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El Paso County Planning & Community Development

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Board of County Commissioners

Holly Williams, District 1
Carrie Geitner, District 2
Stan VanderWerf, District 3
Longinos Gonzalez, Jr., District 4
Cami Bremer, District 5

SUMMARY MEMORANDUM

TO: El Paso County Board of County Commissioners
FROM: Planning & Community Development
DATE: 5/14/2024
RE: Resolution to Approve the Planning and Community Development 2024 Fee Schedule

The El Paso County Planning and Community Development Department (PCD) fee schedule was adopted in 2007 and later revised in 2009 and again in 2010. This proposed 2024 fee schedule and cost of service analysis includes an updated analysis of review tasks, staffing structure, review times, hourly rates, and the costs associated with benefits and other overhead. The County's Electronic Development Application Review Program (EDARP) has resulted in modifications to application review and approval processes, including the automation of reviewer-based tasks and many tasks previously performed by the administrative staff. Project types have been refined and expanded based on the Land Development Code and Engineering Criteria Manual. Staff processing and review hours were allocated as appropriate to Administrative staff, Planning Review staff, Engineering Review staff, and the Inspections group.

The proposal, as outlined in the *2024 PCD Fees Proposal – 85% Cost Recovery* worksheet, summarizes the review fees calculated for individual project types and compares the current fee and current cost recovery percentage for each fee to the new proposed fees at 85% cost recovery. More specifically, 45 of the current fees are reduced to meet the 85% cost recovery and 58 increased to the 85% cost recovery rate. The basis of the proposed fees is a reasonable average development review and inspection process for each project type, including hours allocated for staff review and the number of review cycles.

Changes with this updated fee schedule and cost of service analysis also include:

- Removing ten (10) outdated/unused application fees and combined similar fees
- Creating sub-categories for construction drawings
- Creating categories of major construction drawings by the number of lots and sheets
- Creating categories for construction permits by number of lots
- Removing tasks such as scanning, uploading, etc. from hours per activity for administrative staff on all projects.

Planning and Community Development currently collects a \$37.00 service fee on every submitted application. This fee is renamed as a "tech fee" to support the department's project tracking and project management system (EDARP) as well as other necessary technical components of the application process. Additionally, the use tax administrative fees charged at the time of building permit and set aside for use tax audits will no longer be collected

The fees will be adjusted annually based on the Consumer Price Index (CPI) for Colorado as published by the Department of Local Affairs to keep fees current with current inflation costs. Staff will update the fee study and the cost-of-service analysis every 5-6 years to incorporate changes in processes and efficiencies.

Staff recommends the fee resolution and new fee schedule go into effect on August 1, 2024, to allow additional time to notice customers and adjust fees within the fee collection system.

Attachments

1. 85% Cost Recovery Comparison Spreadsheet
2. Letter of Support from the Home Builders Association (HBA)
3. BoCC Resolution with Fee Sheet

2024 Planning and Community Development Fees- 85% Cost Recovery

Note	APPLICATION TYPE	Current Fee (w/\$37 Tech fee)	# of Svcs (2022)	Current Recovery %	Proposed Fee (w/\$37 Tech fee)	Total Service Fees with Proposed Fees	Name change/other
	Early Assistance Meeting (as opposed to ad hoc)	\$427	314	68%	\$568	\$118,352	*Remove comment "as opposed to ad hoc"
	Resubmittal of Applications (after 3rd Review)	\$1,837	0				*Add under Other fee category
	Zoning Actions						
	Rezoning						
	Rezoning - All Conventional Zones	\$3,537	32	71%	\$4,256	\$136,192	
	Rezoning - Planned Unit Development (PUD)	\$6,937	0	78%	\$7,587	\$0	
	Major Revision to a Planned Unit Development (PUD) Plan	\$4,337	0	57%	\$6,474	\$0	*Rename to Revision to a Planned Unit Development (PUD) Plan, Major
	Minor Revision to a Planned Unit Development (PUD) Plan	\$2,337	0	67%	\$3,010	\$0	*Rename to Revision to a Planned Unit Development (PUD) Plan, Minor
Reduced	Combined Planned Unit Development (PUD) and Preliminary Plan Review (PUDSP)	\$13,237	10	107%	\$10,557	\$105,570	
	Development Agreement with PUD	\$2,287	1	42%	\$4,661	\$4,661	
	Wind and/or Solar Energy Generation Plan Overlay		0	0%	\$8,903	\$0	
	Use Subject to Special Review						
	Major Special Review	\$4,237	7	57%	\$6,384	\$44,688	*Rename Special Use, Major
Combined / Reduced	Special Use-Minor, Administrative or Renewal, Rural Home Occupation as a Special Use, Extended Family Housing), Agricultural Structure Exemption as a Special Use , Minor Kennel as a Special Use	\$2,037	13	95%	\$1,861	\$24,193	Rename Special Use, Minor and add the application Includes applications for Rural Home Occupation as a Special Use, Extended Family Housing, Agricultural Structure Exemption as a Special Use , and Minor Kennel as a Special Use
	Administrative Mining or Batch Plant Permit	\$1,737	0	73%	\$2,067	\$0	
	Use Variances						
	Major Use Variances	\$4,237	2	65%	\$5,536	\$11,072	*Rename Variance of Use, Major
Reduced	Minor Use Variances (2nd dwelling or renewal)	\$2,937	2	144%	\$1,776	\$3,552	*Rename Variance of Use Minor, Remove comment 2nd dwelling or renewal
	Utility Locations						
	Approval of Location, Site Application	\$3,837	3	85%	\$3,859	\$11,577	*Rename Approval of Location, Remove Site Application
	Board of Adjustment Variances						
	Lot Area or Lot Area in combination with other variance, Day Care Spacing, Setbacks, Physical Dimension, Structural Location, Bulk Limitations, Parking, Signs, Distance Separation, Landscaping (above the administrative relief amount).	\$1,037	15	56%	\$1,609	\$24,135	Rename to Board of Adjustment, Add footnote that this includes applications for lot area or lot area in combination with other variance, daycare spacing, setbacks, physical dimension, structural location, bulk limitations, parking, signs, distance separation and landscaping (above the administrative relief amount).
Combined	Administrative Relief	\$587	20	42%	\$1,229	\$24,580	
	Appeal of Administrative Determination						
Combined	Appeal of Administrative Determination or Decision to BOCC or BOA	\$887	0	34%	\$2,275	\$0	
	Sketch Plan						
	Major Sketch Plan	\$9,037	2	98%	\$7,847	\$15,694	*Rename Sketch Plan, Major
	Minor Sketch Plan	\$4,837	0	80%	\$5,181	\$0	*Rename Sketch Plan, Minor
	A major sketch plan is any plan encompassing over 200 acres in area or more than 100 dwelling units, or including more than 10 acres of developable non-residential space.						*Move to Footnote
Reduced	Major Revision to Existing Sketch Plan	\$6,537	0	108%	\$5,181	\$0	*Rename to Revision to Sketch Plan, Major
Reduced	Minor Revision to Existing Sketch Plan	\$3,337	3	192%	\$1,518	\$4,554	*Rename to Revision to Sketch Plan, Minor
	Major Revision is defined as any one of the following: 1) A change in land use type(s) for 25% or more of the existing Sketch Plan area; 2) 25% or greater increase in projected population or employment; 3) 25% or greater addition or area to the original Sketch Plan; 4) 10% or greater decrease in total park and/or open space area. Minor Revision is any revision required pursuant to Section 47.B.9 (as may be amended) that does not meet the thresholds of a major revision.						*Move to Footnote (revise language)
	Preliminary Plan						
Reduced	Major Preliminary Plan (26+ lots / tracts)	\$9,737	3	88%	\$9,481	\$28,443	*Remove "Tracts"
Reduced	Minor Preliminary Plan (Optional - 1-25 lots / tracts)	\$7,037	2	93%	\$6,493	\$12,986	*Remove "Tracts"

	Construction Permit-Minor Final Plat	\$2,437	2	30%	\$6,924	\$13,848		*Rename to Construction Permit-Minor Final Plat, 1-25 lots
	Construction Permit-Minor Subdivision with Improvements	\$1,837	2	30%	\$5,256	\$10,512		
	Construction Permit-Site Development Plan Major	\$1,737	19	33%	\$4,537	\$86,203		
	Construction Permit-Site Development Plan Minor	\$1,037	7	32%	\$2,778	\$19,446		
	Construction Permit-Early Grading or grading	\$1,637	10	35%	\$3,972	\$39,720		*Rename to Construction Permit-Pre-Subdivision or Standalone grading activity
	Erosion & Sediment Quality Control Permit (stand alone activity without concurrent commercial Site Development Plan or construction drawing submittal)	\$1,537	0	33%	\$3,972	\$0		
Public Facility Agreements & Financing Mechanisms								
	Modification to Subdivision Improvement Agreement (SIA)	\$1,737	0	71%	\$2,119	\$0		
Reduced	Development Agreement (not concurrent with a project)	\$4,537	2	87%	\$4,484	\$8,968		
	Maintenance Agreement for Ponds, Access, Joint Well, Walls (not concurrent with a project)	\$1,087	0	36%	\$2,577	\$0		
	Cost Recovery	\$3,637	0	50%	\$6,270	\$0		
Facility Acceptance & Release of Funds								
	Sidewalk Inspection (up to 10 addresses) ** fee increases for each return inspection	New fee			\$190			
Special Districts								
Reduced	Special District (multiple districts for the same project is one fee-Minimum fee)	\$6,787	1	128%	\$4,532	\$4,532	\$4,532	
Reduced	Special District Amendment	\$4,537	0	94%	\$4,134	\$0		
Solid Waste Facilities								
Major Certificate of Designation								
	Solid Waste Disposal Site and Facility (includes scrap tire)	\$20,037	0	69%	\$24,607	\$0		
	Enclosed or Open Trash Transfer Facility if Certificate of Designation Required	\$10,037	0	34%	\$25,346	\$0		
Minor Certificate of Designation								
	Inert Material Disposal (not qualifying for exemption)	\$10,037	0	36%	\$23,534	\$0		
	Inert Material Disposal (ESQCP included) (less than 10 acres or 100,000 cubic feet, lasting less than 18 months)6	\$2,737	0	32%	\$7,226	\$0		*Rename to Amendment to Certificate of Designation, Major
	Major Amendment to Certificate of Designation	\$10,037	0	39%	\$21,668	\$0		
	Minor Amendment to Certificate of Designation	\$1,837	0	25%	\$6,373	\$0		*Rename to Amendment to Certificate of Designation, Minor
Administrative Permits and Approvals								
Combined / Reduced	Site Plan-residential, deck, accessory building, agricultural building (excluding 2nd kitchens in house), Septic Permit	\$147	2815	98%	\$165	\$464,475		*Rename to Residential Site Plan. Include Footnote that this application site plans for decks, accessory structures, agricultural buildings, and septic site plans. (2nd kitchens in house excluded)
Reduced	Tiny House Site Plan	\$247	3	96%	\$255	\$765		
Reduced	Driveway Permit Curb & Gutter	\$137	1076	133%	\$125	\$134,500		
Reduced	Driveway Permit Public Road with Drainage Ditches	\$207	263	119%	\$185	\$48,655		
Reduced	Driveway Access Waiver (private drive) or Commercial Access Permit	\$104	136	200%	\$82	\$11,152		
Reduced	Builder Erosion & Sediment Quality Control Permit	\$137	1068	183%	\$101	\$107,868		
Combined / Reduced	Temporary Use	\$247	34	145%	\$182	\$6,188		
Combined	Child Care/Adult Care/Group Home Permit/Home Occupation Permit	\$247	47	136%	\$192	\$9,024		*Rename Daycare Permit. Add Footnote that this includes applies to childcare, adultcare, and group home permits. Separate Home Occupation Permits into separate fee.
Reduced	Accessory Use Agreement	\$247	2	182%	\$153	\$306		
	Administrative Determination-Zoning Interpretation, Determination of Nonconformity, Zoning Compliance Request	\$262	45	59%	\$414	\$18,630		*Rename application Administrative Determination. Add footnote that the application includes zoning interpretations, determination of non-compliance, and zoning compliance request
	Oil and Gas Exploration	\$1,737	0	48%	\$3,117	\$0		
	Major Commercial Site Development Plan	\$2,837	19	62%	\$3,944	\$74,936		*Rename to Commercial Site Development Plan, Major
Reduced	Minor Commercial Site Development Plan	\$1,837	32	95%	\$1,681	\$53,792		*Rename to Commercial Site Development Plan, Minor
	Commercial Over the Counter Site Development Plan Review	\$247	61	52%	\$440	\$26,840		
	Sign Permit, Billboard Credit	\$262	59	71%	\$351	\$20,709		
Reduced	Additional sign on same property at same time \$125 (no surcharge)	\$125	72	124%	\$124	\$8,928		*Change comment to state "reviewed at the same time (no surcharge)"
Reduced	Landscape Completion Agreement	\$587	0	87%	\$613	\$0		
Reduced	Co-location agreement on Tower	\$2,037	7	94%	\$1,880	\$13,160		
Reduced	Small Cell CMRS Facility (up to 5)	\$500	0	174%	\$282	\$0		



HOUSING & BUILDING
ASSOCIATION
OF COLORADO SPRINGS

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Phone: 719-592-1800 · CSHBA.com

April 16, 2024

El Paso County
Planning and Community Development
Meggan Herington
2880 International Circle
Suite 110
Colorado Springs, CO 80910

Dear Ms. Herington,

On behalf of the Housing & Building Association of Colorado Springs (CSHBA), we would like to express our sincere appreciation for the opportunity to thoroughly examine the proposed Planning and Community Development fee changes and the proposed Tech fee. We understand the effort that went into these proposals and are grateful for the chance to provide our input.

We appreciate the work that you and the County's finance team did to provide options that would best support the department with as little impact as possible on affordable housing.

After review, we would support proposal B. Setting all fees at an 85% cost recovery rate is reasonable and will simplify the fee schedule. We also support discontinuing the Use Tax admin fee while introducing a separate \$37 tech fee for EDARP updates and maintenance. We understand the tech fee will be held in a separate account to be used only for EDARP, which will significantly contribute to necessary updates and maintenance of the EDARP program, which is crucial for our work.

We highly value our partnership with you and El Paso County and want to emphasize that we are always here to address any questions or concerns you may have. Our commitment to this partnership is a priority. Thank you for working with us.

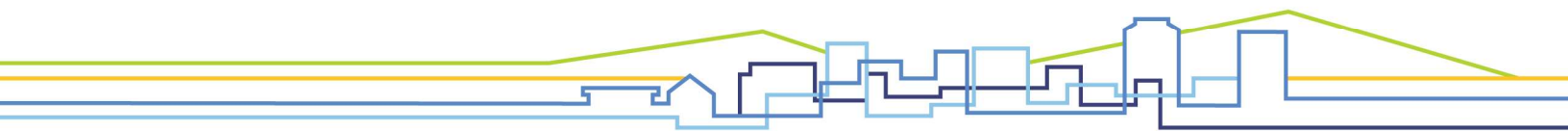




Respectfully,

A handwritten signature in black ink, appearing to read "Ryan Klein".

Ryan Klein, Sherman & Howard, LLC.
HBA Public Policy Chair



RESOLUTION NO. 24-

BOARD OF COUNTY COMMISSIONERS
COUNTY OF EL PASO, STATE OF COLORADO

RESOLUTION TO APPROVE EL PASO COUNTY
PLANNING AND COMMUNITY DEVELOPMENT 2024 FEE SCHEDULE (LDC241)

WHEREAS, pursuant to C.R.S. §§ 30-11-103 and 30-11-107(e), the Board of County Commissioners of El Paso County, Colorado ("BoCC"), has the authority to manage the business and concerns of the County to ensure the welfare and interests of the County and its inhabitants; and

WHEREAS, the El Paso County Planning and Community Development Department assesses various application and review fees to help recoup costs for the provision of certain services; and

WHEREAS the Planning and Community Development fee schedule was last revised in 2010; and

WHEREAS, the Board has determined the 2024 Planning and Community Development fee schedule shall be updated to reflect 85% cost recovery; and

WHEREAS, the Board has reviewed the Planning and Community Development fee schedule and finds the fees acceptable as proposed; and

WHEREAS, the Board has requested that the Planning and Community Development fee schedule be implemented on August 1, 2024; and

WHEREAS, the Board has requested that the Pikes Peak Regional Building Department cease collection of County Use Tax Administrative Surcharges beginning August 1, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of El Paso County, Colorado, does hereby approve the Planning and Community Development fee schedule as attached.

BE IT FURTHER RESOLVED that the fees as listed on the Planning and Community Development Fee Schedule as attached will be updated annually based on the Consumer Price Index (CPI) for Colorado as published by the Department of Local Affairs.

DONE THIS 14th day of May 2024 at Colorado Springs, Colorado.

ATTEST:

By: _____
County Clerk and Recorder

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO

By: _____
Chair



2024 Planning and Community Development

Fee Schedule- Effective Date 8/1/2024

APPLICATION TYPE	Application Fees ¹	Project Type
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Planning- Minor Applications

Accessory Use Agreement	\$153.00	B
Administrative Determination ²	\$414.00	B
Boundary Line Adjust for Unplatted Land (EXBL), Combination of Contiguous Parcels (EXCMB)	\$231.00	B
Daycare Permit ³	\$192.00	B
Co-location agreement on Tower	\$1,880.00	B
Commercial Over the Counter Site Development Plan Review	\$440.00	B
Early Assistance Meeting	\$568.00	A
Extension of Time to Record Plat (Administrative)	\$139.00	B
Highway ROW, Utilities, Open Space Exemption	\$231.00	B
Home Occupation Permit	\$192.00	B
Landscape Completion Agreement	\$613.00	B
Merger Agreement	\$231.00	B
Plat Correction	\$139.00	B
Residential site plan ⁴	\$165.00	A
Sign Permit (includes Billboard Credit applications)	\$351.00	B
Additional sign on same property- when reviewed at the same time (no surcharge)	\$124.00	
Temporary Use	\$182.00	A
Tiny House Site Plan	\$255.00	B
Vacation of Interior Lot Lines; Utility, Drainage or Sidewalk Easements; Sight Visibility; View Corridor	\$1,182.00	B
Standalone Waiver ⁵	\$1,554.00	B

Engineering- Minor Applications

Builder Erosion & Sediment Quality Control Permit	\$101.00	A
Deviation (ECM-per deviation in excess of 2)	\$1,479.00	B
Driveway Permit Curb & Gutter	\$125.00	B
Driveway Permit Public Road with Drainage Ditches	\$185.00	B
Driveway Access Waiver (private drive) or Commercial Access Permit	\$82.00	B
Sidewalk Inspection - up to 10 addresses (fee increases for each return inspection)	\$190.00	B
Standalone Deviation ⁵	\$1,554.00	B

Planning- Major Applications

Administrative Mining or Batch Plant Permit	\$2,067.00	C
Administrative Relief	\$1,229.00	C
Amendment to Certificate of Designation, Major	\$21,668.00	D
Amendment to Certificate of Designation, Minor	\$6,373.00	C
Appeal of Administrative Determination or Decision to BoCC or BOA	\$2,275.00	D
Approval of Location	\$3,859.00	D
Board of Adjustment ⁶	\$1,609.00	D
Combined Planned Unit Development (PUD) and Preliminary Plan Review (PUDSP)	\$10,557.00	D
Commercial Site Development Plan, Major	\$3,944.00	C
Commercial Site Development Plan, Minor	\$1,681.00	C
Development Agreement (not concurrent with a project)	\$4,484.00	D
Development Agreement with PUD	\$4,661.00	D
Final Plat (1-25 lots), Minor	\$5,689.00	D
Final Plat (26+ lots), Major	\$8,137.00	D
Enclosed or Open Trash Transfer Facility if Certificate of Designation Required	\$25,346.00	D
Final Plat Amendment, Level 1 ⁷	\$1,690.00	C or D
Final Plat Amendment, Level 2 ⁸	\$4,052.00	D
Inert Material Disposal (not qualifying for exemption)	\$23,534.00	D
Inert Material Disposal (ESQCP included) (less than 10 acres or 100,000 cubic feet, lasting less than 18 months)	\$7,226.00	C
Maintenance Agreement for Ponds, Access, Joint Well, Walls (not concurrent with a project)	\$2,577.00	C
Minor Subdivision (4 or less lots, no preliminary required)	\$4,203.00	D
Modification to Subdivision Improvement Agreement (SIA)	\$2,119.00	D
Plat Vacation with Right-of-Way (ROW), Vacation/Acceptance of ROW	\$1,536.00	D
Major Preliminary Plan (26+ lots)	\$9,481.00	D
Minor Preliminary Plan (1-25 lots)(Optional)	\$6,493.00	D
Oil and Gas Exploration	\$3,117.00	C
Preliminary Plan Amendment, Major	\$6,920.00	D
Preliminary Plan Amendment, Minor	\$3,627.00	D

Revision to a Planned Unit Development (PUD) Plan, Major	\$6,474.00	D
Revision to a Planned Unit Development (PUD) Plan, Minor	\$3,010.00	C
Revision to Sketch Plan, Major ⁹	\$5,181.00	D
Revision to Sketch Plan, Minor	\$1,518.00	D
Rezoning - All Conventional Zones	\$4,256.00	D
Rezoning - Planned Unit Development (PUD)	\$7,587.00	D
Sketch Plan, Major ¹⁰	\$7,847.00	D
Sketch Plan, Minor	\$5,181.00	D
Solid Waste Disposal Site and Facility (includes scrap tire)	\$24,607.00	D
Special District (multiple districts for the same project is one fee-Minimum fee)	\$4,532.00	D
Special District Amendment	\$4,134.00	D
Small Cell CMRS Facility (1-5)	\$282.00	C
Additional Small Cell submitted at the same time (6+)	\$119.00	C
Special Use, Major	\$6,384.00	D
Special Use, Minor ¹¹	\$1,861.00	C
Subdivision Exemption	\$2,765.00	D
Townhome, Condominium, or Crystal Park Plat	\$1,044.00	C
Variance of Use, Major	\$5,536.00	D
Variance of Use, Minor	\$1,776.00	D
Waiver of Subdivision Regulations (in advance of a submittal)	\$2,938.00	D
Wind and/or Solar Energy Generation Plan Overlay	\$8,903.00	D

Engineering- Major Applications

Amendment to Approved Construction Drawings	\$2,398.00	C
Construction Permit-Pre-Subdivision or Standalone grading activity	\$3,972.00	C
Construction Permit-Final Plat, 26-99 lots	\$10,217.00	C
Construction Permit-Final Plat, 100-249 lots	\$11,842.00	C
Construction Permit-Final Plat, >249 lots	\$14,050.00	C
Construction Permit-Major Final Plat with Pre-Subdivision Credit, 26-99 lots	\$9,084.00	C
Construction Permit-Major Final Plat with Pre-Subdivision Credit, 100-249 lots	\$10,394.00	C
Construction Permit-Major Final Plat with Pre-Subdivision Credit, >249 lots	\$12,790.00	C
Construction Permit-Minor Final Plat, 1-25 lots	\$6,924.00	C
Construction Permit-Minor Subdivision with Improvements	\$5,256.00	C
Construction Permit-Site Development Plan, Major	\$4,537.00	C
Construction Permit-Site Development Plan, Minor	\$2,778.00	C
Cost Recovery	\$6,270.00	D
Erosion & Sediment Quality Control Permit (standalone activity without concurrent commercial Site Development Plan or construction drawing submittal)	\$3,972.00	C
Major Construction Drawings (26- 99 Residential lots or >5 Commercial lots)	\$3,951.00	D

Major Construction Drawings (100-249 lots)	\$4,946.00	D
Major Construction Drawings (> 249 lots)	\$5,895.00	D
Minor Construction Drawings (1-25 Residential lots or 1-4 Commercial lots)	\$3,073.00	D
Review of Pre-Subdivision Grading and Erosion Control Plan associated with Preliminary Plan	\$3,000.00	C
Review of standalone Construction Drawings not associated with zoning or subdivision application	\$3,951.00	C
Review of standalone Grading and Erosion Control Plans not associated with zoning or subdivision application	\$3,172.00	C
Road Disclaimer	\$790.00	D

Other

Resubmittal of Applications (after 3rd Review) ¹²	TBD	
Recording Fees ¹³	TBD	
USB/flash drive ¹⁴	\$5.00	
Research (hourly rate)	\$50.00	

Footnotes

1. Application fees include a \$37.00 technology fee
2. Administrative determinations- applies to zoning interpretations, determination of nonconformity, and zoning compliance requests.
3. Daycare permit- applies to childcare, adultcare, and group home permits.
4. Residential site plan- applies to applications for decks, accessory structures, agricultural buildings, and septic site plans. (2nd kitchens in house excluded)
5. A combined maximum of two (2) waiver/deviation requests per land use application is included (no extra fee).
6. Board of Adjustment- applies to applications for lot area or lot area in combination with other variance, daycare spacing, setbacks, physical dimension, structural location, bulk limitations, parking, signs, distance separation, landscaping (above the administrative relief amount) are included in this application fee.
7. Final Plat Amendment, Level 1- same or less lots, plat note modification or deletion, remove completed plat restriction, release of plat restriction w/Subdivision Improvement Agreement (SIA) to replace condition, reconsideration of expired plat, change defined access locations; change floodplain boundary or restriction; non-substantial change in water supply; lot line/building envelope adjustment; vacation of plat-no right of way. Hearings may be required.
8. Final Plat Amendment, Level 2- additional lots or tracts, significant roadway changes; substantial change to water supply; may need preliminary plan amendment.
9. Major Revision is defined as any one of the following: 1) A change in land use type(s) for 25% or more of the existing Sketch Plan area; 2) 25% or greater increase in projected population or employment; 3) 25% or greater addition or area to the original Sketch Plan; 4) 10% or greater decrease in total park and/or open space area. Minor Revision is any revision that does not meet the thresholds of a major revision. All increases must be elevated to PC and BoCC.
10. A major sketch plan is any plan encompassing over 200 acres in area or more than 100 dwelling units, or including more than 10 acres of developable non-residential space.
11. Minor Special Use- applies to applications for Rural Home Occupation as a Special Use, Extended Family Housing, Agricultural Structure Exemption as a Special Use, and Minor Kennel as a Special Use
12. Fee is determined based on application type.
13. Recording fees are set by the El Paso County Clerk and Recorder's Office
14. Large copies of manuals, books, plans, files, pictures, etc. will be provided on a USB/flash drive.

General Note 1. The PCD Director may waive or reduce an applicable fee for exceptional circumstance not limited to: a) the elimination of an obsolete zoning designation, b) County-initiated applications, or c) concurrent submittals.

General Note 2. Unless an error has occurred by County staff which resulted in the filing of an unnecessary application, no refunds will be granted for applications that a review cycle has been performed on.

General Note 3. For those projects that, because of their size, type of operation, or technical details which are beyond the technical expertise of the El Paso County staff and require review and the provision of appropriate technical expert testimony at any required public hearing(s) before the County's governmental bodies or contracted employees of the County, the costs for said review and the provision of said expert shall be paid by the applicant. The extent and nature of said costs shall be established between the applicant and El Paso County prior to formal submittal.