

Community Development Department



PLANNING & HISTORIC PRESERVATION REVIEW FEES - 2020

Fee Waivers for Nonprofit Organizations

Applications submitted for Land Use/Historic Preservation reviews by nonprofit organizations (as determined by their 501(c)3 status and those organizations that do not have a tax base) are eligible to have Planning Review fees waived based on the following schedule:

Total Fees <\$2,500	100% Waiver
Total Fees \$2,500 - \$10,000	50% Waiver

Fee waivers shall not exceed a combined value of \$6,250 for a single project per organization over a twelve consecutive month period. Notwithstanding the planning review fee schedule, City Council may authorize a reduction or waiver of Planning Review fees as deemed appropriate.

Fee Waivers for Affordable Housing Projects

Applications submitted for new projects that are 100 percent affordable housing are eligible for a 100 percent fee waiver of Planning Review fees.

Hourly Review Fee

\$325 per hour

Section 26.104.070

No Charge Planning and Historic Preservation Services

Applies to:
Pre-Application / Pre-Permit meetings
Call-in, walk-in development questions
GMQS - SF or Dx on Historic Landmark
Historic Designation
Hist. Pres. - Exempt Development
Hist. Pres. - Minor Amendment, HPO Review
Hist. Pres. - Minor Amendment, Monitor Review
Development Order Publication Fee
First Residential Design Compliance Review

Note: Applicant meetings with the Zoning Officer or a Planner to discuss prospective planning applications or prospective building permit applications are a free service and staff time is not charged to the applicant. However, this service is limited to the time reasonably necessary for understanding a project's requirements, review procedures, City regulations, etc. An applicant shall be billed for any pre-application or pre-permit staff time significantly in excess of that which is reasonably necessary. Billing will be at the Planning/Zoning hourly billing rate. The applicant will be notified prior to any billing for pre-application or pre-permit service.

Planning Review - Administrative, Flat Fees

Applies to:		
Flat Fee 1	\$81	GMQS - Temporary Food Vending Code Interpretation, formal issuance Historic Pres. - Cert of No Negative Effect
Flat Fee 2	\$163	Temporary Use, admin. Residential Design Compliance Review
Flat Fee 3	\$325	GMQS - SF or Dx replacement - cash-in-lieu GMQS - SF or Dx replacement - admin. GMQS - Change-in-use for Historic landmark GMQS - Minor Enlargement for Historic landmark GMQS - Alley Store GMQS - Exemption from MF Housing Replacement Residential Design Compliance Rev. (after 1st free rev.) Residential Design Variance, Admin.
Flat Fee 4	\$650	GMQS - Minor Enlargement, non-historic

Planning Review - Administrative, Hourly Fee

Deposit Hours	Deposit	Applies to:
2	\$650	Review of Administrative Subdivisions, Condominium plats, or amendments. Review time for City Attorney and other referral departments also applies and is billed at same hourly rate. Review time for City Engineer is billed at the rate stated below.

Deposit Hours	Deposit	Applies to:
3	\$975	Recordation Documents Review - review of subdivision plats, subdivision exemption plats (except condo), PD plans, development agreements, subdivision agreements, PD agreements, or amendments to recorded documents. Review time for City Attorney and other referral departments also applies and is billed at same rate. Review time for City Engineer is billed at the rate stated below.

Deposit Hours	Deposit	Applies to:
4	\$1,300	Admin. Cond. Use or Special Review Admin. ESA or ESA exemption Admin. Subdivision - Lot Line Adjustment Admin. PD Amendments Admin. Commercial Design Review Amendment

Plus hourly rate	\$325	Per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.
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Referral Agency Fees - Admin. reviews, as applicable

\$325	City Engineering, per hour. Billed with planning case
\$325	Aspen/Pitkin County Housing Authority, flat fee
\$650	City Parks Department, flat fee
\$650	City Environmental Health Department, flat fee

Planning Review - One-Step, Hourly Fee

Deposit Hours	Deposit	Applies to:
4	\$1,300	Historic Pres. - Minor Development Historic Pres. - Major Development up to 1,000 s.f. Temporary Use, City Council Vested Rights Extension, City Council Appeals of Administrative or Board Decisions

Deposit Hours	Deposit	Applies to:
6	\$1,950	Historic Pres. - Major Development over 1,000 s.f. Historic Pres. - Demolitions and Off-Site Relocations Historic Pres. - Substantial Amendment Board of Adjustment variance Timeshare - P&Z Review

Deposit Hours	Deposit	Applies to:
10	\$3,250	Growth Management - Minor P&Z (incl. AH certificate) Conditional Use Special Review (incl. ADU @ P&Z) Environmentally Sensitive Area Review Residential Design Variance - P&Z Minor Subdivision - Lot Split, Historic Lot Split

Deposit Hours	Deposit	Applies to:
14	\$4,690	PD Amendment - P&Z only SPA Amendment P&Z only Commercial Design Review Conceptual or Final Growth Management Major P&Z or City Council Subdivision "Other" Review - City Council only

Plus hourly rate \$325 Per hour for staff review time in excess of deposit hours.
If case takes less time than deposit, the applicant will be
refunded.

Referral Agency Fees - one-step reviews, as applicable

\$325	City Engineering, per hour. Billed with planning case
\$325	Aspen/Pitkin County Housing Authority, flat fee
\$975	City Parks Department, flat fee
\$975	City Environmental Health Department, flat fee

Planning Review - Two-Step, Hourly Fee

Deposit Hours	Deposit	Applies to:
24	\$7,800	Major Subdivision Land Use Code Amendment Rezoning or Initial Zoning (Annexations)

Plus hourly rate \$325 Per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.

Referral Agency Fees - two-step reviews, as applicable

\$325	City Engineering, per hour. Billed with planning case
\$325	Aspen/Pitkin County Housing Authority, flat fee
\$1,300	City Parks Department, flat fee
\$1,300	City Environmental Health Department, flat fee

Planning Review - PD Hourly Fee

Deposit Hours	Deposit	Applies to: PUD and SPA projects
32	\$10,400	Planned Development or PD Substantial Amend.

Plus hourly rate \$325 Per hour for staff review time in excess of deposit hours. If case takes less time than deposit, the applicant will be refunded.

Referral Agency Fees - PD reviews, as applicable

\$325	City Engineering, per hour. Billed with planning case
\$325	Aspen/Pitkin County Housing Authority, flat fee
\$1,625	City Parks Department, flat fee
\$1,625	City Environmental Health Department, flat fee

Planning Review - Public Project Review or Joint Applicant

Applications for the City's Public Project process shall be assessed land use review fees and/or a portion of joint planning costs as determined appropriate by City Council. If no such determination is made, the application shall be billed as a PD.

Special Services - Planning. *Applies when no fee is otherwise established*

\$325 per hour, a minimum of one hour for any one special project.

Hearing Officer. *Applies to appeals of administrative decisions*

Hourly fee based on direct costs to the City for Hearing Officer.

Planning Review Deposit and Billing Administration

The Community Development Department staff shall keep an accurate record of the actual time required for the processing of each land use application and additional billings shall be made commensurate with the additional costs incurred by the City when the processing of an application by the Community Development Department takes more time than is covered by the deposit. In the event the processing of an application by the Community Development Department takes less time than provided for by the deposit, the Department shall refund the unused portion of the deposited fee.

The Community Development Director shall establish appropriate guidelines for the regular issuance of invoices and collection of amounts due.

The Community Development Director shall establish appropriate guidelines for the collection of past due invoices, as required, which may include any of the following: 1) Assessment of additional late fees for accounts at least 90 days past due in an amount not to exceed 1.75% per month. 2) Cessation of application processing. 3) Review of past-due accounts with City Council. 4) Withholding the issuance of a Development Order. 5) Withholding the recordation of development documents. 6) Prohibition of the acceptance of building permits for the subject property. 7) Cessation of building permit processing. 8) Revocation of an issued building permit. 9) Other penalties, assessments, fines, or actions as may be assigned by the Municipal Court Judge.

Flat fees for the processing of applications shall be cumulative. Applications for more than one land use review requiring an hourly deposit on planning time shall require submission of the larger deposit amount.

The Community Development Director shall bill applicants for any incidental costs of reviewing an application at direct costs, with no administrative or processing charge.

Land use review fee deposits may be reduced if, in the opinion of the Community Development Director, the project is expected to take significantly less time to process than the deposit indicates. A determination shall be made during the pre-application conference by the case planner. Hourly billing shall still apply.

Review fees for projects requiring conceptual review, final review, and recordation of approval documents. Unless otherwise combined by the Director for simplicity of billing, all applications for conceptual, final, and recordation of approval documents shall be handled as individual cases for the purposes of billing. Upon conceptual approval all billing shall be reconciled and all past due invoices shall be paid prior to the Director accepting an application for final review. Final review shall require a new deposit at the rate in effect at the time of final application submission. Upon final approval all billing shall again be reconciled prior to the Director accepting an application for review of recordation documents.

Notwithstanding the planning review fee schedule, the Community Development Director shall waive planning review fees for General Fund Departments of the City of Aspen consistent with City policy.

Notwithstanding the planning review fee schedule, City Council may authorize a reduction or waiver of planning review fees as deemed appropriate.

This fee structure applies to applications submitted on or after January 1, 2020.