

Frequently Asked Questions **CONTROLLED SHOOTING AREA OPERATIONS**

Controlled Shooting Areas (CSAs) are privately owned and managed hunting areas licensed by KDWP that provide an extended upland game bird hunting season. Below are some Frequently Asked Questions regarding the License to Establish a Controlled Shooting Area in Kansas:

1. How do I apply for a CSA?

The License to Establish a Controlled Shooting Area is obtained through an application process. A CSA application packet can be mailed upon request and will contain the application, boundary map, and a copy of the rules and regulations pertaining to Kansas CSAs.

2. What do I need to submit to apply for a CSA operator license?

The following must be submitted to apply for a CSA operator license:

- Completed CSA Application
- Boundary Map
- 5-year lease (if leasing the property) **OR** copy of the deed (if owned), as proof of ownership
- Check or Credit Card form for license fee

3. How much does a CSA operator license cost?

Each established CSA license is \$202.50. The cost is the same for renewals. For a breakdown of CSA license pricing, visit the Controlled Shooting Area Operator Info page on our website.

4. What are the acreage requirements for CSA properties?

Each CSA property must be contiguous. The CSA property must be 160 acres, at minimum. It cannot exceed 1,280 acres.

5. When is it time to renew my CSA?

Renewal reminders and applications are mailed in annually in April. You must have all required renewal documents mailed in to the Pratt Headquarters Office **before July 1st** of each year. After July 1st, your CSA will be considered a *new* CSA and will, therefore, require a new application, boundary map, and inspection.

6. Where can I find the required report forms needed for renewal?

Your renewal forms are mailed to you with your renewed CSA license each year. If you need additional copies, the renewal forms are now available on our Controlled Shooting Area Operator Info page. You may also contact Sarah Navarro to request the forms by email or postal.

7. I want to close my CSA, what do I need to do?

If this is during the renewal season: Please return the signed renewal application with a note written on the application that you will not be renewing the CSA. If you are not renewing your CSA, you **must** turn in all reporting documents before August 1st.

If during the CSA season: Please submit a letter stating that you wish to close your CSA (this can be in the form of a mailed letter or email). You **must** submit all reporting documents before August 1st.

8. What are the required reporting forms?

CSA operators are required to maintain reporting documents throughout the CSA season and submit them during the renewal period. The following reports must be maintained and submitted:

- Annual Release Report (ARR): This is a report containing the annual acquisition and release information of your game birds each CSA season.
- Register of Hunters (ROH): This is an ongoing list of hunters who participate on your CSA, whether successful or not. This form will require you to list the *number* of species each hunter recovered during the hunt, even if they are not taking possession of any game upon departure.

9. What is the Transportation of Birds* form for?

The Transportation of Birds form (TOB) is a department issued document to be used as part of your CSA operation. The TOB is a document that is filled out and signed by the CSA operator when birds are being transported off the CSA by the hunter. This form should be given to the hunter upon departure if transporting birds.

**This form is no longer to be mailed in for renewal; it is to be given to hunters to transport birds off the CSA. The CSA operator may make copies of the completed forms for their own records.*

10. What do I need to send in to renew my CSA?

- Signed Renewal Application
- Annual Release Report
- Register of Hunters
- Check or Credit Card Authorization for fee

Have additional questions?

Please contact Sarah Navarro by email at sarah.navarro@ks.gov or by phone at 620-672-0797.

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