

STATE OF ALASKA

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF PARKS & OUTDOOR RECREATION

SARAH PALIN, GOVERNOR

KENAI RIVER CENTER
514 FUNNY RIVER ROAD
SOLDOTNA, ALASKA 99669
PHONE: (907) 714-2470
FAX: (907) 260-5992

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Dear Commercial Operator:

Enclosed are the pre-qualification requirements for an Alaska State Parks Non-Competitive Park Use Permit for Commercial Activities. State regulations require that all commercial activities conducted within a unit of the state park system require, in advance, a permit issued by the Division of Parks and Outdoor Recreation (DPOR). Examples of commercial activities include boat rentals, charter services, transportation services, guided activities, outfitting, supply or equipment sales, commercial photography, etc. Please remember that until your permit is issued from this office you are not authorized to operate commercially within any State Park unit.

The information in this letter applies to commercial operators who plan to operate in the following units of the state park system within the Kenai Peninsula/ Prince William Sound Area. (For commercial operators wishing to operate within the Kenai River Special Management Area, a different set of criteria applies, and the information is available separately.)

Kasilof River State Recreation Site (SRS)

Crooked Creek SRS

Clam Gulch State Recreation Area (SRA)

Deep Creek SRA

Ninilchik SRA

Anchor River SRA

Captain Cook SRA

Kachemak Bay State Park

Kachemak Bay State Wilderness Park

Caines Head SRA

Any of the State Marine Parks within Resurrection Bay or Prince William Sound

For a more extensive listing of State Park Units please contact the Kenai River Center at (907) 714-2471.

Annual Permit Fees: The State Parks permit fee for Alaska residents in the 2009 season is \$250.00. The non-resident fee is \$750.00. Both of these fees include the \$50.00 application processing fee. If you obtain a Kenai River guiding permit under its fee structure, there is no additional fee for adding other park units, such as the Anchor Point, Deep Creek, or Ninilchik State Recreation Areas.

“Develop, Conserve and Enhance Natural Resources for Present and Future Alaskans”

Per Client Fees: Per client fees are applicable to the following State Park units managed within the Kenai/Prince William Sound Area, and are charged in addition to the annual permit fee:

Kachemak Bay State Park and State Wilderness Park
Caines Head State Recreation Area, Resurrection Bay vicinity State Marine Parks, including Thumb Cove State Marine Park, Sandspit Point SMP, Sunny Cove SMP, Safety Cove SMP, and Driftwood Bay SMP.
All State Parks and State Marine Parks within Prince William Sound

No "per client fee" will be charged for persons who are transported by water or air taxi services directly to or from private property inholdings within a State Park or any government employee on official business who is transported by a commercial operator. For any commercial operator who offers multiple recreational services to a person in any given day (such as guided watercraft tours and overnight camping), only one "per client fee" shall apply per day, based upon the highest per client fee for the particular activities. Report these individuals only once for any one-day period on the use report form.

Water Taxis: For water taxi businesses that might provide drop-off service with another business providing the customer pick-up, the fee will be charged to the drop off company only. The water taxi business that drops the person off will be responsible for recording the drop off numbers on the use report and paying the appropriate fee.

Limited Transient Use:

Please note that there are exceptions for limited, transient use of a park unit. An example of "limited, transient use of a park unit" would include water tours that enter park waters for a small portion of an overall trip, in which the state park is not the primary trip destination. If you think your business activities fall fully or partially into this category, please contact us so that we can discuss your particular situation. A reduced per client fee of \$0.70 per client per day will be imposed for activities that fall into this category.

Commercial Operators are required to pay for boat launching when using the Kasilof River State Recreation Site or Deep Creek State Recreation Area boat launch. You may purchase a season decal for \$75.00 or pay the daily launch fee. If you purchase the decal, a second non-transferable decal can be purchased for your business for \$40.00. Third and subsequent decals will be \$75.00 each. Decals can be purchased at the Kenai River Center or you can purchase them from any Alaska State Parks Volunteer Host.

ADF&G Sportfish Business Owner/Guide License: Applications for ADF&G Sportfish Business Owner/Guide Licenses for 2009 are available at ADF&G offices or at the Kenai River Center. Stickers and logbooks will also be available at the Kenai River Center. You will need to pay for the ADF&G Sport Fish license

with a separate check or money order. We cannot accept cash or credit cards for this registration. Licenses can be purchased online at:
<http://www.sf.adfg.state.ak.us/statewide/Guides/guide.cfm>

Use Reports for Per Client Fee Areas: The following Use Report requirements and payment schedule apply to commercial operators offering guided hiking, overnight camping, guided sport fishing, water tours, water taxi services, or aircraft flight seeing, or charter services within the State Park units listed above. For 2009 a single End of Season Report will be due by December 1, 2009. The DPOR will submit a bill to you for any user fees due and payment will be required by January 1, 2010. State law, AS 45.45.010(a), allows the State to charge interest in the amount of 10.5% annually on debts owed to the state. A 10.5% annual penalty fee will be assessed for any per client fees that are not paid prior to the applicable due date.

Use reports for Anchor River SRS, Deep Creek SRA, Ninilchik SRA, Crooked Creek SRS, Johnson Lake SRS, Kasilof River SRS, Captain Cook SRA: Commercial operators who utilize these parks must submit a use report for the entire season. This report is due before December 1, 2009. Please use a separate form for each state park unit that you guide in, e.g., Kasilof River, Anchor River, etc. If a company reports the use for its employees, please list ALL of the employee's names on the report.

Be forewarned that we will not issue a Commercial Operator Permit until we have your completed 2008 End of Season Report(s). Failure to provide your use report by the appropriate due date will result in a citation. This report is due whether you conducted commercial activities in a unit of the State Park system or not. Use reports for 2009 will be included with your 2009 permit when they are mailed out or when you register in person. Use reports should be mailed to the Kenai River Center, 514 Funny River Road, Soldotna, AK 99669. You may fax the report to (907) 260-5992.

Commercial Vehicle Registration: Any vehicle and/or trailer combination that is used in commerce (commercial purposes) and has a gross vehicle weight rating over 10,000 pounds must be registered as commercial vehicles. Please contact Shawn O'Donnoghue, Commercial Vehicle Enforcement Officer, at 398-7331 if you have any questions or the Sterling Weight Station 262-5400. We will be requiring proof of commercial vehicle registration for all vehicles associated with your business use of state parks.

Commercial Trailer Plates: Any vehicles or boat trailers used for a guide business need to be registered commercially. Contact Shawn O'Donnoghue, Commercial Vehicle Enforcement Officer, at 398-7331 if you have any questions or the Sterling Weight Station 262-5400.

Out of State License Plates: Non-residents must provide proof of Alaska vehicle and trailer registration prior to permit registration. Alaska State law requires that persons entering Alaska to work must register their motor vehicles in Alaska within ten (10) days upon your arrival. Temporary registration is only valid for 30

days. We will suspend the permits of anyone who does not bring in their permanent registration before the 30-day temporary permit expires. The Park permit will be reinstated once the permanent registration is produced.

Random Drug Testing: Operators who are required to hold a U.S Coast Guard License for their business operations in State Parks will be required to present to the State Park permitting staff documentation, including expiration date, declaring that they are registered in a marine random drug testing program. The Division of Parks and Outdoor Recreation will verify registration in the random testing program and monitor test results. The Division Of Parks and Outdoor Recreation may impose an in-season permit suspension to anyone who has a verified positive test for drugs or alcohol. **If you have any questions regarding the drug-testing program, please contact the U.S. Coast Guard in Anchorage at (907) 271-6714 or in Kenai at (907) 283-3292.**

Insurance: Commercial liability insurance is required of commercial operators that provide guiding, outfitting, touring, educational expeditions or other recreational services in State Park units. The insurance required is a minimum of \$100,000 per person/\$300,000 combined single limit per occurrence commercial liability insurance. Coverage shall include premise operations, independent contractor's products/completed operations, broad form property damage, blanket contracts and personal injury inducements. The liability insurance policy must also list the State of Alaska as "additional insured" and must provide for a 30-day notification to the State of cancellations, non-renewal, or material alteration of insurance.

Vessel Registration: All powered and non-powered boats with auxiliary power units used on any water of the state must be registered. This includes all rivers, streams and lakes regardless of size and all salt water within 3 miles of land.

The state registration is valid for three years and will expire at the end of the month in which the boat is first registered. The Certificate of Number must be carried aboard the boat whenever it is in operation. The boat registration form and more information about the program are available on the State web site. The address is <http://www.state.ak.us>. When the site opens click on Departments. When the department listings appear you will find the "DMV Online" services listed under the Department of Administration. If you have questions please contact the DMV in the Red Diamond Center on Kalifornsky Beach Road or call them at (907) 262-4681.

Kenai Peninsula Borough (KPB) Sales Tax (for those Operators working within the KPB): **For established sales tax accounts:** Enclosed is the form that you will need to obtain your Account Update. Fill it out, sign it and return it in person or mail to the Kenai Peninsula Borough Sales Tax Department at 144 North Binkley St. Soldotna, AK 99669. The KPB will then notify us that your account is valid. **For new tax accounts:** You will need to contact the KPB Sales Tax Department to open a sales tax account. Once that is accomplished, we will be notified that

you have established an account. Please call (907) 714-2175 if you have any questions.

Check the Pre-Qualification List: Please review the enclosed pre-qualification criteria for all the required information. If you have any question we encourage you to call us at (907) 714-2471 or (907) 714-2472

Permit stipulations: The general permit stipulations that will appear on the permit are enclosed. Some types of operations will have additional special stipulations.

Permitting: Permit renewals, updated documentation, and correspondence received via email or mail will be processed as soon as we receive it. **IN-PERSON PERMITTING WILL BE DONE BY APPOINTMENT ONLY.** Please call (907) 714-2471 or (907) 714-2472 to make an appointment. We will gladly copy paperwork and add information to your file at any time.

Other agency permits: If you plan to conduct operations within any of the federal lands or waters, a federal use permit may be required. Please contact the following agencies for information if you have any questions regarding which permits may be required for your operation or for clarification of the permitting process. Kenai National Wildlife Refuge, at (907) 262-7021, Chugach National Forest, at (907) 224-3374, or State Park, at (907) 714-2471 or (907) 714-2472.

Questions: If you have any questions about this letter or the permitting of commercial activities in State Parks, please call (907) 714-2471 or (907) 714-2472, or email prussell@borough.kenai.ak.us Thank you for your cooperation. Good luck and best wishes for a successful business season in 2009!

Sincerely,

Jack E. Sinclair
Kenai/PWS Area Superintendent

Attachments