

**TOWN OF PALMER LAKE FEE SCHEDULE**

		2025 FEE	Code Ref:
<b>ADMINISTRATION - LICENSES &amp; PERMITS</b>			
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 &amp; Annual Renewal)</i>		
	<a href="https://sbg.colorado.gov/liquor">https://sbg.colorado.gov/liquor</a>		
	<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 &amp; Annual Renewal)</i>		
	<a href="https://sbg.colorado.gov/med/applications-and-forms">https://sbg.colorado.gov/med/applications-and-forms</a>		
	<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>		
<b>TOWN PROPERTY - RESERVATION &amp; RENTAL FEES</b>			
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	

**TOWN OF PALMER LAKE FEE SCHEDULE**

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

**PUBLIC WORKS & WATER FEES**

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

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	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	
<b>LAND USE APPLICATIONS</b>		
	<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	\$250 + formula	
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	Ch 17.98
ANNEXATION 10 Acres or Less	\$2,000	
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	
<b>CHANGE OF USE</b>	<b>\$300</b>	Ch 17.14
VESTED RIGHTS FEE	\$500	
FEE IN LIEU OF SCHOOL LAND DEDICATIONS (per School District):		
Single Family Detached	\$2,218	
Townhouse/Duplex/Single Family Attached	\$1,413	
Multi-Family/Other	\$992	
COMMUNITY MASTER PLAN AMENDMENT	\$500	
<b>ADMINISTRATION - OTHER FEES</b>		
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:
<b>PUBLIC RECORD / CORA</b>			
	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	
<b>FIRE SERVICES</b>			
	<b>NOTE: Fire review/inspection fees based on 2015 IFC</b>		2015 IFC
<b>PLAN REVIEW</b>			
	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	
<b>FIRE INSPECTION</b>			
	Variance Request	\$500	
	Nuisance (after 5th call)	\$325 / call	
	Fire Watch (minimum 2 hours)	\$138 / hour	
	<b>BURN PERMIT (Annual)</b>	<b>\$25</b>	Ch 8.28
<b><u>Water Plan Reviews &amp; Inspections</u></b>			
	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	
<b><u>Construction Plan Reviews &amp; Inspections</u></b>			
	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	
<b><u>Fire Alarm System Plan Reviews &amp; Inspections (Triggered by Occupancy Type)</u></b>		
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	
<b><u>Fire Sprinkler System Plan Reviews &amp; Inspections (Triggered by Occupancy Type)</u></b>		
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	
<b>NOTE: Three sprinkler system inspections shall be allowed, per permit, prior to assessing a trip fee.</b>		
<b><u>Fixed Fire Extinguishing System Plan Reviews &amp; Inspections</u></b>		
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	
<b><u>Miscellaneous Permits &amp; Plan Reviews</u></b>		
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:
<b>Miscellaneous Inspections</b>			
	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	
	<b>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.</b>		
<b>Definitions/Explanations *see addendum</b>			
<b>Hazardous Materials (Construction Associated with Building Permits)</b>			
	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	
<b>Operational Permits</b>			
	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	
<b>POLICE SERVICES</b>			
	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 <a href="http://www.townofpalmerlake.com">www.townofpalmerlake.com</a> (MUST specify what payment is for)</i>		
	<i>Coordinate appointment with Police: Call 719-481-2934</i>		
	EXTRA DUTY ASSIGNMENT	\$50 / hour	
<b>PUBLIC SAFETY RECORD REQUESTS</b>			
	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	
<b>MUNICIPAL COURT</b>			
	COURT COST (includes docket fee)	\$40	
	OJW FEE	\$30	
	WARRANT FEE (determined by Municipal Judge)	\$300-800	
<b>CITATION SCHEDULE</b> <i>Note: A 37% surcharge will be added to citations</i>			
<b>IMPOUNDING ANIMALS</b>			
	Redeem Fee	\$40	Ch 7.04
	Additional Fee within 12 months	\$60	
<b>DOGS</b>			
	1st offense	\$45	
	2nd offense	\$75	
	3rd offense	\$100	Ch 7.08
<b>VICIOUS DOG</b>			
	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	