



PLANNING & DEVELOPMENT MEMORANDUM
#15-2021

DATE: Aug. 9, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Brook Svoboda, Director of Planning & Development 

SUBJECT: CR-66 – Amendment to Administrative Manual Fee Schedule

PURPOSE

To consider CR-66, a resolution amending the Administrative Manual Fee Schedule to provide the Director of Planning & Development the authority to waive fees, on a case-by-case basis, for development review cases upon written request of a nonprofit organization.

BACKGROUND

Prior to adoption of the Unified Development Ordinance with the associated Administrative Manual that establishes the application requirements and fees, the City's Zoning Code allowed for fees to be waived for nonprofit organizations. This provision was not carried forward in the adopted Administrative Manual or associated fee schedule when both were approved by separate resolutions in February 2019. The proposed amendment to the Administrative Manual Fee Schedule will allow the Director of Planning & Development to waive development application fees for nonprofit organizations upon receiving a letter from the applicant outlining the reasons for the request.

One other update to the Administrative Manual is the oil and gas permit fee; this fee increase was adopted separately by ordinance as part of the revised oil and gas regulations in 2019.

BUDGET/TIME IMPLICATIONS

There are no financial or time impacts to the City. The proposed fee changes are minimal.

STAFF RECOMMENDATION

Staff recommends approval of CR-66.

STAFF REFERENCE

If Council members have any questions, please contact Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937.

CR-66 – Amendment to Administrative Manual Fee Schedule

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-66
Series of 2021

Series of 2021

A RESOLUTION AMENDING THE APPLICATION FEES FOR LAND USE SUBMITTALS PURSUANT TO THE UNIFIED DEVELOPMENT ORDINANCE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council hereby imposes the land use application fees set forth on Exhibit A, attached hereto and incorporated herein by this reference, pursuant to Section 11-6-3(c)(3) of the Northglenn Municipal Code.

DATED at Northglenn, Colorado, this ____ day of _____, 2021.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

Development Application Fees:

The fee prescribed below shall accompany the development application submitted to the Planning & Development Department for review.

Application Type	Fee
Pre-Application Meeting	\$50
Preliminary Subdivision Plat	\$500
Final Subdivision Plat	\$500
Minor Subdivision Plat	\$250
Subdivision Improvement Agreement	\$500
Vacation of Easement or ROW	\$500
Rezoning (standard zone district)	\$500
Rezoning to PD (with accompanying PD Plan)	\$1,000
PD Amendment (Administrative Approval)	\$250
PD Amendment (Planning Commission Approval)	\$500
Site Plan: Major	\$1,000
Site Plan: Minor	\$500
Site Plan Amendment (Administrative Approval)	\$100
Site Plan Amendment (Planning Commission Approval)	\$250
Wireless Service Facility Permit	\$150, plus an additional \$50 for each facility if part of a consolidated application
Oil and Gas Permit	\$10,000
Special Use Permit	\$500
Temporary Use Permit	\$100
Change of Use Permit (Zoning Permit)	No charge
Comprehensive Sign Program	\$250
Comprehensive Sign Program Amendment	\$50
Variance	\$250
Appeal	\$250
UDO Interpretation	No charge
Vested Rights	\$500

Note: The Director of Planning & Development may waive Development Application Fees for nonprofit organizations. A letter outlining the reasons for requesting the waiver shall be submitted prior to or at the time of application for consideration.