



Town of New Castle

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Memorandum

Date: May 2, 2019

To: Mayor and Council

Subject: Council Agenda Item - Changes to the Directory of Fees

From: David Reynolds

Purpose:

The purpose of this agenda item is to consider a resolution concerning proposed fee changes within the Town's Directory of Fee's and Charges. Recent changes to the availability of facilities which have the capacity to house and care for impounded dogs has caused our Police Department to make changes to how they handle stray dogs. Police Chief Tony Pagni will present to Council a brief explanation for the need to change the Town's fees for impounding and housing of stray dogs. Based on Chief Pagni's explanation of a need for change to the fees, Council may consider a resolution to adopt new fees for Animal Impound.

**TOWN OF NEW CASTLE
RESOLUTION NO. TC-2019-8**

A Resolution of the Town Council of the Town of New Castle Adopting a Directory of Fees and Charges for the Town.

WHEREAS, Town of New Castle Ordinance 2007-11 adopted a schedule of fees for Town services; and

WHEREAS, due to changing circumstances, certain fees in the current fee schedule are not necessarily reflective of current conditions; and

WHEREAS, the Town Council wishes to adopt fees that reflect current conditions.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of New Castle, Colorado:

1. The Town Council adopts the foregoing recitals as findings of fact and determinations of the Council.
2. The Directory of Fees and Charges attached to this resolution as Exhibit A is adopted until such time as it is altered by resolution.

Introduced, Read and Adopted at a Regular Meeting of the Town Council of the Town of New Castle, Colorado, on May 7, 2019.

TOWN OF NEW CASTLE

Mayor Art Riddile

ATTEST:

Town Clerk Melody L Harrison, CMC



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
D) Administrative Staff Time	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

Section 6: Historic Preservation.....

Section 7: Land Development

A) Annexation	9
B) Conditional Use/Special Review Use.....	9
C) Condominium	9
D) Floodplain Development Permit.....	9
E) Grading Permit	9
F) Lot Line Adjustment/ Dissolution	9
G) Lot Split	9
H) Mobile Home Park Permit	9
I) Planned Unit Development	9
J) Site Specific Development Plan (vested property rights)	9
K) Subdivision	9
L) Variance	9
M) Zoning Amendment	9
N) Zoning – Rezoning	9
O) Interest on Delinquent Land Use Application Costs	9

P) Cash Payment in Lieu of Parkland Dedication	9
Q) Fee to Appeal to Board of Zoning Adjustment	9

Section 8: Liquor Licensing

A) Application Fees.....	10
B) Annual License Fees	10
B) Special Event Liquor Permits and Other Permits	10
C) Other Liquor-Related Applications	11

Section 9: Parks, Open Space, and Trails

A) Recreational Facilities Development Fee	12
B) Private Encroachment Fee	12
C) Special Event Permit Fee.....	12
D) Park Amenity Memorial Fees	12

Section 10: Police Department Fees

A) Vehicle Identification Number Inspection.....	13
B) Fingerprints	13
C) Police Reports	13
D) Fire/Fireworks Ban Exemption Permit	13
E) Sex Offender Registration	13
F) Animal Impound	13
G) Vehicle Tow & Impound	13
H) Parking Permits	13
I) Other Services	13

Section 11: Public Works

A) Fees for Use of Town Equipment	14
B) Fees for Use of Town Labor	14

Section 12: Sign Permits 15

Section 13: Recreation 16

A) Park Shelters.....	16
B) Athletic Fields.....	16
C) Community Center Rental	16

Section 14: Streets and Rights-of-Way

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

Section 15: Town Records

A) Duplication.....	18
---------------------	----

B) Certification 18
C) Research and Retrieval 18

Section 16: Water, Sewer, and Trash Removal Services

A) Utility Account Administration 19
B) Water Meters 19
C) Raw Water Service 20
D) Water Rates20-21
E) Fees for No Meter & Broken Meter 21
F) Sewer Rates21-22
G) Fee in Lieu of Water Rights Dedication 22
H) Watershed Protection District Permit 22
I) Trash Removal Service 22

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

D) Administrative Staff Time \$45.00/hr

Section 2: Animals

A) Dog Licenses

- 1) Unneutered male or unspayed female\$25.00 per year
- 2) Neutered male or spayed female\$10.00 per year

B) Impound Fees

- 1) Dog or cat..... \$120.00 Initial Intake/Day one
..... \$20.00 per day thereafter
- 2) Other animal \$120.00 Initial Intake/Day one
..... \$20.00 per day thereafter

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	\$116.44
	Wood Frame	\$110.68
Auditoriums		\$164.62
Banks		\$133.67
Bowling Alleys		\$141.92
Churches		\$164.62
Convalescent Homes		\$140.08
Dwellings	Wood Frame	\$120.75
	Masonry	\$116.44
	Basement (unfinished)	\$22.45
Fire Stations		Demonstrated Value
Homes for Elderly		\$140.08
Hospitals		Demonstrated Value
Hotels & Motels		\$141.65
Industrial Plants		\$140.08
Jails		\$159.71
Libraries		\$127.52
Medical Offices		\$127.52
Offices		\$127.52
Private Garages (unfinished)	Wood Frame	\$47.80
	Masonry	\$47.80
	Car Ports	\$40.00
Public Garages		\$47.80
Public Buildings		\$127.52
Retail Buildings		\$133.67
Schools		\$147.30
Service Stations		Demonstrated Value
	Canopies	\$47.80
Theaters		\$162.21
Warehouses		\$68.57
Decks & Porches		\$22.45
Commercial Tenant Improvements		\$22.45

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)	\$65.00/hr*
Re-inspection fees (minimum charge 1 hour)	\$65.00/hr*
Inspections for which no fee is specifically indicated (minimum charge ½ hr)	\$65.00/hr*
Additional plan review required by changes, additions or revisions to plans	
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	\$450.00
Re-roofing of one building or structure	\$65.00
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	\$70.00
Mechanical systems: addition, alteration or remodel (includes 2 inspections)	\$70.00
Mechanical systems: new construction residential or commercial	\$70.00
Water heater installation and inspection	\$60.00
Plumbing systems: new construction residential or commercial	\$70.00
Plumbing systems: addition, alteration or remodel (includes 2 inspections)	\$70.00

Section 4: Business and Contractor Licensing

A) Business Licenses

1) General Business License \$25.00

2) Special Business Licenses

a) Adult Entertainment Establishment Licenses

Adult Entertainment Establishment License - Initial	\$1200.00
Adult Entertainment Establishment Employee Permit - Initial	\$75.00
Adult Entertainment Establishment License - Renewal	\$600.00 per year
Adult Entertainment Establishment Employee Permit - Renewal	\$50.00 per year
Adult Entertainment Establishment License - Transfer	Non-Transferable

b) Arborist License\$25.00 per year

c) Special Event Business License..... \$5.00

e) Contractor Business License \$25.00

Section 5: Cemetery

A) Burial Plots

- 1) For Town residents.....\$400.00 per plot
- 2) For non-residents.....\$650.00 per plot

Section 6: Historic Preservation

A) Fee to Appeal Historic Preservation Commission
Decision Regarding Acceptability of Application
for Building or Demolition Permit..... \$45.00

Section 7: Land Development

A) Annexation

<i>Acreage</i>	<i>Fee</i>
Less than 5 acres	\$625.00
5 to 35 acres	\$2,250.00
Over 35 acres to 100 acres	\$3,550.00
Over 100 acres	\$6,500.00

B) Conditional Use/Special Review Use Permit \$275.00

C) Condominium \$275.00

D) Floodplain Development Permit \$150.00

E) Grading Permit \$125.00

F) Lot Line Adjustment/ Dissolution \$175.00

G) Lot Split \$275.00

H) Mobile Home Park Permit \$275.00

I) Planned Unit Development*

<i>Application</i>	<i>Fee</i>
Sketch Plan	\$400.00
Preliminary Plan or Master Plan	\$660.00
Final Plan	\$350.00

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

K) Subdivision*

<i>Application</i>	<i>Fee</i>
Sketch Plan	\$400.00
Preliminary Plat	\$660.00
Final Plat	\$350.00
Amended Plat	\$300.00
Minor Subdivision	\$285.00

L) Variance \$165.00

M) Zoning Amendment \$275.00

N) Zoning – Rezoning \$275.00

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 \$175.00

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

Section 8: Liquor Licensing

A) Application Fees

1) New License	\$1000.00
2) New License with concurrent review by state	\$1000.00
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) Distillery Pub	\$75.00
5) Club License	\$41.25
6) Hotel & Restaurant License	\$75.00
7) Hotel & Restaurant License with optional premises	\$75.00
8) Liquor Licensed Drugstore	\$22.50
9) Lodging & Entertainment License	\$75.00
9) Optional Premises License	\$75.00
10) Racetrack License	\$75.00
11) Retail Gaming Tavern	\$75.00
11) Resort Complex License	\$15.00
12) Retail 3.2% Beer On Premises	\$3.75
13) Retail 3.2% Beer Off Premises	\$3.75
14) Retail 3.2% Beer On/Off Premises	\$3.75
15) Retail Liquor Store License	\$22.50
16) Tavern License	\$75.00
17) Vintner's Restaurant	\$75.00

C) Special Event Liquor Permits and Other Permits

1) Alcohol Beverage Tasting Permit	\$25.00
2) Art Gallery Permit	\$3.75
3) Art Gallery Renewal Application	\$100.00
4) Bed & Breakfast Permit	\$3.75
5)	
7) Mini Bar Permit with Hotel/Restaurant license	\$48.75
8) Special Events Permit (Liquor)	\$50.00
9) Special Events Permit (3.2%)	\$50.00
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

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

- Event of 25 to less than 40 people: \$25.00 *per day*
- Event of 40 to less than 100 people: \$25.00 *per day*
- Event of 100 to less than 500 people: \$50.00 *per day*
- Event of more than 500 people: \$100.00 *per day*

D) Park Amenity Memorial Fees.....To be set by Town Council

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
- NOTE: Criminal Histories are referred to CBI – www.cbirecordscheck.com
- 1) Application for Police Reports (inc. first 2 pages) \$5.00
 - 2) For each page following first 2 pages \$.25
 - 3) Records Check \$15.00
 - 4) Crime Report (copies) \$.25 per page
 - 5) Research – Intensive Check (1st hr. free) \$30.00 per hour
 - 6) Accident Report \$1.00
 - 7) Photographs (digital) \$30.00 per CD
 - 8) Application for Sex Offender List \$5.00
- D) Fire/Fireworks Ban Exemption Permit \$25.00
- E. Sex Offender Registration
- 1) Initial Registration \$10.00
 - 2) Renewal, Information updates, etc. \$10.00
- F. Animal Impound Fees
- 1) Impound Fee Included in Dog at Large Citation
 - 2) Daily Boarding must pay Divide Creek Fees of \$27 per day
- G. Vehicle Tow & Impound Fee
- 1) Impound Fee \$40.00
 - 2) Storage Fee Per Day \$40.00
 - 3) Towing Fee **\$205.00
- **Towing Fees are Charged by the Towing Company and are Subject to Change**
- H. Parking Permits
- 1) 1st Permit, 2-week maximum FREE
 - 2) 2nd Permit, 1-week maximum \$20.00
 - 3) 3rd Permit, 1-week maximum \$40.00
- I. Other Services
- 1) Breath Test (Portable Breath Tester Only) \$5.00

Section 11: Public Works

A) Fees for Use of Town Equipment

- 1) Light Truck..... \$30.00 per hour
- 2) Heavy Truck.....\$120.00 per hour
- 3) Light Equipment/Tools \$50.00 per hour

B) Fees for Use of Town Labor

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

Section 12: Sign Permits

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

Section 13: Recreation Fees

- 1) Park Shelter Fee \$30.00 per 2 hours
- 2) Athletic Field Fee..... \$60.00 per 2 hours
- 3) Community Center Rental Fees:
 - Non-Profit/Govn't. Rate \$25.00/hr. Small Room
 - Non-Profit/Govn't. Rate \$35.00/hr. Large Room
 - Private Parties/General Public \$30.00/hr. Small Room
 - Private Parties/General Public \$50.00/hr. Large Room

Section 14: 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

Section 15: 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...\$30.00 per hour (1st hour free per statute)

Section 16: Water, Sewer, and Trash Removal Services

A) Utility Account Administration

- 1) Administrative charge for ownership change (transfer fee) \$15.00
- 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..... \$18.03 per month plus charge for sewer maintenance and operations of \$4.96 per EQR
- 13) Reduced sewer charges for vacancy period.....\$32.61 per month, plus charge for sewer maintenance and operations of \$4.15 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) \$260.00
- 2) Water meter and accessories (1-inch) \$380.00
- 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\$5.90 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\$8.85 per month
per 2,500 square feet (or part thereof)
of irrigated lawn or gardens

D) Water Rates

Water Usage (gallons per month per EQR)	Monthly Water Service Charges	
	Users within Town Limits	Users outside Town Limits
Minimum monthly charge Includes up to 12,000 gallons of water usage	\$28.63	\$43.93
Each additional 1,000 gallons (or part thereof) over 12,000 gallons, up to 20,000 gallons	\$2.73	\$3.95
Each additional 1,000 gallons (or part thereof) over 20,000 gallons, up to 30,000 gallons	\$4.25	\$6.38
Each additional 1,000 gallons (or part thereof) over 30,000 gallons, up to 40,000 gallons	\$8.50	\$12.15
Each additional 1,000 gallons (or part thereof) over 40,000 gallons	\$9.65	\$15.20

Monthly water service charges for the following “special users” only shall be computed as follows:

Category of Special User	Monthly Water Service Charges
Users within Town limits in owner-occupied residences where the owner is a senior citizen	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be \$19.69 per EQR. Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the in-Town rate schedule set forth in Subsection above.

Users outside Town limits in owner-occupied residences where the owner is a senior citizen	<p>The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be \$29.90 per EQR.</p> <p>Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the out-of-Town rate schedule set forth in the water usage table above.</p>
Schools	<p>The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be \$24.06 per EQR.</p> <p>Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the in-Town rate schedule set forth in the water usage table above.</p>
Vacant Property qualifying under item 12 above	63% of applicable monthly charges

E) Fees for No Meter and Broken Meters

Period	Surcharge Fee
For first month (or part thereof) without water meter	\$100.00 per EQR per month
For second consecutive month (or part thereof) without water meter	\$200.00 per EQR per month
For third consecutive month (or part thereof) without water meter	\$400.00 per EQR per month
For fourth consecutive month (or part thereof) and each subsequent month (or part thereof) without water meter	\$500.00 per EQR per month

F) Sewer Rates

Category of User	Monthly Sewer Service Charges	
Users within Town Limits	Owner-occupied Residences where the owner is a senior citizen and tenants who are seniors and are co-signers on the account	<p>The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$45.20 per EQR.</p> <p>Charges for water usage over 6,000 gallons per EQR shall be \$6.18 per EQR for each additional 1,000 gallons (or part thereof).</p>
	All other users	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$51.77 per EQR.

		Charges for water usage over 6,000 gallons per EQR shall be \$7.28 per EQR for each additional 1,000 gallons (or part thereof).
Users outside Town limits	Owner-occupied residences where the owner is a senior citizen and tenants	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$60.65 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$7.69 per EQR for each additional 1,000 gallons (or part thereof).
	All other users	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$61.77 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$9.05 per EQR for each additional 1,000 gallons (or part thereof).
Vacant Property qualifying under Section 13.16.050(A)	<u>63%</u> of applicable monthly charges	

- G) Fee in Lieu of Water Rights Dedication\$6,000.00
per Equivalent Residential Unit
- H) 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
- I) Trash Removal Service
- 1) Users in owner-occupied residences occupied by one or more senior citizens \$19.61 per month
 - 2) All other users \$22.18 per month