

## CUA Application Required Supporting Documents Checklist

**IMPORTANT – PLEASE READ CAREFULLY** - Do to the large volume of CUA applications received by the park, all applicants **MUST** submit complete application packages at the time of application. Application packages that are incomplete **WILL** be rejected and may require additional application fees for resubmitted applications. Applications are processed in the order they are received. All rejected applications will delay processing time. A minimum of three weeks from date received is required for processing. Processing times may be longer, planning ahead is highly suggested. Commercial operation within the boundaries of Zion National Park without a valid CUA is prohibited by law. Doing so will result in denial of future CUA permits.

**All documents must be submitted through the CUA Online Application and Reporting System.**

**Required Document Checklist -All items (with the exception of Annual Report(s) that have been previously submitted), must be submitted together at time of online CUA application submission.**

- Annual Report. permit applicants that held a CUA(s) in the previous year must ensure the park has received a copy of its Annual Report. Annual Reports must be submitted through the CUA Online Application and Reporting System (COARS) by January 31, annually. Annual reports must be submitted for each CUA held (organizations holding multiple CUAs must submit a separate annual report for each). If a CUA was issued, but no business occurred, an annual report must still be submitted documenting zero trips and zero revenue.
- Proof of Insurance. Include all required insurance documentation (General Liability AND Commercial Automobile Liability) with CUA online application submissions. Professional Liability Insurance is NOT accepted. ACORD forms MUST show General Liability limits. Insurance requirements are specified in the Insurance section of the CUA Online Application and Reporting System.
- Guide Certificates/Licenses. Must submit copy of all guides current CPR, First aid, and copy of valid driver's license. Guides may be added and removed throughout the operating year.
- Operating Plan. A signed, initialed, and dated copy of the current Operating Plans for the application year for each CUA activity/service applied for. Operating Plans can be found on Zion's Commercial Services website at <https://www.nps.gov/zion/getinvolved/commercial-use-authorization.htm>
- Safety Notice. Applicants for Guided Interpretive Hiking Services, Photography/Painting Instruction Workshops, Commercial Shuttle Services, Motorcycle Tours, and Commercial Bicycle Tours must submit copies of safety notices (or a written account of Zion Pre-trip safety talks) as required in the Operating Plan for each activity. More information on Zion Specific safety topics can be found by visiting:  
<https://www.nps.gov/zion/planyourvisit/safety.htm>  
<https://www.nps.gov/zion/planyourvisit/weather-and-climate.htm>
- Advertising. Applicants must provide a digital copy of advertising brochures or materials to include captures of website with applications. If an applicant's organization does not have advertising, a written summary of the organization's trip plans must be submitted.