

Summit Fire & EMS Fire Protection District
Impact Fee Program Policies and Procedures
Updated: November 18, 2025

I. Background

Summit Fire & EMS Fire Protection District ("**Fire District**") is a political subdivision of the State of Colorado, formed pursuant to the Special District Act, C.R.S. § 32-1-101, *et seq.*, to provide fire suppression, fire protection, rescue, hazardous materials, ambulance, and emergency medical services to the citizens and property within, and to individuals passing through, its jurisdiction.

In 2024, the Colorado Legislature passed Senate Bill 24-194, *Special District Emergency Services Funding*, which permits fire protection districts to collect and spend impact fees on new development occurring within their jurisdictions for the purpose of defraying the impacts that such new development has on the fire protection district's capital facilities, including fire stations, other buildings, vehicles and apparatus, and other capital equipment. Impact fees are one-time charges imposed on the new development's construction. The amount of the impact fees assessed is determined pursuant to an economic study that quantifies the reasonable impacts of the new development on the fire protection district's capital facilities.

In 2025, the Fire District obtained an Impact Fee Study to evaluate the projected impact that new development within the Fire District's jurisdiction has on the Fire District's capital facilities, and to determine the amount of allowable impact fees. Following the receipt of such study and considering comment from other interested parties, on September 16, 2025, the Fire District Board of Directors ("**Board**") adopted Resolution 2025-07 Establishing a Fire Impact Fee and Adopting an Impact Fee Schedule.

These Impact Fee Program Policies and Procedures ("**Impact Fee Policies**") set forth the Fire District's practices in implementing its adopted impact fees. These Impact Fee Policies may be amended from time to time in the Fire District's sole discretion. Please visit the official Fire District website (www.summitfire.org) for the most current information, or contact the Fire District at 970-262-5100 with any questions regarding the Fire District impact fees or these Impact Fee Policies.

II. Assessing Application of Impact Fees to Your Project

A. **Determine Applicability:** Check to see whether Fire District impact fees will be assessed on your project. Impact fees are assessed on the construction of new buildings, structures, facilities, or improvements ("**Facility(ies)**") within the Fire District's jurisdictional boundaries. This includes new construction on previously unimproved real property, the improvement of existing Facilities that expands or changes their use, and the construction of oil and gas wells and related equipment, among other types of development.

Deed-restricted affordable workforce housing may seek a partial or full exemption from the assessment of impact fees. See Section III below for more information on deed-restricted affordable workforce housing.

B. **Calculate Fees:** The amount of impact fees assessed is determined using the Fire District's Impact Fee Schedule below. Fees are determined based on the type of development (*i.e.*, residential, retail, office, industrial, institutional, or hotel), and the number of square feet of the development. In some instances, a Facility may have more than one development type; for example, a lodge that also includes a restaurant and a gift shop. In that case, the "hotel" rate would be assessed on the square footage of the lodge designated for hotel lodging, and the "commercial" rate would be assessed on the square footage of the lodge designated for the restaurant and gift shop.

Residential Total Square Footage	Per Residence	Nonresidential	Per 1,000 Sq Ft
Under 1,001	\$1,286	Retail	\$3,961
1,001 to 2,000	\$1,084	Office	\$2,198
2,001 to 3,000	\$2,136	Industrial	\$1,141
3,001 to 4,000	\$2,343	Institutional	\$7,507
4,001 to 5,000	\$2,509	Hotel	\$1,493
5,001 to 6,000	\$2,654		
6,001 to 7,000	\$2,862		
7,001 or more	\$3,048		

C. **Apply for Permits and Pay Fees:** Follow the appropriate permitting process of Summit County or the municipality where the development will occur. The Fire District impact fees are due to the Fire District after issuance of the building permit and constitute a lien on the property until paid. It is possible that Summit County or the municipality may require the Fire District impact fees to be paid contemporaneously with other impact fees and prior to the issuance of the building permit as part of the County or municipal process. The Fire District will not sign off on any fire department-required documentation needed for issuance of a certificate of occupancy until the impact fees have been paid. Impact fee payments can be made by electronic check or credit card via the Fire District's payment portal available on its website (www.summitfire.org) or by physical check made out to Summit Fire & EMS FPD and delivered to 0035 County Shops Road, Frisco, CO 80443.

III. **Deed-Restricted Affordable Workforce Housing**

A. **Definition of Deed-Restricted Affordable Workforce Housing:** For purpose of these Impact Fee Policies, deed-restricted affordable workforce housing is referred to as "**Workforce Housing**". As provided in the Summit County Affordable Workforce Housing Deed Restriction Guidelines established by the Summit County Board of County Commissioners ("**Summit County Guidelines**"), Workforce Housing is defined as owner-occupied or rental housing for which the deed contains legally binding provisions preserving the property's long-term affordability for residents of Summit County who are employed and perform work from a location within Summit County at least 30 hours per week, or who meet other eligibility criteria set forth in the Summit County Guidelines. Housing is considered to be "affordable" if:

- For units available for sale, the monthly housing payment, inclusive principal and interest on any loan, taxes, insurance, utilities, and homeowners' association dues and assessments, is less than 30% of the household's gross income at the area median income

("AMI") cap established by Summit County and included within the property's deed restriction.

- For units available for rent, the rental rate meets the property's deed restriction, referencing the maximum rental rate to HUD Fair Market Rent, a certain percentage above HUD Fair Market Rent, or another methodology provided in the Summit County Guidelines. Rental rates include the cost of utilities, homeowners' association dues, management costs and taxes.

Workforce Housing includes only those units that meet the requirements of the Summit County Guidelines.

B. "First Fifteen" Exemption. The Fire District will not assess an impact fee on the first five units of Workforce Housing, and will assess no more than 1/2 the impact fee rate on the next ten units of Workforce Housing, in a development. For purpose of this Section B(3), a "development" includes both the initial and all subsequent phases, plats, subdivisions, or other development increments that comprise the whole.

C. Seeking a Partial or Full Exemption from Impact Fees: In the event a development will include more than fifteen units of Workforce Housing, and/or the developer would like to seek an exemption of more than 1/2 of the impact fee rate on the sixth through fifteenth Workforce Housing units, a developer may make a request for a partial or full exemption from impact fees in accordance with the steps below.

1. **Submit a Letter to the Board:** Within 30 days following submission of the completed development permit to Summit County or the municipality having authority, provide a letter to the Fire District Board stating your request for a partial or full exemption from the assessment of impact fees and information regarding the development project, including: (i) location of the development; (ii) total number of units; (iii) average unit square feet; (iv) number of units dedicated to Workforce Housing; (iv) the actual or proposed deed restriction to be included in the Workforce Housing deeds; (v) status of the units' designation as Workforce Housing by Summit County or the municipality having authority; and (vi) any other information the developer would like the Board to be aware of in making its preliminary decision.

2. **Board Consideration at a Public Meeting:** After receipt of the request letter, the Board will schedule the request for consideration at a public meeting. The Board will endeavor to schedule the request for the next upcoming regular Board meeting; however, the Board may select a special or later regular Board meeting if necessary to meet its operational or business needs, in the Board's sole discretion. The developer may, but is not required to, attend the meeting at which the request is considered. If the developer chooses to attend the meeting, they will be given the opportunity to speak to the Board. The Board may make a preliminary decision at that public meeting, or may continue its consideration to a different meeting.

3. **Board Issues Preliminary Decision:** After fully considering the request, the Board will issue a preliminary decision on a partial or full exemption from the assessment of impact fees, taking into account the factors set forth in Section B(1)(i) through (vi) above, as well as: (i) overall impact of the development on the Fire District; (ii) the Fire District's financial ability to grant a partial or full exemption; (iii) alignment of the project with the Fire District's needs and mission; (iv) applicable legal requirements; (v) and any other factors the Board deems relevant in its sole discretion. In addition or as an alternative to a partial or full exemption, the Board may also grant a deferral of payment or other alternative payment structure. ***This decision is preliminary and subject to the Board's final determination in accordance with Sections C(4) and C(5) below.***

4. **Submit Notice of Intent To Request a Certificate of Occupancy.** Prior to seeking a certificate of occupancy from Summit County or the municipality having authority, submit a notice to the Fire District along with a statement of any changes that may have occurred with respect to the planned development since the submission of the completed development permit, including changes to: (i) location of the development; (ii) total number of units; (iii) average unit square feet; (iv) number of units dedicated to Workforce Housing; (iv) the actual deed restriction to be included in the Workforce Housing deeds; (v) status of the designation of the units as Workforce Housing by Summit County or the municipality having authority; (vi) whether there is any possibility of the Workforce Housing units losing their status as Workforce Housing within the next five years and, if so, under what circumstances; and (vii) any other information the developer would like the Board to be aware of in making its final determination.

5. **Board Issues Final Determination:** Following receipt of the notice and statement of changes under Section C(4), the Board will consider the same at a public meeting, which may be continued to a subsequent meeting. After fully considering the notice and statement of changes, the Board will determine whether any changes should be made to its preliminary decision on the development's partial or full exemption from the assessment of impact fees. ***Developers are advised to keep the Fire District updated as to any changes in its Workforce Housing plans between the time that the development permit application is submitted and the certificate of occupancy is sought, so that the Fire District and developer can communicate collaboratively regarding impact fees during this time.***

6. **Pay Any Impact Fees Due:** The Fire District impact fees on Workforce Housing are due to the Fire District after issuance of the Board's final decision on any partial or full exemption from the assessment of impact fees and constitutes a lien on the property until paid. The Fire District will not sign off on any fire department-required documentation needed for issuance of a certificate of occupancy until the impact fees have been paid. Impact fee payments can be made by electronic check or credit card via the Fire District's payment portal available on its website (www.summitfire.org) or by physical check made out to Summit Fire & EMS FPD and delivered to 0035 County Shops Road, Frisco, CO 80443.