

APPENDIX

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APPENDIX A

Management of Land Use and Development Fees

Sec. A-1-1. Intent.

The provisions of this Appendix are intended to impose certain fees to be collected for development or construction to recoup costs for administration and to provide for capital improvements as the Town's population increases. The imposition of these fees is intended to ensure that new growth and development in the Town bears all administrative costs which such projects create, and bears a proportionate share of the costs of capital expenditures necessary to provide water, sewer, park, library, police, fire and transportation capital improvements. Funds from said capital improvement fees shall not be used to remedy existing deficiencies, but only to provide new capital improvements which are necessitated by new development. The amount of revenue generated by said capital improvement fees shall not exceed the cost of providing the capital improvements for which they are imposed, and the same shall be expended solely to provide the specified capital improvements related to each fee assessed.

Sec. A-1-2. Repeal and consolidation of existing fees.

The Board of Trustees hereby repeals all prior policies, ordinances and resolutions relating to fees (as defined herein) and charges required as a condition of the development or construction of residential or commercial property, effective for all annexations, subdivision approvals or building permits for which a final and complete application is submitted after October 16, 2002.

Sec. A-1-3. Establishment of fee schedule.

Fees and charges are hereby assessed upon the annexation, development and construction of property within or annexed into the Town in accordance with the fee schedule contained in this Appendix.

Sec. A-1-4. Fees related to actual costs.

The Board of Trustees finds that each of the fees, charges, and assessments set forth in this Appendix are reasonably related to the costs actually incurred by the Town as a result of the construction or development activity giving rise to such obligation. This finding is based upon the studies, testimony and reports to the Board from the Town Administrator after consultation with the Town Treasurer, Town Engineer, Town Planner and Town Attorney. The Board of Trustees may review and amend the fee schedule from time to time so long as the Board is persuaded by evidence presented that any change in the fees, charges and assessments is supported by the actual costs to the Town and is not for remediation of existing infrastructure deficiencies.

Sec. A-1-5. Definitions.

When used in this Appendix, the following words and terms have the meanings set forth below:

Capital improvements means the purchase or long-term lease of real property, the construction of public facilities or purchase or long-term lease of equipment or materials needed to facilitate the

operation of such facilities or to facilitate the delivery of services therefrom. A long-term lease shall mean a lease or lease with purchase option of not less than five (5) years, subject to annual appropriation. Amounts expended for capital improvements shall include amounts that are treated as capital expense according to generally accepted accounting principles but shall not include costs of operation, administration, maintenance or replacement of existing capital improvements.

Developer means the individual or entity who was obligated to pay a fee in accordance with the provisions of this Code.

Fee means any charge, assessment, requirement, dedication or property transfer required under the terms of this Appendix as a condition of development or construction within the Town.

Permit means the document issued by the Town granting permission required for development of an approved subdivision or planned unit development or for new construction and additions as required by the Town's building codes.

Town means the Town of Severance, Colorado.

Sec. A-1-6. Collection of fees.

Payment of the fees imposed under the provisions of this Appendix shall be required as a condition of approval of all development in the Town for which a permit is required. Such fees shall be collected by the Town Clerk, Town Administrator or Town Treasurer at the times set forth on the Fee Schedule.

Sec. A-1-7. Offsets, credits and waivers.

The Town shall offset the reasonable cost of any capital improvements constructed by a developer, or the cost of real property dedicated by a developer, for each category of capital improvements and against the fees due for capital improvements in that category, subject to the provisions of this Section. No offset shall be given for capital improvements or dedications not approved by the Town as part of the developer's subdivision improvements agreement or by a separate written agreement approved by the Board of Trustees. In the case of residential developments, the credit shall be prorated among all residential structures to which the offset is applied. In the case of commercial development, credit for the offset shall be applied to the fees as they become due for each permit until the credit or offset has been exhausted.

Sec. A-1-8. Establishment of accounts.

The Town Treasurer and Town Administrator shall establish unique, identifiable funds within the Town's accounts for all fees collected under each category identified in the Fee Schedule. Interest earned on each such account shall be considered funds of the account and shall be used solely for the purpose authorized for such funds. The Town Treasurer shall establish adequate financial accounting controls to ensure that fees disbursed for each such account are utilized solely for the purposes authorized by such account.

Sec. A-1-9. Fee waiver.

Upon approval the Board of Trustees, after application made by a developer to the Town Administrator, the fees established by this Appendix may be waived or adjusted in order to prevent manifest injustice or undue hardship. Such may also be approved upon a finding that such a waiver will promote the broader interests of the Town and the health and welfare of its citizens.

Sec. A-1-10. Annual review.

The fees imposed in the Fee Schedule and the provisions for collection of such fees shall be reviewed annually by the Board of Trustees and adjusted to reflect both such costs and savings which impact any of the capital improvement funds maintained by the Town.

Sec. A-1-11. Conflicting provisions.

In the event of a conflict between the fees, rates and charges listed in Appendix B and the text of any individual section of the Municipal Code, the fees, rates and charges in Appendix B shall control.

(Ord. 2002-05 §§1—10; Ord. 2007-____ §1)

Sec. A-1-12. Annexation Impact Report Checklist.

Check-Off				Required Information
Authority	Applicant	Town	Date Checked	
C.R.S. 31-12- 108.5				1. A map or maps of the Town and adjacent territory to show the following information:
				a. Present and proposed boundaries of the Town in the vicinity of the proposed annexation;
				b. Present streets, major trunk water mains, sewer interceptors and out-falls, other utility lines and ditches, and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation; and
				c. Existing and proposed land use pattern in the areas to be annexed.
				2. A copy of any draft or final pre-annexation agreement, if available.
				3. A statement setting forth the plans of the Town for extending to or otherwise providing for, within the area to be annexed, municipal services performed by or on behalf of the Town at the time of annexation.
				4. A statement setting forth the method under which the Town plans to finance the extension of the municipal services to the area to be annexed.

				5. A statement identifying existing districts within the area to be annexed-
				6. A statement on the effect of annexation upon local-public school district systems, including the estimated number of students generated and the capital construction required to educate such students.

(Prior LUC §12.6; Ord. 2007-____ §1)

Sec. A-1-13. Annexation Petition Submittal Requirements Checklist.

Check-Off				Required Information
Authority	Applicant	Town	Date Checked	
				1. Land use and development deposit as set forth in Appendix B to this Code for 5+ acre tracts. If less than 5 acres, required application fees apply but deposit is not required.
				2. Completed land use application form (4 copies).
				3. Annexation petition (29 copies).
				4. Legal description of area proposed for annexation. In addition to the whole, a separate legal description for each proposed zone or land use is required (4 sets, each description on a separate 8.5" x 11" sheet).
				5. Information binder (TBD Policy) from title company.
				6. Deed or legal instrument showing ownership of and any encumbrances on land proposed to be annexed (1 copy).
				7. Names and addresses of all real property owners within 300 feet of the proposed annexation. Include 2 sets of self-adhesive mailing labels and 1 paper copy. Also include 1 copy of the map identifying all such property owners and cross-reference/index with the list of mailing addresses.
				8. Names and addresses of all easement holders to the proposed annexation; names to correspond to easements identified on annexation map.
				9. Names and addresses of all real property owners immediately adjacent to the proposed annexation. Include 1 set of self-adhesive mailing labels and 4 paper copies. Also include 4 copies of a map identifying all such property owners and cross-reference/index with the list of mailing addresses.
				10. Legal descriptions of water and ditch shares/rights

				appurtenant to the properties within the proposed annexation. Include copies of water stock certificates, well permits and all other documents evidencing water currently and historically (25 years) used on property (4 copies).
				11. Four (4) copies of 24" x 36" and 25 copies reduced to 11" x 17" of each of the annexation map and concept master plan. See below.
				12. Soils description and limitations (4 copies).
				13. Preliminary utility plan including the size and location of existing and proposed lines and facilities, plus a table with estimates of peak hour and maximum day water and wastewater demands (4 copies).
				14. Preliminary drainage plan showing flow patterns and off-site contributions; detention and retention areas; and discharge areas (4 copies).
				15. List of districts covering the area proposed for annexation. This information can be found on the tax notice or in the Assessor's office (4 copies).
				16. Statement of community need showing social, physical or economical connection for proposed annexation and zoning. Statement should detail the impact on the local tax base and value to local residents (29 copies).
				17. For annexations larger than 10 acres, copy of letter sent to school districts requesting impact statement from the applicable school district including estimates of the number of students and anticipated capital construction costs generated by the proposed annexation (4 copies).

(Prior LUC §12.7; Ord. 2007-____ §1)

Sec. A-1-14. Annexation Map Checklist.

Check-Off				Required Information
Authority	Applicant	Town	Date Checked	
				1. Date of preparation, legible scale (min. 1" = 200'), north arrow on reproducible medium with outer dimension of 24" x 36".
				2. Proposed name of annexation.
				3. Written legal description of boundaries of area proposed to be annexed.

			4. Names, addresses, phone and fax numbers of the applicant and party responsible for preparing map.
			5. Revisions block – to be maintained by applicant.
			6. Vicinity map.
			7. Delineation of boundaries, including contiguity to corporate limits of the Town and length of same.
			8. Boundaries of special districts having jurisdiction over the proposed annexation.
			9. Location of each ownership tract if unplatted land and, if part or all of the area has been platted, the boundaries and plat numbers of plots or of lots and blocks within the outer boundaries of the territory to be annexed.
			10. Location and width of all existing easements and proposed easements and rights-of-way. Include location of nearest existing utility lines.
			11. Certification by a Colorado registered land surveyor attesting to preparation of the map and at least ¹ / ₆ contiguity to the Town.
			12. For land not platted and surveyed, certification by a Colorado registered engineer and land surveyor showing the dimensions of the boundaries and tracts, plats, lots and blocks within the area, if any, and the bearings of the boundaries of the area.
			13. Existing and requested zoning and acreage of each requested zone.
			14. Acceptance and certification block including: description, owner's approval and dedication, notary certificates, surveyor's certificate, Planning Commission's approval and Mayor's certificate with ordinance number.

(Prior LUC §12.8; Ord. 200-7____ §1)

APPENDIX B

FEE SCHEDULE

<i>DEVELOPMENT FEES</i>			
	<i>Cost</i>	<i>Description</i>	<i>Code \$</i>
Sewer			
Plant Investment Fee	\$5,000.00	Finance, purchase and install infrastructure	13-1-30
Sewer User Fee	\$23.00	Monthly user fee	13-1-30
Water (Severance Service Area)			
Local Plant Investment Fee	\$2,250.00	Finance, purchase and install infrastructure	13-1-30
Other Plant Investment Fee	\$7,000.00	North Weld County plant investment "Water Acquisition & Capacity Fee"	13-1-30
Water infrastructure surcharge	\$150.00		
Meter Set	\$450.00	Materials to be picked up at Town Hall	Ch. 13
Water Rights – ¾"		1 acre-foot unit CBT – Resolution 2002-07	
Water Acquisition Fee	Cash in lieu of water rights	\$12,000/Unit, subject to review and change by the Board of Trustees	Ch. 13
Drainage			
Drainage Residential	\$500.00	Minimum fee. For lots with serious drainage requirements, remediation may be required, or fees may be increased up to 100%.	
Drainage Commercial	\$500.00 + .02 sq. ft.>10,000 sq. ft.	\$500.00 base, plus \$.02/sq. ft. for each sq. ft. of lot area exceeding 10,000 sq. ft. No fee for open space or grass water detention areas.	
Consultant, Test & Inspection	Cost + 10%	Actual cost to Town, plus 10% administration. Good faith estimate provided upon request.	
Park, Trail & Recreation			
Residential	\$1,200.00		
Commercial		No fee on commercial	
Timber Ridge, first filing	\$383.60		
Timber Ridge, second filing	\$114.00		

Soaring Eagle		\$500.00		
Schools		Fees in lieu of land dedication		
Windsor:	SF	\$2,240.00	Single-family D. U.	
	MF	\$520.00	Multi-family D. U.	
	Mobile	\$1,679.00	Mobile home park D. U.	
	Soaring Eagle	\$607.00	Soaring Eagle Subdivision rate only	
Eaton	SF	\$1,043.00	Single-family D. U.	
Ault	SF	\$759.00	Single-family D. U. (no subdivisions served)	
Traffic-Generating Transportation Impact				
Residential:	SF	\$800.00	Single-family D. U.	
	MF	\$477.00	Multi-family D. U.	
	Mobile	\$381.00	Mobile home park	
Commercial			Gross sq. ft. includes all primary and accessory structures. Shell and core construction will be collected at the time of tenant permit.	
Retail/Commercial				
	General Retail	\$2.85/sq. ft.		
	Drive-through & convenience	\$2.85/sq. ft.		
	Restaurant – sit-down	\$2.85/sq. ft.		
Office/Institutional				
	General office building	\$1.84/sq. ft.		
	General institutional	\$0.58 sq. ft.		
Industrial				
	General Industrial	\$0.72/sq. ft.		
	Warehouse-Mini	\$0.29/sq. ft.		
Additional Fees				
Use Tax			60% of total value of improvement as determined by Colorado Inspection Agency times 3%	16-11-150
Administration Fee			30% of the total of the inspection fees or \$30.00 (whichever is greater)	16-1-120
Administrative Service		\$300.00		16-1-120

Development Fee			
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(Ord. 2002-05 §§1—10; Ord. 2007-____ §1))

PLANNING FEES			
	Cost	Description	Code Reference
Deposit	\$10,000.00	A deposit is required to annex, subdivide, develop or request site plan review of commercial/industrial tracts of >5 acres. For Minor Subdivisions or Site Plan review of commercial/industrial tracts of <=5 acres, the Town Administrator may reduce the deposit to a minimum of \$2,500.	15-1-50
Annexation Petition	\$500.00		15-1-50
Annexation Petition – Amended	\$200.00		15-1-50
Concept/Master Plan	\$250.00		15-1-90
Conditional Use Review	\$250.00		16-4-30
Sign Permit Application	\$75.00		16-6-30
Temporary Sign Permit	\$35.00		16-6-40
Site Specific Development Plan	\$250.00		16-9-90
Oil and Gas Well Inspection	\$75.00		16-11-130
Oil and Gas Well Permit	\$400.00	Plus annual inspection fee of \$400.00	16-11-150
Applicant must sign <i>Land Use Application agreeing to pay all Fees.</i> Applicant shall be billed at cost for all legal, engineering and planning fees. Below are administrative fees.			16-8-100
Land Use Application	\$150.00		16-8-100
Preliminary Plat	\$400.00		16-16-240
Final Plat – Major	\$400.00		16-16-430
Final Plat – Minor	\$300.00		16-16-430
Minor Subdivisions XI.E	\$400.00	Lot mergers/Lot adjustments not requiring Planning Commission review or public hearings	16-16-640
Site Plan / Final Administration	\$250.00		16-16-820
Request to Vacate	\$500.00	Vacation of easement, ROW or other	16-17-60

		portion of public property	
Board of Adjustment	\$250.00	Variance appeal	
Home Occupation	\$150.00 (1x)	Renewable annually (1x review fee)	16-7-40
Rezoning Application	\$250.00		16-1-120
Publication, Recording	Actual	Actual cost plus administrative time & expenses	16-1-120
Home Occupation Permit	\$150.00		16-7-40
Special Committee or Commission Meeting	\$150.00		2-2-50 2-2-70
Special Board of Trustees Meeting	\$650.00	\$500 to Trustees \$150 to Administration	2-2-50 2-2-70

(Ord. 2002-05 §§1—10; Ord. 2007-____ §1))

GENERAL FEES			
	<i>Cost</i>	<i>Description</i>	<i>Code Reference</i>
Water Rates			
\$24.50 base minimum for the first 5,000 gallons, \$2.55 per 1,000 for the next 10,000 gallons, \$2.80 per 1,000 gallons for usage over 15,000 gallons			
Finance Charge		1.5% per month amounts over 30 days	13-1-30
Reconnect Fee	\$50.00	At time of shut off or by request to discontinue service temporarily	13-1-30 13-1-140
Late Charge	\$10.00	60 days delinquent	13-1-90
Licenses			
Sales Tax License	\$10.00	Annual fee due January 1, each year	4-3-30
Business License	\$25.00	Annual fee due January 1, each year	6-1-50
Street Cut Permit	\$100.00	Base fee: Review, processing and documentation	11-2-40
Street Cuts – Asphalt	\$300.00 or \$7.50/sq. ft. if asphalt <1 yr.	\$200.00 minimum charge	11-2-40
Street Cuts – Other	\$100.00	Cutting grave or native material roadways and rights-of-way	11-2-40
Street Access Permits			
Permanent	\$250.00	Review and process documents	11-2-40
Temporary	\$250.00	Review and process documents. If	11-2-40

		applicable, a deposit will be required	
Sign Permits			
Permit Application	\$50.00		16-6-30
Temporary Signs Fee	\$25.00		16-6-40
Dog License		Renewable Jan 1 each year	
Altered	\$8.00		7-6-50
Unaltered	\$12.00		7-6-50
Tag Replacement	\$4.00		7-6-50
Postage Fee	\$2.00	Applications by mail	
Late Fee	\$10.00	If not renewed by Feb. 1 or arrangements made	
Dog Impound		Actual costs	7-6-170
Miscellaneous Fees			
Trash Cleaning	\$75.00/hour	1-hour minimum. Town employees & equipment	7-3-30
Weed Mowing	\$75.00/hour	1-hour minimum. Town employees & equipment	7-4-60
Street Sweeping	\$75.00/hour	1-hour minimum. Town employees & equipment	

(Ord. 2002-05 §§1—10; Ord. 2007-____ §1)

OFFICE FEES			
	<i>Cost</i>	<i>Description</i>	<i>Code Reference</i>
Copier Charges (B&W)			
8½ x 11	\$0.50		
11 x 14	\$0.75		
11 x 17	\$3.00		
Plats	Cost +	Cost plus time and expense	
Maps			
11 x 17	\$3.50		
35 x 24	\$7.50		
Land Use Code	\$35.00		
Development Review	\$25.00		

Comprehensive Plan	\$25.00		
Municipal Code			
Municipal Code Book	\$65.00		1-3-110
Budget	\$30.00		
Returned Checks	\$25.00 plus bank charge		
Utility Liens	\$250.00	For collection on water and sewer bills	13-1-100
Old Town Hall Rental	\$20.00	2½ hour block	

(Ord. 2002-05 §§1—10; Ord. 2007-____ §1)

LOCAL LIQUOR LICENSE FEES			
	<i>Cost</i>	<i>Description</i>	<i>Code Reference</i>
New License	\$500.00		6-2-40
Transfer of Ownership	\$500.00		6-2-30
Transfer of Location	\$500.00		6-2-30
Annual Renewal			
Beer and wine	\$48.75		6-2-40
Brew-Pub	\$75.00		6-2-40
Club	\$41.25		6-2-40
Hotel and Restaurant	\$75.00		6-2-40
Drug Store	\$22.50		6-2-40
Retail Liquor Store	\$22.50		6-2-40
Tavern	\$75.00		6-2-40
Hotel/Tavern Manager's Registration	\$75.00		6-2-40
Special Events	\$25.00		6-2-40
3.2% Beer			
Retail 3.2% on Premises	\$3.75		6-2-40
Retail 3.2% off Premises	\$3.75		6-2-40
Retail 3.2% on/off Premises	\$3.75		6-2-40
Hotel/Tavern Manager's Registration	\$75.00		6-2-40
Late renewal Application	\$500.00		6-2-40

Modification Premises	\$0.00		6-2-40
Temporary Permit	\$100.00	Pending renewal or transfer of ownership license	

(Ord. 2002-05 §§1—10; Ord. 2007-____ §1)