



# Affordable Housing Program Developer Informational Packet



2003



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## Community Planning and Environmental Services

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Advance Planning Department

To Affordable Housing Developers

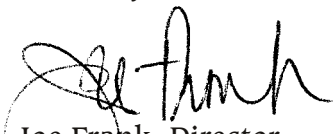
The City of Fort Collins would like to encourage your company to consider developing affordable housing in our community. Currently, the demand for affordable housing remains high, compounded by the national economic slowdown. New affordable housing is vital to meet the housing needs of the citizens of Fort Collins.

The City of Fort Collins provides a variety of incentives and funding subsidies for multi-family and home ownership projects which serve very low, low and moderate income households. We have enclosed the following:

1. background information for the Fort Collins area;
2. a description of the affordable housing needs in the City;
3. local contacts and a directory, and
4. a description of the development incentives, competitive process, and funding available to qualified projects.

Fort Collins seeks innovative affordable housing projects which can provide a mix of affordable housing opportunities for a variety of income groups. We would welcome your questions about development in Fort Collins and would be pleased to provide any technical assistance you require to develop an affordable housing project in our city. Please contact the City's Affordable Housing Planner, Maurice Head, at (970) 221-6342 to find out more about our application process.

Sincerely,



Joe Frank, Director  
Advance Planning Department

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## Current Conditions

### Overview

- Fort Collins was founded as a military fort in 1864 and incorporated as a town in 1873.
- Fort Collins is a home rule city with a Council/Manager form of government. The Council is made up of six district council members who are elected on a non-partisan basis for a four-year term and a Mayor who is elected at-large on a non-partisan basis for a two-year term.
- This rapidly urbanizing community operates under a sophisticated and comprehensive development plan and is a full-service city.
- Fort Collins is home to Colorado State University and an outstanding public school system.
- Fort Collins continues to reinvest in community improvements. Recent voter-approved capital improvement initiatives have enabled the City to build Gateway Park, Edora Skate Park, the new City office building at 215 N. Mason, the Downtown Transit Center and the Civic Center Parking Structure. Funds will also be used for numerous street improvements, to provide a second sheet of ice for Edora Pool and Ice Center and to construct a new Community Horticulture Center.

### Climate

- Fort Collins is nestled against the foothills of the Rocky Mountains and alongside the banks of the Cache La Poudre River.
- The city lies approximately 5,000 feet above sea level.
- Residents enjoy a moderate, four season climate with an average of 300 days of sunshine and 14.5 inches of precipitation a year.

### General Population Characteristics (Based on 2002 data)

- Fort Collins encompasses 49.43 square miles of area and has a total of 436 street miles.
- There are 51,236 housing units in the city.
- Fort Collins has a population of 130,464 residents.
- The average annual population growth rate for the past decade has been 2.9%.
- Median age is 28.5 years old (including CSU students).
- Median household income is \$64,800 (family of four).
- Approximately 42.7% of the population has completed four or more years of college.

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## Services and Amenities

- The City maintains more than 600 acres of parks, 5,000 acres of natural areas, 20 miles of off-street hike/ bike trails, three golf courses, a racquet center, three swimming pools, an ice rink and a community center.
- Fort Collins supports multiple transportation options including 18 bus routes and 200 miles of on-street and off-street trails for pedestrians and bicycles.
- The Lincoln Center is the City's cultural arts center. Activities include professional theatre, dance, music, visual arts and children's programs.
- The Fort Collins Senior Center includes a pool, spa, gymnasium, track, billiards, crafts and a community media center/library.
- The City library system includes the Fort Collins Main Public Library and the Harmony Library, a joint-use facility shared with Front Range Community College. The public libraries provide youth programs, computer labs and resources and information for Spanish-speaking citizens.
- The Fort Collins Museum displays the history of Fort Collins and Larimer County from prehistoric times to present day.
- Fort Collins provides electric and water utilities to residents. It has the second largest electric system in Colorado, with electric rates ranking the sixth lowest in the state and among the lowest in the nation. Fort Collins Utilities was also first in Colorado and among the first in the country to offer wind energy to its customers. Fort Collins continually meets or surpasses all state and federal water quality standards.
- The Fort Collins-Loveland Municipal Airport is jointly owned by the cities of Fort Collins and Loveland. With over 1,100 acres and roughly 300 aircraft, the airport serves the private a corporate aviation needs of the Northern Front Range, as well as charter flights and flights for area collegiate football teams.

## Finances

- Fort Collins' unemployment rate is 3.5%.
- The City/State has a combined sales tax rate of 6.7%.
- The residential property tax rate is 9.15 mills.
- The City's recommended biennial budget totals \$402.9 million for the year 2001 and \$438.4 million for the year 2002.



## National Honors & Media

- ICLEI 5-Star Award for our efforts to reduce global warming and pollution - February 2002.
- The US Department of Housing and Urban Development (HUD) recognized the Fort Collins Housing Authority as a “High Performer” through its Public Housing Assessment System for fiscal year 2001. “High Performer” status gives the Housing Authority preferred status for grants and results in reduced reporting and monitoring by HUD.
- “A Colorado Town Can Afford To Skip Big Tax Breaks; Offers Lifestyle Instead.” - The Wall Street Journal, June 2001.
- One of Top 10 Best Places to Retire - Money Magazine, July 2000.
- Best Place to Retire - Retirement Places Rated, 1999.
- 5th Best Economy Nationwide - Policom Corp, 1999.
- 9th Best for Affordable and Accessible Golf - Golf Digest, 1999.
- Ranked 10th on “Best Cities to Have it All” - A&E Network, 1999.
- 3rd Best Place to Raise a Family - Reader’s Digest, 1997 Special Edition.

## Local News

- “Affordable Housing Shortage Overtaking Families” - The Coloradoan, June 2000.
- “Your ‘It’ Choice City” - The Coloradoan, November 1999.
- “Best Place to Retire? Here.” - The Coloradoan, May 1999.
- “Choice City Among Safest Cities” - The Coloradoan, June 1997

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# Area Information Directory

<b>Airport</b> _____	Denver International Airport Fort Collins-Loveland Airport Fort Collins Downtown Airport	<a href="http://www.flydenver.com">www.flydenver.com</a> <a href="http://www.fcgov.com/airport">www.fcgov.com/airport</a> <a href="http://www.airnav.com/airport/3V5">www.airnav.com/airport/3V5</a>
<b>Education</b> _____	Colorado State University Front Range Community College Poudre R-1 School District	<a href="http://www.colostate.edu">www.colostate.edu</a> <a href="http://www.frcc.cc.co.us">www.frcc.cc.co.us</a> <a href="http://www.psd.k12.co.us">www.psd.k12.co.us</a>
<b>Government and Public Services</b>	City of Fort Collins Colorado Dept of Transportation Larimer County Poudre Fire Authority	<a href="http://www.fcgov.com">www.fcgov.com</a> <a href="http://www.dot.state.co.us">www.dot.state.co.us</a> <a href="http://www.co.larimer.co.us">www.co.larimer.co.us</a> <a href="http://www.poudre-fire.org">www.poudre-fire.org</a>
<b>Health</b> _____	Poudre Valley Hospital	<a href="http://www.pvhs.com">www.pvhs.com</a>
<b>Business Organizations</b>	Downtown Business Association Fort Collins Chamber of Commerce Fort Collins Convention & Visitors Bureau	<a href="http://www.downtownfortcollins.com">www.downtownfortcollins.com</a> <a href="http://www.fcchamber.org">www.fcchamber.org</a> <a href="http://www.ftcollins.com">www.ftcollins.com</a>
<b>Local Media</b> _____	The Coloradoan Northern Colorado Business Report	<a href="http://www.coloradoan.com">www.coloradoan.com</a> <a href="http://www.ncbr.com">www.ncbr.com</a>
<b>Photo Gallery</b> _____	<a href="http://www.fcgov.com/photo-gallery.php">www.fcgov.com/photo-gallery.php</a>	
<b>Railroads</b> _____	Burlington Northern - Santa Fe	<a href="http://www.bnsf.com">www.bnsf.com</a>
<b>Real Estate</b> _____	Board of Realtors ColoProperty.com (MLS, IRIS) NCCBN (Northern CO Commercial Brokers Network)	<a href="http://www.fcbr.org">www.fcbr.org</a> <a href="http://www.coloproperty.com">www.coloproperty.com</a> <a href="http://www.nccbn.com">www.nccbn.com</a>
<b>Electricity/Natural Gas</b>	City of Fort Collins Utilities PVREA (Poudre Valley Rural Electric Authority) Platte River Power Authority Xcel Energy	<a href="http://www.fcgov.com/lightandpower">www.fcgov.com/lightandpower</a> <a href="http://www.pvrea.com">www.pvrea.com</a> <a href="http://www.platteriverpower.com">www.platteriverpower.com</a> <a href="http://www.xcelenergy.com">www.xcelenergy.com</a>
<b>Telephone</b> _____	Qwest McLeod USA	<a href="http://www.qwest.com">www.qwest.com</a> <a href="http://www.mcleodusa.com">www.mcleodusa.com</a>
<b>TV and Cable</b> _____	AT&T Broadband	<a href="http://www.attbroadband.com">www.attbroadband.com</a>
<b>Water</b> _____	City of Fort Collins Utilities Fort Collins/Loveland Water District	<a href="http://www.fcgov.com/water">www.fcgov.com/water</a> 970-226-3104
<b>Wastewater</b> _____	Boxelder Sanitation District City of Fort Collins Utilities ELCO (East Larimer County Water District)	970-498-0604 <a href="http://www.fcgov.com/wastewater">www.fcgov.com/wastewater</a> <a href="http://www.elcowater.org">www.elcowater.org</a>





# Major Employers

6,905	Colorado State University (includes graduate assistants)	Under/Post Graduate Education
4,050	Hewlett-Packard Co.	Computers, Software, Storage Devices
3,200	Agilent Technologies, Northern Colorado	Measurement & Communication
2,850	Poudre R-1 School District	Public Education
2,194	Poudre Valley Health System	Hospital & Health Services
1,900	Kodak Colorado Division	Photographic Materials Manufacturing
1,300	Larimer County	Government
1,300	City of Fort Collins	Government
1,082	Advanced Energy Industries Inc	Power Conversion & Control Systems
875	Celestica	Computer Circuit Boards
720	Woodward Governor Co	Energy Controls Manufacturing
700	Anheuser Busch Inc	Brewery
700	Waterpik Technologies Inc	Dental Hygiene Manufacturing
674	Hach Co	Water Analysis Systems
675	LSI Logic	Microelectronic Parts
665	McKee Medical Center	Health Services
550	Wal-Mart SuperCenter	Retail
500	Front Range Community College	Continuing/Vocational Education
336	Heska Corp	Animal Health Technologies
329	The Neenan Co	Architecture & Construction
320	First National Bank	Banking
250	The Coloradoan	Daily Newspaper
250	Wal-Mart	Retail
236	Factual Data Corp	Lending Information Services
227	Qwest Communications	Telephone Utility
210	WW Capital Corp	Livestock & Environmental Manufacturing
200	Platte River Power Authority	Electric Utility
150	Forney Industries	Generator & Welding Supplies
150	Sitel Corporation	Telemarketing
145	Walker Manufacturing Co	Lawnmower Manufacturing
137	University Park Holiday Inn	Hotel
135	Wells Fargo Banks	Banking
127	Atrix Laboratories Inc	Pharmaceutical Manufacturing
125	Alliance Construction Solutions	Commercial & Industrial Construction
115	Spring Creek Health Care Center	Senior Health Services
110	CBW Automation	Automation & Robotic Equipment
106	Pederson Toyota/Volvo	Auto Sales & Service
105	Cytomation Inc	Bioinstrumentation & Software
100	Avert Inc	Human Resource Services
100	The Right Move Inc	Moving Services
90	Miner & Miner Consulting Engineers Inc	Engineering Software Development
87	Vision Graphics Inc	Digital & Offset Printing
86	Ultimate Support Systems Inc	Musical Support Stand Manufacturing
80	Xcel Energy	Gas/Electricity Utility



<b>Experience Fort Collins</b>
Relocation Information
Employment
Visitor Information
Real Estate
Apartment Guide
Cost Of Living
Fort Collins Photo Album
<b>"Fort Fun" Information</b>
Events Calendar
Online Coupons
Company Spotlights
Movie Listings
Local Stocks
Weather
Maps
Find Any Phone Number
Ski Conditions
Hot Links
<b>Business Assistance</b>
E-Visors: Business Q & A
Tools For Hiring
Gov. Bid Opportunities
Hot Topics
<b>Chamber Information</b>
Capital Campaign
Membership Information
Join Online
Chamber Weekly
Chamber Calendar
Online Coupons
Membership Directory
Event Registration
Newsletter
Accomplishments
Chamber Committees
Staff Directory
Feedback
Home 

## Relocation Information

### Relocation Guide

Want to know more about Fort Collins? Visit [Fort Collins at a Glance](#), find [phone numbers and other information](#) you will need to know when moving to the Fort Collins area, and check out the relocation packets available from the Chamber below.



**Buy an E-Card!** The Fort Collins Area Chamber of Commerce proudly presents the "E-Card", a unique business card-sized CD-ROM that offers information on relocating to the Fort Collins area, joining the Chamber of Commerce, and launching and growing a business in Fort Collins. **Price: \$10** (International orders \$23)

**Relocation Packet** containing The Guide to Fort Collins (a publication of the Chamber that includes local community, demographic, employment, and other statistical information on the area), a map of the city, the Poudre School District Directory, the Homes and Land magazine, real estate and classified ads from last Sunday's paper, visitor's guide, the Chamber's new E-Card, and much more! **Price: \$24** (International orders \$40)

**Chamber of Commerce Guide and Business Directory** includes a community profile and information on climate, crime, relocation, employment, recreation, entertainment, housing, education, healthcare, senior living and family life. Also includes a Chamber member business directory. **Price: \$15** (International orders \$20)

**QWEST DEX Telephone Directory** Receive the most current edition of the Fort Collins phone directory. **Price: \$10** for shipping and handling. (International orders \$15)

Senior information available with the packages upon request.

Click here to [Order Online](#) through our secure server or call the Chamber at (970)482-3746 to order over the phone.

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# Affordable Housing Program Summary

## **City of Fort Collins Affordable Housing Program**

The City of Fort Collins considers the provision of housing as a basic human need, and therefore has assumed the responsibility to work towards increasing the availability of affordable housing in the community. The City's main objective is to cooperatively work with for-profit and non-profit housing providers in the creation and expansion of housing opportunities for households of all income levels. Following are affordable housing programs offered by the City to assist developers in providing creative housing solutions:

### **Priority Processing for Qualified Affordable Housing Projects**

This initiative facilitates the development of affordable housing in Fort Collins by saving housing developers valuable time through an expedited development review and permitting process. The program cuts through some of the red tape involved in getting a project from the initial conceptual stage to issuing of a building permit for construction.

### **Development Plan Fee Waiver**

Affordable housing projects are eligible for a waiver of development plan submission fees. In order to encourage affordable housing projects and reduce the cost to developer, these initial plan fees are waved for projects based on the percentage of affordable housing in a project (e.g. a project committing to have 50% of its units affordable would have its fees reduced by 50%).

### **Development Impact Fee Payment Delay Program**

The program provides the housing developer the opportunity to delay payment of impact fees for affordable housing projects until certificates of occupancy are issued. In this program, developers are saved thousands of dollars in financing costs by delaying charges for development and building permit fees for up to 11 months.

### **Administrative Construction Fee Exemption**

This program allows certain construction fees to be exempt for affordable housing projects. Fees for construction inspection fees, development construction permit, right-of-way construction license fee, and street cut fee are eligible for exemption for affordable housing projects. Housing projects in which at least 51% of the units are affordable to households earning 80% or less of median income will be entirely waived. Projects in which at least 51% of the units are affordable to households earning more than 80%, but less than 95% of median income will be waved by ½.

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# Other Subsidies

## **Private Activity Bonds**

Private Activity Bonds (PAB) are made available through the City to finance affordable multi-family rental housing projects. The City receives approximately \$3.5 million of PABs from the Colorado Department of Local Affairs in December of each year. The City's Affordable Housing Board reviews applications for PABs and this body makes recommendations to the City Council on the allocation of funding.

There is a list of established criteria that must be met in order to qualify for these bonds. In Colorado, at least 45% of the project's units must be affordable at 60% of AMI or 25% of the units must be affordable at 50% of AMI.

## **Competitive Process Funding**

Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and the City's Affordable Housing Funds are allocated by the City to financially support affordable housing projects in this process. Approximately \$2.2 million dollars was available last year.

The City has two funding cycles each year. Applications are available for affordable housing funding in January and July. This process is competitive and funding is allocated to the best projects providing affordable housing opportunities. The City has set \$5,000 per unit as a guideline for funding affordable housing projects. However, projects that will benefit lower income households can receive more than the \$5,000 per unit average subsidy.

The next pages contain the affordable housing ordinances, a memorandum that provides details about using the City's Priority Processing for Affordable Housing Program and the Competitive Process schedule to apply for CDBG and HOME funding. For additional information or questions regarding the Affordable Housing Program or Competitive Process, please contact the City of Fort Collins at (970) 221-6758.



**ORDINANCE NO. 19, 1999**  
**OF THE COUNCIL OF THE CITY OF FORT COLLINS**  
**REVISING THE DEFINITIONS FOR "AFFORDABLE HOUSING PROJECT" AND**  
**"AFFORDABLE HOUSING UNIT", REVISING THE CITY'S DEVELOPMENT REVIEW**  
**FEE WAIVER PROVISIONS FOR AFFORDABLE HOUSING AND REVISING THE CITY'S**  
**IMPACT FEE DELAY PROGRAM FOR AFFORDABLE HOUSING**

WHEREAS, the 1997-99 Staff Work Plan calls for an "Affordable Housing Needs Study" to be completed in the summer of 1998; and

WHEREAS, the "Draft Priority Affordable Housing Needs and Strategy Study" was presented to the Council at its Study Session on June 9, 1998; and

WHEREAS, on August 18, 1998, the Council, by Resolution 98-125, established certain affordable housing priorities; and

WHEREAS, in order to implement said priorities, the staff and the Affordable Housing Board have worked together to propose revisions to the City's existing affordable housing programs; and

WHEREAS, the Affordable Housing Board, on September 3, 1998, recommended to the Council that the changes proposed by this Ordinance be adopted; and

WHEREAS, the Council has determined that the affordable housing provisions of the City's law should be based upon common and consistent definitions; and

WHEREAS, the Council has determined that the definition, development review fee waiver and impact fee delay program changes proposed by this Ordinance are in the best interests of the City and should be adopted.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the Land Use Code, the Transitional Land Use Regulations and the City Code are hereby amended as follows:

Section 1. That the definition of "Affordable housing project" as contained in Section 5.1.2 of the Land Use Code be amended to read as follows:

*Affordable housing project* shall mean a development project in which: (1) at least seventy-five (75) percent of the gross acreage to be developed under the plan is to be developed as residential dwelling units or mobile home park spaces; (2) at least ten (10) percent of said dwelling units or spaces (the "affordable housing units") are to be available for rent or purchase on the terms described in the definitions of "Affordable housing unit for rent" or "Affordable housing unit for sale" (as applicable); (3) the construction of the dwelling units or spaces is to occur as part of

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the initial phase of the project and (i) prior to the construction of the market rate units or (ii) on a proportional basis, according to the same ratio as the number of affordable units bears to the number of the market rate units; and (4) the units will be required, by binding legal instrument acceptable to the City and duly recorded with the Larimer County Clerk and Recorder, to be occupied by and affordable to low-income households for at least twenty (20) years.

Section 2. That Section 5.1.2 of the Land Use Code be amended by the addition of a new definition for "Affordable housing unit for rent" and a new definition for "Affordable housing unit for sale" which definitions shall read as follows:

*Affordable housing unit for rent* shall mean a dwelling unit which is available for rent on terms that would be affordable to households earning eighty (80) percent or less of the median income of city residents, as adjusted for family size, and paying less than thirty (30) percent of their gross income for housing, including rent and utilities. The unit must be occupied by and affordable to such low-income household(s) for a period of not less than twenty (20) years.

*Affordable housing unit for sale* shall mean a dwelling unit which is available for purchase on terms that would be affordable to households earning eighty (80) percent or less of the median income of city residents, as adjusted for family size, and paying less than thirty eight (38) percent of their gross income for housing, including principal, interest, taxes, insurance, utilities and homeowners' association fees. The unit must be occupied by and affordable to such low-income household(s) for a period of not less than twenty (20) years.

Section 3. That Section 29-1 of the "Transitional Land Use Regulations" be amended by the addition of the following definitions:

*Affordable housing project* shall mean a development project in which: (1) at least seventy-five (75) percent of the gross acreage to be developed under the plan is to be developed as residential dwelling units or mobile home park spaces; (2) at least ten (10) percent of said dwelling units or spaces (the "affordable housing units") are to be available for rent or purchase on the terms described in the definitions of "Affordable housing unit for rent" or "Affordable housing unit for sale" (as applicable); (3) the construction of the dwelling units or spaces is to occur as part of the initial phase of the project and (i) prior to the construction of the market rate units or (ii) on a proportional basis, according to the same ratio as the number of affordable units bears to the number of the market rate units; and (4) the units will be required, by binding legal instrument acceptable to the City and duly recorded with the Larimer County Clerk and Recorder, to be occupied by and affordable to low-income households for at least twenty (20) years.



*Affordable housing unit for rent* shall mean a dwelling unit which is available for rent on terms that would be affordable to households earning eighty (80) percent or less of the median income of city residents, as adjusted for family size, and paying less than thirty (30) percent of their gross income for housing, including rent and utilities. The unit must be occupied by and affordable to such low-income household(s) for a period of not less than twenty (20) years.

*Affordable housing unit for sale* shall mean a dwelling unit which is available for purchase on terms that would be affordable to households earning eighty (80) percent or less of the median income of city residents, as adjusted for family size, and paying less than thirty eight (38) percent of their gross income for housing, including principal, interest, taxes, insurance, utilities and homeowners' association fees. The unit must be occupied by and affordable to such low-income households(s) for a period of not less than twenty (20) years.

Section 4. That Section 2.2.3(E)(3) of the Land Use Code be and hereby is amended to read as follows:

(3) *Affordable Housing Exemption.* Notwithstanding the requirement contained in subparagraph (2) above that the development review fees shall be based on actual expenses incurred by or on behalf of the city, applications relating to the review of affordable housing projects shall be totally or partially exempt from the fees authorized in this subsection (E) according to the following criteria:

- (a) The fees authorized under this subsection (E) shall be entirely waived for development projects in which one hundred (100) percent of the dwelling units qualify as affordable housing units for sale or for rent.
- (b) The fees authorized under the Subsection (E) shall be reduced in direct proportion to the percentage of affordable housing units for sale or for rent that are provided in the development project (within the authorized waiver range of ten (10) percent to one hundred (100) percent), in accordance with the following formula:

$$\frac{\text{Number of affordable housing units}}{\text{Total number of housing units}} \times \text{Total fees assessed} = \text{Amount of fees waived}$$

- (c) The fees authorized under this subsection (E) shall not be reduced if less than ten (10) percent of the dwelling units within the project qualify as affordable housing units for sale or for rent.
- (d) In order to determine whether a development project is eligible for a waiver or reduction of fees under this subparagraph, any applicant

seeking such waiver or reduction must submit documentation evidencing the eligibility of the development project to the Director, who may, upon review of such documentation, defer the payment of said fees to such time, if at all, that a certificate of occupancy is sought for the development project. At that time, prior to the issuance of any certificate of occupancy for the development project, a final determination shall be made by the Director as to whether the development project qualifies for a waiver or reduction of the fees. In the event that the Director determines that the development project does not so qualify, all such fees shall be due and payable prior to the issuance of the first certificate of occupancy.

Section 5. That Section 29-3(c) of the Transitional Land Use Regulations is hereby amended to read as follows:

(c) Applications relating to the review of affordable housing projects shall be totally or partially exempt from the fees imposed under this Section according to the following criteria:

- (1) The fees authorized under this subsection (c) shall be entirely waived for development projects in which one hundred (100) percent of the dwelling units qualify as affordable housing units for sale or for rent.
- (2) The fees authorized under this subsection (c) shall be reduced in direct proportion to the percentage of affordable housing units for sale or for rent that are provided in the development project (within the authorized waiver range of ten (10) percent to one hundred (100) percent), in accordance with the following formula:

$$\frac{\text{Number of affordable housing units}}{\text{Total number of housing units}} \times \text{Total fees assessed} = \text{Amount of fees waived}$$

- (3) The fees authorized under this subsection (c) shall not be reduced if less than ten (10) percent of the dwelling units within the project qualify as affordable housing units for sale or for rent.
- (4) In order to determine whether a housing project is eligible for a waiver or reduction of fees under this subparagraph, any applicant seeking such waiver or reduction must submit documentation evidencing the eligibility of the development project to the Director of Planning, who may, upon review of such documentation, defer the payment of said fees to such time, if at all, that a certificate of occupancy is sought for the development project. At that time, prior





to the issuance of any certificate of occupancy for the development project, a final determination shall be made by the Director of Planning as to whether the development project qualifies for a waiver or reduction of the fees. In the event that the Director of Planning determines that the development project does not so qualify, all such fees shall be due and payable prior to the issuance of the first certificate of occupancy.

Section 6. That Section 7.5-26 of the Code of the City of Fort Collins is hereby amended to read as follows:

**Sec. 7.5-26. Deferral of fees for affordable housing.**

With respect to any building permit for a dwelling unit which is contained within or which constitutes an *affordable housing project* as defined in § 26-631, the fees established under this Article shall, upon the request of the applicant, be deferred until the date of issuance of a certificate of occupancy (whether temporary or permanent) for such unit or until the first day of December of the year in which the deferral was obtained, whichever first occurs. Notwithstanding any provision in this Chapter to the contrary, in the event that, during the period of deferral, the amount of the deferred fee is increased by ordinance of the City Council, the fee rate in effect at the time of the issuance of the building permit shall apply. At the time of application for any such deferral, the applicant shall pay to the city a fee in the amount of fifty dollars (\$50.) to partially defray the cost of administration. No person shall knowingly make any false or misleading statement of fact in order to obtain any deferral of fees under this Section.

Section 7. That Section 26-631 of the Code of the City of Fort Collins be and hereby is repealed and reenacted to read as follows:

**Sec. 26-631. Definitions.**

*Affordable housing project* shall mean a development project in which: (1) at least seventy-five (75) percent of the gross acreage to be developed under the plan is to be developed as residential dwelling units or mobile home park spaces; (2) at least ten (10) percent of said dwelling units or spaces (the "affordable housing units") are to be available for rent or purchase on the terms described in the definitions of "Affordable housing unit for rent" or "Affordable housing unit for sale" (as applicable); (3) the construction of the dwelling units or spaces is to occur as part of the initial phase of the project and (i) prior to the construction of the market rate units or (ii) on a proportional basis, according to the same ratio as the number of affordable units bears to the number of the market rate units; and (4) the units will be required, by binding legal instrument acceptable to the City and duly recorded with the

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Larimer County Clerk and Recorder, to be occupied by and affordable to low-income households for at least twenty (20) years.

*Affordable housing unit for rent* shall mean a dwelling unit which is available for rent on terms that would be affordable to households earning eighty (80) percent or less of the median income of city residents, as adjusted for family size, and paying less than thirty (30) percent of their gross income for housing, including rent and utilities. The unit must be occupied by and affordable to such low-income household(s) for a period of not less than twenty (20) years.

*Affordable housing unit for sale* shall mean a dwelling unit which is available for purchase on terms that would be affordable to households earning eighty (80) percent or less of the median income of city residents, as adjusted for family size, and paying less than thirty eight (38) percent of their gross income for housing, including principal, interest, taxes, insurance, utilities and homeowners' association fees. The unit must be occupied by and affordable to such low-income households(s) for a period of not less than twenty (20) years.

Section 8. That Section 26-632 of the Code of the City of Fort Collins be and hereby is amended to read as follows:

**Sec. 26-632. Deferral of fees.**

With respect to any dwelling unit which is contained within or which constitutes an *affordable housing project* as defined in § 26-631, the Water Plant Investment Fee ("WPIF"), Sewer Plant Investment Fee ("SPIF"), Storm Drainage Basin Fee and the Raw Water Requirement In-lieu Cash Payment, as established in this Chapter, shall, upon the request of the applicant, be deferred until the date of issuance of a certificate of occupancy (whether temporary or permanent) for such unit(s) or until the first day of December of the year in which the deferral was obtained, whichever first occurs. Notwithstanding any provision in this Chapter to the contrary, in the event that, during the period of deferral, the amount of the deferred fee is increased by ordinance of the City Council, the fee rate in effect at the time of the issuance of the building permit shall apply. At the time of application for any such deferral, the applicant shall pay to the city a fee in the amount of fifty dollars (\$50.) to partially defray the cost of administration. No person shall knowingly make any false or misleading statement of fact in order to obtain any deferral of fees under this Section.



Introduced, considered favorably on first reading, and ordered published in summary form this 2nd day of February, A.D. 1999, and to be presented for final passage on the 16th day of February, A.D. 1999.

Ann Ovari  
Mayor

ATTEST:

Wanda H. Reizick  
City Clerk

Passed and adopted on final reading this 16th day of February, A.D. 1999.

Ann Ovari  
Mayor

ATTEST:

Wanda H. Reizick  
City Clerk





ORDINANCE NO. 191, 1999  
 OF THE COUNCIL OF THE CITY OF FORT COLLINS  
 ADDING A NEW DIVISION 4 TO CHAPTER 25, ARTICLE II  
 OF THE CODE OF THE CITY OF FORT COLLINS  
 ESTABLISHING A PROGRAM FOR A REBATE OF THE CITY'S  
 SALES AND USE TAXES FOR MATERIALS USED IN THE CONSTRUCTION OF  
 AFFORDABLE HOUSING UNITS, AND THE DEFERRAL OF THE PAYMENT OF  
 SALES AND USE TAXES THEREON

WHEREAS, the City has established several programs to promote the development of affordable housing units, including the City's "Priority Processing Program" and "Development Impact Fee Collection Delay Program"; and

WHEREAS, the City Council has determined that it is in the best interests of the City to establish a program for the rebate of the City's sales and use taxes collected for materials used in the construction of affordable housing units, which program shall be established as a "pilot" program to continue in existence for a period of two years and automatically terminate unless extended by the Council by ordinance; and

WHEREAS, the Council has further determined that another program should also be established for deferring the payment of sales and use taxes for materials used in the construction of affordable housing units, with said payment to be made at the time of issuance of certificates of occupancy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the Code of the City be, and hereby is, amended as follows:

Section 1. That Chapter 25, Article II of the Code of the City of Fort Collins be amended by the addition of a new Division 4 to be entitled Affordable Housing Rebate, which division shall read as follows:

**DIVISION 4. AFFORDABLE HOUSING REBATE**

**Sec. 25-55. Establishment.**

There is hereby established a sales and use tax rebate program to provide relief from sales and use taxes charged on purchases of materials used in the construction of *affordable housing units* as that term is defined in §26-631.

**Sec. 25-56. Application for Rebate.**

Application for the sales and use tax rebate for affordable housing units shall be made on forms to be provided by the City.

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**Sec. 25-57. Qualifications.**

In order to qualify for the rebate, the following requirements must be met:

- (1) The applicant must demonstrate to the satisfaction of the city that the materials upon which the sales and use taxes have been paid have been used in the construction of an affordable housing unit as defined in §26-631 and that the applicant requesting the rebate is the same as the payor of the taxes, or, if not the same, has presented to the city the written permission of the payor to request and receive the rebate;
- (2) The applicant shall be in full compliance with all provisions of the Code and shall not be in default of the terms of any obligation, contract or other agreement with the city. If any application for a rebate is approved under the provisions of this Division, and the applicant for such rebate subsequently becomes delinquent in the payment of any tax, fee, charge or utility bill owed to the city, the rebate otherwise due said applicant may be applied by the city in whole or in part toward the payment of the delinquent tax, fee, charge or bill.

**Sec. 25-58. Amount of rebate.**

The amount of the rebate payable hereunder shall be the full amount of sales and use taxes paid for materials used in the construction of the affordable housing unit. The rebates provided for under this Division are subject to the appropriation of necessary funds and the provisions of this Division shall not be construed as establishing any right or entitlement to a rebate on the part of any applicant.

**Sec. 25-59. Administration.**

The Financial Officer shall administer the program established by this Division and may prepare a rebate application form, adopt rules and regulations consistent with the provisions of this Division and audit and verify the applications submitted pursuant to this Division. Any rebate application form shall require the claimant to verify and sign the application under oath. The burden of proving eligibility for a rebate under this Division is on the claimant. The Financial Officer may require reasonable information to support the rebate application.

**Sec. 25-60. Sunset Provision.**

The sales and use tax rebate provisions established in this Division shall terminate and be of no further force and effect on December 1, 2001, and no rebate shall be paid after said date except for affordable housing projects for which building permits



have theretofore been issued, unless this sunset provision is repealed or modified by the City Council.

Section 2. That the Code of the City of Fort Collins be, and hereby is, amended by the addition of a new Section 25-130, to read as follows:

**Sec. 25-130. Deferred sales and use tax payments for affordable housing projects.**

All sales and use taxes for materials purchased and used in the construction of an affordable housing unit as that term is defined in §26-631 shall, upon the request of the applicant, be deferred until the date of issuance of the certificate of occupancy (whether temporary or permanent) for such affordable housing unit, or portion thereof, or until the first day of December of the year in which the deferral was obtained, whichever first occurs. At the time of application for any such deferral, the applicant shall pay to the city a fee in the amount of fifty dollars (\$50.) to partially defray the cost of administration. No person shall knowingly make any false or misleading statement of fact in order to obtain any deferral of taxes under this section.

Introduced and considered favorably on first reading and ordered published this 7th day of December, A.D. 1999, and to be presented for final passage on the 4th day of January, A.D. 2000.

\_\_\_\_\_  
Mayor

ATTEST:

Handa H. Kravjcek  
City Clerk

Passed and adopted on final reading this 4th day of January, A.D. 2000.

\_\_\_\_\_  
Mayor

ATTEST:

Handa H. Kravjcek  
City Clerk







**COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION  
CDBG AND HOME PROGRAM MEETINGS  
COMPETITIVE PROCESS  
2003**

January 9 - 6:30 p.m.	CDBG Commission Public Hearing to obtain the views of citizens on Community Development and housing needs of the city for FY 2003. Applications ready. Conference Rooms A & B.
January 27 – 1:00 p.m.	Technical Assistance (Housing) - 281 N. College Conference Rooms A & B.
February 3 – 1:00 p.m.	Technical Assistance (Non-housing) - 281 N. College Conference Rooms A & B.
<del>February 13 – 6:30 p.m.</del>	<del>Regular CDBG Commission Meeting. 281 N. College Conference Rooms A &amp; B.</del>
February 27 - 12:00 p.m.	All CDBG proposals due by 12:00 noon.
March 6 – 6:30 p.m.	Regular CDBG Commission Meeting. Conference Rooms A&B. Proposals Distributed <b>(NOTE: 1<sup>st</sup> Thursday of the month. March 10 – 14 CSU &amp; PSD Spring Break)</b>
April 2 & 3 - 6:00 p.m.	Presentations by the Applicants and Question & Answer Session by the CDBG Commission <b>(dinner at 5:30 p.m.) Community Room at 215 Mason Street, use north side door.</b>
April 10 - 6:00 p.m.	Formulation of recommendations for City Council by the CDBG Commission <b>(dinner at 5:30 p.m.) Community Room at 215 Mason Street, use north side door.</b>
April 22 - 6:00 p.m.	City Council work session with CDBG Commission.
May 8 - 6:30 p.m.	Regular CDBG Commission Meeting. Conference Rooms A & B.
<b>May 20 - 6:30 p.m.</b>	Adoption of FY 2003-2004 CDBG Program by City Council.
June 12 - 6:30 p.m.	Regular CDBG Commission Meeting. Conference Rooms A & B.
July 1	Applications Ready.
July 10 - 6:30 p.m.	Regular CDBG Commission Meeting. Conference Rooms A & B.
July 21 - 1:00 p.m.	Technical Assistance 281 N. Conference Rooms A & B.
August 14 - 6:30 p.m.	Regular CDBG Commission Meeting. Conference Rooms A & B.
August 21 - 12:00 p.m.	All Affordable Housing Funds and HOME Program proposals due by 12:00 noon.
September 4	Proposals Distributed.

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- September 11 – 6:30 p.m. Public Meeting to advise Citizens of how FY2002 CDBG & HOME Funds were spent and overview of FY2003 CDBG Program year. Conference Rooms A & B.
- September 25 - 6:00 p.m. Presentations by the Applicants and Question & Answer Session by the CDBG Commission **(dinner at 5:30 p.m.) Community Room at 215 Mason Street, use north side door.**
- October 2 - 6:00 p.m. Formulation of recommendations for City Council by the CDBG Commission **(dinner at 5:30 p.m.) Community Room at 215 Mason Street, use north side door. (moved to 281 N. College Avenue, Conference Rooms A & B).**
- October 28 - 6:00 p.m.** City Council work session with CDBG Commission.
- November 18 - 6:30 p.m.** Adoption of FY -2003 HOME Program and Affordable Housing Funds by City Council.
- November 13 - 6:30 p.m. Regular CDBG Commission Meeting. Conference Rooms A & B.
- December 11 - 6:30 p.m. Regular CDBG Commission Meeting. Conference Rooms A & B.



# Overview of Development Review Procedures

## Where is the project located?

The applicant should first locate the proposed project site on the Zoning Map (See page 43). Once the proposed project has been located, identify the zone district in which it is located. Then, refer to the Land Use by Zoning District Matrix on pages 33-39 or Article 4, District Standards, of the *Land Use Code*. Article 4 outlines the permitted uses and district standards that apply to the zone district in which the proposed project is located. To download portions of the *Land Use Code*, go to <http://www.fcgov.com/cityclerk/codes.php>

## What uses are proposed?

The next step is for the applicant to identify which uses will be included in the proposed project. If all of the proposed uses are listed as permitted used in the applicable zone district, then the applicant is ready to proceed with a development application for a permitted use. If any of the proposed uses are not listed as permitted uses in the applicable zone district for the project, one of the following must occur:

- Eliminate the non-permitted use(s) from the proposal;
- Seek the addition of a new permitted use(s) to the zone district pursuant to Section 1.3.4 of the *Land Use Code*, or;
- Seek an amendment to the *Land Use Code* or a rezoning amendment to the Zoning Map pursuant to Division 2.8.

Any use not listed as a permitted use in the applicable zone district is deemed a prohibited use in that zone district, unless it has been permitted pursuant to Section 1.3.4 for a particular development application.

## Which type of development application should be submitted?

To proceed with a development proposal for permitted uses, one must determine what type of development application should be selected and submitted. All development proposals that include only permitted uses must be processed and approved through the following development applications: first through a **Project Development Plan (PDP)** and then through a **Final Plan**. If the project is to be developed in two or more separate project development plan submittals, and **Overall Development Plan** will also be required prior to, or concurrently with, the Project Development Plan. Overall Development Plans, Project Development Plans, and Final Plans are the three (3) types of development applications for permitted uses. There are some instances wherein a project may simply be required to go through the building permit process.

## Who reviews the development application?

To make the determination on the appropriate level of development review required for a particular project, refer to the provisions of the applicable zone district in Article 4. These provisions determine where the permitted uses and application are subject to building permit review, administrative review (Type 1)

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or Planning and Zoning Board review (Type 2). When a development application contains both Type 1 and Type 2 uses, it will be processed as a Type 2 review.

### **What is an Administrative Hearing?**

An Administrative Hearing Officer renders decisions on those projects listed as Type 1 permitted uses in the *Land Use Code*. The City of Fort Collins has contracted with an individual who does not live within the City limits to be the Hearing Officer. However, in some limited cases, the Current Planning Director may render decisions on Type 1 review projects.

An Administrative Hearing is a public hearing, and therefore, opportunity for public input. Just as is true for Planning and Zoning Board hearings, individuals living within the “area of notification” of a proposal are notified of the public hearing and are invited to attend.

### **What is the Planning and Zoning Board?**

The Fort Collins Planning and Zoning Board consists of seven members who do not hold any other City office or position. Members are appointed by the City Council for four-year terms.

The Planning and Zoning Board has final decision-making authority on Type 2 permitted uses in the *Land Use Code* and modifications to standards that are found in the *Land Use Code*.

At the Planning and Zoning Board public hearings (scheduled at 6:30 PM on the first and third Thursday of each month), pertinent facts, planning considerations and a recommendation on each agenda item are presented to the Board by City staff. The Chairperson of the Planning and Zoning Board invites presentations, questions or comments from the applicant and audience. In order to allow full opportunity for citizen participation, remarks should not be repetitive and are limited to the issues under consideration. Written comments are also welcome.

### **How will the development application be processed?**

The review of overall development plans, project development plans, and final plans will each generally follow the same procedural “steps” regardless of the level of review (administrative review of Planning and Zoning Board review). The common development review procedures involve a twelve-step process equally applicable to all development applications.

The twelve procedural steps are the same for each type of development application, unless an exception to the process is expressly called for in the particular development applications of the *Land Use Code*. The twelve steps are:

- 1) Conceptual review
- 2) Neighborhood meeting
- 3) Development application submittal
- 4) Determination of sufficiency
- 5) Staff report
- 6) Notice
- 7) Public hearing



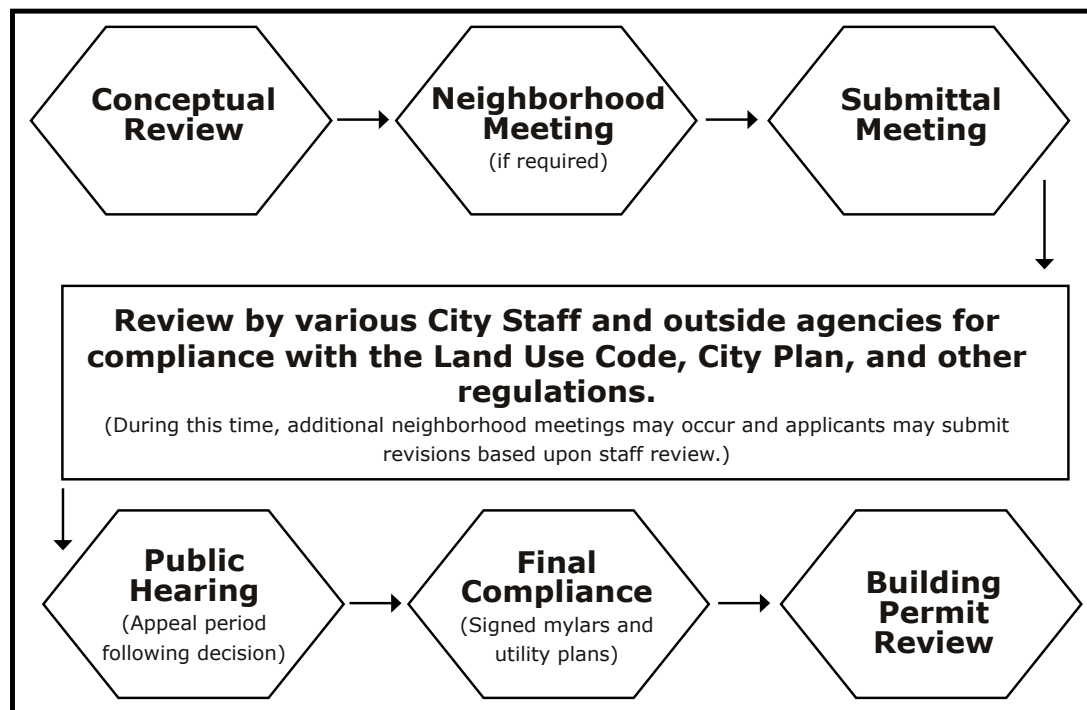
- 8) Standards
- 9) Conditions of approval
- 10) Amendments
- 11) Lapse
- 12) Appeals

See Division 2.2 of the *Land Use Code*.

Step 1, conceptual review, only applies to the initial development application submittal for a development project (an overall development plan, when required, or a project development plan when an overall development plan is not required).

The second step in the process is to schedule a neighborhood meeting. The requirement for a neighborhood meeting applies to certain development applications subject to review by the Planning and Zoning Board. However, the City may waive this requirement for Type 2 or require a neighborhood meeting for a Type 1 review.

The following graphic depicts the typical development review process, from the time of conceptual review through hearing. A project planner with the Current Planning Department can inform you as to what steps must be followed for a specific project.

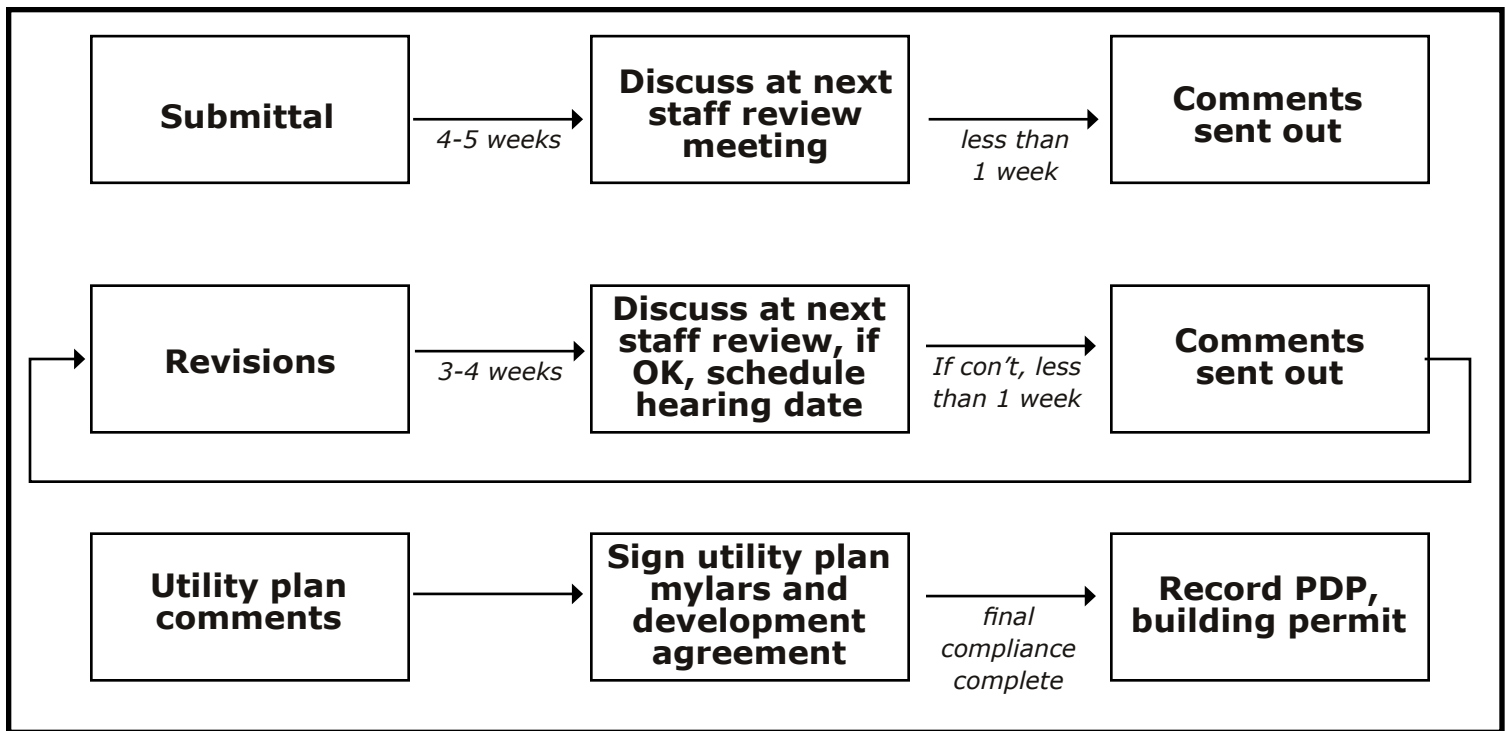


**What if the development proposal does not fall into one of the aforementioned categories?**

In addition to the four development applications for permitted uses, one may seek approval for other types of development applications, including an amendment to the text of the *Land Use Code* and/or the Zoning Map, a hardship variance, or other requests. These other types of development applications will be reviewed

according to applicable steps in the common development review procedures as outlines in Article 2 of the *Land Use Code*.

An application for development approval (annexation, zoning, rezoning, project development plans, subdivision plats, overall development plans, non-conforming use reviews) will be reviewed by the City in accordance with the sequence of events as indicated on the chart below.



**Project Submittal**

An application for development approval with the required supporting documentation may be submitted to the Current Planning Department at any time. Please contact the Current Planning Department at 221-6750 to schedule a time for the submittal meeting. At time of application, the application form and submittal requirements must be accompanied with the appropriate development fees. Incomplete submittals **will not** be accepted. The table on the following pages lists the development fees in effect on January 1, 2000. As these may change over time, please contact the Current Planning Department to verify the development fees.

*Neighborhood meetings*, if required, are conducted early in the planning process, while the development proposal is still in its conceptual stages. Typically, neighborhood meetings are held in a location convenient to the residents – at the nearest public school, a church, or a community center. A representative from the City serves as a facilitator for the meeting, and a written summary of the meeting is made available. Depending upon the nature of the development proposal as well as the level of involvement of the neighborhood, more than one neighborhood meeting may be conducted.



### **Staff Review**

After an application is submitted to the Current Planning Department, the project is “routed” to various departments within the City as well as to outside reviewing agencies. The maximum time for staff review after the initial submittal is five (5) weeks. The project planner assigned to the development proposal compiles the comments and relays them to the applicant.

Once the applicant receives the written comments, revisions may be submitted at any time. After revisions are resubmitted, a subsequent review occurs following the same process. Once City staff and the applicant are satisfied that all issues are resolved and all submittal requirements are complete, a date for public hearing is scheduled.

During the review process, the project is evaluated based upon the *Land Use Code* and various standards and guidelines adopted by the City of Fort Collins. Development applications must satisfy and follow the applicable requirements of the *Land Use Code* and comply with all the required standards. The Planning and zoning Board is empowered to grant modifications to the General Development Standards in Article 3 and the District Standards of Article 4 for overall development plans and project development plans. If an applicant requests a modification to any standard, the project will be required to be heard by the Planning and Zoning Board.

Other standards and guidelines with which projects must comply include the following:

- Storm Drainage Design Criteria and Construction Standards;
- Design and Construction Criteria, Standards and Specifications for Streets, Sidewalks, Alleys and Other Public Ways;
- Transit Design Standards and Guidelines for All Development in Fort Collins;
- and others from adopted City plans.

### **Public Hearing**

Public hearings are conducted for each application. There are two types of public hearings – Administrative Review (Type 1) and Planning and Zoning Board Review (Type 2). Administrative hearings are held various days of each month, beginning as early as 2:00 in the afternoon (some may be held in the evening). Planning and Zoning Board hearings are held the first and third Thursday of each month, starting at 6:30 PM in the Council Chambers, City Hall West. (Please note that schedule changes may occur due to holidays). Based on staff review and comments and the applicant’s revisions, the project planner prepares a written *Staff Report* for review by the Planning and Zoning Board or the Administrative Hearing Officer. Copies of these reports are available from the Current Planning Department.

If the application is to be reviewed by the Planning and Zoning Board, a report is presented to the Board at a work session held the Friday prior to the public hearing. While the public may attend this work session, public comment is not

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taken. Copies of the agenda for the Planning and Zoning Board are available from the Current Planning Department or on our web site at:  
[www.fcgov.com/currentplanning](http://www.fcgov.com/currentplanning)

Decisions are rendered at Planning and Zoning Board hearings, although decisions at Administrative Hearings may or may not be made at the hearing. The Administrative Hearing Officer has ten (10) working days to make a written decision if the time is required. Development applications at either type of hearing may be approved, approved with conditions, continued, or denied.

Any decision of the Planning and Zoning Board or Administrative Hearing Officer may be *appealed* to the City Council in accordance with Section 2-46 of the Code of the City of Fort Collins. The appeal provisions of the City Code must be strictly followed.

The appellant must submit written notice of appeal, reasons for the appeal, and the applicable fee to the City Clerk within 14 days of the date of final action by the Planning and Zoning Board or Administrative Hearing Officer. The City Clerk will place the item on the City Council agenda for hearing as expeditiously as possible.

Written notice of an appeal of a final decision of the Planning and Zoning Board or Administrative Hearing Officer to the City Council is given by the City Clerk to the appellant, the applicant and to all other parties-in-interest 14 days prior to the date set for the hearing.

An appeal of the final decision is based upon the transcript of the proceedings before the Boards or Hearing Officer, all exhibits received by the Boards or Hearing Officer, and videotapes of the proceedings. New evidence is not considered on appeal. The City Council may uphold, overturn, or modify the decision. Appeal packets and instructions may be obtained either at the City Clerk's Office or the Current Planning Department.

Article 68 of Title 24 of the Colorado Revised Statutes, when read together with Section 2.2.11 of the *Land Use Code*, provides *vested rights* for site specific development plans. A vested right is defined as "the right to undertake and complete the development and use of property under the terms and conditions of a site specific development plan."

Within a maximum of three (3) years following the approval of a final plan or other site specific development plan, the applicant must undertake, install and *complete* all engineering improvements (water, sewer, streets, curb, gutter, street lights, fire hydrants, and storm drainage) in accordance with City codes, rules and regulations. The period of time constitutes the "term of vested property right." Failure to undertake and complete the development within the term of vested property right results in a forfeiture of the vested property rights and requires resubmissions of all materials and reapproval of the same to be processed as required by the *Land Use Code*.





# Development Review Fee Schedule

Effective January 1, 2000

Development review fees must be paid at the time of submittal of any development review application according to the following schedule:

Annexation Petition and Map	\$1,188.00 (plus .50 for each APO label)
Rezoning Petition	\$977.00 (plus .50 for each APO label)
Overall Development Plan (ODP)	\$1,599.00 (plus .50 for each APO label)
Project Development Plan (PDP) Without a Subdivision Plat	\$3,887.00 (plus .50 for each APO label)
Project Development Plan (PDP) With a Subdivision Plat	\$5,879.00 (plus .50 for each APO label)
Final Plan Without a Subdivision Plat	\$1,000.00
Final Plan With a Subdivision Plat	\$1,000.00
Minor Amendment	\$192.00
Major Amendment	\$3,206.00 (plus .50 for each APO label)
Extension of Final Approval	\$566.00
Vacation of ROW or Easement	\$5.00
Street Name Change	\$5.00
Non-conforming Use Review	\$1,389.00
Sign Posting Fee	\$50.00

\*Small project fees are in effect according to the fee schedule on the following page. These fees are subject to change.

# Small Project Development Review Fee Schedule

(All applications must include .50 cents for each APO label in addition to the review fee).

Type of Project	Fee/Comments
Structural additions or alterations or change of use to single family, two family, multi-family (up to 4 units) dwellings. Conversions from one use to another use if the proposed conversion will not add more than 25% of new habitable floor area to the existing building or eliminate more than 10% of existing habitable floor area. Family-care home, group home.	\$200.00 per project.
	Fee collected at project submittal.
Expansion of existing building of less than \$500,000.00 building permit valuation.	1% of building permit valuation. (½% of building permit valuation if submitted as combined PDP/Final or Preliminary/Final PUD).
	Minimum fee = \$200.00. ½ of estimated building permit valuation collected at project submittal.  Remaining ½% collected at time building permit is issued. Adjustments made at time building permit is issued. Applications submitted as combined PDP and Final or combined preliminary/final PUD shall be charged ½% of building permit valuation as total fee. This ½% will be collected when application is submitted with final adjustments made at time building permit is issued.
New residential development of 15 or less dwelling units.	PDP, preliminary subdivision or preliminary PUD, \$100.00 per dwelling unit. Final or final subdivision or final PUD; \$100.00 per dwelling unit. Applications submitted as combined PDP/Final or combined Preliminary /Final PUD; \$100.00 per dwelling unit.
	Minimum fee at PDP, preliminary PUD, Final or Final PUD = \$200.00.
New commercial development of less than \$500,000.00 of building permit valuation.	1% of building permit valuation. (½% of building permit valuation if submitted as combined PDP/Final or Preliminary/Final PUD).
	Minimum fee = \$200.00 ½ of the estimated building permit valuation collected at project submittal.  Remaining ½% collected at time building permit is issued. Applications submitted as combined PDP/Final or combined PUD shall be charged ½% of building permit valuation as total fee. This ½% will be collected when application is submitted with final adjustments made at time building permit is issued.
Annexation petition of 5 acres or less. Rezoning petition of 5 acres or less.	½ of regular fee

These fees are subject to change.



# Sample Cost of Development and Building Permit Fees for a Single-Family Home

Valuation \$150,000

Square Footage 1,500

Description of Fee	Cost
Building Permit	\$753.30
Plan Check Fee	\$362.70
City Sales/Use Tax	\$2,250.00
County Sales/Use Tax	\$600.00
Community Parkland Capital Expansion	\$1,374.00
Neighborhood Parkland Capital Expansion	\$1,249.00
Library Capital Expansion	\$436.00
General Governmental Services Capital Expansion	\$200.00
Police Capital Expansion	\$103.00
Fire Capital Expansion	\$149.00
Street Oversizing Capital Expansion	\$1,480.00
Larimer County Trans. Expansion Fee	\$164.00
Electric Underground Secondary Service Charge	\$427.00
Electric PILOTS	\$2.43
Electric Comm.Rev	\$40.35
Electric Temporary Pedestal	\$138.21
Construction Water	\$7.79
Water Plant Investment Fee (PIF)	\$3,362.00
Water Right	\$5,203.00
Water Meter	\$96.37
Wastewater Plant Investment Fee (PIF)	\$1,030.00
Water 6% PILOT	\$.47
Water Development Review	\$53.00
Sewer Development Review	\$53.00
Poudre School District	\$763.03
Stormwater	\$650.00
Stormwater Development Fee	\$83.00
<b>Total Fees</b>	<b>\$21,030.65</b>

*Water/Stormwater fees based on lot size of 8,600*

# Sample Cost of Development and Building Permit Fees for a 50-Unit Residential Development

Valuation \$2,337,451.00

Square Footage 47,794

Description of Fee	Cost
Building Permit	\$8,137.80
Plan Check Fee	\$3918.20
City Sales/Use Tax	\$35,061.76
County Sales/Use Tax	\$9,349.80
Community Parkland Capital Expansion	\$59,000.00
Neighborhood Parkland Capital Expansion	\$53,100.00
Library Capital Expansion	\$17,750.00
General Governmental Services Capital Expansion	\$8,050.00
Police Capital Expansion	\$4,400.00
Fire Capital Expansion	\$6,350.00
Street Oversizing Capital Expansion	\$55,150.00
Larimer County Trans. Expansion Fee	\$5,650.00
Electric Underground Secondary Service Charge	\$451.00
Electric PILOTS	\$2.43
Electric Comm.Rev	\$40.35
Electric Temporary Pedestal	\$138.21
Construction Water	\$67.47
Water Plant Investment Fee (PIF)	\$47,137.34
Water Right	\$141,148.00
Water Meter	\$465.49
Wastewater Plant Investment Fee (PIF)	\$47,137.34
Water 6% PILOT	\$4.05
Water Development Review	\$2,150.00
Sewer Development Review	\$2,150.00
Poudre School District	\$38,151.00
Stormwater	\$1,514.78
Stormwater Development Fee	\$1,600.00
<b>Total Fees</b>	<b>\$548,075.02</b>

*Water/Stormwater fees based on lot size of 83,842.*



# Land Use by Zoning District Matrix

CITY OF FORT COLLINS LAND USE CODE		UPDATED: December 23, 2002	
<b>LAND USE by ZONING DISTRICT MATRIX</b>			
The purpose of the Land Use/Zoning District Matrix is to provide a quick reference as to the uses allowed within each Zoning District of the City's new Land Use Code. Presented below is a key indentifying the Zoning District names and the type of review process each use would need to follow in order to locate within the specific zone.			
<b>ZONING DISTRICT KEY</b>	UE	Urban Estate	
	RF	Foothills Residential	
	RL	Low Density Residential	
	LMN	Low Density Mixed-Use Neighborhood	
	MMN	Medium Density Mixed-Use Neighborhood	
	HMN	High Density Mixed-Use Neighborhood	
	NCL	Neighborhood Conservation Low Density	
	NCM	Neighborhood Conservation Medium Density	
	NCB	Neighborhood Conservation Buffer	
	POL	Public Open Lands	
	RC	River Conservation	
	DOC	Downtown (Old City Center)	
	DCA	Downtown (Canyon Avenue)	
	DCC	Downtown (Civic Center)	
	RDR	River Downtown Redevelopment	
	CC	Community Commercial	
	CCN	Community Commercial North College	
	CCR	Community Commercial River	
	C	Commercial	
	CN	Commercial North College	
	NC	Neighborhood Commercial	
	CL	Limited Commercial	
	HC	Harmony Corridor	
	E	Employment	
	I	Industrial	
<b>REVIEW PROCESS KEY</b>	B	Building Permit	
	A	Administrative Review	
	P	Planning and Zoning Board Review	
	Ax	Administrative Review but use must be combined with at least 1 other use allowed in the Zone to form a Neighborhood Center	
	Px	Planning and Zoning Board Review but use must be combined with at least 1 other use to form a Neighborhood Center	
<b>RESIDENTIAL USES</b>			
Boarding and rooming houses	U	R	M
Boarding and rooming houses (>200' from N. College)	E	F	L
Fraternity and sorority houses			



















## PLANNING AND ZONING BOARD SCHEDULE JANUARY 2003 - DECEMBER 2003

MONTH	WORKSESSION	TIME/PLACE	BOARD HEARINGS	TIME/PLACE
JANUARY	JANUARY 10 JANUARY 31	12:00 - 3:00 P.M. 281 N. COLLEGE	JANUARY 16	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
FEBRUARY	FEBRUARY 14 FEBRUARY 28	12:00 - 3:00 P.M. 281 N. COLLEGE	FEBRUARY 6 FEBRUARY 20	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
MARCH	MARCH 14 MARCH 28	12:00 - 3:00 P.M. 281 N. COLLEGE	MARCH 6 MARCH 20	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
APRIL	APRIL 11 APRIL 25	12:00 - 3:00 P.M. 281 N. COLLEGE	APRIL 3 APRIL 17	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
MAY	MAY 9 MAY 30	12:00 - 3:00 P.M. 281 N. COLLEGE	MAY 1 MAY 15	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
JUNE	JUNE 13 JUNE 27	12:00 - 3:00 P.M. 281 N. COLLEGE	JUNE 5 JUNE 19 JUNE 30 (Monday)	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
JULY	JULY 11	12:00 - 3:00 P.M. 281 N. COLLEGE	JULY 17	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
AUGUST	AUGUST 1 AUGUST 15 AUGUST 29	12:00 - 3:00 P.M. 281 N. COLLEGE	AUGUST 7 AUGUST 21	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
SEPTEMBER	SEPTEMBER 12 SEPTEMBER 26	12:00 - 3:00 P.M. 281 N. COLLEGE	SEPTEMBER 4 SEPTEMBER 18	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
OCTOBER	OCTOBER 10 OCTOBER 31	12:00 - 3:00 P.M. 281 N. COLLEGE	OCTOBER 2 OCTOBER 16	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
NOVEMBER	NOVEMBER 14	12:00 - 3:00 P.M. 281 N. COLLEGE	NOVEMBER 6 NOVEMBER 20	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.
DECEMBER	DECEMBER 1 (MONDAY) DECEMBER 12	12:00 - 3:00 P.M. 281 N. COLLEGE	DECEMBER 4 DECEMBER 18	6:30 P.M. COUNCIL CHAMBERS 300 LAPORTE AVE.

### CONCEPTUAL REVIEW SCHEDULE 2003

JANUARY 6, 13, 27	FEBRUARY 3, 10, 24	MARCH 10, 17, 31	APRIL 7, 14, 28
MAY 5, 12, 19	JUNE 2, 9, 23	JULY 7, 14, 28	AUGUST 4, 11, 25
SEPTEMBER 8, 15, 29	OCTOBER 6, 13, 27	NOVEMBER 3, 10, 24	DECEMBER 8, 15, 22

12/17/02

