

Posted on October 8, 2024 at 14:30



TOWN OF WIGGINS

**BOARD of TRUSTEES
WORK SESSION**

OCTOBER 9, 2024 at 7:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

***THE PUBLIC IS INVITED & ENCOURAGED TO ATTEND THE MEETING VIA ZOOM
OR WATCH ON YOUTUBE IF THEY ARE UNABLE TO ATTEND MEETING IN PERSON***

GO TO THE FOLLOWING SITE <https://us06web.zoom.us/j/85304053718> FOR THE MEETING LINK

WORK SESSION AGENDA

AGENDA TOPIC	ESTIMATED TIME
1. Presentation from Morgan County Housing Action Team and United Way Concerning Proposition 123 and Affordable Housing	30 minutes
2. Harrison Homes – Letter of Credit Discussion	15 minutes
3. Glassey Farm Project Update	10 minutes
4. Fee Schedule	5 minutes
5. Public Works Updates	15 minutes
6. 2025 Proposed Budget	30 minutes
7. Updates and Other Items	5 minutes



STAFF SUMMARY

Board of Trustees Meeting October 9, 2024

DATE: October 4, 2024

AGENDA ITEM NUMBER: 2

TOPIC: Discussion on Northridge Minor Subdivision: Request for a Performance Bond vs Letter of Credit for the development agreement

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The Board of Trustees approved a development agreement between the Town of Wiggins and Harrison Homes for the development of roads, curbs, gutters, water, and sewer lines (the “public improvements”) in the Northridge Minor Subdivision on February 28, 2024. Daniel Harrison of Harrison Homes signed the development agreement on April 11, 2024.

The development agreement requires that Harrison Homes provide the Town a financial guarantee equal to 125% of the cost of the public improvements as a guarantee that it will satisfactorily construct public improvements for the development. The agreement specifies that the financial guarantee shall be a letter of credit, certified check, or cash. For this project, the cost of the public improvements is \$362,230. Therefore, the financial guarantee required is \$452,787.50.

Harrison Homes has reached out to Hope Becker and Town Attorney, Melinda Culley, with a request that a performance bond be accepted in lieu of a letter of credit. Since the development agreement was approved by the Board of Trustees, the change in the improvement guarantee must also be approved by the Board.

The purpose of a financial guarantee is to protect a new development in the event a developer was to abandon a project, go bankrupt, or otherwise fail to construct the public improvements for the development. Should any of those things happen, the Town can draw on the financial guarantee and construct the public improvements itself. Financial guarantees can also be used to fix a problem during the conditional acceptance period if the developer refuses to make the repairs. The requirement for a financial guarantee (equal to 125% of the cost of the public improvements) is set forth in the Town’s Land Development Code. The Town has historically

only accepted letter of credits for new developments, and letters of credit are commonly required by other Colorado municipalities for new developments.

Letter of credit vs. performance bond

A letter of credit (LOC) is a two-party agreement between an issuing bank and the Town that gives the Town the right to make a direct draft of funds under the letter of credit. The Town merely has to present a request for funds to the bank, and the bank must honor the request absent evidence of fraud or forgery on the part of the Town. A letter of credit allows the Town to efficiently and timely draw on the funds in order to finish or repair improvements for the development if needed.

On the other hand, a performance bond is a three-party agreement between the Town, developer, and the surety, under which the surety agrees to pay for performance in the event the developer defaults under the development agreement. The surety has no obligation to make payment unless the Town demonstrates the developer has defaulted. It generally takes longer to obtain relief under a performance bond because the surety will investigate the default claim before making payment, and often the surety will attempt to negotiate a resolution. This can lead to significant staff time and legal expense if the surety disputes liability.

While letters of credit are more expensive for developers, they are a better financial guarantee than performance bonds for the reasons mentioned above.

SUMMARY

Historically, the Town has only accepted letters of credit for development projects. It is Staff’s recommendation that the Town continue to require a LOC as the financial guarantee for development. It provides the Town with more leverage in less time if the Town needs to draw on the guarantee to complete the improvements.

FISCAL IMPACT:

Accepting a different financial guarantee does not have a current financial impact on the Town although the Town could face added legal expenses if it accepts a performance bond and there’s a dispute over liability.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Although accepting a different financial guarantee will allow new development to commence, it may not be in the best interest of the Town’s financial protection.

QUESTIONS/INFORMATION REQUESTED FROM THE BOARD OF TRUSTEES:

- Does the Board of Trustees have any questions of staff?
- Does the Board of Trustees want Staff to move forward with a development agreement amendment for Northridge Minor Subdivision?



STAFF REPORT

Board of Trustees Study Session October 9, 2024

DATE: October 9, 2024

TOPIC: Glassey Farm Project Update

FROM: Melinda Culley, Town Attorney

SUMMARY:

Board discussion and direction on the Glassey Farms project

BACKGROUND:

In 2017, the Town accepted a \$2,408,850 loan from the Colorado Water Conservation Board (CWCB) for the Wiggins Recharge Facility at Glassey Farms Project.

The Town used \$1,225,000 of the loan to purchase the Glassey Farms property and the associated water rights. The Town still needs to complete the remainder of the project, which includes filing a water rights change application with the Fort Morgan Reservoir and Irrigation Company (FMRICO) and the Colorado Water Court and designing and constructing recharge ponds that will be located on the Glassey Farms property.

Initially, the project was scheduled to be completed by July 17, 2020, but the Town received a project extension until July 21, 2023 (see attached extension agreement). In July 2023, the former Town Manager and the Town's engineer met with CWCB staff to discuss the project status and the need for another extension, but it appears the extension request was never formalized.

Therefore, we have prepared a draft letter to the CWCB requesting another three year extension to complete the project. As noted in the attached letter, some of the delay was strategic because the Town was awaiting the outcome in a different Water Court case that had implications in the Town's case. In addition, some of the delay in completing the Project may be attributed to staff turnover.

I recently met with the Town's water attorney, water engineers, and project engineers who indicated they are ready to resume work on the project once the Board gives them the go-ahead. The first step will be to file the water rights application with FMRICO and then file it with the Water Court. While the water rights application is pending, the engineers can begin designing the recharge ponds. The engineers will also need to update the project cost estimates.

In addition, the CWCB has requested the Town pay down a portion of the loan. As noted in the attached email, they recommend the Town pay a minimum of \$138,657 by the end of the year.

ACTION REQUESTED:

Discuss and provide staff direction on the attached extension request and how much the Town should pay towards the loan this year. In addition, staff is seeking Board authorization for the water attorney and engineers to resume work on the project.

ATTACHMENTS:

1. Draft extension letter
2. CWCB email
3. Prior extension agreement



_____, 2024

State of Colorado
Colorado Water Conservation Board
Attn: Kirk G. Russell, P.E.
Finance Section Chief
1313 Sherman St., Room 218
Denver, CO 80203
Via email to kirk.russell@state.co.us

Re: Wiggins Recharge Facility at Glassey Farms – Loan Contract CT2018-892

Dear Mr. Russell:

The Town of Wiggins respectfully requests a second extension to complete the Wiggins Recharge Facility at Glassey Farms project (the “Project”) under Loan Contract CT2018-892. The Town continues to make progress on the Project, but has experienced delays that necessitate another extension.

Specifically, the Project requires the Town to file an Application for Change in Water Rights (the “Application”) with the Fort Morgan Reservoir and Irrigation Company (FMRICO) and the Colorado Water Court. The Town has engaged engineers and water attorneys to assist with this. While preparing the Application, the Town learned of a case pending in Water Court – Application of Arapahoe County Water and Wastewater Authority, East Cherry Creek Valley Water and Sanitation District and United Water and Sanitation District, Case No. 20CW3117 – that could affect aspects of the Town’s Application. The Town’s Water Attorney recommended awaiting the outcome of that case before the Town filed its own because doing so would save the Town time and money on the technical and legal aspects of its case, especially since the Town is responsible for paying for both FMRICO’s and its own legal and technical expenses related to the Application. That case has now been decided, which will allow the Town proceed filing its Application soon.

The Town has also experienced delays in the Project due to staff turnover. The Town has a small number of employees, and since the Project started, there have been three changes in the Town Manager position and three changes in the Town Clerk position. The Town recently hired a new Town Manager, Craig Miller, and his start date was September 3, 2024. Mr. Miller is diligently getting up to speed on the status of current Town projects, including this one. Mr. Miller is committed to ensuring the Project is completed in a timely manner.

Town of Wiggins
304 E Central Avenue :: Wiggins, CO 80654
970-483-6161 :: townofwiggins.colorado.gov

For these reasons, the Town requests an additional three-year extension to compete the Project. During that time, the Town will finalize and file the Application with FRICMO and the Water Court. It will also update its designs and construction cost estimates for the recharge ponds. The Town's consultants believe that final design, review, bidding, and construction should take no longer than six to eight months. Per your recommendation, the Town will also make a payment on the loan in the amount of \$_____ before December 31, 2024.

On behalf of the Town of Wiggins, thank you for considering this loan extension. If you should have questions or require additional information, please contact Town Manager, Craig Miller, at 970-483-6161 or email craig.miller@wigginsco.com

Sincerely,
TOWN OF WIGGINS

Chris Franzen, Mayor

Melinda Culley

From: Russell - DNR, Kirk <kirk.russell@state.co.us>
Sent: Friday, August 16, 2024 6:11 AM
To: Melinda Culley
Cc: hbecker@wigginsco.com; Nichole Seiber
Subject: Re: Glassey Farms Loan

Melinda

Great to chat with you yesterday.
Here are the numbers you requested.

Annual payment amount as shown on the Promissory Note is \$113,560.13. The interest on the loan should not exceed this amount.

The interest accrued as of the end of this year (12/31/2024) will be \$222,217.47

Since the interest grows \$30,000/yr, a minimum payment by the end of the year should be:

$\$222,217 (-) \$113,560 (+) \$30,000 = \$138,657$

This will keep the interest due upon loan closeout to stay under the Note's annual payment amount of \$113,560. Obviously Wiggins can pay more than this but this is a minimum. Also if additional loan draws occur the annual interest will be larger than the \$30,000 shown here.

In summary Wiggins needs to pay \$138,657 by the end of this year.

And as a reminder, all of the interest that has accrued is due and payable when we close out the loan and put the loan into repayment.

Best
Kirk

PROMISSORY NOTE

DATE: June 28, 2017
BORROWER: Town of Wiggins, acting by and through the water activity enterprise
TOTAL LOAN AMOUNT: \$2,408,850.00
INTEREST RATE: 2.40% per annum
TERM OF REPAYMENT: 30 years
LOAN CONTRACT NUMBER: CT2018-892
ANNUAL LOAN PAYMENT: \$113,560.13

Wiggins Recharge Facility at Glassey Farms

Town of Wiggins 304 Central Avenue Wiggins, CO 80654 c/o Tom Acre Ph. 970-483-6161 Fax townmanager@wigginsco.com		Loan Contract No.:	Original	Amended	Final				
		Authorization:	CT2018-892						
		Contract Amount	\$2,408,850.00						
		Loan Service Fee %	\$2,385,000.00						
		Loan Service Fee	1.00%						
		Total Loan Amount	\$23,850.00						
		Interest:	\$2,408,850.00						
		Term (Years):	2.40%						
		Conditions:	30						
		IDC Calculation Date:	Up to 100%						
	12/31/2024								
Substantial Completion Date		Open	Contract Expires:		7/21/2023				
Pay Req. No.	Date	Description	Amount Disbursed	Cumulative Loan Balance	Balance Available to Loan	Interest	Accrued Interest	% Disbursed	Days
					\$ 2,385,000.00				
1	8/9/2017	Land Purchase	\$ 1,251,224.50	\$ 1,251,224.50	\$ 1,133,775.50	\$ 222,217.47	\$ 222,217.47	52%	2701



TIME FOR PERFORMANCE EXTENSION AGREEMENT

July 1, 2020

Town of Wiggins
 Attn: Tom Acre, Interim Town Manager
 304 E. Central Ave.
 Wiggins, CO 80654

Re: Wiggins Recharge Facility at Glassey Farms, CWCB Loan Contract Number CT2018-892

Dear Mr. Acre:

This letter is in response to your request for a time extension for CWCB Loan Contract Number CT2018-892. The initial time for performance stated in Appendix 1, Section 11, of the original loan contract, of three years from the effective date of July 21, 2017, shall be amended to extend the time of performance. By signing below, the Town of Wiggins and CWCB acknowledge that the time for performance shall be amended to a Project finish date of July 21, 2023.

Please sign and return a scanned copy of this letter, **via email**, to Peg Mason, Contracts Manager at **peg.mason@state.co.us**. Once signed by our Section Chief, the extension is approved. I will then send a scanned copy back to you, at that time, for your records.

Town of Wiggins

Tom Acre
 Signature
 Name: Tom ACRE
 Title: INTERIM TOWN MANAGER
 Date: 7/1/20

State of Colorado
 Department of Natural Resources
 By: Kirk Russell
 Kirk Russell, P.E., Section Chief
 Colorado Water Conservation Board

Date: 7/2/30

Attest:

Bryanna Yeager
 Signature
 Name: Bryanna Yeager
 Title: Town Clerk
 Date: 7/1/20





STAFF SUMMARY

Board of Trustees Work Session October 9, 2024

DATE: October 4, 2024

AGENDA ITEM NUMBER: 4

TOPIC: Discussion on Amending Fee Schedule

STAFF MEMBER RESPONSIBLE: Hope Becker, Planning & Zoning Administrator

BACKGROUND:

The Board of Trustees amends the fee schedule from time to time as a house keeping item to maintain natural price increases in services the Town provides to the community members. The last time the fee schedule was amended was in 2022.

SUMMARY

Historically, the Town attempts to keep all fees as low as possible. However, there are items that take up staff hours or equipment that requires the Town to increase the fees. Some fees, such as the liquor license fees are also capped by state statutes.

FISCAL IMPACT:

Amending the fee schedule will not have a negative effect on the current budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

Amending the fee schedule continues to keep the Town fees current while remaining transparent to the community about what services and costs are provided.

QUESTIONS/INFORMATION REQUESTED FROM THE BOARD OF TRUSTEES:

- Does the Board of Trustees have any questions of staff?
- Does the Board of Trustees want Staff to move forward with a fee schedule at the next board meeting?



EXHIBIT A

**TOWN OF WIGGINS
FEE SCHEDULE**

GENERAL FEES

Xerox or from Printer Copies	Per Page (B&W or Color)	\$1.00
Faxed Copies/Certified Copies	Per Page	\$1.00
Maps 8.5 x 11		\$10.00
Maps 11 x 17		\$13.00
Maps 18 x 24	Mileage, \$15/hr. staff time, & \$5 per print	At cost
Maps 24 x 36	Mileage, \$15/hr. staff time, & \$5 per print	At cost
Maps 36 x 58	Mileage, \$15/hr. staff time, & \$5 per print	At cost
Postage/Mailing Fees	Actual cost applicable on mail requests	
Photographs	Plus, cost of copies	\$15.00
Video Thumb Drive/USB		\$15.00
Audio Thumb Drive/USB		\$15.00-\$66.00
Laminating	Per page	\$1.00
Public Records Request	First 1 hour free then fee per hour thereafter Additional charges may apply for copies, drives, fax, etc.	\$30.00
Return Check Fee		\$25.00

ANIMAL LICENSE FEES

Dog License	Annually	\$5.00
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LICENSE FEES

Business License	Annually – Due every January	\$25.00
Contractor’s License	Annually – Due every January	\$25.00
Mobile Food/Retail Vendor License	Annually – Due every January	\$50.00
Retail Fireworks License		\$50.00

PARKS AND RECREATION FEES

YOUTH SPORTS

SPRINGS SPORTS

Baseball: Brush Travel League 7/8 - 9/10 – 11/12 – 14U	\$45.00 / \$65.00 / \$65.00 / \$65.00
Softball: Travel League	
Soccer: NVAA Travel League 3th/4th & 5th/6th grade	
Soccer: Wiggins Little Kickers (home practices & games)	\$35.00

SUMMER SPORTS

Baseball: Ages 3/4, 5/6, 7/8, 10U, 12U	\$35.00 / \$45.00 / \$45.00 / \$45.00 / \$45.00
Baseball: Greeley League 10U / 12U	\$85.00 / \$85.00

FALL SPORTS

Volleyball: NVAA Travel League K-6 th Grade	\$35.00
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ADULT SPORTS

SUMMER SPORTS

Co-Ed Slow Pitch Softball	\$350.00 / Team
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LIQUOR LICENSE FEES

	Local Fee	State Fee
Renewal Application Fee		\$250.00
Art	\$41.25	\$308.75
Beer & Wine	\$48.75	\$351.25
Brew Pub	\$75.00	\$750.00
Club	\$41.25	\$308.75
Distillery Pub	\$75.00	\$750.00
Hotel & Restaurant	\$75.00	\$500.00
Hotel Restaurant with one Optional Premises	\$75.00	\$600.00
Each Additional OP License	Intentionally blank	\$100.00
Resort Complex	\$75.00	\$500.00
Related Facility – Resort Complex	\$15.00	\$500.00
Liquor-Licensed Drugstore	\$22.50	\$227.50
Lodging & Entertainment	\$75.00	\$500.00
Optional Premises	\$75.00	\$500.00
Racetrack	\$75.00	\$500.00
Retail Gaming Tavern	\$75.00	\$500.00
Retail Liquor Store	\$22.50	\$227.50
Tavern	\$75.00	\$500.00
Vintner's Restaurant	\$75.00	\$750.00
Fermented Malt Beverage On Premises	\$3.75	\$96.25

POLICE SERVICES/MUNICIPAL COURT

VIN Verification-Residents	Must pre-pay	\$15.00
VIN Verification-Non-Residents	Must pre-pay	\$25.00
Golf Cart/ATV Permits		\$25.00
Alarm Systems - False Alarms	After 3 false alarms/ per alarm	\$50.00
Court Fees		\$65.00
Deferred Judgment		\$55.00
Sex Offender Registration	Initial Registration	\$75.00
Sex Offender Registration	Subsequent / Quarterly	\$25.00

NUISANCE / ABATEMENT FEES

String Trimming	\$35.00 / hour	Clean up Debris / Material	\$30.00/hour
Walk Behind Mower	\$40.00 / hour	Dump Truck Debris Hauling	\$75.00/per load & \$35/hr./staff
Riding Mower	\$65.00 / hour	Truck Debris Hauling	\$55.00/per load and \$35/hr./staff
Tractor Mower	\$85.00 / hour	Dumpster Rental	Actual Cost & \$35/hr./staff
Front End Loader	\$115.00 / hour		

WATER AND SEWER FEES

UTILITY FEES

Return Check Fee		\$25.00
Late Payment Fee	Pymt not received by 20 th of each month	\$15.00
Disconnect/Reconnect Fee		\$50.00
Deposit - Water		\$89.00
Deposit - Sewer		\$26.00
RESIDENTIAL & COMMERCIAL RATES		
Water Base Rate – minimum	0 to 1,000 gallons	\$75.08
	1,001 to 4,000 gallons	\$3.41
	4,001 to 8,000 gallons	\$3.94
	8,001 to 15,000 gallons	\$4.46
	15,001 to 25,000 gallons	\$4.99
	25,001 to 50,000 gallons	\$5.51
	50,001 to 100,000 gallons	\$6.04
	100,001 gallons and above	\$6.56
Sewer Base Rate	Base rate per month	\$42.00
	Per 1,000 gallons	\$2.10
BULK WATER FEES/DEPOSITS		
Bulk Water Meter Deposit	Refundable	\$2,500.00
Bulk Water Monthly Fee	Non-Refundable	\$89.00
Bulk Water Deposit		Equal to 1 month's usage
Bulk Water Rate	Per 1,000 gallons up to 4,000 gallons	\$25.00
	4,001 and above per 1,000 gallons	\$12.00

WATER INVESTMENT FEES (WATER TAP)

5/8"	\$ 35,000.00
3/4"	\$ 40,250.00
1"	\$ 53,270.00
1 1/2"	\$ 79,905.00
2"	\$ 133,175.00
3"	\$199,762.00
4"	\$292,985.00
6"	\$717,412.00

SEWER INVESTMENT FEES (SEWER TAP)

5/8"	\$ 10,000.00
3/4"	\$12,000.00
1"	\$16,800.00
1 1/2"	\$25,188.00
2"	\$40,932.00
3"	\$62,760.00
4"	\$100,416.00
6"	\$160,668.00

WATERING PERMIT (Watering outside of watering restrictions per Wiggins Municipal Code Chapter 52)

For Landscaping/Sod Installation – 30 days	\$35.00
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- 30 day extensions (up to 60 day max) allowed by Town Manager or designee

BACKFLOW	FEE
Backflow Test	\$50.00
Backflow Clean & Repair	\$50.00
Landscape Irrigation Systems	\$50.00

BUILDING AND CONSTRUCTION FEES

Building Permit fees for most projects are based on valuation of the project. Valuation for residential and commercial projects involving new floor area is calculated using the gross floor area and the applicable square foot construction cost based on occupancy/use and construction type as indicated in the most current ICC Building Valuation Data table or Table 1C below for some residential. The fees are then determined utilizing Table 1A below.

Building Permit Fee Table 1A

New Construction/Remodels/Additions	Based on value of project
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 - \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 - \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 - \$500,000	\$1,343.75 for the first \$100,000 plus \$9.10 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 - \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

OTHER INSPECTION AND PLAN REVIEW FEES:

Violation Fee (Work done without a permit) - 2 times the assessed fee	Residential and Commercial plan review fees-60% of building permit fee*
Pre-move house inspection fee (within Town limits)- \$300.00	Additional plan review required by changes, additions or revisions to plans- \$50.00 an hour
Re-Inspection Fee: \$50.00	Mobile/Modular/Manufactured/Temp Trailer- \$120.00 (for construction projects)
Water Meter Fee – At Cost	

*** Plan review fees shall be equal to sixty-five percent (60%) of the total permit fee for a permit to do the work proposed.** When plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate which has been established.

ELECTRIAL & PLUMBING PERMITS AND THEIR INSPECTIONS MUST BE OBTAINED THROUGH STATE OF COLORADO DEPARTMENT OF REGULATORY AGENCIES

One Stop and Other Fees Table 1B

FLAT RATE PERMIT FEES (RESIDENTIAL ONLY)			
Furnace/AC Replacement	\$75.00		Demolition
Fence	\$50.00		Driveway (New)
Re-Roof	\$50.00		

Residential Square Footage Valuation Table 1C

TOWN SINGLE-FAMILY DETACHED, DUPLEX DWELLING AND REMODEL/ADDITION CONSTRUCTION VALUE SCHEDULE	
Area	Value per Square Foot
Above Grade Floors	\$148.33
Foundation-Crawlspace	\$25.00
Foundation-Unfinished Area	\$50.00
Foundation + Basement Finished Area	\$90.00
Basement Finish	\$40.00
Garage	\$59.88
Covered Porch	\$40.00
Covered Patio	\$40.00
Deck	\$25.00

Misc. Other Fees Table 1D

MISCELLANEOUS BUILDING OFFICIAL FEES	
Inspections outside of normal business hours. (Monday to Friday 8:00 am to 5:00 pm)	\$100.00 per hour *
For use of outside consultants for plan checking and inspections, or both	Actual costs **
*This cost shall include supervision, overhead, equipment, and hourly wages. **Actual costs include administrative and overhead costs.	

USE TAX – 3% of material cost: Applicable sales/use tax on anticipated material cost is collected with building permit fees. Material cost is calculated as 50% of the project valuation as determined using the building valuation tables

Building permit fees for most projects are based on valuation of the project. Valuation for residential projects involving new floor area is calculated using the gross floor area and the applicable square foot construction cost based on occupancy/use and construction type as indicated in Table 1C of this fee schedule. The fees are then determined utilizing the table 1A. Valuation provided by the applicant is utilized for commercial projects unless determined to be a gross underestimate. Copies of contract documents may be required to verify project valuation.

For projects that do not involve new floor area (Flat rate fee projects), the valuation submitted on the application is utilized unless determined to be a gross underestimate. Copies of contract documents may be required to verify project valuation.

1. The permit fee for factory-built housing units that are set on a permanent foundation (HUD or UBC approved) shall be determined by the cost of materials for the foundation or basement requirements, other on-site improvements, and electrical, plumbing and mechanical work, using the Construction Fees table from the Building Department Fee Schedule.
2. The Town Building Department will not perform real estate inspections.
3. The Town Building Department will not locate property lines. It is the responsibility of the property owner to know where they are.
4. Any person, firm or corporation who violates any provision of the Building Code or any other construction code of the Town shall be subject to the penalties found in the Wiggins Land Development Code, set forth in the adopted Building Codes or other local, state, or federal law.

Land Development Fees Table 1E

Variance Application: Residential Non-Residential	\$250.00 \$500.00	Appeal from the Board of Adjustments to the Board of Trustees	\$ 250.00
Boundary Line Adjustment Application	\$350.00	Appeal of Administrative Decision to the Board of Trustees	\$250.00
Special Review Use Application	\$250.00		
Conditional Use Review	\$250.00	Site Specific- (Commercial Infill):	\$3,500.00
Annexation: Disconnection:	\$3,500.00 \$3,500.00	Construction Inspection – (Major Utilities)	\$500.00
Property Rezoning	\$3,500.00	Grading Permit	\$500.00
Sketch Plan Review (major & minor subdivision)	\$1,000.00		
Site Development Plan	\$500.00		
Amendment to Site Development Plan	\$250.00		
Minor Subdivision	\$2,500.00	Vacation of Easement/Right-of- Way	\$1,000.00
Preliminary Development Plan	\$3,500.00	Preliminary Plat	\$3,500.00
Final Development Plat/Plan, or amendments (Residential)	\$3,000.00	Final Development Plan/Plat, or amendments (Commercial)	\$4,000.00

FAIR CONTRIBUTIONS FOR PUBLIC SCHOOL SITES

	Single Family Detached	Single Family Attached, Duplex, Triplex, Four-plex, Condo, Townhouse	Apartment
Site Dedication Acreage / Unit	0.0272	0.0136	0.00068
Fee-in-Lieu Per Unit	\$1,088.59	\$544.29	\$272.15

RIGHT-OF-WAY FEES

RIGHT-OF-WAY FEES			
Standard Fee	Admin, review and inspection	50.00	
Annual Permit	Admin, review, and inspection (Example – surveying, tree trimming, etc.)	100.00	
Road Bore	Road bore w/ bore pit(s) located in R.O.W. Road bore w/ bore pit(s) located outside R.O.W.	50.00 per location \$25.00 per location	
Work w/in a hard surface Roadway	Trench w/ structural fill or flowable fill Test Hole / Pot Hole	\$1.00 SF \$20.00 Each	Minimum \$25.00
Work within a Gravel Roadway	Trench w/Structural fill or Flowable fill Test Hole / Pot Hole	\$0.50 SF \$10.00 Each	Minimum \$20.00
Work in R.O.W. Outside of Roadway	Trenching / Plow or cable puller Test Hole / Pot Hole	\$20.00 Each \$10.00 Each	Minimum \$15.00
New Appurtenance (meters, vaults, poles, etc.)	3 sq/ft or less (new construction exempt from fee with paid investment fee) Greater than 3 sq/ft	\$25.00 Each \$50.00 Each	
Abandonment	Abandoning / retiring line in R.O.W.	\$25.00 Each	
Working Prior to Permit Approval	Emergency Repairs Excluded	Subtotal x 2	
Inspection Outside Normal Work Hours	*As determined by Town Manager (\$50.00 Minimum)	\$50.00 / hr.	

CONCRETE IMPROVEMENTS - New	FEE	MINIMUM
Sidewalk, Trail, Bike Path, Drive Approach	\$0.50 / LF	\$50.00
Combination Curb, Gutter, Sidewalk	\$0.75 / LF	\$50.00
Sidewalk Chase Drains	\$50.00 EA	\$0.00
ADA Access Ramps	\$100.00 EA	\$0.00
Street Cut	\$250.00	\$0.00
Access Permit (Driveway & Curb Cuts)	\$250.00	\$0.00