

## APPENDIX B: ROUTT COUNTY PLANNING DEPARTMENT FEE SCHEDULE

Effective 4/1/2021

**APPLICATION FEES:** The application fees listed shall be paid in full at the time of application. An application will not be deemed complete and scheduled for review until the application fee has been paid in full. The application fee is designed to cover filing, publication, processing costs and Staff Planner time to process the application.

**ANNUAL FEES:** Permits/Approvals that require an ongoing review and administration (as determined by the Planning Director) are required to pay annual fees as noted below. Annual fees apply to all active Permits/Approvals including those issued prior to the adoption of this fees schedule.

**RENEWAL FEES:** 50% of the minimum basic fee will be charged to process administrative renewals that are authorized under the original conditions of approval.

**SPECIAL FEES:** Special fees may be charged at the discretion of the Planning Director for professional consultants or special research/analysis that is required to ensure adequate review of a development application.

**APPROVALS/PERMITS ARE CONTINGENT ON FULL PAYMENT OF ALL APPLICABLE FEES:** This includes any and all application fees, annual fees, and/or special fees. Approvals/Permits with outstanding balances that exceed 90 days may be revoked.

REVIEW PROCESS	APPLICATION FEES	ANNUAL FEES	NOTES
Minor Use Permit	\$150		
Building Permit Review	\$75		<i>Collected at permit application through Building Dept.</i>
Floodplain Development Permit	\$300		
35-acre Subdivision Plat Road Review	\$1,800		
Major Land Preservation Subdivision Exemption (LPS)	\$1,200+\$100/ buildable lot		
Minor Land Preservation Subdivision Exemption (LPS)	\$1,200+\$75/ buildable lot		
Pre-Application Conference	\$1,200		
Administrative Permit	\$600	\$150	<i>No Fee for Waterbody Setback Permit required for buildable lot access</i>  <i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$500 for residential systems.</i>
Conditional Use Permit	\$900	\$150	<i>Additional Annual Fees for mitigation monitoring may apply</i>  <i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$1000 for non-residential systems.</i>
Special Use Permit (Non-mining)	\$1,200	\$150	
Special Use Permit (Mining, mineral extraction and related uses)	\$2,000	\$500	
Amendment to Zoning Map	\$1,200		<i>50% reduction in Application Fee for Milner rezone AF to LDR, MDR, or GR</i>  <i>50% reduction in Minimum Basic Fee for Steamboat Lake or Stagecoach rezone from LDR, MDR, HDR, or GR to MRE</i>
Zoning Variance	\$1,200		<i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$500 for residential systems and \$1000 for non-residential systems.</i>
Conceptual PUD Plan	\$1,200		

<b>Final PUD Plan</b>	<b>\$2,400</b>		
<b>Subdivision Exemption</b> (BCC review only)	<b>\$2,400</b>		<i>Creation of new tracts of land or residential sites</i>
<b>Pre-App./Sketch Subdivision</b>	<b>\$580 + \$20/lot</b>		<i>Final Plats that combine Pre-Application, Sketch, Preliminary and Final Subdivision review will be charged Final Subdivision Plat fees</i>
<b>Preliminary Subdivision</b>	<b>\$2,400 + \$40/lot</b>		
<b>Final Subdivision Plat</b>	<b>\$1,100 + \$20/lot</b>		
<b>Replat</b>	<b>\$600</b>		<i>Includes, but not limited to, Lot Line Adjustment, Consolidation, Plat Correction, and Building Envelope removal applications</i>
<b>Plat Review</b>	<b>\$600</b>		<i>Assessed following application approval but prior to staff beginning review of the plat</i>
<b>Vacation of Plat, Right-of-Way or Public Utility Easement</b>	<b>\$800</b>		
<b>Site Plan Review</b>	<b>\$900</b>		
<b>Skyline Test</b>	<b>\$300</b>		
<b>Resubmittals</b>	<b>50% of original application fee</b>		<i>Will be assessed on the fourth application or plat submittal</i>
<b>Appeal</b>	<b>\$800</b>		
<b>Plumbing/Removal Agreement</b>	<b>\$150</b>		
<b>Large Lot Agreement</b>	<b>\$75</b>		
<b>Development/Subdivision Improvement Agreement</b>	<b>\$300</b>		
<b>Other review that requires County approval</b> (including Master, Comprehensive, and Community Plan amendments including Urban Growth Boundary Expansions)	<b>\$1,200</b>		

**AFTER THE FACT REVIEW:** An additional charge equal to the total applicable Application Fees may be applied to all applications for Approvals/Permits that are received after the start of construction and/or operation.

**MULTIPLE PROCESSES:** In general an application will be charged the total of all applicable application fees at the time of application. However the Planning Director may adjust the aggregate of fees for **concurrent reviews** based upon the scope and complexity of each affected application and the cost to Routt County to complete the reviews.

**OTHER DEPARTMENT AND AGENCY FEES:** Applicant will be responsible for any and all fees charged by other departments or agencies necessary to process application

**CRITERIA FOR THE WAIVER OF FEES FOR SPECIAL PROJECTS:** Fees may be reduced or waived by the Planning Director or the Board of County Commissioners. In general, but not limited to, the following categories will be used to determine if a fee reduction or waiver is appropriate:

- a) Projects of public entities.
- b) Projects of non-profit entities that will have a substantial benefit to the citizens of Routt County.
- c) Projects initiated by Routt County