



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: October 10, 2024	ITEM NO.	SUBJECT: Resolution to Adopt Base Fee for Consultant Review of Land Use Application
Presented by: Town Administrator Collins		

Background

The adoption of Ch. 17 relating to the land use application submittal process, a cost reimbursement agreement is required to be signed by the applicant. This agreement is established to collect the fees incurred by town consultants reviewing the application submittal are reimbursed to the town by the applicant.

Some application submittals require only a brief completeness and technical review by one member of the development review team (ie., engineering or planning). An example of this is a replat of lot lines or resubdivision. In these situations, applicants are hesitant to sign a cost reimbursement agreement, not fully knowing what costs will be passed on.

The discussion and suggestion of the development review team is to establish a base fee for a brief review, so the applicant is aware of the fee. Only if issues with the submittal arise, and further reviews are needed, will a cost reimbursement agreement be further required.

A brief review may be up to 3 hours which equates to an estimated \$500 base fee for consultant review.

Recommended Action

Staff recommends the Board adopt the Resolution to establish a base fee of \$500 for an initial consultant review of smaller submittals. This will not apply to subdivision or more complex land use applications.