



LAND USE APPLICATION FORM

PROJECT NAME:

DATE RECEIVED:  APPLICATION FEE:

TYPE OF APPLICATION HEARING DATE

- |  |  |  |
|--|--|--|
| <input type="radio"/> Annexation, Zoning, Concept Plan | <input type="radio"/> Change of Zone           | <input type="radio"/> Development Permit     |
| <input type="radio"/> Conditional Use                  | <input type="radio"/> Final Plat               | <input type="radio"/> Minor Subdivision Plat |
| <input type="radio"/> As Built Plat                    | <input type="radio"/> Planned Unit Development | <input type="radio"/> Preliminary Plat       |
| <input type="radio"/> Site Plan                        | <input type="radio"/> Sketch Plan              | <input type="radio"/> Subdivision Exemption  |
| <input type="radio"/> Vacation of Street or Easement   | <input type="radio"/> Variance                 | <input type="radio"/> Other                  |
| <input type="radio"/> Final Planned Development Plan   |  |  |

PROJECT INFORMATION

Applicant's Name:  Project Location:

Address:  Phone/Fax:

Existing Location:  Proposed Zoning:

Relation to Property Owner:

**Legal Description of Property (lots, blocks, tracts, subdivision name, or metes & bounds - attach additional sheet, if necessary):**

Total Acreage of Property under Consideration:

Number of Existing Residential Lots:  Number of Proposed Residential Lots:

Type of Housing Proposed:

Number of Existing Commercial Lots:  Number of Proposed Commercial Lots:

ADDITIONAL CONTACTS

Property Owner:  Consultant:

Address:  Address:

City/State/Zip:  City/State/Zip:

Phone/Fax:  Phone/Fax:

## BRIEF DESCRIPTION OF DEVELOPMENT:

The Town of Fraser requires that the applicant pay all fees and costs relating to this application, as provided in the Town's general application policies set forth in Section 1-3-70 of the Fraser Municipal Code, which is reproduced below. The undersigned acknowledges that he or she has read and understands such policies and agrees to the terms thereof, including those provisions concerning collection of unpaid charges owed to the Town. The amount payable for up-front application fees and any cash deposit for additional processing charges will be specified by Town staff at the time of filing this application. Additional payments or deposits may be required during the processing of the application.

### **CERTIFICATION**

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer gives consent for Town of Fraser representatives to make all reasonable inspections and investigations of the subject property during the period of processing this application. I understand that all materials and fees required by the Town of Fraser must be submitted prior to having this application processed.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Sec. 1-3-70. General application policies.**

The following general policies shall apply to all applications for permits or other approvals required under the provisions of this Code, unless different requirements, which are inconsistent with the following, are specified under the provisions of this Code for a particular type of application:

(1) No application will be considered complete until all prescribed fees and deposits have been paid.

(2) Application fees. Application fees are established and modified from time to time by the Board of Trustees and are set forth in the current fee schedule approved by the Board of Trustees. Such application fees are intended to defray the administrative expenses of processing applications attributable to the use of Town employee time and Town facilities. No part of an application fee shall be refunded on account of any denial, partial processing or withdrawal of part or all of the application.

(3) Processing fees. In addition to application fees, the applicant shall pay all costs relating to the processing of the application, including the costs of publication for each publication required. If republication is necessary due only to Town error, the Town will pay the costs of republication. The applicant shall also pay the costs for mailing notification of the application to adjacent or surrounding property owners, if required. The applicant shall pay any and all recording fees relating to the application or approval thereof and all inspection fees relating to the application or administration of the permit or other approval.

(4) Additional costs. The applicant shall pay for any additional costs incurred by the Town for the services of outside professionals, consultants or other review agencies, other than Town staff, including, without limitation, attorneys, engineers and outside planning consultants, during the review and consideration of an application. The Town will send invoices to the applicant for expenses incurred as the Town is billed, which shall be paid by the applicant within the time prescribed in the invoice. Any amounts not paid when due shall accrue interest at the rate of one and one half percent (1.5%) per month, not to exceed eighteen percent (18%) per annum.

(5) Deposit. The Town may require the applicant to provide a cash deposit, in an amount specified in the fee schedule established by the Board of Trustees, to secure payment of the anticipated processing fees and additional costs related to the application not covered by the application fee. The Town may draw upon this deposit to pay such fees and costs and may also suspend further proceedings or reviews related to the application for any delinquent account until the applicant pays the amount necessary to reinstate the full amount of the cash deposit. Any delinquent account related to an application shall be sufficient grounds for denial of the application. Any unused portion of such deposit remaining after completion or termination of the application and payment of any outstanding invoices shall be refunded to the applicant. No interest will accrue on the deposit.

(6) All outstanding fees, taxes and invoices shall be paid in full prior to final approval of the application or issuance of the applicable permit, certificate or other approval document. Deposits shall be held for ninety (90) days after approval to cover any outstanding invoices related to the application.

(7) In the event of nonpayment of fees, costs or other charges owed, the Town shall have the right to file a legal action to collect any balance due to the Town, plus its costs of collection, including reasonable attorney's fees, against the applicant and/or the owner of the property that is the subject of the application. The amount of such unpaid fees, costs and other charges owed to the Town shall constitute a lien upon any property that is the subject of the application, and the Town may certify to the County Treasurer any amount due for collection in the same manner as other property taxes are collected.

(8) The Town shall reserve the right to revoke or suspend any permit, certificate or other approval issued hereunder if the work or activity undertaken pursuant thereto is not done in accordance with the approved terms.