



Chatfield Watershed Authority Policy

Cost of Review Policy

Board Adopted November 20, 2017

The Technical Advisory Committee (TAC) has determined that there is a reasonable cost of review for Clean Water Act compliance applications and documentation, including Clean Water Plan amendment requests, site applications, phosphorus transfer proposals, allocations of phosphorus from the reserve/emergency pool, and trade applications (pursuant to Regulation 73). Referral reviews requested from land use agencies submitted by Douglas County, Jefferson County, and cities within the watershed are exempt from this policy. This policy is applicable to all applicants requesting review of the above-listed documents, including Authority members and non-members.

The Table below summarizes the TAC recommended cost of review policy for the two categories.

Member Category	Review Costs and Conditions
Authority Members	In deference to Authority members, and the annual contributions and participation they provide the Authority on an annual basis, fifteen (15) hours of non-charge time for review and formulation of recommendations of applications and plans is allotted. Time spent in excess of the 15 hours, in 15-minute intervals, will be assessed to the Board member submitting the application or plan in accordance with the Manager’s current hourly rate. Authority members with outstanding dues payments are required to pay dues in arrears in order to qualify as a member for the review and recommendation process.
Non-Members	Non-members shall provide an application fee of \$1,000 along with the submittal of the requested review documents including Clean Water Plan amendment requests, site applications, phosphorus transfer proposals, allocations of phosphorus from the reserve/emergency pool, and trade applications (pursuant to Regulation 73). This fee includes a base fee of \$400 which is non-refundable and used to initiate the review and recommendation process. Costs exceeding \$400 will be assessed in accordance with the Manager’s hourly rate up to the \$1,000 application fee. The Manager will track all review times and expenses. If time spent on review requires less time than \$1,000, the unused portion (less the \$400 non-refundable deposit) will be refunded to the applicant. If the review requires hours up to \$1,000 and an affirmative Authority recommendation is not secured, a letter response from the Authority will be provided to the applicant that summarizes outstanding issues and deficiencies with the application.