

# City of Commerce City, CO



## User Fee Study

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# TABLE OF CONTENTS

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<b>TABLE OF CONTENTS</b> .....	<b>i</b>
<b>Executive Summary</b> .....	<b>1</b>
<b>User Fee Background</b> .....	<b>2</b>
Background .....	2
Additional Policy Considerations .....	2
<b>Study Objective</b> .....	<b>3</b>
Scope of the Study .....	3
Aim of the Report.....	4
<b>Project Approach and Methodology</b> .....	<b>5</b>
Conceptual Approach.....	5
Fully Burdened Hourly Rates.....	5
Summary Steps of the Study.....	6
Allowable Costs.....	6
Methodology.....	7
Quality Control/Quality Assurance .....	7
Reasons for cost increases/decreases over current fees.....	8
City Staff Contributions.....	8
<b>Commerce City User Fees</b> .....	<b>9</b>
Cost Recovery.....	9
Subsidization .....	9
Impact on Demand (Elasticity).....	10
Summary .....	10
<b>Community Development Department</b> .....	<b>11</b>
Section 2 – Building Permit Analysis .....	11
Section 5 – Community Development Analysis .....	12
<b>City Clerk’s Office</b> .....	<b>13</b>
Section 4 – Business Licenses Analysis.....	13
Section 16 – Public Information and Open Records Analysis .....	13
Section 18 – Published City Documents Analysis.....	13
Section 23 – Marijuana Licensing Analysis .....	14

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<b>Finance Department .....</b>	<b>15</b>
Section 8 – Finance Analysis .....	15
<b>Police Department .....</b>	<b>16</b>
Section 7 – Police Records and Other Information Requests Analysis .....	16
Section 15 – Police and Law Enforcement Analysis .....	16
<b>Public Works Department .....</b>	<b>17</b>
Section 17 – Public Works and Engineering Analysis .....	17
Section 26 – Small Cell Telecommunications Facilities Analysis .....	18
<b>Other Fee Sections .....</b>	<b>19</b>
<b>Appendix A – Total Allowable Cost to be Recovered .....</b>	<b>20</b>
<b>Appendix B – Fully Burdened Hourly Rates .....</b>	<b>21</b>
<b>Appendix C – Cost Recovery Analysis .....</b>	<b>27</b>

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## Executive Summary

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The City of Commerce City engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.

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# User Fee Background

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## Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As local governments struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, counties have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

## Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefitting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those indirect costs relating to a local government's central service departments and internal services funds that are reasonably allocable to the local government's operating departments. Indirect support cost allocations were incorporated into the overhead as determined through dividing the central service costs by the operating department and fund costs for the City.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Commission, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services, as well as updating the underlying cost and personnel data.

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## Study Objective

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As the City of Commerce City seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

## Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Commerce City departments and fee groups:

- Administrative
- Building Permit
- Business Licenses
- Community Development
- Finance
- Landfills
- Liquor Licensing
- Maps and Plans
- Metropolitan Districts

- Neighborhood Services
- Police and Law Enforcement
- Public Information and Open Records
- Public Works and Engineering
- Published City Documents
- Court Fees and Costs
- Marijuana Licensing
- Small Cell Telecommunications Facilities

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

## **Aim of the Report**

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.

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# Project Approach and Methodology

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## Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

## Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs

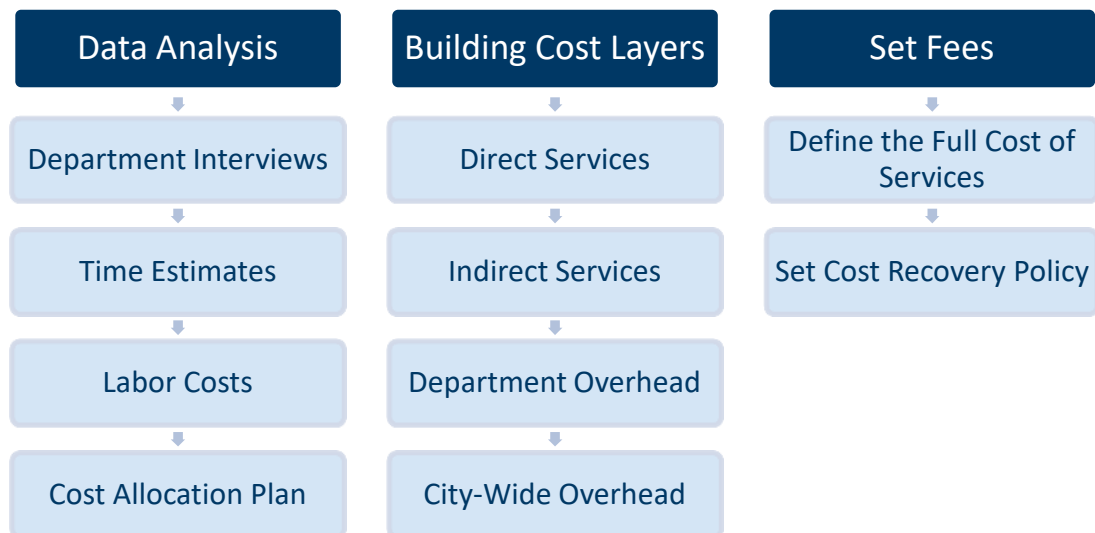
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations, as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.



## Summary Steps of the Study

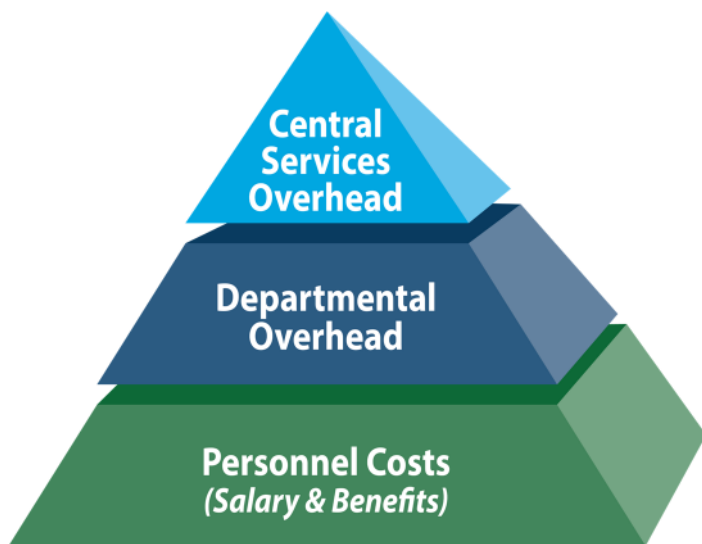
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



## Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City’s indirect overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies, materials, and department administration support that are necessary for the department to function.
- **Indirect Overhead:** These costs, represent services provided by those Central Services Departments whose primary function is to support other City departments as well as the charges from the Internal Service funds of the City.



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## Methodology

The three methods of analysis for calculating fees used in this report are the:

**Case Study Method (Standard Unit Cost Build-Up Approach):** This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

**Programmatic Approach:** In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are recreation fees and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

**Valuation Based Fees:** This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fee provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

## Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking

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## Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
  - Departmental overhead and administration costs
  - Administrative support costs
  - Indirect overhead from central service support
- Changes in processes and procedures within a department, or the City as a whole

## City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

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# Commerce City User Fees

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## Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principal goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Commerce City, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

## Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can

be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.

## Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

## Summary

If the City's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. City staff has reviewed the full costs and identified the "recommended fee levels" for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee and their analysis, refer to **Appendix C** of this report.

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# Community Development Department

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The Department of Community Development's mission is to guide the orderly growth and development of Commerce City and to maintain an attractive and healthy place to live, work, and play. The Department of Community Development provides a variety of services including the administration of planning and zoning codes, the processing of planned unit developments (PUDs), subdivisions, annexations, and technical assistance and interpretations for the Planning Commission, Zoning Board of Adjustment, Derby Review Board, and City Council. Community Development also administers current planning, long-range planning, and neighborhood planning. Building Safety services, Code Enforcement, and Housing Administration are also provided by Community Development. Building Safety is responsible for enforcing all building codes and ordinances dealing with new and rehab construction projects. Primary Building Safety functions include the review of construction plans, issuance of building permits, and field inspections to ensure compliance with all the provisions of adopted building codes and City ordinances. Neighborhood Services is responsible for the fair, consistent and equitable enforcement of codes and ordinances pertaining to zoning and property maintenance violations and coordination of graffiti removal and abatement. The Housing Division provides staff support to the City's Housing Authority, which is responsible for administration of Section 8 Housing Choice vouchers, home rehabilitation, community resources, and the down payment/closing cost assistance program.

Willdan individually reviewed the services and programs associated with the Community Development Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

## Section 2 – Building Permit Analysis

The analysis of Building Safety services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit program), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that services are currently set below the full cost of providing them. The suggested fees in **Appendix C** were set to limit any fee increase to 50% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- an increase to 5 fees;
- 3 fees would remain as currently set;
- 1 fee would change to Valuation based from a flat rate;
- 16 new fees would be added, and;
- the average estimated fee increase would be around 30%.

In addition to the above referenced fees listed under Building, the Building Permit fee program is also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case by case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide the service. Project

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valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future construction trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed using fee activity going back to fiscal year 2012 for Building Permits and found that the program is currently operating at 77% cost recovery. It is suggested that the fees be increased to raise cost recovery to 100%, which would require a 29% increase. Current and new fees are detailed in **Appendix C**.

## Section 5 – Community Development Analysis

The analysis of Community Development services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that services are currently set below the full cost of providing them. The analysis found that flat rate fees are currently set well below the full cost of providing the service. It is recommended that the City increase cost recovery to 100% for Building services as detailed in **Appendix C**. As a result, there would be:

- an increase to 5 fees;
- 230 new fees would be added to replace 42 current fees, and;
- 4 fees would remain as currently set.

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## City Clerk's Office

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The City Clerk's Office provides specialized administrative services to the city.

- Serves as clerk to city council, working with city departments to schedule and create agendas and meeting minutes.
- Conducts municipal elections
- Coordinates city boards and commissions
- Administers the city's liquor, marijuana and business licensing programs
- Preserves and provides access to official and historical city records
- Serves as a passport acceptance facility

Every person engaged in business in Commerce City must comply with the city's licensing and tax laws. All businesses are required to obtain a general business license even if the business is a service-only business.

Willdan individually reviewed the services and programs associated with the City Clerk's Office. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

### Section 4 – Business Licenses Analysis

The analysis of Business License services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that services are currently set below the full cost of providing them. The suggested fees in **Appendix C** were set to limit any fee increase to 50% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- an increase to 18 fees, and;
- 3 fees would decrease as detailed in **Appendix C**.

### Section 16 – Public Information and Open Records Analysis

There are no recommended fee changes except an increase of \$3 for the Search and Retrievals per hour fee as detailed in **Appendix C**.

### Section 18 – Published City Documents Analysis

This section consisted of detailed listing of duplication fees for types of City documents. It was determined that instead of set fees for specific documents, a standard copy rate for all documents should be used. The current copy rate of \$0.25 is being recommended to remain as and detailed in **Appendix C**.



## Section 23 – Marijuana Licensing Analysis

The analysis of Marijuana Licensing services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that services are currently subsidizing the cost by an average of 42%. There are no recommended fee changes to these services as listed in [Appendix C](#).

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## Finance Department

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The Finance Department is made up of four divisions, Financial Planning and Budgeting, Financial Services, Tax, and Internal Services. Finance is responsible for the administration of all financial record-keeping and reporting functions required by the City Charter. The Finance Department provides responsive, professional and ethical administrative and fiscal services to meet the needs of the public, the City Council, and all City departments.

Willdan individually reviewed the services and programs associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

### Section 8 – Finance Analysis

The analysis of Finance Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that flat rate fees were regularly set below the full cost of providing the service. The suggested fees in **Appendix C** were set to limit any fee increase to 50% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- an increase to the Returned Check fee from \$35 to \$48, and;
- the Un-paid Property Clean-Up Lien Interest fee will remain as currently set.

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## Police Department

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The Police Department provides law enforcement services to the residents, businesses, and visitors to Commerce City. The Department is responsible for patrol services; reporting and investigation of crime; filing of cases and coordination with the District Attorney's office in the prosecution of criminals; enforcement of municipal codes and other criminal laws; maintenance and distribution of police reports to members of the public, courts, and other City departments as needed.

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

### Section 7 – Police Records and Other Information Requests Analysis

The analysis of Police Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that flat rate fees are currently set well below the full cost of providing the service. The suggested fees in **Appendix C** were set to limit any fee increase to 50% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- An increase to 3 fees;
- 2 fees would remain as currently set, and;
- the average estimated fee increase would be around 39%.

### Section 15 – Police and Law Enforcement Analysis

The analysis of Police Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that flat rate fees are currently set well below the full cost of providing the service. The suggested fees in **Appendix C** were set to limit any fee increase to 50% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- An increase to 2 fees;
- 1 fee would decrease;
- 4 fees/violation would remain as currently set, and;
- the average estimated fee increase would be around 10%.

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## Public Works Department

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The Public Works Department is responsible for maintaining all public infrastructure located within the City's rights-of-way including: the public street network and the public storm water drainage system. The department reviews development applications for conformance to the Land Development Code and City's Engineering Standards and Specifications, as well as manages the City's Municipal Separate Storm Sewer System (MS4) program. The department also develops and manages capital improvement projects from initial planning through construction. Other services include: traffic management and maintenance, snow and ice control, street sweeping, residential garbage and recycling, and public rights-of-way management and inspection. Facility Services and Fleet Management also reside within this department, however, these two service areas are treated as internal service funds and are not included within this Public Works section of the General Fund.

Engineering services include development review and coordination and inspection; traffic and transportation engineering, administration of the Municipal Separate Storm Sewer System (MS4) permit, grading and erosion control, and right-of-way research and mapping. Services also include planning, design, inspection, and construction management of capital projects throughout the City as well as right-of-way permitting and management.

Willdan individually reviewed the services and programs associated with Public Works and Engineering. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

### Section 17 – Public Works and Engineering Analysis

The analysis of Public Works and Engineering services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are set below the full cost of providing the service, and five fees are currently above full cost. Also, the analysis found that the current fees on average result in 47% cost recovery. It is recommended that the City increase most Public Works Services fees to improve cost recovery as detailed in [Appendix C](#), with some specific fees set to retain subsidies. As a result, there would be:

- an increase to 28 fees;
- 2 fees would decrease;
- 49 new fees will be added, most to replace the current Development Permit fees, and;
- 7 user fees would remain as currently set.

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## Section 26 – Small Cell Telecommunications Facilities Analysis

The analysis of Small Cell Telecommunications Facilities services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the flat rate fee is set below the full cost of providing the service. The suggested fees in **Appendix C** were set to limit any fee increase to 50% or the full cost (whichever is less) based on the full cost calculation. As a result, there would be:

- an increase to the Application fee, and;
- the other 3 fees would remain as currently set.

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## Other Fee Sections

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No cost analysis was done with the services and programs associated with the below fee sections. All fees are to remain as currently set as detailed in **Appendix C**.

- Section 1 – Administration
- Section 9 – Landfills
- Section 10 – Liquor Licensing
- Section 11 – Maps and Plans
- Section 12 – Metropolitan Districts
- Section 13 – Neighborhood Services
- Section 20 – Court Fees

## Appendix A – Total Allowable Cost to be Recovered

Below are the total department costs for those departments included in the fee study. However, only a percentage of the total cost is realized as staff does not just work on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, passthrough contract costs, and any other costs that are charged directly to the service requestor.

### City of Commerce City, CO - User Fee Study

#### Overhead Rate Calculations

Department	Salaries & Benefits	Maintenance & Operations	Administrative Overhead	Direct		Cost	
				Overhead %	Indirect Allocation	Allocation Overhead	Indirect Allocation %
City Manager	1,007,315	455,795	-	45%	249,800		17%
CM City Clerk	274,799	131,036	-	48%	132,625		33%
CM Communications	482,664	491,518	-	102%	144,961		15%
CM Economic Development	470,606	265,590	-	56%	69,865	11%	20%
CM Municipal Court	279,670	139,006	-	50%	154,994	11%	48%
Community Development	2,837,787	879,492	449,732	47%	1,127,061	11%	41%
Facility Services	453,942	194,506	-	43%	161,072		25%
Finance Tax	925,670	77,300	-	8%	195,735		20%
Financial Png & Budgeting	376,831	10,920	-	3%	65,429		17%
Financial Services	550,789	171,224	-	31%	245,259		34%
Fleet Maintenance	363,331	988,092	-	272%	254,776		19%
HR	835,123	380,002	-	46%	259,601		21%
IT	1,921,111	1,033,916	250,167	67%	54,155		2%
Legal City Attorney	893,688	31,350	-	4%	82,205	11%	20%
Legislative	146,792	180,047	-	123%	68,364	11%	32%
Parks Maintenance	1,485,997	608,503	-	41%	1,160,683	11%	66%
Parks, Recreation, & Golf	6,128,704	2,865,999	1,342,515	69%	3,298,715	11%	48%
Police	14,069,943	3,362,440	1,026,712	31%	5,130,736	11%	40%
Public Works	1,532,065	561,947	494,831	69%	453,243	11%	33%
Street Maintenance	1,502,948	596,378	-	40%	1,541,566	11%	84%

## Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR's) of staff positions that provide for the services detailed in **Appendix C**. The FBHR's were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position as determined by the department they are assigned to. Refer previously to **Appendix A** for identifying the percentage overheads for each department. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can notify and charge up to the full cost of the personnel, third party, or material cost involved to the service requestor.

### City of Commerce City, CO - User Fee Study

#### Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
<b>Position Rates</b>		
Legal City Attorney	Attorney - Assistant City Attorney	\$99.26
Legal City Attorney	Attorney - City Attorney	\$197.34
Legal City Attorney	Attorney - Deputy City Attorney	\$167.15
Legal City Attorney	Attorney - Paralegal	\$67.11
Legal City Attorney	Attorney - Senior Counsel	\$146.09
Legal City Attorney	Attorney - Sr Assistant City Attorney - Public Safety	\$111.60
Financial Plng & Budgeting	Budgeting - Budget & Performance Analyst	\$70.18
Financial Plng & Budgeting	Budgeting - Grants and Special Projects Coordinator	\$67.18
Community Development	CD - Administrative Specialist II	\$80.00
Community Development	CD - Administrative Specialist III	\$93.47
Community Development	CD - Building Inspector Apprentice	\$95.11
Community Development	CD - Building Inspector I	\$111.89
Community Development	CD - Building Inspector II	\$128.12
Community Development	CD - Building Inspector III	\$138.24
Community Development	CD - Building Inspector III - Electrical	\$138.24
Community Development	CD - Building Inspector Supervisor	\$159.20
Community Development	CD - CDBG Coordinator	\$131.96
Community Development	CD - Code Enforcement Inspector	\$97.43
Community Development	CD - Code Enforcement Supervisor	\$136.79
Community Development	CD - Codes & Inspection Mgr - CBO	\$212.25
Community Development	CD - Community Development Manager	\$163.07
Community Development	CD - Community Well Being Manager	\$154.68
Community Development	CD - Deputy Building Official	\$166.39
Community Development	CD - Director of CD	\$270.70
Community Development	CD - Housing and Resident Services Manager	\$154.68
Community Development	CD - Housing Grants and Financial Coordinator	\$110.87
Community Development	CD - Housing Specialist	\$88.50
Community Development	CD - Housing Specialist II	\$97.35
Community Development	CD - Permit Supervisor	\$128.62
Community Development	CD - Permit Technician I	\$87.48
Community Development	CD - Permit Technician II	\$96.22
Community Development	CD - Permit Technician III	\$104.97
Community Development	CD - Planner I	\$103.31
Community Development	CD - Planner II	\$119.71



# City of Commerce City, CO - User Fee Study

## Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
<b>Position Rates</b>		
Community Development	CD - Planner III	\$151.15
Community Development	CD - Planner III/Environmental	\$151.15
Community Development	CD - Planning Manager	\$193.36
Community Development	CD - Planning Technician	\$93.41
Community Development	CD - Plans Examiner I	\$120.18
Community Development	CD - Plans Examiner II	\$132.20
Community Development	CD - Principal Planner	\$178.17
Community Development	CD - Senior Code Enforcement Inspector	\$112.04
CM City Clerk	Clerk - Assistant City Clerk	\$113.25
CM City Clerk	Clerk - City Clerk	\$194.02
CM City Clerk	Clerk - Deputy City Clerk	\$124.58
CM City Clerk	Clerk - Licensing Coordinator	\$102.22
City Manager	CM - Assistant City Manager	\$254.13
City Manager	CM - Assistant to the City Manager	\$142.28
City Manager	CM - Chief Innovation Officer	\$227.01
City Manager	CM - City Manager	\$312.47
City Manager	CM - Deputy City Manager	\$261.97
City Manager	CM - Executive Management Analyst	\$137.99
City Manager	CM - Innovation Specialist	\$107.76
City Manager	CM - Management Analyst	\$97.96
City Manager	CM - Management Analyst II	\$107.76
CM Communications	Comm - Communications Specialist II	\$134.29
CM Communications	Comm - Communications Specialist II - Bilingual	\$141.00
CM Communications	Comm - Community Engagement/Public Information Officer	\$108.71
CM Communications	Comm - Community Liaison	\$137.37
CM Communications	Comm - Community Navigator - Family and Senior	\$115.51
CM Communications	Comm - Community Navigator - Homeless Outreach	\$115.51
CM Communications	Comm - Community Relations Manager	\$203.79
CM Communications	Comm - Digital Communication Specialist	\$139.71
CM Communications	Comm - Senior Communications Specialist	\$149.85
CM Communications	Comm - Video Production Specialist	\$122.34
CM Municipal Court	Court - Court Clerk	\$99.50
CM Municipal Court	Court - Court Specialist	\$122.36
CM Municipal Court	Court - Municipal Court Supervisor	\$139.71
CM Economic Development	ED - Business Development Manager	\$156.47
CM Economic Development	ED - ED Director	\$228.66
CM Economic Development	ED - ED Specialist	\$113.77
CM Economic Development	ED - Senior ED Specialist	\$121.52
CM Economic Development	ED - Senior Innovation Specialist	\$119.44
Financial Services	Fin - Accountant I	\$85.72
Financial Services	Fin - Accountant II	\$97.19
Financial Services	Fin - Accounting Supervisor	\$154.05
Financial Services	Fin - Accounting Technician	\$76.16
Financial Services	Fin - Budget Manager	\$0.00
Financial Services	Fin - Deputy Finance Director	\$212.22
Financial Services	Fin - Director of Finance	\$238.94
Financial Services	Fin - Payroll Specialist	\$95.05

## City of Commerce City, CO - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
<b>Position Rates</b>		
Financial Services	Fin - Senior Accountant	\$120.94
HR	HR - Benefits Coordinator	\$88.15
HR	HR - Director of HR	\$253.43
HR	HR - HR Generalist	\$102.84
HR	HR - HR Manager	\$167.02
HR	HR - HR Technician	\$85.01
HR	HR - Risk Manager	\$160.02
HR	HR - Sr. HR Generalist	\$131.24
HR	HR - Talent Acquisition Specialist	\$100.92
HR	HR - Total Rewards Administrator	\$128.38
IT	IT - Cybersecurity Analyst	\$148.03
IT	IT - Director of IT	\$243.61
IT	IT - Enterprise Application Manager	\$201.25
IT	IT - GIS Developer	\$116.03
IT	IT - GIS Manager	\$158.61
IT	IT - GIS Specialist	\$99.86
IT	IT - GIS Technician	\$76.05
IT	IT - IT Infrastructure Supervisor	\$171.27
IT	IT - IT Manager	\$177.84
IT	IT - IT Project Manager	\$149.26
IT	IT - IT Service Desk Analyst	\$69.01
IT	IT - IT Service Desk Supervisor	\$142.14
IT	IT - IT Technician	\$81.19
IT	IT - Network Engineer	\$146.46
IT	IT - Senior IT Engineer - Public Safety	\$147.90
IT	IT - Senior IT Technician	\$90.81
IT	IT - Senior System Analyst	\$145.67
IT	IT - Sr Business Intelligence & Data Analyst	\$141.75
IT	IT - System Analyst	\$118.20
IT	IT - System Engineer	\$146.91
Parks, Recreation, & Golf	Parks - 2nd Assistant Golf Course Maintenance Supervisor	\$134.55
Parks, Recreation, & Golf	Parks - Assistant Golf Course Maintenance Supervisor	\$134.55
Parks, Recreation, & Golf	Parks - Building Attendant	\$80.59
Parks, Recreation, & Golf	Parks - Chef	\$145.83
Parks, Recreation, & Golf	Parks - Deputy Director of Parks, Recreation, and Golf	\$264.43
Parks, Recreation, & Golf	Parks - Director of Parks & Recreation	\$330.54
Parks, Recreation, & Golf	Parks - First Assistant Golf Professional	\$114.17
Parks, Recreation, & Golf	Parks - Food & Beverage Assistant	\$92.90
Parks, Recreation, & Golf	Parks - Food & Beverage Manager	\$161.95
Parks, Recreation, & Golf	Parks - GC Maintenance Supervisor	\$172.23
Parks, Recreation, & Golf	Parks - Golf Course Chemical Spray Technician	\$106.49
Parks, Recreation, & Golf	Parks - Golf Course Irrigation Tech	\$112.54
Parks, Recreation, & Golf	Parks - Golf Course Manager	\$228.00
Parks, Recreation, & Golf	Parks - Golf Course Mechanic	\$121.77

## City of Commerce City, CO - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
<b>Position Rates</b>		
Parks, Recreation, & Golf	Parks - Head Golf Professional	\$171.98
Parks, Recreation, & Golf	Parks - Lead Cook	\$109.37
Parks, Recreation, & Golf	Parks - Park Ranger	\$109.21
Parks, Recreation, & Golf	Parks - Park Ranger Supervisor	\$149.47
Parks, Recreation, & Golf	Parks - Parks Planner III	\$181.42
Parks, Recreation, & Golf	Parks - Recreation Assistant	\$91.40
Parks, Recreation, & Golf	Parks - Recreation Coordinator	\$120.96
Parks, Recreation, & Golf	Parks - Recreation Manager	\$231.57
Parks, Recreation, & Golf	Parks - Recreation Superintendent	\$187.46
Parks, Recreation, & Golf	Parks - Recreation Supervisor	\$156.22
Parks, Recreation, & Golf	Parks - Sous Chef	\$119.15
Parks, Recreation, & Golf	Parks - Strategic Initiatives Supervisor	\$174.37
Police	Police - Administrative Supervisor	\$101.74
Police	Police - Chief of Police	\$276.68
Police	Police - Commander - Administration	\$207.88
Police	Police - Commander - Investigations	\$207.88
Police	Police - Commander - Patrol	\$207.88
Police	Police - Commander - PSU	\$207.88
Police	Police - Commander - Special Ops	\$207.88
Police	Police - Commander Support Ops	\$207.88
Police	Police - Community Service Officer	\$91.53
Police	Police - Community Service Officer Supervisor	\$118.55
Police	Police - Crime Analyst	\$110.75
Police	Police - Crime Scene Technician I	\$96.91
Police	Police - Crime Scene Technician II	\$114.01
Police	Police - Deputy Police Chief	\$242.13
Police	Police - Detective	\$117.55
Police	Police - Detective - NMDTF	\$117.55
Police	Police - Detective - SATF	\$117.55
Police	Police - Detective - SSTF	\$117.55
Police	Police - Digital Records Technician	\$83.83
Police	Police - Emergency Manager	\$182.25
Police	Police - Executive Admin Supervisor	\$109.56
Police	Police - Investigative Linguist Technician	\$107.17
Police	Police - Investigative Technician	\$102.06
Police	Police - Patrol Services Technician	\$71.98
Police	Police - Police Cadet	\$85.76
Police	Police - Police Officer	\$117.55
Police	Police - Police Officer SRO	\$117.55
Police	Police - Police Officer Traffic	\$117.55
Police	Police - Police Records Specialist	\$79.18
Police	Police - Police Records Specialist Lead	\$86.37
Police	Police - Police Recruit	\$85.76
Police	Police - Police Services Manager	\$130.00
Police	Police - Police Services Supervisor	\$103.83

## City of Commerce City, CO - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
<b>Position Rates</b>		
Police	Police - Police Services Technician	\$71.98
Police	Police - Property & Evidence Tech	\$84.24
Police	Police - Property and Evidence Supv	\$101.08
Police	Police - Sergeant - Administration	\$161.19
Police	Police - Sergeant - Compliance	\$161.19
Police	Police - Sergeant - Investigations	\$161.19
Police	Police - Sergeant - Patrol	\$161.19
Police	Police - Sergeant - PSU	\$161.19
Police	Police - Sergeant - Training & Recruitment	\$161.19
Police	Police - Training and Recruiting Technician	\$88.69
Public Works	PW - CIP Manager	\$221.11
Public Works	PW - City Engineer	\$256.16
Public Works	PW - Civil Engineer II	\$156.87
Public Works	PW - Construction Inspector	\$120.79
Public Works	PW - Dev Rev & Coord Engineer	\$181.38
Public Works	PW - Development Review Manager	\$208.59
Public Works	PW - Director of Public Works	\$314.69
Public Works	PW - Director of Urban Renewal	\$248.53
Public Works	PW - Permit Technician I	\$94.48
Public Works	PW - Project Inspector	\$127.06
Public Works	PW - Project Manager	\$201.01
Public Works	PW - SR Engineering Technician	\$135.35
Public Works	PW - Stormwater Coordinator	\$135.58
Public Works	PW - Traffic Engineer/Planner	\$211.74
Public Works	PW - Transportation Engineer - Civil Engineer III	\$181.38
Facility Services	PW Facilities - Building Engineer	\$89.09
Facility Services	PW Facilities - Facilities Maintenance Supervisor	\$121.29
Facility Services	PW Facilities - Facility Maintenance Tech	\$67.06
Facility Services	PW Facilities - Fleet & Facilities Manager	\$166.56
Facility Services	PW Facilities - Fleet and Facilities Project and Program Coordinator	\$90.61
Facility Services	PW Facilities - Term Limited Facilities Project Manager	\$159.93
Fleet Maintenance	PW Fleet - Fleet Shop Supervisor	\$291.20
Fleet Maintenance	PW Fleet - Fleet Technician	\$209.72
Parks Maintenance	PW Pks Maint - Parks Capital Project Manager	\$197.65
Parks Maintenance	PW Pks Maint - Parks Maintenance Supervisor	\$147.70
Parks Maintenance	PW Pks Maint - Parks O&M Supervisor	\$169.05
Parks Maintenance	PW Pks Maint - Parks Operation Specialist	\$109.84
Parks Maintenance	PW Pks Maint - Parks Operation Technician	\$95.51
Street Maintenance	PW Street Maint - Parks & Streets Operations Manager	\$238.93
Street Maintenance	PW Street Maint - Parks and Streets Project and Program Coordinator	\$141.14
Street Maintenance	PW Street Maint - Streets Maintenance Supervisor	\$147.60
Street Maintenance	PW Street Maint - Streets Operations Technician	\$104.90
Street Maintenance	PW Street Maint - Streets Ops & Maintenance Superv	\$194.25

## City of Commerce City, CO - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
	<b>Position Rates</b>	
Finance Tax	Tax - Audit Supervisor	\$105.18
Finance Tax	Tax - Sales Tax Technician	\$55.42
Finance Tax	Tax - Senior Tax Auditor	\$86.64
Finance Tax	Tax - Tax Auditor I	\$77.38
Finance Tax	Tax - Tax Auditor II	\$81.25
Finance Tax	Tax - Tax Compliance Agent	\$55.42
Finance Tax	Tax - Tax Manager	\$111.93

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## Appendix C – Cost Recovery Analysis

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The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA,” the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties, fines, and facility use), or when there is not a current fee amount to compare against.

## Section 2

### Building Plan Review and Other Inspections and Fees

#	Description	Current Fee/Charge	Unit	Notes
1	Plan Review (of the Building Permit Fee)	65%		
2	If identical plans are submitted (per identical plan)	150.00		
3	Other Inspections and Fees			
4	Inspection outside of normal business hours (per hour )	50.00		minimum of two hours
5	First Re-inspection Fee	50.00		for corrections needed
6	Second Re-inspection Fee	75.00		for corrections needed
7	Third plus Re-Inspection Fee	New	each	for corrections needed
8	First Re-review Fee	New		for corrections needed
9	Second Re-review Fee	New		for corrections needed
10	Third plus Re-review Fee	New	each	for corrections needed
11	Additional Plan Review required by changes, additions or revisions to plans (per hour)	50.00		
12	Residential TCO	New		
13	Residential TCO - extension	New		
14	Commercial TCO	New		
15	Commercial TCO - extension	New		
16	Code modification	New		
17	Board of Building Code Appeals	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	65%	\$0
\$150.00	0%	\$150.00	\$0
\$192.28	61%	\$75.00	\$25
\$320.47	77%	\$75.00	\$25
\$640.94	NA - Penalty	\$112.00	\$37
\$1,281.88	NA - Penalty	Each subsequent re-inspection will be at twice the prior re-inspection fee	NA
\$320.47	NA - Penalty	\$320.00	NA
\$640.94	NA - Penalty	\$640.00	NA
\$1,281.88	NA - Penalty	Each subsequent re-review will be at twice the prior re-inspection fee	NA
\$128.19	41%	\$75.00	\$25
\$256.38	0%	\$256.00	NA
\$256.38	0%	\$256.00	NA
\$512.75	0%	\$512.00	NA
\$512.75	0%	\$512.00	NA
\$512.75	0%	\$512.00	NA
\$512.75	0%	\$512.00	NA

## Section 2

### Building Plan Review and Other Inspections and Fees

#	Description	Current Fee/Charge	Unit	Notes
18	Foundation-only permits	100.00		based on valuation of foundation work including trades; also include plan review fee
19	Violation for work without a permit	New		double permit and plan review fees
20	Reinstate residential permit fee	New		
21	Reinstate commercial permit fee	New		
22	Reinstate meter	New		
23	Business license review	New		
24	Organized Event Permit/Temporary Use Permit	25.00		
25	Onsite inspection cancelation fee per inspection type	New		
26	Demolition fee	50.00		

\* Third Party costs will be passed on directly to applicant as needed for services.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Based on valuation of foundation work including trades; also include plan review fee	NA
NA	NA - Penalty	Double permit and plan review fees	NA
\$320.47	0%	\$320.00	NA
\$640.94	0%	\$640.00	NA
\$192.28	0%	\$192.00	NA
\$128.19	0%	\$128.00	NA
NA	NA	\$25.00	\$0
\$128.19	0%	\$128.00	NA
\$256.38	71%	\$75.00	\$25



## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
1	A) General Service Fees			
2	1) Recording Costs	Actual Costs		
3	2) Change of Address	30.00		
4	Up to 1 acre	New		
5	1-5 acres	New		
6	5-25 acres	New		
7	25-100 acres	New		
8	Greater than 100 acres	New		
9	3) Organized Event / Temporary Use Permit			
10	(a) Neighborhood Events 0-100 People			
11	(1) Non Refundable Application Fee	50.00		
12	Up to 1 acre	New		
13	1-5 acres	New		
14	5-25 acres	New		
15	25-100 acres	New		
16	Greater than 100 acres	New		
17	(2) Event Type – Neighborhood	50.00		
18	Up to 1 acre	New		
19	1-5 acres	New		
20	5-25 acres	New		
21	25-100 acres	New		
22	Greater than 100 acres	New		
23	(3) 3+ Add'l Options	25.00	each	
24	Up to 1 acre	New	each	
25	1-5 acres	New	each	
26	5-25 acres	New	each	
27	25-100 acres	New	each	
28	Greater than 100 acres	New	each	
29	(b) Community Events 101-500 People			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Actual Costs	\$0
\$160.24	0%	\$160.00	NA
\$160.24	0%	\$160.00	NA
\$288.42	0%	\$288.00	NA
\$288.42	0%	\$288.00	NA
\$672.99	0%	\$672.00	NA
\$288.42	0%	\$288.00	NA
\$288.42	0%	\$288.00	NA
\$288.42	0%	\$288.00	NA
\$416.61	0%	\$416.00	NA
\$416.61	0%	\$416.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$465.33	0%	\$465.00	NA
\$465.33	0%	\$465.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$465.33	0%	\$465.00	NA
\$465.33	0%	\$465.00	NA

## Section 2

**Building Permit Fee Schedule (Table 1-A)**

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0.00	0.00	0.00	<b>0.00</b>	0.00	<b>0.00</b>	0.00
1.00	500.00	23.50	<b>30.41</b>	0.00	<b>0.00</b>	0.00
501.00	2,000.00	23.50	<b>30.41</b>	3.05	<b>3.95</b>	100.00
2,000.01	25,000.00	69.25	<b>89.60</b>	14.00	<b>18.11</b>	1,000.00
25,000.01	50,000.00	391.25	<b>506.24</b>	10.10	<b>13.07</b>	1,000.00
50,000.01	100,000.00	643.75	<b>832.94</b>	7.00	<b>9.06</b>	1,000.00
100,000.01	500,000.00	993.75	<b>1,285.81</b>	5.60	<b>7.25</b>	1,000.00
500,000.01	1,000,000.00	3,233.75	<b>4,184.13</b>	4.75	<b>6.15</b>	1,000.00
1,000,000.01	and up	5,608.75	<b>7,257.12</b>	3.65	<b>4.72</b>	1,000.00

**Percent Change = 29%**  
**Cost Recovery Level = 100%**

**Section 5**

**Community Development**

#	Description	Current Fee/Charge	Unit	Notes
30	(1) Non Refundable Application Fee	75.00		
31	Up to 1 acre	New		
32	1-5 acres	New		
33	5-25 acres	New		
34	25-100 acres	New		
35	Greater than 100 acres	New		
36	(2) Event Type – Community Neighborhood	100.00		
37	Up to 1 acre	New		
38	1-5 acres	New		
39	5-25 acres	New		
40	25-100 acres	New		
41	Greater than 100 acres	New		
42	(3) 3+ Add'l Options	50.00	each	
43	Up to 1 acre	New	each	
44	1-5 acres	New	each	
45	5-25 acres	New	each	
46	25-100 acres	New	each	
47	Greater than 100 acres	New	each	
48	(c) Regional Events 501+ People			
49	(1) Non Refundable Application Fee	100.00		
50	Up to 1 acre	New		
51	1-5 acres	New		
52	5-25 acres	New		
53	25-100 acres	New		
54	Greater than 100 acres	New		
55	(2) Event Type – Community Neighborhood	500.00		
56	Up to 1 acre	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$288.42	0%	\$288.00	NA
\$288.42	0%	\$288.00	NA
\$288.42	0%	\$288.00	NA
\$416.61	0%	\$416.00	NA
\$416.61	0%	\$416.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$465.33	0%	\$465.00	NA
\$465.33	0%	\$465.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$337.14	0%	\$337.00	NA
\$465.33	0%	\$465.00	NA
\$465.33	0%	\$465.00	NA
\$544.80	0%	\$544.00	NA
\$544.80	0%	\$544.00	NA
\$672.99	0%	\$672.00	NA
\$801.18	0%	\$801.00	NA
\$801.18	0%	\$801.00	NA
\$593.51	0%	\$593.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
57	1-5 acres	New		
58	5-25 acres	New		
59	25-100 acres	New		
60	Greater than 100 acres	New		
61	7) Priority Case Application Review Service Fee	500.00		
62	Priority Case Application Re-Review Service Fee	400.00		
63	(a) Plus 25% increase to applicable fees (development plan, PUD permit, Sketch plat, Final Plat, Zone Change, etc.) Applicable to the portion of a development that receives priority status.			Calculate base fee as would for all other projects, and then increase by 25%
64	(b) Plus 1.5% increase to all administrative service fees			
65	B) Applications to the Board of Adjustment			
66	1) Variance			
67	(a) R-1 and R-2 Zone Districts	250.00		
68	Up to 1 acre	New		
69	1-5 acres	New		
70	5-25 acres	New		
71	25-100 acres	New		
72	Greater than 100 acres	New		
73	(b) All other Zone Districts	350.00		
74	Up to 1 acre	New		
75	1-5 acres	New		
76	5-25 acres	New		
77	25-100 acres	New		
78	Greater than 100 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$593.51	0%	\$593.00	NA
\$721.70	0%	\$721.00	NA
\$849.89	0%	\$849.00	NA
\$849.89	0%	\$849.00	NA
NA	NA	\$100.00	-\$400
NA	NA	\$400.00	\$0
\$3,253.42	0%	\$3,253.00	NA
\$3,894.36	0%	\$3,894.00	NA
\$4,535.30	0%	\$4,535.00	NA
\$5,176.24	0%	\$5,176.00	NA
\$5,817.19	0%	\$5,817.00	NA
\$3,253.42	0%	\$3,253.00	NA
\$3,894.36	0%	\$3,894.00	NA
\$4,535.30	0%	\$4,535.00	NA
\$5,176.24	0%	\$5,176.00	NA
\$5,817.19	0%	\$5,817.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
79	(c) Minor Modification (R-1 and R-2 Zone Districts)	200.00		
80	Up to 1 acre	New		
81	1-5 acres	New		
82	5-25 acres	New		
83	25-100 acres	New		
84	Greater than 100 acres	New		
85	(d) Minor Modification (All other Zone Districts)	300.00		
86	Up to 1 acre	New		
87	1-5 acres	New		
88	5-25 acres	New		
89	25-100 acres	New		
90	Greater than 100 acres	New		
91	2) Height Exception	350.00		
92	Up to 1 acre	New		
93	1-5 acres	New		
94	5-25 acres	New		
95	25-100 acres	New		
96	Greater than 100 acres	New		
97	C) Use-by-Permit	600.00		
98	Up to 1 acre	New		
99	1-5 acres	New		
100	5-25 acres	New		
101	25-100 acres	New		
102	Greater than 100 acres	New		
103	1) Child Care Center (Residential Zones Only)	250.00		
104	Up to 1 acre	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$2,270.02	0%	\$2,270.00	NA
\$2,440.31	0%	\$2,440.00	NA
\$3,037.26	0%	\$3,037.00	NA
\$3,634.22	0%	\$3,634.00	NA
\$4,231.18	0%	\$4,231.00	NA
\$2,270.02	0%	\$2,270.00	NA
\$2,440.31	0%	\$2,440.00	NA
\$3,037.26	0%	\$3,037.00	NA
\$3,634.22	0%	\$3,634.00	NA
\$4,231.18	0%	\$4,231.00	NA
\$3,423.71	0%	\$3,423.00	NA
\$4,064.65	0%	\$4,064.00	NA
\$4,705.59	0%	\$4,705.00	NA
\$5,346.53	0%	\$5,346.00	NA
\$5,987.48	0%	\$5,987.00	NA
\$4,064.65	0%	\$4,064.00	NA
\$4,064.65	0%	\$4,064.00	NA
\$4,705.59	0%	\$4,705.00	NA
\$5,346.53	0%	\$5,346.00	NA
\$5,346.53	0%	\$5,346.00	NA
\$3,253.42	0%	\$3,253.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
105	1-5 acres	New		
106	5-25 acres	New		
107	25-100 acres	New		
108	Greater than 100 acres	New		
109	2) Special Meetings – Double the fee charged for a regular meeting			
110	D) Applications to the Planning Commission and City Council			
111	1) Requests to rezone nonconforming properties to R-1 and R-2 may be allotted a reduction to \$100, if rezoning is required to bring into conformance with the Comprehensive Plan or Land Development Code			
112	(a) Zone Change	\$600 + \$10 per acre		plus \$10.00 per acre
113	Up to 1 acre	New		
114	1-5 acres	New		
115	5-25 acres	New		
116	25-100 acres	New		
117	Greater than 100 acres	New		
118	(b) Concept Plan	500.00		
119	Up to 1 acre	New		
120	1-5 acres	New		
121	5-25 acres	New		
122	25-100 acres	New		
123	Greater than 100 acres	New		
124	(c) Annexation	\$630 + \$10 per acre		plus \$10.00 per acre
125	Up to 1 acre	New		
126	1-5 acres	New		
127	5-25 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$3,894.36	0%	\$3,894.00	NA
\$4,535.30	0%	\$4,535.00	NA
\$5,176.24	0%	\$5,176.00	NA
\$5,176.24	0%	\$5,176.00	NA
\$4,705.59	0%	\$4,705.00	NA
\$4,875.88	0%	\$4,875.00	NA
\$5,516.82	0%	\$5,516.00	NA
\$6,498.35	0%	\$6,498.00	NA
\$7,479.87	0%	\$7,479.00	NA
\$2,734.06	0%	\$2,734.00	NA
\$2,904.35	0%	\$2,904.00	NA
\$3,244.93	0%	\$3,244.00	NA
\$4,226.45	0%	\$4,226.00	NA
\$5,207.97	0%	\$5,207.00	NA
\$5,554.20	0%	\$5,554.00	NA
\$7,006.37	0%	\$7,006.00	NA
\$8,628.83	0%	\$8,628.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
128	25-100 acres	New		
129	Greater than 100 acres	New		
130	2) Planned Unit Development / Planned Unit Redevelopment			
131	(a) Schematic	775.00		
132	Up to 1 acre	New		
133	1-5 acres	New		
134	5-25 acres	New		
135	25-100 acres	New		
136	Greater than 100 acres	New		
137	(b) Zone Document	\$600 + \$20 per acre		plus \$20.00 per acre
138	Up to 1 acre	New		
139	1-5 acres	New		
140	5-25 acres	New		
141	25-100 acres	New		
142	Greater than 100 acres	New		
143	(c) Planned Unit Development Permit (PUD)	\$600 + \$30 per acre		plus \$30.00 per acre
144	Up to 1 acre	New		
145	1-5 acres	New		
146	5-25 acres	New		
147	25-100 acres	New		
148	Greater than 100 acres	New		
149	(d) Amendment to Zone Document	\$600 + \$10 per acre		plus \$10.00 per acre
150	Up to 1 acre	New		
151	1-5 acres	New		
152	5-25 acres	New		
153	25-100 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$10,251.30	0%	\$10,251.00	NA
\$11,873.76	0%	\$11,873.00	NA
\$3,845.65	0%	\$3,845.00	NA
\$4,486.59	0%	\$4,486.00	NA
\$4,486.59	0%	\$4,486.00	NA
\$5,768.47	0%	\$5,768.00	NA
\$7,050.35	0%	\$7,050.00	NA
\$6,543.27	0%	\$6,543.00	NA
\$7,910.30	0%	\$7,910.00	NA
\$9,362.47	0%	\$9,362.00	NA
\$11,455.59	0%	\$11,455.00	NA
\$13,548.70	0%	\$13,548.00	NA
\$4,234.94	0%	\$4,234.00	NA
\$6,197.98	0%	\$6,197.00	NA
\$8,161.03	0%	\$8,161.00	NA
\$9,783.49	0%	\$9,783.00	NA
\$11,746.53	0%	\$11,746.00	NA
\$5,346.53	0%	\$5,346.00	NA
\$6,798.71	0%	\$6,798.00	NA
\$8,421.17	0%	\$8,421.00	NA
\$10,684.57	0%	\$10,684.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
154	Greater than 100 acres	New		
155	(e) Design Standard Review	500.00		
156	Up to 1 acre	New		
157	1-5 acres	New		
158	5-25 acres	New		
159	25-100 acres	New		
160	Greater than 100 acres	New		
161	3) Street Right of Way (R.O.W) Vacation	950.00		
162	Up to 1 acre	New		
163	1-5 acres	New		
164	5-25 acres	New		
165	25-100 acres	New		
166	Greater than 100 acres	New		
167	4) Special Meetings – Double the fee charged for the regular meeting	500.00		
168	Up to 1 acre	New		
169	1-5 acres	New		
170	5-25 acres	New		
171	25-100 acres	New		
172	Greater than 100 acres	New		
173	E) Development Plan			
174	1) Development Plan	\$500 + \$30 per acre		plus \$30.00 per acre
175	Up to 1 acre	New		
176	1-5 acres	New		
177	5-25 acres	New		
178	25-100 acres	New		
179	Greater than 100 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$12,947.98	0%	\$12,947.00	NA
\$5,176.24	0%	\$5,176.00	NA
\$6,458.13	0%	\$6,458.00	NA
\$7,740.01	0%	\$7,740.00	NA
\$9,662.83	0%	\$9,662.00	NA
\$11,585.66	0%	\$11,585.00	NA
\$5,848.91	0%	\$5,848.00	NA
\$7,171.01	0%	\$7,171.00	NA
\$8,493.11	0%	\$8,493.00	NA
\$10,456.16	0%	\$10,456.00	NA
\$11,778.26	0%	\$11,778.00	NA
\$1,964.93	0%	\$1,964.00	NA
\$2,135.22	0%	\$2,135.00	NA
\$2,475.80	0%	\$2,475.00	NA
\$3,156.96	0%	\$3,156.00	NA
\$3,497.54	0%	\$3,497.00	NA
\$4,575.52	0%	\$4,575.00	NA
\$6,538.57	0%	\$6,538.00	NA
\$8,161.03	0%	\$8,161.00	NA
\$10,464.65	0%	\$10,464.00	NA
\$13,108.86	0%	\$13,108.00	NA



## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
180	2) Development Plan Amendment – Public Hearing	\$600 + \$30 per acre		plus \$30.00 per acre
181	Up to 1 acre	New		
182	1-5 acres	New		
183	5-25 acres	New		
184	25-100 acres	New		
185	Greater than 100 acres	New		
186	3) Development Plan Amendment – Administrative	\$500 + \$30 per acre		plus \$30.00 per acre
187	Up to 1 acre	New		
188	1-5 acres	New		
189	5-25 acres	New		
190	25-100 acres	New		
191	Greater than 100 acres	New		
192	4) No Charge for Development Plan Submitted with an application for Vested Rights.			
193	(a) Vesting Property Rights	\$600 + \$10 per acre		plus \$10.00 per acre
194	Up to 1 acre	New		
195	1-5 acres	New		
196	5-25 acres	New		
197	25-100 acres	New		
198	Greater than 100 acres	New		
199	(b) Conditional Use	1,625.00		
200	Up to 1 acre	New		
201	1-5 acres	New		
202	5-25 acres	New		
203	25-100 acres	New		
204	Greater than 100 acres	New		
205	5) Miscellaneous Land Development Fees			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$6,197.98	0%	\$6,197.00	NA
\$8,501.61	0%	\$8,501.00	NA
\$11,145.81	0%	\$11,145.00	NA
\$13,108.86	0%	\$13,108.00	NA
\$15,753.06	0%	\$15,753.00	NA
\$2,568.49	0%	\$2,568.00	NA
\$3,550.02	0%	\$3,550.00	NA
\$3,890.60	0%	\$3,890.00	NA
\$4,531.54	0%	\$4,531.00	NA
\$5,513.06	0%	\$5,513.00	NA
\$3,845.65	0%	\$3,845.00	NA
\$5,127.53	0%	\$5,127.00	NA
\$6,409.41	0%	\$6,409.00	NA
\$7,691.30	0%	\$7,691.00	NA
\$8,973.18	0%	\$8,973.00	NA
\$4,783.18	0%	\$4,783.00	NA
\$7,387.17	0%	\$7,387.00	NA
\$9,650.57	0%	\$9,650.00	NA
\$11,913.98	0%	\$11,913.00	NA
\$14,517.96	0%	\$14,517.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
206	(a) Oil/Gas Permit	2,000.00		
207	Up to 1 acre	New		
208	1-5 acres	New		
209	5-25 acres	New		
210	25-100 acres	New		
211	Greater than 100 acres	New		
212	(b) Appeals –			
213	(1) All Zone Districts	1,625.00		
214	Up to 1 acre	New		
215	1-5 acres	New		
216	5-25 acres	New		
217	25-100 acres	New		
218	Greater than 100 acres	New		
219	6) Land Use Plan Amendment	1,370.00		
220	Up to 1 acre	New		
221	1-5 acres	New		
222	5-25 acres	New		
223	25-100 acres	New		
224	Greater than 100 acres	New		
225	7) Condition Compliance Inspection	250.00		
226	Up to 1 acre	New		
227	1-5 acres	New		
228	5-25 acres	New		
229	25-100 acres	New		
230	Greater than 100 acres	New		
231	F) Subdivision Plat Fee, Full or Partial			
232	1) Public Hearing	\$300 + \$10 per acre		plus \$30.00 per acre
233	Up to 1 acre	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$12,396.89	0%	\$12,396.00	NA
\$12,567.18	0%	\$12,567.00	NA
\$12,907.76	0%	\$12,907.00	NA
\$15,171.16	0%	\$15,171.00	NA
\$19,357.39	0%	\$19,357.00	NA
\$4,230.21	0%	\$4,230.00	NA
\$4,230.21	0%	\$4,230.00	NA
\$4,871.15	0%	\$4,871.00	NA
\$6,793.98	0%	\$6,793.00	NA
\$8,716.80	0%	\$8,716.00	NA
\$6,793.98	0%	\$6,793.00	NA
\$7,434.92	0%	\$7,434.00	NA
\$8,075.86	0%	\$8,075.00	NA
\$8,716.80	0%	\$8,716.00	NA
\$9,357.74	0%	\$9,357.00	NA
\$3,204.71	0%	\$3,204.00	NA
\$3,845.65	0%	\$3,845.00	NA
\$4,486.59	0%	\$4,486.00	NA
\$5,127.53	0%	\$5,127.00	NA
\$5,768.47	0%	\$5,768.00	NA
\$8,842.19	0%	\$8,842.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
234	1-5 acres	New		
235	5-25 acres	New		
236	25-100 acres	New		
237	Greater than 100 acres	New		
238	2) Administrative	\$300 + \$10 per acre		plus \$10.00 per acre
239	Up to 1 acre	New		
240	1-5 acres	New		
241	5-25 acres	New		
242	25-100 acres	New		
243	Greater than 100 acres	New		
244	3) Plat Correction / Lot Line Adjustment	250.00		
245	Up to 1 acre	New		
246	1-5 acres	New		
247	5-25 acres	New		
248	25-100 acres	New		
249	Greater than 100 acres	New		
250	4) Sketch Plat	\$300 + \$10 per acre		plus \$10.00 per acre
251	Up to 1 acre	New		
252	1-5 acres	New		
253	5-25 acres	New		
254	25-100 acres	New		
255	Greater than 100 acres	New		
256	G) Elevation Review (up to 2 reviews)	100.00		
257	Up to 1 acre	New		
258	1-5 acres	New		
259	5-25 acres	New		
260	25-100 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$10,464.65	0%	\$10,464.00	NA
\$12,427.69	0%	\$12,427.00	NA
\$14,390.74	0%	\$14,390.00	NA
\$17,034.94	0%	\$17,034.00	NA
\$4,875.88	0%	\$4,875.00	NA
\$5,216.46	0%	\$5,216.00	NA
\$6,197.98	0%	\$6,197.00	NA
\$7,820.45	0%	\$7,820.00	NA
\$9,442.91	0%	\$9,442.00	NA
\$4,015.94	0%	\$4,015.00	NA
\$4,186.23	0%	\$4,186.00	NA
\$5,167.75	0%	\$5,167.00	NA
\$6,149.27	0%	\$6,149.00	NA
\$7,771.73	0%	\$7,771.00	NA
\$3,246.81	0%	\$3,246.00	NA
\$3,673.48	0%	\$3,673.00	NA
\$4,270.43	0%	\$4,270.00	NA
\$4,867.39	0%	\$4,867.00	NA
\$5,848.91	0%	\$5,848.00	NA
\$640.94	0%	\$640.00	NA
\$897.32	0%	\$897.00	NA
\$1,153.69	0%	\$1,153.00	NA
\$1,410.07	0%	\$1,410.00	NA

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
261	Greater than 100 acres	New		
262	1) Each Additional Elevation Review	50.00		
263	Up to 1 acre	New		
264	1-5 acres	New		
265	5-25 acres	New		
266	25-100 acres	New		
267	Greater than 100 acres	New		
268	H) Escrow Requirements			
269	1) Escrow for Development Requirement 1	25% of total costs		
270	I) Special Review Services – Community Development			
271	1) Each applicant is responsible for the full reimbursement plus a 5% administrative service charge of any legal, professional or specialized consultants contracted or retained by the City and assigned to a review of the applicant's proposal.	5%		
272	J) Contractor's License			
273	1) Unlimited General Contractor's Class A License	165.00		
274	2) Limited General Contractor's Class B License	110.00		
275	3) Residential General Contractor's Class C License	80.00		
276	4) Residential Remodeling Contractor's Class D License	80.00		
277	5) Sub-Contractor's License	75.00		
278	Derby Review Board			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,666.45	0%	\$1,666.00	NA
\$448.66	0%	\$448.00	NA
\$448.66	0%	\$448.00	NA
\$448.66	0%	\$448.00	NA
\$448.66	0%	\$448.00	NA
\$448.66	0%	\$448.00	NA
NA	NA	25% of total costs	\$0
11%	55%	5%	\$0
\$456.38	56%	\$200.00	\$35
\$391.38	66%	\$135.00	\$25
\$356.38	72%	\$100.00	\$20
\$356.38	72%	\$100.00	\$20
\$351.38	73%	\$95.00	\$20

## Section 5

### Community Development

#	Description	Current Fee/Charge	Unit	Notes
279	Up to 1 acre	New		
280	1-5 acres	New		
281	5-25 acres	New		
282	25-100 acres	New		
283	Greater than 100 acres	New		
284	Zoning Verification/Marijuana Verification			
285	Up to 1 acre	New		
286	1-5 acres	New		
287	5-25 acres	New		
288	25-100 acres	New		
289	Greater than 100 acres	New		
290	Non Conforming Certificates			
291	Up to 1 acre	New		
292	1-5 acres	New		
293	5-25 acres	New		
294	25-100 acres	New		
295	Greater than 100 acres	New		
296	Pre-application Meetings			
297	Up to 1 acre	New		
298	1-5 acres	New		
299	5-25 acres	New		
300	25-100 acres	New		
301	Greater than 100 acres	New		
302	NIGID and ECAGID/ERAGID			
303	Up to 1 acre	New		
304	1-5 acres	New		
305	5-25 acres	New		
306	25-100 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$2,051.01	0%	\$2,051.00	NA
\$2,307.39	0%	\$2,307.00	NA
\$2,563.77	0%	\$2,563.00	NA
\$2,820.14	0%	\$2,820.00	NA
\$3,076.52	0%	\$3,076.00	NA
\$384.56	0%	\$384.00	NA
\$512.75	0%	\$512.00	NA
\$640.94	0%	\$640.00	NA
\$769.13	0%	\$769.00	NA
\$769.13	0%	\$769.00	NA
\$3,204.71	0%	\$3,204.00	NA
\$3,204.71	0%	\$3,204.00	NA
\$3,204.71	0%	\$3,204.00	NA
\$3,845.65	0%	\$3,845.00	NA
\$6,409.41	0%	\$6,409.00	NA
\$769.13	0%	\$769.00	NA
\$769.13	0%	\$769.00	NA
\$1,025.51	0%	\$1,025.00	NA
\$1,281.88	0%	\$1,281.00	NA
\$1,538.26	0%	\$1,538.00	NA
\$1,538.26	0%	\$1,538.00	NA
\$1,538.26	0%	\$1,538.00	NA
\$1,794.64	0%	\$1,794.00	NA
\$2,179.20	0%	\$2,179.00	NA

**Section 5**

**Community Development**

**[Redacted]**

**[Redacted]**

**[Redacted]**

#	Description	Current Fee/Charge	Unit	Notes
307	Greater than 100 acres	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$2,179.20	0%	\$2,179.00	NA

## Section 4

### Business Licensing

#	Description	Current Fee/Charge
1	A) Business License Information	
2	1) All License and Application fees are due at time of submittal of application.	
3	2) All Business License fees are non-refundable unless indicated by City Municipal Code.	
4	3) Business License information pull, includes all media types (flat fee)	5.00
5	B) Business Licenses	
6	1) New General Business License	20.00
7	2) Kennel License	100.00
8	(a) Hobby Breeder License	25.00
9	3) Public Bench Advertising Permit (per bench)	30.00
10	C) Special Business Licenses	
11	1) Auctioneer's and Auction House Licenses	
12	(a) Fixed Location License	150.00
13	(b) Non-Fixed Location License	100.00
14	2) Entertainment Establishments	20.00
15	(a) All classes, as defined in Sec. 9-3401 of the Municipal Code	
16	3) Massage Facility License	150.00
17	(a) License Renewal	150.00
18	4) Outdoor Vendor License	35.00
19	5) Pawnbroker License	5,000.00
20	(a) License Renewal	500.00
21	6) Sexually Oriented Business License Application	980.00
22	(a) License Renewal Application	780.00
23	(b) Manager's License – (per manager)	75.00
24	(c) Investigation Charge	150.00
25	7) Ice Cream Vendor License	35.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$8.56	18%	\$7.00	\$2
\$343.08	91%	\$30.00	\$10
\$479.87	69%	\$150.00	\$50
\$479.87	92%	\$37.00	\$12
\$86.71	48%	\$45.00	\$15
\$343.08	34%	\$225.00	\$75
\$86.71	1%	\$86.00	-\$14
\$343.08	91%	\$30.00	\$10
\$971.42	77%	\$225.00	\$75
\$444.23	49%	\$225.00	\$75
\$223.49	77%	\$52.00	\$17
\$343.08	0%	\$343.00	-\$4,657
\$86.71	1%	\$86.00	-\$414
\$2,261.33	35%	\$1,470.00	\$490
\$2,004.95	42%	\$1,170.00	\$390
\$86.71	1%	\$86.00	\$11
\$666.34	66%	\$225.00	\$75
\$343.08	85%	\$52.00	\$17

## Section 4

### Business Licensing

#	Description	Current Fee/Charge
26	D) Landfill Operations Business License	
27	1) Refuse Transfer Station License	1,500.00
28	2) Inert Landfill License	1,500.00
29	10) Retail Marijuana Zoning report	200.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$2,695.86	17%	\$2,250.00	\$750
\$2,695.86	17%	\$2,250.00	\$750
\$598.73	50%	\$300.00	\$100



## Section 16

### Public Information and Open Records

#	Description	Current Fee/Charge
1	A) Copies and Printouts of Records and Documents	
2	1) Electronic Documents – shall be provided by email at no charge, other forms of electronic documents will be required to pay an additional printout charge for each page of a document requested as listed in this section.	
3	2) 8.5" x 11" Letter, Black and White (per page) (plus sales tax) (Letter)	0.25
4	(a) 8.5" x 11" Letter, Color (per page) (plus sales tax)	1.00
5	3) 8.5" x 14" Legal, Black and White (per page) (plus sales tax) (Legal)	0.25
6	(a) 8.5" x 14" Legal, Color (per page) (plus sales tax)	1.25
7	4) 11" x 17" Black and White (per page) (plus sales tax)	0.25
8	(a) 11" x 17" Color (per page) (plus sales tax)	2.00
9	5) 18" x 24" Oversized (per page) (plus sales tax)	9.00
10	6) 24" x 36" Oversized (per page) (plus sales tax)	16.00
11	B) Faxes of Records, Documents and Electronic Documents	
12	1) Standard pages include 8.5" X 11" Letter, 8.5" X 14" Legal and 11" X 17".	
13	2) Local (area codes 720, 303) (per standard page) (plus sales tax)	0.25
14	3) Long Distance (per standard page) (plus sales tax)	1.00
15	C) Photographs	
16	1) 4" x 8" or smaller (per photo) (plus sales tax)	8.00
17	2) 8" x 10" or smaller (per photo) (plus sales tax)	12.00
18	3) Photographs copied to Compact Disc (CD) (each) (plus sales tax)	10.00
19	(a) Fee includes cost of Compact Disc (CD)	

Suggested Fee	Fee Δ
\$0.25	\$0
\$1.00	\$0
\$0.25	\$0
\$1.25	\$0
\$0.25	\$0
\$2.00	\$0
\$9.00	\$0
\$16.00	\$0
\$0.25	\$0.00
\$1.00	\$0.00
\$8.00	\$0.00
\$12.00	\$0.00
\$10.00	\$0.00

## Section 16

### Public Information and Open Records

#	Description	Current Fee/Charge
20	D) Duplication of Media	
21	1) Duplication of audio/video tapes, cassettes, digital video discs (DVDs) or compact discs (CDs) will be charged a rate equal to the actual cost associated with duplication plus the cost of materials as stated below.	
22	(a) Material Costs	
23	(1) CD-ROM (per disc) (plus sales tax)	2.00
24	(2) DVD-ROM (per disc) (plus sales tax)	5.00
25	(3) Video Tape (per 90 minute tape) (plus sales tax)	1.50
26	(4) Audio Tape (per 120 minute tape) (plus sales tax)	1.25
27	E) Searches and Retrievals	
28	1) Searches and Retrievals	\$0.50 per minute or \$30.00 per hour (prorated for partial hours)
29	2) The City may require and collect a 50% advance deposit of estimated research, retrieval and duplication fees for any public information and open record requests that will take significant staff time and resources to complete.	

Suggested Fee	Fee Δ
\$2.00	\$0.00
\$5.00	\$0.00
\$1.50	\$0.00
\$1.25	\$0.00
\$33.58 per hour, first hr free	\$3.58

**Section 18**

**Published City Documents**



#	Description	Current Fee/Charge	Unit
1	A) Exemptions		
2	1) Exemptions are limited to a single copy of each requested published document.		
3	2) Requests from other official government agencies and organizations.		
4	3) Requests from students for documents needed in connection with a specific class research project.		
5	B) Documents		
6	(a) Available online at <a href="http://www.c3gov.com">www.c3gov.com</a> at no charge		
7	1) Copy Rate	0.25	per page

**Published City Documents**



Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$2.99	92%	\$0.25	\$0

**Section 23**

**Marijuana Licensing**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Medical Marijuana			
2	1) Medical Marijuana Application Fee (paid to City, includes one background check)	2,500.00		
3	2) Medical Marijuana Operating Fee	5,000.00		
4	3) Medical Marijuana Background Check (per each additional applicant)	1,200.00		
5	4) Medical Marijuana Modification of premises	2,500.00		
6	5) Medical Marijuana Transfer of ownership	New Application		
7	6) Medical Marijuana Change in location	New Application		
8	7) Medical Marijuana Change in structure	New Application		
9	8) Medical Marijuana Trade name change	100.00		
10	9) Medical Marijuana License renewal	2,500.00		
11	10) Medical Marijuana Zoning report			
12	B) Retail Marijuana			
13	1) Retail Application Fee (paid to State, includes one background check)	2,500.00		
14	2) Retail Marijuana Operating Fee	5,000.00		
15	3) Retail Marijuana Background Check (per each additional applicant)	1,200.00		
16	4) Retail Marijuana Modification of premises	2,500.00		
17	5) Retail Marijuana Transfer of ownership	New Application		
18	6) Retail Marijuana Change in location	New Application		
19	7) Retail Marijuana Change in structure	New Application		
20	8) Retail Marijuana Trade name change	100.00		
21	9) Retail Marijuana License renewal	2,500.00		
22	10) Retail Marijuana Zoning report	200.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$4,304.50	42%	\$2,500.00	\$0
\$8,024.43	38%	\$5,000.00	\$0
\$1,925.86	38%	\$1,200.00	\$0
\$4,012.21	38%	\$2,500.00	\$0
NA	NA	New Application	\$0
NA	NA	New Application	\$0
NA	NA	New Application	\$0
\$160.49	38%	\$100.00	\$0
\$4,304.50	42%	\$2,500.00	\$0
\$4,304.50	42%	\$2,500.00	\$0
\$8,024.43	38%	\$5,000.00	\$0
\$1,925.86	38%	\$1,200.00	\$0
\$4,012.21	38%	\$2,500.00	\$0
NA	NA	New Application	\$0
NA	NA	New Application	\$0
NA	NA	New Application	\$0
\$160.49	38%	\$100.00	\$0
\$4,304.50	42%	\$2,500.00	\$0
\$833.73	76%	\$200.00	\$0

**Section 8**

**Finance**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Payment Fees			
2	1) Returned Check	35.00	per instance	
3	2) Un-paid Property Clean-up Lien Interest (annually)	6%		
4	(a) Default or non-payment of property clean-up liens shall cause the unpaid principal to draw interest at a rate of 6% annually until the amount of the lien plus interest, from Lien Origination date, is paid in full.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$51.35	1%	\$51.00	\$16
NA	NA	\$0.06	\$0

## Section 7

### Police Records and Other Information Requests

#	Description	Current Fee/Charge	Unit	Notes
1	<b>POLICE RECORDS AND OTHER INFORMATION REQUESTS</b>			
2	A) Police Records and Other Information Requests			
3	1) Standard Size Pages include:			
4	(1) 8.5" x 11" (Letter)			
5	(2) 8.5" x 14" (Legal)			
6	(3) 11" x 17"			
7	2) Copies of Police Records and Other Information (per standard page) (plus sales tax)	0.25		
8	(a) Redaction Charge, when required by state law (per minute)	0.50		
9	(b) Searches and Retrievals (per minute)	0.50		
10	(c) The City may require and collect a 50% advance deposit of estimated research, redaction, retrieval and copy fees for any record requests that will take significant staff time and resources to complete.			
11	B) Crime Statistical Reports			
12	1) All Statistical Reports Generation (per minute)	0.75		
13	2) Printouts and Copies of Generated Statistical Reports (per standard page) (plus sales tax)	0.25		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$0.25	0%	\$0.25	\$0.00
\$1.40	46%	\$0.75	\$0.25
\$1.40	46%	\$0.75	\$0.25
\$1.85	39%	\$1.13	\$0.38
\$0.25	0%	\$0.25	\$0.00

## Section 15

### Police and Law Enforcement

#	Description	Current Fee/Charge	Unit	Notes
1	<b>POLICE AND LAW ENFORCEMENT</b>			
2	A) Agency Warrants Bonds			
3	1) All Jurisdictions Agency Warrants Bond Fee	30.00		State Law
4	E) Sex Offenders			
5	1) Sex Offender Registration	75.00		
6	2) Re-registration of a Sex Offender	25.00		
7	F) Vehicle Title – Vehicle Identification Number (VIN) Inspection			
8	1) Residents (per vehicle)	25.00		
9	2) Non-Residents (per vehicle)	35.00		
10	3) Businesses (per vehicle)	35.00		
11	G) Automated Red Light Violation – C.R.S (42-4-110.5)	75.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$10.00	-\$20
\$268.06	58%	\$112.00	\$37
\$134.03	72%	\$37.00	\$12
NA	NA	\$25.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$75.00	\$0

**Section 17**

**Public Works and Engineering**

#	Description	Current Fee/Charge	Unit	Notes
1	<b>A) Permits</b>			
2	LVC/Oversized/Overweight Moving Permit (per day)	55.00		
3	Review of Traffic Control Plan	New		
4	Street Occupancy Permit	20.00		
5	(a) Public and Non-Profit Groups	Exempt		
6	Right of Way (R.O.W.) Permit	50.00		
7	Grading Permit	40.00		
8	(a) Erosion Sediment Control Plan Review Fee (Tier 1: Project Size < 1 Ac)	200.00		
9	(b) Erosion Sediment Control Plan Review Fee (Tier 2: 1 Ac < Project Size < 5 Ac)	200.00		
10	(c) Erosion Sediment Control Plan Review Fee (Tier 3: 5 Ac < Project Size < 25 Ac)	200.00		
11	(d) Erosion Sediment Control Plan Review Fee (Tier 4: 25 Ac < Project Size < 100 Ac)	200.00		
12	(e) Erosion Sediment Control Plan Review Fee (Tier 5: Project Size > 100 Ac)	200.00		
13	(f) Stormwater Management Plan Review	New		
14	(g) Grading Permit Inspection Fee (per acre)	22.50		
15	Variance (from ECS&S & Drainage Criteria)	New		
16	Floodplain Development Permit - Single Family	200.00		
17	Floodplain Development Permit - All Other	200.00		
18	w/ LOMR request	New		Direct cost of the third party consultant plus a 5% administrative fee
19	Development Permit (Tier1: Project Size < 1 Ac)	2% of project costs of Streets and Storm Sewer		
20	Geotech Report Review	New		
21	Traffic Conformance Letter	New		if required
22	Traffic Report Review	New		if required
23	Preliminary Drainage Letter Review	New		if required
24	Preliminary Drainage Report Review	New		if required
25	Final Drainage Letter Review	New		if required
26	Final Drainage Report Review	New		if required
27	Construction Plans	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$127.06	21%	\$100.00	\$45
\$618.92	52%	\$300.00	NA
\$127.06	61%	\$50.00	\$30
NA	NA	Exempt	\$0
\$190.58	48%	\$100.00	\$50
\$48.43	1%	\$48.00	\$8
\$528.79	62%	\$200.00	\$0
\$1,010.33	60%	\$400.00	\$200
\$1,845.35	57%	\$800.00	\$600
\$3,178.71	53%	\$1,500.00	\$1,300
\$4,911.31	49%	\$2,500.00	\$2,300
\$1,060.38	53%	\$500.00	NA
\$194.85	49%	\$100.00	\$78
\$1,670.03	40%	\$1,000.00	NA
\$4,411.10	89%	\$500.00	\$300
\$4,411.10	66%	\$1,500.00	\$1,300
\$12,449.81	NA	As required	NA
\$437.38	66%	\$150.00	NA
\$618.76	76%	\$150.00	NA
\$800.14	63%	\$300.00	NA
\$321.19	69%	\$100.00	NA
\$618.76	68%	\$200.00	NA
\$321.19	69%	\$100.00	NA
\$618.76	68%	\$200.00	NA
\$1,436.01	65%	\$500.00	NA



**Section 17**

**Public Works and Engineering**

#	Description	Current Fee/Charge	Unit	Notes
28	Development Agreement	New		if required
29	Development Permit (Tier 2: 1 Ac < Project Size < 5 Ac)	2% of project costs of Streets and Storm Sewer		
30	Geotech Report Review	New		
31	Traffic Conformance Letter	New		if required
32	Traffic Report Review	New		if required
33	Preliminary Drainage Letter Review	New		if required
34	Preliminary Drainage Report Review	New		if required
35	Final Drainage Letter Review	New		if required
36	Final Drainage Report Review	New		if required
37	Construction Plans	New		if required
38	Development Agreement	New		if required
39	Development Permit (Tier 3: 5 Ac < Project Size < 25 Ac)	2% of project costs of Streets and Storm Sewer		
40	Geotech Report Review	New		
41	Traffic Conformance Letter	New		if required
42	Traffic Report Review	New		if required
43	Preliminary Drainage Letter Review	New		if required
44	Preliminary Drainage Report Review	New		if required
45	Final Drainage Letter Review	New		if required
46	Final Drainage Report Review	New		if required
47	Construction Plans	New		
48	Development Agreement	New		if required
49	Development Permit (Tier 4: 25 Ac < Project Size < 100 Ac)	2% of project costs of Streets and Storm Sewer		
50	Geotech Report Review	New		
51	Traffic Conformance Letter	New		if required
52	Traffic Report Review	New		if required
53	Preliminary Drainage Letter Review	New		if required
54	Preliminary Drainage Report Review	New		if required
55	Final Drainage Letter Review	New		if required
56	Final Drainage Report Review	New		if required
57	Construction Plans	New		if required
58	Development Agreement	New		if required

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$635.87	69%	\$200.00	NA
\$723.05	65%	\$250.00	NA
\$813.74	69%	\$250.00	NA
\$1,550.56	61%	\$600.00	NA
\$528.07	62%	\$200.00	NA
\$851.13	65%	\$300.00	NA
\$528.07	62%	\$200.00	NA
\$851.13	65%	\$300.00	NA
\$2,757.71	64%	\$1,000.00	NA
\$1,052.98	67%	\$350.00	NA
\$1,113.02	64%	\$400.00	NA
\$1,113.02	64%	\$400.00	NA
\$2,021.04	60%	\$800.00	NA
\$723.05	59%	\$300.00	NA
\$1,422.48	61%	\$550.00	NA
\$723.05	59%	\$300.00	NA
\$1,422.48	58%	\$600.00	NA
\$4,363.08	60%	\$1,750.00	NA
\$1,846.44	62%	\$700.00	NA
\$1,657.16	61%	\$650.00	NA
\$1,371.49	60%	\$550.00	NA
\$3,572.96	58%	\$1,500.00	NA
\$1,040.01	57%	\$450.00	NA
\$1,920.83	61%	\$750.00	NA
\$1,221.40	55%	\$550.00	NA
\$3,009.11	57%	\$1,300.00	NA
\$7,627.03	59%	\$3,100.00	NA
\$2,549.22	61%	\$1,000.00	NA

**Section 17**

**Public Works and Engineering**

#	Description	Current Fee/Charge	Unit	Notes
59	Development Permit (Teir 5: Project Size > 100 Ac)	2% of project costs of Streets and Storm Sewer		
60	Geotech Report Review	New		if required
61	Traffic Conformance Letter	New		if required
62	Traffic Report Review	New		if required
63	Preliminary Drainage Letter Review	New		if required
64	Preliminary Drainage Report Review	New		if required
65	Final Drainage Letter Review	New		if required
66	Final Drainage Report Review	New		if required
67	Construction Plans	New		
68	Development Agreement	New		if required
69	<b>B) Concrete</b>			
70	1) Inspection Cut Fee (area)			
71	(a) 0-100 square feet (per square foot)	35.00		
72	(b) 101 or more square feet	35.00		
73	Additional Sq Ft over 100	0.17		
74	2) Inspection Patch Fee (area)			
75	(a) 0-100 square feet (per square foot)	25.00		
76	(b) 101 or more square feet	25.00		plus \$0.12 per square foot over 100 square feet
77	Additional Sq Ft over 100	0.12		
78	3) Inspection Patch Fee – Curb, Gutter, Sidewalks, etc			
79	(a) Linear Foot Inspection (per linear foot)	0.13		
80	(1) Minimum Inspection	40.00		
81	<b>C) Asphalt</b>			
82	1) Inspection Cut Fee (area)			
83	(a) 0-100 square feet (per square foot)	35.00		
84	(b) 101 or more square feet	35.00		plus \$0.17 per square foot over 100 square feet
85	Additional Sq Ft over 100	0.17		
86	2) Inspection Patch Fee (area)			
87	(a) 0-100 square feet (per square foot)	25.00		
88	(b) 101 or more square feet	25.00		plus \$0.12 per square foot over 100 square feet

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,865.75	60%	\$750.00	NA
\$2,382.69	58%	\$1,000.00	NA
\$5,723.43	56%	\$2,500.00	NA
\$1,792.75	55%	\$800.00	NA
\$3,561.87	61%	\$1,400.00	NA
\$2,291.09	52%	\$1,100.00	NA
\$4,287.40	56%	\$1,900.00	NA
\$10,229.39	56%	\$4,500.00	NA
\$3,433.38	59%	\$1,400.00	NA
\$63.53	21%	\$50.00	\$15
\$381.17	74%	\$100.00	\$65
\$3.81	48%	\$2.00	\$2
\$63.53	21%	\$50.00	\$25
\$381.17	74%	\$100.00	\$75
\$3.81	48%	\$2.00	\$2
\$63.53	21%	\$50.00	\$50
\$381.17	74%	\$100.00	\$60
\$63.53	21%	\$50.00	\$15
\$381.17	74%	\$100.00	\$65
\$3.81	48%	\$2.00	\$2
\$63.53	21%	\$50.00	\$25
\$381.17	74%	\$100.00	\$75

**Section 17**

**Public Works and Engineering**

#	Description	Current Fee/Charge	Unit	Notes
89	Additional Sq Ft over 100	0.12		
90	<b>D) Other Patch, Cut and Inspections Fees</b>			
91	1) Bores Inspection Cut Fee per bore hole, plus Inspection Patch Fee per bore hole, plus;			
92	(a) 0-100 linear feet	100.00		
93	(b) 101 or more linear feet	100.00		plus \$0.75 per foot over 100 linear feet
94	Additional linear feet over 100	0.75		
95	3) Inlets, Manholes, etc. (per item) Inspection Cut Fee per item, plus Inspection Patch Fee per item			
96	4) Additional inspections over the normal amount of inspection time (per hour)	45.00		
97	5) Residential Driveway ( <b>within the ROW</b> )	20.00		
98	E) Subcontractor Licenses			
99	1) Right of Way (R.O.W.) Construction Contractor	75.00		
100	F) Special Application Review Services			
101	1) Each applicant is responsible for the full reimbursement plus a 5% administrative service charge of any legal, professional or specialized consultants contracted or retained by the City and assigned to a review of the applicant's proposal.			
102	G) User Delay			
103	1) Arterial Streets	250.00	per day, per 100 feet	\$250.00 minimum
104	2) Collector Streets	75.00	per day, per 100 feet	\$75.00 minimum
105	3) Local Streets	25.00	per day, per 100 feet	\$25.00 minimum
106	H) Expired Permit			
107	1) Renewal and Extension of a Permit Original Permit Fees, plus Inspection Fees and User Delay Fees			
108	I) Work Without a Permit	500.00		
109	J) Drainage Fees			
110	1) Drainage Basin (fee per developable 1 acre)			
111	(a) Second Creek	1,700.00		
112	(b) Third Creek	1,445.00		
113	(c) Buffalo Run Outfall	2,132.00		
114	(d) DFA0053 (Direct Flow Area 53)	3,055.00		
115	K) Road Impact Fees			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$3.81	48%	\$2.00	\$2
\$63.53	21%	\$50.00	-\$50
\$190.58	48%	\$100.00	\$0
\$1.91	21%	\$1.50	\$1
\$254.11	61%	\$100.00	\$55
\$31.76	21%	\$25.00	\$5
\$48.43	1%	\$48.00	-\$27
NA	NA	\$250.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$1,700.00	\$0
NA	NA	\$1,445.00	\$0
NA	NA	\$2,132.00	\$0
NA	NA	\$3,055.00	\$0

**Section 17**

**Public Works and Engineering**

#	Description	Current Fee/Charge	Unit	Notes
116	1) Land Use Type			
117	(a) Single-Family Detached Dwelling (per dwelling)	1,181.00		
118	(b) Multi-Family Dwelling (per dwelling)	726.00		
119	(c) Mobile Home Park (per site)	656.00		
120	(d) Lodging Establishments, including extended stay (per room)	674.00		
121	2) Retail/Commercial			
122	(a) Shop Center / General Retail <100,000 square feet (per 1,000 square feet)	4,471.00		
123	(b) Shop Center / General Retail <500,000 square feet (per 1,000 square feet)	3,229.00		
124	(c) Shop Center / General Retail <1,000,000 square feet (per 1,000 square feet)	2,695.00		
125	(d) Shop Center / General Retail >1,000,000 square feet (per 1,000 square feet)	2,398.00		
126	(e) Auto Sales/Repair (per 1,000 square feet)	1,636.00		
127	(f) Bank (per 1,000 square feet)	5,250.00		
128	(g) Building Materials/Hardware/Nursery (per 1,000 square feet)	3,771.00		
129	(h) Convenience Store (per 1,000 square feet)	4,725.00		
130	(i) Discount Store (per 1,000 square feet)	2,231.00		
131	(j) Furniture Store (per 1,000 square feet)	420.00		
132	(k) Movie Theater (per 1,000 square feet)	3,553.00		
133	(l) Restaurant, with drive-thru/drive-up (per 1,000 square feet)	4,909.00		
134	(m) Restaurant, without drive-thru/drive-up (per 1,000 square feet)	3,325.00		
135	3) Office/Institutional			
136	(a) Office, General (per 1,000 square feet)	1,741.00		
137	(b) Office, Medical (per 1,000 square feet)	4,279.00		
138	(c) Hospital (per \$1,000 square feet)	1,076.00		
139	(d) Nursing Home/Assisted Living Facility (per 1,000 square feet)	420.00		
140	(e) Religious Institutions (per 1,000 square feet)	770.00		
141	(f) Day Care Facility (per 1,000 square feet)	3,701.00		
142	(g) Educational Facility (per \$1,000 square feet)	656.00		
143	4) Industrial			
144	(a) General Light Industrial (per 1,000 square feet)	1,146.00		
145	(b) Warehouse (per 1,000 square feet)	595.00		
146	(c) Mini-Warehouse (per 1,000 square feet)	306.00		
147	(d) Transportation Terminal (per 1 acre)	18,468.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,181.00	\$0
NA	NA	\$726.00	\$0
NA	NA	\$656.00	\$0
NA	NA	\$674.00	\$0
NA	NA	\$4,471.00	\$0
NA	NA	\$3,229.00	\$0
NA	NA	\$2,695.00	\$0
NA	NA	\$2,398.00	\$0
NA	NA	\$1,636.00	\$0
NA	NA	\$5,250.00	\$0
NA	NA	\$3,771.00	\$0
NA	NA	\$4,725.00	\$0
NA	NA	\$2,231.00	\$0
NA	NA	\$420.00	\$0
NA	NA	\$3,553.00	\$0
NA	NA	\$4,909.00	\$0
NA	NA	\$3,325.00	\$0
NA	NA	\$1,741.00	\$0
NA	NA	\$4,279.00	\$0
NA	NA	\$1,076.00	\$0
NA	NA	\$420.00	\$0
NA	NA	\$770.00	\$0
NA	NA	\$3,701.00	\$0
NA	NA	\$656.00	\$0
NA	NA	\$1,146.00	\$0
NA	NA	\$595.00	\$0
NA	NA	\$306.00	\$0
NA	NA	\$18,468.00	\$0

**Section 26**

**Small Cell Telecommunications Facilities**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Right-of-Way Usage and Licensing Agreement			
2	1) Right-of-Way Usage and Licensing Agreement			
3	(a) Application Fee (non-recurring) includes up to five (5) Small Wireless Facilities (SWF)	500.00		
4	(1) Additional Poles	100.00		
5	(b) New Pole – intended to support one or more SWF	1,000.00		
6	(c) Small Wireless Facility annual per pole recurring fees including any possible ROW access fee	270.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$649.88	0%	\$649.00	\$149
NA	NA	\$100.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$270.00	\$0

**Section 1**

**Administrative**

#	Description	Current Fee/Charge	Unit	Notes
1	Public Notary (per stamp)	5.00		Exemption for city business purposes
2	Projects - Bid Packages (plus sales tax)	Actual Costs		
3	Passport Application Processing (per applicant)	35.00		
4	Interpretation Equipment Rental Fee	15.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$5.00	\$0
NA	NA	Actual Costs	\$0
NA	NA	\$35.00	\$0
NA	NA	\$15.00	\$0

**Section 9**

**Landfills**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Amendments to Solid and Hazardous Waste Landfill			
2	1) Significant	1,500.00		
3	2) Non-Significant	150.00		
4	B) Sanitary Landfill			
5	1) Commercial	5,000.00		
6	2) Non-Commercial	1,000.00		
7	C) Landfill Operations Service Charges			
8	1) Service charge for solid waste operations	5% of disposal fee		
9	(a) See Section 8-75 of Ordinance 1271			
10	2) Service charge for hazardous waste operations	5% of disposal fee		
11	(a) See Section 8-76 of Ordinance 1271			
12	D) Special Application Review Services			
13	1) Each applicant is responsible for the full reimbursement plus a 5% administrative service charge of any legal, professional or specialized consultants contracted or retained by the City and assigned to a review of the applicant's proposal.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,500.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	5% of disposal fee	\$0
NA	NA	5% of disposal fee	\$0

## Section 10

### Liquor Licensing

#	Description	Current Fee/Charge	Unit	Notes
1	A) Liquor License Applications – C.R.S. 44-3-301			
2	1) New Liquor License	1,000.00		
3	2) Liquor License Renewal	100.00		
4	(a) Late Liquor License Renewal	500.00		
5	3) Transfer of Liquor License Ownership	750.00		
6	B) Liquor Licenses C.R.S. 44-3-401			
7	1) Liquor License Changes			
8	(a) Change of Location	500.00		
9	(b) Change of Corporate LLC, (per person)	100.00		
10	2) Arts License (non-profit artistic activities or production)	41.25		
11	3) Art Gallery Application	100.00		
12	4) Art Gallery Permit	3.75		
13	5) Art Gallery Renewal Application	100.00		
14	6) Beer and Wine License	48.25		
15	7) Brew-Pub License	75.00		
16	8) Club License	41.25		
17	9) Distillery Pub License	75.00		
18	10) Drugstore License	22.50		
19	11) Hotel Restaurant License	75.00		
20	(a) Hotel / Tavern Liquor Manager's Registration	75.00		
21	12) Optional Premises License	75.00		
22	13) Racetrack License	75.00		
23	14) Resort Complex License	75.00		
24	15) Retail Gaming Tavern License	75.00		
25	(a) Hotel / Tavern Liquor Manager's Registration	75.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,000.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$41.25	\$0
NA	NA	\$100.00	\$0
NA	NA	\$3.75	\$0
NA	NA	\$100.00	\$0
NA	NA	\$48.25	\$0
NA	NA	\$75.00	\$0
NA	NA	\$41.25	\$0
NA	NA	\$75.00	\$0
NA	NA	\$22.50	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0



## Section 10

### Liquor Licensing

#	Description	Current Fee/Charge	Unit	Notes
26	16) Retail Liquor Store License	22.50		
27	17) Tavern License	75.00		
28	(a) Hotel / Tavern Liquor Manager's Registration	75.00		
29	18) Vintner's Restaurant License	75.00		
30	C) 3.2% Beer License Fees			
31	1) Off Premises	3.75		
32	2) On/Off Premises	3.75		
33	D) Liquor Permit Fees			
34	1) Bed and Breakfast Permit	25.00		
35	2) Mini-Bar Permit (No Old Age Pension Contribution)	325.00		
36	3) Special Events Permit (Liquor and/or 3.2%)	100.00		
37	4) Tastings Permit	25.00		
38	5) Temporary Permit	100.00		
39	E) Occupational Liquor Fees			
40	1) Tavern	750.00		
41	2) Hotel & Restaurant W/ or W/O Optional Premises	750.00		
42	3) Brew Pub	750.00		
43	4) Beer & Wine	750.00		
44	5) Race Track	750.00		
45	6) Retail Gaming Tavern	750.00		
46	7) Club	600.00		
47	8) Retail Liquor Store	600.00		
48	9) Drugstore	600.00		
49	10) 3.2% Beer On/Off Premise	375.00		
50	11) Arts	200.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$22.50	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$3.75	\$0
NA	NA	\$3.75	\$0
NA	NA	\$25.00	\$0
NA	NA	\$325.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$750.00	\$0
NA	NA	\$600.00	\$0
NA	NA	\$600.00	\$0
NA	NA	\$600.00	\$0
NA	NA	\$600.00	\$0
NA	NA	\$375.00	\$0
NA	NA	\$200.00	\$0

**Section 10**

**Liquor Licensing**

#	Description	Current Fee/Charge	Unit	Notes
51	12) Bed & Breakfast	200.00		
52	13) Mini-Bar (No Old Age Pension Contribution)	200.00		
53	14) Optional Premise	200.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$200.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$200.00	\$0

## Section 11

### Maps and Plans

#	Description	Current Fee/Charge	Unit	Notes
1	A) Standard Maps and Plans			
2	1) Standard published maps and plans produced on color printers/plotters, using standard paper. Price will be adjusted for use of special paper. The following schedule lists common map and plan sizes and the fee associated for each size of map:			
3	2) If a copy of any of the following documents is made using a large format copier, fees for copies follow the copies fees in the Public Information and Open Records Section.			
4	3) 8.5" x 11" A-size (per page) (plus sales tax)	1.50		
5	4) 11" x 17" B-size (per page) (plus sales tax)	3.00		
6	5) 17" x 22" C-size, up to 18" x 24" (per page) (plus sales tax)	9.00		
7	6) 22" x 34" D-size, up to 24" x 36" (per page) (plus sales tax)	16.00		
8	7) 34" x 44" E-size, up to 36" x 48" (per page) (plus sales tax)	31.00		
9	8) 36" x 60" (per page) (plus sales tax)	45.00		
10	9) Over 36" x 60" including 42" wide maps (per square foot) (plus sales tax)	3.00		
11	B) Custom Maps, Plans and Reports			
12	1) Production of custom maps, plans and reports is based on actual time. Once produced, the cost per copy is based on the fee for Standard Published Map and Plan sizes.			
13	2) Custom Map Creation Charge (per minute)	0.60		
14	3) Printout of Custom Map Standard Published Map and Plans Fees			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1.50	\$0
NA	NA	\$3.00	\$0
NA	NA	\$9.00	\$0
NA	NA	\$16.00	\$0
NA	NA	\$31.00	\$0
NA	NA	\$45.00	\$0
NA	NA	\$3.00	\$0
NA	NA	\$0.60	\$0

**Section 12**

**Metropolitan Districts**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Service Plans (application fees are non-refundable; reimbursement of city expenditures exceeding the fee may be required)			
2	1) Review of proposed new service plan (per proposed district)	2,500.00		
3	2) Review of proposed amendments or modifications to approved service plans (per proposed district)	1,025.00		
4	3) Miscellaneous review for applications by districts or landowners relating to any district.	Actual Costs		
5	B) Special Application Review Services			
6	1) Each applicant is responsible for the full reimbursement plus a 5% administrative service charge of any legal, professional or specialized consultants contracted or retained by the City and assigned to a review of the applicant's proposal.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$2,500.00	\$0
NA	NA	\$1,025.00	\$0
NA	NA	Actual Costs	\$0

**Section 13**

**Neighborhood Services**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Parking			
2	1) Overweight / Oversized Vehicle Parking Permit			
3	(a) Residential Areas, Two (2) Year Permit Only	50.00		
4	B) Zoning			
5	1) Zoning Verification Letter (per letter)	25.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$50.00	\$0
NA	NA	\$25.00	\$0

**Section 20**

**Court Fees and Costs**

#	Description	Current Fee/Charge	Unit	Notes
1	A) Bond Fee			
2	1) For each appearance bond issued, all jurisdictions	30.00		
3	B) Court Costs			
4	1) Upon entry of a pleas of guilty or nolo contendere (no-contest)	20.00		
5	2) Upon a finding of guilty after a trial to the Court	20.00		
6	3) Upon the entry of a default guilty finding	20.00		
7	4) Jury Fees			
8	(a) Upon being found guilty or entry of a guilty plea or nolo contendere (no-contest ) plea after a jury has been summoned (plus actual costs)	50.00		
9	(b) Jury Assembly Fee – assessed by the court after a jury has been summoned and the trial is continued or cancelled at the defendant’s request.	75.00		
10	C) Fees for Certain Arrest Warrants; Exception			
11	1) Upon the issuance of an arrest warrant for failing to appear in court, failing to pay a fine and/or costs, or failing to comply with any order of the court	50.00		
12	D) Probation Fees			
13	1) Upon granting of a motion for a deferred sentence (maximum)	50.00		
14	E) Transcript Deposit and Fees			
15	1) Minimum deposit for a transcript of the recording of a trial to the Court	250.00		
16	2) Minimum deposit for a transcript of the recording of a trial by a Jury	500.00		
17	3) Transcript of the recording of a trial to the Court or by a Jury.	Actual Costs		
18	F) Motor Vehicle Operator’s License Lien			
19	1) To remove a lien against a motor vehicle operator’s license (State minimum)	30.00		
20	G) Court Surcharges			
21	1) Municipal Court Surcharge	30% of the Assessed Fine		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$30.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$500.00	\$0
NA	NA	Actual Costs	\$0
NA	NA	\$30.00	\$0
NA	NA	30% of the Assessed Fine	\$0

**Section 20**

**Court Fees and Costs**

#	Description	Current Fee/Charge	Unit	Notes
22	(a) Upon entry of a plea of guilty or nolo contendere (no contest), a finding of guilty after a trial to the Court or a Jury or the entry of a default guilty finding, to be used solely for purposes as determined by the city manager for community justice programs and victim and witness assistance programs in the City of Commerce City.			
23	2) Gasoline Surcharge	9.00		
24	(a) For usage of gasoline in conjunction with law enforcement.			
25	<b>ADMINISTRATIVE HEARING FEES – MUNICIPAL CODE</b>			
26	A) Time-Payment Service Fee	30.00		
27	1) For the payment of fines and costs assessed pursuant to a Protest Hearing			
28	B) Late Payment Fee	15.00		or 10% of the amount past due whichever is greater
29	1) Assessed when the payment of any penalty, cost or fee assessed pursuant to Article I I of Chapter 3 of the Municipal Code is not received on or before its due date.			
30	C) Abatement of Violation Charge (added to the total cost of the abatement)	15%		
31	D) Protest Hearings			
32	1) Hearing Costs (per hour pro-rata in 10 minute increments)	145.00		
33	(a) Established by the Hearing Officer, assessed when a hearing is lost.			
34	E) Witness Subpoena Charges – Municipal Code Section 3-2402(4)			
35	1) Costs related to subpoenas, established by the Hearing Officer, and mileage fees at the rate provided for witnesses by statute, shall be borne by the party requesting the subpoena.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$9.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$0.15	\$0
NA	NA	\$145.00	\$0



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