

Department of Public Works Engineering

Engineering Division User Fee Manual

Revised April 2016

GENERAL INTRODUCTION

The construction of safe, efficient, low maintenance infrastructure in Douglas County requires significant expenditure of resources. To date, the majority of the costs to review the design and construction of new development have been absorbed by Douglas County.

The Department of Public Works Engineering, Engineering Division's User Fee Manual is a document whereby those previously absorbed costs can be recovered. This will allow for a more equitable service to cost ratio for the public in the areas of land development review and the construction of new infrastructure. The County is required by State Statute and State Laws to review all subdivisions of property to ensure that the designs meet all sound planning and engineering requirements as contained in the County's Regulations. The County is further charged to guarantee the public improvements of the subdivision are constructed and that said construction is in substantial conformance with the plans and specifications. The Colorado Revised Statutes state, "All plans of streets or highways for public use, and all plans, plats, plots, and replots of lands laid out in subdivisions or building lots and the streets, highways, alleys, or other portions of the same intended to be dedicated to a public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto, shall be submitted to the Board of County Commissioners for review and subsequent approval, conditional approval, or disapproval".

It should be noted that in private subdivisions where sufficient guarantee can be given in the form of test reports, field reports, and as-built drawings, all certified to by a Colorado Registered Professional Engineer, the requirements for Douglas County field inspection of some or all of the improvements may not be required. In the areas where County inspection of the improvements is not required, fees will not be charged.

The following is a summary of the services performed in the review of development, construction, and utility improvements.

ENGINEERING SERVICES AS A REFERRAL AGENCY

I. INTRODUCTION

The Department of Public Works Engineering, Engineering Division, is one of the agencies whom reviews applications for the various land use process approvals. The Department of Public Works Engineering, Engineering Division, reviews many different applications including but not limited to:

- A. Zoning Processes
 - Rezoning or Preliminary Development Plans
 - Major Development Plan Amendment
 - Administrative Amendments to Development Plans
 - Use by Special Review
- B. Subdivision Processes
 - Preliminary Plan
 - Final Plat
 - Requests for Vacating County Right-of-Way

- Plat Amendments
- Minor Development Plat

C. Other

- Site Improvement Plans (Residential and Non-Residential)
- Location and Extent
- Traffic Studies
- Construction Plans and Drainage Reports
- Pavement Design Reports
- Other Engineering plans and reports
- Access Permits (Non-Residential)
- Special District Service Plan
- Construction Permit
- Grading, Erosion and Sediment Controls Permit
- Utility Permit
- Temporary Batch Plant Permit/GESC Permit
- Low Impact Grading, Erosion and Sediment Control Permit
- Temporary Construction Access Permit

The information that follows is a brief description of the engineering services provided during the review of each of the land use processes listed above. Generally the fees for those services are paid to the Engineering Division at the time application is made.

A. ENGINEERING REVIEW IN ZONING PROCESSES

1. Rezoning

Engineering services consist primarily of site inspection and the review of three documents: Drainage Report, Traffic Impact Study, and the Development Plan. They are first reviewed for compliance to the submittal requirements. Next, the assumptions of the drainage and traffic reports are checked for reasonableness. Calculations in these reports and legal descriptions of the Development Plan property and zone boundaries may be spot checked for reasonableness. Finally, the recommendations of the drainage and traffic report are reviewed for consistency, reasonableness, and thoroughness. The Development Plan is checked to verify that it is consistent with the recommendations of the drainage and traffic reports. Finally, Engineering prepares recommendations for the Planning Commission and the Board of County Commissioners for consideration and action. This report may recommend conditions on approval or may require subsequent actions following County approval, if appropriate.

2. Zoning Change or Amendment

The Engineering document submittal requirements and the Engineering review process for a zoning change to an existing Development Plan is the same as for the original Development Plan process.

The Engineering review concentrates on the impacts of the change requested. However, the review considers the overall adequacy of the entire drainage and traffic plans and the requirements for public improvements.

3. Location and Extent

The major emphasis of Engineering review on this type of case is establishing the need for public improvements associated with the land use change. If preliminary site investigations indicate roadway and/or storm drainage improvements are appropriate additional engineering reports or plans and corresponding fees may be requested when applicable. The review of these documents relate to establishing the scope and estimated cost of public improvements.

If public improvements are required, an improvements agreement must be signed by the applicant as a condition of final Planning Commission approval. Engineering reviews the adequacy of this work scope and financial assurance document.

B. ENGINEERING REVIEW IN THE SUBDIVISION PROCESS

1. Preliminary Plan

The engineering services provided for these procedures relate to:

- a. Reviewing the document to verify legal descriptions for reasonableness, right-of-way and easement dimensions and locations.
- b. Proposed roadway improvements are consistent with the valid traffic impact study for the site.
- c. Reviewing the drainage reports, evaluating their compliance to the County criteria and verifying that drainage report(s) recommendations are reflected in the Preliminary Plans.
- d. Review for impacts on adjacent properties. Evaluate opportunities for coordinating public improvements. Review and advise the extent to which applicant will be required to participate in off-site improvements, either in County projects, in improvement districts, or individually.

The emphasis of the Engineering review is to evaluate the subdivision in terms of the technical correctness and completeness of the proposal, its impact on the need for roadway and storm drainage public improvements, and potential for joint participation needed in public improvements, both adjacent and off-site.

2. Final Plat and Minor Development Plat

The engineering services provided in this process include:

- a. Reviewing the final plat documents for correctness of legal descriptions for reasonableness, right-of-way and easement dimensions, range box monumentation, notes regarding maintenance of public and common outlots, and for general compliance to the subdivision regulations.
- b. Review of the submitted traffic impact study, or evaluating compliance of the plat with the valid traffic impact study on file.
- c. Review of the Phase III drainage report.
- d. Review of the construction plans for roadway and storm drainage improvements to establish conformance with Douglas County criteria.
- e. Review of the Grading, Erosion and Sediment Control Plan and Report to establish conformance with Douglas County criteria.
- f. Review and validate the Exhibit A cost estimate for the subdivision improvements agreement. The preparations, implementation, and administration of the Subdivision Improvements Agreement (S.I.A.) is the responsibility of the Engineering Division. The administration of the S.I.A. includes the monitoring of expiration dates of the agreement and security, processing the releases of securities, and field inspections at time of preliminary and final acceptance of the public improvements.

The emphasis of the final plat engineering review is defining maintenance responsibility, easement rights, to finalize the type, extent, insure compliance with standards of roadway and storm drainage public improvements, and to define and obtain developer financial participation in off-site regional facilities that benefit the subdivision. Acceptance of all supporting engineering reports and documents, including the Subdivision Improvements Agreement, is the goal of the final plat engineering review. The final plat, drainage report and construction plan fees as shown on schedules A and B-1, cover the initial submittal and up to two resubmittals. Any submittals after that are considered new submittals and additional fees will be assessed.

3. Request for Vacating Right-of-Way

Any request from adjacent landowners for the County to vacate County roadway right-of-way or various easements requires a thorough engineering review. The review seeks to establish:

- a. County's present or potential future need for the right-of-way being requested.
- b. The desirability, from the County's perspective, of unilaterally vacating land in actively developing areas which may require future right-of-way dedications.
- c. Maintenance requirements that might be a desirable condition of the vacation approval.

In essence, the engineering review must establish that, on balance, vacating the right-of-way is of greater benefit to the County than retaining it.

C. ENGINEERING FEE - OTHER

1. Site Improvement Plan

The engineering services provided in this process include: review of the Site Improvements Plan (SIP) and required documents. Those documents include the traffic impact study, the Phase III drainage report, the Grading, Erosion, and Sediment Control (GESCC) Plan, construction plans associated with the SIP, the Site Improvement Plan Improvements Agreement, and any required easements associated with the SIP.

2. Access Permit (Non-Residential)

Permit fee includes review and inspection of the proposed access point(s). The review and inspection includes, but is not limited to the review of adequate sight distance, intersection spacing, traffic control for public safety and prevention of damage to County property.

3. Service Plan for Special Districts

A special district can be formed for any of the following:

Ambulance District
Fire Protection District
Hospital District
Local Improvement Districts*
Metropolitan District
Park and Recreation District
Sanitation District
Water and Sanitation District
Water District

Engineering is primarily concerned with service plans for districts that will build and/or maintain roadways and/or storm drainage facilities. These types of improvements normally involve metropolitan districts. The following description of engineering review services pertains to metropolitan district service plans that propose to build and/or maintain roadway and/or storm drainage improvements, and affect County services.

The primary objective of the service plan engineering review is to establish that the extent of improvements proposed is adequate, that the basis for sizing roadways and storm water management facilities is sound and consistent with the surrounding development, and that the estimated cost of the improvements is consistent with the extent of the improvements proposed. The review may involve review of a traffic impact study, a Phase I or Phase II drainage report, preliminary roadway layout plans.

* In cases where local improvement districts are initiated in conjunction with Douglas County recommendations, such fees may be waived.

4. Right-of-Way Use and/or Construction Permit

Permit fees include the inspection of all roadway and drainage construction and utility installation. Street cuts are also reviewed and inspected for compliance to Douglas County Specifications.

5. Grading, Erosion and Sediment Control (GESC) Permit

Permit fees include inspection of all overlot clearing, grubbing and grading projects to ensure compliance with the GESC Permit, GESC Plan and GESC Manual.

6. Temporary Batch Plant Permit/GESC Permit

Permit fee includes inspection of clearing, grubbing and grading, traffic impacts, as well as daily operations of temporary batch plant to ensure compliance with the Temporary Batch Plant/GESC Permit, Temporary Batch Plant/GESC Plan and GESC Manual.

7. Annual Maintenance GESC Permit

Permit fees include inspections clearing, grubbing and grading for projects subject to an Annual Maintenance GESC Permit.

8. Small Utility GESC Permit

Permit fees include inspections of clearing, grubbing, grading and excavation of projects subject to a Small Utility Project Permit.

9. Multi-lot Permit

10. Low Impact GESC Permit

Permit fee includes inspection of clearing, grubbing, and grading of projects subject to a Low Impact GESC Permit.

11. Temporary Construction Access Permit

Permit fees include inspection of temporary construction access points to all construction projects including landscape projects. Inspections ensure proper traffic control for public safety and prevention of damage to County property.

**SCHEDULE A
ENGINEERING FEES FOR DOUGLAS COUNTY**

<u>SERVICE DESCRIPTION</u>	<u>APPROVED FEE</u>	
Zoning	<5 acres	\$6,500.00
	≥5 ac. and <25 ac.	\$9,900.00
	≥25 ac.	\$13,300.00
Preliminary Plan	<5 acres	\$2,500.00
	≥5 ac. and <25 ac.	\$5,000.00
	≥25 ac.	\$7,500.00
Final Plat +	<5 acres	\$5,000.00
	≥5 ac. and <25 ac.	\$5,800.00
	≥25 ac.	\$7,500.00
Minor Development Plat +	<5 acres	\$5,000.00
	≥5 ac. and <25 ac.	\$5,800.00
	≥25 ac.	\$7,500.00
Site Improvement Plan Non- Residential ++ & Major Revision to Site Improvement Plan	<5 acres	\$3,000.00
	≥5 ac. and <25 ac.	\$5,500.00
	≥25 ac.	\$9,500.00
Site Improvement Plan Non-Residential * “Pad Site” (Part of a Larger Approved SIP)		\$1,500.00
Site Improvement Plan Residential ++ & Major Revision to Site Improvement Plan	<5 acres	\$3,000.00
	≥5 ac. and <25 ac.	\$5,500.00
	≥25 ac.	\$9,500.00
Use By Special Review +++	<5 acres	\$3,000.00
	≥5 ac. and <25 ac.	\$5,500.00
	≥25 ac.	\$9,500.00

SCHEDULE A (Continued)

<u>SERVICE DESCRIPTION</u>	<u>APPROVED FEE</u>
Planned Development (PD) Administrative Amendment	\$400.00
Planned Development (PD) Major Amendment	\$500.00
Replat (Non-administrative)	\$640.00
Replat (Administrative Amendment)	\$300.00
Lot Line Adjustment or Building Envelope Adjustment	\$200.00
Site Improvement Plan Revision	\$400.00
Site Improvement Plan Modification	\$200.00
Cell Site Improvement Plan or Cell SIP Revision	\$300.00
Use by Special Review Amendment or Use by Special Review Administrative Amendment	\$300.00
Use by Special Review Horse Boarding	\$300.00
Service Plan (Special District)	\$640.00
Service Plan (Special District) Material Modification	\$300.00
Right-of-way Dedication (Public) not part of a subdivision plat	\$200.00
Right-of-way (ROW) / Road Vacation	\$2,400.00
Minor Adjustment to Existing ROW	\$200.00
Dedication of Easement to or from Douglas County	\$200.00
Vacation of Access or Drainage Easements (when improvements exist in easement)	\$1,000.00
Vacation of Other Easements (May be used for Access or Drainage Easements if part of a larger project, or where the improvements were never constructed)	\$400.00
Vacation of Subdivision Plat (unbuilt)	\$300.00
SB35 Exemption	\$1,200.00
Location and Extent	\$1,000.00

SCHEDULE A (Continued)

SERVICE DESCRIPTION

APPROVED FEE

Minimum Review Fee

\$300.00

+Fees as shown on schedule B-1 for Construction Plans, Pavement Design Reports and Drainage Reports, etc., which accompany the final plat submittal, shall be collected at the time of the submittal of the final plat.

++Refers to specific type of commercial site development as defined in the County Zoning Resolutions.

+++Douglas County Engineering reserves the right to send referrals to outside agencies from which expert technical assistance may be requested. Fees may be assessed by referral agencies for their outside review and they shall be paid by the applicant.

* A "Pad Site" is part of a larger approved Site Improvement Plan (SIP). The following items must exist (or be approved) to qualify as a "Pad Site": detention/WQ, access to the Larger SIP, parking (generally), grading, and utilities. No revisions are required to the overall drainage patterns/ detention/ WQ/etc. No revisions are required to the access points to the Larger SIP. The consulting engineer for the project is required to submit a letter (minimum) certifying that the drainage and access for the "Pad Site" are in substantial compliance with the Larger SIP Drainage Report and Traffic Report.

SCHEDULE B-1
ENGINEERING REVIEW FEE SCHEDULE (3)

<u>SERVICE DESCRIPTION</u> (Construction Plan Reviews)	<u>APPROVED FEE</u>						
Street/Storm Construction Plans	<table border="0" style="margin-left: 20px;"> <tr> <td style="padding-right: 20px;"><5 ac.</td> <td>\$1,600.00</td> </tr> <tr> <td>≥5 ac. and <25ac.</td> <td>\$2,000.00</td> </tr> <tr> <td>≥25</td> <td>\$2,400.00</td> </tr> </table>	<5 ac.	\$1,600.00	≥5 ac. and <25ac.	\$2,000.00	≥25	\$2,400.00
<5 ac.	\$1,600.00						
≥5 ac. and <25ac.	\$2,000.00						
≥25	\$2,400.00						
District Roadway Construction Plan Review	\$700 + 60(Y) ½						
District Storm Sewer Plan Review	\$700 + 75(Y) ½						
Roadway Construction Plans for 35-Ac. Development or for other private roads Outside of the Rural SIP process or Platting Process	\$500.00						
Separate Signage and Striping Plan (only if not a part of an overall construction plan set)	\$200.00 per sheet						
Traffic Signal Plans (Per Intersection)	\$800.00						
Utility Construction Plan Review (Gas, Electric, Telephone, Cable TV, Water and Sewer) For submittals greater than 1000 LF	\$450.00						
Grading, Erosion and Sediment Control Plan	\$250 + \$25(acre of disturbance)						
Temporary Batch Plant/GESC Plan	\$250 + \$25(acre of disturbance)						
Annual Maintenance GESC Plan	No Fee						
Small Utility GESC Plan	No Fee						
DESC Plan	65% of DESC Permit Fee						
Multi-Lot Perimeter DESC Plan	No Fee						
Low Impact GESC Plan	No Fee						
Landscape Plans	\$350+ 60(Y) ½						

SCHEDULE B-1 (Continued)**SERVICE DESCRIPTION****APPROVED FEE****Other Review Services**

Regional Detention Pond Construction Plan		\$500+ 40(X) ½
Regional Water Quality Facilities Construction Plan		\$400.00
Floodplain Modification Study:		
Minor		\$800.00
Major		\$1,600.00
Flood Plain Development Permit		\$100.00
Pavement Design Report, Including minor construction Plans and/or revisions		\$250.00
Phase I Drainage Report	<5 ac.	\$336.00
	≥5 ac. and <25ac.	\$560.00
	≥25	\$672.00
Phase II or Phase III Drainage Report	<5 ac.	\$672.00
	≥5 ac. and <25ac.	\$1,120.00
	≥25	\$1,344.00
Traffic Impact Study for:		
Rezoning or Preliminary Plan		\$2,000.00
Updated Report to Original for Preliminary Plan		\$1,000.00
Final Plat/MDP/PDP		\$ 500.00
Site Improvement Plan		\$ 500.00
Use By Special Review		\$1,500.00
Signal Warrant Study (Per Intersection)		\$ 200.00
Variance Request		\$ 200.00
Notice of Change to the Approved Plan – Minor Revision		\$ 200.00
Notice of Change to the Approved Plan – Major Revision		\$ 500.00
Alternative Roadway Standards for Public Roads		\$2,500.00

SCHEDULE B-1 (Continued)

<u>SERVICE DESCRIPTION</u>	<u>APPROVED FEE</u>
Revision to Alternative Roadway Standards	\$500.00
Private Roadway Standards (Not for Rural Site Plans or 35 acre developments)	\$1,000.00
Revision to Private Roadway Standards	\$200.00
License Agreement	\$200.00
Intergovernmental Agreement (Special District)	\$1,000.00
Modification to standard County Agreements	\$500.00

- NOTES:**
1. X denotes area in acres.
 2. Y denotes longitudinal distance in hundreds of feet.
 3. The fees listed below are for the initial submittal. All third resubmittals are charged 50% of the initial submittal fee. Resubmittals following a “conditional approval” require no fee.

**SCHEDULE B-2
PERMIT FEE SCHEDULE**

<u>RIGHT-OF-WAY USE AND/OR CONSTRUCTION PERMIT</u>	<u>APPROVED FEE</u>
Paved Road – Degradation Recover Charge* (Partial recovery of costs associated with accelerated degradation of roadway caused by excavation)	\$5.00 per sq. ft. of surface area cut
Gravel Road – Degradation Recovery Charge* (Partial recovery of costs associated with accelerated degradation of roadway caused by excavation)	\$2.00 per sq. ft. surface area cut
GESC Compliance – Applicable to any Street cut or disturbance greater than 36 Lin. Ft. or if excavation occurs in the zone located of surface between the right-of-way line to a point five (5) feet outside of the roadside ditch flow line.	\$130.00 ea.
Other	Use cost for item, which is most similar
Boring, Jacking or Tunneling**	\$75.00 (additional)
*All roadways constructed prior to the adoption of this fee schedule. (May be waived depending on the condition of the roadway surface upon approval by the Public Works Engineering Director)	\$2.00 per sq. ft. of surface area cut

***NOTES:**

1. These fees are applied to all paved and gravel roadways for a period of five years following their initial acceptance by the County and also for a period of five years following any major maintenance work (i.e., regravelling, overlays, seal coats, ...etc.) on the roadways.
2. The above street cut permit costs are in addition to the required construction permit fees.
3. These fees shall apply to Emergency Repair. An Emergency Cut shall be defined as a roadway excavation required to restore an essential service which has been disrupted or failed, or where delay of repair would cause further damage to the public right-of-way.

Essential service shall be defined as Electric, Telephone, Gas, Water, and Sanitary Sewer, or other such service needed to insure the health, safety and welfare of the public.

SCHEDULE B-2 PERMIT FEE SCHEDULE (Continued)

An Emergency Repair Permit must be obtained prior to 4:30 p.m. on the next business day following the repair procedure. Failure to obtain a permit within the said time limit shall result in a penalty being assessed.

4. The failure to obtain the required permit prior to the commencement of work within the County’s rights-of-way will be assessed a penalty of three (3) times the cost of the permit. This penalty also applies to the time frame for emergency repairs.

****NOTE:**

1. This fee is applied to each separate bore, jack or tunneling operations and is in addition to the required construction permit fees associated with this work such as Lin. Ft. of cable, etc..

<u>RIGHT-OF-WAY USE AND/OR CONSTRUCTION PERMIT</u>	<u>APPROVED FEE</u>
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(Minor Plan review and inspection)

Storm Sewer and Utility	
Base Fee	\$60.00
Variable fee (pipe or cable size)	
1/2” – 8”	.19
8 1/4” – 16”	.27
16 1/4” – 24”	.44
25” – 42”	.77
43” and larger	.97
Street or Road Construction	
Base Fee Subgrade	\$85.00
Plus/SY	.11
Base Fee Base Course	\$85.00
Plus/SY	.11
Base Fee Surface	\$85.00
Plus/SY	.11
Utility Handhole/Pull Box/Core	\$37.00 each
Manhole	\$53.00
Cross-pan(s) – first	\$55.00
- each additional	\$28.00
Pipe Culverts or Precast Box	
36” and smaller	\$60.00
Larger than 36”	
Plus linear foot charge	.90

SCHEDULE B-2 PERMIT FEE SCHEDULE (Continued)

<u>RIGHT-OF-WAY USE AND/OR CONSTRUCTION PERMIT</u> (Minor Plan review and inspection)	<u>APPROVED FEE</u>
Concrete Trickle Channel (For detention ponds or drainageways)	
Base fee	\$53.00
Plus fee per linear foot	.17
Landscape in Public Right-of-way	\$60.00 + .10/SY
Traffic Control	\$200.00
Warranty Work/Repairs	
1 st 60 day permit	No Cost
Subsequent permits	
Base Fee + Remaining Permitted Items at normal cost	\$200.00 + each remaining items cost
Minimum Permit Fee	\$200.00
Working without County Issued Permit	3x permit fee
Reinstatement Fee (after Stop Work Order)	\$600.00 min.

**SCHEDULE B-3
GRADING, EROSION AND SEDIMENT CONTROL PERMIT FEE SCHEDULE**

Grading, Erosion and Sediment Control Permit	\$250.00 + 25/(acre of disturbance)
Reinstatement of Grading, Erosion and Sediment Control Permit	\$250.00 + 25/(acre of disturbance)
Renewal of Grading, Erosion and Sediment Control Permit	\$100.00
Transfer of Grading, Erosion and Sediment Control Permit	\$100.00
Working Without County Issued Permit Fee	3x permit fee
Re-inspection Fee	\$50.00 per inspection
Annual Maintenance GESC Permit	\$250.00 + \$25.00 per acre/per Project

SCHEDULE B-3 PERMIT FEE SCHEDULE (Continued)

		<u>APPROVED FEE</u>
Small Utility GESC Permit		\$50.00 + \$200.00 per project
DESC Permit	Project Valuation	Permit Fee
	\$0-\$25,000.00	\$25.00
	\$25,001.00-\$50,000.00	\$35.00
	\$50,001.00-\$100,000.00	\$50.00
	\$101,000.00-\$900,000.00	\$50.00 for first \$100,000 plus \$32.00 for each additional \$100,000 of the valuation, or fraction thereof.
	\$900,001.00 and up	\$338.00
Multi-Lot Perimeter DESC Permit		No Fee
Low Impact GESC Permit		No Fee

NOTE: Each approved project construction plan set requires separate permit(s).