

Procedures for Applications

for

Easements or Rights of Way

on

City of Fort Collins

Natural Areas and Open Lands

7/17/01

- 1. Schedule Meeting with Natural Resources to discuss easement needs.**
Contact Natural Resources - Natural Areas Restoration Ecologist by phone @ 416-2183 or email: rbachand@fcgov.com. At the meeting staff will discuss the Natural Areas Easement Policy, ask why the easement is needed across the City of Fort Collins Natural Area, and ask what other viable options may be available to avoid the Natural Area. Staff will identify potential impacts to the Natural Area, and discuss ways to avoid the Natural Area and/or ways to minimize impacts to the Natural Area.
- 2. Schedule Field Trip to walk the proposed easement alternatives.**
Schedule a field trip with Natural Areas staff to walk the proposed easement alternatives. On the field trip staff will also want to look at and discuss the various alternatives to avoid the Natural Area. Following the field trip staff will provide written comments, determine which of the “General Resource Protection Standards” may apply, and will determine the Easement Application Fee.
- 3. Schedule Presentation/Submittal of Easement Application Letter with Conceptual Utility Plans, Alternative Alignment Analysis and Application Fee**
Presentation and Application Letter should include 1) Analysis of alternative alignments to avoid the Natural Area, 2) Cost estimates for the various alignments, 3) Analysis of the potential impacts to the Natural Area, 4) Response to staff’s initial issues and concerns and 5) conceptual plans. Conceptual plans shall be submitted on an aerial photo at a scale of 1”=100’ and must include property lines with adjoining property ownership shown, approximate location of all wetlands, streams, ditches, prairie dog colonies, riparian areas, all needed easements for construction staging areas, access and utility line installation, and the alternative alignments. Staff will decide if a presentation of the conceptual plans to the Natural Resources Advisory Board (NRAB), the adjoining property owners and/or public is necessary at this time. Staff will provide comments and requirements in writing, and a draft of the Temporary and Permanent Easement Agreements including land compensation costs, and vegetation management costs.
- 4. Easement Approval Process**
Submit revised application letter, conceptual plans, legal descriptions and sketches of easements (hard and electronic copy) and a site map for the NRAB and Council Agenda Items. Also submit a letter stating that all parties to the easement agreements have reviewed the agreements and agree with the requirements, and stating the proposed schedule for the construction. If the application documents are complete staff will schedule a presentation to the NRAB for their review and recommendation to Council. Once the NRAB recommendation has been completed, staff will prepare the Agenda Item Summary (with Staff’s and the NRAB’s recommendations) and Ordinance for Council approval, which

requires two readings. The NRAB usually meets once a month and Council usually meets twice a month. Agenda items must be submitted one week prior to a NRAB meeting and two weeks prior to a Council meeting.

- 5. Submit Preliminary Plans, Environmental Mitigation /Restoration Plans for Review**
Staff will review and provide written comments on the preliminary plans, required studies and permits. Preliminary plans must include: contours; property lines with adjoining property ownership shown; all wetlands; streams; ditches; riparian areas; prairie dog colonies; all existing and proposed man made structures; all existing utilities; all needed easements for access; construction staging areas and utility line installation (limits of disturbance); utility line construction plans; restoration plans; general notes stating all construction and restoration requirements; and the alternative alignments.
- 6. Submit Final Plans for Review and Approval**
The City will not sign the easement agreement until following has been submitted and accepted: final plans, final studies, and all permits. Final plans shall include all items required on preliminary plans.
- 7. Submit Signed Easement Agreement with Compensation**
If Council approves the ordinance on second reading, the City can sign the easement agreement ten days afterwards and once the Final plans are accepted. Submit the signed Easement Agreement and compensation prior to this to expedite signature process.
- 8. Record Easement with County Clerk**
Applicant is responsible for recording the easement with the County Clerk. The easement will be effective once it is recorded and a copy of the recording certificate is provided to the City.
- 9. Schedule Pre-Construction Meeting**
A Natural Resources representative must be in attendance at the pre-construction meeting to meet the contractors, discuss the importance of the resource protection requirements, discuss and approve the construction schedule and establish lines of communication to be used during construction.
- 10. Communication During Construction**
Maintain ongoing communication with the Natural Resources representative during construction to communicate progress, changes in schedule, problems, and periodic inspections.
- 11. Schedule Project Approval**
Once project has been completed the Natural Resources representative must inspect the project site to verify that the project was completed and the site restored according to the plans and agreements. Once accepted, Natural Resources will take over the vegetation maintenance.
- 12. Submit Drawings of Record**

Provide Natural Resources with Drawings of Record within sixty (60) days after the completion of construction of the improvements.