



*Planning and Development Services (P&DS)
Development Review Hourly Billing System*

Questions and Answers

1. Which applications are subject to the hourly rate?

The following Land Use Review and Technical Document Review applications are subject to the hourly rate:

Land Use Review

Minor Subdivision
Rezoning
Site Review – Simple
Site Review – Standard

Site Review - Complex
Subdivision – Preliminary Plat
Outside City Utility Permit
Use Review

Off-site Affordable
Housing Design Review

Technical Document Review

Final Architecture, Landscaping &
Site Plan Combined
Final Architecture Plan
Final Landscaping Plan
Final Site Plan
Subdivision Agreement/Final
Plat – Standard
Subdivision Agreement/Final
Plat – Complex
Lot Line Adjustment
Lot Line Elimination

ROW/Easement Dedication
Stormwater Plan & Report - Simple
Stormwater Plan & Report - Standard
Stormwater Plan & Report - Complex
Transportation Plan Review - Simple
Transportation Plan Review - Standard
Transportation Plan Review - Complex
Utility Plan Review - Simple
Utility Plan Review - Standard
Utility Plan Review - Complex

Refer to the Schedule of Fees for the effective hourly rate.

2. Are there any application requirements as a result of the hourly billing system?

Yes, each applicant (the designated person responsible for payment of application fees) must complete an “Acknowledgement of Obligation to Pay” form. The form is provided to inform you of the obligation to pay the hourly rate associated with your development review application. The city will not accept an application for processing unless the applicant, as the designated person responsible for payment, signs the form.

3. When does the hourly rate begin for my application?

The hourly rate begins immediately after the initial city response (written comments) is mailed or faxed (this is generally about three weeks after the review begins).

4. How did P&DS calculate the hourly rate?

The hourly rate was calculated by taking 50% of the total cost of development review including all direct and indirect costs (overhead costs such as office space, P&DS management, and citywide support services like city attorney and information technology) and dividing by the total number of billable hours.

5. Who will bill time to my application?

P&DS reviewer staff, typically planners and engineers, involved in the review of your application will track the time spent on your application. Time spent on your application by P&DS directors, city attorneys, and administrative staff will not be directly billed as these costs are already included in the hourly rate.

6. For what services will I be billed?

P&DS reviewer staff will track the time spent on your application based on the following five categories:

Project Review

Time spent by reviewers to perform completeness checks, review application materials, do site visits, complete research directly related to the project review, meet with other reviewers about the application, write, edit, and issue city comments.

Communication – Public

Time spent by reviewers communicating with the public about the application. This may include writing public notice reports, answering questions or receiving comments by phone, e-mail, fax, and letter.

Communication – Applicant

Time spent by reviewers communicating with the applicant, the applicant's representatives (e.g. consultants, engineers, attorneys), and project owners about the application. This may include answering questions or receiving comments by phone, e-mail, fax, and letter.

Meetings - Public

Time spent by reviewers meeting with the public about the application, including neighborhood meetings and staff time spent preparing for these meetings.

Meetings – Applicant

Time spent by reviewers meeting with the applicant, the applicant's representatives (e.g. consultants, engineers, attorneys), and project owners about the application and staff time spent preparing for these meetings.

7. What can I do to manage hourly billing costs?

Here are some thoughts and strategies about how applicants can manage hourly billing costs:

- Submit a complete and accurate application. Missing or inaccurate information will result in revisions being required.
- More information is usually better than less. Make sure your written materials and plans clearly communicate what you are proposing.
- Get to know your project's neighbors and involve them in the process early. A little extra effort up front can save time and costs associated with public meetings later.
- Direct questions through a single point of contact on your design team so you don't pay the city to answer the same question twice.
- Your design team should review your proposal for conformance with city regulations including the Boulder Revised Code, 1981; Design and Construction Standards; and International Building Code before you submit an application. Clearly identify and justify any requested variances or unique design proposals. Items that do not meet city standards and are not identified as variance requests are likely to be identified as deficiencies and result in revisions being required.
- Many engineering submittals have the same deficiencies. Review the city's handout on engineering construction plans for tips on avoiding common mistakes.

8. When am I billed?

Applicants are billed by mail every 30 days for P&DS staff reviewer services rendered in the previous 30-day billing cycle. If the applicant fails to pay the fees when due, the city will stop its review of the application.

Section 2-2-10, "Delinquent Fees and Setoffs of Refunds Due," B.R.C. 1981, states that if any "payment is delinquent for a period of thirty (30) days or more, the City Manager shall furnish no further services, other than services for which no specific fee is charged, to any person who owes such payment to the City, until such delinquent payment is made."

9. What if I have a question about my bill?

All general billing questions should be directed to Karen Donnelly, P&DS Revenue Supervisor, 303-441-4235 or DonnellyK@ci.boulder.co.us.

An appeal of an item on a bill must be made in writing within the first 30 days after the bill was received. Appeals must be sent to Karen Donnelly, P&DS Revenue Supervisor, Planning and Development Services, 1739 Broadway, 3rd Floor, P.O. Box 791, Boulder, CO, 80306 or DonnellyK@ci.boulder.co.us.

10. What time is billable if my application is scheduled for Planning Board?

Applicants with an application scheduled for Planning Board will pay a flat Planning Board Administrative Fee at the time of initial application that covers administrative costs such as preparation of packets, meeting set up, minutes, and public notification.

Applications that require corrections or revisions after the initial city response will continue to pay the hourly rate for P&DS staff reviewer services rendered. During the actual Planning Board meeting, applicants should expect to pay for the time of an average of three P&DS staff reviewers present at the meeting. The time billed will only include the time in which the application is before the Planning Board.

Applications that do not require corrections or revisions after the initial city response will not be charged the hourly rate for the Planning Board meeting.

11. What time is billable if my application is scheduled for City Council?

Applications that require corrections or revisions after the initial city response will continue to pay the hourly rate for P&DS staff reviewer services rendered. During the actual City Council meeting, applicants should expect to pay for the time of an average of three P&DS staff reviewers present at the meeting. The time billed will only include the time in which the application is before City Council.

Applications that do not require corrections or revisions after the initial city response will not be charged the hourly rate for the City Council meeting.

12. Do I have to pay the hourly rate for an appeal or call-up of a Land Use Review or Technical Document Review decision?

P&DS will not charge for P&DS reviewer time spent on a citizen appeal or Planning Board/City Council call-up of a Land Use Review or Technical Document Review decision. However, if the applicant appeals the decision, hourly billing will apply.

13. When can I expect the hourly billing to end?

For Land Use Review applications, hourly billing will end upon the completion of the final development agreement or other final agreement/ordinance.

Depending on the type of Technical Document Review application, hourly billing will end upon the applicant's receipt of final stamped approved plans or the city's acceptance of final improvements.

Please note that all services rendered to that point must be paid in full prior to the city's release of these documents.

14. What if I have other questions about hourly billing?

If you have additional questions, please contact Karen Donnelly, Revenue Supervisor, at 303-441-4235 or DonnellyK@ci.boulder.co.us.