

TOWN OF PALMER LAKE FEE SCHEDULE

	2022 2023 FEE	Code Ref:
ADMINISTRATION - LICENSES & PERMITS		
BUSINESS LICENSE		Ch 5.04
New Application	\$75	
Annual Renewal	\$50	
SIGN PERMIT	\$100	
SHORT TERM RENTAL		Ch 5.08
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
OUTDOOR AMPLIFIED SOUND EVENT PERMIT	\$0	
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 / day	Ch5.12/16
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	

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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	
GLEN PARK / PICNIC AREA				
Resident			\$50 / day	
Non-resident			\$75 / day	
NON-REFUNDABLE (PORTION) RESERVATION FEE			\$25	
PLUS DAMAGE DEPOSIT FOR 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	
RENT/ 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

NEW WATER TAP/LINE SET			\$21,218.00	Ch 13.08
Tap Fee, based on tap size:				
3/4" (or smaller)	\$		22,703.26	
1"	\$		41,587.83	
1.5"	\$		73,061.36	
2"	\$		110,828.23	
Meter (with accessories and inspection)			\$650.00	

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<i>Coordinate with Water Department for inspection</i>		
Minimum Monthly Bill (before usage), based on tap size:		
3/4" (or smaller)	\$ 66.75 68.23	
1"	\$ 87.68 89.78	
1.5"	\$ 122.88 126.03	
2" (and larger)	\$ 165.14 169.56	
Water Usage Rate (meters read in 100 gal increments)		
1-4999 gal	\$ 0.785 0.840 per 100 gal	
5000-9999 gal	\$ 0.942 1.008 per 100 gal	
10,000-99,999 gal	\$ 1.134 1.210 per 100 gal	
<i>Tap Fees, Base Rates, and Usage Rates subject to annual 3% increase per Resolutions 4 and 9 of 2019</i>		
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)	\$21,218 \$22,703.26	
STREET CUT PERMIT (ROW)	\$200	
DEMOLITION PERMIT	\$100	
LAND USE APPLICATIONS		
<i>*Fee PLUS applicable land use calculated fees/application</i>		Ch 16
NEW CONSTRUCTION (Building Permit)	\$200+	
OTHER (Remodel, Re-roof, Deck, etc)	\$50+	
PRELIMINARY PLAT	\$500+	
FINAL PLAT	\$500+	
MASTER PLAN	\$1,000+	
MINOR SUBDIVISION (less than 5 parcel)	\$750+	
REPLAT APPLICATION	\$500+	
ROW VACATION	\$500+	
PLANNED UNIT DEVELOPMENT (PUD) REQUEST	\$1,000+	
ANNEXATION REQUEST	\$1,000+	
CONDITIONAL USE	\$250	
VARIANCE REQUEST	\$400	
REZONING REQUEST	\$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	
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	

TOWN OF PALMER LAKE FEE SCHEDULE

		2022 2023 FEE	Code Ref:
US First Class Mail requested		USPS rate	
FIRE SERVICES	NOTE: new fire review/inspection fees TBD based on 2015IFC		2015 IFC
PLAN REVIEW			
Subdivision/Development Plans	< 10 acres	\$500	
	> 10 acres	\$750	
Single Family Residence (1 inspection)		\$0 \$100	
Tenant Finish/Remodel (Non-single Family) 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	
New Building/Addition (Non-single Family)			
	< 3000 SF	\$480	
	3001 - 5000 SF	\$754	
	5000 - 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			
Fire Protection/Alarm Systems	< 20 device	\$125	
		Plus \$1.25 / device	
	> 20 device	See CSFD fee schedule	
Kitchen Hood/Duct System		\$125	
Re-inspection per incident (permitted project)		\$106	
Variance Request		\$500	
Work at Risk		\$137	
Nuisance (after 5th call)		\$325 / call	
Fire Watch (minimum 2 hours)		\$138 / hour	
Site Safety Inspection		\$50	
<u>Water Plan Reviews & Inspections</u>			
Plan review		\$140.00	
Inspection first fire hydrant		\$115.00	

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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 A-1 - 50,000 + sq. ft. - 150,000 sq. ft.	\$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	
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 thereof 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	

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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 home:			\$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	
<u>Miscellaneous Inspections</u>				
Convenience inspection, first two hours or portion thereof			\$350.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2022	2023	FEE	Code Ref:
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 is the site is inaccessible and/or work is not sufficiently pre-tested, or hazards are not completed in the required timeframe.				
<u>Definitions/Explanations</u> *see addendum				
<u>Hazardous Materials (Construction Associated with Building Permits)</u>				
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
<u>Operational Permits</u>				
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	
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	
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				

TOWN OF PALMER LAKE FEE SCHEDULE

	2022	2023	FEE	Code Ref:
<i>Note: A 37% surcharge will be added to citations</i>				
IMPOUNDING ANIMALS				Ch 7.04
Redeem Fee			\$40	
Additional Fee within 12 months			\$60	
DOGS				Ch 7.08
1st offense			\$45	
2nd offense			\$75	
3rd offense			\$100	
VICIOUS DOG				
1st offense			\$75	
2nd offense			\$100	
3rd offense			\$150	
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 GROUNDS				Ch 8.12
1st offense followed by 8.04.040 Abatement			\$250	
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
EXTERIOR LIGHTING VIOLATION				Ch 14.20
1st offense, per fixture			\$50	
2nd offense, per fixture			\$100	