

**TOWN OF MONUMENT FEE SCHEDULE
(Revised April 15, 2019)**

I. ADMINISTRATION DEPARTMENT:

A. LICENSES AND PERMITS

BUSINESS LICENSE		
Application Fee	\$75	Fee is not pro-rated
Annual Renewal Fee	\$75	Fee is not pro-rated
Late Renewal Fee	\$10	Per month
Duplicate License Fee	\$10	Per month
FARMER'S MARKET PERMIT		
Application Fee	\$200	
Annual Renewal Fee	\$200	
LAKE USE PERMIT		
Application Fee	\$250	
Annual Renewal Fee	\$250	
SOLICITOR'S PERMIT		
Application Fee	\$10	
REFUSE HAULERS - ADDITIONAL FEES		
First Vehicle	\$25	
Additional Vehicles	\$10	
ESCORT BUSINESSES		
Escort Application Fee	\$500	Non-refundable
Bureau Application Fee	\$1000	Non-refundable
Escort Service Runner Application Fee	\$500	Non-refundable
SEXUALLY-ORIENTED BUSINESSES		
Application Fee	\$600	Non-refundable
Annual License Fee	\$300	
Manager Registration Fee	\$250	
Transfer of Ownership	\$600	
LIQUOR LICENSES AND PERMITS		
Liquor license fees are established by the Colorado Department of Revenue and are subject to change at their discretion. For up-to-date liquor license fees, please visit www.colorado.gov/pacific/enforcement/fee-schedule-0		
SPECIAL EVENT PERMITS		
Special Event Permit Fee	\$100	For-Profit Organizations
Special Event Permit Fee	No Charge	For Non-Profit Organizations
DOG LICENSE		
Dog licenses are issued by the Pikes Peak Humane Society		

B. RESERVATION AND RENTAL FEES

PARK RESERVATIONS		
Signed Release of Liability and Indemnification Agreement and/or Certificate of Insurance may be required.		
DIRTY WOMAN CREEK PARK (304 MITCHELL AVE.)		
Pavilion and Grill on the north side of the pavilion		
Use Fee	\$50 for the first 4 hours	\$15 for each additional hour
Required Non-refundable Maintenance Fee	\$35	
Required Refundable Damage Deposit	\$100	separate check
Sports Field (bring your own equipment)		
Use Fee	\$50 for the first 4 hours	\$15 for each additional hour
Required Non-refundable Maintenance Fee	\$35	
Required Refundable Damage Deposit	\$100	separate check
SANTA FE TRAIL BASEBALL FIELDS (99 SANTA FE AVE.)		
North and South Field (fees per field)		
Use Fee	\$50 for the first 4 hours	\$15 for each additional hour
Required Non-refundable Maintenance Fee	\$35	
Required Refundable Damage Deposit	\$100	separate check

TOWN HALL BOARD ROOM RENTAL		
Reservations can be made by non-profit organizations (excluding churches and political events other than municipal and county elections). All reservations are at the discretion of the Town Manager.		
Non-Profit w/in Tri-Lakes Region (8am- 5pm)	No Charge for Room Rental	\$25 Cleaning/Setup Fee
Non-Profit w/in Tri-Lakes Region (after hours)	No Charge for Room Rental	\$25 Cleaning/Setup Fee + \$25 Open/Close Fee
Non-Profit outside Tri-Lakes Region (8am-5pm)	Room Rental \$25	\$25 Cleaning/Setup Fee
Non-Profit w/in Tri-Lakes Region (after hours)	Room Rental \$25	\$25 Cleaning/Setup Fee + \$25 Open/Close Fee

C. OTHER ADMINISTRATIVE FEES

CEMETERY PLOTS		
Burial Rights in Full-Size Plot	\$800	
Open/Close Fee for Full-Size Plot	\$350	
Open/Close Fee on Saturdays (No interments on Sundays or Holidays)	\$150	Additional Fee
Burial Rights Inside Cremation Garden	\$350	Cremation Only
Open/Close Fee in Cremation Garden	\$150	
Disinterment Fee	\$750	
FRANCHISE AGREEMENTS		
Recordation Fee		To be charged at time of recordation
Publication Fee		To be charged at time of publication
NOTARY SERVICES		
Citizens	\$5	
Town Employees/Senior Citizens	No Charge	
PUBLIC RECORDS		
Audio/Video Recording	\$15	Per recording
Certified Copies	\$2	Per page
Photos	\$10	+ reproduction cost
Copy Fee/Photocopies (black and white)	\$.25	Per one-sided page
Research/Retrieval of Records	\$30 per hour	Billed in 15 min. increments - 1 st hour at no charge
Faxes (once copied), originals will not be faxed	\$.50 per page	10 page minimum
RETURNED CHECK FEE		
	\$25	

II. WATER DEPARTMENT:

A. NEW TAP/LINE INSPECT & METER SET

See Chart Below

Water Meter Fee Schedule	
Meter Size	Fee
¾"	\$470
1"	\$571
1.5"	\$987
2"	\$1,287
>2"	Coordinate with Water Department
These prices include meter, transponder and installation by Town Staff.	

Town Labor of Installation and Inspection	\$150
Meter Test (tested accurate)	\$125
After Hours/Weekend Trip Fee	\$40
Shut Off Notice Fee (<i>effective upon issuing a shutoff notice</i>)	\$20
Construction Meter Deposit (\$2,900 Refundable)	\$3,000
Deposit-Short Term Use (Water Bulk Sales Refundable Security Deposit)	
Lien Fee	\$100

Base Rate - Base Rate includes first 1,000 gallons of usage per billing cycle		
Meter Size	2016	
¾"	\$ 31.00	
1"	\$ 34.67	
1 ½"	\$ 72.89	
2"	\$ 126.09	
3"	\$ 280.81	
4"	\$ 494.62	

B. WATER RATES. All water sold by the Town shall be sold at the following rates:

1. Residential / Commercial, mobile-home parks, and multifamily units with residential billing status in the Town; excluding Tri View and Forest Lakes Metropolitan Districts:

Volumetric Rate Residential / Commercial		
Blocks	2016	
1K and under	Base Rate Includes first 1,000 gallons of usage per billing cycle	
1,001-6,000	\$6.00	
6,001-12,000	\$9.00	
12,001-24,000	\$11.00	
24,001+	\$12.25	

2. Bulk Water Rates:

Bulk Water Rate						
Blocks	2016	2017	2018	2019	2020	2021
3K and under	\$ 10.33					
3,001-6,000	\$ 12.33					
6,001-12,000	\$ 14.33					
12,001-24,000	\$ 16.33					
24,001+	\$ 18.33					

C. IMPACT FEES

Domestic (Potable) Water Impact Fees - Indoor use, or combines indoor/outdoor use						
Water Service Size (inches)	2016	2017	2018	2019	2020	2021
3/4 (Typical SFE)	\$15,000	\$16,350	\$17,820	\$19,420	\$21,170	\$23,080
1	\$26,670	\$29,070	\$31,680	\$34,520	\$37,640	\$41,030
1-1/2	\$60,000	\$65,400	\$71,280	\$77,680	\$84,680	\$92,320
2	\$80,000	\$87,200	\$95,040	\$103,570	\$112,910	\$123,090
3	\$180,000	\$196,200	\$213,840	\$233,040	\$254,040	\$276,960
4	\$320,000	\$348,800	\$380,160	\$414,290	\$451,630	\$492,730
Multi-Family Units (Indoor Consumption Only, with Separate Irrigation Service)						

Water Service Size (inches)	2016	2017	2018	2019	2020	2021
3/4 (MFU)	\$9,000	\$9,800	\$10,700	\$11,700	\$12,800	\$14,000
Irrigation-Only Impact Fees						
Service Size (inches)	2016	2017	2018	2019	2020	2021
3/4	\$15,000	\$16,350	\$17,820	\$19,420	\$21,170	\$23,080
1	\$26,670	\$29,070	\$31,680	\$34,520	\$37,640	\$41,030
1-1/2	\$60,000	\$65,400	\$71,280	\$77,680	\$84,680	\$92,320
2	\$88,000	\$95,920	\$104,550	\$113,960	\$150,540	\$180,650
3	\$240,000	\$261,600	\$285,120	\$310,720	\$338,720	\$369,280
4	\$426,670	\$465,070	\$506,880	\$552,390	\$602,170	\$656,500

D. REDUCTION FACTORS FOR RESIDENTIAL IRRIGATION

Lot Size (SF)	Factor for 50% of Landscaped Area Irrigated	Factor for 70% of Landscaped Area Irrigated
Less than 7,000	0.77	0.83
7,001 – 10,000	0.80	0.88
Greater than 10,000	No Reduction Factors to be Applied	

E. WATER NON-PAYMENT OR REQUESTED TURN OFF/TURN ON FEES PER INCIDENT

First Time Shut Off	\$50 (Per Incident)
Second Time Shut Off (within one year from fist shut off)	\$100 (Per Incident)
Third Time Shut Off (within one year from fist shut off)	\$150 (Per Incident)
Late Payment Fees	\$12.50 Per Month

III. POLICE DEPARTMENT:

FINGERPRINTING	
Resident	\$10
Non-resident	\$20
POLICE RECORDS:	
Crime Analysis	\$20/hour
Local Background Checks	\$5/hour
Sex Offender Initial Registration	\$30

IV. PLANNING DEPARTMENT:

A. ZONING

PD SKETCH PLAN WITH PHASING PLAN	\$2,000: plus \$20/acre over 5 acres
• Retainer	\$1,500
PD PRELIMINARY SITE PLAN	\$3,000: plus \$40/acre (between 5-60 acres); \$30/acre (over 60 acres)
• Retainer under 60 acres	\$2,000
• Retainer under 240 acres	\$4,000
• Retainer over 240 acres	\$6,000
PD FINAL SITE PLAN/FINAL SITE PLAN	\$1,200: plus \$30/acre over 5 acres
• Retainer	\$1,500
PD MAJOR AMENDMENT	\$1,200
• Retainer	\$3,000
PD MINOR AMENDMENT	\$750
• Retainer	\$150
REZONING	\$1,000
• Retainer	\$150
ZONING LETTERS	\$50

B. LAND USE PERMITS

Residential: New	\$150
Residential: Addition	\$ 25
Commercial/Multi Family	\$125
Residential Fence Permit	\$ 15
Non-Residential Fence Permit	\$ 50
Revocable Permit	\$ 25
Revocable Permit for sandwich sign	No Charge
Temporary Use Permit	\$ 50
Business Operating in a Parking Lot	\$ 50
Demolition Permit	\$ 50
Variable fence permit review fee; Staff shall have the authority to adjust the fee schedule for single family residential fence reviews that require significantly more time than the standard review fee of \$15 based on an hourly rate of \$50.	

C. SUBDIVISION

PRELIMINARY PLAT	\$2,500: plus \$10/acre (between 5-60 acres); \$10/acre (over 60 acres)
• Retainer under 60 acres	\$2,000
• Retainer under 240 acres	\$4,000
• Retainer over 240 acres	\$6,000
FINAL PLAT	\$1,000
• Retainer	\$1,000
MINOR PLAT OR REPLAT	\$1,000
• Retainer	\$150
PLAT VACATION	\$500
• Retainer	\$150

D. OTHER

VARIANCE: NON-RESIDENTIAL	\$750
• Retainer	\$150
VARIANCE: RESIDENTIAL	\$350
• Retainer	\$150
USE BY SPECIAL REVIEW	\$500: plus \$3000 for requests with infrastructure issues
• Retainer	\$1,000
ANNEXATION	\$1,000: plus \$10/acre over 10 acres
• Retainer	\$1,000
SIGN PERMIT	\$100: plus \$250 landscape bond for all freestanding signs
SIGN WAIVER	\$350

• Retainer	\$150
PRE-APPLICATION MEETING	No Charge: \$1,000 retainer upon request for consultant review
ADDITIONAL REVIEW FEE (after two reviews)	\$200: plus \$10/acre (\$1000 maximum fee) per review
HOURLY CHARGE	\$50
*Concurrent review is charged as “preliminary”	
Variable Permit and Development Review Fees; Staff shall have the authority to adjust the fee schedule for projects that require significantly more or less time than the standard reviews or permits based on an hourly rate of \$50.	

E. IMPACT FEES

BRRTA: residential	\$1,500
BRRTA: non-residential	see BRRTA Fee Schedule
TRIVIEW INFRASTRUCTURE	\$250
USE TAX	Dependent upon type of permit
TRAFFIC IMPACT FEE	
After first 500 square feet:	\$707/du- single family
	\$457/du- multi-family
	\$515/ksf- industrial
	\$1,186/ksf- office
	\$4,418/ksf- retail high trip
	\$2,165/ksf- retail low trip

F. DRAINAGE IMPACT FEES

Crystal Creek	\$15,464 per impervious acre
Dirty Woman Creek	\$15,464 per impervious acre
Jackson Creek	\$3,975 per impervious acre
Palmer Lake	\$6,961 per impervious acre
Teachout Creek	\$2,761 per impervious acre

G. ENGINEERING REVIEW FEES - The following fees apply for the review of engineering plans:

Initial review: construction plans/documents:	\$500: plus \$40/acre (between 5-20 acres); \$10/acre (over 20 acres)
• Retainer	\$250
This includes the initial review plus one additional review of resubmitted documents addressing Town comments	
Additional review beyond initial reviews	\$250 per review (for projects up to 20 acres)
	\$500 per review (for projects over 20 acres)

H. SITE DEVELOPMENT AND INFRASTRUCTURE OBSERVATION AND INSPECTION FEES

SITE PREPARATION AND GRADING	
• 0-5 acres	\$150
• 5-10 acres	\$250
• 10-50 acres	\$600
• Over 50 acres	\$1,200
STORM DRAINAGE	
• Less than 1 acre	\$150
• 1-5 acres	\$350
• 5-10 acres	\$600
• Over 10 acres	\$1,200
POTABLE WATER DISTRIBUTION SYSTEMS	
• Up to 1000 linear feet	\$500
• 1000-2500 linear feet	\$850
• 2500-5000 linear feet	\$1,800
• Over 5000 linear feet	\$2,400
SANITARY SEWER COLLECTION AND TRANSMISSION SYSTEMS	
• Up to 1000 linear feet	\$500
• 1000-2500 linear feet	\$850
• 2500-5000 linear feet	\$1,800
• Over 5000 linear feet	\$2,400
PAVEMENT	
• Impervious surface 0-10,000 square feet	\$150
• Impervious surface 10,000-25,000 square feet	\$350
• Impervious surface 25,000-50,000 square feet	\$600
• Impervious surface in excess of 50,000 square feet	\$1,200
CURBING OR SIDEWALK	
• Up to 100 linear feet	\$15
• 100-1000 linear feet	\$120
• 1000-5000 linear feet	\$350
• Over 5000 linear feet	\$600
IRRIGATION	
• Up to 1000 linear feet	\$150
• 1000-5000 linear feet	\$250
• Over 5000 linear feet	\$600
LANDSCAPING	
• Less than 1 acre	\$50
• 1-5 acres	\$120
• 5-10 acres	\$250
• 10-50 acres	\$600
• Over 50 acres	\$1,200

DUST CONTROL	
• Disturbed area exceeding one (1) acre in size	\$50
TREE REMOVAL	
• Per mature tree	\$25 (maximum of \$500)
WORK WITHIN TOWN RIGHT-OF-WAY	
• Road Cuts and Restoration	\$125 per lane plus \$500 refundable
• Jack and Bore	\$125 per lane (no bond required)
• Maintenance of Traffic	\$100 per application
FINAL SITE INSPECTION	
• Less than 1 acre	\$75
• 1-5 acres	\$125
• 5-10 acres	\$250
• 10-50 acres	\$350
• Over 50 acres	\$600
<p>Note 1: Acceptance of road restoration shall include submittal of subsurface density tests and/or engineer's certification that backfill has been properly compacted and asphalt has been properly installed to meet all applicable standards.</p>	
<p>Note 2: A Maintenance of Traffic Plan is required for any work done within a Town right-of-way. The plan must be submitted by a person or entity qualified to prepare such a plan. Work within the right-of-way may not commence until the plan and the installation are approved by the Town.</p>	
<p>For any activity not in a listed category including but not limited to investigation fees, fee(s) due and payable pursuant to Chapter 17.09 of the Monument Municipal Code will be assessed at an hourly rate of \$50.</p>	