

Checklist for Utility Easement Applications

City of Fort Collins Natural Areas

IMPORTANT NOTE: *This worksheet is provided to applicants as a form of assistance and is not intended to replace the City's Procedure for Application, Easement Policy, or other documents. It is understood that any discrepancy between this worksheet and above stated documents is an error in this worksheet.*

Project: _____

Contact Info: _____

Affected Natural Area: _____

Completed Application received on: _____

City Staff Lead: _____

***Application / Submittal:** (Applicant's responsibility)

<u>Date Rec'd</u>	<u>Payment/Documents</u>
_____	Initial Application Fee (Non-refundable) \$500 – paid to the City of Fort Collins.
_____	Application Letter
_____	Conceptual Plans
_____	Legal descriptions
_____	Survey of Easements
_____	Site Map
_____	Proposed Construction Schedule

***Note:** Process cannot proceed until all above documentation has been received

Initial Review

_____	Date of initial site visit (Applicant, RES & NRD staff)
_____	Date of Staff feedback to applicant requesting modification
_____	Date updated/revised plans received by City from Applicant

Preparation of Agreement & Legal Documents (RES & City Attorney's responsibility):

_____	Land Appraisal/Value Finding of Easement completed by _____
_____	Draft Easement Agreement prepared by RE, then reviewed and approved by CAO
_____	Draft Easement sent for review to applicant
_____	Final Easement Agreement(s) signed by applicant

Natural Resource Advisory Board Hearings and Approvals: (RES Staff's responsibility)

- _____ Staff review completed of easement request and recommendation.
- _____ Staff prepare NRAB Agenda Item Summary (must be prepared one week in advance of meeting).
- _____ Presentation to Natural Resources Advisory Board (1st & 3rd Wednesday/Month)
- _____ Approval by Natural Resources Advisory Board (please attach board's recommendation)

Fort Collins City Council Hearings and Approvals: (RES Staff's responsibility)

- _____ Staff prepare City Council Agenda Item Summary (must be prepared two weeks prior to Council meeting).
- _____ Date of First reading
- _____ Date of Second reading

Pre-Construction Approval Process: (Applicant's responsibility)

- _____ Submit Preliminary environmental mitigation/revegetation plans (NRD)
- _____ Review & Approval of Final Plans (determination made by NRD Staff)
- _____ Submit Signed Easement Agreement(s) along with payment for:
 - 1) Administration Fees
 - 2) Appraised Value of Easement(s)
 - 3) Restoration Fees
- _____ Record Easement with County Clerk (RES Staff)
- _____ Schedule on-site, pre-construction meeting with Staff (NRD Staff)

Construction:

- _____ Letter from NRD sent to applicant stating project may proceed
- _____ Fence limits of disturbance checked by NRD staff: _____
- _____ Keep NRD representative informed on weekly progress

Project Completion: (Applicant's responsibility)

- _____ Schedule on-site Inspection with City Staff
- _____ Send letter of approval (Staff's responsibility)
- _____ Submit Drawings of Record
- _____ NRD Sign off on Restoration

Fee Schedule for Utility Easement Applications

City of Fort Collins Natural Areas

Per the City of Fort Collins (City) Utility Easement Policy (Ordinance xxxxx, 2001), fees are assessed to reimburse costs to the City for: 1) processing of the easement; 2) appraised value for conveyance of the easement, and; 3) costs for revegetation and restoration of impacted areas (if applicable). The following fee schedule for utility easements has been approved for 2004.

Note: All checks should be made out to City of Fort Collins Natural Resources Department – Utility Easement)

Initial Application Fee* (due with original submittal) **\$500 – Non-Refundable.**

- *Application Fee credited to payment of final fees upon complete approval of project.
- * If project is denied, **Application Fee is non-refundable.**

1. Administrative Fees (due with signed Easement agreement)

Administrative Fees are charged as reimbursement to the City of Fort Collins. Because all easement requests are different, it is difficult to make estimates related to amount of time required to process each application.

Real Estate Manager	\$50/hr	x	_____	hrs = \$	_____
Real Estate Staff/Appraisal related costs	\$35/hr	x	_____	hrs = \$	_____
Natural Areas Program Manager (PM)	\$50/hr	x	_____	hrs = \$	_____
Natural Areas Senior Environmental Planner (SEP)	\$45/hr	x	_____	hrs = \$	_____
Natural Areas Technician (Inspection) (Tech)	\$30/hr	x	_____	hrs = \$	_____
City Attorney Staff	\$45/hr	x	_____	hrs = \$	_____
Sub-Total					\$ _____

2. Appraised Value of Easement(s) (due with signed Easement agreement)

This is not a fee but compensation for conveyance for the easement or right to use the property.

Temporary Construction Easement(s)		\$	_____
Permanent Easement(s)		\$	_____
Sub-Total			\$ _____

3. Restoration Fee (if applicable, due with signed Easement agreement)

(See City of Fort Collins Natural Areas Program Standards & Guidelines for Revegetation)

One acre or less					\$2,400
Each additional acre	\$2,400/acre	x	_____	acres = \$	_____
Sub-Total					\$ _____

Total payment due with signed Easement (Section 1+2+3): **\$** _____

