



City of Loveland, Colorado Metropolitan District Policy

Policy statement: The City of Loveland's goal is to provide a consistent and transparent application and review process for proponents seeking to use metropolitan districts within the City for the purpose of financing and constructing public improvements as well as providing for ongoing operations and maintenance services. A metropolitan district is intended to be an independent unit of local government, separate, and distinct from the City.

The City has developed a model service plan and certain review criteria based on both Colorado State law and public policy objectives of the City to assist parties desiring to create a metropolitan district. The City Council has sole discretion to determine whether the proposed service plan substantially complies with the form and content of the model service plan. All service plans are subject to final approval by the City Council.

1. To commence the process for the creation of a metropolitan district, the proponents of a proposed metropolitan district must submit to the City of Loveland Finance Department the information set forth below.
 - a. A cover letter that (i) identifies the name, address, telephone number and email of the proponent and of the proponent's legal counsel, (ii) explains the need for the proposed service plan in relation to the proposed project, and (iii) provides the parcel identification number or address of the property included within the service district, including any property designated for future inclusion.
 - b. An electronic copy of the proposed service plan in the form of the City's current metropolitan district model service plan that incorporates and addresses the City's 17-point metropolitan district service plan review criteria. The model service plan is available [here](#) or from the City Finance Department, and the review criteria is attached hereto as **Exhibit A**. The model service plan represents minimum requirements that the City will consider in evaluating a proposed service plan.
 - c. A chart setting forth each point of the review criteria in one column and a corresponding second column that briefly explains how the proposed service plan meets each point of the review criteria. Note: The review criteria is a general summary of the model service plan requirements and provides City Council with an overview of compliance with the model service plan.
 - d. An application fee deposit in the form of a check payable to the City of Loveland in the amount set and approved by City Council. As a condition of approval of the proposed service plan, the proponent must pay all City costs related to the legal and financial review of the proposed service plan, and will be invoiced for any costs incurred in excess of the deposit.
 - e. All items described in sections a. through d. should be submitted to:
City of Loveland Finance Department
Attn: Finance Administration
500 East Third Street, Suite 320
Loveland, CO 80537



2. The City may require proof of ownership for all properties within the proposed metropolitan district and any inclusion area, as well as a copy of any and all of the proposed enabling, controlling, contractual and/or operational documents that would be affected or be executed by the proposed metropolitan district.
3. Proponents seeking to participate in a November election for a proposed service plan shall submit the plan no later than May 1 of the current year. Proponents seeking to participate in a May election (even numbered years only), shall submit the plan no later than November 1 of the prior year.
4. Once a metropolitan district service plan is approved by the City Council, the metropolitan district shall be responsible for any costs incurred by the City for legal or financial review of any further modification to the service plan that is subject to City Council approval.
5. The proponent will be required to sign a disclosure agreement with the City and provide certain disclosure notices to residents within the boundaries of the metropolitan district as a condition of the approval of the proposed service plan.

Any questions should be directed to the City of Loveland Finance Department at (970) 962-2655.