



# Development Application Fee Agreement

(EFFECTIVE: March 27, 2018)

The Town of Snowmass Village has established a fee structure for the processing of land use applications, zoning plan reviews, subdivision plats, temporary use permits, appeals and registrations, sign permits and other planning review processes. A comprehensive list of reviews and their associated fees are described in the **Base Rate Fee Schedule** attached hereto. A Base Rate Fee is collected based on the type of application submitted. Referral fees for other Town departments, agencies and Town consultants reviewing the application will also be collected. **Applications will not be accepted for processing without the payment of the required Base Rate Fee.**

The fees vary depending upon the land use application type and the complexity of the case. The determination whether an application is major or minor for purposes of establishing the Base Rate Fee shall be at the sole discretion of the Planning Director based upon the estimated number of hours required to process the application. The Base Rate Fee for applications which fall into more than one category shall be cumulative unless found that it may be excessive in relation to the estimated number of hours required to process the consolidated application. The consolidated Base Rate Fee may then be adjusted at the sole discretion of the Planning Director.

The accrual of staff time commences at the time an application is submitted to the Department. **The Base Rate Fee is not refundable.** Actual staff and consultant review time spent on the application will be charged immediately for reviewing the application, assisting the applicant, and addressing public inquiries. When the hours exceed the Base Rate Fee amount, the applicant will be invoiced for additional hours spent on the case by the Planning Staff. A brief description of the charge and review time incurred will be provided on the monthly invoice. The applicant will be billed monthly in arrears for actual review time incurred. Current billings must be paid within 30 days or processing of the application will be suspended.

An applicant may accrue and be billed for additional administrative or review time following the final land use approval, including zoning plan compliance review, up to issuance of a Certificate of Completion or a Certificate of Occupancy or until the terms and conditions of the approval have been satisfied, whichever occurs later. If an applicant has previously failed to pay application fees as required, no new or additional applications will be accepted for processing until the outstanding fees are paid.

**No new land use applications will be accepted, building permit(s) issued or documents recorded with the Pitkin County Clerk and Recorder until all costs associated with the processing of the land use application to date have been paid.**

\*\*\*\*\*

As the Applicant or Authorized Representative, I understand that I am responsible for paying all fees associated with this development review application and shall be the person designated to receive all billings under this Agreement.

READ, ACCEPTED AND AGREED TO: \_\_\_\_\_

Application(s): \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant or Authorized Representative \_\_\_\_\_

**BASE RATE FEE: \$** \_\_\_\_\_

Date: \_\_\_\_\_

**RECEIPT NO.** \_\_\_\_\_

Email: \_\_\_\_\_

**The Applicant is responsible for notifying the Town Planning Department by U.S. Mail for any change in billing person or billing address:**

Phone: \_\_\_\_\_

**Snowmass Village Planning Department  
P.O. Box 5010, Snowmass Village, CO 81615**

Applicant billing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Development Application Fee Agreement Base Rate Fee Schedule

(EFFECTIVE: March 27, 2018)

| <b>TYPE OF REVIEW (check applicable box)</b> | <b>BASE FEE (1) + hourly. rates as needed</b> |
|--|---|
|--|---|

|  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> AEU Registration – Initial.....                                     | \$ 300.00                        |
| <input type="checkbox"/> AEU Registration – Annual.....                                      | \$ 100.00                        |
| <input type="checkbox"/> ACU Registration – Initial.....                                     | \$ 200.00                        |
| <input type="checkbox"/> Administrative Modification (Minor, no public notice required)..... | \$ 600.00                        |
| <input type="checkbox"/> Administrative Modification (Major, public notice required).....    | \$ 1,000.00                      |
| <input type="checkbox"/> Annexations.....  | \$ 5,000.00                      |
| <input type="checkbox"/> Appeal of Decision.....   | \$ 1,000.00                      |
| <input type="checkbox"/> Comprehensive Sign Plan and Amendments Thereto.....                 | \$ 1,000.00                      |
| <input type="checkbox"/> Excise Tax Application--Improved.....                               | \$ 500.00                        |
| --Unimproved (demo & new construction)   | \$ 1,000.00                      |
| <input type="checkbox"/> Rezoning.....   | \$ 3,000.00                      |
| <input type="checkbox"/> SPA or PUD Pre-Sketch Plan.....                                     | \$ 750.00                        |
| <input type="checkbox"/> SPA or PUD Sketch Plan.....   | \$ 3,500.00                      |
| <input type="checkbox"/> SPA or PUD Preliminary Plan (2) – Minor.....                        | \$ 5,000.00                      |
| <input type="checkbox"/> SPA or PUD Preliminary Plan - Major.....                            | \$ 6,500.00                      |
| <input type="checkbox"/> SPA or PUD Final Plan – Minor.....                                  | \$ 2,000.00                      |
| <input type="checkbox"/> SPA or PUD Final Plan – Major.....                                  | \$ 3,000.00                      |
| <input type="checkbox"/> SPA or PUD Minor (2) Amendment.....                                 | \$ 3,000.00                      |
| <input type="checkbox"/> SPA or PUD Major Amendment.....                                     | \$ 5,000.00                      |
| <input type="checkbox"/> Special Review - Administrative.....                                | \$ 1,500.00                      |
| <input type="checkbox"/> Special Review – Referral to Planning Commission/Town Council.....  | \$ 2,000.00                      |
| <input type="checkbox"/> Subdivision Exemption or Condominium Map.....                       | \$ 1,500.00                      |
| <input type="checkbox"/> Subdivision Plat.....   | \$ 2,000.00                      |
| <input type="checkbox"/> Subdivision Plat Amendment.....                                     | \$ 1,500.00                      |
| <input type="checkbox"/> Temporary Use Permit - Administrative .....                         | \$ 500.00                        |
| <input type="checkbox"/> Temporary Use Permit - Annual .....                                 | \$ 1,000.00                      |
| <input type="checkbox"/> Temporary Use Permit - Annual Renewal.....                          | \$ 300.00                        |
| <input type="checkbox"/> Sign Permit .....   | \$ 100.00                        |
| <input type="checkbox"/> Variance.....   | \$ 1,200.00                      |
| <input type="checkbox"/> Vacation of Recorded Plat.....                                      | \$ 1,000.00                      |
| <input type="checkbox"/> Zoning Plan Review – Minor.....                                     | \$ 700.00                        |
| <input type="checkbox"/> Zoning Plan Review – Major.....                                     | \$ 1,500.00                      |
| <input type="checkbox"/> Miscellaneous Review, Including Vested Rights Extension.....        | \$ 750.00                        |
| <input type="checkbox"/> Building Permit Zoning Compliance Review .....                      | % of Value, per Bldg. Permit app |
| <input type="checkbox"/> Development, design, or other review not covered above.....         | Hourly Rates per Below           |

**Hourly Rates When Review Costs Exceed Base Fee:**

|                                 |                |
|---------------------------------|----------------|
| CDD Staff Hourly Rate.....      | \$ 180.00      |
| Town Attorney Hourly Rate ..... | \$ 275.00      |
| Town Engineer .....             | \$ As invoiced |

**Notes:**

1. Base Rate Fees do not include recording costs, mailing, transportation for site visits, courier and copying expenses, or outside consultants and contract services. These costs will be billed to the applicant at Town cost.
2. The determination of major or minor status shall be at the discretion of the Community Development Director based on LUC thresholds and estimated number of hours to process.