

TOWN OF PALMER LAKE FEE SCHEDULE

	FEE	Code Ref:	REMARKS/CHANGE:
ADMINISTRATION - LICENSES & PERMITS			
BUSINESS LICENSE		Ch 5.02	
New Application	\$75		<i>Increased new (criminal check)</i>
Annual Renewal	\$50		
SIGN PERMIT	\$100		
SHORT TERM RENTAL		Ch 5.10	<i>New application process - includes annual "business"</i>
Class 1 owner occupied			
New Application	\$250		
Annual Renewal	\$150		
Class 2 non-owner occupied			
New Application	\$500		
Annual Renewal	\$300		
OUTDOOR AMPLIFIED SOUND EVENT PERMIT	\$0		
LIQUOR SPECIAL EVENT PERMIT (non-profit ONLY)	\$100 / day		
LIQUOR LICENSE - Local Application & License Fee		Ch 5.50	<i>Added fees for "changes" of licensing - admin review</i>
<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		
Application with Concurrent Review (with State)	\$1,000		
Transfer of Ownership	\$750		
Change of Location	\$750		
Renewal Application	\$100		
Late Renewal Fee (90 days of expiration)	\$500		
Corporation/LLC Change - Legal Entity	\$100		
Manager Registration	\$75		
Take Out / Delivery Permit	\$15		<i>New permit application per LED - track "delivery"</i>
Local License Fee - Restaurant/Lodging/Tavern (depends on license type)	\$75		
MARIJUANA LICENSE - Local Fee		Ch 5.30	<i>Increased fees and added fees for changes to license</i>
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>			
https://sbg.colorado.gov/marijuana-enforcement			
<i>*Meet with Town Clerk for NEW application packet</i>			
New/Annual Renewal Application Fee	\$1500 / ea		
New/Annual Renewal License Fee	\$2500 / ea		
Change - Modification of Premises	\$1,500		
Change of Legal Structure (Member)	\$1,500		
Transfer of Ownership	\$2,500		
DUPLICATE LICENSE FEE	\$10		
LATE RENEWAL FEE > 30 DAYS	\$15		
SOLICITOR/PEDDLER PERMIT	\$25 / day	5.12/16	
SPECIAL EVENT PERMIT	\$100 / event		
<i>*Application Fee in addition to rental fees</i>			
TOWN PROPERTY - RESERVATION & RENTAL FEES			
VILLAGE GREEN / GAZEBO			<i>Modified to reflect non-resident, 4-hr vs full day</i>
Resident - minimum 4 hour	\$50 / 4-hr		
Resident - full day	\$100 / day		
Non-resident - minimum 4 hour	\$75 / 4-hr		
Non-resident - full day	\$150 / day		
CENTENNIAL PARK / GAZEBO			
Resident	\$75 / day		
Non-resident	\$100 / day		
PALMER LAKE PAVILION			
Resident - minimum 4 hour	\$50 / 4-hr		
Resident - full day	\$100 / day		
Non-resident - minimum 4 hour	\$75 / 4-hr		
Non-resident - full day	\$150 / day		
GLEN PARK / PICNIC AREA			
Resident	\$50 / day		
Non-resident	\$75 / day		
NON-REFUNDABLE (PORTION) RESERVATION FEE	\$25		<i>Added non-refundable "holding" fee if cancelled</i>
PLUS DAMAGE DEPOSIT FOR PROPERTY (Refundable)	\$75		
ROCKIN RAILS DISC GOLF COURSE			

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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 (100)	\$250 / event		
Set: 1 table & 10 chairs	\$25 / set		
Town Hall Maint/Utility Fee	\$65 / event		<i>Added maint/utility fee for use of kitchen</i>
Kitchen - Pilot Lighting	\$25 / event		
GLEN TRAILHEAD PARKING	\$5 / day		
<i>*Holiday parking may be modified</i>			
PUBLIC WORKS & WATER FEES			
NEW WATER TAP/LINE SET	\$21,218.00	Ch 13.01	<i>3% increase per Resolution reflected</i>
Meter (with accessories and inspection)	\$650.00		
<i>Coordinate with Water Department for inspection</i>			
Meter Size (minimum bill/mo)			
3/4" (or smaller)	66.75 / mo		
1"	87.68 / mo		
1.5"	122.88 / mo		
2" (and larger)	165.14 / mo		
Water Usage Rate (meters read in 100 gl increments)			
1-4999 gl	0.785 / 100 gl		
5000-9999 gl	0.942 / 100 gl		
10,000-99,999 gl	1.131 / 100 gl		
<i>Water Tap, Meter Size, Usage Rate Subject to Annual 3% Increase per 2019 Resolution</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)	\$21,218.00		
STREET CUT PERMIT (ROW)	\$200		<i>Removed additional per foot formula - flat fee</i>
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 / Pg > 6		
Legal or larger b/w photocopy	\$0.50 / Pg		
FAX Transmittal	\$2 / Pg		
Document certification	\$5 / Cert		
Portable media - CD/DVD/Flash Drive	Actual Cost		

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Research, Retrieval, Data Manipulation (1st hour no cost)	\$30 / hr		
US First Class Mail requested	USPS rate		
FIRE SERVICES			
PLAN REVIEW			<i>Proper review to be reflected on revised applications</i>
Subdivision/Development Plans	< 10 acres	\$500	
	> 10 acres	\$750	
Single Family Residence (1 inspection)		\$0	
Tenant Finish/Remodel (Non-single Family)			
	< 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			<i>Added based on 2021 adoption of Fire Code</i>
Fire Protection/Alarm Systems	< 20 device	\$125	
	> 20 device	Plus \$1.25 / 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 / hr	
Site Safety Inspection		\$50	
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>			
PUBLIC SAFETY RECORD REQUESTS			
Traffic Accident Reports		\$10	
Case Reports (1-10 pages)		\$15	
Case Reports (page 11 and after)		\$0.25 / pg	
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		\$30	
DOCKET FEE		\$10	<i>Added docket fee (admin cost)</i>
OJW FEE		\$30	
WARRANT FEE (determined by Municipal Judge)		\$300-800	
CITATION SCHEDULE			
IMPOUNDING ANIMALS			<i>Addition of particular code citations</i>
		7.04.050	<i>NOTE: request by Municipal Judge, align w/Monument</i>
Redeem Fee	\$40		
Additional Fee within 12 months	\$60		
DOGS			7.08.130
1st offense	\$45		

TOWN OF PALMER LAKE FEE SCHEDULE

	FEE	Code Ref:	REMARKS/CHANGE:
2nd offense	\$75		
3rd offense	\$100		
VICIOUS DOG		7.08.070 - 080	
1st offense	\$75		
2nd offense	\$100		
3rd offense	\$150		
DOMESTICATED POULTRY & FOWL (PETS)		7.09.010 - 125	
1st offense	\$45		
2nd offense	\$75		
3rd offense	\$100		
FEEDING OR ATTRACTING GAME WILDLIFE		7.10.010	
1st offense	\$100		
2nd offense	\$500		
3rd offense	\$1,000		
JUNKYARD AND DUMPING GROUNDS		8.05.020	
1st offense followed by 8.04.040 Abatement	\$250		
NUISANCES BY CODE		8.05.030 - 140	
1st offense	\$45		
2nd offense	\$75		
3rd offense	\$100		
ABATEMENT		8.04.040	
Actual cost plus daily citation not resolved	\$100		
FALSE ALARM		9.04.030	
1st offense followed by charge under C.R.S. 18-8-111	\$500		
TRAFFIC VIOLATION			
Per adopted current Model Traffic Code			