

Community Development Department



THE CITY OF ASPEN

Sec. 26.104.070 - PLANNING & HISTORIC PRESERVATION REVIEW FEES

Exhibit B

Hourly Review Fee \$315 per hour

No Charge Planning and Historic Preservation Services

\$0	Applies to: Pre-Application / Pre-Permit meetings Call-in, walk-in development questions GMQS - SF or Dx on Historic Landmark Historic Designation Hist. Pres. - Exempt Development Hist. Pres. - Minor Amendment, HPO Review Hist. Pres. - Minor Amendment, Monitor Review Development Order Publication Fee
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Note: Applicant meetings with the Zoning Officer or a Planner to discuss prospective planning applications or prospective building permit applications are a free service and staff time is not charged to the applicant. However, this service is limited to the time reasonably necessary for understanding a project's requirements, review procedures, city regulations, etc. An applicant shall be billed for any pre-application or pre-permit staff time significantly in excess of that which is reasonably necessary. Billing will be at the Planning/Zoning hourly billing rate. The applicant will be notified prior to any billing for pre-application or pre-permit service.

Planning Review - Administrative, Flat Fees

Flat Fee 1	\$79	Applies to: GMQS - Temporary Food Vending Code Interpretation, formal issuance Historic Pres. - Cert of No Negative Effect
Flat Fee 2	\$158	Temporary Use, admin.
Flat Fee 3	\$315	GMQS - SF or Dx replacement - cash-in-lieu GMQS - SF or Dx replacement - ADU, admin. GMQS - Change-in-use for Historic landmark GMQS - Minor Enlargement for Historic landmark GMQS - Alley Store GMQS - Exemption from MF Housing Replacement
Flat Fee 4	\$630	Residential Design Variance, admin. GMQS - Minor Enlargement, non-historic

Planning Review - Administrative, Hourly Fee

<u>Deposit Hours</u>	<u>Deposit</u>	<u>Applies to:</u>
2	\$630	Review of Condominium plats or amendments. Review time for City Attorney and other referral departments also applies and is billed at same hourly rate. Review time for City Engineer is billed at the rate stated below.

<u>Deposit Hours</u>	<u>Deposit</u>	<u>Applies to:</u>
3	\$945	Recordation Documents Review - review of subdivision plats, subdivision exemption plats (except condo), PUD plans, development agreements, subdivision agreements, PUD or SPA agreements, or amendments to recorded documents. Review time for City Attorney and other referral departments also applies and is billed at same rate. Review time for City Engineer is billed at the rate stated below.

<u>Deposit Hours</u>	<u>Deposit</u>	<u>Applies to:</u>
4	\$1,260	Admin. Cond. Use or Special Review Admin. ESA or ESA exemption Admin. Subdivision - Lot Line Adjustment Admin. PUD or SPA Amendments Admin. Commercial Design Review Amendment Exempt Timesharing

Plus hourly rate	\$315	per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.
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Referral Agency Fees - Admin. reviews, as applicable

\$265	City Engineering, per hour. Billed with planning case
\$630	Aspen/Pitkin County Housing Authority, flat fee
\$630	City Parks Department, flat fee
\$630	City Environmental Health Department, flat fee

Planning Review - One-Step, Hourly Fee

Deposit Hours	Deposit	Applies to:
4	\$1,260	Historic Pres. - Minor Development Historic Pres. - Major Development up to 1,000 s.f. Temporary Use, City Council Vested Rights Extension, City Council Appeals of Administrative or Board Decisions

Deposit Hours	Deposit	Applies to:
6	\$1,890	Historic Pres. - Major Development over 1,000 s.f. Historic Pres. - Demolitions and Off-Site Relocations Historic Pres. - Substantial Amendment Board of Adjustment variance

Deposit Hours	Deposit	Applies to:
10	\$3,150	Growth Management - Minor P&Z (incl. AH certificate) Conditional Use Special Review (incl. ADU @ P&Z) Environmentally Sensitive Area Review Residential Design Variance - P&Z Minor Subdivision - Lot Split, Historic Lot Split

Deposit Hours	Deposit	Applies to:
14	\$4,410	PUD Amendment - P&Z only SPA Amendment - P&Z only Commercial Design Review, Conceptual or Final Growth Management - Major P&Z, or City Council Subdivision "other" review - City Council only

Plus hourly rate \$315 per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.

Referral Agency Fees - one-step reviews, as applicable

\$265	City Engineering, per hour. Billed with planning case
\$945	Aspen/Pitkin County Housing Authority, flat fee
\$945	City Parks Department, flat fee
\$945	City Environmental Health Department, flat fee

Planning Review - Two-Step, Hourly Fee

Deposit Hours	Deposit	Applies to:
24	\$7,560	Subdivision Land Use Code Amendment Rezoning or Initial Zoning (Annexations)
Plus hourly rate	\$315	per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.
Referral Agency Fees - two-step reviews, as applicable		
	\$265	City Engineering, per hour. Billed with planning case
	\$1,260	Aspen/Pitkin County Housing Authority, flat fee
	\$1,260	City Parks Department, flat fee
	\$1,260	City Environmental Health Department, flat fee

Planning Review - PUD and SPA, Hourly Fee

Deposit Hours	Deposit	Applies to: PUD and SPA projects
32	\$10,080	Planned Unit Development or PUD Substantial Amend. Specially Planned Area or SPA Substantial Amend.
Plus hourly rate	\$315	per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.
Referral Agency Fees - PUD & SPA reviews, as applicable		
	\$265	City Engineering, per hour. Billed with planning case
	\$1,575	Aspen/Pitkin County Housing Authority, flat fee
	\$1,575	City Parks Department, flat fee
	\$1,575	City Environmental Health Department, flat fee

Planning Review - COWOP Review or Joint Applicant

Applications for the City's COWOP process - Convenience or Welfare of the Public - shall be assessed land use review fees and/or a portion of joint planning costs as determined appropriate by City Council. If no such determination is made, the application shall be billed as a PUD.

Special Services - Planning. *Applies when no fee is otherwise established*

\$315 per hour, a minimum of one hour for any one special project.

Planning Review Deposit and Billing Administration

The Community Development Department staff shall keep an accurate record of the actual time required for the processing of each land use application and additional billings shall be made commensurate with the additional costs incurred by the city when the processing of an application by the Community Development Department takes more time than is covered by the deposit. In the event the processing of an application by the Community Development Department takes less time than provided for by the deposit, the department shall refund the unused portion of the deposited fee.

The Community Development Director shall establish appropriate guidelines for the regular issuance of invoices and collection of amounts due.

The Community Development Director shall establish appropriate guidelines for the collection of past due invoices, as required, which may include any of the following: 1) Assessment of additional late fees for accounts at least 90 days past due in an amount not to exceed 1.75% per month. 2) Cessation of application processing. 3) Review of past-due accounts with City Council. 4) Withholding the issuance of a Development Order. 5) Withholding the recordation of development documents. 6) Prohibition of the acceptance of building permits for the subject property. 7) Cessation of building permit processing. 8) Revocation of an issued building permit. 9) Other penalties, assessments, fines, or actions as may be assigned by the Municipal Court Judge.

Flat fees for the processing of applications shall be cumulative. Applications for more than one land use review requiring an hourly deposit on planning time shall require submission of the larger deposit amount.

The Community Development Director shall bill applicants for any incidental costs of reviewing an application at direct costs, with no administrative or processing charge.

Land use review fee deposits may be reduced if, in the opinion of the Community Development Director, the project is expected to take significantly less time to process than the deposit indicates. A determination shall be made during the pre-application conference by the case planner. Hourly billing shall still apply.

Review fees for projects requiring conceptual review, final review, and recordation of approval documents. Unless otherwise combined by the Director for simplicity of billing, all applications for conceptual, final, and recordation of approval documents shall be handled as individual cases for the purposes of billing. Upon conceptual approval all billing shall be reconciled and all past due invoices shall be paid prior to the Director accepting an application for final review. Final review shall require a new deposit at the rate in effect at the time of final application submission. Upon final approval all billing shall again be reconciled prior to the Director accepting an application for review of recordation documents.

Notwithstanding the planning review fee schedule, the Community Development Director shall waive planning review fees for General Fund Departments of the City of Aspen consistent with City policy.

Notwithstanding the planning review fee schedule, City Council may authorize a reduction or waiver of planning review fees as deemed appropriate.

This fee structure applies to applications submitted on or after November 1, 2011.