



## **DEVELOPMENT GUIDE FOR COMMERCIAL AND INDUSTRIAL PROJECTS**



### **INTRODUCTION**

The City of Fountain has a development review process to facilitate commercial and industrial projects. The purpose of this guide is to provide a general overview of the development review process for commercial and industrial projects from initial contact with the Planning Department to the issuance of occupancy permits.

### **WHO SHOULD USE THIS GUIDE**

This guide was prepared to assist business owners, land owners and design professionals who are seeking general information regarding potential commercial or industrial projects that involve:

- Use changes within existing buildings
- Additions to existing buildings (including expansion of on-site parking)
- New site development

### **WHAT THIS GUIDE DOES NOT PROVIDE**

This guide is not intended to provide a full description of the City's development review process or land development and construction codes. It is also not intended to provide full information regarding development regulations of the City or regulations administered by other agencies such as special districts, Pikes Peak Regional Building Department, etc. For further information, please contact these agencies directly. Physical addresses, telephone numbers and email addresses for these agencies are provided in the Appendix B to this guide.

## **EXISTING CONSTRUCTION**

Prior to occupying an existing building an inquiry should be made to the Planning Department to determine if the use is allowed or if a conditional use would be required for the use of the building. In some cases a use may be considered a principal permitted use and allowed by right; in others a use might require conditional use approval. However, in some instances, a use may not be allowed at the requested location and alternative buildings or zoning districts may need to be considered.

After determining if a use is allowed in an existing building, the site must be reviewed against zoning requirements. A change in use of an existing building may trigger the need for additional improvements, parking areas, landscaped areas, street dedications, etc. Major changes to the site will require the submittal of a site development plan to the City for review and administrative approval.

Building additions will require submittal and approval of a site development plan by the City and a building permit by the Pikes Peak Regional Building Department. Exterior alterations to the site may require approval by the City, and all interior refinishes must be reviewed by the City through the building permit process. Signs must also be preapproved by the City prior to construction.

## **CONSTRUCTING A BUILDING ON VACANT LAND**

Some or all of the following general steps are necessary in order to construct a commercial or industrial building on vacant land in the City:

### **Step 1: Initial Contact with Planning Department**

This is an opportunity to discuss a project with Planning Department staff and gather information on zoning and subdivision requirements and the City's development review process. The City's Zoning Ordinance, Subdivision Regulations, Official Zoning Map, development applications, fees and other information can be found online at [www.fountaincolorado.org/planning](http://www.fountaincolorado.org/planning)

### **Step 2: Pre-application and Development Review Team Meeting**

A pre-application meeting with Planning Department staff or a meeting with the Development Review Team (DRT) is required prior to submitting an application. The purpose of a pre-application meeting is to review the general feasibility of the proposal; to inform the applicant about all procedures, processes and submittal requirements; and to allow the applicant to ask questions to determine all known issues and concerns about the proposal. The DRT meeting provides a mechanism to facilitate the evaluation of projects and to give the applicant the opportunity to meet with City staff and other agency representatives at one time in order to get feedback on the project and to identify any issues or City requirements. A project description and preliminary development plan must be submitted along with a completed application form. Following the pre-application

meeting or upon request, Planning Department staff will provide a submittal matrix to the applicant showing the documents that need to be submitted and which agencies need to receive a copy of the application packet.

### **Step 3: Application and Submittal of Plans and Documents**

The applicant submits the application packets, plans and an application fee to the Planning Department. Construction plans for public improvements are optional at the final plat submittal but must be approved by the City prior to commencing construction. Planning Department staff will review the application package for completeness. The application will not be accepted until all required information has been provided. Once the application is deemed complete, it will be distributed to referral agencies for review and comment. For each application that is filed, a case planner is assigned to review the application and act as a liaison with the applicant.

### **Step 4: Staff Review and Administrative Approval**

City staff reviews the submitted application, plans and other documents for consistency with City policies, regulations, design and construction standards and specifications. After the initial review is completed, a review letter is sent to the applicant, which contains comments on the application. The applicant will then revise the plans and documents, if necessary, and re-submit them along with a written response to the Planning Department for final review. Applications that can be administratively approved include final plats, site development plans, encroachments, vacations etc. once all revisions have been made to the plans and all required information has been submitted. Other applications such as annexations, zone changes, overall development plans, conditional uses, preliminary plats, development agreements, etc. must be approved by the Planning Commission and/or City Council following staff review and the submission of all revised plans and documents.

### **Step 5: Planning Commission/City Council Meetings (if applicable)**

The Planning Commission meets at 6:00 p.m. in the Council Chambers on the first Wednesday of each month. The City Council meets at 6:00 p.m. on the second and fourth Tuesdays of each month. Hearings before the City Council are typically scheduled within three to five weeks after Planning Commission review. Most all applications that require review by the Planning Commission and City Council have public notification requirements.

### **Step 6: Permits – Zoning and Building**

The final step before starting construction is to obtain necessary permits and pay all required fees to the proper agencies. Once all applicable use approvals have been granted, the property has been subdivided, a site development plan and construction plans have been approved, and fees have been paid to appropriate agencies, the applicant will be eligible to obtain a building permit from the Pikes Peak Regional Building Department, which will be subject to that agency's review. In order to expedite the review process, applicant's

are encouraged to submit building construction plans to the Building Department and other agencies for concurrent review as the site development plan is being processed by the City.

### **Step 7: Project Construction**

The City will inspect all site improvements (i.e. parking, landscaping, curb, gutter, sidewalk, etc.) and applicable infrastructure (i.e. water, storm sewer) located outside the building, while the Pikes Peak Regional Building Department will oversee all building inspections. Other agencies such as the El Paso County Health Department may be involved for certain projects.

### **Step 8: Certificate of Occupancy**

Before any new structure or addition can be occupied, a certificate of occupancy must be issued by the Pikes Peak Regional Building Department after site inspections by the City. All building, site and infrastructure improvements must be completed in conformance with code requirements and the approved site development plan documents prior to the City approving the certificate of occupancy. A temporary certificate of occupancy may be issued by the Building Official for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.

### **TIME FRAME FOR PROJECT REVIEW AND APPROVAL**

The development review process is highly individualized, which makes it difficult to estimate how long the review process will last. For example, a development proposal that does not require rezoning and platting of the property will typically have a quicker review time than one that does. Factors that may affect the time period for review and approval include: magnitude of the project; mitigation of neighborhood concern; and resolution of significant development issues. In general, most projects should anticipate the time schedule below. The concurrent submittal and review of applications may reduce the overall time period. A Development Review Flowchart is provided in Appendix A.

<b>Annexation:</b>	4-6 months
<b>Rezoning or Initial Zoning:</b>	2-3 months
<b>Overall Development Plan:</b>	4-6 months
<b>Preliminary Plat:</b>	3-4 months
<b>Final Plat:</b>	2-4 months
<b>Site Development Plan:</b>	2-4 months
<b>Conditional Use:</b>	2-3 months

## CITY DEVELOPMENT FEES

The fees below are in effect as of April 2009. Only the most common development review fees for commercial and industrial projects have been included in this guide. A complete list of City development fees can be found online at <http://edc.fountaincolorado.org>

**Business License:** \$35 per calendar year.

**Use Tax:** Two percent (2%) on the purchase price of construction materials or one percent (1%) of the total contract amount including labor. The use tax must be paid prior to the issuance of a building permit.

**Water Tap:** The water tap must be paid prior to the issuance of a building permit. If the property is located in a Water District, a tap fee must be paid to the District. A list of Districts is provided in Appendix B to this guide.

3/4"	\$17,324
1"	\$30,856
1 1/4"	\$48,191
1 1/2"	\$68,070
2"	\$75,910
2 1/2"	\$120,475
3"	\$177,364
4"	\$310,081

**Drainage Fee (Jimmy Camp Creek Basin):** \$6,942/impervious acre (if full spectrum detention is not provided)

**Bridge Fee (Jimmy Camp Creek Basin):** \$1,130/impervious acre

**Pre-Application Meeting with Staff or Development Review Team:** \$25

**Zone Change:** \$650 base fee plus \$10/acre (\$7,000 maximum)

**Conditional Use:** \$500

**Overall Development Plan:** \$1,000 base fee plus \$75/acre after first 5 acres (\$10,000 maximum)

**Preliminary Plat (Minor):** \$450 base fee plus \$45/acre (\$7,000 maximum)

**Preliminary Plat (Major):** \$1,150 base fee plus \$45/acre (\$7,000 maximum)

**Final Plat/Vacation/Replat:** \$650 base fee plus \$25/acre (\$7,000 maximum)

**Site Development Plan (additions less than 20%):** \$350

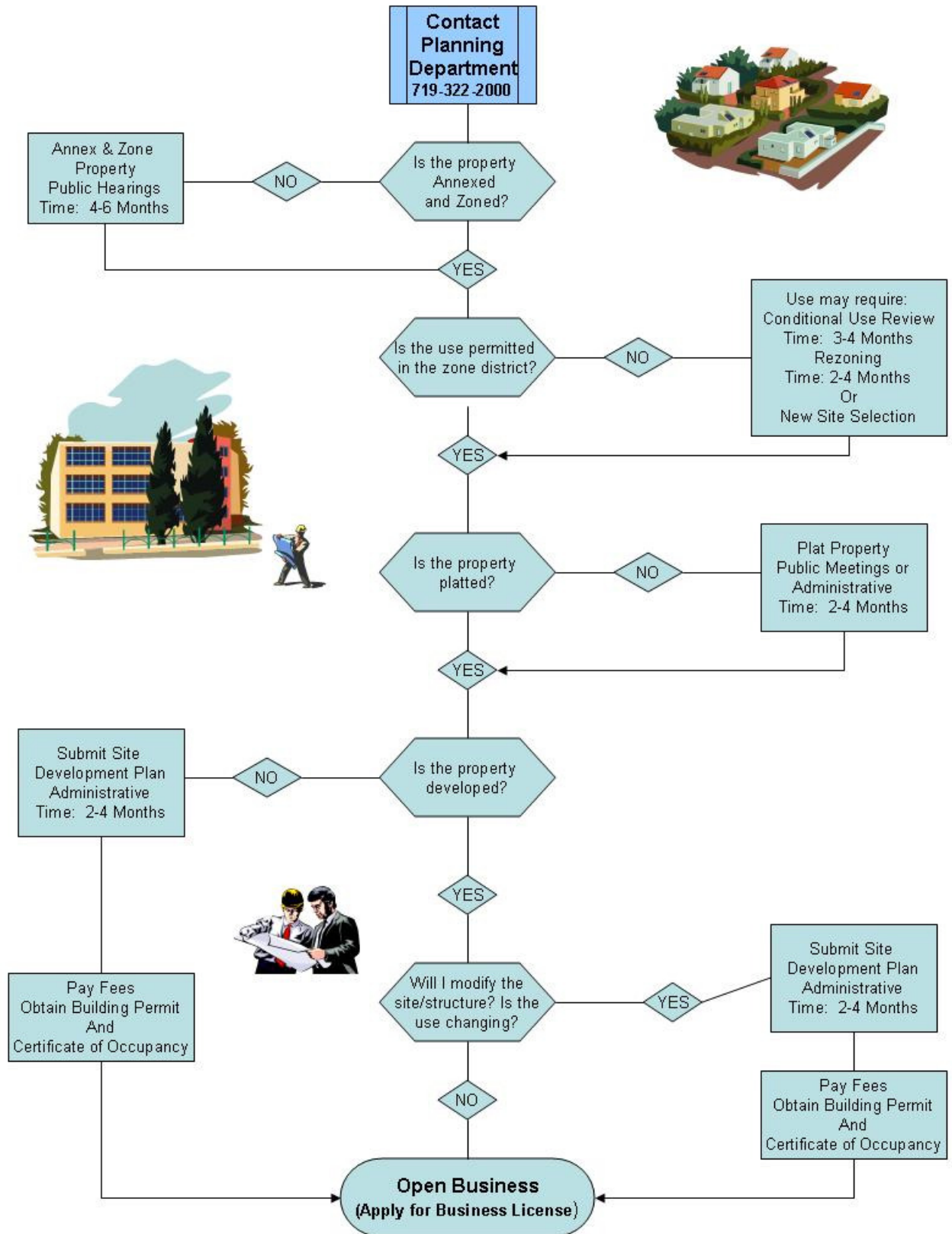
**Site Development Plan (Less than 3,000 square feet):** \$950

**Site Development Plan (3,000 square feet or greater):** \$2,400

## OTHER AGENCY FEES

Other agencies may have fees for commercial and industrial projects. Please contact these agencies directly. The addresses, phone numbers and websites of these agencies are located in Appendix B to this guide.

## APPENDIX A – DEVELOPMENT REVIEW FLOWCHART



## **APPENDIX B – AGENCY ADDRESSES AND PHONE NUMBERS**

Below are the addresses and phone numbers of City Departments and other reviewing agencies that may be involved in the development review process. Please note that this list contains only those agencies that are involved in the development review process on a regular basis. Other agencies not on the list may review and comment depending upon the location of the specific proposal.

### **City Departments**

Planning	116 South Main Street Fountain, CO 80817 <b>(719) 322-2028</b>
Economic Development	116 South Main Street Fountain, CO 80817 <b>(719) 322-2020</b>
Public Works	116 South Main Street Fountain, CO 80817 <b>(719) 322-2019</b>
Water	415 West Alabama Avenue Fountain, CO 80817 <b>(719) 322-2072</b>
Electric	6745 Southmoor Drive Fountain, CO 808178 <b>(719) 322-2092</b>
Fire	212 North Santa Fe Avenue Fountain, CO 80817 <b>(719) 382-7800</b>
Police	222 North Santa Fe Avenue Fountain, CO 80817 <b>(719) 382-8555</b>

### **Other Agencies**

Black Hills Corporation Gas	7060 Alegre Street Fountain, CO 80817 <b>(719) 393-6625</b> <a href="http://www.blackhillscorp.com">www.blackhillscorp.com</a>
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Colorado Dept. of Transportation	905 Erie Pueblo, CO 81002 <b>(719) 546-5407</b> <a href="http://www.dot.state.co.us">www.dot.state.co.us</a>
Colorado Springs Gas	111 S. Cascade Avenue Suite 205 Colorado Springs, CO 80903 <b>(719) 668-8262</b> <a href="http://www.csu.org">www.csu.org</a>
El Paso County Health Dept.	301 South Union Boulevard Colorado Springs, CO 80910 <b>(719) 578-3199</b> <a href="http://www.elpasocountyhealth.org">www.elpasocountyhealth.org</a>
El Paso County Development Services	2880 International Circle Colorado Springs, CO 80910 <b>(719) 520-6300</b> <a href="http://www.elpasoco.com">www.elpasoco.com</a>
Enumeration	2880 International Circle Colorado Springs, Co 80910 <b>(719) 327-2908</b> <a href="http://www.pprbd.org">www.pprbd.org</a>
Fountain Sanitation District	901 South Santa Fe Avenue Fountain, CO 80817 <b>(719) 382-5303</b> <a href="http://www.fountainsanitation.com">www.fountainsanitation.com</a>
Pikes Peak Regional Building Dept.	2880 International Circle Colorado Springs, CO 80910 <b>(719) 327-2880</b> <a href="http://www.pprbd.org">www.pprbd.org</a>
Qwest	7925 Industry Road Colorado Springs, CO 80939 <b>(719) 636-4329</b> <a href="http://www.qwest.com">www.qwest.com</a>
Security Water and Sanitation Dist.	231 Security Boulevard Colorado Springs, CO 80911 <b>(719) 392-3475</b> <a href="http://www.securitywsd.com">www.securitywsd.com</a>



Widefield Water and Sanitation Dist.

3 Widefield Boulevard  
Colorado Springs, CO 80911  
**(719) 390-7111**  
[www.wwsdonline.com](http://www.wwsdonline.com)