

Memo

To: Town Council, Town Administrator Tom Baker

From: Town Clerk, Melody Harrison

Date: January 29, 2014

Re: Directory of Town Fees

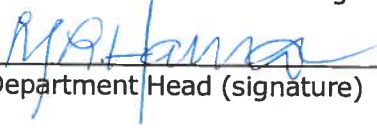
Recommendation: Staff recommends that the Town Council consider changing the following fees:

General Business License Fee (annual):	from \$25.00 to No Fee
Special Event Business License Fee (per event)	from \$5.00 to No Fee

Alcoholic Beverage Tasting Permit Fee (per event):	from \$100.00 to \$25.00
Art Gallery Application/Permit Fee (initial application fee):	from \$103.75 to \$25.00
Art Gallery Renewal Permit Fee (annual):	from \$100.00 to \$25.00
Special Events Permit Fee (liquor)(annual, up to fourteen days):	from \$100.00 to \$25.00
Special Events Permit Fee (3.2%)(annual, up to fourteen days):	from \$100.00 to \$25.00

Policy Implications: Staff feels the change in business license fees may inspire all businesses in town to obtain a license, therefore providing the town with current business and emergency contact information. The town intends to provide business information to the public via a page on the new town website, which will provide a level of free advertising for licensed businesses. Regarding liquor fees, staff feels the reduction in fees may cause local entities and businesses to offer other special event activities for the general public.

Budget Implications: Initially, the reduction of fees will reduce or eliminate projected revenues in the 2014 budget, specifically GL#10-4010-260 (liquor licenses) and GL#10-4010-280 (business licenses). Staff proposes that the fee reduction may increase visibility for businesses previously unknown to the general public, therefore increasing patronage of those businesses. This is expected to increase revenues for the businesses. This also indicates an increase in sales tax revenues for the town. Staff will not have adequate information to determine the effectiveness of these changes for some time.



Department Head (signature)

Finance Director (signature)

Town Administrator (signature)

Consultant needed at Council Meeting? No



Town of New Castle

**Directory
of
Town Fees
and
Charges**

Directory of Town Fees and Charges

Table of Contents

Section 1: Administrative Services

A) Photocopying	1
B) Fax	1
C) Notary Public.....	1

Section 2: Animals

A) Dog Licenses	2
B) Impound Fees	2

Section 3: Building Permits

A) Valuation of Structures	3
B) Building Permit Fees	4
C) Plan Review Fees	4
D) Other Fees.....	5

Section 4: Business and Contractor Licensing

A) Business Licenses	6
B) Contractor Licenses.....	6

Section 5: Cemetery.....8

Section 6: Historic Preservation.....9

Section 7: Land Development

A) Annexation	10
B) Conditional Use/Special Review Use.....	10
C) Condominium	10
D) Floodplain Development Permit.....	10
E) Grading Permit	10
F) Lot Line Adjustment/ Dissolution	10
G) Lot Split	10
H) Mobile Home Park Permit	10
I) Planned Unit Development	10
J) Site Specific Development Plan (vested property rights).....	10
K) Subdivision	10
L) Variance	10
M) Zoning Amendment	10
N) Zoning – Rezoning	10
O) Interest on Delinquent Land Use Application Costs	10
P) Cash Payment in Lieu of Parkland Dedication	10

Q) Fee to Appeal to Board of Zoning Adjustment 10

Section 8: Liquor Licensing

A) Application Fees..... 11
B) Annual License Fees 11
B) Special Event Liquor Permits and Other Permits 11
C) Other Liquor-Related Applications 12

Section 9: Parks, Open Space, and Trails

A) Recreational Facilities Development Fee 13
B) Private Encroachment Fee 13
C) Special Event Permit Fee..... 13
D) Park Amenity Memorial Fees 13

Section 10: Police Department Fees

A) Vehicle Identification Number Inspection..... 14
B) Fingerprints 14
C) Police Reports 14
D) Fire/Fireworks Ban Exemption Permit 14

Section 11: Public Works

A) Fees for Use of Town Equipment 15
B) Fees for Use of Town Labor 15

Section 12: Sign Permits..... 16

Section 13: Streets and Rights-of-Way

A) Right-of-Way Excavation Permits 17
B) Business Parking Space Licenses..... 17

Section 14: Town Records

A) Duplication..... 18
B) Certification 18
C) Research and Retrieval 18

Section 15: Water, Sewer, and Trash Removal Services

A) Utility Account Administration..... 19
B) Water Meters 19
C) Raw Water Service..... 19
D) Fee in Lieu of Water Rights Dedication..... 20
E) Watershed Protection District Permit 20
F) Trash Removal Service..... 20

Section 1: Administrative Services

A) Photocopying

- 1) Customer documents
 - a) Black & white copies \$0.25 per page
 - b) Color copies \$0.50 per page
- 2) Town documents – see Section 14: Town Records

B) Fax

- 1) Send to local phone number \$0.25 per page
- 2) Send to long distance phone number \$0.50 per page
- 3) Receive \$0.25 per page

C) Notary Public

- 1) For Town residents no charge
- 2) For non-residents \$2.00 per document

Source: Resolution TC-2006-22

Section 2: Animals

A) Dog Licenses

- 1) Unneutered male or unspayed female\$18.00 per year
- 2) Neutered male or spayed female \$7.00 per year
- 3) Guard dog.....\$25.00 per year

B) Impound Fees

- 1) Dog or cat..... \$40.00 plus actual impound costs
- 2) Other animal \$40.00 plus actual impound costs

Sources:

Fee Directory Section	Municipal Code Section	Date Established
2A1 and 2A2	6.12.040	2009
2A3	6.12.130	1991
2B1	6.16.110	2004
2B2	6.16.120	2004

Section 3: Building Permits

A) Valuation of Structures

The building valuation for all permit fees shall be based on the following table:

<i>Structure Type</i>	<i>Material</i>	<i>Cost per Square Foot</i>
Apartment Houses	Masonry	\$78.50
	Wood Frame	\$72.74
Auditoriums		\$77.88
Banks		\$111.78
Bowling Alleys		\$36.60
Churches		\$75.24
Convalescent Homes		\$102.89
Dwellings	Wood Frame	\$84.24
	Masonry	\$88.34
	Basement	\$21.15
Fire Stations		\$82.04
Homes for Elderly		\$81.56
Hospitals		\$129.27
Hotels & Motels		\$77.75
Industrial Plants		\$62.26
Jails		\$118.69
Libraries		\$118.69
Medical Offices		\$91.64
Offices		\$77.40
Private Garages	Wood Frame	\$22.16
	Masonry	\$24.98
	Car Ports	\$15.13
Public Garages		\$35.49
Public Buildings		\$95.15
Retail Buildings		\$57.58
Schools		\$81.33
Service Stations		\$57.43
	Canopies	\$30.61
Theaters		\$80.10
Warehouses		\$34.02
Decks & Porches		\$11.26
Commercial Tenant Improvements		\$16.39

B) Building Permit Fees

<i>Total Valuation</i>	<i>Fee</i>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.65 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

C) Plan Review Fee..... 65% of building permit fee

D) Other Fees

<i>Other Inspections</i>	<i>Fee</i>
Inspections outside of normal business hours (minimum charge 2 hours)	\$47.00/hr*
Re-inspection fees (minimum charge 1 hour)	\$47.00/hr*
Inspections for which no fee is specifically indicated (minimum charge ½ hr)	\$47.00/hr*
Additional plan review required by changes, additions or revisions to plans	\$47.00/hr*
For use of outside consultants for plan checking and inspections, or both	Actual cost**
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	
Basement finish on existing structure	\$250.00
Re-roofing of one building or structure	\$50.00
Lawn sprinkler	\$50.00
Fence	\$50.00
HUD Manufactured Home Installation Permit	\$375.00
HUD Manufactured Home Plan Review	\$275.00
Installation of mechanical appliances	\$60.00
Mechanical systems: addition, alteration or remodel (includes 2 inspections)	\$50.00
Mechanical systems: new construction residential or commercial	\$50.00
Water heater installation and inspection	\$60.00
Plumbing systems: new construction residential or commercial	\$50.00
Plumbing systems: addition, alteration or remodel (includes 2 inspections)	\$50.00

Source: Resolution TC-2007-12

Section 4: Business and Contractor Licensing

A) Business Licenses

1) **General Business License** No Fee

2) Special Business Licenses

a) Adult Entertainment Establishment Licenses

Adult Entertainment Establishment License - Initial	\$1,000.00
Adult Entertainment Establishment Employee Permit - Initial	\$50.00
Adult Entertainment Establishment License - Renewal	\$400.00 per year
Adult Entertainment Establishment Employee Permit - Renewal	\$25.00 per year
Adult Entertainment Establishment License - Transfer	\$550.00

b) Arborist License\$25.00 per year

c) **Special Event Business License**..... No Fee

B) Contractor Licenses

<i>License Type</i>	<i>Annual Fee</i>
Building Contractor License - General Unlimited – Initial	\$200.00
Building Contractor License - General Limited – Initial	\$100.00
Building Contractor License – Specialty – Initial	\$25.00
Building Contractor License - General Unlimited - Renewal	\$150.00
Building Contractor License - General Limited - Renewal	\$75.00
Building Contractor License - Specialty - Renewal	\$20.00
Public Works Contractor License – General – Initial	\$200.00
Public Works Contractor License - Earthwork/Paving Structure – Initial	\$150.00
Public Works Contractor License - Utilities/Pipeline – Initial	\$150.00
Public Works Contractor License - Concrete/Masonry – Initial	\$100.00
Public Works Contractor License – Blasting – Initial	\$25.00
Public Works Contractor License – Specialty - Initial	\$25.00
Public Works Contractor License - General - Renewal	\$150.00
Public Works Contractor License - Earthwork/Paving Structure - Renewal	\$115.00
Public Works Contractor License - Utilities/Pipeline - Renewal	\$115.00
Public Works Contractor License - Concrete/Masonry - Renewal	\$75.00
Public Works Contractor License - Blasting - Renewal	\$20.00
Public Works Contractor License - Specialty - Renewal	\$20.00

Sources:

Fee Directory Section	Municipal Code Section	Date Established
4A1 and 4A2c	5.04.050	2003
4A2a	5.24.010E & 5.24.130D	2004
4A2b	12.16.180	1988
4B	5.12.020	1981 (initial Building Contractor Licenses) & 1998 (Building Contractor License renewals and Public Works Contractor Licenses)

Section 5: Cemetery

A) Burial Plots

- 1) For Town residents.....\$200.00 per plot
- 2) For non-residents.....\$400.00 per plot

Source:

Fee Directory Section	Municipal Code Section	Date Established
5A1 and 5A2	12.24.040	2001

Section 6: Historic Preservation

- A) Fee to Appeal Historic Preservation Commission
Decision Regarding Acceptability of Application
for Building or Demolition Permit..... \$35.00
- B) Fees to Administer Provisions of
Municipal Code Chapter 15.44.....To be set by Town Council

Sources:

Fee Directory Section	Municipal Code Section	Date Established
6A	15.44.340	1998
6B	15.44.390	

Section 7: Land Development

A) Annexation

<i>Acreage</i>	<i>Fee</i>
Less than 5 acres	\$400.00
5 to 35 acres	\$1,000.00
Over 35 acres to 100 acres	\$2,500.00
Over 100 acres	\$5,000.00

B) Conditional Use/Special Review Use Permit \$250.00

C) Condominium \$250.00

D) Floodplain Development Permit \$100.00

E) Grading Permit \$100.00

F) Lot Line Adjustment/ Dissolution \$100.00

G) Lot Split \$250.00

H) Mobile Home Park Permit \$250.00

I) Planned Unit Development*

<i>Application</i>	<i>Fee</i>
Sketch Plan	\$400.00
Preliminary Plan or Master Plan	\$600.00
Final Plan	\$250.00

J) Site Specific Development Plan (vested property rights) \$500.00

K) Subdivision*

<i>Application</i>	<i>Fee</i>
Sketch Plan	\$400.00
Preliminary Plat	\$600.00
Final Plat	\$250.00
Amended Plat	\$250.00
Minor Subdivision	\$250.00

L) Variance \$150.00

M) Zoning Amendment \$250.00

N) Zoning – Rezoning \$250.00

O) Interest on Delinquent Land Use Application Costs 1.5% per month

P) Cash Payment in Lieu of Parkland Dedication..... \$120,000.00 per acre

Q) Fee to Appeal to Board of Zoning Adjustment \$100.00

*In the case of combined PUD/subdivision applications, only one fee shall be required.

Sources:

Fee Directory Section	Municipal Code Section	Date Established
7A through 7G, 7I through 7K, 7M and 7N	16.08.060	2004
7H	17.80.030	2004
7L	16.08.060	2009
7O	16.08.070	2004
7P	16.24.040	2007 (Resolution TC-2007-24)
7Q	17.12.030	2007

Section 8: Liquor Licensing

A) Application Fees

1) New License	\$875.00
2) New License with concurrent review by state	\$875.00
3) Transfer of Ownership	\$750.00
4) Annual Renewal	\$100.00

B) Annual License Fees

1) Art License	\$41.25
2) Beer & Wine License	\$48.75
3) Brew-Pub License	\$75.00
4) Club License	\$41.25
5) Hotel & Restaurant License	\$75.00
6) Hotel & Restaurant License with optional premises	\$75.00
7) Liquor Licensed Drugstore	\$22.50
8) Optional Premises License	\$75.00
9) Racetrack License	\$75.00
10) Resort Complex License	\$75.00
11) Retail 3.2% Beer On Premises	\$3.75
12) Retail 3.2% Beer Off Premises	\$3.75
13) Retail 3.2% Beer On/Off Premises	\$3.75
14) Retail Liquor Store License	\$22.50
15) Tavern License	\$75.00
16) Vintner's Restaurant	\$75.00

C) Special Event Liquor Permits and Other Permits

1) Alcohol Beverage Tasting Permit	\$25.00
2) Art Gallery Application	\$100.00
3) Art Gallery Permit	\$25.00
4) Art Gallery Renewal Application	\$25.00
5) Bed & Breakfast Permit	\$25.00
6) Fermented Malt Beverage – Public Event Permit	To be set by Town Administrator
7) Mini Bar Permit with Hotel/Restaurant license	\$325.00
8) Special Events Permit (Liquor)	\$25.00
9) Special Events Permit (3.2%)	\$25.00
10) Temporary Permit	\$100.00

D) Other Liquor-Related Applications

- 1) Addition of related facility permits to existing Resort Complex License \$100.00
- 2) Change of Location..... \$750.00
- 3) Corporate/LLC Change.....\$100.00 per person
- 4) Hotel/Tavern Manager’s Registration..... \$75.00
- 5) Late Renewal Application..... \$500.00

Sources:

Fee Directory Section	Municipal Code Section	Date Established
8A1 through 8A4, 8B1 through 8B16, 8C2 through 8C5, 8C7 through 8C10, and 8D1 through 8D5	Resolutions 191 and 337	Contact Colorado Department of Revenue, Liquor Enforcement Division, for details
8C1	5.08.030	2007
8C6	9.28.010	1983

Section 9: Parks, Open Space, and Trails

- A) Recreational Facilities Development Fee \$500.00
- B) Private Encroachment Permit
 - 1) Application Fee \$150.00
 - 2) Fee to maintain property encroached upon To be set by Town Administrator
- C) Special Event Permit Fee To be set by Town Council
- D) Park Amenity Memorial Fees..... To be set by Town Council

Sources:

Fee Directory Section	Municipal Code Section	Date Established
9A	15.40.040	2000
9B	12.20.100	2009
9C	12.20.100	2008
9D	Resolution TC-2008-3, Sections 2.II.B.1 & 2.II.B.3	2008

Section 10: Police Department Fees

- A) Vehicle Identification Number Inspection
 - 1) For Town residents..... \$20.00
 - 2) For non-residents..... \$30.00
- B) Fingerprints
 - 1) For Town residents..... \$20.00
 - 2) For non-residents..... \$30.00
- C) Police Reports
 - 1) For first 2 pages \$5.00
 - 2) For each page following first 2 pages \$1.25
- D) Fire/Fireworks Ban Exemption PermitTo be set by Town Council

Sources:

Fee Directory Section	Municipal Code Section	Date Established
10A, 10B and 10C	Resolution TC-2006-22	2009
10D	9.72.050	2008

Section 11: Public Works

A) Fees for Use of Town Equipment

1) Pickup Truck.....	\$25.00 per hour
2) Flatbed Truck	\$30.00 per hour
3) Dump Truck	\$85.00 per hour
4) Backhoe	\$100.00 per hour
5) Skidsteer	\$65.00 per hour
6) Street Sweeper.....	\$100.00 per hour
7) Mini-Excavator.....	\$85.00 per hour
8) Arc Welder/Acetylene Welder.....	\$50.00 per hour
9) Trash Pump (small)	\$25.00 per hour
10) Trash Pump (large).....	\$45.00 per hour
11) Z-Trac Mower	\$45.00 per hour
12) String Trimmer	\$35.00 per day
13) Chain Saw.....	\$35.00 per day
14) Water Truck	\$85.00 per hour
15) John Deere Tractor	\$45.00 per hour
16) Town Dump Fee	\$100.00 per load
17) Landfill Fee.....	ticket charge
18) Equipment Trailer	\$50.00 per day
19) Hand Tools	\$20.00 per day
20) Demolition Saw.....	\$25.00 per hour
21) Fourwheeler	\$40.00 per hour
22) Pressure Washer	\$15.00 per hour

B) Fees for Use of Town Labor

1) Maintenance 2 Worker	\$35.00 per hour
2) Supervisor	\$45.00 per hour

Source: Resolution TC-2007-22

Section 12: Sign Permits

\$35.00 base fee, plus \$2.50 for each square foot of sign area

Source:

Fee Directory Section	Municipal Code Section	Date Established
12	15.32.250	2009

Section 13: Streets and Rights-of-Way

A) Right-of-Way Excavation Permits

1) Permit\$10.00 per square yard of right-of-way

2) Deposit.....\$90.00 per square yard of right-of-way

B) Business Parking Space Licenses\$20.00 per foot of curb

Sources:

Fee Directory Section	Municipal Code Section	Date Established
13A	12.04.030	2009
13B	10.16.040	2002

Section 14: Town Records

A) Duplication

1) Records in 8½ x 11 inch format \$0.25 per page, plus
Research & Retrieval Costs

2) Records in other formats.....Actual reproduction cost, plus
Research & Retrieval Costs

B) Certification\$1.00 for each certificate and seal

C) Research and Retrieval Costs..... \$46.00 per hour

Sources:

Fee Directory Section	Municipal Code Section	Date Established
14A and 14B	Resolution TC-2006-22	2009
14C	Resolution TC-2006-22	2009

Section 15: Water, Sewer, and Trash Removal Services

A) Utility Account Administration

- 1) Administrative charge for ownership change \$10.00
- 2) Administrative charge for adding tenant to account..... \$5.00
- 3) Utility hookup charge.....estimated costs of labor, materials, and other expenses incident to the installation of corporation stop, curb stop, curb box, meter, remote readout, and appurtenances, plus a 10 percent administration charge
- 4) Short check fee \$15.00
- 5) Administrative charge for processing shutoff notice..... \$30.00
- 6) Delinquency charge on unpaid utility charges 1%
- 7) Disconnect charge for delinquent accounts..... \$50.00
- 8) Reconnect charge for delinquent accounts \$50.00
- 9) Charge to certify delinquent utility charges to County Treasurer 10%
- 10) Disconnect charge for vacancy request \$15.00
- 11) Reconnect charge for vacancy request..... \$15.00
- 12) Reduced water charges for vacancy period..... \$12.50 per month plus charge for sewer maintenance and operations of \$4.20 per EQR
- 13) Reduced sewer charges for vacancy period \$16.25 per month, plus charge for sewer maintenance and operations of \$3.52 per EQR
- 14) Administrative charge for inactive water tap.....\$25.00 per year
- 15) Administrative charge for inactive sewer tap\$25.00 per year
- 16) Reconnection fee following disconnection for violation of watering restrictions \$50.00

B) Water Meters

- 1) Water meter and accessories (3/4-inch) \$365.00
- 2) Water meter and accessories (1-inch) \$475.00
- 3) Deposit for removal/testing of meter \$75.00
- 4) Fee to reinstall water meter.....amount charged by licensed plumber pursuant to plumber's contract with Town
- 5) Service charge for water meter by-passing, tampering or unauthorized metering.....\$1,000.00

C) Raw Water Service

- 1) For raw water diverted from East Elk Creek via Red Rock Ditch\$5.00 per month

per 2,500 square feet (or part thereof)
of irrigated lawn or gardens

- 2) For raw water diverted from Colorado River via Colorado River Pumping Station\$7.50 per month per 2,500 square feet (or part thereof) of irrigated lawn or gardens

D) Fee in Lieu of Water Rights Dedication\$6,000.00 per Equivalent Residential Unit

E) Watershed Protection District Permit

- 1) Activity to take place on single-family residential property
 - a) Application fee \$150.00
 - b) Deposit..... \$500.00
- 2) All other activity
 - a) Application fee..... \$500.00
 - b) Deposit.....\$1,500.00

F) Trash Removal Service

- 1) Users in owner-occupied residences occupied by one or more senior citizens \$13.50 per month
- 2) All other users \$15.50 per month

Sources:

Fee Directory Section	Municipal Code Section	Date Established
15A1 and 15A2	13.12.020	2007 (Resolution E-2007-2)
15A3	13.20.080	1981
15A4	13.12.060	2007 (Resolution E-2007-2)
15A5	13.12.080	2007 (Resolution E-2007-2)
15A6	13.12.080A	2000
15A7 and 15A8	13.12.130	2007 (Resolution E-2007-2)
15A9	13.12.140	2000
15A10 and 15A11	13.12.150	2007 (Resolution E-2007-2)
15A12	13.16.050A	2007 (Resolution E-2007-2)
15A13	13.16.050A	2009
15A14 and 15A15	13.16.050B	2007 (Resolution E-2007-2)
15A16	13.28.020	1995
15B1 and 15B2	13.12.030B	2009
15B3	13.12.030F	2007 (Resolution E-2007-2)
15B4	13.12.030	2009
15B5	13.12.030H1	2007 (Resolution E-2007-2)
15C	13.38.110	2007
15D	13.24.070	2007
15E	13.40.070	2009
15F	13.16.040	2009