



## **Town of Eagle**

### **Plant Investment Fees / Water Tap Fees**

**What is a Plant Investment Fee?** Plant Investment Fees (PIFs), commonly known as water tap fees, are assessed when new buildings are constructed or existing structures are expanded in ways that increase water demand. In the Town of Eagle, PIFs are based on the size and type of structure, not the water pipe or meter size. These fees help fund critical water infrastructure, including pipes, pumps, and treatment facilities. By collecting PIFs, the Town can maintain, expand, and improve its systems to meet growth, protect public health, and ensure reliable service. This user-based approach promotes fairness by aligning infrastructure costs with actual system impact. PIF rates and calculation methods are outlined in Sections 12.16.060 and 12.36.050 of the Town's Municipal Code.

**Why require this form?** PIF calculations vary depending on project details. There are different PIF application forms for different types of projects. In addition, there are differing PIF rates and forms for projects located outside of the Town boundary. The different forms include:

- Single Family Residential
- Multi-Family Residential
- Commercial

For mixed-use projects that include both commercial and residential components, applicants must submit a Commercial PIF application for the commercial portions and a Multi-Family PIF application for the residential portions.

**Is this a commercial remodel or tenant improvement/finish project?** If yes, the applicant is responsible for scheduling a site visit with Public Works **before** commencing any work on the building, including demolition. Failure to complete this visit may result in the forfeiture of any existing PIF credits associated with the property. The site visit ensures that any previously paid PIFs are properly credited.

**How long is the application review period?** Estimated review time is 2 weeks, although complex or large commercial projects generally require a longer review period. Public Works will review the PIF application alongside the building permit plans to ensure consistency. If revisions are needed, the applicant will be contacted via email.

**When is payment due?** Payment by the applicant is required before issuance of building permit.

**Do I need an inspection?** Yes. Inspections differ from the initial site visit, which must take place before any work begins. During construction, Public Works will inspect the installation of any new service lines between the municipal main lines and the building. This inspection is separate from the plumbing inspections conducted by the Town's Building Department.

**I need more information.** Please contact Public Works at (970) 328-6678 or [publicworks@townofeagle.org](mailto:publicworks@townofeagle.org).



## **Guide: How to Complete the Commercial Water Tap Application**

### **Step 1. Download and open the application.**

- A.** Save the Commercial Water Tap Application Excel file to your device.

### **Step 2. Fill in the required sections (gray-shaded cells only).**

- A.** Complete the following:
  - Property Information*
  - Property Owner Information*
  - Application Information*
  - Applicant Signature*

### **Step 3. EQR Calculation.**

- A.** Under the *Proposed Project EQR Calculation* section:
  - Select one or more of the eight (8) classification categories.
  - Enter the quantity for each relevant category.
  - The form will auto-calculate ***estimated*** costs based on the data you provide. Information entered into this form should correspond with the project plans (e.g., building permit plans).
- B.** Important Notes:
  - Restroom sinks are not included in the toilet/urinal count. Enter them separately under *Lavatory*.
  - Appliances like refrigerators with built-in ice/water dispensers count as water-using fixtures and should be included under *Other Water Using Fixtures*.

### **Step 4. Submit the application.**

- A.** Save a copy of the completed worksheet. Please do not send hand written forms or PDFs. Only Excel spreadsheets are accepted.
- B.** Email application to: [publicworks@townfeagle.org](mailto:publicworks@townfeagle.org).
- C.** If the project is a commercial remodel or tenant improvement/finish, the applicant is responsible for scheduling a site visit with Public Works.

### **Step 5. Await review.**

- A.** Estimated review time is 2 weeks, although complex or large commercial projects generally require a longer review period.
- B.** Public Works will confirm the actual PIF amount due following application review and approval.