



# EPLUS SPECIAL ZONE

## Initial Application and Agreement

### April 1, 2022 – March 31, 2023



The Elk Private Lands Use System (EPLUS) was created in recognition of the important benefits that private lands make to elk populations and hunting opportunities in New Mexico. Through EPLUS the Mexico Department of Game and Fish distributes a portion of the State's elk hunting opportunity to qualifying private landowners. EPLUS is authorized and regulated by:

- Chapter 17 – Game and Fish and Outdoor Recreation: 17-1-14, 17-1-26, and 17-3-14.1 NMSA 1978
- Title 19 – Natural Resources and Wildlife: 19.30.5 NMAC

#### APPLICATION INSTRUCTIONS AND IMPORTANT INFORMATION

1. Before you complete this application, please visit the Department's website at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us) to confirm your ranch is within the Special Zone by using our interactive Elk Management Zone Map. The Special Zone includes all of GMUs 46 and 55A, and GMU 54 west of State Road 199.
2. If your ranch splits multiple elk management zones you need to complete a separate application for the acreage in each zone.
3. Decide who will be the Authorized Ranch Contact (ARC) for the ranch. This person will be responsible for managing the EPLUS account. See the Assignment of Authorized Ranch Contact form for more information.
4. The ARC will need to fill out this application and submit all applicable ownership records listed on the Required Documentation page. Incomplete submittals will slow down the review process and can result in the application being rejected.
5. The ARC will need to obtain a personal Customer ID Number by creating an account on the Department's website at <https://onlinesales.wildlife.state.nm.us/>. If you already have a CIN then you do not need to create another account.
6. There is no application deadline for properties in the Special Zone. Decisions about Special Zone applications are generally made within 90 days after the application is received. Applications must be submitted by June 1, 2022 to guarantee the application is processed prior to the start of the September archery hunts.
7. Any property that is within a subdivision, village, or town that does not allow hunting or restricts the discharge of all types of hunting equipment will automatically be disqualified for the program.
8. This application and agreement will not become effective until the Department has determined that the ranch qualifies for the program.
9. You will be notified by email with instructions on how to set up your ranch authorizations once your application is approved.

#### AUTHORIZED RANCH CONTACT INFORMATION (see page 3 for more information):

Name (first, m, last):		
Mailing Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Landowner List Phone*:	Email:	
Customer ID Number (CIN):		

\*Phone number published on the Department's website for hunters to call regarding elk authorizations. Primary phone will be used if no number is provided.

#### RANCH INFORMATION

Ranch Name:	Deeded Private Acres*:
Nearest Town or City:	Game Management Unit:

\* Number of acres listed on the property tax records from the county. DO NOT include public lease acres (e.g. USFS, BLM or SLO).

<b>For Department Use Only</b>	<b>Date Received:</b>
Game Management Unit _____	Ranch # _____

For more information, please visit our website at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us). If you need help completing this application, call toll-free 1-888-248-6866. Hours: Monday through Friday 8 AM – 5 PM

## REQUIRED DOCUMENTATION

The following documentation and proof of ownership is required to be submitted with this application. All copies must be clear, legible, and identical to the original document. Incomplete or illegible applications will be rejected.

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[Check all boxes as they apply to your application.](#)

- ☐ Completed initial EPLUS Application and Signed Agreement.
- ☐ Current Recorded Deed(s) detailing legal descriptions and acreages for the property.
- ☐ Most recent property tax records from the county that account for all property included in the application.
- ☐ If the property is in a trust, in a LLC, or owned by any type of business entity, provide documents that clearly identifies who has been delegated the authority to represent the trust or business entity and bind it to a contractual obligation. Examples include: 1) Certificate of Formation, 2) Certificate of Incorporation, 3) Partnership Agreement, 4) Trust Agreement, etc.
  - ☐ Does Not Apply
- ☐ Properties in a village, town or subdivision: If the property is located within a village, town or subdivision, provide an official, verified copy of the most recent rules or current ordinances that address hunting or the discharge of firearms or archery equipment from the village, town, or subdivision.
  - ☐ Does Not Apply
- \* **A property location and boundary map**
  - ☐ The ranch location map should provide a general reference for where the property is located in relationship to nearby towns, landmarks, roads, etc. It should also reference the section, township, and range if it is not referenced in the boundary map.
  - ☐ The boundary map needs to show the official property boundaries, such as a parcel map from the county or a survey plat. *All copies must be a complete, identical, copy of the original filed in the County Recording Office – no parts should be cut out or missing.*
    - \* **Public leased lands are not eligible for enrollment in EPLUS, please do not add them to the acreage or include them in the boundary map.**
- ☐ **Assignment of Authorized Ranch Contact form(s) – must be notarized.** All persons listed on the recorded deed(s) must agree to participate in EPLUS. A single Authorized Ranch Contact must be appointed to act as the representative for the property (unless the deed(s) show a sole owner) by submitting a notarized Assignment of Authorized Ranch Contact form (pg.4) from each owner represented on the deed. Please use a separate form for each name listed on the deed. Make copies of the form as needed. *If the property is owned by a trust or business entity the person(s) who have been delegated the authority to represent the trust or business entity, and bind it to a contractual obligation, will serve as the landowner.*



# New Mexico Department of Game and Fish

## EPLUS Assignment of Authorized Ranch Contact Form



**IMPORTANT:** All EPLUS ranches are required to name one individual as the **Authorized Ranch Contact (ARC)**. The ARC is the person designated in writing by the landowner(s) to act as the liaison between the ranch and the NM Department of Game and Fish (Department). He or she is responsible for acting in the landowner(s) best interest and has the authority to sign EPLUS agreements and receive private-land elk authorizations. He or she is also responsible for reporting acreage changes and handling any review processes (19.30.5.12 NMAC) with the Department. The Authorized Ranch Contact may be one of the landowners or someone else designated by the landowners.

All persons (landowners) listed on the recorded deed(s) must complete this form and designate the same individual as the Authorized Ranch Contact. *Only one person may act as the Authorized Ranch Contact for the ranch.* A separate form must be completed by each person listed on the recorded deed(s). Please make copies of this form as needed. Please note that the form must be signed must be notarized.

### Please type or print

List all GMU-Ranch Numbers that this assignment of ARC affects: \_\_\_\_\_ **OR**

☐ Check this box if this ARC form is for a new sign-up

I \_\_\_\_\_ (print full name of LANDOWNER) have read the Initial EPLUS Agreement and the Private Land Elk License Allocation rule (19.30.5 NMAC) and understand my legal responsibilities and obligations for participation and agree to participate in the EPLUS. A copy of the EPLUS Agreement and the Private Land Elk License Allocation rule may be viewed online at <http://www.wildlife.state.nm.us> or received by calling 1-888-248-6866.

I attest that I understand the definition for 'Authorized Ranch Contact', as defined above, and agree that the individual I am designating as the Authorized Ranch Contact, below, may act on behalf of the ranch for EPLUS until I rescind their authority in writing prior to authorization statements being issued.

### LANDOWNER Contact Information (all fields are required)

1. Name (first, m, last):		
2a. Mailing Address:		
2b. City:	2c. State:	2d. Zip:
3a. Phone:	3b. Alternate Phone:	
4. Email:		

### Please select the one ownership option below that best describes your relationship with the ranch.

Check the box below that best describes who will be the ARC of your property **if you are the sole owner:**

5a ☐ I am the **sole owner** on the deed(s) for this property and I will be the acting ARC.

5b ☐ I am **sole owner** on the deed(s) for this property. I am assigning the individual below as the ARC.

Check the box below that best describes who will be the ARC of your property **if you are one of the co-owners:**

6a ☐ I am a **co-owner** on the deed(s) for this property and I will be the acting ARC.

6b ☐ I am a **co-owner** on the deed(s) for this property. I am assigning the individual below as the ARC.

Check the box below that best describes who will be the ARC of your property **if it is in a trust or business entity which you represent:**

7a ☐ I am the documented representative for the **trust or business entity** that owns this property and I will be the acting ARC.

7b ☐ I am the documented representative for the **trust or business entity** that owns this property. I am assigning the individual below as the ARC

I hereby designate the following individual as the ARC for the ranch:

### AUTHORIZED RANCH CONTACT Information (all fields are required)

8. Name (first, m, last):		
9a. Mailing Address:		
9b. City:	9c. State:	9d. Zip:
10a. Primary Phone:	10b. Alternate Phone:	
10c. Landowner List Phone:	11. Email	

**X** \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE OF LANDOWNER

Subscribed and sworn to before me in my presence

Public Notary Signature  
[Seal]

\_\_\_\_\_ Date

## **EPLUS Special Zone Initial Application and Agreement (continued)**

April 1, 2022 – March 31, 2023

THIS EPLUS Agreement is made and entered into by and between the New Mexico Department of Game and Fish, hereinafter referred to as the "Department", and the party listed on page 1, hereinafter referred to as the "Authorized Ranch Contact", pursuant to 19.30.5 NMAC, Private Land Elk License Allocation. This Agreement shall be effective for the April 1, 2022 - March 31, 2023 application period when signed and dated by the Authorized Ranch Contact.

The Parties Agree to the Following:

1. Review Process: To ensure that the property is being fairly evaluated, the Authorized Ranch Contact may request a review of: A) participating acreage; B) the Department's determination that the property does not meet the minimum requirements to participate; and/or C) other inactivation provisions. See Objection Form, page 4 of this Agreement. For further information, please refer to 19.30.5.8 NMAC and the Landowner's Right to Review provision, 19.30.5.12 NMAC.
2. Pursuant to 19.30.5 NMAC as amended, a landowner and/or Authorized Ranch Contact along with the ranch shall be inactivated for providing or permitting misrepresentation of the ranch's participating deeded acreage, ranch ownership or designated ARC, or violating Chapter 17 NMSA 1978 or State Game Commission rules involving licenses converted with the ranches authorizations, or being an accessory to the same, regardless of whether the violation occurred on or off the ranch, resulting in a violation(s) that accumulates 20 or more revocation points pursuant to 19.31.2 NMAC on any single individual. In addition, a landowner or ARC, along with ranch may be inactivated for breaching or violating any other condition of the EPLUS agreement. Inactivation from EPLUS and possible suspension from other Department sponsored programs may be for a period of up to 3 years. Should a landowner or ARC have multiple properties in EPLUS, all properties may be inactivated from EPLUS and disqualified from participation in department sponsored programs. If a ranch is signed up in a co-op, inactivation action(s) may be taken against the co-op in its entirety or individual properties participating that form the co-op. Pursuant to 19.31.2 NMAC as amended, a landowner's or Authorized Ranch Contact's privilege to participate in department sponsored programs may be separately revoked or suspended due to the accumulation of administrative or criminal revocation points, as may be currently sufficient by rule, within any consecutive three-year period.
3. A ranch in which the landowner or Authorized Ranch Contact's ownership or any individual's legal authority to act on behalf of the landowner is unclear, suspect, or legitimately disputed by another person, shall be placed in review (subsequent agreements and authorization statements shall be suspended) until such time as rightful ownership or lawful representation is verified. Failure to provide documents proving ownership or legal representation within one year will result in the ranch being inactivated.
4. All authorizations converted to licenses in the Special Management Zone are ranch-only and transferrable to other private lands within the specified GMU with written landowner permission.
5. The property's legally licensed elk hunters are granted the right to access the ranch for the purpose of hunting elk during their licensed hunt dates, including scouting up to two days immediately preceding the start of the hunt.
6. Landowner elk authorizations are used to purchase elk hunting licenses however, an elk hunting license will only be issued to individuals who fulfill all eligibility requirements and pay to the Department the appropriate license and stamp fees as listed in the current New Mexico Big Game Rules & Information Booklet.
7. Authorizations MUST be converted to licenses to be valid for hunting elk. An authorization statement or number does not constitute a legal license for hunting elk.
8. All licenses purchased within the Special Management Zone will follow the established hunt structure as described in 19.31.14 NMAC and reflected in the current Rules and Information Booklet.
9. Authorized Ranch Contact certifies that he/she will not discriminate against those with whom he/she negotiates use of the private-land authorizations on the basis of race, color, religion, sex, national origin, or sexual orientation.
10. All EPLUS agreements become public knowledge. Contact information for the Authorized Ranch Contact will be made available to the public, as well as information on any licensee purchasing the license.
11. Access to the property by Department personnel is necessary to collect biological data, conduct aerial and ground surveys, and enforce laws and regulations. Therefore, the Authorized Ranch Contact agrees to provide access (including vehicular access) by providing keys and/or combinations, if necessary, to locked gates for Department personnel to conduct official Department business for the above-mentioned purposes. For more information, Authorized Ranch Contact's should call their District Officer.
12. Upon the second consecutive year of non-receipt of the annual agreement the ranch will be inactivated from EPLUS and a new application will be required.

13. If interventions to eliminate the presence of elk are requested on this ranch, in accordance with 19.30.2 NMAC, the ranch shall be placed in review and the acreage where the intervention actions are to occur will be inactivated. If the intervention actions only apply to a portion of the ranch and the remaining acreage continues to meet the participation requirements for EPLUS the ranch may continue to participate with reduced acreage.

14. If a landowner or ARC takes action pursuant to 17-2-7.2 NMSA 1978 on this ranch, the ranch shall immediately be inactivated from EPLUS for a period of three years and all unconverted authorizations may be voided.

15. Proof of continued ownership/legal representation may be requested on a periodic basis as required by the Department. Failure to respond to the request by the required deadline will result in the Ranch being placed in review until the required documents have been provided and if after one year I have failed to comply with a required update, I understand the Ranch will be automatically inactivated.

16. It is the responsibility of the Authorized Ranch Contact to clearly communicate with any person to whom a private-land elk authorization is transferred or any member of an established co-op regarding said authorizations. These communications are considered a private matter. The Department is not a party to these communications, will not act as a go-between, and is not responsible for resolving disputes.

17. Criminal trespass does not apply if a person is in possession of a landowner license transferred to them by the owner or person in control of the land (30-14-1-A (2) NMSA 1978).

18. The number and type of authorizations issued to my ranch is determined by negotiation between the department and the Authorized Ranch Contact, as described in 19.30.5.9(D). A set number of authorizations are not guaranteed from year to year.

19. All participation and authorization allocation provisions of the EPLUS program are available at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us) or by calling any Department office.

20. I attest that the information provided in this Agreement is true and correct.

**Note:** *The sale of landowner authorizations may result in a Gross Receipts Tax liability. Contact a qualified tax professional if you have questions.*

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Authorized Ranch Contact**

**NOTE:** *Do not sign if you are not the Authorized Ranch Contact listed on page 1 of this Agreement. If you wish to change the Authorized Ranch Contact please visit our website at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us) or call us at 1 -888-248-6866 to obtain an Authorized Ranch Contact form.*

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**MAIL APPLICATION PACKET TO:**

EPLUS Manager  
NM Dept of Game and Fish  
Wildlife Management Division  
Post Office Box 25112  
Santa Fe NM 87504

**STREET ADDRESS FOR OVERNIGHT DELIVERY:**

EPLUS Manager  
NM Dept of Game and Fish  
Wildlife Management Division  
One Wildlife Way  
Santa Fe NM 87507