



2010
PITKIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
DEVELOPMENT APPLICATION FEE POLICY

Pitkin County, Pursuant to Board of County Commissioners Ordinances No. **030-2009** has established a fee structure for the processing of land use applications. The fee structure is based on the County's policy that development shall pay, in full, the cost of development review in Pitkin County. Fees have been set to be consistent and fair to the public and to reflect the expense incurred in providing such services to the public.

A fee is collected for land use applications based on the type of application submitted. Referral fees for other County departments reviewing the application will also be collected when necessary. One check including the fees for Planning and referral agencies must be submitted with each land use application, made payable to the Pitkin County Treasurer. Applications will not be accepted for processing without the required application fee.

The Community Development Department will collect a **flat fee/base fee** for all land use applications. The fee is based on an average number of hours for a specific type of application. **The fee is not refundable.** Additional charges shall be billed on an hourly basis at a rate of **\$312.00/hour** only if the time required to process the application exceeds the average number of hours by more than 20%. In this case, the Community Development Department will bill the applicant quarterly based on actual staff hours. Fees must be paid within 30 days of billing or processing of the application will be suspended. Outstanding balances must be paid before:

- a Land Use Takings Determination is heard before the Board of County Commissioners;
- a subdivision final plat is recorded;
- any building or other permits are issued;
- any new or additional land use applications will be accepted for processing.

Applications must include an Agreement for Payment of Development Application Fees. The Agreement establishes the applicant as being responsible for payment of all costs associated with processing the application. The Agreement must be signed by the party responsible for payment and submitted with the application in order for it to be accepted.

The Community Development Department also collects flat fees for referral agencies that will review the application. These fees must also be paid at the time an application is submitted.

The complete fee schedule for land use applications and referrals is attached.

A. LAND USE APPLICATION FEES: The base fees for the processing of Land Use applications shall be as follows:

Case Type	Fee	Average Hours
Activity Envelope		
<ul style="list-style-type: none"> • Lots/Parcels in UGB of 30,000 square feet or less, or reapplications for previously approved building/activity envelopes 	\$1,872	6
<ul style="list-style-type: none"> • All Other Lots/Parcels 	\$3,120	10
Activities of State/Local Interest	\$6,240	20
Amendment to Development Permit - Minor	\$936	3
Amendment to Development Permit - Major	\$2,184	7
Amendment to a Subdivision or PUD Plat - Minor	\$936	3
Amendment to a Subdivision or PUD Plat - Major	\$2,184	7
Appeal of Administrative Decisions and Determinations	\$936	3
Appeal of Impact Fee	\$624	2
Appeal of Takings Determination	\$624	2
Caretaker Dwelling Unit (CDU)	\$936	3
Code Amendment	\$1,560	5
Conceptual Subdivision	\$6,864	22
Conservation Development PUD (CD-PUD)	\$6,864	22
Detailed Subdivision	\$4,992	16
Development Agreement	\$1,560	5
District Service Plan	\$1,872	6
Exemption with Site Visit	\$312	1
Extension of Deadlines	\$624	2
Final Plat	\$1,872	6
GMQS Competition	\$5,616	18
GMQS Exemption	\$936	3
Historic Register, Designation to, and/or Historic Incentives for Historic Register Properties	\$1,248	4
Hourly Fee (applications not listed, consultation, site visit prior to application, other)	\$312	
Location and Extent Review	\$936	3
Lot Line Adjustment	\$1,248	4
Low Impact Residential or TR-2 Cluster Option Development	\$6,864	22
Master Plan	\$4,992	16
Master Plan Amendment, Minor	\$936	3
Master Plan Amendment, Major	\$2,808	9
Merger	\$936	3
Non-Conforming Use/Structure	\$1,560	5
Open Space Master Plan	\$312/hr	Actual Hours
Public Notice/Publication fee	\$54	
Review and Comment (School Board)	\$1,248	4
Rezoning	\$1,872	6
Road and Easement Vacations	\$1,248	4
Site Plan Review		
<ul style="list-style-type: none"> • If Activity Envelope Previously Defined 	\$1,560	5
<ul style="list-style-type: none"> • Including Definition of Activity Envelope <ul style="list-style-type: none"> ○ Lots/Parcels in UGB of 30,000 square feet or less ○ All Other Lots/Parcels 	\$2,496	8
	\$3,744	12
Special Review		
<ul style="list-style-type: none"> • Minor 	\$1,560	5
<ul style="list-style-type: none"> • Major 	\$3,744	12
<ul style="list-style-type: none"> • Annual review – administrative 	\$936	3

• Annual review – BOCC	\$1,248	4
• Commercial Recreational Use on Open Space and Trails or County Roads – Administrative Review	\$624	2
• Commercial Recreational Use on Open Space and Trails or County Roads – Hearing Officer or BOCC Review	\$1,248	4
Subdivision Exemption	\$1,872	6
Street Name Change	\$1,248	4
Temporary Use/Special Event Permit – minor	\$624	2
Temporary Use/Special Event Permit – major	\$1,872	6
Transferable Development Rights		
• Additional Floor Area Special Review	\$1,248	4
• Certificate Issuance	\$624	2
• Constrained/Visually Constrained Site	\$1,248	4
• Limited Development Conservation Parcel Special Review	\$3,744	12
• New Development Right Special Review	\$1,248	4
Vested Rights – Extension or Reinstatement	\$1,248	4

The following guidelines shall be used for the administration of the fee structure set forth above:

1. Fees charged for the processing of applications, which fall into more than one type of application, shall be cumulative. In the event that the fees that result from accumulation are found by the Community Development Director to be excessive in relation to the number of hours it is anticipated to require to process the application, the Community Development Department may waive or adjust the accumulation requirement.
2. Additional charges shall be billed on an hourly basis beyond the base fee only if the time exceeds the average by more than 20% in the processing of an application.
3. Public Notices for Code Amendments will be billed for actual costs.
4. Additional charges shall be computed at the rate of three hundred and twelve dollars (\$312) per hour of additional Community Development Department staff time required, including time of referral agents beyond the allocated hours for the referral review.
5. The Community Development Department shall identify, prior to or at the time of submission of a land use application, whether an application is to be referred to the Planning Engineer, Housing Office, Historic Preservation Officer, Environmental Health, Airport or RFTA. Additional charges will apply as shown below. Other agencies may require additional fees for review of land use applications, which fees must be paid separately.

An applicant may request that the BOCC waive fees for projects serving a public purpose, proposed by a non-profit organization, or in order to dispute the fee charged.

B. ZONING REVIEW FEES: Zoning shall be charged the following fees for the services listed:

- 1) **Building Plan Checks by Zoning** (a deposit of 60% of the zoning fee shall be collected at building permit application submittal):

RESIDENTIAL, AGRICULTURAL AND PUBLIC USES

Sheds	\$149
Solar Collector – Roof Mounted	\$75
Solar Collector – Pole Mounted	\$149
Major Change Orders	\$175 per review hour
New Work, Manufactured Housing, and Major Repair/Remodeling	
• Up To 500 Square Feet	\$175 Flat Fee
• 501-3,500 Square Feet	\$175 plus \$0.14 per s.f. over 500 s.f.
• 3,501-10,000 Square Feet	\$595 plus \$0.35 per s.f. over 3,500 s.f.
• 10,000+ Square Feet	\$3,017 plus \$0.40 per s.f. over 10,000 s.f.
Minor Repair/Remodel and Change Orders*	\$175

* Note: Minor applications request no changes to floor area, use, height and/or footprint. Those applications which are not Minor are considered Major.

NON-RESIDENTIAL

Solar Collector – Roof Mounted	\$75
Solar Collector – Pole Mounted	\$149
Major Change Orders	\$175 per review hour
New Work and Major Repair/Remodeling	
• Up to 500 Square Feet	\$175 Flat Fee
• 501-5,000 Square Feet	\$175 plus \$0.35 per s.f. over 500 s.f.
• 5,001-10,000 Square Feet	\$1,804 plus \$0.69 per s.f. over 5,000 s.f.
• 10,000+ Square Feet	\$5,534 plus \$0.80 per s.f. over 10,000 s.f.
Minor Remodel/Repair/Change Orders*	\$175

* Note: Minor applications request no changes to floor area, use, height and/or footprint. Those applications which are not Minor are considered Major.

- 2) **Agricultural Stand Permit fee: \$270**

- 3) **Board of Adjustment application fee: \$648**

- 4) **Reinspection Fee: \$175/hr** (1 hour minimum)

- 5) **Sign permit application: \$140**

- 6) **Zoning Enforcement Fees:**

- a) For projects constructed without permits, land use application fees and building permit fees are doubled as a penalty.
- b) An additional penalty fee for enforcement actions requiring a land use approval shall be assessed based on the applicable hourly rate.

C. Referral Agency Fees

	Planning Engineer	Housing	Airport	GIS
Insignificant	\$624	n/a	n/a	\$55
Minor	\$1,248	\$179	\$110	\$200
Major	\$1,872	\$360	\$331	\$200

County Clerk BOCC Public Hearing/Web Technology Fees

	Public Hearing Fee	Web Technology Fee (Providing Records/Documents to the Public out on the Web)
BOCC Insignificant	\$130	\$25
BOCC Minor	\$375	\$25
BOCC Major	\$725	\$25
Hearing Officer		\$25
Administrative Review		\$25

HEARING OFFICER	Public Works	RFTA
\$175/hour	\$162/hour	\$80/hour

Historic Preservation Officer

CASE TYPE	Fee	Average Hours
Certificate of Appropriateness or No Effect	\$624	2
Demolition Certificate	\$624	2
Designation to Historic Register and/or Historic Incentives	\$936	3
Listing on Historic Inventory	\$1,248	4
Redstone HPC Application	\$173	

Environmental Health Department

CASE TYPE	Fee
Activity Envelope	\$542
Development Permit Amendment (Major)	\$434
Development Permit Amendment (Minor)	\$227
Hourly Fee (Applications Not Listed, Consultation on Land Use Applications, Site Visit in Connection With Land Use Application Prior to Submittal of Application)	\$162
Plat, Subdivision, or PUD Amendment (Minor)	\$227
Plat, Subdivision, or PUD Amendment (Major)	\$434
Site Plan Review	
<ul style="list-style-type: none"> If Activity Envelope Previously Defined w/EH&NR Referral 	\$270
<ul style="list-style-type: none"> Including Definition of Activity Envelope, or Where Activity Envelope Previously Defined Without EH&NR Referral 	\$542

Environmental Health Department (cont.)

Special Review	
• Minor	\$324
• Major	\$540
• Annual Review - Administrative	\$216
• Annual Review - BOCC	\$432
Subdivision - Conceptual, Detailed or Final Plat (Minor)	\$648
Subdivision - Conceptual, Detailed or Final Plat (Major)	\$909
Temporary Commercial Use/Special Event Permit - Minor	\$292
Temporary Commercial Use/Special Event Permit - Major	\$584

D. Other Permit Applications

Minor* Clearing, Grading, Grubbing and Earthmoving Permit Application	\$415
Major** Clearing, Grading, Grubbing and Earthmoving Permit Application	\$643
Access Driveway Development Permit Application	\$674
Floodplain Development Permit	\$624

* Minor - less than 100 cubic yards of dirt is disturbed.

** Major - Additional referral fees may be required.