

Title: Regulatory Policy Development Application and Permit Fees	Policy No. 5.32
	Effective Date November 16, 2004
Policy Custodian: Planning and Zoning Division	Adoption/Revision Date November 16, 2004

Adopting Resolution(s): CC04-463

References (Statutes /Resos/Policies): CC94-297; CC94-342; CC95-134; CC95-415; CC95-785; CC99-426; CC99-634; CC99-695; CC00-367; CC00-406; CC01-054; CC01-536; CC02-338, Zoning Resolution, Land Development Regulation

Purpose: To specify fees for development applications and permits.

Policy: 5.32 Development Application and Permit Fees

5.32.1 Fees Schedule - see attachment

5.32.2 The fees set forth shall supersede and replace all other references to the same fees in any other policy or regulation.

5.32.3 Any person, firm or corporation failing to obtain the required zoning approval and/or permit(s) as required by the Zoning Resolution shall be required to pay two times the amount of any applicable fees.

5.32.4 Fees for applications apply to the initial request and the first revision in response to staff recommendations and/or referral comments, depending on the type of review involved. Each additional resubmittal of a survey, plat, written restrictions or other such documents previously red marked and provided to the applicant in response to unresolved comments and recommendations, or submitted by the applicant evidencing new changes, will be charged an additional \$300.00 for the first resubmittal and \$500.00 for each subsequent resubmittal.

5.32.5 All Application and Permit Fees are non-refundable.

5.32.6 The application fee for Preliminary Development Applications may be applied toward formal submittal if the formal application is submitted within 6 months of the Preliminary Development Application.

5.32.7 The Director of Planning and Zoning should review annual costs and revenues at the time of budget review and propose changes to the Fee Schedule as necessary.

5.32.8 If the proposed development provides affordable housing units, is certified by the Community Development Division as providing affordable housing, and is sustainable through deed or covenant restrictions, then application and permit fees may be assessed or prorated by the number of affordable units and reduced at the discretion of the Director of Planning and Zoning.

ATTACHMENT - FEE SCHEDULE

APPLICATION OR PERMIT	NONREFUNDABLE FEE
Administrative Exception	\$100 per application
Administrative Review	\$25 per request (minor) \$100 per request (major)
Board of Adjustment- Special Exception for Temporary Building or Use	\$250 per application \$100 per renewal - maximum 4 renewals
Board of Adjustment- Special Exception for all other	\$250 per application \$100 per renewal
Board of Adjustment- Variance or Appeal (except for Variances for Floodplain, Geologic, Wildfire)	\$250 per application
Board of Adjustment- Variance for Floodplain, Geologic, Wildfire	\$300 per application
Certificate of Designation	\$150 multiplied by the square root of the acreage plus 4¢ multiplied by the gate cubic yards per year with a minimum of \$1500 per application. \$500 for minor amendments. Any fee paid to the County for rezoning shall be credited toward the amount specified above.

Engineering Advisory Board	\$90 per hour (\$80 per hour per member of the Engineering Advisory Board plus \$10 per hour administrative fee). Total costs not to exceed \$9,000.
Exemption from Platting	\$300 per application
Merger Agreement	\$50 per agreement
Permit- Fences	\$25 base cost + \$3 per 100 linear feet
Permit- Fireworks Stands	\$3,000 per permit
Permit- Land Disturbance	\$400 for initial application and first resubmittal. \$100 for each subsequent resubmittal, plus an inspection fee per County Policy 5.50. \$100 for Notice of Intent
Permit- Miscellaneous Permits	\$35 per permit
Permit- Signs	\$25 base cost + 50¢ per square foot (all faces)
Permit- Special Event	\$10.00 for block parties. \$100 for all other special events.
Permit- Zoning Review of Residential Building Permits	\$25 alteration, finish, conversion \$50 addition \$100 new residential dwelling unit
Permit- Zoning Review of Non-Residential Building Permits	\$50 alteration, finish, conversion \$100 addition \$200 new building
Plat – Appeal	\$100 per application
Plat - Final	\$300 for 3 or fewer lots. \$300 plus \$25 for each additional lot thereafter
Plat – Minor Amendment	\$300 per application
Plat - Preliminary Commercial	\$300 for 3 or fewer lots. \$300 plus \$25 for each additional lot thereafter
Plat - Preliminary Residential	300 for 3 or fewer lots. \$300 plus \$25 for each additional lot thereafter
Plat Preliminary and Final Combination Process	\$500 per application
Preliminary Development Application	\$100
Rezoning or Special Use (except Mining Planned Development Rezoning or Special Use)	\$300 for minor amendments; \$500 for applications requesting 3 residential units or less; \$133 multiplied by the square root of the acreage with a \$500 minimum - all other applications
Rezoning or Special Use- Mining Planned Development	\$150 multiplied by the square root of the acreage
Rezoning or Special Use- Rehearing	\$100 per request
Site Development Plan	\$100 for applications requiring no referrals. \$500 for applications requiring referrals.
Site Specific Development Plan	\$100 per initial application and for each extension
Zoning Certificate/ Affidavits	\$5 per parcel \$5 per page
Vacation of Right-of-Way	\$250 per application
Waivers of Land Development Regulations or Zoning Resolution requirements	No cost for 3 or fewer waivers per application. \$50 for each waiver thereafter.

5.32.9 Miscellaneous permits include but are not limited to: construction of structures not requiring building permits; swimming pools; recreation facilities; construction and sales trailers; Christmas tree lot; fireworks stands; and home occupations as a use by right.

5.32.10 Administrative Review is the research of subdivision conformance (including parcel research) or historical zoning. Minor indicates the required research will take one (1) hour or less. Major indicates the requested research will take more than one (1) hour.

January 03, 2005

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