

Application Checklist for Utility Easements or Rights of Way on City of Fort Collins Natural Areas and Conserved Lands

March 2012

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 month 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 ^{1A}
- _____ Date of meeting/site visit to walk the proposed easement alignments and/or alternative alignments ^{1B}
- _____ Receipt of written communication from NAD staff explaining the general and important “known” site features ^{1C}.
- _____ Receipt of approval of Special Use Permit to enter the City’s NA to conduct surveys and work associated with the Resource Protection requirements ^{1C}
- _____ Complete all applicable pre-project General Resource Protection Standard requirements. ^{1C}

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 ^{2A}
- _____ Application Cover Letter ^{2B}
- _____ Alternatives Analysis ^{2C}
- _____ Conceptual Plans ^{2D}
- _____ Resource Protection Compliance ^{2E}
- _____ Description of Conceptual Restoration and Mitigation Plans ^{2F}
- _____ Legal Descriptions ^{2G}
- _____ Survey of Easements ^{2G}
- _____ Site Map ^{2G}
- _____ Proposed Construction Schedule ^{2G}
- _____ Utility Coordination Requests and Responses ^{2G}
- _____ GIS Shape Files for Pertinent Data ^{2G}

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 ^{3A}
- _____ LCSB and City Council timeline notification ^{3A}
- _____ Date of public meeting notification ^{3B}
- _____ Date of public meeting ^{3B}

- _____ 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