



## PLANNING AND BUILDING SERVICES DIVISION

P.O. Box 1190  
Fort Collins, Colorado 80522-1190  
Planning Department (970) 498-7683  
Building Department (970) 498-7700  
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### **Building Permit Fee Reduction Application For replacement or repair of structures damaged or destroyed in the High Park or Woodland Heights Fires in June 2012**

1. The property owner benefitting from the fee reduction must be the property owner of record at the time of the disaster—does not apply to persons later acquiring properties.
2. Applies only to structures partially or fully constructed under a valid building permit or determined to be "grandfathered" or "nonconforming".
3. Only applies to structures damaged or destroyed in the fires (the structures must be located within fire boundaries as shown on the High Park Fire map attached to the "Resolution Establishing a Three-Year High Park Fire Rebuilding Program" approved by the Commissioners on July 30, 2012 ("Rebuild Program") and on the Woodland Heights Fire map on file with the Estes Park Community Development Department).
4. Available to High Park and Woodland Heights fire survivors who are uninsured or underinsured. If insured, the owner will certify on the reduced fee application that insurance coverage does not adequately cover costs to rebuild, including payment of building permit fees. The Planning Director has the authority to request documentation if there is a question concerning levels of insurance coverage.
5. Applicants may appeal the Planning Director's determination to the Board of County Commissioners pursuant to Section 22 of the Larimer County Land Use Code.
6. Applies only to Building Department fee portion of total permit fees, i.e., the building fee and plan check fee. Use tax fees associated with building permits cannot be waived or reduced and must be paid by the applicant/owner; transportation capital expansion fees (TCEFs), Planning plot plan review and district fees are not subject to the fee reduction.
7. Maximum reduction in building permit fees for each parcel is \$1,000.00.
8. If building permit and review fees (less use tax fees, TCEF fees, district fees and Planning plot plan fees) are not more than or equal to \$1,000.00 per parcel, the lesser amount shall apply.
9. Building permits are valid for 18 months. At the owner's request, a one-time extension for another 18 months to complete the work can be granted without a fee. If an owner needs an extension beyond the second 18-month period, the owner is responsible for paying the applicable extension fee (one-half the building fee portion of total permit fee).
10. Reduced fees will be reimbursed to the Larimer County Building Department from the Larimer County General Fund upon receipt of a copy of the approved fee reduction application form together with confirmation of building permits identifying rebuilds.
11. The County understands property owners may not be in a position to obtain a building permit to replace damaged or destroyed structures immediately. If a fee reduction request is granted, the approval will remain in effect for the duration of the Rebuild Program.



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<http://www.larimer.org/planning>

**APPLICATION**

**Request for Building Permit Fee Reduction**

Parcel No: \_\_\_\_\_ Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner Name & Mailing Address: \_\_\_\_\_

Owner Phone Number & E-Mail Address: \_\_\_\_\_

If the applicant is not the owner, please fill out the section below

Applicant Name & Mailing Address: \_\_\_\_\_

Applicant Phone Number & E-Mail Address: \_\_\_\_\_

Relationship of Applicant to Owner: \_\_\_\_\_

<b>Yes</b>	<b>No</b>	
_____	_____	Is the property owner the same owner of record at the time of the disaster?
_____	_____	Was a residence destroyed or damaged by the fire?
_____	_____	Was one or more outbuildings destroyed or damaged by the fire?
_____	_____	Are the owner's losses insured?
_____	_____	Does the owner's insurance coverage adequately cover the full cost to rebuild and the building permit fee?

I declare under penalty of perjury under the laws of the State of Colorado that all information provided in this application is correct.

\_\_\_\_\_  
OWNER or OWNER'S REPRESENTATIVE [Date]

If approved, the approval is valid to and including July 30, 2015 unless otherwise extended by the Larimer County Board of County Commissioners.

**FOR OFFICE USE ONLY**

*Use tax fees associated with building permits cannot be waived or reduced and must be paid by the applicant/owner. TCEF—transportation capital expansion fees, plot plan review fees and district fees are not subject to the fee reduction; wildfire mitigation fees will not be charged. If building permit fees for a repair permit or a replacement structure, less the use tax fees, TCEFs, plot plan review and district fees, are not more than or equal to \$1,000, the lesser amount shall be credited.*

Reduced fee approved? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) Determination Date: \_\_\_\_\_

By Planning Director: \_\_\_\_\_

Maximum amount to be credited per parcel is	\$1,000.00	Earlier reduction used?	_____ (Yes) _____ (No)
Less amount of reduction already used	\$_____	Applied to Permit No.	_____
Balance of reduction available	\$_____	Applied to Permit No.	_____

**Building Permit Fee Reduction Application Process  
For replacement or repair of structures damaged or destroyed in the  
High Park or Woodland Heights Fires in June 2012**

If an application for a building permit fee reduction is submitted concurrently with a building permit application, a building plan review fee under the building permit of \$185 must be submitted to the Building Department in order to begin the plan review process for compliance with the Building and Land Use Codes. If a building permit application is not submitted with the fee reduction application, no fee is required.

**Week 1:** Completed application forms are submitted to the Building Official to complete building permit research.

**Week 2:** The Planning Director reviews applications and building permit research and grants or denies a reduction in fees in writing at the bottom of the application form.

- a. If a building permit application is not submitted concurrently with the fee reduction application, a copy of the Planning Director's determination is mailed or hand delivered to the applicant and the original kept on file to apply to future building permit applications.
- b. If a building permit application is submitted concurrently with the fee reduction application, the reduction shall be applied to fees as shown below. A copy of the approved fee reduction application together with a copy of the permit is provided to Kristin Bothell to process for a credit to the Building Department from the County General Fund. A copy is mailed or hand delivered to the applicant and the original kept on file.

<b>Fee</b>	<b>Item</b>	<b>Credit</b>
\$ 984.98	Building permit	\$ 984.98
\$ 492.49	Plan check	\$ 15.02
\$ 85.00	Plot plan review	
\$ 50.00	Mountain inspection	
\$ 42.00	Plumbing	
\$ 42.00	Mechanical	
<u>\$ 309.00</u>	Use tax	
\$1,963.47	Total fees	<u>\$1,000.00</u>
\$1,000.00	Owing from Gen Fund	
\$ 185.00	Amount paid at application	
<u>\$ 778.47</u>	Amt Owing by Owner	
\$1,963.47	Total Fees	

*The County understands property owners may not be in a position to obtain a building permit to replace damaged or destroyed structures immediately. If a fee reduction request is granted, the fee reduction will remain in effect for the duration of the Rebuild Program (three years), or to and including July 30, 2015, unless otherwise extended by the Commissioners.*