

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 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 OF PALMER LAKE FEE SCHEDULE

	2024 FEE	Code Ref:
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	
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>		

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 FEE	Code Ref:
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)	\$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	\$ 0.84 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	
<i>Tap Fees are subject to annual 5% increase per Resolution 54 of 2023</i>		
<i>Water Usage Rates and Base Fees are established per Resolution 54 of 2023</i>		
Water Flushing Rate (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	

TOWN OF PALMER LAKE FEE SCHEDULE

LAND USE APPLICATIONS	2024 FEE	Code Ref:
*Fees PLUS applicable land use 2% use tax		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	
PRELIMINARY PLAT	\$ 1000 + \$100/lot	
FINAL PLAT	\$ 1000 + \$200/lot	
MASTER PLAN	\$1,000+	
MINOR SUBDIVISION (less than 5 parcels)	\$1,000	
REPLAT/RESUBDIVISION APPLICATION	\$1,000	
VACATION of RIGHT OF WAY, EASEMENT, PLAT	\$1,000	
ANNEXATION Over 10 Acres	\$2,500	
ANNEXATION 10 Acres or Less	\$2,000	
CONDITIONAL USE REQUEST	\$500	
VARIANCE (APPEAL) - RESIDENTIAL	\$300	
VARIANCE (APPEAL) - NON-RESIDENTIAL	\$500	
PLANNED UNIT DEVELOPMENT (PUD) REQUEST:		
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	
REZONING - Zoning Amendment (Map/Text Correction)	\$300	
SITE DEVELOPMENT PLAN REVIEW - RESIDENTIAL (more than 1 unit)	\$500	
SITE DEVELOPMENT PLAN REVIEW - NON-RESIDENTIAL	\$750	
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	

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 FEE	Code Ref:
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	

TOWN OF PALMER LAKE FEE SCHEDULE

FIRE SERVICES	NOTE: Fire review/inspection fees based on 2015 IFC	2024 FEE	Code Ref: 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	
<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	

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 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 home	\$425.00	
NOTE: Three sprinkler system inspections shall be allowed, per permit, prior to assessing a trip fee.		

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 FEE	Code Ref:
<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 portic	\$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 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	

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 FEE	Code Ref:
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	

TOWN OF PALMER LAKE FEE SCHEDULE

	2024 FEE	Code Ref:
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	
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	

FIRE SERVICES ADDENDUM

Fire Definitions/Explanations

Convenience Inspection: A convenience inspection fee is assessed when a business or contractor requests an inspection outside the normal business hours of the Division of the Fire Marshal to accommodate their convenience.

Pre-Plan Submittal Consult: Time associated with a project during the design and planning stages. The assessed amount is cost recovery for staff's time during the consultation, similar to time spent during a plan review. A fee will not be assessed for meetings requiring thirty minutes or less.

Re-Inspection: A fee assessed if an inspection is scheduled and any portion of the work is incomplete, and/or hazards are not abated in an allotted timeframe. Failure to provide access for a requested inspection, failure to maintain work in an exposed condition until the inspection is completed, deviation from approved plans, lack of sufficient documentation or required equipment or personnel to conduct the inspection, or a system that has not been pre-tested shall also require a re-inspection.

Trip Fee: Accounts for time associated with two inspections for a given permit. Sprinkler contractors shall be allowed three inspections per permit issued. A trip fee will be assessed when additional inspections are required due to the phasing or scheduling of a project.

Occupancy Type:

Type I Construction: Fire Resistive

Type II Construction: Non-Combustible

Type III Construction: Ordinary

Type IV Construction: Heavy Timber

Type V Construction: Wood-Frame

Occupancy Classification:

Assembly (A): A-1, A-2, A-3, A-4, A-5

Business (B): B

Educational (E): E

Factory and Industrial (F): F-1, F-2

High Hazard (H): H-1, H-2, H-3, H-4, H-5

Institutional (I): I-1, I-2, I-3, I-4 (Day Care)

Mercantile (M): M

Residential (R): R-1, R-2, R-3, R-4

Storage (S): S-1, S-2

Utility and Miscellaneous (U): U

Hazardous Materials (Construction Associated with Building Permits) See Chapter 2 of the International Fire Code for occupancy classification examples