



Community Development & Neighborhood Services
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Development Review Fees – effective January 1, 2024

Service Name	Fee	Notes
Planning Services		
Annexation (ANX)	\$5,825	
Rezoning (REZ)	\$4,800	
Plan Amendment	\$11,150	Applies to requested amendments to City Plan, Structure Plan or adopted Subarea Plans.
Text Amendments	\$3,200	Applies to requested amendments to Land Use Code.
Planned Unit Development (PUD)	\$54,475	
Overall Development Plan (ODP)	\$11,775	
Project Development Plan (PDP)	\$27,675	For Combo PDP/FDP projects only the PDP fee is assessed (not the FDP fee).
Final Development Plan (FDP)	\$21,575	For Combo PDP/FDP projects only the PDP fee is assessed (not the FDP fee).
Basic Development Review (BDR)	\$16,900	
Site Plan Advisory Review (SPAR)	No fee	
Major Amendment (MJA)	\$18,975	Final Plan process also required for Major Amendments.
Minor Amendment (MA)	\$1,500	
Parkway Landscape Minor Amendment	No fee	
Change of Use	\$1,500	
Minor Subdivision	\$2,300	For projects that include subdivision only, no land use approval.
Infrastructure Project	\$13,625	For projects that include grading or infrastructure only, no land use approval.
Extra Occupancy Unit	\$2,025	Fee assessed per unit.
Modification of Standards	\$1,675	Applies to stand-alone modification requests (not in conjunction with a development plan). Fee assessed for each modification requested.
Addition of Permitted Use (APU)	\$3,500	Applies to stand-alone APU requests (not in conjunction with a development plan).
Additional Rounds of Review	\$3,000	Charged once for projects that require 4 or more rounds of review.
Preliminary Design Review (PDR)	\$1,000	
Conceptual Design Review (CDR)	No fee	
Appeal of Administrative Decision	\$100	For appeals of Basic Development Review, Minor Amendment, Administrative Interpretation, or other decisions by the Director.
Limited-Scope Development Project	\$6,925	Director approval required based on project-specific criteria. For Combo PDP/FDP, fee is only assessed once. Still subject to fees for additional rounds of review.
Limited Scope Minor Amendment	\$500	Director approval required based on project-specific criteria.
1041 Pre-Application for FONSI Determination	\$25,000	
1041 Full Permit	\$55,000	
Engineering Services		
Development Construction Permit (DCP)	\$2,425	
Easement / Right-of-Way Dedication	\$725	
Easement Vacation	\$1,300	
Right-of-Way Vacation	\$2,050	
Zoning Services		
Off-Site Construction Staging	\$475	
Variance	\$300	
Short Term Rental Denial Appeal	\$100	
Zoning Verification Letter	\$100	

*Fees cover costs of all departments involved in reviewing or processing the project (including Planning, Engineering, Utilities, Forestry/Parks, administrative support, mailings, sign postings, and other functions).

**Does not include Poudre Fire Authority fees, which are additional and calculated at the time of submittal. PFA permit requirements and fee info available here: <https://www.poudre-fire.org/online-services/apply-for-permits>

LIMITED-SCOPE PROJECT FEE CRITERIA

Requests for a limited-scope (small project) fee must be approved by the Community Development & Neighborhood Services Director (or designee) prior to project submittal. Even if the general criteria are met, the Director reserves the right to reject reduced fee requests if the costs of project review are anticipated to exceed the Limited-Scope Fee.

Fee Categories	Fee	Notes
Development Plan (Limited Scope)	\$6,925	Includes PDP, FDP, BDR, and MJA project types.
Minor Amendment (Limited Scope)	\$500	

Limited-Scope Development Plan Criteria

The following types of PDP, FDP, BDR and MJA projects are eligible for the Limited-Scope Development Plan Fee:

1. Residential
 - a. Structural additions or alterations for single family, two-family, and small multi-family (up to 4 units) dwellings. Includes addition of up to 4 new units.
 - b. New residential development of 4 or fewer dwelling units (single-family detached, single-family attached, two-family, or multi-family).
 - c. Group homes and shelters for victims of domestic violence.
 - d. Conversion of an existing residential building to fraternity, sorority, or other group living quarters.
 - e. Conversion of existing residential units to short-term rentals.
2. Commercial
 - a. Structural additions, alterations or adaptive reuse of existing commercial buildings that will not substantially alter building height or square footage, site infrastructure, drainage patterns, and/or existing or approved site features.
 - b. Change of use if the proposed conversion will not substantially alter building height or square footage, site infrastructure, drainage patterns, and/or existing or approved site features.
 - c. New commercial development where public infrastructure already exists (e.g., a pad site within a larger approved development plan). Public infrastructure includes sidewalks, roadways, and utility services.
3. Other
 - a. Rooftop or building-mounted wireless telecommunications equipment. Does not include stand-alone wireless telecommunications facilities (e.g., cell towers).
 - b. Minor public facilities.
 - c. Seasonal overflow shelters.
 - d. Surface parking lots as a principal use.
 - e. Agricultural activities, including urban agriculture.
 - f. Small-scale and medium-scale solar energy systems, as defined in the Land Use Code.
 - g. Open air farmer's markets, outdoor vendors and food truck rallies.
 - h. Land uses that do not involve the construction of occupied buildings.

Limited-Scope Minor Amendment Criteria

The following types of Minor Amendments are eligible for the Limited-Scope Minor Amendment Fee:

- a. 2nd Kitchen Minor Amendments
- b. Stationary Vendors
- c. Lighting Retrofits
- d. Temporary Sales Trailers
- e. Changes of use that do not result in any exterior/site changes (or "no required site work")
- f. Landscape conversions, except those located along an arterial and converting a large portion of development's original approved landscaping.
- g. Other minor amendments with a similarly limited scope of work.