

TOWN OF PALMER LAKE FEE SCHEDULE

	2023 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
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	
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	

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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		Ch 13.08
Tap Fee, based on tap size:		
3/4" (or smaller)	\$ 23,838.42	
1"	\$ 43,667.22	
1.5"	\$ 76,714.43	
2"	\$ 116,369.65	
3/4" (or smaller) out of town	\$ 35,757.63	
1" irrigation	\$ 65,500.83	
2.5"	\$ 164,346.99	
4"	\$ 318,770.96	
Meter (with accessories and inspection)	\$650 -> 850	
<i>Coordinate with Water Department for inspection</i>		
Minimum Monthly Bill (before usage), based on tap size:		
3/4" (or smaller)	\$ 85.00	
1"	\$ 111.85	
1.5"	\$ 157.01	
2"	\$ 211.24	
3/4" (or smaller) out of town	\$ 127.50	
1" irrigation	\$ 167.78	
2.5"	\$ 277.04	
4"	\$ 489.94	
Water Usage Rates (meters read in 100 gl increments)		
1-999 gl	\$ 0.840 per 100 gal	
1,000-2,999 gl	\$ 1.20 per 100 gal	
3,000-5,999 gl	\$ 1.45 per 100 gal	
6,000-8,999 gl	\$ 1.65 per 100 gal	
9,000-11,999 gl	\$ 1.90 per 100 gal	
12,000-19,999 gl	\$ 2.10 per 100 gal	
20,000+ gl	\$ 2.30 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		
Water Flushing R _c (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	

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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
NEW CONSTRUCTION, ADDITION (Building Permit)	\$200+	
OTHER (Remodel, Re-roof, Deck, Solar, etc)	\$50+	
DRAINAGE	Calculation w/land use	
PRE-APPLICATION MEETING	\$0	EST/MIN TIME:
PRELIMINARY PLAT	\$500 -> 1000 + \$100/lot	Involves all Dept Sup/Consult
FINAL PLAT	\$500 -> \$1000 + \$200/lot	Min-3 hours ~ 2 staff
MASTER PLAN	\$1,000+	Min-3 hours ~ 2 staff
MINOR SUBDIVISION (less than 5 parcels)	\$750 -> \$1,000	Multi - all staff/consult
REPLAT/RESUBDIVISION APPLICATION	\$500 -> \$1,000	Min-3 hours ~ 2 staff/consult
VACATION of RIGHT OF WAY, EASEMENT, PLAT	\$500 -> \$1,000	Min-4 hours ~ 2 staff/consult
ANNEXATION Over 10 Acres	\$1,000 -> \$2,500	Min-4 hours ~ 3 staff/consult
ANNEXATION 10 Acres or Less	\$2,000	Multi - all staff/consult
CONDITIONAL USE REQUEST	\$250 -> \$500	Multi - all staff/consult
VARIANCE (APPEAL) - RESIDENTIAL	400 -> \$300	Min-3 hours ~ 2 staff
VARIANCE (APPEAL) - NON-RESIDENTIAL	\$500	Min-3 hours ~ 2 staff
PLANNED UNIT DEVELOPMENT (PUD) REQUEST	was \$1,000	Multi - all staff/consult
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>	500 -> \$1,000	Min-3 hours ~ 2 staff/consult
REZONING - Zoning Amendment (Map/Text Correction)	\$300	
SITE DEVELOPMENT PLAN REVIEW - RESIDENTIAL (more than 1 unit)	\$500	
SITE DEVELOPMENT PLAN REVIEW - NON-RESIDENTIAL	\$750	Min-3 hours ~ 2 staff/consult
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	
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	
US First Class Mail requested	USPS rate	
FIRE SERVICES NOTE: Fire review/inspection fees based on 2015 IFC		
PLAN REVIEW		2015 IFC
Subdivision/Development Plans	< 10 acres	\$500

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> 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	
<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 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	

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	2023 FEE	Code Ref:
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 portion	\$140.00	
<u>Miscellaneous Inspections</u>		
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		

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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	
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		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	

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	2023 FEE	Code Ref:
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	