

Fountain Creek Watershed, Flood Control and Greenway District			
Land Use Application within the Corridor			
Cost of Service Worksheet			
		Executive Director	Total Hours
		Staff Member Loaded Hourly Rate	\$125.00
Task #	Task		
<b>1</b>	<b>Early Assistance Meeting</b>	375.00	3.00
1.1	Retrieve/prepare documentation for applicant		
1.2	Meet with potential applicant to review proposal and provide District policies and regulations		
1.3	Document discussion		
1.4	Create project file		
1.5	Enter project in tracking system		
<b>2</b>	<b>Application Submittal and Processing</b>	375.00	3.00
2.1	Check for previous documentation or approvals in tracking system		
2.2	Review submittal for completeness; verify application submittal requirements per checklist		
2.3	Accept the fees, provide receipt to customer, deem application complete		
2.4	Provide instruction to applicant re: early notice mailing to adjacent property owners, mineral owner notice, and sign posting		
2.5	Enter application information into tracking system		
2.6	Set up paper file with application materials		
2.7	Prepare distribution list (CAG, TAC, outside agencies)		
2.8	Copy or scan application for distribution		
2.9	Distribute application to TAC, CAG and agencies		
<b>3</b>	<b>Technical Review Cycle</b>	375.00	3.00
3.1	TAC, CAG, agencies review application for compliance with regulatory framework		
3.2	Committee, agency or public comments are received via email, fax or mail; scanned and attached to the project file		
3.3	Provide review comments and discuss next steps with applicant; request revisions, if applicable		
3.4	Deem application ready for Board hearing - or - If major revisions are warranted, repeat technical review cycle with TAC, CAG and agencies		
<b>4</b>	<b>Public Hearing Process (District Board of Directors)</b>	500.00	4.00
4.1	Prepare and distribute application to Board		
4.2	Provide mailed notice of Board hearing to applicant and landowner		
4.3	Board reviews and acts on application at public hearing		
4.4	Work with District's Attorney to prepare resolution		
4.5	Mail resolution to applicant		
<b>5</b>	<b>Project Close-Out</b>	125.00	1.00
5.1	Final file preparation and archiving		
5.2	Update tracking system		
		<b>Total Labor Hours =</b>	<b>14.00</b>
		<b>Direct Labor Cost =</b>	<b>\$1,750.00</b>
	Notes:		
	1. Additional fee may apply with resubmissions		
	2. Total does not include public notice, copying or other administrative costs, which may be charged back to the applicant		