



## TOWN OF TIMNATH

### AGREEMENT FOR PAYMENT OF LAND USE APPLICATION REVIEW EXPENSES INCURRED BY THE TOWN

Regarding Project: \_\_\_\_\_ (the “Project”)

THIS AGREEMENT (this “**Agreement**”), made and entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between the TOWN OF TIMNATH, COLORADO, a Colorado municipal corporation (the “**Town**”), and \_\_\_\_\_, a Colorado \_\_\_\_\_ (the “**Applicant**”), [and \_\_\_\_\_ as owner (if different than Applicant)]. The Town and the Applicant are referred to herein individually as a “Party” and collectively as the “Parties.”

#### WITNESSETH

WHEREAS, the Applicant is seeking approvals by the Town pursuant to the Town of Timnath Land Use Code (the “Code”) for a certain property situated in the Counties of Larimer and/or Weld, State of Colorado, and legally described in **Exhibit A**, attached hereto and incorporated herein (the “**Property**”);

WHEREAS, the Town’s review process includes review of the Applicant’s proposed plans for the Property which identify land use, the location of parks, schools and open space dedications, general location of streets, and a review of the nature, adequacy and impacts of utility services including the installation of public improvements, dedication of utility easements, confirmation of the availability of utility services and the method for developing and paying for such utility services;

WHEREAS, the Parties recognize that the fees as specified by the Code are not adequate to fully cover the Town’s expenses in processing the application(s);

WHEREAS, the Parties recognize that Section 16.1.11 of the Code requires the Applicant to pay for all such expenses incurred in processing the application(s) related to Property;

WHEREAS, the Parties recognize that the Town will incur expenses prior to the Applicant’s formal submittal of any development review proposal; and

WHEREAS, the Parties recognize that the Town will continue to incur expenses throughout the entire review process until either (i) abandonment of the process by either the Town or the Applicant or (ii) completion of the process through final acceptance.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

#### AGREEMENT

1. Cost of the Project. Applicant shall pay all the costs of designing, constructing, and installing the Project. The Applicant acknowledges that the Town utilizes third party consultants (the "Consultants") and in-house staff to review development proposals. The Applicant shall also reimburse the Town for its costs relating to the Project, including, but not limited to, all applicable Consultants, engineering, legal, and planning expenses,, legal publication, reproduction of materials, public hearing expenses, securing of permits and easements, construction observation, close-out/initial acceptance, final acceptance and the recording of documents, and administrative and other costs incurred by the Town ("Project Costs"). Reimbursement of the Project Costs is required regardless of the Project's completion and regardless of the Town's approval or disapproval of submissions by Applicant. Neither the Town's review nor approval of any plans or Project facilities will constitute a representation regarding the quality of such plans or facilities. The Town will maintain separate accounts of all funds expended and fees of all expenses incurred by the Town as a result of the development review of the Project.

a. Invoices. As the Town records all associated expenses, it will forward a monthly invoice to the Applicant, including an indication of balance due. The invoice will be in a form substantially similar to the invoice attached hereto as **Exhibit B**, and incorporated herein. Balance is due within ten (10) days of receipt of the invoice by the Applicant. In the event the Applicant fails to pay the balance due as submitted by the Town within sixty (60) days of the Town's delivery of an invoice, the Town may: (i) suspend all further review; and/or (ii) cancel any public hearings scheduled by the Town with respect to the review process;. The Town will not continue the review process or schedule any public hearings until the balance is paid in full. The Town may decline to incur additional Project Costs unless and until such amount is paid.

b. Payment of Balance Due at Termination. In the event the Town's review expenses are unpaid at the time of its suspension of review, the Applicant agrees to reimburse to the Town, upon demand, such balance due at the time of the Town's termination of the review.

c. Obligation to Pay Fees. The Town will make every effort to keep Project Costs to a customary and reasonable level, but the actual amount is subject to factors outside the control of the Town. Without limitation, factors such as the quality of materials submitted by the Applicant, input from review agencies, unforeseen problems

or issues, and decisions by the Town Planning Commission and/or Town Council may affect charges.

d. Request for Revision of Fee Amounts. In the event that the Applicant believes any fees charged by the Town for its costs are not accurate or are unwarranted, the Applicant may submit a request for review of such fees, including a specific explanation of the basis for alleging that the fees are in excess of what is appropriate. The Applicant may also request a meeting among the Applicant, the Town Manager, Finance, and the Development Review Staff. In the event the parties are not able to resolve the dispute, the Applicant and the Town may determine whether to proceed with the application. The Town at its discretion may adjust any fees as the Town deems necessary. If no adjustment is determined necessary, the Town will treat as unpaid all disputed fees, together with all unpaid fees, will cease development review and cancel any public hearings.

2. Application Termination. Except where the law or an agreement with the Town provides otherwise, the Applicant may terminate its application at any time by giving written notice to the Town. The Town shall take all reasonable steps necessary to terminate the accrual of costs to the Applicant and file such notices as are required under the Town's annexation and development review ordinances. The Applicant shall pay all application costs incurred (including without limitation, those incurred by the Town to terminate the application) within ten (10) days of termination. In the event an application is terminated and the Applicant desires to resubmit the application for approval, this Agreement will be reinstated and all amounts outstanding shall be made current prior to processing any application.

3. Collection of Fees and Costs. If the Applicant fails to pay the fees required herein when due, the Town may take those steps necessary and authorized by law to collect the fees due. The Town shall also be entitled to all court costs and attorney fees incurred in collection of the balance due, including interest on the amount due from its due date at the rate of 18% per annum. Unpaid balances for Project Costs will be grounds for the Town to withhold the issuance of permits that may be required for the Project. All sums owed, including costs of collection, will be secured by a perpetual lien on the Property pursuant to C.R.S. § 32-1-1001(1)(j).

4. 4.a. If Applicant sells, conveys, assigns or transfers, any portion of the project area which is less than one hundred percent (100%) of the project area the Parties shall meet and confer on the process for allocation of the services, fees and expenses to be provided pursuant to this Agreement. The Applicant shall remain responsible for all fees, costs and expenses until a modification of this Agreement shall be executed by the Town. The Applicant and any transferee, which modification shall allocate all costs, fees and responsibilities of this Agreement and which shall require payment of all outstanding costs and fees at the time of execution of the modification agreement.

4.b. Assignment. If Applicant sells or conveys all of the project area, Applicant shall assign or transfer any and all of its interests, rights, or obligations under this Agreement to the purchaser.

5. Notice. All notices or billing invoices required under this Agreement shall be in writing and shall be delivered or sent by e-mail to the addresses of Parties herein set forth. All notices so given shall be considered effective on the date of delivery. Either party by notice so given may change the address to which further notices shall be sent.

Notice to Town:

Town of Timnath  
4750 Signal Tree Drive  
Timnath, Colorado 80547  
Attention:  
(970) 224-3211 (phone)  
(970) 224-3217 (fax)

With Copy to:

Town of Timnath  
4750 Signal Tree Drive  
Timnath, Colorado 80547  
Attention: Carolyn Steffl, Esq.  
(970) 224-3211 (phone)  
(970) 224-3217 (fax)

Notice to Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
\_\_\_\_\_(e-mail-required)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(Fax)

6. Negotiated Provisions. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the Parties, it being acknowledged that each Party has contributed substantially and materially to the preparation of this Agreement.

7. Severability. If any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of Parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid, and Parties shall cooperate to cure any such defect.

8. Execution and Counterparts. This Agreement may be executed and filed in any number of counterparts, all of which when taken together shall constitute the entire agreement of Parties. Signature pages may be removed from any counterpart and attached to another counterpart to constitute a single document.

9. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. Should any Party institute legal suit or action for enforcement of any obligation contained herein, it is agreed that exclusive venue of such suit or action shall be in Larimer County, Colorado.

*(Remainder of Page Intentionally Left Blank)*

**IN WITNESS WHEREOF**, the Town and the Applicant have caused this Agreement to be duly executed on the day and year first above written.

**APPLICANT:**

\_\_\_\_\_

a Colorado Corporation

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF TIMNATH:**

\_\_\_\_\_

Aaron Adams, Town Manager

**ATTEST:**

\_\_\_\_\_

Kaitlin Bernhoft, Town Clerk

**EXHIBIT A**  
**LEGAL DESCRIPTION OF THE PROPERTY**

**EXHIBIT B**  
**FORM OF INVOICE**



*Invoice*

Date: 1-Aug-2024  
Invoice #: 999 2024-5  
Billing Period: Jun-24

To: ABC Corp  
PO BOX 8468  
Timnath, CO 80547

Project: ABC Corp  
Subdivision

**Payment Terms/Due Date**

Net 15

Description	Total
Engineering	\$ \$ 100.00
Planning	\$ \$ 100.00
Legal	\$ \$ 100.00
Administrative Fee	\$ \$ 45.00
<b>Invoice Total</b>	<b>\$ \$ 345.00</b>
Previous Balance	\$
Payments Received	\$ -
<b>Balance Due</b>	<b>\$ 345.00</b>

If you have questions or need copies of invoices please reach out to our  
Finance Department at [invoices@timnathgov.com](mailto:invoices@timnathgov.com) or 970-224-3211

4750 Signal Tree Drive, Timnath, Colorado 80547 Ph: 970-224-3211