



Town of New Castle

**Directory
of
Town Fees
and
Charges**

January 1, 2023

Directory of Town Fees and Charges
Table of Contents

Section 1: Administrative Services

A. Photocopying 1
B. Fax 1
C. Notary Public 1
D. Administrative Staff Time 1

Section 2: Animals

A. Dog Licenses..... 2
B. Impound Fees 2

Section 3: Building Permits

A. Valuation of Structures..... 3
B. Building Permit Fees 3
C. Plan Review Fees..... 4
D. Other Fees 4
E. Deposits – Plan Review Fees 4

Section 4: Business and Contractor Licensing

A. Business Licenses 5
B. Contractor Licenses 5
C. Tobacco Retailer License 5

Section 5: Cemetery 6

Section 6: Historic Preservation 7

Section 7: Land Development

A. Annexation 8
B. Conditional Use/Special Review Use 8
C. Condominium 8
D. Floodplain Development Permit 8
E. Grading Permit 8
F. Lot Line Adjustment/ Dissolution 8
G. Lot Split 8
H. Mobile Home Park Permit 8
I. Planned Unit Development 8
J. Site Specific Development Plan (vested property rights) 8
K. Subdivision 8
L. Variance 8
M. Zoning Amendment..... 8

N. Zoning – Rezoning	8
O. Interest on Delinquent Land Use Application Costs	8
P. Cash Payment in Lieu of Parkland Dedication	8
Q. Fee to Appeal to Board of Zoning Adjustment	8
R. Review of Applications for Wireless Communication Facilities	9
S. Review of Applications for Wireless Communications Towers	9
T. Building Permit for Wireless Communications Facilities/Towers	9

Section 8: Liquor Licensing

A. Application Fees	10
B. Annual License Fees.....	10
C. Special Event Liquor Permits and Other Permits	10
D. Other Liquor-Related Applications.....	11

Section 9: Parks, Open Space, and Trails

A. Recreational Facilities Development Fee	12
B. Private Encroachment Fee	12
C. Special Event Permit Fee	12
D. Park Amenity Memorial Fees	12

Section 10: Police Department Fees

A. Vehicle Identification Number Inspection	13
B. Fingerprints	13
C. Police Reports	13
D. Fire/Fireworks Ban Exemption Permit.....	13
E. Sex Offender Registration	13
F. Animal Impound	13
G. Vehicle Tow & Impound	13
H. Other Services	13

Section 11: Public Works

A. Fees for Use of Town Equipment.....	14
B. Fees for Use of Town Labor.....	14

Section 12: Sign Permits

.....	15
-------	----

Section 13: Recreation

A. Park Shelters	16
B. Athletic Fields	16
C. Community Center Rental.....	16

Section 14: Streets and Rights-of-Way

A. Right-of-Way Excavation Permits..... 17

Section 15: Town Records

A. Duplication 18
B. Certification 18
C. Research and Retrieval..... 18

Section 16: Water, Sewer, and Trash Removal Services

A. Utility Account Administration 19
B. Water Meters 19
C. Raw Water Service 19
D. Bulk Water 19
E. Water Rates..... 20-21
F. Fees for No Meter & Broken Meter..... 21
G. Sewer Rates 21-22
H. Fee in Lieu of Water Rights Dedication 22
I. Watershed Protection District Permit..... 22
J. Trash Removal Service 22
K. Industrial Water Surcharges 22

Section 1: Administrative Services

A. Photocopying

- 1. Customer documents
 - a. Black and white copies \$0.25 per page
 - b) Color copies..... \$0.50 per page
- 2. Town documents – see Section 14: Town Records

B. Fax

- 1. Send to local phone number..... \$0.25 per page
- 2. Send to long distance phone number \$0.50 per page
- 3. Receive \$0.25 per page

C. Notary Public

- 1. For Town residentsno charge
- 2. For non-residents \$2.00 per document

D. Administrative Staff Time \$45.00/hr

Section 2: Animals

A. Dog Licenses

- 1. Unneutered male or unspayed female \$25.00 per year
- 2. Neutered male or spayed female \$10.00 per year

B. Impound Fees

- 1. Dog **

Impound fees are charged by the Animal Shelter and are subject to change

Section 3: Building Permits

A. Valuation of Structures

Valuation of Structures. Pursuant to Municipal Code Section 15.08.020, the building valuation for new construction within the scope of the IBC that is used to calculate permit fees shall be based exclusively on the valuation schedule set forth in the most current edition of the Building Safety Journal (“BSJ”) published by the International Code Council. Pursuant to Municipal Code Section 15.10.020, the building valuation for new construction within the scope of the IRC that is used to calculate permit fees shall be the valuation most representative of the work based on either the applicant’s estimate or the valuation schedule set forth in the most current version of the BSJ, as determined by the Building Official.

B. Building Permit Fees

<i>Total Valuation</i>	<i>Fee</i>
\$1 to \$500	\$24.00
\$501 to \$2,000	\$24.00 for the first \$500 plus \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69.00 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487.00 for the first \$40,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027.00 for the first \$100,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827.00 for the first \$500,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327.00 for the first \$1,000,000 plus \$3.00 for each additional \$1,000.00, or fraction thereof, to and including \$5,000,000
\$5,000,001 and up	\$18,327.00 for the first \$5,000,000 plus \$1.00 for each additional \$1,000.00, or fraction thereof

C. Plan Review Fee 65% of building permit fee

D. Other Fees

<i>Other Inspections and Fees</i>	<i>Fee</i>
Inspections outside of normal business hours (minimum charge 2 hours)	\$65.00/hr*
Re-inspection fees (minimum charge 1 hour)	\$65.00/hr*
Inspections for which no fee is specifically indicated (minimum charge ½ hr)	\$65.00/hr*
Additional plan review required by changes, additions or revisions to plans	
For use of outside consultants for plan checking and inspections, or both	Actual cost**
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	
Basement finish on existing structure	\$450.00
Re-roofing of one building or structure	\$95.00
Backflow Preventer	\$50.00
Fence	\$25.00
HUD Manufactured Home Installation Permit	\$375.00
HUD Manufactured Home Plan Review	\$275.00
Installation of mechanical appliances	\$70.00
Mechanical systems: addition, alteration or remodel (includes 2 inspections)	\$70.00
Mechanical systems: new construction residential or commercial	\$70.00
Water heater installation and inspection	\$70.00
Plumbing systems: new construction residential or commercial	\$70.00
Plumbing systems: addition, alteration or remodel (includes 2 inspections)	\$70.00

E. Deposits – Plan Review Fees

Manufactured Home	\$275.00
New Home or New Commercial Project:	
Value up to \$500,000	\$500.00
Value \$501,000 or more	\$1,000.00

Remodels or Additions:

Value up to \$2,000 to \$25,000	\$100.00
Value \$25,001 to \$100,000	\$250.00
Value \$100,001.00 to \$500,000	\$500.00
Value \$500,001 +	\$1,000.00

Section 4: Business and Contractor Licensing

A. Business Licenses

1. General Business License.....\$25.00

2. Special Business Licenses

a. Adult Entertainment Establishment Licenses

Adult Entertainment Establishment License - Initial	\$1,200.00
Adult Entertainment Establishment Employee Permit - Initial	\$75.00
Adult Entertainment Establishment License - Renewal	\$600.00 per year
Adult Entertainment Establishment Employee Permit - Renewal	\$50.00 per year
Adult Entertainment Establishment License - Transfer	Non-Transferable

b. Arborist License..... \$25.00 per year

c. Special Event Business License \$5.00

e. Contractor Business License.....\$25.00

d. Tobacco Retailer License\$25.00

Section 5: Cemetery

A. Burial Plots

- 1. For Town residents \$800.00 per plot
- 2. For non-residents \$1600.00 per plot

Section 6: Historic Preservation

- A. Fee to Appeal Historic Preservation Commission
Decision Regarding Acceptability of Application
for Building or Demolition Permit\$45.00

Section 7: Land Development

A. Annexation

<i>Acreage</i>	<i>Fee</i>	<i>Deposit</i>
Less than 5 acres	\$625.00	\$3,000.00
5 to 35 acres	\$2,250.00	\$3,000.00
Over 35 acres to 100 acres	\$3,550.00	\$3,000.00
Over 100 acres	\$6,500.00	\$3,000.00

B. Conditional Use/Special Review Use Permit	\$500.00	\$500.00
C. Condominium	\$275.00	\$275.00
D. Floodplain Development Permit	\$150.00	\$150.00
E. Grading Permit	\$125.00	\$125.00
F. Lot Line Adjustment/ Dissolution.	\$175.00	\$175.00
G. Lot Split.	\$275.00	\$275.00
H. Mobile Home Park Permit.	\$275.00	\$275.00

I. Planned Unit Development*

<i>Application</i>	<i>Fee</i>	<i>Deposit</i>
1. Sketch Plan	\$600.00	\$3,000.00
2. Preliminary or Master Plan	\$750.00	\$6,000.00
3. Final Plan	\$350.00	\$6,000.00

J. Site Specific Development Plan (vested property rights).	\$500.00	\$3,000.00
---	----------	------------

K. Subdivision*

<i>Application</i>	<i>Fee</i>	<i>Deposit</i>
1. Sketch Plan	\$600.00	\$3,000.00
2. Preliminary Plat	\$750.00	\$6,000.00
3. Final Plat	\$350.00	\$6,000.00
4. Amended Plat	\$300.00	\$800.00
5. Minor Subdivision	\$285.00	\$800.00

L. Variance	\$500.00	\$500.00
M. Zoning Amendment.	\$275.00	\$800.00
N. Zoning/Rezoning	\$275.00	\$800.00
O. Interest on Delinquent Land Use Application Costs	1.5% per month	
P. Cash Payment in Lieu of Parkland Dedication . . .	\$120,000.00 per acre	
Q. Fee to Appeal to Board of Zoning Adjustment	\$175.00	

*In the case of combined PUD/subdivision applications, only one fee shall be required.

R. Review of Wireless Communication Facilities: base stations, alternative tower structures, alternative tower structures in the ROW, small cell facilities and eligible facilities.	\$275.00
S. Review of Applications for Wireless Communications Towers.	\$660.00
T. Building Permit for the Installation of Each Wireless Communication Facility.	\$50.00

Section 8: Liquor Licensing

A. Application Fees

1. New License.....	\$1000.00
2. New License with concurrent review by state	\$1000.00
3. Transfer of Ownership	\$750.00
4. Annual Renewal.....	\$100.00

B. Annual License Fees

1. Art License.....	\$41.25
2. Beer & Wine License	\$48.75
3. Brew-Pub License	\$75.00
4. Distillery Pub	\$75.00
5. Club License	\$41.25
6. Hotel & Restaurant License	\$75.00
7. Hotel & Restaurant License with optional premises.....	\$75.00
8. Liquor Licensed Drugstore	\$22.50
9. Lodging & Entertainment License	\$75.00
10. Optional Premises License.....	\$75.00
11. Racetrack License	\$75.00
12. Retail Gaming Tavern.....	\$75.00
13. Resort Complex License.....	\$75.00
14. Fermented Malt Beverage On Premises.....	\$3.75
15. Fermented Malt Beverage Off Premises.....	\$3.75
16. Fermented Malt Beverage On/Off Premises	\$3.75
17. Retail Liquor Store License.....	\$22.50
18. Tavern License	\$75.00
19. Vintner's Restaurant.....	\$75.00

C. Special Event Liquor Permits and Other Permits

1. Alcohol Beverage Tasting Permit.....	\$25.00
2. Art Gallery Permit.....	\$3.75
3. Art Gallery Renewal Application	\$100.00
4. Bed & Breakfast Permit	\$3.75
5. Each Resort-Complex-Related Facility Permit	\$15.00
6. Mini Bar Permit with Hotel/Restaurant license	\$48.75
7. Special Events Permit (Liquor)	\$50.00
8. Special Events Permit (3.2%).....	\$50.00
9. Temporary Permit.....	\$100.00
10. Private Party Alcoholic Beverage Permit.....	\$50.00

D. Other Liquor-Related Applications

1. Addition of related facility permits to existing Resort Complex License \$100.00
2. Change of Location \$750.00
3. Corporate/LLC Change \$100.00 per person
4. Hotel/Tavern Manager's Registration \$75.00
5. Late Renewal Application \$500.00

Section 9: Parks, Open Space, and Trails

A. Recreational Facilities Development Fee \$3000.00

B. Private Encroachment Permit

1. Application Fee..... \$150.00

2. Fee to maintain property
encroached upon..... To be set by Town Administrator

C. Special Event Permit Fee

- Event of 25 to less than 40 people: \$25.00 *per day*
- Event of 40 to less than 100 people: \$25.00 *per day*
- Event of 100 to less than 500 people: \$50.00 *per day*
- Event of more than 500 people: \$100.00 *per day*

D. Park Amenity Memorial Fees To be set by Town Council

Section 10: Police Department Fees

A. Vehicle Identification Number Inspection

1. For Town residents\$20.00
2. For non-residents\$30.00

B. Fingerprints

1. For Town residents\$20.00
2. For non-residents\$30.00

C. Police Reports

NOTE: Criminal Histories are referred to CBI – www.cbirecordscheck.com

1. Application for Police Reports (inc. first 2 pages) \$5.00
2. For each page following first 2 pages \$.25
3. Records Check\$15.00
4. Crime Report (copies) \$.25 per page
5. Research – Intensive Check (1st hr. free) \$30.00 per hour
6. Accident Report \$5.00
7. Photographs (digital) \$30.00 per CD
8. Application for Sex Offender List..... \$5.00

D. Fire/Fireworks Ban Exemption Permit\$25.00

E. Sex Offender Registration

1. Initial Registration\$35.00
2. Renewal, Information updates, etc.\$15.00

F. Animal Impound Fees

1. Dog **
- **Impound fees are charged by the Animal Shelter and are subject to change**

G. Vehicle Tow & Impound Fee

1. Impound Fee.....\$40.00
 2. Storage Fee Per Day \$40.00
 3. Towing Fee **
- **Towing Fees are Charged by the Towing Company and are Subject to Change**

H. Other Services

1. Breath Test (Portable Breath Tester Only) \$5.00

I. 911 Tape Recordings\$30.00

Section 11: Public Works

A. Fees for Use of Town Equipment

- 1. Light Truck \$30.00 per hour
- 2. Heavy Truck/Equipment \$120.00 per hour
- 3. Light Equipment/Tools..... \$50.00 per hour

B. Fees for Use of Town Labor

- 1. Maintenance Worker \$35.00 per hour
- 2. Supervisor \$45.00 per hour

Section 12: Sign Permits

A. \$35.00 base fee, plus \$2.50 for each square foot of sign area

Section 13: Recreation Fees

- A. Park Shelter Fee.....\$30.00 per 2 hours
- B. Athletic Field Fee\$60.00 per 2 hours
- C. Community Center Rental Fees:
 - Non-Profit/Govn't. Rate.....\$25.00/hr. Small Room
 - Non-Profit/Govn't. Rate.....\$35.00/hr. Large Room
 - Private Parties/General Public\$30.00/hr. Small Room
 - Private Parties/General Public\$50.00/hr. Large Room
- D. Community Center Deposit Fees:
 - Monday thru Thursday Rentals..... \$200.00
 - Friday, Saturday, Sunday Rentals \$350.00

Section 14: Streets and Rights-of-Way

A. Right-of-Way Excavation Permits

- 1. Permit\$10.00 per square yard of right-of-way
- 2. Deposit\$90.00 per square yard of right-of-way

Section 15: Town Records

A. Duplication

- 1. Records in 8½ x 11 inch format \$0.25 per page, plus
Research & Retrieval Costs
- 2. Records in other formats Actual reproduction cost, plus
Research & Retrieval Costs

B. Certification \$1.00 for each certificate and seal

C. Research and Retrieval Costs .. \$33.58 per hour (1st hour free per statute)

Section 16: Water, Sewer, and Trash Removal Services

A. Utility Account Administration

- 1. Administrative charge for ownership change (transfer fee).....\$15.00
- 2. Administrative charge for adding tenant to account..... \$5.00
- 3. Utility hookup charge estimated costs of labor, materials, and other expenses incident to the installation of corporation stop, curb stop, curb box, meter, remote readout, and appurtenances, plus a 10 percent administration charge
- 4. Short check fee\$25.00
- 5. Administrative charge for processing shutoff notice\$30.00
- 6. Delinquency charge on unpaid utility charges 1%
- 7. Disconnect charge for delinquent accounts.....\$75.00
- 8. Reconnect charge for delinquent accounts\$75.00
- 9. Charge to certify delinquent utility charges to County Treasurer 10%
- 10. Lien Filing Fee \$100.00
- 11. Disconnect charge for vacancy request\$15.00
- 12. Reconnect charge for vacancy request.....\$15.00
- 13. Reduced water charges for vacancy period..... per month: \$20.94 plus charge for water maintenance and operationsper EQR:\$5.58
- 14. Reduced sewer charges for vacancy period..... per month: \$37.88 plus charge for sewer maintenance and operationsper EQR: \$4.68
- 15. Administrative charge for inactive water tap.....per year: \$25.00
- 16. Administrative charge for inactive sewer tapper year: \$25.00
- 17. Reconnect fee after disconnect for watering restriction violation: ... \$50.00

B. Water Meters

- 1. Water meter and accessories (3/4-inch) \$292.00
- 2. Water meter and accessories (1-inch) \$388.00
- 3. Deposit for removal/testing of meter.....\$75.00
- 4. Fee to reinstall water meteramount charged by licensed plumber pursuant to plumber's contract with Town
- 5. Service charge for water meter by-passing, tampering or unauthorized metering \$1,000.00

C. Raw Water Service

- 1. For raw water diverted from East Elk Creek via Red Rock Ditch for 2,500 sf or part thereof of irrigated lawn/garden per month: \$6.45
- 2. For raw water diverted from Colorado River via CO. River Pump Station for 2,500sf or part thereof of irrigated lawn/garden per month: \$9.39

D. Bulk Water per thousand gallons:\$12.96

E. Water Rates

Water Usage (gallons per month per EQR)	Monthly Water Service Charges	
	Users within Town Limits	Users outside Town Limits
Minimum monthly charge Includes up to 12,000 gallons of water usage	\$32.22	\$49.45
Each additional 1,000 gallons (or part thereof) over 12,000 gallons, up to 20,000 gallons	\$3.07	\$4.45
Each additional 1,000 gallons (or part thereof) over 20,000 gallons, up to 30,000 gallons	\$4.79	\$7.08
Each additional 1,000 gallons (or part thereof) over 30,000 gallons, up to 40,000 gallons	\$9.57	\$13.68
Each additional 1,000 gallons (or part thereof) over 40,000 gallons	\$10.87	\$17.11

Monthly water service charges for the following “special users” only shall be computed as follows:

Category of Special User	Monthly Water Service Charges
<u>Senior:</u> Users <i>within</i> Town limits in where the owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be \$22.17 per EQR. Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the in-Town rate schedule set forth in Subsection above.
<u>Senior:</u> Users <i>outside</i> Town limits where the owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be \$33.65 per EQR. Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the out-of-Town rate schedule set forth in the water usage table above.
Schools	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be \$27.09 per EQR. Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to

	the in-Town rate schedule set forth in the water usage above.
Vacant Property qualifying under municipal code §13.16.050(A)	63% of applicable monthly charges

F. Fees for No Meter and Broken Meters

Period	Surcharge Fee
For first month (or part thereof) without water meter	\$132.82 per EQR per month
For second consecutive month (or part thereof) without water meter	\$265.62 per EQR per month
For third consecutive month (or part thereof) without water meter	\$531.23 per EQR per month
For fourth consecutive month (or part thereof) and each subsequent month (or part thereof) without water meter	\$664.05 per EQR per month

G. Sewer Rates

Category of User	Monthly Sewer Service Charges	
Users within Town Limits	<u>Senior</u> : Owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$50.88 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$6.96 per EQR for each additional 1,000 gallons (or part thereof).
	All other users	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$58.27 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$8.20 per EQR for each additional 1,000 gallons (or part thereof).
Users outside Town limits	<u>Senior</u> : Owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$67.26 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$8.66 per EQR for each additional 1,000 gallons (or part thereof).
	All other users	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be \$69.53 per EQR.

		Charges for water usage over 6,000 gallons per EQR shall be \$10.19 per EQR for each additional 1,000 gallons (or part thereof).
Vacant Property qualifying under municipal code §13.16.050(A)	63% of applicable monthly charges	

H. Fee in Lieu of Water Rights Dedication..... \$6,000.00
per Equivalent Residential Unit

I. Watershed Protection District Permit

- 1. Activity to take place on single-family residential property
 - a. Application fee \$150.00
 - b. Deposit \$500.00
- 2. All other activity
 - a. Application fee \$500.00
 - b. Deposit \$1,500.00

J. Trash Removal Service

- 1. Users in owner-occupied residences occupied by one or more senior citizens..... \$30.55per month
- 2. All other users..... \$34.57per month

K. Industrial Wastewater Surcharges

- 1. BOD discharges in excess of 250mg/L.....\$0.8230 per pound
- 2. TSS discharges in excess of 250 mg/L.....\$0.4073 per pound
- 3. Sampling and analysis charge \$100.00 per sampling