IMPORTANT NOTE: This document and the others listed below were created to accompany the *City of Fort Collins Natural Areas and Conserved Lands Easement Policy (January 2012)*. This worksheet is provided as a tool to assist applicants with the easement application process. It should be used in tandem with the *Application Procedures for Easements or Rights of Way on City of Fort Collins Natural Areas and Conserved Lands* document as well as the important documents listed below. Any discrepancy between this worksheet and the documents listed below is an error in this worksheet. The superscripts are provided to direct the applicant to the corresponding location in the Application Procedures document. The length of time it will take to process an easement will vary with the size, scope, and location of the easement proposal. The expected average timeframe for processing an easement request from application to granted easement is between four and six months. Some proposals will take longer while smaller proposals may be processed more quickly. **Please allow for at least four to six months to process an easement request.**

**General Project Information**

Project: __________________________________________________________________________

Contact Info: ______________________________________________________________________

Affected Natural Area(s): ____________________________________________________________

Completed Application received on: __________________________________________________

City Staff Lead: ____________________________________________________________________

**Important Documents**: These documents should be used as resources and references to guide the applicant through the easement application process.

**City Policies and Codes**

- City of Fort Collins Natural Areas and Conserved Lands Easement Policy (January 2012)
- City Land Use Code for Ecological Characterization Studies and for Resource Protection

**Guidance Documents**

- Guidance Document: Alternatives Analysis for Easements on City of Fort Collins Natural Areas and Conserved Lands (December 2011)
- Guidance Document: Compensation and Mitigation Requirements for Easements on the City of Fort Collins Natural Areas and Conserved Lands (December 2011)

**Application Document**

- Application Procedures for Easements or Rights of Way on City of Fort Collins Natural Areas and Conserved Lands (March 2012)
Resource Protection Documents

- General Resource Protection Standards for Easements or Rights of Way on City of Fort Collins Natural Areas and Conserved Lands
- Standards and Guidelines for Restoration of Utility Easements

Application Process: The following steps will assist the applicant in submitting a complete easement or right-of-way request.

1. Initial Steps
   - Date of initial contact/meeting with Natural Areas to discuss easement needs
   - Date of meeting/site visit to walk the proposed easement alignments and/or alternative alignments
   - Receipt of written communication from NAD staff explaining the general and important “known” site features.
   - Receipt of approval of Special Use Permit to enter the City’s NA to conduct surveys and work associated with the Resource Protection requirements.
   - Complete all applicable pre-project General Resource Protection Standard requirements.

2. Administrative Fee and Easement Application Packet Requirements
   (The document Application Procedures for Easements or Rights of Way on City of Fort Collins Natural Areas and Conserved Lands specifies the requirements for each application item.)

   **Note:** Project will not proceed until all documents requested and the administrative fee has been received

   Application Packet Documents and Fee
   - Base administrative Fee (Non-refundable) $1,500 – paid to the City of Fort Collins
   - Application Cover Letter
   - Alternatives Analysis
   - 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 (see Application Procedures for specifics)
   - Submit application documents to the NAD Land Management Senior Environmental Planner
   - NAD and City Staff application review and evaluation
   - LCSB and City Council timeline notification
   - Date of public meeting notification
   - Date of public meeting
Submit documentation of questions, responses, and input received at public meeting to NAD Staff 3B
Staff feedback requesting updates, revisions, and/or modifications (date received) 3A

4. Easement Approval Process

A. 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

B. Revegetation Fee and Ecosystem Goods and Services Costs
- Receipt of written communication explaining ecosystem service costs and restoration fees.

C. 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

D. Land Conservation and Stewardship Board and City Council Hearings and Approval
- LCSB Meeting and Recommendation
- City Council Hearing and Approval

5. Pre-Construction and Construction Approval Process
- Submit the final signed easement agreement(s) 5A
- Submit payment for: 5A (see Fee Schedule for Easement Applications Document)
  1) Appraised Value of Easement(s)
  2) Restoration Fees
  3) Ecological Service Fee(s)
- NAD staff records easement with County Clerk 5B
- Date of on-site pre-construction meeting with City Staff 5C
- Receipt of letter from Natural Ares stating project may proceed 5C
- Fence location / easement limits / limits of disturbance checked by NA staff 5C

6. Construction Requirements
- Maintain communication with NAD staff regarding progress, schedule changes, and problems
- Periodic site inspections by NAD staff

7. 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