



ADDENDUM #3
Public Works – Resource Conservation
Boulder County Compost Processing Facility Engineering Design and Operations Plan
(EDOP)
RFP # 7114-20

May 6, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7114-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Is the Compost Process Engineer/Designer responding to the RFP allowed to be both designer and later provider of compost process equipment during the facility construction?

ANSWER: Yes.

2. Question: Can the bid be postponed by 30 days to allow more time for review and preparations for the bid submittal?

ANSWER: The County has extended the proposal due date by three weeks, with a new due date of May 27, 2020, as noted in Addendum #2 on April 29, 2020.

3. Question: Is there or was there a pre-bid meeting or site visit, if so, when, and can you provide a list of attendees?

ANSWER: There was no pre-bid meeting scheduled, nor will there be due to the ongoing COVID-19 restrictions.

4. Question: Can you provide a copy of any consulting reports in regards to the referenced technologies in the bid specification?

ANSWER: We do not have a consulting report in specific regard to the referenced technology.

5. Question: We are interested in the design-build option and have completed several projects under this type of agreement. However, in order to adequately provide a proposal and costs, we request an extension of at least 3 weeks (May 27) of the due date. If possible, can Boulder County please review and answer question #1 on or before the close of business on Friday, April 24, regarding the design/build option, since the effort to provide an adequate response for the design/build approach will require more time to prepare.

ANSWER: The County has extended the proposal due date by three weeks, with a new due date of May 27, 2020, as noted in Addendum #2 on April 29, 2020.

6. Question: The site includes an existing building of about 3,200 square feet. The proposed scope includes a building of 4,000 square feet. Can the existing building be utilized as is or with an 800 square feet addition? If you don't plan on using the existing building, is a new building desired and does the new building require an architectural plan or will a civil engineering design be adequate?

ANSWER: The existing building is 3,200 g.s.f. (approx. 40' x 80'). The 4,000 s.f. building size indicated in the proposed specifications was based on utilizing this existing structure and is not necessarily a specific design requirement. Building needs are to be determined by the design team during programming.

7. Question: Since the site has been selected, is the zoning and land use code is the zoning and land use code analysis completed already?

ANSWER: The site is currently zoned A-Agricultural, which includes compost facilities as an approved use. Any further analysis should be included in the proposer's Scope of Work.

Note: A Pre-application meeting for this project was conducted with Boulder County Community Planning & Permitting (Land Use) on April 21st. Additional information regarding the county's site review process requirements can be found in the Compost Facility Pre-app Packet included with this Addendum.

8. Question: The property appears to be rural in nature. Has the County determined if the existing road systems are adequate to handle the loads and traffic anticipated? Has there been any discussion or coordination with regard to anticipated road/traffic upgrades? Has the level of traffic analysis that will be required been identified?

ANSWER: Traffic analysis and existing road system adequacy will need to be determined by the consultant team once on board. A Pre-application Methodology Statement (PAMS) will be required prior to submittal as part of the site review process.

9. Question: Please identify the expected point of connection for electric service. We expect the compost system will require 480 V, 3 phase power. For estimating purposes, we need to know if the point of connection is on site, 2 miles away, etc.

ANSWER: There is currently electrical service to this site, but any upgrade to 480 V, if required, would need to be determined by the consultant team.

10. Question: It is noted in the schedule that there are several meetings with stakeholders. Will the design firm be requested to attend these meetings and if yes, what level of involvement will the firm have (i.e., facilitate or support the meetings, prepare presentation materials, handle advertising/mailings)?

ANSWER: The stakeholders referenced are primarily members of the county agencies involved with this project. The design consultant will be an integral part of attending and facilitating any stakeholder meetings. At this time, this will most likely involve virtual meetings due to COVID-19 restrictions.

11. Question: The project is entitled "Boulder County Compost Processing Facility". The project requires that the consultant prepare an EDOP for the compost facility and submit it to CDPHE for approval in conjunction with the completion of the construction plans and specifications. Does the County anticipate that CDPHE will require the EDOP to be submitted, reviewed, and approved before the construction can begin? Also, there are other permits likely required including storm water, air quality, or other environmental permits. Has the County considered these permits in the schedule?

ANSWER: Through their Certificate of Designation (CD) process, CDPHE requires that the EDOP be approved prior to start of construction; however, their approval process can run concurrently with Boulder County's review process.

12. Question: Page 20 of the proposal provides some instruction for submitting a design/build proposal. Will additional clarification about design/build proposals be provided in the addendum? Are design/build proposals more favorable to the county in its selection process?

ANSWER: As noted in Addendum #2, please disregard any references to a design/build option for this RFP proposal date. Proposers should not include a design/build option in their EDOP proposals.

13. Question: Page 17, Line Item 44 indicates Recordkeeping & Reporting as part of the project scope. Is this intended for the duration of design and construction, or for the operation of the facility after completion?

ANSWER: The Recordkeeping & Reporting included in the Scope of Work is intended to be included as a component in the final Operations Plan to be developed by the Consultant. It is not intended to be a task required of the consultant after completion of the facility.

14. Question: Is post-construction commissioning of facilities or equipment required as part of Page 17, Line Item 45?

ANSWER: Post-construction commissioning may be included in the consultant's Scope of Work but should be clearly stated in their proposal whether included or excluded (i.e. if assumed to be part of subsequent construction contract).

15. Question: Does Page 17, Line Item 46 refer to the closure of an existing facility this project intends to replace or a plan for the future closing of the facility to be constructed as part of this project?

ANSWER: Please disregard Item 46. There is no existing or future facility closure required for this Scope of Work.

16. Question: If a technology provider proposes with and wins this RFP with a team of engineers and architects, are they allowed to bid on providing the technology for construction?

ANSWER: Yes.

17. Question: Why is there such an extremely tight time frame for organizing and submitting for this RFP? 5 to 6 working days after the RFP questions are received is unbelievably tight schedule for a complex proposal.

ANSWER: This timeline was originally developed before COVID-19 hit, and the pandemic delayed the issue of the RFP. The County has extended the proposal due date by three weeks, with a new due date of May 27, 2020, as noted in Addendum #2 on April 29, 2020.

18. Question: Once the RFP response is submitted will the proposer receive

confirmation that it has been received and recorded?

ANSWER: Yes, receipt notification will come from the Boulder County Purchasing office.

19. Question: Will there be any mechanical conditioning needed for the tipping building (or any future provision required for this)?

ANSWER: Particular specifications for any structures should be included in the final design created by the consultant team. This includes but is not limited to any mechanical, electrical, structural, energy and life safety requirements.

20. Question: Will the design team lead the County Site Plan Review process?

ANSWER: Yes.

21. Question: Have there been any neighborhood concerns about the site?

ANSWER: Not at this time.

22. Question: What do you anticipate for the Public Engagement process? Will County staff be involved as well?

ANSWER: There will be a multi-tiered public engagement process involving outreach to our advisory board, the neighbors, the ag community, and other interested stakeholders. Yes, county staff will be involved.

23. Question: What is the program for the 4000 sf auxiliary building?

ANSWER: The County has considered an education center or a retail storefront if allowable by Land Use, but is open to suggestions and ideas.

24. Question: Is there any public access, tours, etc. anticipated for the site when operating?

ANSWER: Yes, this will be a public access facility with tours.

25. Question: In the proposal an incoming tonnage of 150 to 250 tons per day is please confirm this is based on the range of tonnage received daily based on 5 days a week of being open for tipping.

ANSWER: This is an estimated daily inbound tonnage based on a Monday through Friday schedule.

26. Question: The RFP states the on-site retention is expected for 56 days for a for a 50,000 ton per year capacity facility and does not say whether this is just for the aerated systems or the aerated and curing systems combined. Please clarify.

ANSWER: The proposed specifications listed in Appendix A are intended as guidelines for the planning of this compost processing facility. The Consultant team should include research and further development of this information as part of their Scope of Work in developing a final design for this facility.

27. Question: Reviewing your pile sizes and number and the desired capacity of 50,000 tons per year tons per year as you state in the RFP, the facility is undersized by almost 33%, as it ignores the seasonality of collections. Please clarify the expected size of the composting process by Minimum number of days on air and the expected average tons per day and the peak tons per day the facility should be designed for. Monthly waste volumes as a percentage of the total should also be described so that peaking factors and minimum days on air can be established. If this information is not available, the design team should have the development of this information as an additional work product required within the scope of this RFP.

ANSWER: The proposed specifications listed in Appendix A are intended as guidelines for the planning of this compost processing facility. The Consultant team should include research and further development of this information as part of their Scope of Work in developing a final design and Operations Plan for this facility.

28. Question: Is there a possibility that Boulder County will consider extending the May 6, proposal deadline.

ANSWER: The County has extended the proposal due date by three weeks, with a new due date of May 27, 2020, as noted in Addendum #2 on April 29, 2020.

29. Question: What, if any, are the additional assessment criteria for the optional Design build proposal?

ANSWER: As noted in Addendum #2, please disregard any references to a design/build option for this RFP proposal date. Proposers should not include a design/build option in their EDOP proposals.

30. Question: Is it possible to schedule a site visit?

ANSWER: Unfortunately, all Boulder County properties and facilities are closed to the public until at least June 1, 2020 due to the current COVID-19 restrictions. No site visits are scheduled for this project prior to the proposal due date.

31. Question: Under the RFP, Proposal Submittals section, #6 A. Relevant Project Experience, it states to include three (3) projects completed in the past five years. However, under the submittal checklist, it states to include project references for projects completed within the last three years. Can the number of years be confirmed as three or five?

ANSWER: Please include descriptions and references for at least three (3) projects with a similar scope of work completed in the past five (5) years.

32. Question: Please elaborate on the local market for the compost product?

ANSWER: Information regarding this can be found in the Site Analysis & Comparison Study Phase II report by RRS which is included with this Addendum.

33. Question: Will the product be sold to horticultural (mature quality) or or agricultural (stable quality) markets?

ANSWER: Information regarding this can be found in the Site Analysis & Comparison Study Phase II report by RRS which is included with this Addendum.

34. Question: Is there a stability requirement (as in respiration rates) for the Product?

ANSWER: This information will need to be assessed by the compost processing engineer during the development of the facility design and Operations Plan.

35. Question: At what point can the compost leave the aerated process and begin unaerated curing?

ANSWER: This information will need to be assessed by the compost processing engineer during the development of the facility design and Operations Plan.

36. Question: Scope-of-Work item #18 calls out "Equipment Design". Detailed Equipment design is typically the domain of the compost technology vendor.

- Does this scope-of-work require the Consultant Team to provide specifications and general installation drawings explaining the process equipment that are adequate for the Bidding Documents?, or,
- is the Consultant Team required to produce a fully detailed design of the process equipment such that these components could be both fabricated as well as installed by others?
- Please elaborate how the vendor process technology IP is protected?

ANSWER: Detailed equipment design would be the responsibility of the vendor. The Consultant team shall provide performance specifications and general installation drawings required for construction bidding documents. Vendor process technology IP would be addressed at the time of bidding and contracts for construction.

37. Question: Scope-of-Work item #36 calls out “Final Submittal”.

- Does this require the Consultant Team to review the technical submittal produced by the group that wins the construction contract, or
- is the Consultant Team required to produce a “Final Submittal” for construction?

ANSWER: Item #36 refers to review of technical, equipment and product submittals produced by the construction contractor.

38. Question: Scope-of-Work item #42 calls out “Waste Characterization”.

- Does this imply that no waste characterization information regarding levels of contamination, relative amounts of different feedstocks (green waste, food waste, manures), and /or feedstock properties is available at this time?
- Or if they are available can they be provided?

ANSWER: Waste characterization has not been defined at this time. This shall be determined by the Consultant developing the facility Operations Plan.

39. Question: In the SPECIFICATIONS: BACKGROUND/HISTORY (pg. 15) an existing single-story building of 3,200 SF is noted and later described in the SCOPE OF WORK as the consultant providing assessment for the potential repurposing of this building. However, in APPENDIX A (pg. 22) there is a bullet point titled Building: 4,000 SF, plus 150 SF for scale house and restroom. We’d like to know if the 4,000 SF building is a separate building than the existing 3,200 SF single-story building? If so, what is the program of the 4,000 SF building? Also, Is the 150 SF scale house and restroom a part of the 4,000 SF building or is it a standalone building?

ANSWER: The existing building is 3,200 g.s.f. (approx. 40’ x 80’). The 4,000 s.f. building size indicated in the proposed specifications was based on utilizing this

existing structure, and is not necessarily a specific design requirement. Building needs are to be determined by the design team during programming. This includes the scale house and any other structures to be designed for this project.

40. Question: The RFP background refers to an existing single-story wood framed 3,200 SF building. Is it the intent that this is adaptively re-used? If so, has a structural assessment for code compliance been performed?

ANSWER: See answer to #39 above. Structural and code assessments have not been performed for this building and will be required as part of the design process if the building is re-used.

41. Question: The RFP refers to a few damaged hoop-style greenhouses. Will these greenhouses be demolished? If not, is it the intent that these are adaptively re-used? What is the extent of their damage? Given their age, they may or may not meet current Building Code structural requirements for wind and snow loads.

ANSWER: The damaged greenhouses will be removed and not reused.

42. Question: Are PEMB acceptable to the County for the Tipping Pad and Scale House Buildings?

ANSWER: Pre-engineered metal buildings may be considered a viable option for the buildings proposed for this facility.

43. Question: Will the two-sided tipping pad building have a roof?

ANSWER: Specific building requirements are to be determined during the programming and design phases of the project.

44. Question: Has a geotechnical report been completed for the site?

ANSWER: A geotechnical report has not been completed but will be required in this project's Scope of Work.

45. Question: Is the site in the floodway?

ANSWER: No.

46. Question: Will the county consider an extension of the submittal date? This is a robust project and a reasonable time to respond will result in reduced cost by allowing bidders to coordinate with technology providers and or technology providers to connect with high quality local sub's needed to complete the team.

ANSWER: The County has extended the proposal due date by three weeks, with a new due date of May 27, 2020, as noted in Addendum #2 on April 29, 2020.

47. Question: Does the county desire to provide operations, or is it open to a Private Public Partnership (PPP) type agreement wherein operations are conducted by a private company?

ANSWER: The County is considering all options at this time.

48. Question: Will marketing of finished product be done by County or contracted 3rd party firm (PPP Agreement).

ANSWER: Depending on whether the county operates its own facility or has a public private partnership will determine this.

49. Question: Will compost produced by this facility be required to meet the United States Composting Councils, Seal of Testing Assurance program standards?

ANSWER: Yes.

50. Question: Will the County and or City's within the County be required to purchase commensurate volumes of compost produced from the facility? (Volumes of compost produced from the volume of organics diverted by said entity).

ANSWER: We are having conversations with our community partners to consider implementing such policies.

51. Question: Who will determine the tipping fees required for feedstock's and bulking agents available to offset operational costs of the facility?

ANSWER: Boulder County Resource Conservation (Public Works) will determine tipping fees with additional input from other agencies.

52. Question: Will BioSolids be an acceptable feedstock for this facility?

ANSWER: To be determined.

53. Question: How close are neighboring residents that are in proximity of the proposed site.

ANSWER: There are approximately a dozen agricultural residential properties included in a 1500-foot radius from this site's property lines. More information

can be found on the Boulder County Assessor's website at bouldercounty.org and in the Pre-app Packet included with this Addendum.

54. Question: What is the prevailing wind direction at the proposed site?

ANSWER: Prevailing winds are typically from the west but should be verified.

55. Question: What is the current cost of utilities?

ANSWER: There is currently no usage of utilities onsite.

56. Question: Will prevailing wage or Davis Bacon requirements apply to FTE compensation?

ANSWER: No.

57. Question: Please describe what is meant by Monitoring Plans: Air Quality.

ANSWER: The inclusion of Groundwater, Air Quality and Surface Water monitoring plans shall be included in the facility Operations Plan developed by the Consultant team for compliance with all federal, state and local regulations.

58. Question: Is there an established budget range for the engineering and or construction of the project?

ANSWER: No.

59. Question: Can Boulder County provide those budget estimates?

ANSWER: See answer to #58.

60. Question: The scope in the RFP while encompassing the proposed project scope, the scope does include numerous optional details (finished compost cover versus geomembrane cover, positive air versus negative air, or both, and reuse of the existing facilities versus new facilities, etc.) that could greatly impact the project scope and therefore effort for both the engineering and construction of the proposed project. How will Boulder County make a selection given the potential wide variety in both the scope and resulting budget within the responses to the RFP?

ANSWER: Boulder County will base selection on several criteria as noted in the RFP. The Contract will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered. Proposers should state

clearly in their proposals any and all services to be provided or excluded in their proposed Scope of Work. This includes any additional services or tasks not explicitly listed in the RFP.

61. Question: In 2019 Boulder County initiated a C&D / Compost Site Analysis & Comparison Study Phase II. Did Boulder County select on contractor and complete this effort? Can Boulder County disclose who was selected and provide the documents developed by the selected team?

ANSWER: The County selected RRS to complete Phase II of the site analysis study. A copy of that study is included with this Addendum.

62. Question: Does Boulder County plan to operate the facility or utilize an outside vendor?

ANSWER: To be determined.

63. Question: What other permitting has Boulder County completed for the proposed project to date if any?

ANSWER: The county has not completed any permitting to date for this project.

64. Question: In order to allow for additional time to review any existing documents that the County is able to provide, would the County consider extending the due date by at least one week?

ANSWER: The County has extended the proposal due date by three weeks, with a new due date of May 27, 2020, as noted in Addendum #2 on April 29, 2020.

65. Question: The RFP states permitting will follow a Special Use Review / Site Review and Regulatory Approval Process. Can it be assumed this project would be excluded from the 1041 process?

ANSWER: It is anticipated that this project would be excluded from the Colorado 1041 Land Use Code process; however, this should be confirmed by contacting the Boulder County Community Planning & Permitting office.

66. Question: It appears nursery stock may still present on the site. Will any nursery stock be made available to Boulder County Parks and Open Space or the project landscape plan?

ANSWER: Reuse/removal of the on-site nursery stock will need to be determined during the site design phase of this project. Boulder County POS has indicated

that a significant portion of existing trees will likely not survive relocation and/or reuse.

67. Question: Was the Project Timeline provided in the RFP prepared by Boulder County or an entity advising the County?

ANSWER: The Project Timeline was prepared by Boulder County and is subject to change, including but not limited to the revised RFP schedule, additional regulatory approval requirements, etc.

68. Question: Given Colorado's current Stay Safe at Home order and personal distancing requirements, should it be assumed meetings held with County staff, stakeholder and public engagement meetings and Public hearings will be held virtually?

ANSWER: At this time, yes.

69. Question: Has the County selected the technology provider or equipment supplier for the project?

ANSWER: No.

70. Question: Is the County interested in a pre-design feasibility study to further refine/define the technology to be used?

ANSWER: No.

71. Question: Will an equipment supplier participating in the design team be precluded from later bidding on the equipment specified in the design?

ANSWER: No.

72. Question: Public outreach/engagement is not listed as a task, but is included in the schedule and the fee proposal breakdown. To what extent does the County anticipate public outreach/engagement?

ANSWER: Public outreach and engagement will be organized and led by county staff. The selected consultant will be asked to attend public engagement meetings to answer technical questions about the EDOP.

73. Question: Zoning/code analysis is included twice in the fee proposal breakdown. Is there flexibility to provide additional line items in the fee proposal breakdown should they be deemed appropriate as we further develop our scope of work?

ANSWER: Yes.

74. Question: Should the required 'minimum qualifications' be addressed prior to the required proposal outline?

ANSWER: Minimum qualifications will be evaluated during the review of the submitted proposals. Proposers should include as much relevant related project experience as necessary for describing their team's qualifications.

Additional Note: This Project shall encompass the design of a **Class III** compost processing facility, not Class II as indicated in the Project Overview.

Attachments:

1. Compost Facility Pre-app Packet
2. Site Analysis & Comparison Study Phase II by RRS

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on May 27, 2020**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7114-20** in the subject line.

All proposals must be received and time and date recorded by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

May 6, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #3 for RFP #7114-20, Boulder County Compost Processing Facility Engineering Design and Operations Plan (EDOP).

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ Date: _____

Name of Company _____

End of Document



Boulder County Land Use Department

Courthouse Annex Building
 2045 13th Street • PO Box 471 • Boulder, Colorado 80302
 303-441-3930 • planner@bouldercounty.org
www.bouldercounty.org/lu
 Office Hours: 8 a.m. to 4:30 p.m. Mon., Wed., Thurs., Fri.
 10 a.m. to 4:30 p.m. Tuesday

Intake Stamp

Special Use Review Submittal Requirements Form

Please include a copy of this form with your application. For general information about preparing referrals, please read the publication "*Referral Packet Mailing Guidelines*."

Project Name: Boulder County Compost Facility & Lot Merger	Date: 4/13/2020
Pre-application Planner: S. Gambrel	Process Type: SE/SU

Application Materials

The following information may be required, depending on the type of proposal. Please indicate that the information has been enclosed with your application and referral packets by checking the box labeled "Attached" (Article 3-203 of the Land Use Code has detailed information about application materials).

Submittal Requirements Checklist

	Materials	Land Use Packet	Referral Packets	Attached
1	Special Use Review Submittal Requirements Form (this form)	X		
2	Application Form and Fee	X	X	
3	Fee Agreement			
4	Map Packet, as provided	X	X	
5	Development Report / Narrative	X	X	
6	Traffic Report Send PAMS to transdevreview@bouldercounty.org	X	X	
7	Water Information/Documentation incl. in Development Report	X	X	
8	Sanitary Sewer Service Information incl. in Development Report	X	X	
9	Site Plan	X	X	
10	Building Plans	X	X	
11	Building Elevation Drawings	X	X	
12	Grading Plan	X	X	
13	Landscaping Plan Can be included in site plan	X	X	
14	Title Information	X		
15	Mineral Interest Certification	X		
16	Historic Preservation Referral Form			
17	Referral Agency List	X		
18	Referral Packets - 4 COLOR HARDCOPY PACKETS + 1 DIGITAL COPY			
19	Other: Subdivision Exemption Form	X	X	
20	Other: Authorization to Apply	X		

Certification

I certify that all required materials are properly in the referral packets for the above application, and that packets have the proper mailing and first class postage. I understand that error in preparation of the packets may result in a delay in processing the application.

Applicant's Printed Name:	Date:
Applicant's Signature:	Phone:

Special Use Submittal Requirement Checklist Information

1. Application Form

The application form is to be completed and signed by all property owners (provided in the packet).

2. Application Fee

The application fee listed under the *Planning Review Fee Schedule* publication is to be submitted with the application.

3. Fee Agreement

A fee agreement is to be completed and signed (see Land Use publication *Fee Agreement* provided in this packet).

Additional fees based on the amount of staff time involved in the review and processing of the application.

4. Title Information/Building Lot Determination Letter

Included ownership information (list of all owners and interest owners) and title reports for all properties included in the special use request (see Land Use publication *Title Information* provided in this packet). Building lot Determination Letter from Boulder County.

5. Vicinity Map

8½ inches x 11 inch map of the surrounding area.

6. Site Plan

Original Site Plans are to be provided **to scale** and must be legible. Plans can be submitted up to 36 inches x 24 inches in size, or may be as small as 8½ inches x 11 inches as long as they are legible. Submitted Site Plans must depict existing boundaries and existing improvements, as well as any proposed additions (if applicable). Site Plans may consist of multiple sheets if necessary to properly depict existing and proposed information.

To Scale: System of drawing a building so that each inch of a drawing corresponds to a certain dimension in reality. In the case of using a ¼ inch scale, a wall ¼ of an inch long in a drawing represents a wall 1 foot long in reality.

7. Building Elevations Drawings

Building Elevation Drawings are also to be provided **to scale** and must be legible. Plans can be submitted up to 36 inches x 24 inches in size, or may be as small as 8½ inches x 11 inches as long as they are legible. The Building Elevation Drawings are drawings of each of the outside walls of a building. Building Elevation drawings of an entire building are to include all 4 sides: one drawing of the front; one drawing of the back; and one drawing each for each of the sides of the structure.

Building Elevation Drawings should show the placement of such details as the windows, the doors, the height, pitch, and shape of the roof, and the type of texture or siding that will be placed on the exterior walls.

8. Narrative/Development Report

Provide a detailed written description, discussion of applicable standards, and the justification for the proposal and development report as required and described in Article 3-203 (F) of the Boulder County Land Use Code (see excerpt provided in this packet).

9. Referral Packets

As part of the Special Use application process the Boulder County Land Use Department refers applications to appropriate agencies, adjacent property owners, and/or other interested parties. The application materials/documents to be referred are collectively called the *Referral Packet*.

It is the responsibility of the Applicant to assemble their Referral Packets in appropriate envelopes with the correct mailing addresses and postage. The completed Referral Packets should be submitted with the rest of the application materials.

10. Adjacent Property Owners (APOs)

Property owners within 1,500 feet of properties under review are notified of the application and subsequent public hearings. No referral packets for APOs are required with submission of your application, as the Land Use Department sends postcard notification to these persons. Please be aware that you will be charged for postage of said postcards, with the exception of postcards sent for Site Plan Review and Site Plan Review Waiver dockets.

11. Mineral Interest Certification

If the proposal includes any new surface development certification of notification of all affected mineral interest holders is required in accordance with Article 65.5 of Title 24, Colorado Revised Statutes (H.B. 01-1088, effective July 1, 2001).

12. Post-Approval Requirements Including Development Agreement

Typically includes a development agreement meeting the requirements of Article 3-203 (H) of the Land Use Code, and must be reviewed and approved by County staff, signed by the Applicant and the Chair of the Board. The approved and executed development agreement shall be recorded in the real property records of Boulder County. The development agreement shall embody the terms and conditions of the site-specific development plan creating a vested property right pursuant to Section 3-207 of the Land Use Code. The Applicants are subject to all other post-approval requirements and conditions of the special use.



Boulder County Land Use Department

Courthouse Annex Building
 2045 13th Street • PO Box 471 • Boulder, Colorado 80302
 Phone: 303-441-3930
 Email: planner@bouldercounty.org
 Web: www.bouldercounty.org/lu
 Office Hours: Mon., Wed., Thurs., Fri. 8 a.m. to 4:30 p.m.
 Tuesday 10 a.m. to 4:30 p.m.

Shaded Areas for Staff Use Only
Intake Stamp

Planning Application Form

The Land Use Department maintains a submittal schedule for accepting applications. Planning applications are accepted on Mondays, by appointment only. Please call 303-441-3930 to schedule a submittal appointment.

Project Number		Project Name					
<input type="checkbox"/> Appeal <input type="checkbox"/> Correction Plat <input type="checkbox"/> Exemption Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Limited Impact Special Use <input type="checkbox"/> Limited Impact Special Use Waiver <input type="checkbox"/> Location and Extent		<input type="checkbox"/> Modification of Site Plan Review <input type="checkbox"/> Modification of Special Use <input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Resubdivision (Replat) <input type="checkbox"/> Rezoning		<input type="checkbox"/> Road Name Change <input type="checkbox"/> Road/Easement Vacation <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Site Plan Review Waiver <input type="checkbox"/> Sketch Plan <input checked="" type="checkbox"/> Special Use/SSDP		<input type="checkbox"/> Special Use (Oil & Gas development) <input type="checkbox"/> State Interest Review (1041) <input type="checkbox"/> Subdivision Exemption <input type="checkbox"/> Variance <input type="checkbox"/> Other:	
Location(s)/Street Address(es)							
Subdivision Name							
Lot(s)	Block(s)	Section(s)	Township(s)	Range(s)			
Area in Acres	Existing Zoning	Existing Use of Property			Number of Proposed Lots		
Proposed Water Supply			Proposed Sewage Disposal Method				

Applicants:

Applicant/Property Owner				Email	
Mailing Address					
City	State	Zip Code	Phone		
Applicant/Property Owner/Agent/Consultant				Email	
Mailing Address					
City	State	Zip Code	Phone		
Agent/Consultant				Email	
Mailing Address					
City	State	Zip Code	Phone		

Certification (Please refer to the Regulations and Application Submittal Package for complete application requirements.)

I certify that I am signing this Application Form as an owner of record of the property included in the Application. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. I understand that all materials required by Boulder County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I must sign an Agreement of Payment for Application processing fees, and that additional fees or materials may be required as a result of considerations which may arise in the processing of this docket. I understand that the road, school, and park dedications may be required as a condition of approval.

I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All landowners are required to sign application. If additional space is needed, attach additional sheet signed and dated.

Signature of Property Owner	Printed Name	Date
Signature of Property Owner	Printed Name	Date

The Land Use Director may waive the landowner signature requirement for good cause, under the applicable provisions of the Land Use Code.



Boulder County Land Use Department

Courthouse Annex Building
2045 13th Street • PO Box 471
Boulder, Colorado 80302

Phone: 303-441-3930 • Fax: 303-441-4856
Email: planner@bouldercounty.org •
<http://www.BoulderCounty.org/lu/>

Office Hours: Monday — Friday 8:00 AM to 4:30 PM

Intake Stamp

Subdivision Exemption Parcel Form

Existing Parcel(s)

Description	One	Two	Three	Four	Five
Acreage					
Frontage					
Date Acquired					
Owners					
Date Created					
Existing Improvements					
Date Constructed					
Setbacks Front/Rear	/	/	/	/	/
Setbacks Side/Side	/	/	/	/	/

Proposed Parcel(s)

Description	One	Two	Three	Four	Five
Acreage					
Frontage					
Setbacks Front/Rear	/	/	/	/	/
Setbacks Side/Side	/	/	/	/	/

Property Owners

Parcel	Address Information		
One	Name		Phone/Fax
	Address		State Zip Code
Two	Name		Phone/Fax
	Address		State Zip Code
Three	Name		Phone/Fax
	Address		State Zip Code
Four	Name		Phone/Fax
	Address		State Zip Code
Five	Name		Phone/Fax
	Address		State Zip Code

Remarks:



**Boulder County
Land Use Department
Publications**

Fee Agreement

Land Use Department
 Courthouse Annex Building
 2045 13th Street
 PO Box 471
 Boulder, CO 80302

Planning Division:
 Phone: 303-441-3930
 Fax: 303-441-4856
 Email: planner@bouldercounty.org
 Website: www.bouldercounty.org/lu

Office Hours:
 Monday — Friday 8 a.m. to 4:30 p.m.
 Closed Tuesdays 8 to 10 a.m.

Fee Agreement

Agreement for payment of Land Use Department Application Fees and for processing of Application in accordance with the Boulder County Land Use Code.

I/We (applicant),

as Property Owner of Record/Applicant ("APPLICANT"), AGREE AS FOLLOWS with the County of Boulder and its Land Use Department (collectively "COUNTY"), in consideration of the County's acceptance of Applicant's application for the land use approval as further described below:

1. Applicant has submitted to County an application for approval of:

Application Type:

2. Applicant acknowledges and understands that Board of County Commissioners has established and amends from time to time a fee structure for County Land Use Department applications for most applications, this includes a non-refundable deposit which must be paid prior to the Department's acceptance of any application for processing, and provision for billing the Applicant for any costs of processing applications which may accrue above the non-refundable deposit amount. The Applicant acknowledges and agrees that this Agreement shall govern the payment of fees for the processing of the Application.
3. The Application shall not be accepted for processing unless the property owner of record of the property included in the Application signs this Agreement. In the case of multiple property owners, the Director of the County Land Use Department ("Director") shall have the discretion to determine which owner(s) shall sign. A person other than the property owner of record may sign the Application and this Agreement only if the Land Use Director, for good cause shown, waives the requirement for landowner signature under the applicable provisions of the Land Use Code.
4. The Applicant shall be billed by the County Land Use Department ("the Department") for all direct and indirect costs (including but not limited to staff time of the Department, the County Attorney's Office, and the County Transportation, Public Health, and Parks Departments); mailing, copying, recording, and publication fees and costs; and authorized consultants' fees incurred by the County), which the Department has accrued to date in processing the Application. The Department will continue to bill the Applicant until all costs have accrued and are paid.
5. The Applicant agrees to pay all such bills in full, and by whatever manner of payment is specified as acceptable by the Director, by delivery made to the Department no later than one month after the billing date. The Director shall have the discretion to suspend processing of the Application if any payments under this Agreement are not made on time. This suspension may involve the postponement of scheduled Planning Commission or Board of County Commissioner hearings or meetings, and the incurrance of additional costs such as for remodification or republication. Similarly, the Director shall have the discretion to terminate the processing of any Application for which any billed payment is more than three months overdue.
6. The person/address whom the Applicant designates to receive all billings for fees under this Agreement are as follows:

Mailing Address		
City:	State:	ZIP Code:

Any billing mailed to this person/address and not returned to the Department shall be deemed received. The Applicant may change the billing address under this Paragraph by providing written notification of such change to the Department.

7. In the event of nonpayment of fees, the County shall have the right to file a fee collection action against any or all of the persons signing this Agreement or the Application as Applicant. Any resulting judgment for fees may be enforced in any legal manner whatsoever and may be filed as a judgment lien against the real property which is the subject of the Application, as well as against any real property owned in whole or in part by any judgement debtor hereunder.
8. Any agreement by the Director or County to forego any of the judicial or administrative remedies available to them under this Agreement in response to the late payment or nonpayment of fees, shall not in any way constitute a waiver of the Director's or County's rights to collect fees or appropriately adjust the processing of the Application as provided herein.
9. In submitting the Application and signing this Agreement, the Applicant acknowledges and agrees that the Application is subject to the applicable processing and public hearing requirements set forth in the Boulder County Land Use Code. The Applicant acknowledges that the Applicant has obtained or has access to the Boulder County Land Use Code, and that, prior to filing the Application, the Applicant has had the opportunity to consult the relevant provisions governing the processing of and decision on the Application.
10. In submitting the Application and signing this Agreement, the Applicant acknowledges and agrees that the Applicant is authorized to make available to the County, for purposes of copying and distributing for public review, all of the documents and information which the Applicant submits with or in support of the Application. Upon demand from the County, the Applicant agrees to indemnify and defend the County and its officials, agents and employees, and to hold them harmless from, any action, claim, suit, loss, cost, damage, or expense which may be brought or assessed against the County or any of its officials, agents or employees on account of any allegation by the Applicant or any person that the County may have violated federal copyright law, or violated any law, agreement, or provision allegedly protecting the confidentiality of or restricting public review of the Application materials which the Applicant submits to the County for review as part of the Application.
11. In submitting the Application and signing this Agreement, the Applicant acknowledges and agrees that the County Land Use Department and any other County staff involved in processing the Application or their duly authorized representatives will need to enter upon the property which is the subject of the Application and conduct inspections thereof to evaluate the Application pursuant to the applicable criteria of the Land Use Code, and perform related tasks. The Applicant hereby consents to allow the County staff or their designees to enter upon and inspect the subject property at any time for this purpose without obtaining the Applicant's separate consent at the time of inspection. This consent extends to inspections while the Application is in process, as well as after it has been approved to assure that any imposed conditions of approval are met.
12. The Applicant agrees to waive any requirements for the Applicant's written consent to extend voluntarily any public hearing or other deadline associated with processing the Application, if the Applicant or its representative agrees orally to any such extension.
13. The Applicant acknowledges that the Applicant executes this Agreement freely, voluntarily, and without threat of compulsion. The Applicant understands that the Applicant may consult an attorney or any other person concerning the Application or this Agreement prior to executing this Agreement, if the Applicant so chooses.
14. Acceptance of the Application for filing and receipt of the Application fee deposit do not necessarily mean that the Application is complete under the applicable requirements of the Land Use Code.
15. This Agreement shall become effective once signed by the Applicant and the County. It shall remain in effect throughout the processing of the Application Form, and until all obligations of the Applicant under this Agreement and under any County approval of the Application Form are met.
16. This Agreement shall be construed and enforced in accordance with the law of the State of Colorado.

Applicant Signature:

Property Owner must sign this document per Paragraph 3.

Property Owners Signature:	Date:
Property Owners Signature:	Date:
Property Owners Signature:	Date:
Property Owners Signature:	Date:

Boulder County:

Land Use Director or Designee:	Date:
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For Land Use Department Use

Docket Name:	Docket Number:	Deposit Amount: \$	Date Received:
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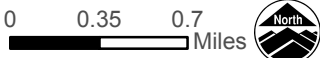
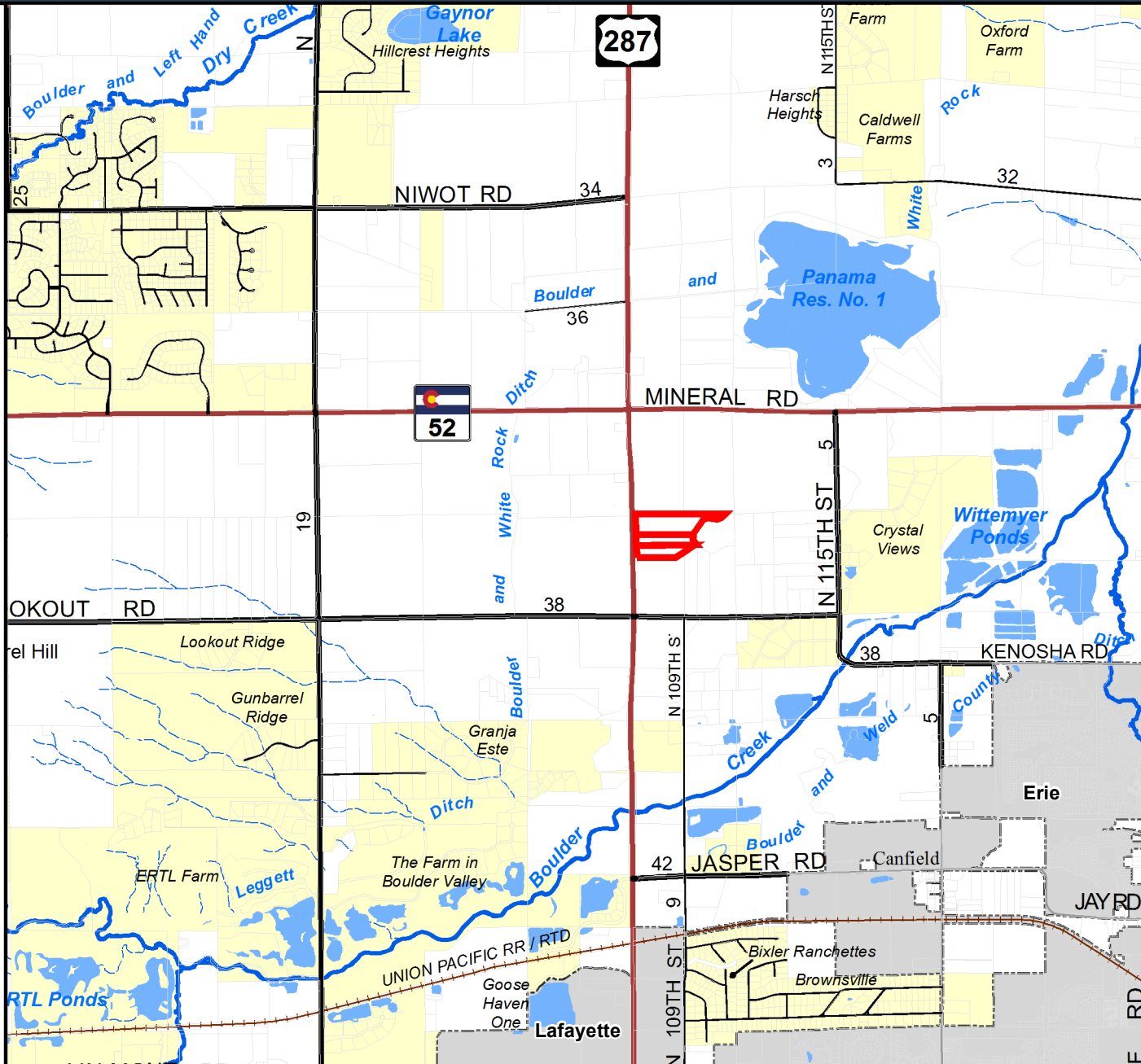
Community Planning & Permitting

2045 13th Street, Boulder, CO 80302 303-441-3930 www.bouldercounty.org

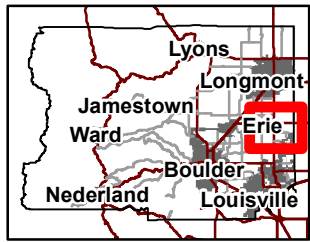
Vicinity

5762, 0 HWY 287, 14650300005

-  Subject Parcel
-  Municipalities
- Subdivisions**
-  Subdivisions



Area of Detail Date: 4/10/2020



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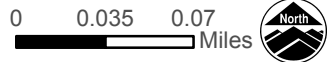
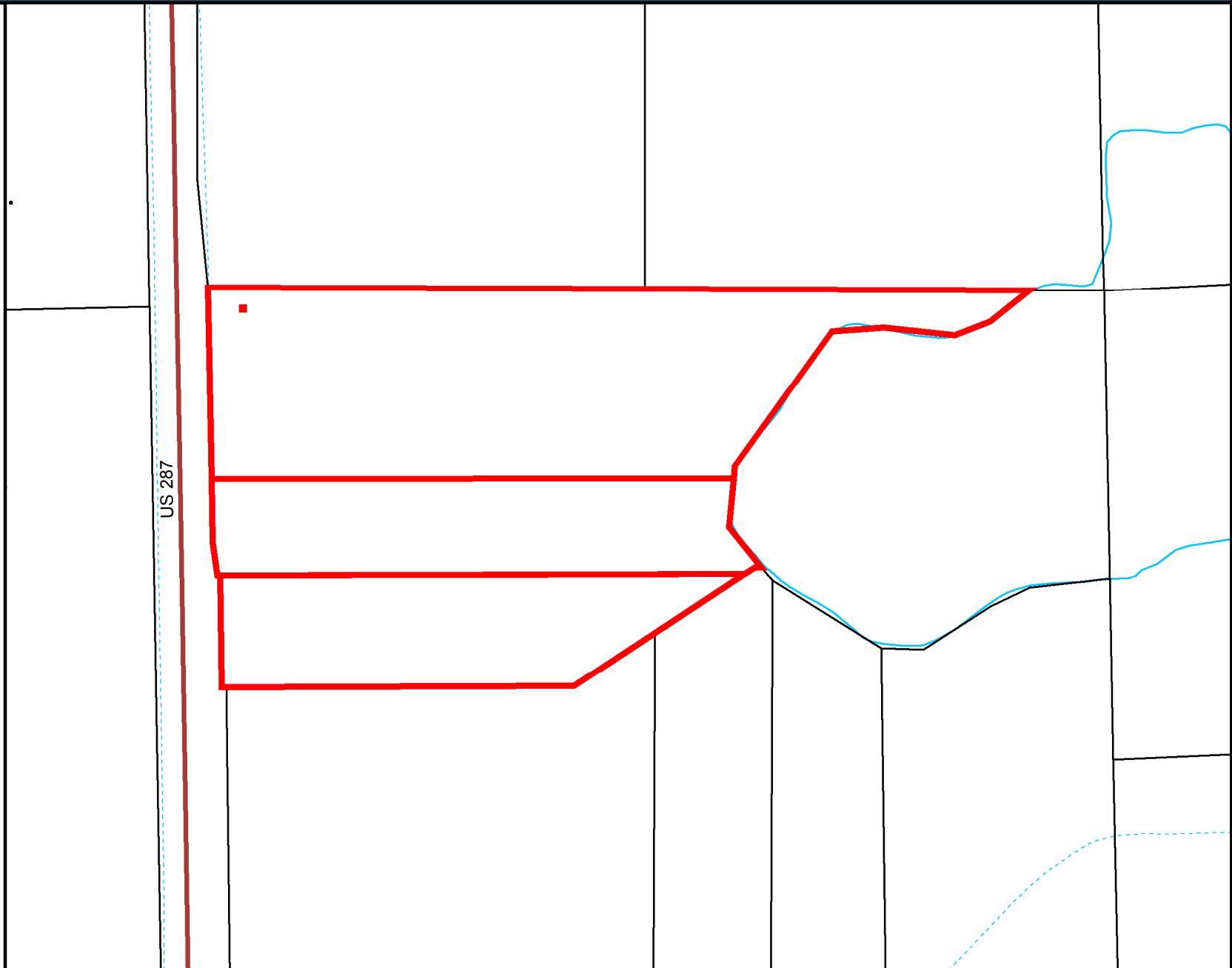
Community Planning & Permitting

2045 13th Street, Boulder, CO 80302 303-441-3930 www.bouldercounty.org

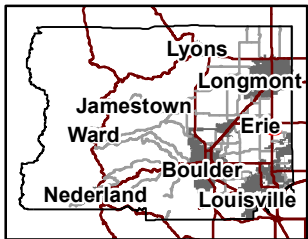
Location

5762, 0 HWY 287, 14650300005

 Subject Parcel



Area of Detail Date: 4/10/2020



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Comprehensive Plan

5762, 0 HWY 287, 14650300005

Subject Parcel

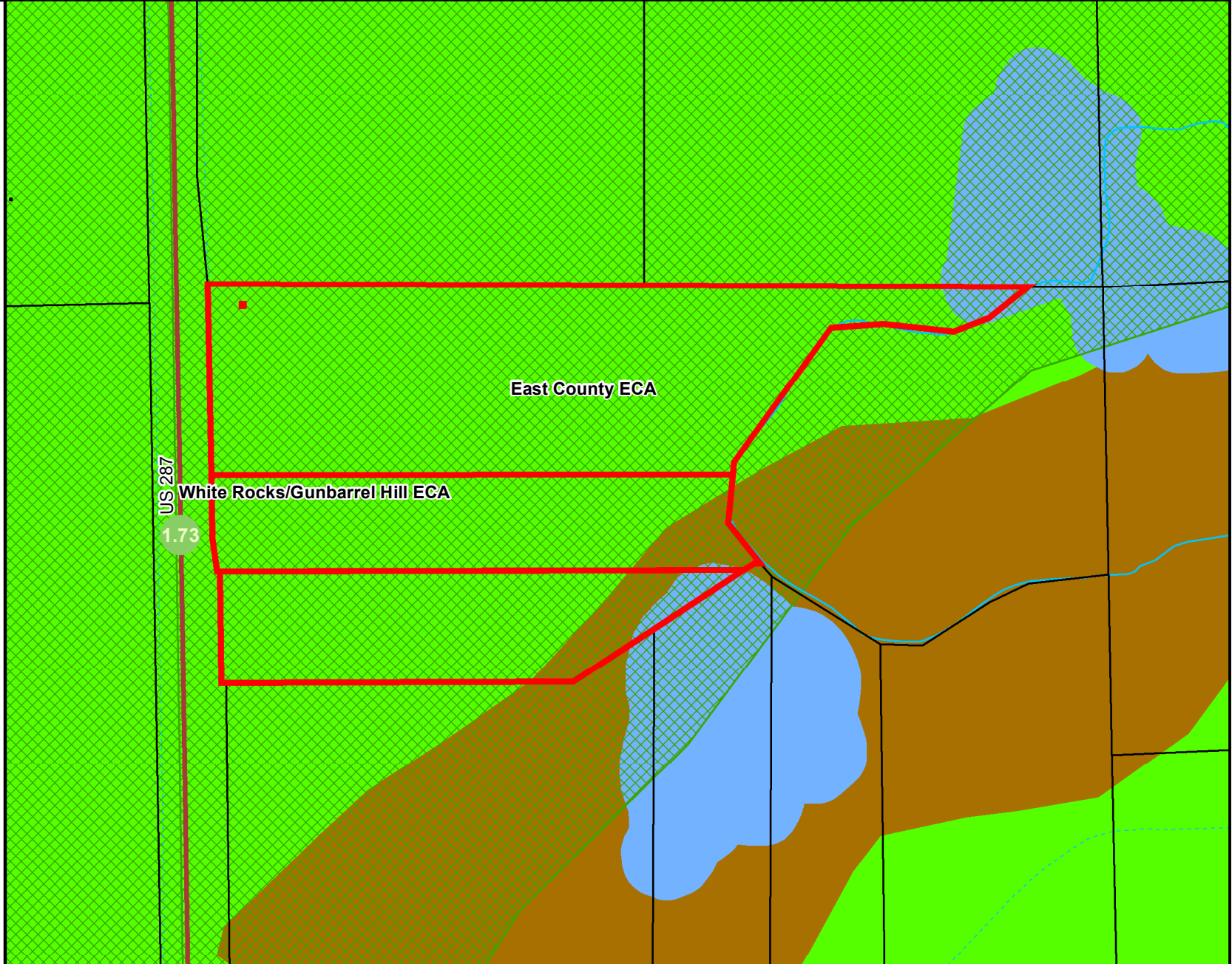
Environmental Conservation Areas

Wetlands

Significant Agricultural Land

Ag of National Importance

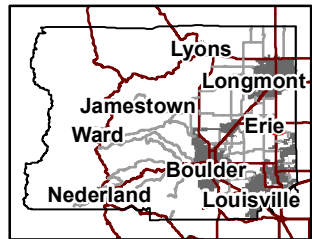
Ag of Statewide Importance



0 0.035 0.07 Miles



Area of Detail Date: 4/10/2020



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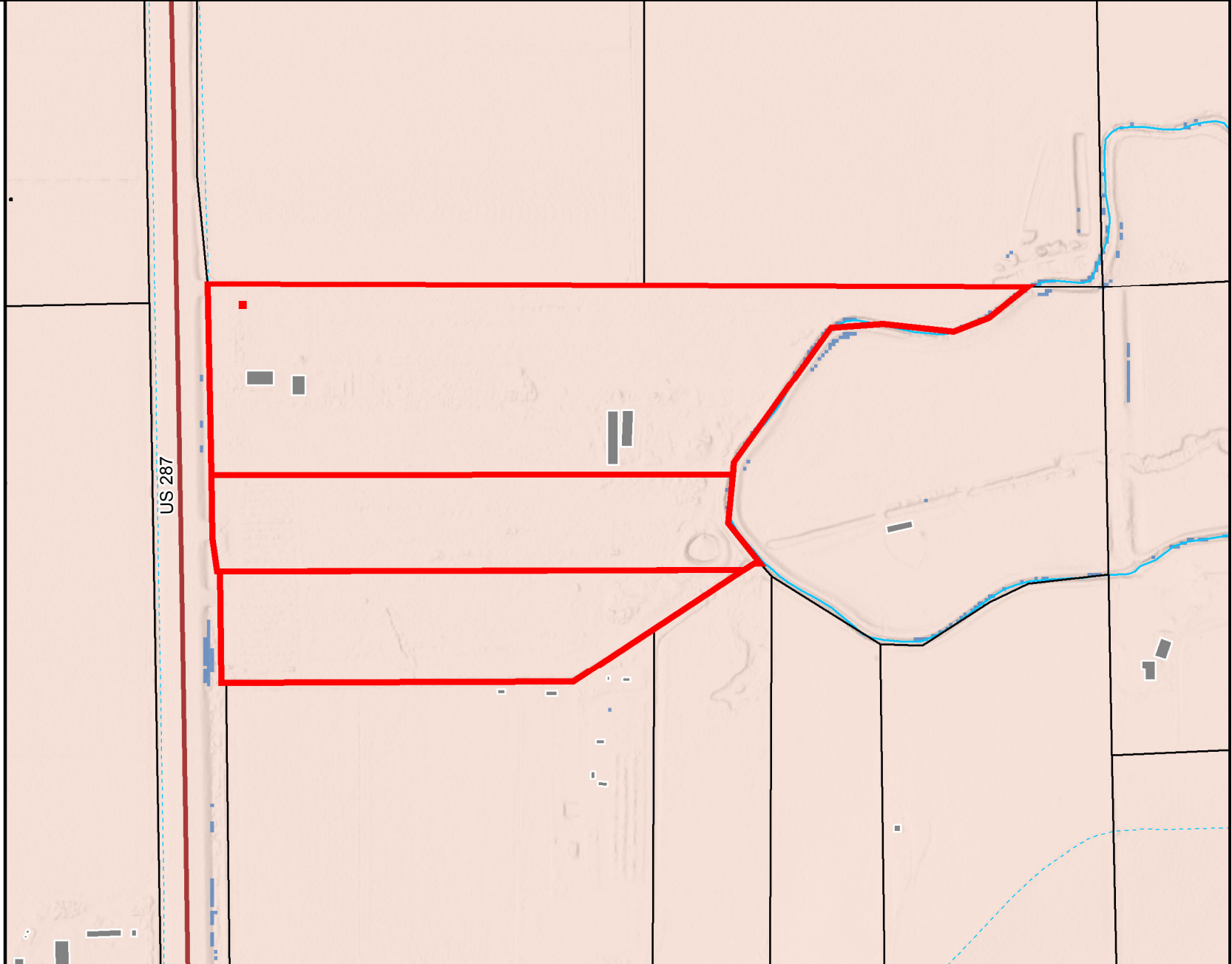
Community Planning & Permitting

2045 13th Street, Boulder, CO 80302 303-441-3930 www.bouldercounty.org

Geologic Hazards

5762, 0 HWY 287, 14650300005

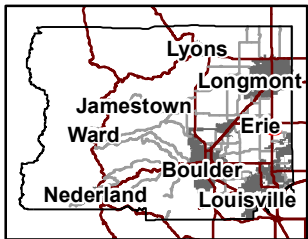
-  Subject Parcel
-  Landslide high susceptibility area
-  Moderate Swelling Soil Potential



0 0.035 0.07 Miles



Area of Detail Date: 4/10/2020



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Community Planning & Permitting

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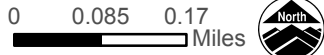
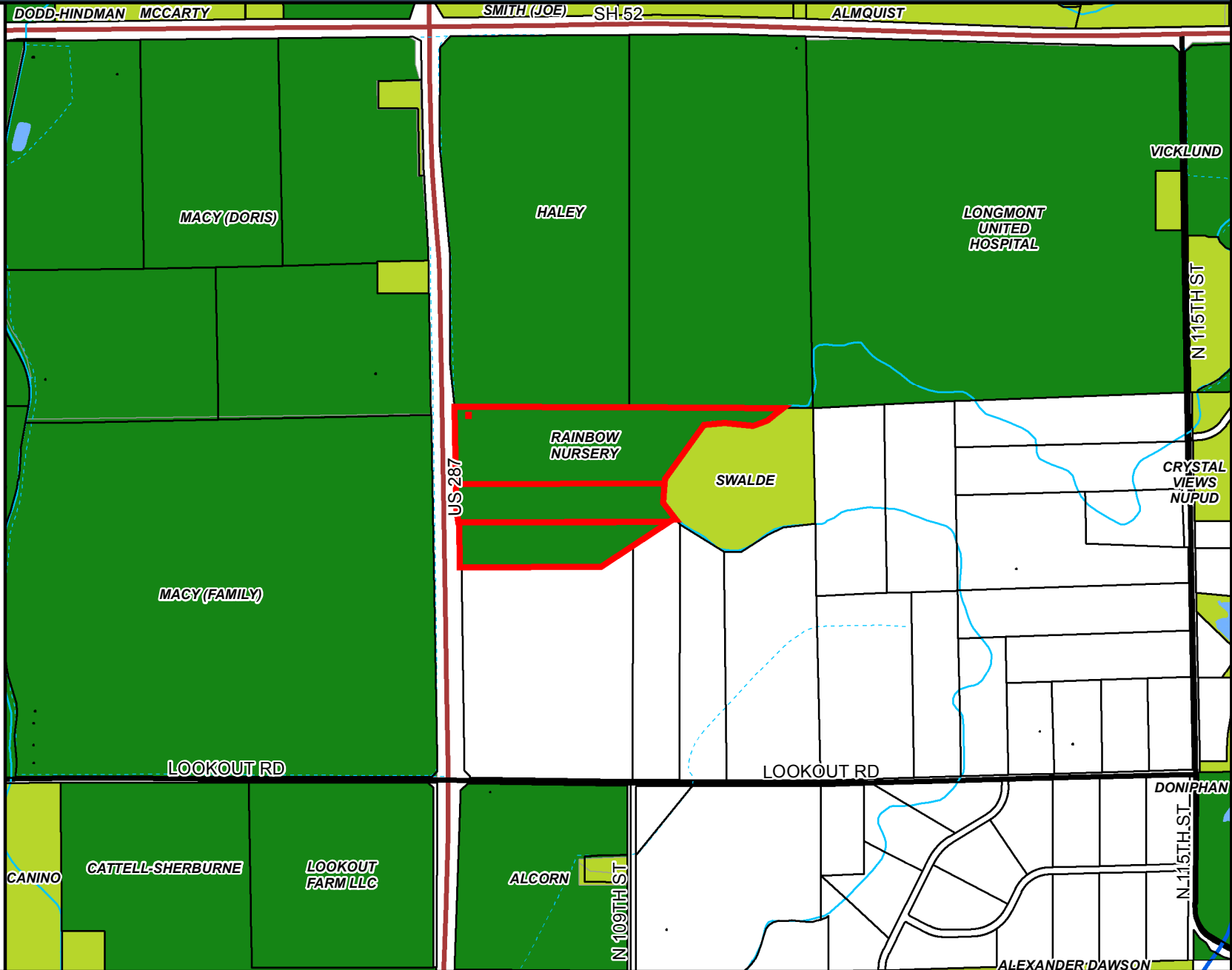
Public Lands & CEs

5762, 0 HWY 287, 14650300005

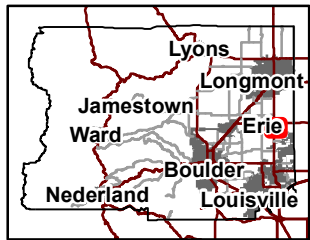
Subject Parcel

Boulder County Open Space

- County Open Space
- County Conservation Easement



Area of Detail Date: 4/10/2020



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Community Planning & Permitting

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Oil & Gas Facilities

5762, 0 HWY 287, 14650300005

Subject Parcel

Oil & Gas Well

Producing (PR)

Plugged & Abandoned (PA)

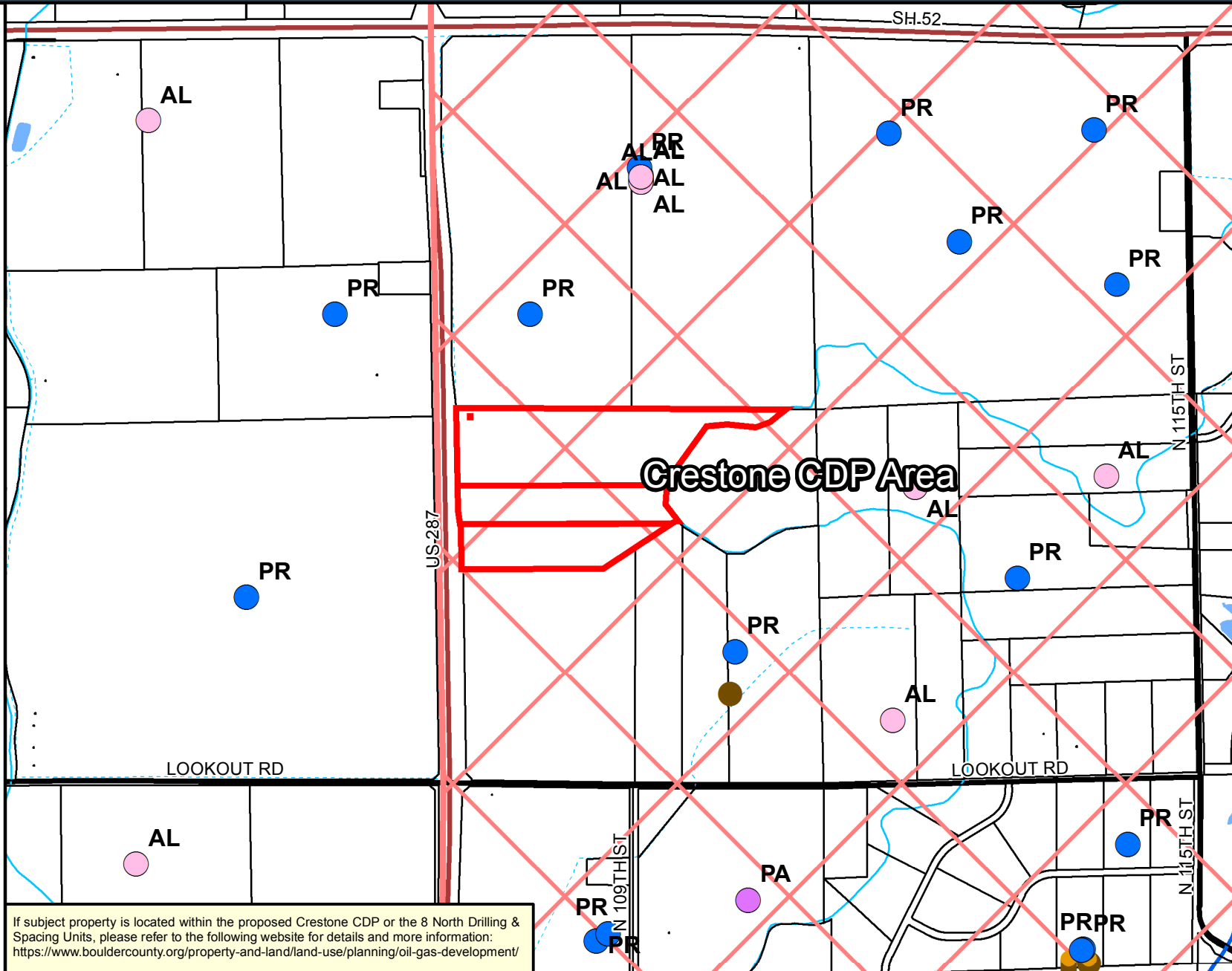
Abandoned Location (AL)

Tank Battery

Pit

Closed Pit

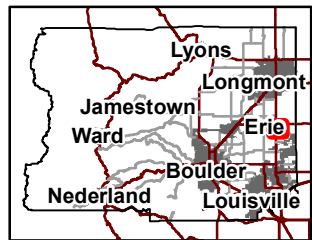
Creststone CDP Area



0 0.085 0.17 Miles



Area of Detail Date: 4/10/2020



The user agrees to all Terms of Use set forth by Boulder County. For Terms of Use, please visit: www.bouldercounty.org/mapdisclaimer

If subject property is located within the proposed Creststone CDP or the 8 North Drilling & Spacing Units, please refer to the following website for details and more information: <https://www.bouldercounty.org/property-and-land/land-use/planning/oil-gas-development/>



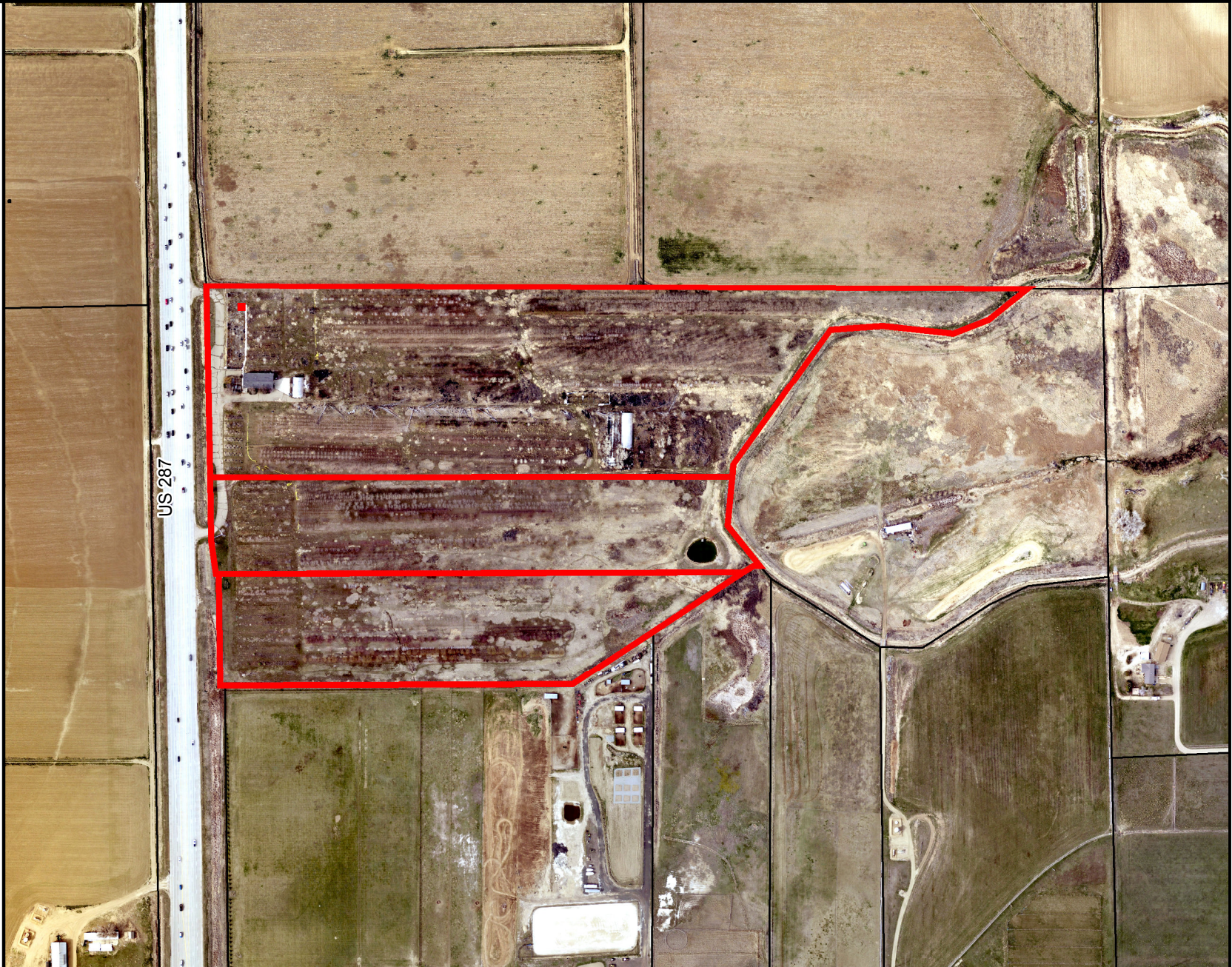
Community Planning & Permitting

2045 13th Street, Boulder, CO 80302 303-441-3930 www.bouldercounty.org

Aerial

5762, 0 HWY 287, 14650300005

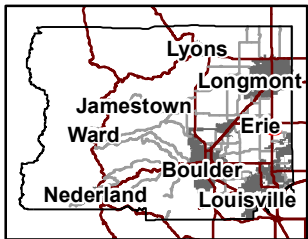
 Subject Parcel



0 0.035 0.07 Miles



Area of Detail Date: 4/10/2020



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Boulder County Land Use Department

Courthouse Annex Building
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 Email: planner@bouldercounty.org
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 Closed Tuesdays 8 to 10 a.m.

Intake Stamp
Docket#:

Applicant’s Certificate of Compliance

With Article 65.5 of Title 24, Colorado Revised Statutes (H.B. 01-1088, Effective July 1, 2001).

Note to Applicant & Land Use Department:

This form must be completed for any application for development under the Boulder County Land Use Code which (1) requires a public hearing before the Planning Commission or Board of County Commissioners, and which (2) is either (a) any kind of planned unit development, subdivision, or resubdivision/replat sketch plan, preliminary plan, or final plat application, or (b) an application for any other type of Land Use Code approval which anticipates new surface development (“a Subject Application”).

- I. The Applicant must complete the following certification as a prerequisite to the Land Use Department accepting as complete any Subject Application which is tendered for processing to the Land Use Department on or after July 1, 2001. [Applicants for an approval of an application such as Site Plan Review, which is granted administratively and may not require a public hearing, do not need to complete the following certifications unless and until their application is appealed to or called up for a public hearing]:

I, _____, Applicant for the following named development under the Boulder County Land Use Code _____ (Docket # _____) (“the proposed Development”), hereby certify that I or my agent have examined the records in the Office of the Boulder County Clerk and Recorder to determine if any owners or lessees of any severed mineral estate in the property which is the subject of the Proposed Development (“the Subject Property”) (i.e., owners or lessees of mineral rights constituting less than full fee title in the Subject Property) can be identified, as required by Article 65.5 of Title 24, Colorado Revised Statutes (also known as “H.B. 01-1088” (“the Act”). Further, based on this examination, I have determined that (check applicable entry):

- No such mineral estate owners or lessees exist in the Subject Property.
- Mineral estate owners or lessees exist in the Subject Property to whom notice of the County’s initial public hearing on my application will need to be sent as required by the Act.

Certification:

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge.

Applicant Signature:	Applicant Name:	Date:
Applicant Signature:	Applicant Name:	Date:

Note: The same person(s) signing the development/docket application form on behalf of the Applicant must also sign the foregoing certification.

II. If the Applicant has certified above that mineral estate owners or lessees exist in the Subject Property to whom notice of the County's initial public hearing on the Subject Application will need to be sent as required by Article 65.5 of Title 24, Colorado Revised Statutes (H.B. 01-1088, effective July 1, 2001) ("the Act"), then the Applicant must complete the following additional certification as a prerequisite to the Land Use Department proceeding with the initial public hearing (before the Planning Commission or Board of County Commissioners, as applicable) on the Subject Application:

I, _____, Applicant for the following named development under the Boulder County Land Use Code _____ (Docket # _____) ("the Proposed Development"), hereby certify that I or my agent have sent a notice, by first-class mail, not less than thirty days before the date scheduled for the initial public hearing on the Subject Application/Proposed Development, to: (1) all mineral estate owners or lessees in the Subject Property, containing the time and place of the initial public hearing, the nature of the hearing, the location of the Subject Property, and the name of the Applicant, and (2) the County, containing the name and address of all mineral estate owners or lessees in the Subject Property, all as required by the Act. I further acknowledge and agree that while the County has no obligation whatsoever to check or independently determine my compliance with the Act, to the extent information becomes know to the County indicating that I have failed to comply with the public hearing notice requirement of the Act, the County may, in its discretion, refuse to set, continue, reschedule, or vacate any public hearing on the Subject Application to enable proper notice to mineral estate owners or lessees under the Act, and may take such other action regarding any approval of the Subject Application as authorized by the Act. I further acknowledge and agree that to the extent any other state statute or provision of the County's Land Use Code purport to entitle me to action or a decision on the Subject Application within a designated period of time, this certification and agreement constitute a written waiver of any such entitlement to the extent necessary for me to comply with the public hearing notice requirements of the Act.

Certification:

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge.

Applicant Signature:	Applicant Name:	Date:
Applicant Signature:	Applicant Name:	Date:

Note: The same person(s) signing the development/docket application form on behalf of the Applicant must also sign the foregoing certification.

Boulder County

**Boulder County
Land Use Department
Publications**

**Referral
Packet
Guidelines**

Land Use Department
 Courthouse Annex Building
 2045 13th Street
 PO Box 471
 Boulder, CO 80302

Planning Division:
 Phone: 303-441-3930
 Fax: 303-441-4856
 Email: planner@bouldercounty.org
 Website: www.bouldercounty.org/lu

Office Hours:
 Monday — Friday 8 a.m. to 4:30 p.m.
 Closed Tuesdays 8 to 10 a.m.

Referral Packet Guidelines

As part of a Land Use review process the Boulder County Land Use Department refers applications to appropriate agencies, adjacent property owners, and other interested parties for their review. Collectively the agencies, adjacent property owners, and other interested parties are referred to as the Referral Agencies. The application materials/documents to be reviewed are collectively called the Referral Packet.

Referral Agencies

Agencies

Referral Packets may be required for Federal, State, County, and Municipal government agencies, Special Districts, and other agencies that may have an interest in the proposal. Please be aware that you will be charged for postage for each agency, with the exception of Boulder County Government Agencies.

Adjacent Property Owners (APOs)

Property owners within 1,500 feet of properties under review are notified of the application and subsequent public hearings. No referral packets for APOs are required with submission of your application, as the Land Use Department sends postcard notification to these persons. Please be aware that you will be charged for postage of said postcards, with the exception of postcards sent for Site Plan Review and Site Plan Review Waiver dockets.

Other Parties

Referral Packets are required for all parties (lien holders, mortgage holders, etc.) discovered in the title research to have an interest in the property. See the handout titled Title Information Required for Boulder County Land Use Applications for information regarding title commitment along with property interest notification.

Referral Packet Preparation

1. Your pre-application planner will identify which agencies you will be required to make referral packets for and which application materials/documents must go in each packet.
2. Once you have collected all of the application materials/documents make the required number of copies and place the required materials in mailing envelopes (please use white envelopes when possible as these are recyclable).
3. Add the correct mailing and return addresses to each envelope. The Land Use Department's address must be used as the return address:

Boulder County Land Use Department
 PO Box 471
 Boulder, CO 80306

4. Please do not seal or fasten the envelopes, as the Land Use Department will add additional materials to the packets before mailing them.
5. One copy of Referral Agency List provided to you by the pre-application planner shall be submitted with the referral packets.

It is the responsibility of the Applicant to assemble their Referral Packets; applications will not be accepted without the required referral packets.



**Boulder County
Land Use Department
Publications**

**Referral
Agencies**

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Fax: 303-441-4856
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
Monday — Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8-10 a.m.

Referral Agencies

The planner at your pre-application conference will go through this list and identify which entities will be sent a referral request. If the line in front of the entity is marked “**Email**,” then that entity will be sent an email referral request and a hard copy packet is not required to be submitted; otherwise a hard copy referral packet for that agency is required to be submitted to the Land Use Department as part of the application. See the publication titled [Referral Packet Guidelines](#) for directions on creating referral packets.

Internal Referral Agencies Requesting Email Referrals

Land Use Department

- Abby Shannon, *Long Range Planning*
- Ron Flax, *Chief Building Official*
- ___ Jessica Fasick, *Historic Review*, [#Historic](#)
- ___ *Wildfire Mitigation*, [#WildfireMitigation](#)
- ___ *Code Compliance*, [#CodeCompliance](#)
- ___ Varda Blum, *Floodplain Administrator*, floodplainadmin@bouldercounty.org

Administrative

- ___ Mark Ruzzin, *Eldorado Springs LID*
- ___ Jenny Griffiths, *Marijuana Licensing*, marijuanalicensing@bouldercounty.org

Assessor

- ___ Adam Hoppe, [#AssessorReferral](#)

Attorney

- ___ County Attorney, [#CReferral](#)

Parks & Open Space (refer applications, even if co-signed by BCPOS)

- Melissa Arnold, *Conservation Easements*, [#CReferral](#)
- Leah Rothbaum, *all applications on or adjacent to county open space*

Public Health

- Environmental Health / Water Quality,
HealthWQ-EnvironBPLU@bouldercounty.org
- ___ Child Health Promotion (CHP), Sarah Scully (Camps, Childcare, etc.)
- ___ Consumer Protection Program, Lane Drager (Food Service, Comm. Kitchens)

Sheriff

- ___ Mike Wagner, *Operations Commander*

Treasurer

- ___ Alycia Allshouse

Internal Referral Agencies Requesting Hardcopy Referrals

(Applicant to provide packets)

Parks and Open Space

- Ron West, *Natural Resource Planner*

Transportation

- Development Review*, transdevreview@bouldercounty.org
- ___ Ted Plank, *Road Maintenance*

Surveyor

- ___ Lee Stadele, leestadele@bouldercounty.org
Flagstaff Surveying, Inc., 637 South Broadway, Suite C,
Boulder, Colorado 80305 | T: 303-499-9737

Additional: _____

Community Interest Groups

____ Allenspark Area Landowners
Attn: Jeff Kolen/Becky Brandli
PO Box 511
Allenspark, CO 80510
T: 303-747-2340
E: bbptjfire@wildblue.net

____ Allenspark Concerned Citizens
Attn: Bob Donovan
PO Box 336
Allenspark, CO 80510
Note: Send referral for projects along Peak to Peak from Peaceful Valley to the County limit.

____ Audubon Society
Board of Review
P.O. Box 2081
Boulder, CO 80306

____ Coal Creek Canyon
Improvement Association
P.O. Box 7331
Golden, CO 80403
Note: Send referrals for all projects in Coal Creek Canyon Area.

Email Eldora Civic Association
PO Box 988
Nederland, CO 80466
eldoracivicasociation@gmail.com
Note: Also receives referrals for projects within the Eldora Environmental Preservation Planning area (EEP).

Email Eldorado Springs Community
Assoc. (ESCA)
eldocommunity@gmail.com

Both Gold Hill Town Meeting
Attn: Tony Vrba
1011 Main Street
Boulder, CO 80302
tonyvrba@gmail.com

____ Gold Hill Zoning & Historic
District
1011 Main Street (Gold Hill)
Boulder, CO 80302
Note: Send Referrals for all projects in Gold Hill area.

Email Fourmile Watershed Coalition
Maya MacHamer
fourmilewatershed@gmail.com

____ Greater Allenspark
Alliance/MOST
Attn: Phil Stern
PO Box 56
Allenspark, CO 80510
Note: Send Referral for projects along Peak to Peak from Peaceful Valley to County limit and along Big Owl Rd. & Cabin Creek.

Email James Creek Watershed Initiative
Attn: Colleen Williams, Director
P.O. Box 110
Jamestown, CO 80455
E: colleen@jimtown.org AND
mark@jimtown.org

____ Lake Eldora Corporation
Attn: Brent Tregaskis
PO Box 1697
Nederland, CO 80466
T: 303-440-8700 x295
E: btregaskis@eldora.com

____ Nature Conservancy of CO
Colorado Field Office
2424 Spruce Street
Boulder CO 80302
T: 303- 444-2950

____ Niwot Business Association
Attn: Tony Santelli
PO Box 92
Niwot, CO 80544
E: info@niwot.com

Email Niwot Cultural Arts Association
Attn: Bruce Warren
E: bwarren@niwotlaw.com

Email Niwot Community Association
Attn: David Limbach, NCA VP & Dir.
Of Communications
PO Box 72
Niwot, CO 80544
E: info@niwot.org;
landuse@niwot.org;
board@niwot.org

Email Old Town Niwot Design Review
Subcommittee
Attn: Pat Murphy
pmurphy@niwotrealty.com
Note: Send Referrals for all projects within the original NRCD boundary (commercial are on 2nd Ave) and also in the NRCDII (the Old Town residential blocks).

Email Niwot Historical Society
Attn: Kathy Koehler
kathyboco@gmail.com AND
info@niwothistoricalsociety.org
Note: Send Referrals for all projects for Land Use builds and/or changes in Niwot.

Email PUMA (Preserve Unique Magnolia
Association)
puma@magnoliaroad.net
Note: Send Referrals for ALL projects off of Magnolia Road.

Utilities

Water and Sanitation Districts

_____ Allenspark Water & Sanitation Dist.
Attn: Andrew Griffiths
PO Box 91
Allenspark, CO 80510

_____ City of Boulder Utilities
1777 Broadway
Boulder, CO 80302

Email District 5 Water Commissioner
shera.sumerford@state.co.us

_____ District 6 Water Users Assn.
See St. Vrain & Left Hand Water

Email East Boulder County Water District
P.O. Box 18461
Boulder, CO 80308
president@eastboulderwater.com

_____ Eldorado Artesian Springs, Inc.
P.O. Box 445
Eldorado Springs, CO 80025

Email Fairways Metropolitan District
c/o Special District
Management Services
Attn: David Solin
141 Union Boulevard, Suite 150
Lakewood CO 80228-1898
dsolin@sdmsi.com
Tel: 303-987-0835

*Note: For all applications in the Fairways /
Lake Valley Estates / North Rim subdivisions.*

_____ Hoover Hill Water & Sanitation District
P.O. Box 16532
Golden, CO 80402
T: 720-432-6322
info@hhwsd.org AND
cade@metro-district.com

Email Lake Eldora Water & Sanitation
PO Box 1697
Nederland, CO 80466
hwright@eldora.com

_____ Left Hand Water District
Attn: Christopher Smith
PO Box 210
Niwot, CO 80544

Email Little Thompson Water District
Attn: Brad Eaton,
District Engineer
835 East Hwy. 56
Berthoud, CO 80513
T: 970-344-6318
F: 970-532-3734
BEaton@lthwd.org

Email Longs Peak Water District
Attn: Brian Morse
9875 Vermillion Road
Longmont, CO 80504
brian@lpwd.org

Email Niwot Sanitation District
Attn: Karen Behne
7395 N. 95th Street
Longmont, CO 80504
T: 303-652-2525
kbehne@niwotsanitation.com

Email Northern Colorado Water
Conservancy District
Attn: Jim Struble &
Brian Flockhart
220 Water Avenue
Berthoud, CO 80513
jstruble@northernwater.org AND
bflockhart@northernwater.org

Email Pine Brook Water District
Attn: Bob de Haas
1903 Linden Drive
Boulder, CO 80304
T: 303-817-8153
bob@pinebrookwater.com

Email St. Vrain & Left Hand Water
Conservancy District
9595 Nelson Road
Box C, Suite 203
Longmont, CO 80501
office@svlhwcd.org

Power and Gas Providers

Email Estes Park Power & Light
Attn: Steve Rusch, Utilities
Coordinator
PO Box 1200
Estes Park, CO 80517
srusch@estes.org

*Note: Any project with a solar component goes
to both srusch@estes.org and
solarpower@estes.org. All projects go to
srusch@estes.org.*

_____ Longmont Power and
Communications
Attn: Jess Aills
1100 South Sherman Street
Longmont, CO 80501

Email Noble Energy, Inc.
Attn: Mike Rodine, Land Supervisor
Noble Field Office
2115 117th Ave.
Greeley, CO 80634
T: 970-304-5000
Michael.Rodine@noblenergy.com

Email Poudre Valley REA
Attn: Matt Organ
PO Box 272550
Fort Collins, CO 80527-2550
morgan@pvrea.com

Email United Power, Inc.
500 Cooperative Way
Brighton, CO 80603
platreferral@unitedpower.com

Email Western Area Power Administration
Attn: Tracy Rogers
Rocky Mountain Region
PO Box 3700
Loveland, CO 80539
T: 970.461.7284
Rogers@wapa.gov

_____ Western Gas Supply Co.
4200 S. County Road 15H
Loveland, CO 80537

Email Xcel Energy
Attn: Donna George, ROW & Permits
1123 West 3rd Avenue
Denver, CO 80223
T: 303-571-3306
Donna.L.George@xcelenergy.com
BDRCO@xcelenergy.com

(Email link to PDF if file is over 10 MB)

Communications

Email CenturyLink Communications
Attn: Christopher Janoski
1855 S. Flatiron Ct. #B-01
Boulder, CO 80301
Christopher.Janoski@centurylink.com

Ditch Companies

Leggett Ditch Company

Cities and Counties

Email Adams County Community & Economic Development Dept.

Attn: Jen Rutter

4430 South Adams County Pkwy.,
Ste. 3000
Brighton, CO 80601
T: 720-523-6990
F: 720-523-6150
jrutter@adcogov.org

Email City of Boulder Planning & Development Services

Attn: Phil Kleisler
PO Box 791
Boulder, CO 80306-0791
T: 303-441-4497
KleislerP@bouldercolorado.gov

Email City of Boulder Open Space & Mountain Parks
Attn: Bethany Collins, Matt Ashley,
and Juliet Bonnell

PO Box 791
Boulder, CO 80306
bonnellj@bouldercolorado.gov
ashleym@bouldercolorado.gov
CollinsB@bouldercolorado.gov

____ City and County of Broomfield
Planning Division
1 Des Combes Drive
Broomfield, CO 80020
T: 303-438-6284
F: 303-438-6297

Email Town of Erie Community
Development Department
Planning Division
Attn: Melinda Helmer and Deborah
Bachelder
PO Box 750
Erie, CO 80516
mhelmer@erieco.gov AND
dbach@erieco.gov
T: 303-926-2771
F: 303-926-2706

Email Gilpin County
Community Development Dept.
Attn: Dan Horn
P.O. Box 661
Central City, CO 80427
T: 303-582-5831 ext. 3
F: 303-582-5440,
dhorn@co.gilpin.co.us

Email Grand County Planning and
Zoning Department
Attn: Robert Davis & Alex Taft
PO Box 238
Hot Sulphur Springs, CO 80451
T: 970-725-3062
rdavis@co.grand.co.us AND
ataft@co.grand.co.us

Email Jamestown Planning Department
Attn: Kristi Rutledge
PO Box 298
Jamestown, CO 80455
T: 303-449-1806
E: townclerk@jamestownco.org

Email Jefferson County Planning and
Zoning Department
Attn: Mike Schuster, Assistant
Director
100 Jefferson Pkwy., Suite 3550
Golden, CO 80419-3500
mschuste@jeffco.us
T: 303-271-8756
F: 303-271-8744

Email City of Lafayette
Community Development Dept.
Planning Division
Attn: Paul Rayl & Jana Easley
1290 S. Public Road
Lafayette, CO 80026
T: 303-665-5588 ext. 3332
F: 303-665-2153
jana.easley@cityoflafayette.com
AND paulr@cityoflafayette.com

Email Larimer County Planning
Department
P.O. Box 1190
200 West Oak Street, Ste. 3100
Ft. Collins, CO 80522
T: 970-498-7683
F: 970-498-7711
E: poc@co.larimer.co.us
AND ellislk@larimer.org

Email Longmont Planning & Development
Services Division
Attn: Erin Fosdick and Jade
Krueger
350 Kimbark St.
Longmont, CO 80501
erin.fosdick@longmontcolorado.gov
AND
jade.krueger@longmontcolorado.gov

Email Louisville Planning Department
Attn: Kristin W. Dean
749 Main St.
Louisville, CO 80027
T: 303-335-4592
planning@louisvilleco.gov AND
kdean@louisvilleco.gov

Email Town of Lyons
Attn: Victoria Simonsen Town
Administrator
PO Box 49
Lyons, CO 80540
vsimonsen@townoflyons.com

Both Town of Nederland
Attn: Cynthia Bakke, Planning &
Building Tech.
P.O. Box 396
Nederland, CO 80466
T: 303-258-3266 ext. 22
cynthiab@nederlandco.org

Email Town of Superior
Planning Department
124 E. Coal Creek Drive
Superior, CO 80027
T: 303-499-3675
F: 303-499-3677
stevenw@superiorcolorado.gov

____ Ward Planning Department
PO Box 99
Ward, CO 80481-0099

Email Weld County Planning
Department
Attn: Jim Flesher
1555 N. 17th Avenue
Greeley, CO 80631
T: 970-353-6100
F: 970-304-6498
jflesher@weldgov.com

School Districts

Email Boulder Valley School District
Attn: Glen Segrue
PO Box 9011
Boulder, CO 80306
T: 720-561-5062
Glen.segrue@bvdsd.org

____ St. Vrain Valley Schools
Planning Educational Services
Center
395 South Pratt Pkwy.
Longmont, CO 80501
T: 303-682-7229

Regional Agencies

Email Boulder Valley & Longmont Conservation Districts
Attn: Liz Northrup
9595 Nelson Road, Box D
Longmont, CO 80501
bldrvalleyandlongmontcnds@gmail.com

Send Liz a referral for ALL applications within Agricultural and Forestry Zoning Districts.

Email DRCOG
Brad Calvert, Director
Regional Planning & Development
1290 Broadway, Suite 700
Denver, CO 80203-5606
T: 303-480-6839
bcalvert@drcog.org

Email Urban Drainage & Flood Control District
2480 W. 26th Ave., Ste. 156-B
Denver, CO 80211
submittals@udfcd.org

State Agencies

Email CO Dept. of Agriculture -ICS- PACFA
2331 W. 31st Avenue
Denver, CO 80211T: 303-869-9146
Cda_pacfa@state.co.us

Email CO Geological Survey
1801 19th St.
Golden, CO 80401
T: 303-384-2655
cgs_pubs@mines.edu

Email CO Dept of Public Health & Environment (CDPHE)
Attn: Sean Hackett
4300 Cherry Creek S Dr
Denver, CO 80246
sean.hackett@state.co.us

Email CO Office of Early Childhood (CDHS)
Attn: Colleen Rosa
1575 Sherman St
Denver, CO 80203
colleen.rosa@state.co.us

Email CO Dept. of Local Affairs
Division of Local Government
Attn: Don Sandoval
150 E. 29th St., Ste. 215
Loveland, CO 80538
don.sandoval@state.co.us

CO Dept. Natural Resources
Div. of Reclamation
Mining & Safety (DRMS)
1313 Sherman Street, Rm 215
Denver, CO 80203
T: 303-866-3567

Email CO Dept. Natural Resources
Division of Water Resources
State Engineer's Office
Attn: Sarah Brucker
1313 Sherman St., Room 818
Denver, CO 80203
T: 303-866-3581 x8249
sarah.brucker@state.co.us

Email Colorado Parks and Wildlife
Attn: Sam Peterson
4207 W. County Line Rd., 16E
Loveland, CO 80537
T: 970-776-6939
samuel.peterson@state.co.us

Note: Sam's area is the southern part of the county, south of 4th of July Rd/ Eldora/ Hwy 119 (Boulder Canyon)/ Arapahoe Rd/ 287/Hwy 7.

Email Colorado Parks and Wildlife
Attn: Tyler Asnicar
4207 W. County Line Rd., 16E
Loveland, CO 80537
T: 720-357-4464
tyler.asticar@state.co.us

Note: Tyler's area is north of Peter to Brainard Lake Rd/ Left Hand Canyon/N. Foothills Hwy/Neva Rd/Hwy 52.

Email Colorado Parks and Wildlife
Attn: Joe Padia
4207 W. County Line Rd., 16E
Loveland, CO 80537
T: 303-906-3643
joe.padia@state.co.us
Note: Joe's area is north of Tyler, to Boulder County Line/Hwy 7/Hwy 66/Hover/9th Ave/US 287/3rd Ave./Hwy 119.

Email Colorado Parks and Wildlife
Attn: John Koehler
4207 W. County Line Rd., 16E
Loveland, CO 80537
T: 303-906-7870
john.koehler@state.co.us
Note: John's area is everything north of Joe.

CO Dept. Natural Resources
Oil & Gas Conservation Commission
Attn: Rob Young
1120 Lincoln Street, Ste. 801
Denver, CO 80203-2136
T: 303-894-2100

CO Dept. Natural Resources
Soil Conservation Board For
Watershed & Soil Protection
700 Kipling Street, Ste. 4000
Lakewood, CO 80215-8000

CO Dept. Natural Resources
Water Conservation Board
1313 Sherman St., Room 721
Denver, CO 80203-2236
T: 303-866-3441
F: 303-866-4474

CO Dept. of Regulatory Agencies (DORA)
Public Utilities Commission
1560 Broadway, Suite 250
Denver, CO 80202
T: 303-894-2000

Email Colorado Dept. of Revenue
Marijuana Enforcement Div.
Attn: Keith Kuretich
275 S. Main St., Ste 101
Longmont, CO 80501
E: keith.kuretich@state.co.us

& Email Attn: Richard Hollar
1709 Cole Blvd., Suite 300
Lakewood, CO 80401
T: 303-866-4664
E: Richard.hollar@state.co.us

Email CO Dept. of Transportation R4
Attn: Timothy Bilobran
10601 W. 10th Street
Greeley, CO 80634
T: 970-350-2148
timothy.bilobran@state.co.us

Email CO Dept. of Transportation R1
Attn: Rick Solomon
2829 W. Howard Place #255f
Denver, CO 80204
T: 303-757-9356
richard.solomon@state.co.us

Note: Only for segment of SH 72 between SH 93 and SH 119, and SH 119 south of SH 72.

Email CO Natural Areas Program
Attn: Raquel Wertsbaugh
6060 Broadway
Denver, CO 80216
T: 303-291-7267
Raquel.wertsbaugh@state.co.us
OR dnr_cnap@state.co.us

Email CO State Forest Service
Boulder Field Office
5625 Ute Highway
Longmont, CO 80503
T: 303-823-5774
CSFS_Boulder@mail.colostate.edu

Email CO State Land Board
1127 Sherman Street, Suite 300
Denver, CO 80203
julie.majors@state.co.us;
christopher.smith@state.co.us

Email CSU Extension, Boulder County
Attn: Laura Larson, Director
9595 Nelson Road, Box B
Longmont, CO 80501
T: 303-678-6280
llarson@bouldercounty.org

State Agencies (continued)

Email History Colorado - Office of
Archaeology and Historic Preservation
1200 Broadway
Denver, CO 80203
T: 303-866-5216
hc_filesearch@state.co.us

____ Eldorado Canyon State Park
P.O. Box B
Eldorado Springs, CO 80025
T: 303-494-3943
john.carson@state.co.us

Federal Agencies

Email Arapaho and Roosevelt
National Forests
Boulder Ranger District
Attn: Mike Johnson
2140 Yarmouth Ave.
Boulder, CO 80301
T: 303-541-2534
mjohnson10@fs.fed.us

____ Bureau of Land Management
Royal Gorge Field Office
Attn: Keith Berger
3028 E. Main Street
Canon City, CO 81212

____ Burlington Northern &
Santa Fe Railway Co.
Property & Facilities Management
Director of Field Operations
2500 Lou Menk Dr., AOB 3
Ft. Worth, TX 76131-2830

Email US Department of Commerce
Nat'l Telecommunications & Info
Admin Inst. of Telecommunication
Sciences (NTIA/ITS)
(formerly ESSA)
Attn: Brian Lane, Exec. Officer
325 Broadway, MS NTIA/ITS.D
Boulder, CO 80305
303-497-3484
blane@ntia.doc.gov

Email Rocky Mtn. National Park
Attn: Darla Sidles,
Superintendent
1000 US Hwy 36
Estes Park, CO 80517
T: 970-586-1200
Darla_sidles@nps.gov

____ U.S. Bureau of Reclamation
Eastern Colorado Area Office
Attn: Signe Snortland
11056 West County Rd. 18E
Loveland, CO 80537
T: 970-962-4300

____ US Army Corps of Engineers
Denver Regulatory Office
Attn: Kiel Downing
9307 S. Wadsworth Blvd.
Littleton, CO 80128-6901
T: 303-979-4120
F: 303-979-0602

Email US EPA Region 8
Office of Water Protection
Underground Injection Control
Unit
Attn: Omar Sierra-Lopez,
Physical Scientist
(Environmental)
1595 Wynkoop Street
Denver, CO 80202-1129
T: 303-312-7045
F: 303-312-7084
Sierra-Lopez.Omar@epa.gov

Email US Fish & Wildlife Service
PO Box 25486
DFC (MS 65412)
Denver, CO 80225-0486
T: 303-236-4773
coloradoes@fws.gov

Email U.S. Forest Service
Attn: Mike Johnson
2140 Yarmouth
Boulder, CO 80301
mjohnson10@fs.fed.us

____ U.S. Post Offices in Boulder
County

- Allenspark 80510
- Berthoud 80513
- Boulder 80302
- Broomfield 80020
- Eldorado Springs 80025
- Erie 80516
- Hygiene 80533
- Jamestown 80455
- Lafayette 80026
- Longmont 80501
- Louisville 80027
- Lyons 80540
- Nederland 80466
- Niwot 80544
- Ward 80481

For Navigable Airspace Safety and Operation Of Air Navigation Facilities

Email FAA Air Traffic Airspace Branch,
ASW-520
Attn: Brian Barnes and Jay Garver
10101 Hillwood Parkway
Ft. Worth, TX 76136
E: brian.a.barnes@faa.gov
AND j.garver@faa.gov

Email FAA
Northwest Mountain Region
Attn: Marsha Hofer, Program
Specialist
26805 E. 68th Ave., Ste. 224
Denver, CO 80249
T: 303-342-1251
E: marsha.hofer@faa.gov

Local Airports

Email Boulder Municipal Airport
Attn: Tim Head, Manager
3327 Airport Road
Boulder, CO 80301
T: 303-441-3108
BMA@bouldercolorado.gov

____ Erie Municipal Airport
395 Airport Drive
Erie, CO 80516

Email Rocky Mountain
Metropolitan Airport
Attn: Ben Miller
11755 Airport Way
Broomfield, CO 80021
T: 303-271-4850
bmiller@flyRMMA.com

Email Vance Brand Airport
City of Longmont
Attn: David Slayter, Manager
229 Airport Road
Longmont, CO 80503
T: 303-651-8431
David.slayter@longmontcolorado.gov

Fire Protection Agencies

Email Allenspark FPD
Leo Touzjian, Fire Chief
PO Box 153, Allenspark, CO 80510
T: 303-747-2586
info@allensparkfire.com

Email Berthoud FPD
Attn: Joe Jaramillo
PO Box 570, Berthoud, CO 80513
T: 970-619-0299
J@berthoudfire.org

Email Big Elk Meadows VFD
42 Willow Drive
Lyons, CO 80540
Chief@vfdofbigelk.org

____ Boulder Mountain FPD
John Benson; Chief
Mike Palamara; WFM
1905 Linden Drive
Boulder, CO 80304
T: 303-440-0235

____ Boulder Rural FPD
Dean Rogers
6230 Lookout Road
Boulder, CO 80301
T: 303-530-9575 ext. 105
E: dean.rogers@BRFD.org

____ Cherryvale FPD
7700 Baseline Road
Boulder, CO 80303-4708

____ City of Boulder Fire Dept.
Michael Calderazzo; Chief
David Lowrey; Marshal
3065 Center Green Dr.
Boulder, CO 80301
T: 303-441-4178

Email Coal Creek Canyon FPD
Garret Ball; Chief
PO Box 7187, Golden, CO 80403
T: 303-642-3121
admin@coalcreekcanyonfd.org

Email Four Mile FPD
Bret Gibson; Chief
Regina Daly; Fire Marshal
1740 Four Mile Canyon Drive
Boulder, CO 80302
303-449-3333
chiefbret@gmail.com AND
reginadaly01@gmail.com

Email Gold Hill FPD
Chris Finn; Chief
1011 Main Gold Hill
Boulder, CO 80302
T: 303-444-5549
cfinn@goldhillinn.com

Email Hygiene VFD
Attn: Hygiene Fire Chief
PO Box 83
Hygiene, CO 80533
T: 303-776-2950
cody.trevithick@hygienefire.org
AND
travis.homyak@hygienefire.org

____ Indian Peaks FPD
PO Box 205
Ward, CO 80481
T: 303-459-3452

Email Jamestown VFD
Attn: Kristi Rutledge, Town Clerk
PO Box 298
Jamestown, CO 80455
T: 303-447-1568
townclerk@jamestownco.org

____ City of Lafayette Fire Dept.
Attn: Dave Friedel, Chief and
Norm Kellett, Fire Marshal
401 N. 111th Street
Lafayette, CO 80026
T: 303-665-9661

____ Lefthand FPD
Russell Leadingham
900 Lefthand Canyon Dr.
Boulder, CO 80302
T: 720-214-0560
rleadingham@lefthandfire.org

Email City of Longmont, Fire Services Div.
Capt. Michele Goldman, Marshal
225 Kimbark St.
Longmont, CO 80501
T: 303-651-8426
Michele.goldman@longmontcolorado.gov

Email Louisville FPD
Attn: John Willson, Chief
Chris Mestas, Fire Marshal
895 West Via Appia
Louisville, CO 80027
T: 303-666-6595
jwillson@louisvillefire.com AND
cmestas@louisvillefire.com

Email Lyons FPD
J.J. Hoffman; Chief
PO Box 695
Lyons, CO 80540
T: 303-823-6611
plans@lyonsfire.org

Email Mountain View FPD
Attn: Doug Saba and LuAnn Penfold
3561 N. Stagecoach Rd., Unit 200
Longmont, CO 80504
T: 303-772-0710
LPenfold@mvpfd.org AND
dsaba@mvpfd.org AND
jwebb@mvpfd.org

Email Nederland FPD
Attn: Rik Henrikson
P.O. Box 155
Nederland, CO 80466
T: 303-258-9161
Inspections@NFPD.org

____ Pinewood Springs FPD
61 Kiowa Road
Lyons, CO 80540-8202
T: 303-823-5086

Email North Metro Fire Rescue
Attn: David Ramos
101 Spader Way
Broomfield, CO 80020
fireprevention@northmetrofire.org

____ Poorman VFD
390 Leonards Road
Boulder, CO 80302

Email Rocky Mountain Fire Dist.
Michelle Kelly
4390 Eldorado Springs Dr.
Boulder, CO 80303
T: 303-494-3735
mkelly@rockymountainfire.org

Sugar Loaf FPD - For Site Plan Review Referrals, Mail and Email To:

Both Sugar Loaf FPD
Miles La Hue; Site Review Officer
1360 Sugar Loaf Road
Boulder, CO 80302
cmlahue@yahoo.com

For All Other Referrals Mail & Email to:

Both Sugar Loaf FPD
Andrew Goldman; Chief
1360 Sugar Loaf Road
Boulder CO 80302
T: 303-442-1050/303-810-2815
chief@slfpd.org

Email Sunshine FPD
Michael Schmitt; Chief
Bruce D. Honeyman; Fire Marshal
Regina Daly; Fire Marshal
311 County Road 83
Boulder, CO 80302
T: 303-246-4519
chief@sunshine-fpd.org
AND reginadaly01@gmail.com
AND bdhoneyman@gmail.com

Email Timberline Fire Protection District
660 Hwy 46
Blackhawk, CO 80422
T: 303-582-5768
jhinderman@timberlinefire.com

Homeowner and Road Associations and Review Committees

Bar K Ranch HOA
1180 Rock Lake Rd
Ward, CO 80481

Benchmark HOA
#12 Benchmark Drive
Boulder, CO 80301

Email Boulder Hills HOA
Attn: Anne L. Larson
8498 Stirrup Ct.
Longmont, CO 80503
E: annelarson@juno.com

Boulder Tech Center Owners Assoc.
Attn: Gary Reed
2729 S. Lakeridge Trail
Boulder, CO 80302-9312
T: 303-442-0750

Email Brittany Place HOA
Attn: Dina Kenkel, President
8427 Brittany Place
Niwot, CO 80503
dkenkel@comcast.net

Email Burgundy Park HOA
a.k.a. Johnson Farm Replat G
Attn: Steve Ekman, Vice President
7100 Burgundy Drive
Niwot, CO 80503
E: steve@ekmandesign.com **AND**
president.bphoa@gmail.com, **AND**
treasurer.bphoa@gmail.com

Canyonside HOA
PO Box 1698,
Boulder, CO 80306

Circle "C" Ranch HOA
Attn: Jon Larson
6325 Trevarton Drive
Longmont CO 80503

Email Clover View North NUPUD
Attn: Bruce Johnson
bask@skybeam.com
T: 303-775-1350

Email Cottonwood Park West HOA
Attn: Dean Carpenter, Assoc. Mgr.
PO Box 421
Niwot, CO 80544
M: 303-652-2537
E: cpwhoaoffice@gmail.com

Email Country Creek HOA
Attn: Karin Antoni
P.O. Box 85
Niwot, CO 80544-0085
T: 720-384-7843
E: pghsmanley@comcast.net

Cove (The) HOA
PO Box 1052
Niwot, CO 80544-1052

Crescent Lake Estates HOA
PO Box 7114
Golden, CO 80403

Email Crestmoor Architectural Review
Attn: Richard Boscardin
993 Crestmoor Drive
Boulder, CO 80303
E: raboscardin@comcast.net
AND Email Michael J. Waggoner
930 Crestmoor Drive
Boulder, CO 80303
E: waggonem42@yahoo.com

Email Crestview Estates Architectural
Control Committee (ACC)
Richard E. Blanchette
E: reb@green-mtn.com
T: 303-818-7996

Crystal Views HOA
Nan Stuart
11732 Crystal Views Lane
Longmont, CO 80501

Darvey's Farm NUPUD Architectural
Committee
Bruce M. Davis & Mary Davis Burkhart
10142 Oxford Road
Longmont, CO 80501

East Meadowdale HOA
P.O. Box 270368
Louisville, CO 80027

ERTL Farm HOA
Ned Flannigan
9499 W Phillips Rd.
Boulder, CO 80301
T: 303-664-5994

Farm in Boulder Valley HOA
P.O. Box 208
Niwot, CO 80544

Flintlock HOA
c/o Sentry Management
1375 Ken Pratt Blvd Suite 100
Longmont, CO 80501

Email Fountaintree HOA
470 Fountaintree Lane
Boulder, CO 80304
E: kit@sancheztennis.com

Email Gaynor Lake HOA
Attn: James Williams
7905 Anchor Drive
Longmont, CO 80504
jamie@jamiewilliams.com
303-482-7715

Githens Acres Neighborhood Assn.
Jim Snow
2305 Topaz Drive
Boulder, CO 80304

Goose Haven HOA
Douglas W. Porrey, Secretary/Treasurer
10425 Goose Haven Drive
Lafayette, CO 80026

Email Granja Este Road
Maintenance Association
Attn: Shawn F. Roberts
9980 Phillips Road
Lafayette, CO 80026
E: sf.roberts@yahoo.com

Both Gunbarrel Green HOA
PO Box 11217
Boulder, CO 80301
E: gunbarrelgreen@gmail.com
T: 720-443-3471

Hardt Estates Subdivision
Emily Bray
4138 Nelson Road
Longmont, CO 80503
T: 303-447-1187

Heatherwood HOA
P.O. Box 11102
Boulder, CO 80302

Email Hidden Lake HOA
Attn: Richard Sands, HOA President
2425 Balsam Drive
Boulder, CO 80304
E: rjsands303@gmail.com
T: 303-402-9626

Hillcrest Heights Replat B
See Wildview HOA

Hygiene HOA
Sam Clark
P.O. Box 171
Hygiene, CO 80533

Johnson Farm Replat G
See Burgundy Park HOA

Email Knollwood HOA
Alan A. Teran
2126 Knollwood Drive
Boulder, CO 80302-4706
T: 303-444-6877
E: aatbigsteaks@aol.com

Lagerman Farm HOA
3281 61st Street
Boulder, CO 80301

Email Lake of the Pines HOA
Attn: Arch. Control Committee and
HOA Board Presidents
2849 S. Lakeridge Trail
Boulder, CO 80302
E: acc@lophoa.com;
board_president@lophoa.com
T: 303-786-7833

Lakeshore Estates ARC
Julianne M. Anderson
6397 Glenmoor Rd.
Boulder, CO 80303
T: 303-499-7150

Lake Valley Estates HOA
3950 Bogey Ct.
Longmont, CO 80503
T: 303-545-6651

Homeowner and Road Associations and Review Committees (continued)

Lazy Z Estates HOA
Box 374
Pinecliffe, CO 80471-0374

Legend Ridge HOA
5440 Ward Rd. #230
Arvada, CO 80002

Longs Peak Estates HOA
PO Box 1141
Lyons, CO 80540-1141

Longview Ranchettes (a.k.a. Fox
Pointe at Niwot) Design Review
David & Jane Chaknova
8631 Monte Vista Avenue
Niwot CO 80503
T: 303-702-9455

Lykins Gulch HOA
3743 Nelson Road
Longmont, CO 80503

Meadow Green Farm HOA
Carol & Harvey Yoakum
14707 N. 95th Street
Longmont, CO 80504
T: 303-775-1408

Monarch Park HOA
Jennifer Sleek
7376 Monarch Road
Longmont, CO 80503-8630

Monarch Ponds HOA
7739 Monarch Road
Niwot, CO 80503

Mountain Ridge HOA
Levin Hemming
2289 Park Lake Dr.
Boulder, CO 80301-5124

Niwot Hills HOA (Arch. Committee)
Attn: Cindy Henry, Markel Homes
5723 Arapahoe Ave #2B
Boulder, CO 80303
T: 303-339-6120
E: cindy@markelhomes.com

Niwot Meadow Farm HOA
8510 Niwot Meadow Farm Road
Niwot, CO 80503

North Rim HOA
4400 Hogan Ct.
Niwot, CO 80503

Email Orange Orchard
Attn: President of Board
PO Box 17241
Boulder, CO 80308
E: board@oohaboulder.org

Oxford Farm HOA
7600 Rodeo Drive
Longmont, CO 80501

Panorama Park Subdivision
Architectural Review
Attn: Frank Hawke
7331 Spring Drive
Boulder, CO 80303
T: 303-499-6704

Email Park Lake HOA
PO Box 682
Louisville, CO 80027
E: parklakehoa@gmail.com

Email Pine Brook Hills Architectural
Committee
Eric Erickson
E: ARC@PineBrookHills.org

Pine Valley Estates HOA
PO Box 643
Pinecliffe, CO 80471

Powderhorn Condominium
Association, Inc.
Hudson Real Estate
1200 28th St., Suite 100
Boulder, CO 80303
303-442-6380

Quiet Retreat HOA
2807 Jay Road
Boulder, CO 80301-1605

Email Ranch at Clover Basin
Replat B TDR/PUD 2nd Filing (a.k.a.
Portico)
c/o Flagstaff Management, Inc.
900 Coffman St., STE D
Longmont, CO 80501
T: 303-682-0098
E: fmc900@flagstaffmanagement.com

The Reserve Homeowners and
Recreational Association (Sombbrero
Ranch)
6298 Reserve Drive
Boulder CO 80303

Silver Springs HOA
11 Nightshade Drive
Boulder, CO 80302

Smith Meadow Lane HOA
7376 Elm St.
Longmont, CO 80503

Email Springhill HOA
c/o Trio Property Management
PO Box 208
Niwot, CO 80544
T: 303-415-2054
E: TrioProperty@comcast.net

Email Somerset HOA
c/o Trio Property Management
PO Box 208
Niwot, CO 80544
T: 303-415-2054
E: somersethoa@comcast.net
AND TrioProperty@comcast.net

South Meadow Gunbarrel Green Acres
PO Box 1718
Longmont, CO 80502

Spanish Hills HOA (Deanna Blomquist)
84 Caballo Ct.,
Boulder, CO 80303
E: deannablomquist@yahoo.com
AND Email
Spanish Hills Architectural

Design Committee
William Hickey
156 Barcelona Drive
Boulder, CO 80303
303-494-0384
E: wa3h@hotmail.com

Email Summerlin HOA
Attn: Dave Boschert, Mike Exner, Will
Coleman
3223 Arapahoe Ave., #325
Boulder, CO 80303
T: 303-442-1277 x21
E: dboschert@boschland.com **AND**
mlexner@comcast.net **AND**
will@ascend-mg.com

Email St. Anton Highlands First Addition
HOA
SAHFAHOA
PO Box 810
Nederland, CO 80466
T: 303-442-1277 x21
E: sahfahoa@gmail.com

Sunrise Ranch NUPUD HOA
6106 Sunrise Ranch Drive
Longmont, CO 80501

Valle Del Rio Subdivision Only
(Not for Valle Del Rio Subdivision 1)
Lori Dempsey
4567 Prado Drive, Boulder, CO 80303
T: 303-499-7777 M: 303-472-0811
E: dempsey4567@yahoo.com

Waterford HOA
PO Box 6632
Longmont, CO 80501

Email Waterstone HOA
c/o Trio Property Management
PO Box 208
Niwot, CO 80544
T: 303-415-2054
E: TrioProperty@comcast.net

West Meadowdale HOA
P.O. Box 831
Niwot, CO 80544

White Hawk Ranch HOA
c/o Homestead Management
1499 W. 121st Ave, Suite 100
Westminster, CO 80234
T: 303-457-1444 F: 303-457-0670

**Homeowner and Road
Associations and Review
Committees (cont'd):**

Both Wildview HOA
a.k.a. Hillcrest Heights Replat
PO Box 2459
Longmont, CO 80502
E: hoa2@wildview.net

Email Willow Glen HOA
c/o David Corson
7973 Sagebrush Court
Boulder, CO 80301
T: 303-888-5450
E: davidjcorson@yahoo.com

**GENERAL INFORMATION
ABOUT PROCESS
AND
APPLICATION ELEMENTS**



**Boulder County
Land Use Department
Publications**

Subdivision Exemption

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.
10 a.m.-4:30 p.m. Tuesday

Subdivision Exemption

General Explanation

The Board of County Commissioners may grant an exemption from the application of the Subdivision Regulations for any subdivision of Unsubdivided Land which the Board determines does not fall within the definition of "Subdivision" and/or does fall not within the purposes of the Subdivision Regulations.

Subdivision Exemptions typically include boundary line adjustments, community facility lot splits, lot recognitions and divisions within a townsite and formerly incorporated towns. Subdivision Exemptions may only occur on land that has not been previously subdivided and may be granted only on the basis of the adopted Subdivision Exemption criteria outlined in Article 9 of the Boulder County Land Use Code.

Process

Pre-Application Conference

A Pre-application Conference with a planner is required prior to making any application for a Land Use review process. A Pre-application Conference may be scheduled by calling the Land Use Department at 303-441-3930.

Application Acceptance

Once the application is submitted, it will be assigned to a planner who will review the application and determine if the application is complete.

Application Review

Complete applications will be referred out for review by various County Departments, public agencies (as necessary), and adjacent property owners. The Subdivision Exemption process includes a 15-day referral period. During this time Land Use staff will visit the site, review all referral responses, and analyze the application for conformance with the Land Use Code criteria. The application review results in a staff recommendation or determination regarding the application.

Public Hearing

For those applications which do not qualify for an administrative determination, the Board of County Commissioners (BOCC) will hold a public hearing regarding the application. Hearing dates are usually scheduled approximately six to eight weeks from the date of the application submittal (based on the Board's availability and completeness of the application). The Subdivision Exemption process requires at least a 14-day public notice prior to the hearing date. At the public hearing the BOCC will consider the application, take public testimony, and generally will make a final decision regarding the application.

Post-Approval

Applications that are approved will have post approval requirements that must be completed before the Subdivision Exemption is finalized. Article 3-206.C details the typical post approval requirements although as necessary to meet the criteria for Subdivision Exemption approval other post approval requirements may be included.

Expiration

Approvals of Subdivision Exemptions are effective for a calendar year from the date of approval. Post Approval requirements must be completed within this year or the approval is no longer valid. Extensions of this deadline may be granted.



**Boulder
County**

**Boulder County
Land Use Department
Publications**

Special Use Review

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Fax: 303-441-4856
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
Monday — Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

Special Use Review

A Pre-application Conference with a planner is required prior to making any application for a Land Use review process. A pre-application conference may be scheduled by calling the Land Use Department at 303-441-3930.

Special Use Review is required for those uses listed in Article 4 of the Boulder County Land Use Code which specifically require this review process or which surpass certain triggers for the zoning district in which they are proposed to be located. The purpose of Special Use Review is to determine the compatibility of the use with the site and surrounding properties, and to determine the adequacy of services.

Special Review Process

A Pre-application Conference with a planner is required prior to making any application for a Land Use review process. A pre-application conference may be scheduled by calling the Land Use Department at 303-441-3930.

The Special Use Review process takes approximately four to six-months from the time of application through review by the Board of County Commissioners. Hearings before both the Planning Commission and the Board of County Commissioners are required, and other meetings before advisory boards may be convened. In addition to these public hearings, the proposal will be reviewed by various County Departments, other public agencies, and adjacent property owners.

Some property owners meet with their neighbors to discuss a Special Use proposal prior to making application. This often fosters an understanding of the needs of all parties prior to the hearing process, reducing the potential for conflict and allowing for changes in the proposal in response to those needs.

Issues Addressed Through Special Use Review

The following issues are frequently discussed during the Special Use Review process. Please note that this is not a complete list of all issues that may arise.

Intensity of Use

- How many vehicles will be coming and going from the site?
- How many people will be on the site at any given time?
- What are the hours of operation?
- Will the use generate noise, light, or odors?
- What size of buildings will be necessary for the use?

Services

- Will the use be served by a well and septic system or public water and sewer?
- What level of emergency service will the use require?
- Can emergency personnel get to the site?

Mitigation of Impacts

- What measures would be taken to reduce the impact of the use?
- How have the concerns of adjoining property owners been addressed?
- Is there a landscape plan?
- If new buildings are included, is the design compatible with surrounding areas?

Fees

A non-refundable deposit is required at the time of application for a Special Use Review. It is not uncommon for the final cost of processing a Special Use to exceed the deposit amount. Please discuss fees and billing with the planner during your Pre-application Conference

General Explanation

A use permitted by special review may be established in a zoning district only upon approval of the Board of County Commissioners, after review by the Planning Commission, and subject to the conditions set forth in an approval of the use by the Board of County Commissioners.

Special Use Reviews typically include developments or uses that may potentially have a significant impact on the property, its resources, and the surrounding areas.

These uses are developments such as a Fire Station, Accessory Dwelling, Telecommunications Facility, and Day Care Center (see the zoning designation for specific uses and more information). Special uses also include uses that generate traffic volumes in excess of 150 average daily trips per lot, uses that have an occupant load greater than or equal to 100 persons per lot, uses that have a wastewater flow greater than or equal to 2,000 gallons per day per lot, uses that have a total floor area greater than 25,000 square feet (35,000 sq. ft. in a community service area), or uses that have a second principal use that does not increase density (where allowed).

Some uses have maximum development limits prescribed in the Land Use Code including those in the Community and Lodging Use classifications.

The applicant(s) must first contact the Land Use Department to make an appointment for a Pre-application Conference with a Planner to discuss the proposal prior to its submittal. A pre-application conference with the Transportation Department may also be required. Contact the Transportation Department to make an appointment to discuss additional submittal requirements for the transportation and engineering portion of your application. Please refer to the Transportation Department Publication titled *Transportation Review of Development Proposals* for more information regarding possible additional submittal requirements.

The review process begins when the Land Use Department receives a complete application. After the application has been received, and prior to the initial hearing, the application will be referred out for review by various County Departments, public agencies (as necessary) and adjacent property owners. The Special Use Review process includes a 35-day referral period. Staff review of Special Use applications occur in the last week of the month after the referral deadline. At the staff review meeting, the staff determines if the application is sufficiently complete and if issues are sufficiently resolved for the application to proceed to a public hearing with the Planning Commission. The Planning Commission typically meets every third Wednesday of the month.

A hearing before the Board of County Commissioners will be scheduled as soon as is practical after the decision of the Planning Commission. A Special Use Review process can typically take four to six months to complete.

For a detailed account of the following requirements, see Articles 3 and 4-600 of the Boulder County Land Use Code.



**Boulder County
Land Use Department
Publications**

BOCC Guidelines for Land Use Hearings

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Fax: 303-441-4856

Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:

Monday — Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

BOCC Guidelines for Land Use Hearings

Overview of the Hearing Process

1. Convening and introduction by the Chair
2. Commissioners' Site Visit impressions
3. Staff Presentation – Basic cases 10 minutes. Involved cases 20 minutes
 - a. Board questions
4. Applicant – 20 minutes (see below)
 - a. Board questions
5. Public Hearing – 3 minutes per speaker (see below)
6. Staff response to issues raised
7. Applicant response
8. Commissioners' discussion and decision

Applicant Presentations

1. Applicant presentations should be no longer than 20 minutes. Planners will notify the applicant of this requirement at the time a hearing with the Commissioners is requested.
2. If the applicant wishes to exceed 20 minutes, he/she needs to notify the planner as soon as possible. Requests will be forwarded to the Commissioners for their consideration at the next agenda PMI. If the Commissioners decide to grant an extension of time and the scheduled date/time for the hearing does not allow for it, the applicant may be asked to reschedule, rather than inconveniencing other applicants who already have been scheduled for that day.
3. At the beginning of the meeting, the chair of the board will remind the applicant of the time allotted for the presentation. The presentation will be timed, so the applicant knows when time is running out.
4. The presentation time does not include any questions from the Board and the time it takes to answer them. Commissioners will attempt to hold their questions until the applicant has finished presenting. If a question is asked during the presentation, the timer will be stopped and restarted after the question has been answered.
5. If the applicant exceeds the allotted time, the chair may interrupt and end the presentation, at the chair's discretion.
6. Requests by the applicant to extend the presentation time on the day of the hearing may only be granted with an affirmative vote of the Board.

Public Hearing

1. Comments are generally limited to three minutes, unless otherwise determined by the Board of Commissioners.
2. Presenters may pool time, at three minutes per person, so long as everyone who is pooling time is present at the time of the presentation.
3. Any organized groups are allowed to present first, with rules for pooling time to be followed.
4. The presentations will be timed, so that the presenter knows when time is running out.
5. The presentation time does not include any questions from the Board and the time it takes to answer them. Commissioners will attempt to hold their questions until the presentation is finished. If a question is asked during the presentation, the timer will be stopped and restarted after the question has been answered.
6. If the presenter exceeds the allotted time, the chair may interrupt and end the presentation, at the chair's discretion.
7. Once everyone has had the chance to speak, the chair may open the hearing for additional comments from those who have previously presented, at the chair's discretion.



**Boulder County
Land Use Department
Publications**

Planning Review Fee Schedule

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.
10 a.m.-4:30 p.m. Tuesday

Planning Review Fee Schedule

The Planning Review Fee Schedule is adopted by the Board of County Commissioners, and attempts to recover actual costs of providing the services.

The non-refundable application fee/deposit is usually exceeded. The Land Use Department will bill on a monthly basis once the fee is exceeded.

Amendments require the same non-refundable fee as the original process.

Every planning process is required to have a Pre-application Conference completed prior to an application being submitted. For more information, call 303-441-3930.

Process	Non-Refundable Application Fee	Additional Billing*
Pre-application Conference: <input type="checkbox"/> In office	No Charge	N/A
Pre-application Conference: <input type="checkbox"/> On site	\$218.00	N/A
Appeal of Administrative Decision	\$750.00 deposit and time billed for staff up to a total amount of \$2,000.00 If the appellant prevails with the Board of Adjustment, the deposit and any additional payments will be refunded.	\$106/hr up to \$2,000.00
Building Lot Determination: <input type="checkbox"/> In a platted subdivision or previous Building Lot Determination completed in previous 5-year period.	\$50.00	Flat Fee
Building Lot Determination: <input type="checkbox"/> All others	\$75.00	Flat Fee
Comprehensive Plan change	\$1,000.00	\$106.00/hr
Correction Plat	\$125.00	Flat Fee
Exemption Plat¹	\$1,575.00 (\$900.00 due at application, \$675.00 due one week prior to hearing)	Flat Fee (if hours exceed 18 hours excess time to be billed at 106.00/hr)
Extension of Approval	\$150.00	N/A
Hazard Mitigation Review	\$260.00	N/A

*The hourly billing rate of \$106.00/hr is for planner/engineer time. Administrative time will be billed for non-flat rate items at \$30.00/hr. Public Notices required as part of a process will be billed for actual costs. Other agencies may require additional fees for review of land use applications, which must be paid separately.

Note: Additional consultant or referral fees may be required per Article 3-203.C as necessary to process application.

¹No charge for Exemption Plats and Subdivision Exemptions which remove a unit of density.

(continued on page 2)

Process	Non-Refundable Application Fee	Additional Billing*
Limited Impact Special Review (except as noted below)	\$750.00	\$106.00/hr
Limited Impact Special Review for: <ul style="list-style-type: none"> <input type="checkbox"/> Accessory Agricultural Sales 4-516 <input type="checkbox"/> Agricultural Accessory Dwellings 4-516 <input type="checkbox"/> Demonstration Farm or Farm Camp 4-516 <input type="checkbox"/> Farm Events 4-516 <input type="checkbox"/> Farm Store 4-502 <input type="checkbox"/> Watershed Restoration Project (grading 500 cubic yards or more) 	\$450.00	\$300.00 hearing fee, to be collected prior to Board of County Commissioners hearing.
Limited Impact Special Review Waiver	\$450.00	N/A
Location and Extent	\$500.00	\$106.00/hr
Preliminary Plan and/or Final Plat	\$850.00	\$106.00/hr
Public Notice Sign Deposit (*refundable if sign is returned) required at time of application, as applicable.	\$25.00*	N/A
Replat	\$600.00	\$106.00/hr
Rezoning	\$750.00	\$106.00/hr
Site Plan Review <ul style="list-style-type: none"> <input type="checkbox"/> Proposal where the resulting Residential Floor Area exceeds the applicable Presumptive Size Maximum for the neighborhood. <input type="checkbox"/> Commercial telecommunications facility. <input type="checkbox"/> Establishment of use on a previously vacant or abandoned property. <input type="checkbox"/> Changes in use in combination with structural or other significant physical improvements (i.e. parking increase). 	\$1,854.00 (Flat Fee)	N/A
Site Plan Review <ul style="list-style-type: none"> <input type="checkbox"/> Proposals where the resulting Residential Floor Area is less than the applicable Presumptive Size Maximum for the neighborhood. <input type="checkbox"/> Proposals for non-residential fl or area not eligible for SPRW. <input type="checkbox"/> Grading less than 500 cubic yards if not approved through waiver. 	\$1,287.00 (Flat Fee)	N/A
Site Plan Review <ul style="list-style-type: none"> <input type="checkbox"/> Change in use other than to an Agricultural Use under 4-502 of the Land Use Code with no significant physical improvements. 	\$978.00 (Flat Fee)	N/A
Site Plan Review <ul style="list-style-type: none"> <input type="checkbox"/> Change in use to an Agricultural Use under 4-502 of the Land Use Code with no significant physical improvements. <input type="checkbox"/> Watershed Restoration project. 	\$489.00 (Flat Fee)	N/A
Site Plan Review Waiver	\$618.00 (Flat Fee)	N/A
Renewable Energy System, Residential	\$100.00 (Flat Fee limited by statute)	N/A
Renewable Energy System, non-Residential	\$500 (Flat Fee limited by statute)	N/A
Site Specific Development Plan	\$1,000.00 (Flat Fee)	N/A
Sketch Plan	\$1,000.00	\$106.00/hr
Special District	\$500.00	N/A
Special Use/SSDP	\$1,450.00	\$106.00/hr
Special Use Monitoring	\$125.00	\$106.00/hr
State Interest Review (1041)	\$750.00	\$106.00/hr
Subdivision Exemption ¹	\$500.00	\$106.00/hr
Subdivision or PUD (combined process SP/PP/FP/SSDP)	\$1,450.00	\$106.00/hr

Process	Non-Refundable Application Fee	Additional Billing*
Special Review for Oil and Gas Operations		
<input type="checkbox"/> Registration Fee	\$250.00	\$250.00 Annually
<input type="checkbox"/> 1-7 well pad or other development covered under Article 12 (e.g. pipelines)	\$5,850.00	Land Use: \$127.00/hr
<input type="checkbox"/> 8 or more wells	\$7,000.00	County Attorney: \$140.00/hr
<input type="checkbox"/> Other Oil & Gas Operations subject to review under Article 12	\$5,850.00	Public Health: \$101.00/hr
Oil and Gas Operations Construction Permit		
<input type="checkbox"/> 1-7 well pad or other development covered under Article 12 (e.g. pipelines)	\$1,350.00	N/A
<input type="checkbox"/> 8 or more wells	\$1,600.00	N/A
Transferrable Development Credits (TDC) Determination		
<input type="checkbox"/> Basic TDC determination request (no bonus credits) by parcel owner/ authorized agent.	No Charge	N/A
<input type="checkbox"/> Basic TDC determination request (no bonus credits) on a parcel not owned by the applicant.	\$200.00	N/A
<input type="checkbox"/> TDC determination request by parcel owner/authorized agent applying for bonus credits.	\$100.00	N/A
<input type="checkbox"/> TDC determination request on a parcel not owned by the applicant applying for bonus credits.	\$300.00	N/A
Substantial Modification Determination <i>Complex determinations as identified by staff may require staff billing for additional time. Applicants will be notified and given a written estimate for amount anticipated and an additional deposit may be required. If determined to be a Major/Substantial modifications, these fees will be applied to the subsequent required process.</i>	\$160.00	\$106.00/hr
Vacation (road / easement)	\$750.00	\$106.00/hr
Variance	\$500.00	\$106.00/hr
Zoning Verification (when a formal zoning verification letter is requested) <i>Zoning compliance verification letter contains information regarding current zoning on the parcel, previous reviews and permits on the parcels and any known unresolved zoning or building code complaints on record.</i>	\$125.00	\$106.00/hr

*The hourly billing rate of \$106.00/hr is for planner/engineer time. Administrative time will be billed for non-flat rate items at \$30.00/hr. Public Notices required as part of a process will be billed for actual costs. Other agencies may require additional fees for review of land use applications, which must be paid separately.

Note: Additional consultant or referral fees may be required per Article 3-203.C as necessary to process application.

¹No charge for Exemption Plats and Subdivision Exemptions which remove a unit of density.

Additional Billing

- Additional or repeated inspections: \$155.75
- Re-application fee for incomplete applications:
 - 1st re-application: \$75.00 or 10% of application fee, whichever is greater.
 - 2nd or more re-application: \$155.75 or 15% of application fee, whichever is greater.

Other Development Review Fees and Reductions

- Fees for applications not specifically listed in this fee schedule will be determined by the Land Use Director based on the hourly rate and actual time spent.
- Fees for certain conditional use permit and site plan applications may be reduced, at the discretion of the Board of County Commissioners subsequent to the conclusion of the review process, when the County's cost of review is less than the applicable fee.

Payment

Checks should be made out to **Boulder County Treasurer**.

Credit/Debit Card Convenience Fee

A Credit/Debit Card Convenience Fee of 2.5% applies to all credit card and debit card transactions.

Code Excerpts



Subdivision Exemptions

Excerpt from Article 9 • Subdivision Exemptions

9-200 Subdivision Exemptions

- A. The Board of County Commissioners may grant exemptions from the application of the Subdivision Regulations for any Subdivision of Unsubdivided Land that the Board determines, as authorized in C.R.S. Section 30-28-101(10)(d), is not within the purposes of Part 1 of Article 28 of Title 30, C.R.S. (the County Planning Act), as set forth in Article 1-300 of this Code.
 - 1. Whether a Subdivision Exemption falls outside the purposes of the County Planning Act is determined under the criteria specified in Article 9-400.A.
- B. The divisions of land set forth in Article 9-201.A are exempt from the definition of the term 'Subdivision' because the Board determined that such minor divisions are not within the purposes of the County Planning Act and are exempt from the requirement of a public hearing before the Board ("Administrative Subdivision Exemption"). The Director may approve an Administrative Subdivision Exemption if it meets the requirements in Article 9-201.
- C. Proposals for condominiums, apartments, any other multiple dwelling units, or that otherwise create two or more separate interests without dividing a Parcel are exempt from the definition of the term 'Subdivision' because the Board determined that such divisions are not within the purposes of the County Planning Act and are exempt from the requirement of a public hearing before the Board. The Director or the Board may approve a proposal under this provision if it is regulated by, and meets the criteria of, a binding review process under this Code.
- D. Lots that may be created under Articles 5 and 6 of this Code are not eligible for approval though the Subdivision Exemption process.
- E. When the Subdivision of Parcels involves land that is, or through the Subdivision will be, owned in full or in part by the county, Subdivision Exemption approval or approval under Article 5 of this Code is not required.

9-201 Administrative Subdivision Exemptions

- A. The Director may approve an application for an Administrative Subdivision Exemption if it meets the following criteria.
 - 1. The Director has determined that there is no potential for any significant conflict with the criteria listed in 9-400 of this Code such that no conditions to mitigate land use impacts of the proposal are necessary; and
 - 2. Where a requested exemption is to recognize as a Building Lot a Parcel created through an illegal division of land, the Parcel creation or boundary line adjustment and its subsequent recognition does not increase the zoning density allowed at the time of the division; and
 - 3. Where a requested exemption involves Parcels in a townsite or formerly incorporated town:
 - a. the recognition does not increase density allowed at the time of division; and
 - b. the division was based on whole lots or portions of lots in the recorded map of the townsite area; and
 - c. the townsite area is substantially developed; and

- d. roadways providing access into and travel within the townsite have been constructed prior to December 13, 1983, and maintained.
- B. If the Director approves an Administrative Subdivision Exemption, the Director shall notify the owners of property located within 1500 feet of the affected parcels of the decision and provide such property owners with the opportunity to appeal the decision to the Board.
- C. The Director's determination is final after 14 calendar days from the date of notice, unless the determination is appealed to the Board of County Commissioners under the provisions of Article 9-600.

9-400 Review Criteria for Subdivision Exemptions and Exemption Plats

A. A Subdivision Exemption or an Exemption Plat shall meet the following criteria:

1. For Subdivision Exemptions only, if the exemption would result in an increase in the number of currently existing lots, any identified land use impacts associated with the increase are sufficiently mitigated.
2. For Exemption Plats only, if the originally-approved Subdivided Lots were 1.1 acres or less, the size of each of the proposed lots shall not change by more than fifteen percent, unless served by public water and/or sewer.
3. The proposed lots shall have legal access.
4. The proposed lots and potential development on them shall be capable of being served by an adequate physical access, including for emergency and non-emergency purposes, which meets the requirements of the County Engineer, and, if applicable, the local fire protection district.
5. The proposed lots and potential development on them shall be capable of being served by an adequate water supply.
6. The proposed lots and potential development on them shall be capable of being served by an adequate on-site wastewater system or sewage treatment system as required by Boulder County Public Health.
7. Adequate public facilities and services shall exist to serve the proposed lots and potential development on them.
8. If any of the proposed lots are in the Floodplain Overlay District:
 - a. The potential impacts of creating the proposed lots or portions of proposed lots within the Floodplain Overlay District shall be sufficiently mitigated; and
 - b. the development upon the proposed lots shall be possible outside the Floodplain Overlay District; or
 - c. the potential development upon the proposed lots shall be capable of obtaining a floodplain development permit under Article 4-400 of this Code, as determined by the County Engineer.
9. The proposed lots and development on them shall be in harmony with the character of the neighborhood and compatible with the surrounding area and shall be appropriately landscaped and screened to minimize the obtrusiveness of structures and maximize visual blending with the surrounding topography.
10. The proposed lots and potential development on them shall not be subject to, or contribute to, significant risk from natural hazards such as unstable soils, steep or unstable slopes, floods, and wildfire.
11. The proposed lots and potential development on them shall not have a significant adverse impact on environmental resources identified in the Comprehensive Plan or through the review of the application, such as Wetlands and Riparian Areas; plant communities and vegetative cover; Critical Wildlife Habitat and Migration corridors; Natural Areas and Natural Landmarks; Environmental Conservation Areas; agricultural, forestry, or open lands; and views, vistas, and scenic corridors.
12. The proposed lots and potential development on them shall not have a significant adverse impact on historic, cultural, or archaeological resources identified in the Comprehensive Plan or through the review of the application.
13. The proposed lots and potential development on them shall not cause unnecessary or excessive site disturbance or erosion, or alter historic drainage patterns.
14. The proposed lots and potential development on them shall be in accordance with the Comprehensive Plan and any applicable intergovernmental agreement affecting land use or development, and this Code.
15. Where the division creates Parcels for use as community facilities such as public parking areas, public or private educational facilities, public parks, and open space purchase by a public entity, and utility land acquisitions including for utility substations without any dwelling units, an exemption may be approved for the placement of a community facility where the size, location and available services are reasonable, appropriate, and customary for the proposed use.

9-500 Conditions of Approval and Post-Approval Requirements for Subdivision Exemptions and Exemption Plats

- A. If an application for a Subdivision Exemption or an Exemption Plat does not meet all the listed criteria for approval, the Board, in its discretion, may impose reasonable conditions which allow a proposal to meet the criteria. Nothing in this provision shall require the Board to impose conditions if, in the Board's discretion, the Board determines that a reasonable basis for mitigation does not exist and that the application shall therefore be denied.
 - 1. Conditions of approval which the Board may impose to allow an application to meet the listed criteria include, without limitation, structure height or floor areas restrictions; designation of building envelopes or locations in which structures, buildings, or site disturbance shall be confined; landmarking to protect historic or cultural resources; designation of preserved areas of land; required management practices to maintain preserved land, protect environmental resources, minimize erosion, control or eliminate noxious weeds or undesirable plants, regulate drainage, and prevent hazards both on and off the subject property including through wildfire mitigation; landscaping or other appropriate screening measures including through limiting building materials or colors; landowner grant of a Conservation Easement or restrictive covenant running with the land to preserve, and avoid the over-intensive use of, sites with recognized conservation and open land values; and purchase and retirement of development rights to mitigate an increase in density recognized through a Subdivision Exemption approval.
 - 2. In exercising its discretion to determine whether an Exemption Plat meets or does not meet the listed criteria, the Board may weigh the evidence on the criteria which is presented, with regard to the property taxation treatment of the subject Subdivided Land, conveyancing history of the subject Subdivided Land, land use regulatory history of the Subdivided Land, existing development on the subject Subdivided Land, and reasonable investment backed expectation of the landowner in the subject Subdivided Land.
- B. Post-Approval Requirements
 - 1. The Board or Director may impose post-approval requirements upon any approved Exemption Plat or Administrative Exemption Plat including, without limitation, a title report including all owners as of the date of recordation of the new Deeds; that the owner include appropriate language on any required Deeds; and certification from the County Treasurer's Office that there are no outstanding ad-valorem taxes to be paid on the property being exempted.

9-600 Appeal of Director's Determination

- A. The Director's determination, made under Article 9-201 or 9-301.A, of whether an application meets the criteria in Article 9-400 for a Subdivision Exemption or an Exemption Plat may be appealed to the Boulder County Board of County Commissioners.
 - 1. If any person aggrieved by the Director's determination files an appeal with the Land Use Department in writing within 14 calendar days, the Board shall review the Director's determination at a public hearing. If no appeal is made within 14 calendar days after the date of the determination, the Director's determination is final.
 - 2. Prior written notice of the public hearing on the appeal shall be provided to the applicant and to property owners within 1500 feet and shall be published as part of the Board's agenda in a newspaper of general circulation in Boulder County.
 - 3. At the public hearing, the Board shall consider evidence related to the Director's determination which may be presented by the Director, the applicant, or interested members of the public. The Board shall not be limited in its review to the subject of the appeal but may review any aspect of the application. Based upon this evidence the Board may affirm the Director's decision, add new conditions, or reverse the Director's determination. In the case of denial of an application, the Board shall state its reasons for its decision based upon the criteria in the applicable article of this Code.
- B. The Director's determination, made under Article 9-301.B or 9-301.C, of whether an application meets the requirements for approval may be appealed to the Boulder County Board of Adjustment under the provisions of Article 4-1200.

9-700 Expiration of Subdivision Exemption and Exemption Plat Approval

- A. The Board of County Commissioners' or Director's decision to approve or conditionally approve an Exemption Plat or Subdivision Exemption shall, unless otherwise stated in such action, be effective for a period of one calendar year from the date of approval to the date of recordation of all required documents.
- B. The Board of County Commissioners or Director may grant up to two extensions of deadlines of no more than one year each for those dates specified in this Article, if they find that there has been no change in this Code, the Comprehensive Plan, or the surrounding neighborhood which would substantially affect the approved exemption.
- C. On an annual basis, the Director may present to the Board of County Commissioners all those applications that will expire in the coming year and may need extensions of processing time.

Code Excerpts



Special Use & Limited Impact Special Use

Excerpt from Article 4 • Zoning

4-600 Uses Permitted by Special Review and Limited Impact Special Review

A land use designated as a special use in a zoning district is one that – because of its inherent nature, extent and external effects – may be allowed to establish if subject to Special Review to assure the use is located, designed, and operated in harmony with neighboring development and the surrounding area and does not adversely affect the public health, safety, and welfare. The purpose of the review process is to determine the compatibility of the use with the site and surrounding land and uses and the adequacy of services. Public review is necessary because the effect of a special use on the surrounding environment cannot be determined adequately in advance of the use being proposed for a particular location. During the review process, the county considers location, design, configuration, intensity, and impacts by comparing the proposal to the code criteria, intergovernmental agreements, established hazard areas, parcel specific conditions, site context and any other applicable regulations to assure that the use can operate in a sustainable way with minimal danger or impact to the users, the natural environment, or the developed environment.

- A. A use permitted by Special Review may be established in a zoning district only upon approval of the Board, after review by the Planning Commission, subject to conditions and mitigation measures.
- B. A use permitted through Limited Impact Special Review may be established in a zoning district only upon approval of the Board subject to conditions and mitigation measures.

4-601 Review Criteria

- A. A use will be permitted by Special Review or Limited Impact Special Review only if the Board finds that the proposed use meets the following criteria as applicable:
 1. Except as otherwise noted, the use will comply with the minimum zoning requirements of the zoning district in which the use is to be established, and will also comply with all other applicable requirements;
 2. The use will be compatible with the surrounding area. In determining compatibility, the Board should consider the location of structures and other improvements on the site; the size, height and massing of the structures; the number and arrangement of structures; the design of structures and other site features; the proposed removal or addition of vegetation; the extent of site disturbance, including, but not limited to, any grading and changes to natural topography; and the nature and intensity of the activities that will take place on the site. In determining the surrounding area, the Board should consider the unique location and environment of the proposed use; assess the relevant area that the use is expected to impact; and take note of important features in the area including, but not limited to, scenic vistas, historic townsites and rural communities, mountainous terrain, agricultural lands and activities, sensitive environmental areas, and the characteristics of nearby development and neighborhoods;
 3. The use will be in accordance with the Comprehensive Plan;

4. The use will not result in an over-intensive use of land or excessive depletion of natural resources. In evaluating the intensity of the use, the Board should consider the extent of the proposed development in relation to parcel size and the natural landscape/topography; the area of impermeable surface; the amount of blasting, grading, or other alteration of the natural topography; the elimination or disruption of agricultural lands; the effect on significant natural areas and environmental resources; the disturbance of plant and animal habitat, and wildlife migration corridors; the relationship of the proposed development to natural hazards; and available mitigation measures such as the preservation of open lands, the addition or restoration of natural features and screening, the reduction or rearrangement of structures and land disturbance, and the use of sustainable construction techniques, resource use, and transportation management;
 5. The use will not have a material adverse effect on community capital improvement programs;
 6. The use will not require a level of community facilities and services greater than that which is available;
 7. The use will support a multimodal transportation system and not result in significant negative impacts to the transportation system or traffic hazards;
 8. The use will not cause significant air, odor, water, or noise pollution;
 9. The use will be adequately buffered or screened to mitigate any undue visual impacts of the use;
 10. The use will not otherwise be detrimental to the health, safety, or welfare of the present or future inhabitants of Boulder County; and
 11. The use will establish an appropriate balance between current and future economic, environmental, and societal needs by minimizing the consumption and inefficient use of energy, materials, minerals, water, land, and other finite resources.
 12. The use will not result in unreasonable risk of harm to people or property – both onsite and in the surrounding area – from natural hazards. Development or activity associated with the use must avoid natural hazards, including those on the subject property and those originating off-site with a reasonable likelihood of affecting the subject property. Natural hazards include, without limitation, expansive soils or claystone, subsiding soils, soil creep areas, or questionable soils where the safe-sustaining power of the soils is in doubt; landslides, mudslides, mudfalls, debris fans, unstable slopes, and rockfalls; flash flooding corridors, alluvial fans, floodways, floodplains, and flood-prone areas; and avalanche corridors; all as identified in the Comprehensive Plan Geologic Hazard and Constraint Areas Map or through the Special Review or Limited Impact Special Review process using the best available information. Best available information includes, without limitation, updated topographic or geologic data, Colorado Geologic Survey landslide or earth/debris flow data, interim floodplain mapping data, and creek planning studies.
 13. The proposed use shall not alter historic drainage patterns and/or flow rates unless the associated development includes acceptable mitigation measures to compensate for anticipated drainage impacts. The best available information should be used to evaluate these impacts, including without limitation the Boulder County Storm Drainage Criteria Manual, hydrologic evaluations to determine peak flows, floodplain mapping studies, updated topographic data, Colorado Geologic Survey landslide, earth/debris flow data, and creek planning studies, all as applicable given the context of the subject property and the application.
- B.** If the proposed use is approved or conditionally approved, the Board may impose such conditions and safeguards to insure compliance with the requirements, standards, and conditions of this Section 4-600. Where development or activity associated with the proposed use cannot completely avoid one or more natural hazard, whether because no other site on the subject property can be reasonably designated or developed for the use or because the proposed site is the best location due to the need to avoid or minimize significant adverse impacts under other applicable review criteria, the use may be conditionally approved only if one or more measures will satisfactorily mitigate all significant natural hazard risk posed by the proposed use to the subject property and to the surrounding area. The violation of any condition, safeguard, or commitment of record shall be sufficient grounds for revocation of the Special Review approval by the Board, after a public hearing held in accordance with provisions of Paragraph 3-205(C).
- C.** An application for a use by Special Review shall include a development agreement which must be submitted and approved by the Board.
- D.** Where appropriate, in order to enable the proposed use to meet the standards set forth in (A) above, the Board may require the dedication of a perpetual conservation easement upon so much of the site as may be determined necessary to mitigate impacts of special uses.

Excerpt from Article 3 • Processes

3-203 Standards for Submittal Requirements

- E. Development Report**
- 1.** A development report is required for subdivision requests to plat unsubdivided land, PUDs, special review approvals, rezonings, and exemptions. At a minimum the development report shall include the following information, unless specifically waived by the Director.
 - a.** An address list of all owners and their addresses of real property adjacent to the subject property.
 - b.** A description of site features such as streams, areas subject to flooding, lakes, high ground water areas, topography, vegetative cover, climatology, and other features that may aid in the evaluation of the proposed development.
 - c.** A description of soil characteristics of the site which have a significant influence on the proposed use of the land.
 - d.** The long and short term effect on flora and fauna shall be determined through field surveys, and/or expert opinions. The applicant shall address any material adverse impacts of the development on these biological systems, including plans for the mitigation of these impacts. Wildlife impact reports shall be required in accordance with Section 7-1700.
 - e.** The effect on significant cultural (archaeological and historic) resources and on other designated environmental resources, including but not limited to critical wildlife habitats, shall be assessed and plans for protection of such resources included. Wildlife impact reports shall be required in accordance with Section 7-1700.
 - f.** An evaluation of any potential radiation hazard that may have been identified by the State or County Public Health Departments.
 - g.** An evaluation of the expected demands and effects of the development on the ability of local governments and quasi-governmental agencies to provide water, sanitation, natural gas, electricity, access, fire, schools, hospitals, police, flood protection, solid waste disposal, and other services to this development while maintaining adequate levels of service to other areas.
 - h.** Provision of financial guarantees for public or communal improvements.
- F. Engineering Report**
- 1.** Engineering reports may be required depending on the application, site conditions and scope of the project. Applicants should discuss these reports with staff during the pre-application conference.
 - a.** Geology Report. A report on the geologic characteristics of the area including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, a determination of what effect such factors would have, and proposed corrective or protective measures.
 - b.** Soils Report. A description of soil characteristics of the site which have a significant influence on the proposed use of the land.
 - c.** Sewage Collection. Plans for an adequate and safe sanitation system must be provided. This system must be designed, constructed and maintained in accordance with all applicable regulations and requirements of Boulder County Public Health and other applicable regulatory agencies.
 - (i)** Connection to a public sewer system is preferable. If a public sanitation system is not available within a reasonable distance of the subject property, then adequate treatment facilities must be planned to dispose of the sewage.
 - (ii)** Sewer system design must be based on the maximum number of estimated users of the development, and must be approved by Boulder County Public Health prior to application.
 - d.** Water Supply and Distribution. A report on the environmental effects of the development addressing the effect on the existing water supply. An adequate supply of water must be provided for the development.
 - (i)** The source and method of distribution must be approved by Boulder County Public Health and other applicable regulatory agencies. The source of the water supply should be sufficient to meet all the present and future domestic and agricultural requirements of the proposed area.
 - (ii)** Proof of contract with supplier or well log and completion report showing sustained yield. For domestic water proof that the supply meets the Colorado Primary Drinking Water Standards must be provided.
 - (iii)** The relation of the subject parcel to floodplains, the nature of soils and subsoils, and their ability to adequately support waste disposal, the slope of the land, the effect of sewage effluents, and the presence of streams as related to pollution shall be evaluated.
 - (iv)** The applicable health and water resource agency's regulations shall be considered.
 - e.** Grading Report.
 - f.** Drainage Report consistent with the Storm Drainage Criteria Manual.
 - g.** Engineering report for structural features such as retaining walls and bridges.
 - h.** Transportation System Impact Analysis. An assessment of the transportation impacts of the development as described in the Transportation Standards.

Pre-application Methodology Statement (PAMS)

Submit your PAMS to transdevreview@bouldercounty.org prior to Application Submittal.

- 1) The transportation department must approve your PAMS (traffic report) prior to application. You need to create an estimate of how many trips will be generated over the course of the year and show your methodology.

Personal Trips/day

- Calculate/estimate the number of trips you take a week (please note a “trip” is a one-way journey, so if you go out to the grocery store and home, that is two trips).
- Multiply weekly trips number by 52 (weeks in a year) and divide that by 365 (days in a year).
- The number you are left with should be your average trips per day – it will likely be somewhere between 4 and 8.

Guest Trips/day

- Estimate the number of trips a guest would take with a one night stay (maybe 4-6 trips: arriving, out and back to town, and leaving)
- Multiply that number by the number of nights per year you plan to host guests and divide the total by 365.
- The number you are left with are the guest trips per day – it will likely be between 1 and 4 because you don’t have a guest every day.

Average Annual Daily Trips

- Add the guest trips/day to your personal trips/day and you will get the average annual daily trips. This is the number transportation is looking for. They just want to make sure it is less than 150 trips/day. You aren’t going to have an issue being under that threshold.



**Boulder County
Land Use Department
Publications**

Title Information

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

Planning Division:
Phone: 303-441-3930
Fax: 303-441-4856
Email: planner@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:
Monday — Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

Title Information

Title information is required for the processing of certain types of Land Use applications. Information contained in the Title Report allows the Land Use Department to be reasonably sure that all parties with an interest in the property are notified. The notification allows these parties to review the development proposal and submit comments to protect their interest in the property.

Owner Information

It is the responsibility of the Applicant to make a reasonable and diligent search of the public records to locate, and identify as part of the application, all owners and interest holders in the subject property as of the time of the application filing. These owners and interest holders include but are not necessarily limited to fee owners, easement owners, lessees, and lienholders, and mortgagees in the subject property's surface, subsurface, or above surface (including land, water, mineral, air, or other real property which is part of the subject property).

The Applicant shall provide the current names and addresses of these owners and interest holders, along with information describing the nature of their respective right, interest or estate.

Title Reports

To fulfill the requirements of the Land Use Code, the Applicant, at a minimum, shall provide from a licensed title insurance or abstract company either:

1. A title commitment for the subject property (no more than six months old); or,
2. A copy of the existing title insurance policy on the subject property with a letter from the issuing company providing updated title information. If the title information indicates the existence of a severed mineral estate, the Applicant shall be responsible for making a diligent and good faith effort to ascertain the current names and addresses of the owners and interest holders in the severed estate.

An O & E (owners and encumbrances) report **shall not** be considered sufficient to provide the title information required in this Subsection.

Title work must be current within six months of the application submittal date.

Other Required Information

The Applicant shall have the responsibility to search other records which may be reasonably available and known to the Applicant which may provide the information required in the Code.

In addition to the information required above, the Applicant shall identify any holdings of the Applicant adjacent to the subject property, and shall provide an accurate legal description of the subject property.

Code Excerpts



Post Approval Requirements

Excerpt from Article 3 • Processes

3-206 Post Approval Requirements

- A. No activity or use authorized pursuant to an approval granted subject to the provisions of this Article shall be permitted or allowed to commence unless all post- approval requirements as required by this Code and all conditions of approval have been met.
- B. Development Agreements**
 1. For special use approvals and final plat or final plat replat approvals under the Subdivision Regulations, a development agreement must be reviewed and approved by County staff, signed by the applicant, and then signed by the Chair of the Board. The approved and executed development agreement shall be recorded in the real property records of Boulder County at the same time the other required post-approval documents implementing the approval are recorded. The development agreement shall embody the terms and conditions of the site specific development plan creating a vested property right pursuant to Section 3-207.
 2. The development agreement typically will include the following (as applicable):
 - a. description of the approved development,
 - b. site plan depicting the approved development,
 - c. provisions for construction of improvements,
 - d. performance guarantees and letters of credit,
 - e. evidence of payment of sewer and water tap fees and other necessary fees,
 - f. phasing schedule,
 - g. evidence of transfer of water rights,
 - h. agreements to provide 'as built' plans,
 - i. methods of providing perpetual maintenance of common property and equipment,
 - j. provisions for a home owners association,
 - k. methods for amending the agreement,
 - l. enforcement provisions, and
 - m. language establishing a vested property right in conformity with Part I of Article 68 of Title 24, C.R. S., as amended.
 3. The development agreement shall be signed by all owners of the subject property.

SAMPLE

DEVELOPMENT AGREEMENT GOVERNING DEVELOPER'S OBLIGATIONS IN

[SPECIFY DOCKET NAME]

(Boulder County Land Use Docket # SU-*[SPECIFY DOCKET NUMBER]*)

THIS AGREEMENT is made this _____ day of _____, 201_, by and between the Board of County Commissioners of Boulder County, Colorado ("County"), and *[SPECIFY DEVELOPER NAME]* ("Developer") (collectively, "the Parties").

WHEREAS, under Article 4-__ *[SPECIFY LAND USE CODE ZONING USE PROVISION]* and Article 4-600 of the Boulder County Land Use Code ("Land Use Code"), Developer has submitted to County a special use request to *[SUMMARIZE SPECIAL USE REQUEST]*, which request County has approved in Land Use Docket # SU-*[SPECIFY DOCKET NUMBER]* ("the Docket"), as set forth in County Resolution No. *[SPECIFY RESOLUTION NUMBER]* adopted *[SPECIFY RESOLUTION ADOPTION DATE]*, which is attached to and incorporated into this Agreement as Exhibit A; and

WHEREAS, in Exhibit A County has approved the Docket as a site specific development plan, and as part of this approval has required Developer to enter into a Development Agreement reaffirming Developer's obligations in the Docket, prior to Developer commencing any activity or County issuing any permits pursuant to the Docket; and

WHEREAS, the Parties acknowledge that the matters addressed in this Agreement are reasonable and necessary to implement County's approval of the Docket and protect the public health, safety, and welfare.

NOW, THEREFORE, in consideration of this Agreement's mutual covenants and County's approval of the Docket as set forth in Exhibit A, the Parties agree as follows:

1. Description of Approved Development

The approved development in the Docket ("Development") is described in Exhibit A and the official Docket file, and depicted on the site plan which is attached to and incorporated into this Agreement as Exhibit B. Developer is responsible for assuring that the Development complies with Exhibits A and B, as well as with all applicable provisions of the Land Use Code, County Building Code, County Multimodal Transportation Standards, County Public Health regulations, and any other applicable County development requirements.

2. Acknowledgement of Requirements To Be Met Prior To Recordation of Development Agreement

[INSERT/DESCRIBE AS APPLICABLE, PER EXHIBIT A]

3. Acknowledgement of Requirements To Be Met Prior To Issuance of County Permits for Development To Proceed

Developer will comply with all other conditions of Exhibit A which are prerequisite to the issuance of County building, grading, and any other applicable permits for the Development to proceed. In addition, no County permits for the Development shall be issued until the Parties have executed and recorded this Agreement, and Developer has met all other applicable requirements of the Land Use Code, County Building Code, and related County Transportation and Public Health requirements for the requested permit.

4. Statutory Vested Right

County affirms that under Section 3-207 of the Land Use Code and the governing state vested rights law, County has granted a vested property right for the Development to proceed as stated in Exhibit A. The term of this vested right is for three years following the date of adoption of Exhibit A, *[INSERT RESOLUTION ADOPTION DATE]* (therefore ending on *[STATE ENDING DATE THREE CALENDAR YEARS AFTER RESOLUTION ADOPTION DATE]*), subject to the provisions for modification and termination contained herein. During the approved vesting period subsequent regulations enacted by County shall be applicable to the Development if necessary to protect the health and safety of the inhabitants of Boulder County, or if general in nature and applicable to all properties subject to County land use regulation.

Developer may request an extension of the approved vested right's term in accordance with the Land Use Code and applicable state law. The vested property right recognized herein may be terminated if the County determines that Developer is not in good-faith compliance with this Agreement.

5. Lapse of Docket Approval under Land Use Code

As stated in Articles 4-604.A.-B. of the Land Use Code, if within five calendar years after the date of adoption of Exhibit A, *[INSERT RESOLUTION ADOPTION DATE]* (i.e., by *[STATE ENDING DATE FIVE CALENDAR YEARS AFTER RESOLUTION ADOPTION DATE]*), Developer does not significantly commence operation, or construction as described in a County-issued building permit, on any portion of the Development, then County's approval of the Docket shall lapse, and this Agreement shall be of no further force and effect. As further provided in Article 4-604.C. of the Land Use Code, even if the Development is successfully commenced within the time period required in Articles 4-604.A.-B., the Docket and this

Agreement will lapse, and be of no further force and effect, if for any continuous five-year period there is no activity under any portion of the Docket approval as a result of causes within the control of Developer or its successors or assigns.

6. Amendment/Waiver

This Agreement may be terminated or amended with the mutual consent of the Parties consistent with the Land Use Code, or to bring the Development into conformance with federal or state law, or as otherwise provided in this Agreement. County shall have the right to waive its rights to enforce this Agreement, without obtaining the consent of any other person, provided that any waiver shall be in writing. Any termination, amendment, or waiver that represents a material modification of County's approval of the Docket, shall require a public hearing and approval under the Land Use Code.

7. Enforcement

County may review the Development to assure compliance with this Agreement. This review includes the right to enter upon the property subject to the Docket at any time, without prior notice, to inspect conditions and monitor compliance. County or any purchaser of the subject property shall have the authority to bring an action in the Boulder District Court to compel the enforcement of this Agreement and seek any other relief authorized by law. If the Development becomes included within the boundaries of any city or town, County's right to enforce this Agreement shall pass to the governing body of the city or town.

8. Transfer of Property/Binding Effect of Agreement

This Agreement provides for the orderly development of the subject property in the Docket and shall run with the land under all circumstances. This Agreement is entered into pursuant to County's zoning police powers granted in the Colorado Planning Act (Part 1, Article 28, Title 30, C.R.S., as amended) and is not intended as, nor should it be construed to be, a grant of any easement, license, land contract, or other interest in land to the County, nor is this Agreement an instrument securing any debt owed to the County. Therefore, upon execution, this Agreement is and shall be binding upon Developer, all owners of the subject property or any portion of the property, and Developer's and all owners' heirs, successors, and assigns regardless of the transaction or legal process through which any subsequent owner may obtain title. In the event a court of competent jurisdiction or other competent legal authority declares this Agreement to be null and void, the right to pursue the Development under this Agreement shall be similarly extinguished.

9. Subordination

Prior to recordation of this Agreement, the Developer shall have obtained the written and notarized agreement of any existing senior mortgage or lien holder in the property included in the Development, to subordinate their interest in the property to the County’s rights to retain in effect and enforce this Agreement. *[This provision should be drafted to reflect that it has been complied w/, including any executed subordination agreements attached as exhibits, OR to reflect that there are no existing senior mortgagees so no subordination is required.]*

10. Notation and Recordation

County shall record this executed Agreement with the County Clerk and Recorder.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals this _____ day of _____, 201_.

BOULDER COUNTY

CHAIR, BOULDER COUNTY
BOARD OF COUNTY COMMISSIONERS

ATTEST:

CLERK TO THE BOARD

DEVELOPER

_____, _____
(Name) (Title)

**STATE OF COLORADO) ss.
COUNTY OF BOULDER)**

Subscribed and sworn to before me this _____ day of _____, 201_,
by _____ . My commission expires _____.

NOTARY PUBLIC

TO: TIM BRODERICK, SUSIE STRIFE, BOULDER COUNTY
FROM: JD LINDEBERG, JURI FREEMAN, RESOURCE RECYCLING SYSTEMS
DATE: 11.26.2019
**RE: C&D / COMPOST SITE ANALYSIS AND COMPARISON STUDY PHASE II
SUMMARY FINDINGS**

In June 2019, Boulder County contracted with Resource Recycling Systems' (RRS) project team¹ to conduct a due diligence comparison and fatal flaws analysis of sites for the development of zero waste infrastructure. Boulder County had previously identified organics and construction and demolition debris (C&D) as targeted streams for achieving zero waste. The goals of the project were as follows:

- Compare and analyze various sites within Boulder County for the location of future infrastructure
- Conduct due diligence review of past work and fatal flaw analysis of location and infrastructure options
- Provide recommendations for future site and operations to the County²

The project included the following keys tasks:

- Review existing information, previously conducted studies, and county data
- Update existing proforma outputs and data to include the information necessary to meet agreed upon decision criteria
- Convene key stakeholders for a series of in-depth meetings to discuss proforma findings, conduct a fatal flaws analysis, and determine the preliminary recommendation for optimal site and infrastructure

The results of the comparison and analysis, along with the consultant recommendation, were presented to the County Commissioners on October 9, 2019. The high level findings, along with the proforma output summaries are included in this memorandum.

¹ Resource Recycling Systems (RRS) is a Michigan based consultancy focused on materials management and closed loop recycling solutions. The project team included Drexel Barrel (Boulder based Civil Engineering Firm), R. Alexander Associates, Inc (agronomist and compost market experts), William Turley (executive director of Construction and Demolition Recycling Association, C&D processing and markets expert), and HDR (engineering and environmental construction firm).

² The recommendations presented to the County were based on a qualitative analysis of the options as well as a quantitative review of proforma cost outputs. The proforma outputs are directional in nature and should not be treated as feasibility level cost estimates.

RRS RECOMMENDATION

Based on the qualitative and quantitative review of the sites, processing options, available feedstocks, community impacts, regional end-markets, and other considerations, the project team recommended the following:

Site: *The recommended site is Old Rainbow Nursery (5762 North 107th Street, Longmont, CO 80504)*

Operation: *The recommended operation is to Process Compost on-site, followed by the development of a Transfer Operation for Construction and Demolition (C&D) debris in the future. In the long term, the County should continue to consider the development of a C&D processing site somewhere in the County.*

A summary of the recommendations is presented in figure 1.

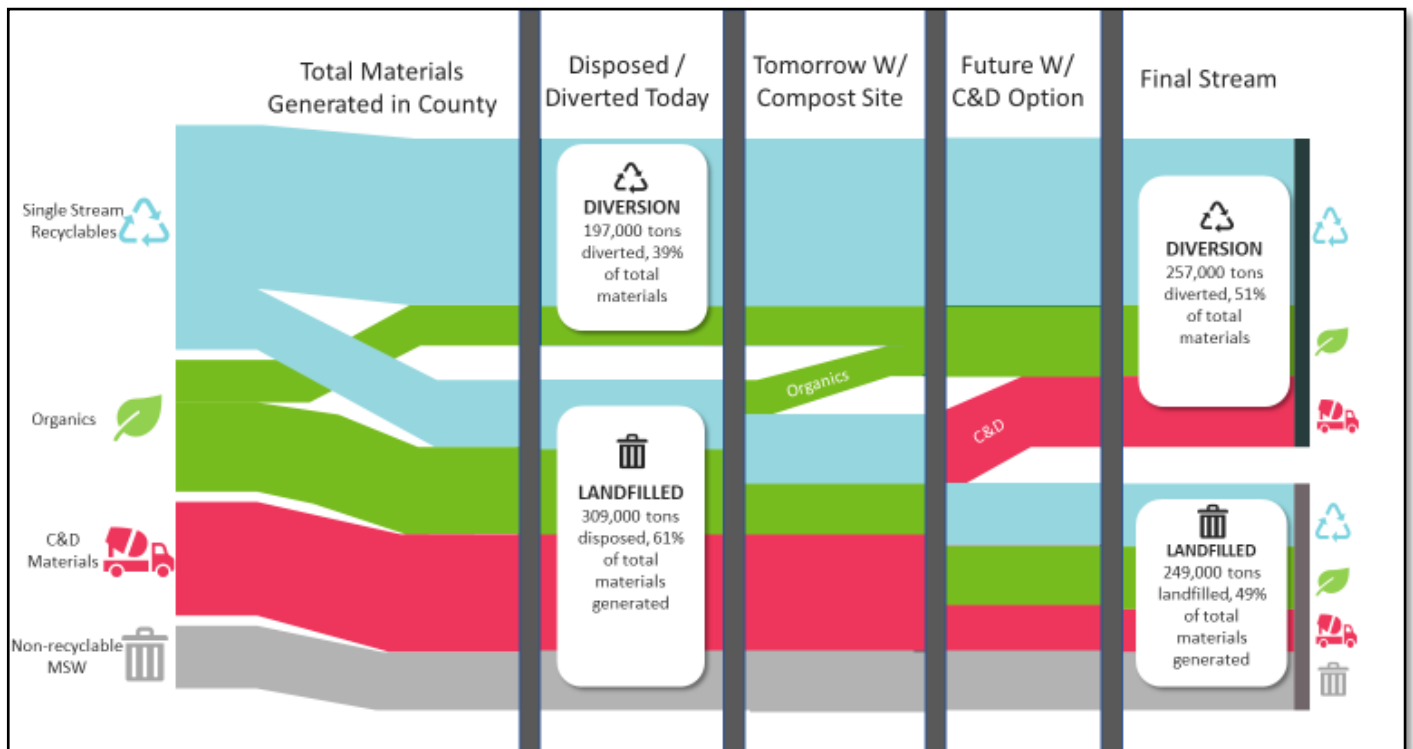
Figure 1: Consultant Recommendation Summary

SITE OPTIONS	<ol style="list-style-type: none"> 1. <u>Old Rainbow Nursery (5762 N 107th St, Longmont): Recommended location.</u> Site is zoned for agricultural uses, implications of zoning and development must be considered for C&D transfer option. C&D processing is not allowed under current zoning. 2. <u>Old Longmont Landfill (10916 County Rd 5, Longmont, CO): Not recommended.</u> Primarily due to site development costs and risks of building on a closed landfill. 3. <u>St Vrain (7698 St Vrain Rd Longmont, CO): Fatal flaw.</u> Not recommended.
FACILITY OPTIONS	<ol style="list-style-type: none"> 1. <u>C&D Processing: Long-term consideration only.</u> Primarily due to issues related to zoning, end-markets, capital costs, and volumes available in County. 2. <u>Compost Processing: Recommended.</u> Option best matches Boulder County’s objectives, provides county with a large environmental benefit over the base case, development will require approval through land use process. 3. <u>C&D Transfer Station: Recommended for consideration.</u> County should consider this option in the short term (2 – 5 years) for C&D. Primarily due to immature end-markets and volumes. There needs to be further evaluation to land use impacts for the Old Rainbow site. There is currently no C&D processor in the region that can accept the transfer loads. Boulder County should continue to monitor Larimer County (public) and Adams County (private) C&D site development. 4. <u>Compost Transfer Station: Not recommended.</u> <p><i>Recommend exploration of options and partnerships to leverage existing private transfer stations for C&D, also consider incremental growth and other options for C&D transfer and processing.</i></p>

IMPACTS

In 2018 Boulder County generated an estimated 506,000 tons of materials³. The county reports that approximately 197,000⁴ tons or 39% is already being diverted from disposal through single stream recycling, composting, and other activities. If developed, the C&D transfer (or processing site) and compost site have the **potential to capture, transfer, or process a combined 100,000 tons on an annual basis**. This equates to approximately one-third of the currently disposed wastes. Overall, the development of the sites has the potential to increase diversion over the current base case by processing **approximately 58,000 additional tons of material**⁵. This would move the county's overall diversion rate from the current estimate of 39% to over 50%. To realize the full potential of the infrastructure RRS recommends that the county evaluate partnerships, new programs, contracts, and policies to drive tonnage to the sites. Figure 2 displays the base case and estimated potential impact of the facilities

Figure 2: Estimated Impacts



³ Boulder County Resource Conservation Division, October 2019

⁴ The county believes that these data do not capture all of the tons of concrete, asphalt, and other construction project generated in the County and sent out of county for processing.

⁵ The discrepancy between the total processed tons (100,000) and total new tons (58,000) is due to the approximately 42,000 tons of organics already being diverted today. The study assumes that nearly all of the currently diverted organics would be sent to the future compost site, and the compost site and C&D site would also process approximately 58,000 new tons of materials, resulting in 100,000 total tons.

PROCESSING COSTS

The project team developed a proforma cost analysis to compare the total and on-going annual costs to locally manage C&D and organic materials. The costs per ton are based on the 2018 generation data and the best available data on potential capture rates for each facility type. The capture rates account for competition for feedstock with existing concrete and asphalt facilities located in Weld County, as well as regional gate fees and transportation costs for organics. Figure 3 displays the total costs per ton for the recommended site, Old Rainbow Nursery.

Figure 3: Costs Per Ton Estimates

	Compost Processing	Transfer C&D / Process Compost (Recommended)	Process Both C&D/Compost	Transfer Both C&D/Compost	C&D Processing
Total Processing Cost/Ton <i>(Includes site development, labor, O&M, residue disposal, transfer costs, and revenue from sale of commodities)</i>	\$ 38	\$ 57	\$ 64	\$ 63	\$ 102
GHG Value / Ton <i>(Based on the social cost of carbon with 3% discount rate for 2020⁶, includes avoided emissions and carbon sequestration from compost)</i>	(\$ 3)	(\$ 4)	(\$ 4)	(\$ 2)	(\$ 2)
Facility Gate Fee <i>(Priced to be competitive with regional sites and local transfer operations)</i>	(\$ 40)	(\$ 40)	(\$ 40)	(\$ 40)	(\$ 40)
Total Net Cost	(\$5)	\$ 13	\$ 20	\$ 19	\$ 60

SITE DEVELOPMENT REVIEW

Prior to beginning the project, the Boulder County Sustainability Siting Task Force created a map of all potential C&D Recycling and Composting sites within county limits. Of those sites identified, only three met the criteria as viable within the parameters the task force laid out and as such, only three sites were included in the RRS evaluation. Those three sites included the Old Rainbow Nursery, the Old Longmont landfill, and the Strain Vrain site.

The project team conducted visits to the three potential sites identified by the County⁷. In addition to the site reviews, the evaluation included a fatal flaws review of sites, review of previous work including sensitive receptors, wind, community impacts, and zoning. With the support of Drexel, Barrell & Co, the project team estimated the costs of additional site work needed for future development including utilities and access roads. A summary of the qualitative review of each site is included in Figure 4. The site development costs are included in the proforma outputs.

⁶ \$42/ ton of CO₂, Jenkins, J.D. & Karplus, V.J. (2016) Carbon pricing under binding political constraints. 2016/44. Helsinki: UNU-WIDER

⁷ Prior to the RRS evaluation, County staff conducted a thorough review of the full range of potential site options. The review identified only three sites that met the criteria for development.

Figure 4: Site Overview

Site Location	Pros	Cons
Old Rainbow Nursery (5762 North 107th Street, Longmont, CO 80504)	<ul style="list-style-type: none"> – Centrally located in Boulder County – Lowest site development costs – Large and well screened site – Class A road access – Proximity to agricultural users for compost facility – Distance from neighbors (> 500' from nearest dwelling) – Largest reduction in GHG emissions 	<ul style="list-style-type: none"> – Inconsistent with 50-yr of County location of intense uses (C&D processing) – Site purchase cost \$625,000 – Planning/zoning requirements (C&D processing) – Potential citizen concerns
Old Longmont Landfill (10916 County Rd 5, Longmont, CO 80504)	<ul style="list-style-type: none"> – Site is 'free' and City of Longmont potential capital contribution – Reuse of a "brownfield" – Reduction in GHG emissions over base case or transfer 	<ul style="list-style-type: none"> – Significantly higher site development costs due to location on closed landfill – Potential for unmitigable site related risk – Unknown landfill gas management risk – Edge of County away from centroid (leakage) – Close business neighbors – Close proximity to eagle roosting area
St. Vrain (7698 St Vrain Rd Longmont, CO 80503)	<ul style="list-style-type: none"> – N/A Fatal Flaw identified 	<ul style="list-style-type: none"> – Fatal Flaw – Proximity to Vance Brand Airport makes site unsuitable for compost – FAA Regulations Section 2.2e page 10 – Composting Operations on or near airport property.... – CDPHE Section 14, page 364 – compliance with applicable federal, state or local statutes... – RRS spoke to several composters, none would recommend St Vrain as a site. Additional issues noted with turn lane sight lines and farmers ditch / run-off

FACILITY CAPITAL COSTS

As part of the proforma estimations, the project team developed directional cost estimates for the three facility types; Compost Yard, Construction and Demolition processing, and Transfer Station. A brief description of the facilities and the machinery and equipment, rolling stock, and building and improvement costs are displayed in Figure 5. The costs displayed in the figure are the total capital costs and do not include the site development, annual operating, maintained, labor, or other costs (these are included in the proforma as sperate modules).

Figure 5: Summary Capital Costs

Compost Yard

Type: Aerated Static Pile
Pad size: 76,000 cubic yards
Pile height: 10 feet, 26 feet wide, 90 feet long
ASP area: 1.0 acre
Composting time: 8 weeks
Capital Costs: \$5.7M



Transfer Station

Two-sided building
Size: 28,500 to 38,500 square feet
Site work: 73,500 to 83,500 square feet
Capital Costs: \$7.6M



C&D Processing

Four-sided building
Size: 50,000 square feet
Site work: 190,000 square feet
Capital Costs: \$20.6M



GHG IMPACTS

The proforma and presentation included a detailed evaluation of the environmental impacts of the processing and site options. The evaluation included the emissions related to travel distance to each site, the impacts of distance to markets and disposal for residue, as well as the potential for GHG avoidance realized through diversion opposed to the landfill base case. The evaluation also included an estimate of the potential for carbon farming on County farm and rangelands. The GHG impacts are presented in Figure 6.

Figure 6: Estimated GHG Impacts

	Compost Processing	Transfer C&D / Process Compost	Process Both C&D/Compost	Transfer Both C&D/Compost	C&D Processing
Old Rainbow Nursery (Net GHG Impacts MTCO ₂ e)	-6,300 MTCO ₂ e	-10,400 MTCO ₂ e	-10,700 MTCO ₂ e	-3,900 MTCO ₂ e	-4,400 MTCO ₂ e
Old Longmont Landfill (Net GHG Impacts MTCO ₂ e)	-5,900 MTCO ₂ e	-9,600 MTCO ₂ e	-9,700 MTCO ₂ e	-3,000 MTCO ₂ e	-3,800 MTCO ₂ e

MARKETS

The project team calculated the potential revenue that could be realized from the sale of finished compost as well as sorted C&D commodities. The proforma estimates included underlying assumptions for commodity sales on a material by material basis under the current market situation (September 2019) in Boulder County and the Denver Metro area. Unfortunately, with the current market for recyclables at a nadir and the lack of mature markets for processed C&D materials, there was little potential revenue from C&D commodity sales in the pro forma.

The team’s final recommendation that the County start with compost operations and transition to C&D is based on the underlying assumption that the County should wait to see how regional C&D markets evolve before determining whether it makes most sense to process within the County or transfer to a facility elsewhere. While the current markets are limited to a few materials streams, and the values are low for others, there is potential for both the overall recycling commodity markets to recover and for the other projects occurring in the region to help establish markets for commodities. Some of the future local market opportunities that should be monitored include; Wood synergies with composting facility, Used brick, County road base, Asphalt shingle, Concrete reuse, and Gypsum (drywall) recycling opportunities. Figure 7 displays the potential revenues.

Figure 7: Market Revenues by Processing Type

	Compost Processing	Transfer C&D / Process Compost	Process Both C&D/Compost	Transfer Both C&D/Compost	C&D Processing
Annual Revenue from Commodity Sales	\$315,000	\$315,000	\$319,000	\$0	\$4,000

SUMMARY OUTPUTS

The summary outputs of the proforma are displayed on the following page.

Summary Outputs

Tons Compost	60,500	Tons C&D	42,800	Total Tons	103,300
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Building, Equipment, O&M

	Old Longmont								Old Rainbow							
	Transfer Both C&D / Compost	Process Both C&D / Compost	Transfer C&D / Process Compost	Process C&D / Transfer Compost	Transfer C&D / No Compost	Process C&D / No Compost	No C&D / Process Compost	No C&D / Transfer Compost	Transfer Both C&D / Compost	Process Both C&D / Compost	Transfer C&D / Process Compost	Process C&D / Transfer Compost	Transfer C&D / No Compost	Process C&D / No Compost	No C&D / Process Compost	No C&D / Transfer Compost
Total Annual Costs	\$ 1,464,000	\$ 5,856,000	\$ 3,637,000	\$ 4,833,000	\$ 1,275,000	\$ 3,549,000	\$ 2,375,000	\$ 1,275,000	\$ 1,464,000	\$ 5,856,000	\$ 3,637,000	\$ 4,833,000	\$ 1,275,000	\$ 3,549,000	\$ 2,375,000	\$ 1,275,000
Total Annual Costs / Ton	14.20	56.70	35.20	46.80	29.80	82.90	39.30	21.10	14.20	56.70	35.20	46.80	29.80	82.90	39.30	21.10

Site Development Costs

Total Annual Costs	\$ 321,700	\$ 483,700	\$ 412,300	\$ 642,500	\$ 250,300	\$ 434,300	\$ 91,500	\$ 250,300	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Total Annual Costs / Ton	\$ 3.10	\$ 4.70	\$ 4.00	\$ 6.20	\$ 5.80	\$ 10.10	\$ 1.50	\$ 4.10	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.70	\$ 0.70	\$ 0.50	\$ 0.50

Transfer Costs

Total Annual Costs	\$ 4,989,000	\$ 1,347,700	\$ 2,557,000	\$ 3,460,300	\$ 2,343,000	\$ 813,700	\$ 214,000	\$ 2,646,000	\$ 4,990,100	\$ 1,005,200	\$ 2,558,100	\$ 3,437,200	\$ 2,348,100	\$ 801,000	\$ 210,000	\$ 2,642,000
Total Annual Costs / Ton	\$ 48.30	\$ 13.00	\$ 24.80	\$ 33.50	\$ 54.70	\$ 19.00	\$ 3.50	\$ 43.70	\$ 48.30	\$ 9.70	\$ 24.80	\$ 33.30	\$ 54.90	\$ 18.70	\$ 3.50	\$ 43.70

Commodity Revenue

Total	\$ -	\$ (319,000)	\$ (315,000)	\$ (4,000)	\$ -	\$ (4,000)	\$ (315,000)	\$ -	\$ -	\$ (319,000)	\$ (315,000)	\$ (4,000)	\$ -	\$ (4,000)	\$ (315,000)	\$ -
Total Annual Costs / Ton	\$ -	\$ (3.10)	\$ (3.00)	\$ -	\$ -	\$ (0.10)	\$ (5.20)	\$ -	\$ -	\$ (3.10)	\$ (3.00)	\$ -	\$ -	\$ (0.10)	\$ (5.20)	\$ -

GHG Impacts

Net GHG Impacts MTC02e	(3,000)	(9,700)	(9,600)	(3,200)	(3,600)	(3,800)	(5,900)	600	(3,900)	(10,700)	(10,400)	(4,100)	(4,200)	(4,400)	(6,300)	300
Carbon Value Total	\$ (126,000)	\$ (407,000)	\$ (403,000)	\$ (134,000)	\$ (151,000)	\$ (160,000)	\$ (248,000)	\$ 25,000	\$ (164,000)	\$ (449,000)	\$ (437,000)	\$ (172,000)	\$ (176,000)	\$ (185,000)	\$ (265,000)	\$ 13,000

TOTALS (No Carbon Credits)

Total Capital Costs	\$ 14,518,000	\$ 32,181,000	\$ 18,994,000	\$ 37,209,250	\$ 11,166,250	\$ 26,778,000	\$ 6,963,000	\$ 11,166,250	\$ 10,345,000	\$ 25,705,000	\$ 13,533,000	\$ 28,476,000	\$ 8,008,000	\$ 21,005,000	\$ 6,062,000	\$ 8,008,000
Total Annual Costs	\$ 6,772,000	\$ 7,359,000	\$ 6,282,000	\$ 8,929,000	\$ 3,865,000	\$ 4,789,000	\$ 2,360,000	\$ 4,172,000	\$ 6,478,000	\$ 6,560,000	\$ 5,898,000	\$ 8,290,000	\$ 3,647,000	\$ 4,370,000	\$ 2,292,000	\$ 3,945,000
Total Annual Costs / Ton	\$ 65.60	\$ 71.20	\$ 60.80	\$ 86.40	\$ 90.30	\$ 111.90	\$ 39.00	\$ 69.00	\$ 62.70	\$ 63.50	\$ 57.10	\$ 80.30	\$ 85.20	\$ 102.10	\$ 37.90	\$ 65.20

TOTALS (With Carbon Credits)

Total Capital Costs	\$ 14,518,250	\$ 32,181,000	\$ 18,994,000	\$ 37,209,250	\$ 11,166,250	\$ 26,778,000	\$ 6,963,000	\$ 11,166,250	\$ 10,345,000	\$ 25,705,000	\$ 13,533,000	\$ 28,476,000	\$ 8,008,000	\$ 21,005,000	\$ 6,062,000	\$ 8,008,000
Total Annual Costs	\$ 6,646,000	\$ 6,952,000	\$ 5,879,000	\$ 8,795,000	\$ 3,714,000	\$ 4,629,000	\$ 2,112,000	\$ 4,197,000	\$ 6,314,000	\$ 6,111,000	\$ 5,461,000	\$ 8,118,000	\$ 3,471,000	\$ 4,185,000	\$ 2,027,000	\$ 3,958,000
Total Annual Costs / Ton	\$ 64.30	\$ 67.30	\$ 56.90	\$ 85.10	\$ 86.80	\$ 108.20	\$ 34.90	\$ 69.40	\$ 61.10	\$ 59.20	\$ 52.90	\$ 78.60	\$ 81.10	\$ 97.80	\$ 33.50	\$ 65.40

TOTALS (With \$40 / ton Gate Fee & Carbon Credits)

Total Capital Costs	\$ 14,518,250	\$ 32,181,000	\$ 18,994,000	\$ 37,209,250	\$ 11,166,250	\$ 26,778,000	\$ 6,963,000	\$ 11,166,250	\$ 10,345,000	\$ 25,705,000	\$ 13,533,000	\$ 28,476,000	\$ 8,008,000	\$ 21,005,000	\$ 6,062,000	\$ 8,008,000
Total Annual Costs	\$ 6,646,000	\$ 2,820,000	\$ 3,459,000	\$ 7,083,000	\$ 3,714,000	\$ 2,917,000	\$ (308,000)	\$ 4,197,000	\$ 6,314,000	\$ 1,979,000	\$ 3,041,000	\$ 6,406,000	\$ 3,471,000	\$ 2,473,000	\$ (393,000)	\$ 3,958,000
Total Annual Costs / Ton	\$ 64.30	\$ 27.30	\$ 33.50	\$ 68.60	\$ 86.80	\$ 68.20	\$ (5.10)	\$ 69.40	\$ 61.10	\$ 19.20	\$ 29.40	\$ 62.00	\$ 81.10	\$ 57.80	\$ (6.50)	\$ 65.42