

GID Inclusion Requirements



Facts to Know

RELATED FACTS TO KNOW:

Annexation, Pre-Application Meeting, Development Plan, Land Use Plan Amendment, Planned Unit Development, and Zone Change.

The city established the General Improvement Districts (GIDs) to construct infrastructure for quality development in the city and its planning area. The city currently has three GIDs: the Northern Infrastructure General Improvement District (NIGID), the E-470 Commercial Area General Improvement District (ECAGID) and the E-470 Residential Area General Improvement District (ERAGID). The NIGID, ECAGID and ERAGID have provided direct or indirect financial consideration, for the acquisition, construction, installation, operation, and maintenance of water lines and wastewater lines, lift stations, pumping stations and associated facilities, as well as other improvements within their respective district boundaries.

INTRODUCTION:

The GIDs are public corporations and body politics organized and existing under the laws of the state of Colorado. The City Council of Commerce City acts as the Board of Directors of the GIDs and an intergovernmental agreement between the GIDs and SACWSD guides the construction, installation, and maintenance of water and sewer lines. A separate intergovernmental agreement between the city, GIDs, and SACWSD require properties that connect to GID infrastructure to annex in Commerce City and include into the respective GID.

Properties generally include into a general improvement district at the time of annexation. The inclusion process can run concurrently with the annexation process. GID inclusion is required prior to the development of a property. Properties may also need to include in the South Adams County Water and Sanitation District at the time of inclusion into a GID. Please note that once the respective GID Board approves your inclusion, the mill levy assessment on your property will increase starting on the following calendar year. The amount of the increase will depend on the location of the property, the specific GID area to include in, and the type of land use for future development. Please reach out to City staff to determine the mill levy increase.

GENERAL TIMEFRAME:

The length of time to process a GID inclusion can vary depending on the complexity of the inclusion or concurrent cases, or if there are unique circumstances. However, inclusions generally can be processed in the following timeframe:

- Typical Inclusions: 4 to 6 months.
- Inclusions in conjunction with large-scale Annexations and PUD zonings: May take much longer, depending on the complexity of the project.
- In order to maximize or efficiently process an application, it is in the applicant's best interest to ensure that a complete and thorough application has been submitted and that any subsequent submittals adequately address all comments that were provided.
- No building permit may be submitted for review until all land use applications have been approved.

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GENERAL NOTES:

- Prior to submitting an inclusion application for review, a Pre-Application meeting should be scheduled with staff to discuss the application and any additional requirements.
- The applicant should also contact SACWSD to inquire as to whether or not inclusion into the water district and/or a water resources agreement also will be required. It is the applicant's responsibility to address these potential requirements before inclusion into a GID.
- If proceeding with inclusion into a GID, please contact the Community Development Department and a planner will be assigned to the case when a complete submittal is made. The planner will verify the prepared submittal to ensure that the application and fee requirements are met.
- The Inclusion Petition and related application must proceed through the applicable review processes before the GID Board takes final action. City staff will review the application to determine if the proposed inclusion are in conformance with city requirements. The city may wait the schedule the inclusion for hearing before the Board until all concurrent cases submitted by the applicant for the property to be included (annexation, zoning, etc.) also are ready for public hearing.
- There are notification requirements for the GID Board public hearing for the inclusion petition. The notice of the hearing must be published in a local newspaper one week in advance of the hearing. The publication requirements are handled through the City Clerk's office.

GID INCLUSION PROCESS:

- A request for inclusion into a GID is usually initiated by the property owner or a qualified representative, subsequent to a pre-application meeting with staff.
- A complete application must be submitted for city review.
- At the time of submittal, staff will determine if the application is complete (incomplete applications will not be accepted and will be returned without review).
- The city will refer the application to various departments within the city and outside organizations for review and comment.
- After a review period of approximately three weeks, the case will be discussed at the internal Development Review Team (DRT) meeting. After the DRT meeting, the applicant will receive a comment letter identifying the back tax assessment due and any necessary revisions and questions that need to be answered.
- The applicant will pay the back assessment, address any required revisions, and resubmit to the city for an additional review cycle of approximately two weeks. This process will continue until all comments are resolved and the application is ready for the public hearing process.
- Inclusion requests are forwarded directly to the respective GID Board for public hearing. Ideally, the annexation and zoning of the property will occur concurrently with the GID inclusion, but may occur at a later date.
- Inclusion into a GID is a discretionary act and final approval of any inclusion is at the judgment of the GID Board.
- GID Board meetings occur as needed after scheduled City Council meetings, normally the 1st or 3rd Monday of the month and are held in the City Council Chambers, 7887 East 60th Avenue. Council meetings begin at 6 p.m.
- *Again, please note that once the respective GID Board approves your inclusion, the mill levy assessment on your property will increase, starting on the following calendar year. The amount of the increase will depend on the location of the property, the specific GID area in which to be included, and the type of land use for future development. Please reach out to City staff to determine the mill levy increase.*

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SUBMITTAL REQUIREMENTS:

Please note that incomplete submittals will not be accepted for review. Any inaccurate or incomplete information provided by the applicant may cause the application to be returned to the applicant and/or delay review cycles which may impact the case completion time frame. Please visit c3gov.com/etrakit for complete information for submitting for this application type. The following items will need to be included in your submittal package.

- Development Review Application.
- Application fee (Joinder Fee)
- Inclusion petition:
 - ➔ The Applicant must petition to join GID. A petition template is attached. The completed petition must be included with the application, and all Exhibits A, B, and C must be filled out and labeled correctly.
- Property's tax notices indicating assessed value dating back to 1999 for NIGID or 2013 for ECAGID and ERAGID:
 - ➔ These documents must be obtained from the Adams County Assessor by the property owner.
- Legal description of the property to be included.
- Deed (proof of ownership).
- Vicinity map of the property to be included.
- ILC survey or proposed Site Plan.
- Project description/narrative.

DETAILED FEE INFORMATION:

Joinder Fee (Application fee)

This is calculated at a rate of \$200 per acre for each of the first 100 acres, then \$100 per acre for each additional acre.

Back Assessments

The applicant is responsible for paying back assessments to the GID. These fees are retroactive to the point of the creation of the GID. **A copy of the property's tax notices dating back to 1999 for NIGID, or 2013 for ECAGID and ERAGID, indicating assessed value must be included with the all GID documents. These records are available from the Adams County Assessor's office and must be provided by the property owner.**

Capacity Fee as of 2016*

Water:

\$65.78/ERU for middle pressure zones and \$76.17/ERU for upper and future pressure zones.

Sewer:

\$154.50/ERU for connections to original GID improvements and \$243.21/ERU for BFI improvement area connections.

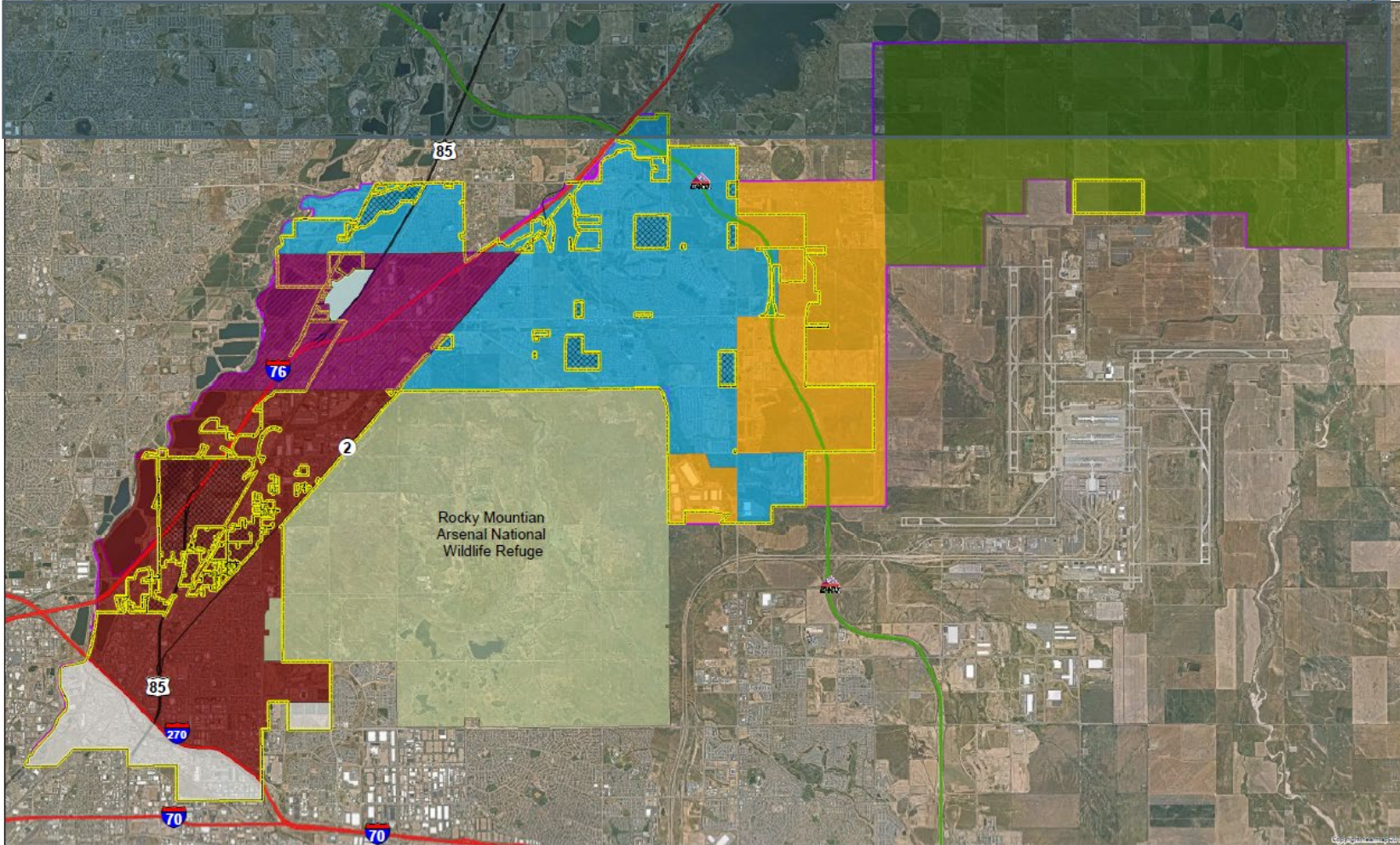
*Capacity fees increase annually by 9%.

Timing of Fees: The Joinder fee, also called the application fee is due up front. An application will not be accepted for review unless the application fee is paid in full. During the initial review of the inclusion application, the back tax assessment will be calculated and the amount due will be provided back to the applicant. The back assessment is due at that time and the inclusion will not be scheduled for hearing until the assessment is paid. The water and wastewater capacity fees generally are paid at the time of building permit, with a few exceptions.

The applicant is responsible for paying all required publication fees, as well. Those fee amounts will be determined once the petition is ready for approval by the Board.



General Improvement District Boundaries



- E-470 Commercial/Residential Area GID
- Future GID North of DIA
- General Service Area
- Northern Infrastructure GID
- General Service Area/Northern Infrastructure GID
- Exclusion
- Denver Water
- Enclave
- Commerce City Boundary
- IGA Growth Boundary

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