



Town of Grand Lake

Planning Department

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PUBLIC PROPERTY ENCROACHMENT APPLICATION FORM

APPLICATION DEADLINE IS NOON, 14 DAYS PRIOR TO THE NEXT REGULARLY SCHEDULED MEETING

PROPERTY INFORMATION

- Name of Applicant: _____ Email: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip: _____ Fax: _____
- Street Address: _____
- Legal Description: Lot _____ Block _____ Subdivision _____

TYPE OF REQUEST

- Major Encroachment (structures, driveways, fences, retaining walls, utilities, etc.)
- (circle one):
- Minor Encroachment (at-grade natural drainage, landscaping, gardens, trees, hedges, etc.)
- Other (explain below)

DESCRIPTION OF REQUEST:

Utility locate scheduled or completed? YES____ NO____ Date scheduled: _____

Utility locate identification number: _____

REQUIRED ATTACHMENTS:

1. A site plan showing existing features and proposed features including: structures, utilities, driveways, fences, etc.
2. An Agreement for Services
3. Deposit

STAFF USE ONLY

Application Received By: _____

Date / Time: _____

Deposit Amount: _____

Application Complete? _____

____ Contacted all utility companies?

____ Completed Indemnification Agreement by property owner holding the Town of Grand Lake harmless?

____ A copy of the property owner's general liability insurance naming the Town of Grand Lake as an additional insured?

TOWN OF GRAND LAKE

**AGREEMENT FOR PAYMENT OF FEES FOR
REVIEW AND PROCESSING OF SUBDIVISION PLATS, ZONING AND
REZONING REQUESTS, ANNEXATIONS, REQUESTS FOR ROAD
VACATIONS, AND OTHER LAND USE RELATED MATTERS**

THIS AGREEMENT (“the Agreement”) is entered into this ____ day of _____, 20__, by and between the Town of Grand Lake, Colorado, a Colorado municipal corporation, (“the Town”) and _____, (“the Owner”).

WHEREAS, the Owner owns certain property situated in the Grand County, Colorado described on Exhibit A, attached hereto and incorporated herein by reference, (the Property”);

WHEREAS, the review and processing includes review of all aspects of land use including, but not limited to, subdivision, zoning and rezoning, annexation, road vacations, change of land use, installation of public improvements, dedication of lands and the availability of and feasibility of providing utility services;

WHEREAS, the Owner requests a change in land use for the Property and has made application to the Town for approval, and

WHEREAS, the Parties recognize that the fees as specified by Resolution No. 1-2012 may not be adequate to fully cover the Town’s expenses incurred during the application process, including but not limited to, legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, engineering fees, attorney fees, consultant fees, and fees for administrative time of Town staff, and

WHEREAS, the Parties hereto recognize that the Town will continue to incur expenses through the entire development review process until final completion of the development including but not limited to, legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, engineer fees, surveyor fees, geologist fees, hydrologist fees, landscape architect fees, attorney fees, consultant fees, and fees for administrative time of Town staff, security, permits and easements;

NOW THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is agreed as follows:

1. The Town has collected or will collect certain land use fees from the Owner and the Town will apply those fees against the review and processing expenses incurred by the Town while processing the Owner’s land use review proposal. In the event the Town incurs review and processing expenses greater than the monies collected from the Owner, the Owner agrees to reimburse the Town for the additional expenses and fees upon submittal of an

invoice. Owner shall pay all invoices submitted by the Town within ten (10) days of the Town's delivery of such invoice. Failure by the Owner to pay any invoice within the specified time shall result in immediate suspension of the review process by the Town, including cancellation of any scheduled hearings. Nor shall any building permits, certificates of occupancy or other Town approvals be issued or granted and for the Town to exercise such rights and remedies as are otherwise available to it in law or equity or under the applicable provisions of the Town Code.

2. Except where the law or an agreement with the Town provides otherwise, the Owner may terminate its application at any time by giving written notice to the Town. The Town shall take all reasonable steps necessary to terminate the accrual of costs to the Owner and file such notices as are required by the Town's regulations. The Owner shall be liable for all costs incurred by the Town in terminating the processing of the application.
3. If the Owner fails to pay the fees and costs required herein when due, the Town may take those steps necessary and authorized by law to collect the fees and costs due, in addition to exercising those remedies set forth in Section 1, above. The Town shall be entitled to recover from Owner all court costs and attorney's fees incurred in collection of the balance due, including interest on the amount due from its due date at the rate of 18% per annum.
4. The Town will account for all funds expended and fees and expenses incurred by the Town as a result of the development review of the application throughout the development process. Statements of expenses incurred will be made available to the Owner by the Town. Expenses to be charged to the Owner's account shall include, but shall not be limited to, legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, engineer fees, surveyor fees, geologist fees, hydrologist fees, landscape architect fees, attorney fees, consultant fees, and fees for administrative time of Town staff, security, permits and easements. Within sixty (60) days after the completion of the processing of the application by the Town, the Town will provide Owner with a statement of account and will refund to the Owner any funds paid by the Owner that were not expended by the Town, except where the Parties expressly agree to the contrary.
5. Owner's obligation to pay costs and expenses provided for in this Agreement shall exist and continue independent of whether the Owner's application, or any part thereof, is approved, approved with conditions, denied, withdrawn, or terminated by the Town or the Owner prior to a final decision in the process.

IN WITNESS WHEREOF, The Town and the Owner have caused this Agreement to be duly executed on the day and year first above written.

TOWN OF GRAND LAKE

By: _____
Joe Biller, Town Planner

Attest:

Katie Nicholls, Town Clerk

OWNER: _____

By: _____

2016 TOWN OF GRAND LAKE FEE AND DEPOSIT SCHEDULE
Effective January 1, 2016

*All fees are non-refundable

TYPE OF FEE/DEPOSIT	AMOUNT	TYPE
Staff Time (unless otherwise indicated)	\$50.00 per hour	Fee
Public Works Department		
Any Motorized Equipment	\$100.00 per hour	Fee
Road Material (Road base/asphalt, etc.)	Cost per ton plus Equip & Staff per request	Fee
Other Materials (Acetylene, etc.)	Cost plus Equip & Staff per request	Fee
Land Use		
Subdivision/Re-Subdivision Request	\$1,500.00 per request	Deposit
Planned Development Request	\$1,500.00 per request	Deposit
Minor Subdivision Request	\$750.00 per request	Deposit
Plat or Plan Amendment Request	\$500.00 per request	Deposit
Annexation Request	\$1,500.00 per request	Deposit
Special Land Use Review	80% of original deposit per review	Deposit
Rezoning Request	\$500.00 per request	Deposit
Right-of-Way Vacation Application	\$250.00 per application	Deposit
Encroachment License Application	\$250.00 per application	Deposit
Encroachment License	\$100.00 per license	Fee
Encroachment Agreement	\$50.00 per agreement	Fee
Right-of-Way Permit	\$20.00 per permit	Fee
Off-Street Parking	\$10,000.00 per space	Fee
Conditional Use (Except Nightly Rental)	\$250.00 per use	Deposit
Nightly Rental License (Prorated 1 st year only & by month)	\$600.00 per license	Fee
Nightly Rental Application Fee (Except Commercial, Commercial Transitional, or Resort – No Fee)	\$150.00 per application	Fee
Special Event Permit	\$100.00 per permit	Deposit
Special Event Staff Time (For pecuniary events that require Board of Trustees approval)	\$50.00 per hour	Fee
Special Event Liquor License	\$75.00 per license	Fee
Special Use Permit	\$250.00 per permit	Deposit
Boathouse Permit	\$250.00 per permit	Deposit
Boardwalk Merchandise Permit (Excludes News Racks – N/C)	\$25.00 per permit	Fee
Demolition Permit	\$5.00 per permit	Fee
Grading Permit – Engineered	\$75.00 per permit	Fee
Grading Permit – General	\$35.00 per permit	Fee
Variance Request – Zoning	\$135.00 per request	Deposit
Variance Request – Design Standards	\$135.00 per request	Deposit
Variance Request – Stream and Lake Setbacks	\$270.00 per request	Deposit
Any Board or Planning Action Not Specified	\$250.00 per action	Deposit

2016 TOWN OF GRAND LAKE FEE AND DEPOSIT SCHEDULE
Effective January 1, 2016

TYPE OF FEE/DEPOSIT	AMOUNT	TYPE
Water Service Availability and Usage		
In-Town Plant Investment (TAP) – 3/4" Service Line	\$6,500.00 per line	Fee
Out-of-Town Plant Investment (TAP) – 3/4" Service Line	\$13,000.00 per line	Fee
In-Town Plant Investment (TAP) – 1" Service Line	\$13,000.00 per line	Fee
Out-of-Town Plant Investment (TAP) – 1" Service Line	\$26,000.00 per line	Fee
In-Town Plant Investment (TAP) – 1 1/4" Service Line	\$26,000.00 per line	Fee
Out-of-Town Plant Investment (TAP) – 1 1/4" Service Line	\$52,000.00 per line	Fee
In-Town Plant Investment (TAP) – 1 1/2" Service Line	\$52,000.00 per line	Fee
Out-of-Town Plant Investment (TAP) – 1 1/2" Service Line	\$104,000.00 per line	Fee
In-Town Plant Investment (TAP) – 2" Service Line	\$104,000.00 per line	Fee
Out-of-Town Plant Investment (Tap) – 2" Service Line	\$208,000.00 per line	Fee
In-Town Water Service Availability Rate "Based on Board of Trustees review and approval, increases 6% annually".	\$117.00 per quarter for up to 27,000 gallons of water used and \$2.00 per 1,000 gallons of water used over 27,000 gallons.	Fee
Out-of-Town Water Service Availability Rate "Based on Board of Trustees review and approval, increases 6% annually".	\$234.00 per quarter for up to 27,000 gallons of water used and \$4.00 per 1,000 gallons of water used over 27,000 gallons.	Fee
Water (Stop/Restart) Service Charge	\$25.00 per charge	Fee
Late Payment Charges (Over 30 Days Late)	1.5% unpaid balance per month	Fee
Disconnect for Non-Payment (Due before reconnect)	\$100.00 per disconnect	Deposit
Reconnect by Town Personnel	\$100.00 per hour (with a 2 hour minimum)	Fee
Reconnect by Private Contractor Hired by Town	Actual cost plus \$200.00 per reconnect	Fee
Water Supply Protection Permit	\$300.00 per permit	Fee
Bulk Water		
One time Permit (Up to 300 gallons)	\$25.00 per permit	Fee
Monthly Permit (Up to 9000 gallons)	\$50.00 per permit	Fee
Monthly Permit (Per 1000 gallons over 9000)	\$4.00 per permit	Fee
Monthly Permit – Additional Truck	\$10.00 each per permit	Fee
Water Well Permit Fee	\$250.00 per permit	Fee
Business and Sales Tax		
Fixed Business License (Half if purchased between 1/1 - 6/30)	\$165.00 per license	Fee
Non-Fixed Business License (Half if purchased between 1/1 – 6/30)	\$55.00 per license	Fee
Peddler's Business License (Half if purchased between 1/1 – 6/30)	\$15.00 per license	Fee
Fixed Business with Liquor License	\$187.00 per license	Fee
Sales Tax License	\$5.00 per license	Fee
Animal Drawn Vehicle License	\$50.00 per license	Fee

2016 TOWN OF GRAND LAKE FEE AND DEPOSIT SCHEDULE
Effective January 1, 2016

TYPE OF FEE/DEPOSIT	AMOUNT	TYPE
Signs		
Sign Permit	\$10.00 per permit	Fee
Sign Permit - Staff Time (Only if the Sign Permit is denied and appealed to Board of Trustees)	\$50.00 per hour	Fee
TOPS Sign Permit	\$25.00 per year	Fee
Town Structures and Facilities Rental		
Community House and Pitkin Annex – Key Deposit	\$25.00 per use	Deposit
Community House and Pitkin Annex – Damage and Cleaning Deposit	\$200.00 per use	Deposit
Community House and Pitkin Annex Government/Non-Profits/Special Districts/Community Organizations	N/C	
Community House and Pitkin Annex – Private Function or Pecuniary Event/Community Organizations	\$50.00 per hour (with a \$250.00 maximum) per day	Fee
Heckert Pavilion – Government/Non-Profits/Special Districts/Community Organizations	N/C	N/C
Heckert Pavilion – Private Function or Pecuniary Event	\$20.00 per hour per day	Fee
Heckert Pavilion Electricity Use	\$25.00 per use	Fee
Lakefront Park (Upper and Lower) Picnic Shelter	N/C	
Lakefront Park Lower Picnic Shelter Electricity Use	N/C	Fee
Point Park/Triangle Park/Pioneer Park/Lakefront Park	N/C	N/C
Gazebo in Town Park/Gazebo at Lakefront Park	N/C	N/C
Services at Town Hall		
Copying – Letter Size	25¢ per page	Fee
Copying – Ledger Size	\$1.00 per page	Fee
Copy of Zoning Code	\$12.50 per copy	Fee
Copy of Subdivision Code	\$10.00 per copy	Fee
24”x36” Zoning Map	\$15.00 per map	Fee
Send Fax – Local (Grand County)	N/C	
Send Fax – 1-2 Pages (No International)	\$2.00 per request	Fee
Send Fax – 3-5 Pages (No International)	\$4.00 per request	Fee
Send Fax – 6-10 Pages (No International)	\$6.00 per request	Fee
Send Fax – 11-20 Pages (No International)	\$10.00 per request	Fee
Records Request (Per hour after 1 hour)	\$30.00 per request	Fee
Pay-As-You-Throw (PAYT) Small Bag (Blue)	\$3.00 per bag	Fee
Pay-As-You-Throw (PAYT) Big Bag (Green)	\$5.00 per bag	Fee