



## Jefferson County Prairie Dog Relocation Instructions

	Collection Site	Destination Site	Necessary Documents
1.	Inside Jeffco	Inside Jeffco	CPW Relocation Permit (may be necessary) Jeffco Courtesy Notice of Movement
2.	Inside Jeffco	Outside Jeffco	Destination County BCC Approval CPW Relocation Permit Jeffco Courtesy Notice of Movement
3.	Outside Jeffco	Rocky Flats National Wildlife Refuge	CPW Relocation Permit Application Alternate Location Correspondence Jeffco ISM Referral
4.	Outside Jeffco	Inside Jeffco	CPW Relocation Permit Application May require Burrowing Owl Survey Alternate Location Correspondence Vegetation Management Plan Jeffco Prairie Dog Relocation Permit

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### Jeffco Prairie Dog Relocation Policy

[www.jeffco.us/documentcenter/view/14329](http://www.jeffco.us/documentcenter/view/14329)

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### 1. RELOCATION FROM INSIDE JEFFCO

To INSIDE Jeffco

CPW Relocation Permit

**Jeffco Courtesy Notice of Movement**

Complete and submit the Courtesy Notice of Movement form online.

[www.jeffco.us/FormCenter/Invasive-Species-Management-36/Prairie-Dog-Relocation-Notification-From-224](http://www.jeffco.us/FormCenter/Invasive-Species-Management-36/Prairie-Dog-Relocation-Notification-From-224)

### 2. RELOCATION FROM INSIDE JEFFCO

To OUTSIDE Jeffco

Destination County BCC Approval

CPW Relocation Permit

### **Jeffco Courtesy Notice of Movement**

Complete and submit the Courtesy Notice of Movement form online.  
[www.jeffco.us/FormCenter/Invasive-Species-Management-36/Prairie-Dog-Relocation-Notification-From-224](http://www.jeffco.us/FormCenter/Invasive-Species-Management-36/Prairie-Dog-Relocation-Notification-From-224)

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### **3. RELOCATION FROM OUTSIDE JEFFCO**

To **ROCKY FLATS NATIONAL WILDLIFE REFUGE**

#### **Jeffco ISM Referral Instructions**

A Jeffco ISM Referral is required before any prairie dogs may be relocated from outside Jefferson County to Rocky Flats National Wildlife Refuge. Only a limited number of applications shall be considered. Relocations from within Jeffco have priority. Instructions and deadlines for submittal will be posted at: [www.jeffco.us/3757/Prairie-Dogs](http://www.jeffco.us/3757/Prairie-Dogs)

#### **Relocation Referral Review Process Overview**

Step 1: Site Owner desires relocation.

Step 2: Applicant/Site Owner confers with RFNWR.

Step 3: RFNWR desires relocation.

Step 3: Applicant/Site Owner files CPW Relocation Permit application and all associated documentation.

Step 4: Applicant/Site Owner files Jeffco Referral Review Request, all required documentation, and pays non-refundable fees.

Step 5: Jeffco submits comments and recommendations to CPW.

**Jeffco Prairie Dog Relocation Referral Request** - must include all the required documentation. Only complete referral requests submitted on the required form and in the required manner shall be considered.

**Non-refundable Fee** - The fee for review of a Jeffco Prairie Dog Relocation Referral Request is \$500.00, non-refundable. Mail a check to Invasive Species Management, 700 Jefferson County Parkway, Ste. 100, Golden, CO 80401. ***Make checks payable to Jefferson County Treasurer.***

**Other Potential Release Sites** - Copies of written documentation (letters or emails) showing efforts to secure a minimum of 4 (four) other suitable sites for the relocation must be submitted online as part of the Jeffco Referral Review Request. At least 1 (one) of the sites must be from within the jurisdiction of the collection site.

**Relocation Costs** - The applicant shall be required to pay for all site preparation, relocation, and monitoring costs, a burrowing owl study (if required), vegetation management plans, and costs associated with public notice. Site preparation may include, but is not limited to, weed control, mowing of vegetation, and construction of dispersal barriers.

**Final Report** - A final report describing how many prairie dogs were relocated and the

number of prairie dogs that survived shall be submitted by the applicant to the Jefferson County Invasive Species Management office within 1 (one) month of project completion. Entities who fail to submit the required report in a complete and timely manner shall not be considered for future prairie dog relocations.

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#### 4. RELOCATION FROM OUTSIDE JEFFCO

To INSIDE Jeffco

##### **Jeffco Prairie Dog Relocation Application Instructions**

Prairie dog relocations from outside Jefferson County must first obtain a Jeffco Prairie Dog Relocation Permit issued by Jefferson County. Only a limited number of applications shall be considered. Relocations from within Jeffco have priority. Instructions and deadlines for submittal will be posted at: [www.jeffco.us/3757/Prairie-Dogs](http://www.jeffco.us/3757/Prairie-Dogs)

##### **Process Overview**

- Step 1: Collection Site Owner desires relocation.
- Step 2: Applicant/Site Owner confers with Release Site Owner.
- Step 3: Release Site Owner desires relocation.
- Step 3: Applicant files CPW Relocation Permit application and all associated documentation.
- Step 4: Applicant files Jeffco Prairie Dog Relocation Application, all required documentation and pays non-refundable fees.
- Step 5: Jeffco ISM reviews the application and submits comments and recommendations to the Jeffco Board of County Commissioners (BCC).
- Step 6: The BCC decides if a Jeffco Prairie Dog Relocation Permit may be issued. If a permit may be issued, Jeffco ISM will prepare and distribute the Jeffco Prairie Dog Relocation Permit.

Review the complete Prairie Dog Policy before applying for this permit or taking any action. The policy is available at [www.jeffco.us/documentcenter/view/14329](http://www.jeffco.us/documentcenter/view/14329)

**Jeffco Prairie Dog Relocation Applications** - Complete and submit the form and include all the required attachments. Only complete applications submitted on the required form and in the required manner shall be considered.

##### **Required Attachments**

- a. **Colorado Division of Wildlife Relocation Permit Application** - In addition to this permit for Jefferson County, a relocation permit is required by the Colorado Parks and Wildlife Division of Wildlife (CPW). A copy of your completed CPW Wild-to-Wild Relocation Application (Parts 1, 2, 3 and Permit Special Conditions) must be included when submitting this application.  
<https://cpw.state.co.us/learn/Pages/SOC-Black-tailedPrairieDogPermits.aspx>

Note: Jefferson County only accepts relocation requests during certain times of

the year and only via our designated method. Jefferson County will not accept nor approve requests submitted using CPW's Wild-to-Wild Relocation Application Part 4 - sample letter - "Notification to local BOCC" .

- b. **Burrowing Owl Review** - Prior to relocation of all or part of a prairie dog colony during the burrowing owl nesting season (March 15 through October 31), the prairie dog town shall be surveyed by a qualified biologist for the presence of Burrowing Owls. Please attach results of a Burrowing Owl study for both the collection and proposed relocation properties.

No relocation shall be allowed if Burrowing Owls are present. If Burrowing Owls are discovered after a relocation has begun, all activities must cease.

- c. **Other Potential Release Sites** - Submit copies of written correspondence (letters or emails) sent to and received from the owners of at least 4 (four) suitable sites from outside Jefferson County showing your attempts to find other accommodations. At least 1(one) of those sites must be within the jurisdiction of the Collection Site. The correspondence must be dated no more than 30 days prior to this application.

- d. **Vegetation Management Plan** - Complete and submit a vegetation management plan.

- Describe the current conditions at the proposed relocation site.
- Describe native plant species and abundance on the site.
- Describe noxious weeds as designated by CRS 35-5.5 et.al., including name and abundance.
- Include a map of the noxious weed infestations.
- Describe the methods, and schedule for ongoing vegetation management to ensure the health of the desirable vegetation at the relocation site.

**Submit** the application and all required documentation to Alicia Doran, Jefferson County Invasive Species Management Coordinator, at [adoran@jeffco.us](mailto:adoran@jeffco.us). Only complete applications submitted on the required form and in the required manner shall be considered.

**Non-refundable Fee** - The fee for review of a Jeffco Prairie Dog Relocation Permit Application is \$500.00, non-refundable. Mail a check to Invasive Species Management, 700 Jefferson County Parkway, Ste. 100, Golden, CO 80401. ***Make checks payable to Jefferson County Treasurer.***

**Relocation Costs** - The applicant shall be required to pay for all site preparation, relocation, and monitoring costs, Burrowing Owl studies (if required), vegetation management plan, and costs associated with public notice. Site preparation may include, but is not limited to, weed control, mowing of vegetation, and construction of dispersal barriers.

**Final Report** - A final report describing how many prairie dogs were relocated and the number of prairie dogs that survived shall be submitted by the permittee to the Jefferson County Invasive Species Management office within one month of project completion. Entities who fail to submit the required report in a complete and timely manner shall not be considered for future relocation permits.