

TOWN OF MONUMENT FEE SCHEDULE
(Revised August 12, 2022)

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	\$350	
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 https://sbg.colorado.gov/liquor		
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. PARK RESERVATION 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

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

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 Showing 6.5% Annual Increase Thru 2024			
Meter Size	2022	2023	2024
¾"	\$ 28.08	\$ 29.91	\$ 31.85
1"	\$ 50.00	\$ 53.25	\$ 56.71
1 ½"	\$ 112.35	\$ 119.65	\$ 127.43
2"	\$ 199.69	\$ 212.67	\$ 226.49
3"	\$ 449.36	\$ 478.57	\$ 509.68
4"	\$ 798.73	\$ 850.65	\$ 905.94

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 Village Center Metropolitan Districts:

Volumetric Rate Per Gallon for Residential/Commercial			
Usage in Gallons	2022	2023	2024
0 – 3,000g	\$0.011	\$0.012	\$0.013
3,001-6,000g	\$0.012	\$0.013	\$0.014
6,001-12,000g	\$0.013	\$0.014	\$0.015
12,001-24,000g	\$0.014	\$0.015	\$0.016
24,001g+	\$0.015	\$0.016	\$0.017

2. Bulk Water Rates:

Bulk Water Rate for Residential Usage			
Usage in Gallons	2022	2023	2024
0 – 3,000g	\$0.014	\$0.015	\$0.016
3,001-6,000g	\$0.019	\$0.021	\$0.023
6,001-12,000g	\$0.021	\$0.023	\$0.025
12,001-24,000g	\$0.023	\$0.025	\$0.027
24,001g+	\$0.025	\$0.027	\$0.029

Bulk Water Rate for Commercial/Government & Contractors			
Usage in Gallons	2022	2023	2024
0 – 3,000g	\$0.026	\$0.028	\$0.030
3,001-6,000g	\$0.028	\$0.030	\$0.032
6,001-12,000g	\$0.030	\$0.032	\$0.034
12,001-24,000g	\$0.032	\$0.034	\$0.036
24,001g+	\$0.034	\$0.036	\$0.038

C. IMPACT FEES

Domestic (Potable) Water – Indoor Use or Combined Indoor/Outdoor Use	
Water Service Size (inches)	Fee
¾ Typical SFE	\$23,080
1	\$41,030
1 ½	\$92,320
2	\$123,090
3	\$276,960
4	\$492,730

Multi-Family Units – Indoor Consumption Only, With Separate Irrigation Service	
Water Service Size (inches)	Fee
¾ (MFU)	\$14,000
Irrigation Only	
Water Service Size (inches)	Fee
¾	\$23,080
1	\$41,030
1 ½	\$92,320
2	\$180,650
3	\$369,280
4	\$656,500

D. 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 first shut off)	\$100 (Per Incident)
Third Time Shut Off (within one year from first 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

PRELIMINARY PUD*	\$3,500 (5 acres or less) \$5,000 (over 5 acres)
FINAL PUD	\$3,000
PUD MAJOR AMENDMENT	\$2,000
PUD MINOR AMENDMENT	\$1,000
REZONING	\$1,000
ZONING LETTERS	\$50
SITE PLAN	\$3,500 (5 acres or less) \$5,000 (over 5 acres)
Applicants will be invoiced for any outside engineering fees	
*Preliminary/Final concurrent review shall be charged as preliminary	

B. CONSTRUCTION PERMITS

Residential: New	\$150 + 2% use tax
Residential: Addition	\$25 + 2% use tax
Commercial/Multi Family	\$125 + 2% use tax
*Residential Fence Permit	\$15 + 2% use tax
Non-Residential Fence Permit	\$50 + 2% use tax
Revocable Permit	\$25 + 2% use tax
Revocable Permit for sandwich sign	No Charge
Temporary Use Permit	\$50
Business Operating in a Parking Lot	\$50
Demolition Permit	\$50
<p>Monument construction new builds (residential and commercial) will utilize a combined permit to include sidewalks, landscaping and fences related to that property. All related fees will be included on one permit for ease of payment.</p> <p>*There are no fees for existing fences that need to be replaced or repaired.</p>	

C. SUBDIVISION

PRELIMINARY PLAT*	\$3,000
FINAL PLAT	\$1,500
MINOR PLAT OR REPLAT	\$1,500
PLAT, RIGHT-OF-WAY OR EASEMENT OF VACATION	\$1,000
SKETCH PLAN	\$1,000
PLAT AMENDMENT	\$1,000
Applicants will be invoiced for any outside engineering fees	
*Preliminary/Final concurrent review shall be charged as preliminary	

D. OTHER

ZONING VARIANCE: NON-RESIDENTIAL	\$1,000
ZONING VARIANCE: RESIDENTIAL	\$500
CONDITIONAL USE	\$500*
ANNEXATION	\$2,000 (10 acres or less) \$3,500 (over 10 acres)
SIGN PERMIT	\$100 per permanent sign \$15 per temporary sign
PRE-APPLICATION MEETING	No Charge: \$1,000 retainer upon request for consultant review
ADDITIONAL REVIEW FEE (after two reviews)	\$200: plus \$50/hour (\$1,000 maximum fee) per review

ADDITIONAL CHARGES	\$50 per hour for additional research; at staff discretion
CMRS Facility	
Building or Structure-Mounted**	\$500
Freestanding**	\$500
Roof-Mounted**	\$500
Small Cell or Microcell Facility***	\$270
Small Cell Network***	\$270
Applicants will be invoiced for any outside engineering fees	
*There may be an additional \$3,000 application fee charged for requests with infrastructure issues; at Planning Department Staff discretion.	
**For non-recurring fees, including a single up-front application that includes up to five small cell facilities, with an additional \$100 for each small cell facility beyond five, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more small cell facilities.	
***Per small cell facility per year for all recurring fees, including any right of way access fee or fee for attachment to Town-owned structures in the right of way.	

E. IMPACT FEES

USE TAX (materials only)	Dependent upon type of permit
TRAFFIC IMPACT FEE	
	\$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 (2018 El Paso County Drainage Basin Fees)

BASIN NAME AND NUMBER	2018 DRAINAGE FEES (\$ PER IMPERVIOUS ACRE)
Crystal Creek (FOMO5300)	\$18,350
Dirty Woman Creek (FOMO5200)	\$18,350
Jackson Creek (FOMO4400)	\$7,263
Palmer Lake (FOMO5400)	\$12,717
Teachout Creek (FOMO4800)	\$5,044
Monument Branch (FOMO3800)	\$18,350
Monument Rock (FOMO4800)	\$7,953
Beaver Creek (FOMO4600)	\$10,970

G. FEE-IN-LIEU OF SCHOOL LAND DEDICATIONS (based on a District conducted fee study):

UNIT TYPE	FEE PER UNIT	FEE PER UNIT
	STARTING JULY 1, 2022	STARTING JULY 1, 2024
Single-Family Detached	\$1,784	\$2,217.84
Townhouse/Duplex/Single-Family Attached	\$860	\$1,412.82
Multi-Family/Other	\$583	\$992.39

H. FEE-IN-LIEU OF PARK LAND DEDICATION:

18.02.350 - Fees in lieu of dedication (Parks, Trails, Open Space)

Fee-in-lieu-of land based on the amount of required land dedication as calculated in Section 18.02.330.B&D

1. Pro-rated using the average value of land in the Town, *plus*,
2. Cost per acre of constructing the improvements for that type of facility

Such fee may be updated from time to time to reflect current market land values and costs of the improvements and shall be adopted by Resolution and included in the Town's fee schedule.

- Average value of land in the Town at \$83,160 per acre
- Cost per acre of constructing improvements as documented in the *Town of Monument Parks, Trails, and Open Space Master Plan*

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

Construction Documents (CD)	\$500 for internal review only
<i>Outside fees such as engineering and consultant fees may be billed directly, which replaces the retainer</i>	

J. NEW BUILD SITE DEVELOPMENT AND INFRASTRUCTURE OBSERVATION AND INSPECTION FEES

SITE PREPARATION AND GRADING	
0-5 acres	\$150
6-50 acres	\$350
Over 50 acres	\$1,000
STORMWATER DRAINAGE	
0-5 acres	\$150
6-50 acres	\$350
Over 50 acres	\$1,000
POTABLE WATER DISTRIBUTION SYSTEMS	
0-499 linear feet	\$250
500-2,500 linear feet	\$1,000
Over 2,500 linear feet	\$2,000

SANITARY SEWER COLLECTION AND TRANSMISSION SYSTEMS	
0-499 linear feet	\$250
500-2,500 linear feet	\$1,000
Over 2,500 linear feet	\$2,000
PAVEMENT (impervious surface)	
0-4,999 square feet	\$150
5,000- 24,999 square feet	\$600
Over 25,0000 square fee	\$1,200
CURBING OR SIDEWALK	
0-1,000 linear feet	\$150
Over 1,000 linear feet	\$500
IRRIGATION	
0-1,000 linear feet	\$150
Over 1,000 linear feet	\$500
LANDSCAPING	
Per lot	\$50
DUST CONTROL	
Disturbed area exceeding one (1) acre in size	\$50
TREE REMOVAL	
Per mature tree - commercial and residential new build/development only)	\$25 (maximum of \$500)
WORK WITHIN TOWN RIGHT-OF-WAY	
Road Cuts and Restoration	\$200 per lane (omitted bond)
Jack and Bore	\$125 per lane
Maintenance of Traffic	\$100 per application
FINAL INSPECTION	
0-5 acres	\$125
6-50 acres	\$350
Over 50 acers	\$600
<i>Outside fees such as engineering and consultant fees may be billed directly</i>	
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.	
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.	
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.	