



# Town of Grand Lake

## Planning Department

• P.O. Box 99 • 1026 Park Avenue • Grand Lake, CO 80447  
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### LAND USE REVIEW APPLICATION FORM

APPLICATION DEADLINE IS NOON, 21 DAYS PRIOR TO THE NEXT REGULARLY SCHEDULED MEETING

**PROPERTY**

- Street Address (or general location if not addressed): \_\_\_\_\_
- Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_
- Lot Area (in square feet or acres): \_\_\_\_\_
- Existing Use of Property: \_\_\_\_\_

**TYPE OF REVIEW** (circle one): • Rezoning • Subdivision • Minor Subdivision • Annexation • Planned Development  
• Conditional Use • Vacation – Public right-of-way • Amendments to approved Subdivision or PD • Other (explain below)

**PROPOSAL**

Description of Proposal (include proposed use and summarize number and size of units/buildings/lots, as applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Name of Development: \_\_\_\_\_
- Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_
- Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_
- Contact Person (if not applicant): \_\_\_\_\_ Email: \_\_\_\_\_
- Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**STAFF USE ONLY**

Application Received By: \_\_\_\_\_ Date / Time: \_\_\_\_\_

File Name: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Reimbursement Form Signed: \_\_\_\_\_

**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. 11-2004 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:

\_\_\_\_\_  
Ronda Kolinske, CMC, Town Clerk

OWNER: \_\_\_\_\_

By: \_\_\_\_\_

**ATTACHMENT A**  
**TOWN OF GRAND LAKE FEE AND DEPOSIT SCHEDULE**  
**Effective January 10, 2012**

TYPE OF FEE/DEPOSIT	AMOUNT	
<b>Staff Time</b> (unless otherwise indicated)	\$50.00/hour	Fee
<b>Public Works Department</b>		
Any Motorized Equipment	\$100.00/hour	Fee
Road Material (Road base/asphalt, etc.)	Cost/ton plus Equip & Staff	Fee
Other Materials (Acetylene, etc.)	Cost plus Equip & Staff	Fee
<b>Land Use</b>		
Subdivision	\$1,500.00	Deposit
Planned Development Request	\$1,500.00	Deposit
Minor Subdivision Request	\$750.00	Deposit
Plat or Plan Amendment Request	\$500.00	Deposit
Annexation Request	\$1,500.00	Deposit
Special Land Use Review	80% of original deposit	Deposit
Rezoning Request	\$500.00	Deposit
Right-of-Way Vacation application	\$500.00	Deposit
Encroachment License application	\$250.00	Deposit
Encroachment License	\$100.00	Fee
Encroachment Agreement	\$50.00	Fee
Right-of-Way permit	\$20.00	Fee
Off-street parking	\$10,000.00/space	Fee
Conditional Use (except Nightly Rental)	\$250.00	Deposit
Nightly Rental License (prorated 1 <sup>st</sup> year only & by month)	\$400.00	Fee
Nightly Rental Application fee	\$150.00	Fee
Special Event Permit	\$100.00	Deposit
Special Use Permit	\$250.00	Deposit
Boathouse Permit	\$250.00	Deposit
Boardwalk Merchandise Permit	\$25.00	Fee
Demolition Permit	\$5.00	Fee
Grading Permit – Engineered	\$75.00	Fee
Grading Permit – General	\$35.00	Fee
Variance Request – Zoning	\$250.00	Deposit
Variance Request – Design Standards	\$250.00	Deposit
Variance Request – Stream and Lake Setbacks	\$500.00	Deposit
Any Board or Planning action not specified	\$250.00	Deposit
<b>Water Service Availability and Usage</b>		
Plant Investment (Tap) – 3/4” service line	\$6,500.00	Fee
Plant Investment (Tap) – 1” service line	\$13,000.00	Fee
Plant Investment (Tap) – 1 1/4” service line	\$26,000.00	Fee
Plant Investment (Tap) – 1 1/2” service line	\$52,000.00	Fee
Plant Investment (Tap) – 2” service line	\$104,000.00	Fee
Water Service Availability Rate	Water Service Availability rate will increase 6% each year as per Resolution 8-2008 effective 6-23-2008	Fee

Water (stop/restart) service charge	\$25.00	Fee
Late Payment charges (Over 30 days late)	.5% unpaid balance/ month	Fee
Disconnect for non-payment (due before reconnect)	\$100.00	Deposit
Reconnect by Town personnel	\$100.00/hour 2 hr. min.	Fee
Reconnect by private contractor hired by Town	Actual cost plus \$200.00	Fee
Water Supply Protection Permit	\$300.00	Fee
<b>Bulk Water</b>		
One time Permit (up to 300 gallons)	\$25.00	Fee
Monthly Permit (up to 9000 gallons)	\$50.00	Fee
Monthly Permit (per 1000 gallons over 9000)	\$4.00	Fee
Monthly Permit – Additional truck permit	\$10.00 each	Fee
<b>Business and Sales Tax</b>		
Fixed business license	\$165.00	Fee
Non-fixed business license	\$55.00	Fee
Peddler’s business license	\$15.00	Fee
Fixed Business with Liquor License	\$187.00	Fee
Sales Tax License	\$5.00	Fee
Animal Drawn Vehicle License	\$50.00	Fee
<b>Signs</b>		
Sign Permit	\$10.00	Fee
TOPS sign permit	\$25.00/year	Fee
<b>Town Structures and Facilities Rental</b>		
Community House and Pitkin Annex - Key	\$25.00	Deposit
Community House and Pitkin Annex - Damage and Cleaning	\$200.00	Deposit
Community House and Pitkin Annex – Government/Non-Profit/Special Districts/Community Organizations	N/C	
Community House and Pitkin Annex – Private Function or Pecuniary Event/Community Organizations	\$50.00/hour with \$250 Max	Fee
Heckert Pavilion – Government/Non-Profits/Special Districts/Community Organizations	N/C	
Heckert Pavilion – Private Function or Pecuniary Event	\$20.00/hour	Fee
Heckert Pavilion Electricity Use	\$25.00	Fee
Lakefront Park (Upper and Lower) Pavilion Picnic Shelter	N/C	
Lakefront Park Lower Picnic Shelter Electricity Use	\$25.00	Fee
Point Park/Triangle Park/Pioneer Park/Lakefront Park	N/C	
Gazebo in Town Park/Gazebo at Lakefront Park	N/C	
<b>Services at Town Hall</b>		
Copying – letter size (black and white)	25¢ /page	Fee
Copying – ledger size or letter size (color)	\$1.00/page	Fee
24”x36” zoning map	\$15.00	Fee
Send Fax – local (Grand County)	N/C	
Send Fax – 1-2 pages (no international)	\$2.00	Fee
Send Fax – 3-5 pages (no international)	\$4.00	Fee
Send Fax – 6-10 pages (no international)	\$6.00	Fee
Send Fax – 11-20 pages (no international)	\$10.00	Fee
CD of Master Plan Zoning Code, Subdivision Code, or Zoning Map	\$1.00	Fee