

NOTICE OF PUBLIC HEARING
BEFORE THE
CITY AND COUNTY OF BROOMFIELD

DATE: October 28, 2025
TIME: 6:00 p.m.
PLACE: Council Chambers, George Di Ciero City & County Building
One DesCombes Drive
Broomfield, Colorado 80020

Notice is hereby given that a public hearing will be held before the City and County of Broomfield on

ORDINANCE NO. 2287

An ordinance amending Chapter 13-02 Water Licenses and Chapter 13-08 Sewer Licenses regarding the purchase, process for, and refunds on such licenses

Be it ordained by the City Council of the City and County of Broomfield, Colorado:

Section 1.

Chapter 13-02 - Water Licenses of the Broomfield Municipal Code is amended as follows:

Chapter 13-02 - Water Licenses

13-02-010 - Required.

It shall be unlawful to make a service connection to the city's water system without a water license therefore except for temporary connections for construction purposes made with the permission of the director of **water utilities** ~~public works~~ and in accordance with chapter 13-16 of this title.

...

13-02-030 - Application.

Applications for water licenses may be made **when applying for a building permit or a stand-alone irrigation water tap** to the **water utilities** ~~public works~~ department on forms provided by that department by any person owning property within the city or by his or her agent. Applications ~~must be accompanied by the license fee and~~ must contain the following:

- (A) A description of the lot, tract, or parcel owned and to be served, including a legal description, a street address, or such other description as may be required by the **water utilities** ~~public works~~ department.
- (B) The size of the water tap and water meter requested.

(C) A description of the purposes for which the water is to be used, including business types, the square footage for each business type, and the number and types of residential units.

(D) A water budget for landscape irrigation as described in BMC 17-70-060.

(E) ~~(D)~~ The name, address, and signature of the applicant.

(F) Other information required by the water utilities ~~public works~~ department to assist in administering this chapter.

The number of three-quarter-inch tap equivalents required for the expected annual total water use will be calculated by the water utilities department based on the description of water uses and building types provided in the application. Additional tap equivalents may be required if previously purchased tap equivalents do not provide the expected annual total water use as calculated by the water utilities department.

13-02-040 - Issuance.

The department of water utilities ~~public works~~ shall issue a water license at the time of building permit issuance or when a stand-alone irrigation tap permit is approved if the application complies with section 13-02-030 above. If the application does not comply with section 13-02-030 above, the department of water utilities ~~public works~~ shall deny the application.

13-02-050 - Required for building permit.

No building permit for a structure which will require a new water tap or connections shall be issued without an accompanying ~~unless the applicant has a valid~~ water license.

. . .

13-02-100 - ~~Definitions:~~ Refunds.

Except as provided in B.M.C. 13-02-080 (Prior Provisions), the department of water utilities will refund water licenses fees previously paid in connection with the issuance of a service license under the following conditions:

(A) For projects that are withdrawn and are not constructed:

(1) The request for the refund must be made in writing by the license holder and received by the city within 12 months of the date of purchase of the license from the permit holder. No refunds will be made thereafter.

(2) Any building or tap permits relating to the services must also be (i) withdrawn concurrently, and (ii) either the city will confirm no work was completed under the permit issued, or all the permitted work has been removed and returned to its previous condition, in order to receive such a refund.

- (3) Any costs incurred by the city in connection with cancelling the license and disconnecting the service will be deducted from the refund amount as well as a \$250 administration fee for such refund.
- (B) For refunds relating to shell building developments where future tenants are uncertain at the time of application:
 - (1) In the event the initial purchase of the water licenses is inaccurate for the actual tenants of the shell building, the license holder may request a refund on the following conditions:
 - (i) The refund request must be made in writing by the license holder and received by the City within 24 months of the date of purchase of the license.
 - (ii) Any building or tap permits relating to the tenant finish services must also be (a) withdrawn or revised concurrently consistent with the request for the refund, as applicable, and (b) the city will confirm additional water licenses are not needed for the current and proposed uses within the building at the time in order to receive such a refund. The license holder will be required to submit documentation consistent with BMC 13-02-030 to aid the city in determining the revised water usage for the building and potential refund amount.
 - (iii) Any costs incurred by the city in connection with cancelling the license and disconnecting the service will be deducted from the refund amount, if applicable, as well as a \$250 administration fee for such refund.

13-020-110 Definitions.

As used in this chapter, unless the context clearly indicates otherwise, the following terms shall have the meanings indicated:

- (A) Three-quarter-inch equivalent tap. The basic unit of comparison based on demand on the water system. Demand is compared to the demand characteristics of three-quarter-inch connections serving single-family detached housing. Equivalence is determined on a case-by-case basis by the public works department, except for the following:
 - (1) Connections serving duplexes shall be equivalent to one three-quarter-inch equivalent tap per unit.
 - (2) Connections serving mobile homes shall be equivalent to 80% of a three-quarter-inch equivalent tap per unit.
 - (3) Connections serving townhouses or other single-family attached and detached housing with no individual outside irrigation shall be equivalent to 60% of a three-quarter-inch equivalent tap per unit.
 - (4) Connections serving apartments or apartment-style condominium units with no individual outside irrigation shall be equivalent to 40% of a three-quarter-inch equivalent tap per unit.

- (5) Accessory dwelling units (ADUs) consistent with section 17-32-160 shall be tied into the existing water connection for the principal structure on a residential property and as such shall not require a separate water tap or additional water license.
- (B) City water system. The water reservoir, plant, lines, pumps, facilities, assets, and appurtenances controlled by the city.
- (C) Tap. A physical connection to a distribution main.
- (D) Stub-in. A tap made to allow streets to be paved before a service connection is made. A stub-in line ordinarily extends only to just beyond the curb line. A stub-in does not provide service.
- (E) Service connection. A tap and appurtenances capable of effecting water service to a water meter.

Section 2.

Chapter 13-08 - Sewer Licenses of the Broomfield Municipal Code is amended as follows:

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13-08-030 - Application.

Applications for sewer licenses may be made to the **community development** ~~public works~~ department on forms provided by that department by any person owning property within the city or by his or her agent. Applications must be accompanied by the license fee and must contain the following:

- (A) A description of the lot, tract, or parcel owned and to be served, including a legal description, a street address, or such other description as may be required by the public works department.
- (B) The size of the sewer tap requested.
- (C) A description of the purposes for which the sewer is to be used.
- (D) The name, address, and signature of the applicant.
- (E) Other information required by the **community development** ~~public works~~ department to assist in administering this chapter.

The number of equivalent sewer taps required will be determined by the community development department based on the description and information provided in the application. Additional equivalent sewer taps may be required if previously purchased licenses are not sufficient for the property as calculated by the community development department.

13-08-040 - Issuance.

The department of **community development public-work** shall issue a sewer license **at the time of building permit issuance** if the application complies with section 13-08-030 above. If the application does not comply with section 13-08-030 above, the department of **community development public-works** shall deny the application.

13-08-050 - Required for building permit.

No building permit for a structure which will require a new sewer tap or connection shall be issued **without an accompanying valid sewer license** ~~unless the application has a valid sewer license.~~

. . .

13-08-090 - ~~Definitions.~~ Refunds.

The department of community development will refund sewer licenses fees previously paid in connection with the issuance of a service license under the following conditions:

(C) For projects that are withdrawn and are not constructed:

- (1) The request for the refund must be made in writing by the license holder and received by the city within 12 months of the date of purchase of the license from the permit holder. No refunds will be made thereafter.
- (2) Any building or tap permits relating to the services must also be (i) withdrawn concurrently, and (ii) either the city will confirm no work was completed under the permit issued, or all the permitted work has been removed and returned to its previous condition, in order to receive such a refund.
- (3) Any costs incurred by the city in connection with cancelling the license and disconnecting the service will be deducted from the refund amount as well as a \$250 administration fee for such refund.

(D) For refunds relating to shell building developments where future tenants are uncertain at the time of application:

- (1) In the event the initial purchase of the sewer licenses are inaccurate for the actual tenants of the shell building, the license holder may request a refund on the following conditions:
 - (i) The refund request must be made in writing by the license holder and received by the City within 24 months of the date of purchase of the license.
 - (ii) Any building or tap permits relating to the tenant finish services must also be (a) withdrawn or revised concurrently consistent with the request for the refund, as applicable, and (b) the city will confirm additional sewer licenses are not needed for the current and proposed uses within the building at the time in order to receive such a refund. The license holder will be required to submit such other information consistent with BMC 13-08-030 to aid the city in

determining the revised sewer usage for the building and potential refund amount.

- (A) Any costs incurred by the city in connection with cancelling the license and disconnecting the service will be deducted from the refund amount, if applicable, as well as a \$250 administration fee for such refund.**

13-080-100 Definitions.

As used in this chapter, unless the context clearly indicates otherwise, the following terms shall have the meanings indicated:

- (A) Equivalent sewer tap. The basic unit of comparison based on demand on the sewer system. Demand is compared to the demand characteristics of sewer connections serving single-family detached housing. Nonresidential equivalence is determined on a case-by-case basis by the public works department and is based on 320 gallons of average daily flow per equivalent sewer tap. All residential uses, including single-family detached, attached, mobile home, condominiums, townhouses, apartments, and motels or hotel rooms with kitchen facilities, shall have one equivalent sewer tap per dwelling unit. Accessory dwelling units (ADUs) consistent with section 17-32-160 shall be tied into the existing sewer connection for the principal structure on a residential property and as such shall not require a separate sewer tap or additional sewer license.
- (B) City sewer system. The wastewater plant, lines, pumps, facilities, assets, and appurtenances controlled by the city.
- (C) Tap. A physical connection to a collection main.
- (D) Service connection. A tap and appurtenances capable of effecting sewer service.

Section 3.

This ordinance is effective seven days after publication following final passage.

Introduced and approved after first reading on October 14, 2025, and ordered published in full.

APPROVED AS TO FORM:

/s/ Nancy Rodgers

City and County Attorney

*Bold type indicates new material to be added to the Broomfield Municipal Code.
Dashes through words indicate deletions from the Broomfield Municipal Code.*

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Published in full on the Broomfield Website Friday, October 17, 2025