

Application Checklist

General Project Information

Project: _____

Contact Info: _____

Affected Natural Area(s): _____

1. Initial Steps

- _____ Contact the Natural Areas Department, Land Conservation Manager, Dave Myers (970) 224 - 6170, dmyers@fcgov.com.
- _____ Site visit to walk the proposed easement alignments and/or alternative alignments with Natural Areas Staff. Contact Dave Myers (970) 224 - 6170
- _____ Obtain permission to enter the City's Natural Area. Required for each site visit. Contact Dave Myers (970) 224 - 6170

2. Administrative Fee and Easement Application Packet Requirements

Project will not proceed until a complete application and the administrative fee have been received.

Application Packet

- _____ Base administrative Fee (Non-refundable) \$1,500 – paid to the City of Fort Collins
- _____ Application Cover Letter
- _____ Alternatives Analysis
- _____ Ecological Characterization Study
- _____ Conceptual Plans
- _____ Resource Protection Compliance
- _____ Description of Conceptual Restoration and Mitigation Plans
- _____ Legal Descriptions
- _____ Survey of Easements
- _____ Site Map
- _____ Proposed Construction Schedule
- _____ Utility Coordination Requests and Responses
- _____ GIS Shape Files for Pertinent Data

3. Initial Review of Easement Application

- _____ Submit application and documents to the NAD Land Conservation Manager
- _____ NAD and City Staff application review and evaluation
- _____ Staff feedback requesting updates, revisions, and/or modifications
- _____ Submit any follow-up documentation requested by NAD
- _____ Public Meeting (if required)
- _____ Submit documentation of questions, responses, and input received at public meeting to NAD

4. Easement Approval Process

A. Land Conservation and Stewardship Board and City Council Hearings and Approval

- _____ LCSB Meeting and Recommendation to City Council

B. Submit Final Plans, Final Studies, and All Permits

- _____ Final Construction Plans and Profiles w/ applicable GRPS included as notes
- _____ Final Erosion Control Plans (if applicable)
- _____ Excavation Permit (if applicable)
- _____ 404 permit and/or clearance of the project (if applicable)
- _____ Completed GRPS surveys/studies associated with wildlife, plants, recreational features, and structures
- _____ Detailed description of compliance with the General Resource Protection Standards
- _____ Final Restoration and Mitigation Plan
- _____ All pertinent GIS shape files submitted to NAD

C. Revegetation Fee and Ecosystem Goods and Services Costs

- _____ Ecosystem service costs and restoration fees. (NAD Staff Responsibility)

D. Preparation of Agreement & Legal Documents *(City Staff's Responsibility)*

- _____ Receipt of draft(s) of the Temporary and Permanent Easements Agreements including land compensation costs and vegetation management costs

5. City Council Hearing – First reading

6. City Council Hearing – Second Reading and Ordinance Approval

7. Pre-Construction and Construction Approval Process

- _____ Submit the final signed easement agreement(s)
- _____ Submit payment for: *(see Fee Schedule for Easement Applications Document)*

- 1) Value of Easement(s)
- 2) Restoration Fees
- 3) Ecological Service Fee(s)

_____ NAD staff records easement with County Clerk
_____ Date of on-site pre-construction meeting with City Staff
_____ Receipt of letter from Natural Ares stating project may proceed
_____ Fence location / easement limits / limits of disturbance checked by NA staff

8. Construction Requirements

_____ Maintain communication with NAD staff regarding progress, schedule changes, and problems
_____ Periodic site inspections by NAD staff

9. Project Completion

_____ Date of on-site inspection with City Staff for final project completion and site restoration assessment
_____ Receipt of letter from City Staff stating approval of project and restoration work
_____ Submit Drawings of Record to the NAD within 60 days after the project is completed

Fee Schedule Updated November 2018

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

Administrative Fee *(due after initial meeting)*

Base Administrative Fee \$ 1,500

Additional Staff Time *(Due with signed Easement Agreement)*

Staff will track the cost to administer the easement and will bill the Grantee for any cost in excess of \$1,500 at the cost of staff time plus 20%. The applicant will be informed if the project exceeds the base fee and as staff time accrues.

Additional Staff Cost \$ _____

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 based on the market value of the property.

Temporary Construction Easement(s) \$ _____

Permanent Easement(s) \$ _____

Restoration Fee *(if applicable, due with signed Easement Agreement)*

\$3,000 an acre is based on grassland / shrubland cover types. Vegetation management fees for other cover types will be determined on a case-by-case basis.

\$3,000/acre x _____ acres = \$ _____

Ecological Service Fee *(if applicable, due with signed Easement Agreement)*
 (See Mitigation and Compensation Requirements section)

Ecosystem Type:

I. _____ \$ _____

II. _____ \$ _____

III. _____ \$ _____

IV. _____ \$ _____

Total E.S. Fees \$ _____

TOTAL DUE AFTER INITIAL MEETING \$ 1,500

Permanent Easement Fee \$ _____

Temporary Easement Fee \$ _____

Restoration Fee \$ _____

Ecological Service Fee \$ _____

Additional Staff Cost \$ _____

TOTAL DUE WITH SIGNED EASEMENT AGREEMENT \$ _____
