



Grade and Fill Permit Renewal Policy

Prior to the expiration of a Grade and Fill Permit (three years from the date of issuance) a permit holder can request a one-year permit renewal. Permit holder must submit a written letter or email to the chief building official requesting the permit renewal. The letter should state the circumstances and reason a permit renewal is being requested. Public Works will review the request and then approve, disapprove, or approve with conditions if needed to ensure the work will be completed in a timely manner. Conditions can include, but are not limited to, items such as a shorter renewal period, a revised Storm Water Management Plan, a Completion Schedule, approval of a City Construction Stormwater Permit, and/or execution of an Improvements Agreement associated with the work. Permits on sites over 5 acres must post collateral per city code to ensure revegetation and maintenance of sediment and erosion control.

Fee: One Year Grade and Fill Permit renewal fee: $\frac{1}{2}$ the fee amount of the original Grade and Fill permit fee plus applicable Routt County Regional Building Department administration fees to process the request.