

TOWN OF MONUMENT FEE SCHEDULE
(Revised June 21, 2021)

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 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						
Meter Size	2019	2020	2021	2022	2023	2024
¾"	\$ 23.25	\$ 24.76	\$ 26.37	\$ 28.08	\$ 29.91	\$ 31.85
1"	\$ 41.39	\$ 44.08	\$ 46.95	\$ 50.00	\$ 53.25	\$ 56.71
1 ½"	\$ 93.00	\$ 99.05	\$ 105.49	\$ 112.35	\$ 119.65	\$ 127.43
2"	\$ 165.31	\$ 176.06	\$ 187.50	\$ 199.69	\$ 212.67	\$ 226.49
3"	\$ 372.00	\$ 396.18	\$ 421.93	\$ 449.36	\$ 478.57	\$ 509.68
4"	\$ 661.23	\$ 704.21	\$ 749.98	\$ 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 for Residential / Commercial rates per gallon						
Blocks	2019	2020	2021	2022	2023	2024
0 – 3,000g	\$0.008	\$0.009	\$0.010	\$0.011	\$0.012	\$0.013
3,001-6,000g	\$0.009	\$0.010	\$0.011	\$0.012	\$0.013	\$0.014
6,001-12,000g	\$0.010	\$0.011	\$0.012	\$0.013	\$0.014	\$0.015
12,001-24,000g	\$0.011	\$0.012	\$0.013	\$0.014	\$0.015	\$0.016
24,001g+	\$0.012	\$0.013	\$0.014	\$0.015	\$0.016	\$0.017

2. Bulk Water Rates:

Bulk Water Rate for Residential & Residential Usage Outside of Service Area						
Blocks	2019	2020	2021	2022	2023	2024
0 – 3,000g	\$0.011	\$0.012	\$0.013	\$0.014	\$0.015	\$0.016
3,001-6,000g	\$0.013	\$0.015	\$0.017	\$0.019	\$0.021	\$0.023
6,001-12,000g	\$0.015	\$0.017	\$0.019	\$0.021	\$0.023	\$0.025
12,001-24,000g	\$0.017	\$0.019	\$0.021	\$0.023	\$0.025	\$0.027
24,001g+	\$0.019	\$0.020	\$0.023	\$0.025	\$0.027	\$0.029

Bulk Water Rate for Commercial / Government and Contractors						
Blocks	2019	2020	2021	2022	2023	2024
0 – 3,000g	\$0.020	\$0.022	\$0.024	\$0.026	\$0.028	\$0.030
3,001-6,000g	\$0.022	\$0.024	\$0.026	\$0.028	\$0.030	\$0.032
6,001-12,000g	\$0.024	\$0.026	\$0.028	\$0.030	\$0.032	\$0.034
12,001-24,000g	\$0.026	\$0.028	\$0.030	\$0.032	\$0.034	\$0.036
24,001g+	\$0.028	\$0.030	\$0.032	\$0.034	\$0.036	\$0.038

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)						
3/4 (MFU)	\$9,000	\$9,800	\$10,700	\$11,700	\$12,800	\$14,000

Irrigation-Only Impact Fees						
Water 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. 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

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
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. 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>	

H. 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 25,000 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.	