

Dear Permittee,

We hope this correspondence finds you well & enjoying beautiful Routt County. You are receiving this letter and included documentation due to having an active land-use permit through Routt County Planning. Each year an annual renewal fee is due for the continued use of the permit. Enclosed is a copy of your permit, an invoice for the annual fee, fee schedule, and a compliance acknowledgement form.

We would sincerely appreciate a moment of your time to carefully review the enclosed information, pay the annual fee (instructions included), and return a signed copy of the permit compliance acknowledgement form at your soonest convenience.

If you have any questions or concerns, please do not hesitate to contact our office at (970) 879-2704 or planningdept@co.routt.co.us.

Thank you for your ongoing partnership.

Kindest Regards,

Routt County Planning

Permit Compliance Acknowledgement Form

Due 30 days from the date of mailing

Please take a moment to review the general and specific conditions of approval outlined in the attached permit(s). After review, please consider if your activity/operations are in accord with the conditions of approval set forth in the permit. If they are, please return a signed copy of this form to our office by email to planningdept@co.routt.co.us or by mail to the above indicated address.

If your activity/operations have changed in such a manner to where they are no longer in accord with the conditions of approval, please contact our office to discuss possible next steps.

If you have any questions or concerns, please do not hesitate to contact our office at (970) 879-2704.

By signing below, I acknowledge that all activity/operations on the subject property are in compliance with the conditions of approval in the permit.

Permit Name(s):

Permit Number(s):

Permitee Name:

Name of Authorized Signor:

Title:

Authorized Signature:

Signature Date:

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		Collected at permit application through Building Dept. Hourly rates apply for reviews more than ½ hour.
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	\$1,200+\$75/buildable lot		
Pre-Application Conference	\$1,200		
Administrative Permit	\$600	\$150	No Fee for Waterbody Setback Permit required for buildable lot access 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.
Conditional Use Permit	\$900	\$150	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.
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		50% reduction in Application Fee for Milner rezone AF to LDR, MDR, or GR 50% reduction in Minimum Basic Fee for Steamboat Lake or Stagecoach rezone from LDR, MDR, HDR, or GR to MRE
Zoning Variance	\$1,200		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.
Conceptual PUD Plan	\$1,200		
Final PUD Plan	\$2,400		
Subdivision Exemption (BCC review only)	\$2,400		Creation of new tracts of land or residential sites

Appendix B Routt County Planning Department Fee Schedule

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

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:

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