the license number column and indicate in the last column that you will be renting a vehicle. If you are contracting out, please indicate from which company you are chartering.

*Additional space is provided on **Attachment D**, if necessary. All vehicles are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.*

Make/Model of Vehicle	License Number	Year	Max # Passenger Capacity	Own/Rent

7. **Reclamation Employment:** Are you, your spouse, or minor children employed within the Bureau of Reclamation?

Yes  No  If "Yes", please provide information below:

**Employee Name:**

**Title:**

**Reclamation Region and Department Where Employed:**

8. **Payment:** Include payment of the Application Fee of \$100 (see **Attachment C** – Fee Schedule and Payment Information).

9. **Violations:** To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? *Does not include minor traffic tickets.*

**Yes**  **No**  *If "Yes", please provide the following information. Attach additional pages, if necessary.*

Date of violation or incident under investigation:

Name of business or person(s) charged:

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

10. **Signature:** False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

*By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.*

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Signature

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Date

Printed Name

Title

**Attachment B**  
**CUA Insurance Requirements**

**Commercial General Liability (CGL) Insurance**

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. **Liability insurance policies must name the United States of America as additional insured.** The business or person that is providing the service must be the named insured (policy holder).

**Automobile Liability Insurance**

If a CUA holder transports passengers or uses a vehicle in the performance of the service at Hoover Dam, they are required to have Automobile Liability insurance. The auto liability insurance must include coverage of "owned, leased, rented or hired" vehicles if the CUA holder rents or leases vehicles. The minimum commercial auto liability insurance for passenger transport is reflected in the following table:

<b>Commercial Vehicle Insurance – Passenger Transport (bodily injury and property damage)</b>	<b>Minimum per Occurrence Liability Limits*</b>
Up to 6 passengers	\$1,000,000
7 – 15 passengers	\$1,500,000
16 – 25 passengers	\$3,000,000
26+ passengers	\$5,000,000

\* Indicated minimum per occurrence liability limit or minimum State liability requirement in State or operation, whichever is greater.

Commercial auto insurance provides:

1. Liability insurance, which includes coverage for bodily injury, property damage, uninsured motorists, and underinsured motorists;
2. Physical damage insurance, which includes collision insurance; and;
3. Other coverage, which includes medical payments, towing and labor, rental reimbursement, and auto loan coverage.

Taxis and Rideshare that do not provide tour services are only required to have Auto Liability insurance. The Commercial General Liability covers out of vehicle activities and taxis/rideshare do not provide out of vehicle activities.

**Insurance Company Minimum Standards**

Reclamation has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by Reclamation.
2. All insurers for all coverages must have Best's Financial Size Category of at least VII according to the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by Reclamation
3. **The insurance ratings must be submitted with the CUA Application.** The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

**Proof of Insurance Submission**

Applicants must submit proof of insurance (Acord 25 form) with the CUA Application. The proof of insurance must:

- Be written in English with monetary amounts reflected in USD
- Reflect that insurance coverage is effective at time of CUA Application submission
- Name as insured the business or person that is providing the service
- Name the **"United States of America"** as additionally insured
- Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application
- Reflect required additional insurances (commercial vehicle, etc.) with the minimum coverage amount required in the CUA Application
- **Include insurance provider rating** or provide in separate document
- The Mailing address is:

Bureau of Reclamation  
Hoover Dam CUA Program (LCD-21102)  
P.O. Box 61470  
Boulder City, NV 89006

**Attachment C**  
**Fee Schedule and Payment Information**

**Fee Schedule**

Application Fee \$100: is due annually with your completed and signed application. You must remit a nonrefundable application fee of \$100 to cover the costs associated with our initial review of your application. This initial review will determine if your requested use is appropriate for consideration and not likely to interfere with Reclamation project purposes or operations.

Administrative Costs \$200: Following the initial review, you will be notified by email whether your application appears to be appropriate for further processing. The administrative costs must be paid before Reclamation can continue to process your application.

Payment of these fees can be made online through the Hoover Dam website.

Use Fee \$5: per person per entry (beginning April 5, 2020). This payment is made at the CUA Station after processing through the Security Checkpoint to enter the Hoover Dam Security Zone. Company employees like drivers and guides are exempt from paying the Use Fee.

To pay by check, make the check out to "**Bureau of Reclamation**".

Our address is:

Bureau of Reclamation  
Hoover Dam CUA Program (LCD-21102)  
P.O. Box 61470  
Boulder City, NV 89006

