

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
ADMINISTRATION - LICENSES & PERMITS		
BUSINESS LICENSE		Ch 5.04
New Application	\$75	
Annual Renewal	\$50	
SIGN PERMIT	\$100 / sign	Ch 17.76
SHORT TERM RENTAL		Ch 5.08
Safety Inspection Fee	\$75	
Class 1 owner occupied		
New Application	\$250	
Annual Renewal	\$150	
Class 2 non-owner occupied		
New Application	\$500	
Annual Renewal	\$300	
LODGING FEE (less than 30 consecutive days)	\$2 / night	Ch 3.08
FARMERS MARKET APPLICATION FEE	\$100	Ch 5.10
OUTDOOR AMPLIFIED SOUND EVENT PERMIT	\$0	Ch 9.36
PUBLIC DISPLAY PERMIT	\$0	Ch 5.36
LIQUOR SPECIAL EVENT PERMIT (non-profit ONLY)	\$100 / day	
LIQUOR LICENSE - Local Fee		Ch 5.24
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>		
https://sbg.colorado.gov/liquor		
<i>*Meet with Town Clerk for NEW application packet including all respective fees</i>		
New License Application	\$1,000	
Transfer of Ownership	\$750	
Change of Location	\$750	
Renewal Application	\$100	
Corporation/LLC Change - Legal Entity	\$100	
Manager Registration	\$75	
Take Out / Delivery Permit	\$15	
Local License Fee - Restaurant/Lodging/Tavern (depends on license type)	\$75	
MARIJUANA LICENSE - Local Fee		Ch 5.20-21
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>		
https://sbg.colorado.gov/med/applications-and-forms		
<i>*Meet with Town Clerk for NEW application packet</i>		
New (Initial) Application Fee	\$2,500	
New/Annual Renewal License Fee for Medical MJ	\$1,500	
New/Annual Renewal License Fee for Recreational MJ	\$2,000	
Change - Modification of Premises	\$500	
<i>*Note: DR 8545, item 3. MOP - Local Licensing approval prior to MED approval per Rule 2-260</i>		
Change - Legal Structure (Member)	\$500	
Transfer of Ownership	\$2,500	
DUPLICATE LICENSE FEE	\$10	
LATE RENEWAL FEE > 30 DAYS	\$15	
SOLICITOR / PEDDLER PERMIT	\$25	Ch 5.12/16
SPECIAL EVENT PERMIT	\$100 / event	
<i>*Fee plus applicable reservation/rental fees</i>		
TOWN PROPERTY - RESERVATION & RENTAL FEES		
PALMER LAKE PAVILION		
Resident - minimum 4 hour	\$50 / 4-hour	
Resident - full day	\$100 / day	
Non-resident - minimum 4 hour	\$75 / 4-hour	
Non-resident - full day	\$150 / day	
VILLAGE GREEN / GAZEBO		
Resident - minimum 4 hour	\$50 / 4-hour	
Resident - full day	\$100 / day	
Non-resident - minimum 4 hour	\$75 / 4-hour	
Non-resident - full day	\$150 / day	
CENTENNIAL PARK / GAZEBO		
Resident	\$75 / day	
Non-resident	\$100 / day	

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		2025 FEE	Code Ref:
BASEBALL FIELD		\$50 / 4-hour	
		\$15 / added hours	
PICKLEBALL COURTS	Camp; Tournament; Instructed Play	\$20 / hour	
	League (TBD)	*	
	Resident - DURING RESERVATION BLOCKED TIME (TBD)	\$10 / hour	
	Non-resident	\$15 / hour	
MAINTENANCE FOR FIELD/ COURT - per event		\$35	
GLEN PARK / PICNIC AREA			
	Resident	\$50 / day	
	Non-resident	\$75 / day	
ELEPHANT ROCK PAVILION (TBD)			
	Resident	\$50 / day	
	Non-resident	\$75 / day	
NON-REFUNDABLE (PORTION) RESERVATION FEE		\$25	
PLUS DAMAGE DEPOSIT FOR ALL PROPERTY (Refundable)		\$75	
ROCKIN RAILS DISC GOLF COURSE			
	Special Event	\$150 / day	
	League Play (criteria)	\$250 / year	
	REFUNDABLE DAMAGE DEPOSIT	\$250 / event	
HISTORIC TOWN HALL			
	Rental Event by Hour	\$50 / hour	
	Non-Profit Event	\$25 / event	
RENTAL:	Round Tables (10) & Chairs (80)	\$250 / event	
	Set: 1 table & 8 chairs	\$25 / set	
	Town Hall Maint/Utility Fee	\$65 / event	
	PLUS Damage Deposit (Alcohol)	\$500 / event	
GLEN TRAILHEAD PARKING (+ applicable payment process fee)		\$5 / day	
<i>*Holiday/special event parking may be modified</i>			

PUBLIC WORKS & WATER FEES

		2025 FEE	Code Ref:
NEW WATER TAP/LINE SET			Ch 13.08
Tap Fee, based on tap size:			
	3/4" (or smaller)	\$ 23,838.42 \$ 25,030.34	
	1"	\$ 43,667.22 \$ 45,850.58	
	1.5"	\$ 76,714.43 \$ 80,550.15	
	2"	\$ 116,369.65 \$ 122,188.13	
	3/4" (or smaller) out of town	\$ 35,757.63 \$ 37,545.51	
	1" irrigation	\$ 65,500.83 \$ 68,775.87	
	2.5"	\$ 164,346.99 \$ 172,564.34	
	4"	\$ 318,770.96 \$ 334,709.51	
	Meter (with accessories and inspection)	\$850	
	<i>Coordinate with Water Department for inspection</i>		
Minimum Monthly Bill (before usage), based on tap size:			
	3/4" (or smaller)	\$ 85.00 \$ 89.25	
	1"	\$ 111.85 \$ 117.44	
	1.5"	\$ 157.01 \$ 164.86	
	2"	\$ 211.24 \$ 221.80	
	3/4" (or smaller) out of town	\$ 127.50 \$ 133.88	
	1" irrigation	\$ 167.78 \$ 176.17	
	2.5"	\$ 277.04 \$ 290.89	
	4"	\$ 489.94 \$ 514.44	
Water Usage Rates (meters read in 100 gl increments)			
	1-999 gl	\$ 0.84 0.88 per 100 gal	
	1,000-2,999 gl	\$ 1.20 1.26 per 100 gal	
	3,000-5,999 gl	\$ 1.45 1.52 per 100 gal	
	6,000-8,999 gl	\$ 1.65 1.73 per 100 gal	
	9,000-11,999 gl	\$ 1.90 2.00 per 100 gal	
	12,000-19,999 gl	\$ 2.10 2.22 per 100 gal	
	20,000+ gl	\$ 2.30 2.42 per 100 gal	

Tap Fees are subject to annual 5% increase per Resolution 54 of 2023
Water Usage Rates and Base Fees are established per Resolution 54 of 2023

TOWN OF PALMER LAKE FEE SCHEDULE

		2025 FEE	Code Ref:
Water Flushing Rates	(meters read in 100 gl increments)		
	1-2999 gl	\$ 2.80 per 100 gal	
	3000-5999 gl	\$ 3.00 per 100 gal	
	6,000-12,999 gl	\$ 3.20 per 100 gal	
	13,000-24,999 gl	\$ 3.40 per 100 gal	
	25,000+ gl	\$ 3.60 per 100 gal	
LATE PAYMENT FEE		\$15 / mo	
PAST DUE INTEREST RATE (water charge only)		18% / yr	
SHUT OFF / TURN ON DUE TO NON PAYMENT		\$20 /incident	
SHUT OFF / TURN ON SERVICE CALL DURING BUSINESS HOURS		\$0	
NON-EMERGENCY SERVICE CALL		\$45 /incident	
EMERGENCY SERVICE CALL		\$0	
RESIDENTIAL WELL PERMIT	- subject to \$15,000 drilling allowance	\$ 23,838.42	
DRIVEWAY / STREET CUT PERMIT (ROW)		\$200	
DEMOLITION PERMIT		\$100	
LAND USE APPLICATIONS			
	<i>*Fees PLUS applicable land use 2% use tax</i>		Ch 16-17
NEW CONSTRUCTION, ADDITION (Building Permit)		\$200+	
OTHER (Remodel, Re-roof, Deck, Solar, etc)		\$50+	
DRAINAGE		Application formula	
STORMWATER		\$250	Ch 17.68
PRE-APPLICATION MEETING		\$0	
PLAN REVIEW (estimated by Development Review Team)		\$500 +	
PRELIMINARY PLAT		\$ 1000 + \$100/lot	Ch 16.20
SUBDIVISION/ FINAL PLAT		\$ 1000 + \$200/lot	"
SKETCH PLAN		\$1,000	
MINOR SUBDIVISION (less than 5 parcels)		\$1,000	"
REPLAT/ RESUBDIVISION APPLICATION		\$1,000	"
PLAT AMENDMENT/ CORRECTION		\$500	"
VACATION of RIGHT OF WAY, EASEMENT, PLAT		\$1,000	"
ANNEXATION Over 10 Acres		\$2,500	
ANNEXATION 10 Acres or Less		\$2,000	Ch 17.98
CONDITIONAL USE REQUEST		\$500	Ch 17.100
VARIANCE (APPEAL) - RESIDENTIAL		\$300	
VARIANCE (APPEAL) - NON-RESIDENTIAL		\$500	
PLANNED UNIT DEVELOPMENT (PUD) REQUEST:			Ch 17.72
	PUD Sketch Plan (Concept)	\$750 + 100/lot	
	PUD Plan 5 Acres or Less	\$2500 + 100/lot	
	PUD Plan Over 5 Acres	\$2500 + 200/lot	
	PUD Final Development Plan	\$3,000	
	PUD AMENDMENT Minor/Major	\$1,500	
REZONING REQUEST (Change) <i>excludes PUD</i>		\$1,000	Ch 17.14
REZONING - Zoning Amendment (Map/Text Correction)		\$300	
SITE DEVELOPMENT PLAN REVIEW - RESIDENTIAL (more than 1 unit)		\$500	Ch 17.12
SITE DEVELOPMENT PLAN REVIEW - NON-RESIDENTIAL		\$750	
CHANGE OF USE		\$300	Ch 17.14
VESTED RIGHTS FEE		\$500	
FEE IN LIEU OF SCHOOL LAND DEDICATIONS (per School District):			Ch 16.50
	Single Family Detached	\$2,218	
	Townhouse/Duplex/Single Family Attached	\$1,413	
	Multi-Family/Other	\$992	
FEE IN LIEU OF PARK, OPEN SPACE, OR TRAILS		TBD	Ch 16.50
COMMUNITY MASTER PLAN AMENDMENT		\$500	
ADMINISTRATION - OTHER FEES			
NOTARY SERVICE		\$0	
LATE FEE / MONTH (after 30 days as applicable)		\$15	
NSF FEE (Includes bank service fee, if applicable)		\$29	

TOWN OF PALMER LAKE FEE SCHEDULE

		2025 FEE	Code Ref:
PUBLIC RECORD / CORA			
	Letter size (b/w photocopy - pg 1-5 no cost)	\$0.25 / page > 6	
	Legal or larger b/w photocopy	\$0.50 / page	
	FAX Transmittal	\$2 / page	
	Document certification	\$5 / Cert	
	Portable media - CD/DVD/Flash Drive	Actual Cost	
	Research, Retrieval, Data Manipulation (1st hour no cost)	\$30 / hour	
	US First Class Mail requested	USPS rate	
FIRE SERVICES			
	NOTE: Fire review/inspection fees based on 2015 IFC		2015 IFC
PLAN REVIEW			
	Subdivision/Development Plans		
	< 10 acres	\$500	
	> 10 acres	\$750	
	Single Family Residence (1 inspection)	\$100	
	Tenant Finish/Remodel - Commercial		
	< 1500 SF	\$174	
	1500 - 5000 SF	\$312	
	5001 - 10,000 SF	\$1,521	
	10,001 - 50,000 SF	\$1,782	
	50,001 - 100,000 SF	\$2,673	
	> 100,001 SF	\$6,855	
FIRE INSPECTION			
	Variance Request	\$500	
	Nuisance (after 5th call)	\$325 / call	
	Fire Watch (minimum 2 hours)	\$138 / hour	
	BURN PERMIT (Annual)	\$25	Ch 8.28
<u>Water Plan Reviews & Inspections</u>			
	Plan review	\$140.00	
	Inspection first fire hydrant	\$115.00	
	Inspection each additional hydrant	\$58.00	
	Inspection, per fire line	\$230.00	
	Water tank for fire suppression	\$650.00	
<u>Construction Plan Reviews & Inspections</u>			
	A-1 - 50,000 square feet (sq. ft.) or less	\$1,377.00--\$1,402.00	
	A-2 - 5,000 sq. ft. or less	\$440.00	
	A-2 - 5,000 + sq. ft. - 10,000 sq. ft.	\$567.00	
	A-2 - Each additional 10,000 sq. ft. or portion thereof greater than 10,000 sq. ft.	\$567.00	
	A-3 - 12,000 sq. ft. or less	\$440.00	
	A-3 - 12,000 + sq. ft. - 50,000 sq. ft.	\$567.00	
	A-3 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$567.00	
	A-4 - 12,000 sq. ft. or less	\$510.00	
	A-4 - 12,000 + sq. ft. 50,000 sq. ft.	\$740.00	
	A-4 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$740.00	
	A-5 - 10,000 sq. ft. or less	\$510.00	
	A-5 - 10,000 + sq. ft. - 50,000 sq. ft.	\$1,300.00	
	B - 10,000 sq. ft. or less	\$312.00	
	B - 10,000 + sq. ft. - 50,000 sq. ft.	\$370.00	
	B - 50,000 + sq. ft. - 100,000 sq. ft.	\$567.00	
	B - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$567.00	
	F-1 - 12,000 sq. ft. or less	\$498.00	
	F-1 - 12,000 + sq. ft. - 50,000 sq. ft.	\$765.00	
	F-1 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$765.00	
	F-2 - 12,000 sq. ft. or less	\$370.00	
	F-2 - 12,000 + sq. ft. - 50,000 sq. ft.	\$625.00	
	F-2 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$625.00	
	H - All groups	\$382.00	
	I-4	\$450.00	
	M - 10,000 sq. ft. or less	\$370.00	
	M - 10,000 + sq. ft. - 50,000 sq. ft.	\$440.00	
	M - 50,000 + sq. ft. - 100,000 sq. ft.	\$880.00	
	M - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$440.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
R-1 - Up to and including 30 sleeping units	\$510.00	
R-1 - 31 to 100 sleeping units	\$1,755.00	
R-1 - Each additional 30 sleeping units or portion there of greater than 100	\$510.00	
R-2 - Up to and including 10 dwelling/sleeping units	\$255.00	
R-2 - 11 - 30 dwelling/sleeping units	\$370.00	
R-2 - 31 - 100 dwelling/sleeping units	\$797.00	
R-2 - 101 - 150 dwelling/sleeping units	\$1,785.00	
R-2 - 151 - 200 dwelling/sleeping units	\$2,270.00	
R2 - Each additional 50 dwelling/sleeping units or portion thereof greater than 200	\$567.00	
R-2 - Townhomes, per building	\$150.00	
R-3 - Wildland urban interface (WUI) home	\$200.00	
R-4	\$370.00	
S-1 & S-2 - 10,000 sq. ft. or less	\$312.00	
S-1 & S-2 - 10,000 sq. ft. - 50,000 sq. ft.	\$510.00	
S-1 & S-2 - 50,000 sq. ft. - 100,000 sq. ft.	\$975.00	
S-1 & S-2 - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. Ft	\$510.00	
U	\$255.00	
Other occupancies or uses not listed	\$740.00	
Shell building	\$382.00	
Foundation only/ superstructure/ limited review	\$75.00	
Smoke management system, exhaust method	\$1,160.00	
Smoke management system, pressurization method	\$3,125.00	
Radio amplification	\$230.00	
Other construction permits not listed	\$370.00	
<u>Fire Alarm System Plan Reviews & Inspections (Triggered by Occupancy Type)</u>		
5-Device letter	\$100.00	
50 or less initiating devices and/or notification appliances	\$312.00	
51 - 100 initiating devices and/or notification appliances	\$567.00	
Each additional 20 initiating devices and/or notification appliances greater than 150	\$995.00	
Residential fire alarm system - single family home	\$300.00	
Change in monitoring technology	\$185.00	
Firefighter communications systems other than radio amplification	\$415.00	
2-way elevator communications	\$300.00	
<u>Fire Sprinkler System Plan Reviews & Inspections (Triggered by Occupancy Type)</u>		
20 - Head letter	\$100.00	
100 sprinkler heads or less, includes 1 wet pipe sprinkler system riser	\$497.00	
101-200 sprinkler heads	\$740.00	
201-300 sprinkler heads	\$995.00	
Each additional 100 sprinkler heads or portion thereof greater than 300	\$255.00	
Each additional wet pipe sprinkler system riser and/or backflow retrofit	\$242.00	
Each standpipe system riser	\$242.00	
Each dry pipe, preaction, and/or deluge system valve	\$242.00	
Each fire pump or foam system	\$530.00	
13D system, sprinkler systems in one- and two-family dwellings and manufactured homes	\$425.00	
NOTE: Three sprinkler system inspections shall be allowed, per permit, prior to assessing a trip fee.		
<u>Fixed Fire Extinguishing System Plan Reviews & Inspections</u>		
First wet/dry chemical extinguishing system	\$370.00	
Each additional wet/dry chemical extinguishing system	\$127.00	
Gaseous extinguishing system	\$880.00	
Water mist extinguishing system	\$1,900.00	
<u>Miscellaneous Permits & Plan Reviews</u>		
Cancelled projects prior to permit, per hour or portion thereof	\$140.00	
Work at Risk Permit	\$500.00	
System Demolition Permit	\$185.00	
Pre-plan submittal consult, free first thirty minutes, \$140 each subsequent hour or portio	\$140.00	

TOWN OF PALMER LAKE FEE SCHEDULE

		2025 FEE	Code Ref:
Miscellaneous Inspections			
	Convenience inspection, first two hours or portion thereof	\$350.00	
	Convenience inspection, exceeding two hours, each additional hour or portion thereof	\$175.00	
	Courtesy inspection, per hour or portion thereof	\$115.00	
	Trip Fee, second and subsequent partial inspection	\$200.00	
	Re-inspection	\$100.00	
	NOTE: A re-inspection fee may be applied if the site is inaccessible and/or work is not sufficiently pre-tested, or hazards are not completed in the required timeframe.		
Definitions/Explanations *see addendum			
Hazardous Materials (Construction Associated with Building Permits)			
	See Chapter 2 of the International Fire Code for occupancy classification examples		
	M - Up to and including 10,000 sq. ft	\$295.00--\$510.00	
Operational Permits			
	Special Events/Fairs	\$150.00	
	Miscellaneous Combustible Storage	\$150.00	
	Open Flames and Candles	\$150.00	
	Storage of Scrap Tires & Byproducts	\$200.00	
	Temporary Membrane Structures, Tents and Canopies	\$100.00	
	Explosives/Blasting	\$50.00	
	Pyrotechnics, Fireworks, Special Effects/Theatrical Performances	\$150.00	
	Food Vendor with Flame Device	\$25.00	
POLICE SERVICES			
	INK FINGERPRINTS	\$20	
	SEX OFFENDER REGISTRATION	\$25	
	VIN VERIFICATION	\$10	
	VIN VERIFICATION FOR ADDITIONAL VEHICLE(S)	\$5	
	<i>Check or Money Order - Payable to Town of Palmer Lake</i>		
	<i>Credit Card payment at www.townofpalmerlake.com (MUST specify what payment is for)</i>		
	<i>Coordinate appointment with Police: Call 719-481-2934</i>		
	EXTRA DUTY ASSIGNMENT	\$50 / hour	
PUBLIC SAFETY RECORD REQUESTS			
	Traffic Accident Reports	\$10	
	Case Reports (1-10 pages)	\$15	
	Case Reports (page 11 and after)	\$0.25 / page	
	Research/Retrieval of Records (1st hour free)	\$30 / hour	
	Digital Video/Audio/Photograph copies	\$25	
	Research/Retrieval of Records (1st hour free)	\$30 / hour	duplicate
	All 3rd Party Printing	Actual cost	
MUNICIPAL COURT			
	COURT COST (includes docket fee)	\$40	
	OJW FEE	\$30	
	WARRANT FEE (determined by Municipal Judge)	\$300-800	
CITATION SCHEDULE <i>Note: A 37% surcharge will be added to citations</i>			
IMPOUNDING ANIMALS			
	Redeem Fee	\$40	Ch 7.04
	Additional Fee within 12 months	\$60	
DOGS			
	1st offense	\$45	Ch 7.08
	2nd offense	\$75	
	3rd offense	\$100	
VICIOUS DOG			
	1st offense	\$75	
	2nd offense	\$100	
	3rd offense	\$150	

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
DOMESTICATED POULTRY & FOWL (PETS)		Ch 7.12
1st offense	\$45	
2nd offense	\$75	
3rd offense	\$100	
FEEDING OR ATTRACTING GAME WILDLIFE		Ch 7.16
1st offense	\$100	
2nd offense	\$500	
3rd offense	\$1,000	
JUNKYARD AND DUMPING - LITTER ON PRIVATE/VACANT		Ch 8.12
1st offense followed by 8.04.040 Abatement	\$250	
2nd offense	\$500	
3rd offense	\$1,000	
NUISANCES BY CODE		
1st offense	\$45	
2nd offense	\$75	
3rd offense	\$100	
ABATEMENT		Ch 8.04
Actual cost plus daily citation not resolved	\$100	
FALSE ALARM		Ch 9.04
1st offense followed by charge under C.R.S. 18-8-111	\$500	
DOG AT RESERVOIR		
1st offense	\$800	
PARKING VIOLATION	\$50	Ch 10.08
TRAFFIC VIOLATION		Ch 10.08
Per adopted current Model Traffic Code		
SETTING FIRES WITHIN WATER SYSTEM	\$1000+	Ch 13.20
PROHIBITED SMOKING DURING STAGE 2 RESTRICTION	\$500	
SIGN CODE VIOLATION		Ch. 17.76
1st offense	\$100	
2nd offense	\$200	
3rd offense	\$300	
EXTERIOR LIGHTING VIOLATION		Ch 14.20
1st offense, per fixture	\$50	
2nd offense, per fixture	\$100	