

**TOWN OF NEW CASTLE  
RESOLUTION NO. TC-2017-3**

**A Resolution of the Town Council of the Town of New Castle Adopting a Fee Schedule for the Town.**

WHEREAS, Town of New Castle Ordinance 2007-11 adopted a schedule of fees for Town services; and

WHEREAS, due to changing circumstances, certain fees in the current fee schedule are not necessarily reflective of current conditions; and

WHEREAS, the Town Council wishes to adopt fees that reflect current conditions.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of New Castle, Colorado:

1. The Town Council adopts the foregoing recitals as findings of fact and determinations of the Council.
2. The fee schedule attached to this resolution as Exhibit A is adopted until such time as it is altered by resolution.

Introduced, Read and Adopted at a Regular Meeting of the Town Council of the Town of New Castle, Colorado, on January 3, 2017.

TOWN OF NEW CASTLE

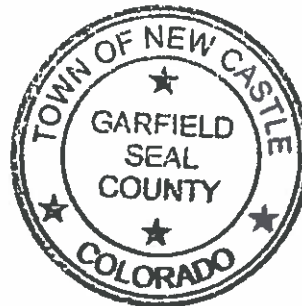


Mayor Art Riddile

ATTEST:



Town Clerk Melody L Harrison, CMC





## **Town of New Castle**

# **Directory of Town Fees and Charges**

**Directory of Town Fees and Charges**  
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**Section 1: Administrative Services**

**A) Photocopying**

**1) Customer documents**

- a) Black & 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 residents .....no charge
- 2) For non-residents ..... \$2.00 per document

**Source:** Resolution TC-2006-22

**Section 2: Animals**

**A) Dog Licenses**

- 1) Unneutered male or unspayed female ..... \$18.00 per year
- 2) Neutered male or spayed female ..... \$7.00 per year
- 3) Guard dog ..... \$25.00 per year

**B) Impound Fees**

- 1) Dog or cat ..... \$40.00 plus actual impound costs
- 2) Other animal ..... \$40.00 plus actual impound costs

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
2A1 and 2A2	6.12.040	2009
2A3	6.12.130	1991
2B1	6.16.110	2004
2B2	6.16.120	2004

### Section 3: Building Permits

#### A) Valuation of Structures

The building valuation for all permit fees shall be based on the following table:

<i>Structure Type</i>	<i>Material</i>	<i>Cost per Square Foot</i>
Apartment Houses	Masonry	\$78.50
	Wood Frame	\$72.74
Auditoriums		\$77.88
Banks		\$111.78
Bowling Alleys		\$36.60
Churches		\$75.24
Convalescent Homes		\$102.89
Dwellings	Wood Frame	\$84.24
	Masonry	\$88.34
	Basement	\$21.15
Fire Stations		\$82.04
Homes for Elderly		\$81.56
Hospitals		\$129.27
Hotels & Motels		\$77.75
Industrial Plants		\$62.26
Jails		\$118.69
Libraries		\$118.69
Medical Offices		\$91.64
Offices		\$77.40
Private Garages	Wood Frame	\$22.16
	Masonry	\$24.98
	Car Ports	\$15.13
Public Garages		\$35.49
Public Buildings		\$95.15
Retail Buildings		\$57.58
Schools		\$81.33
Service Stations		\$57.43
	Canopies	\$30.61
Theaters		\$80.10
Warehouses		\$34.02
Decks & Porches		\$11.26
Commercial Tenant Improvements		\$16.39

B) Building Permit Fees

<i>Total Valuation</i>	<i>Fee</i>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.65 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

C) Plan Review Fee ..... 65% of building permit fee



D) Other Fees

<i>Other Inspections</i>	<i>Fee</i>
Inspections outside of normal business hours (minimum charge 2 hours)	\$47.00/hr*
Re-inspection fees (minimum charge 1 hour)	\$47.00/hr*
Inspections for which no fee is specifically indicated (minimum charge ½ hr)	\$47.00/hr*
Additional plan review required by changes, additions or revisions to plans	\$47.00/hr*
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	\$250.00
Re-roofing of one building or structure	\$50.00
Lawn sprinkler	\$50.00
Fence	\$50.00
HUD Manufactured Home Installation Permit	\$375.00
HUD Manufactured Home Plan Review	\$275.00
Installation of mechanical appliances	\$60.00
Mechanical systems: addition, alteration or remodel (includes 2 inspections)	\$50.00
Mechanical systems: new construction residential or commercial	\$50.00
Water heater installation and inspection	\$60.00
Plumbing systems: new construction residential or commercial	\$50.00
Plumbing systems: addition, alteration or remodel (includes 2 inspections)	\$50.00

Source: Resolution TC-2007-12

**Section 4: Business and Contractor Licensing**

A) Business Licenses

1) General Business License ..... No Fee

2) Special Business Licenses

a) Adult Entertainment Establishment Licenses

Adult Entertainment Establishment License - Initial	\$1,000.00
Adult Entertainment Establishment Employee Permit - Initial	\$50.00
Adult Entertainment Establishment License - Renewal	\$400.00 per year
Adult Entertainment Establishment Employee Permit - Renewal	\$25.00 per year
Adult Entertainment Establishment License - Transfer	\$550.00

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

c) Special Event Business License..... No Fee

B) Contractor Licenses

<i>License Type</i>	<i>Annual Fee</i>
Building Contractor License - General Unlimited – Initial	\$200.00
Building Contractor License - General Limited – Initial	\$100.00
Building Contractor License – Specialty – Initial	\$25.00
Building Contractor License - General Unlimited - Renewal	\$150.00
Building Contractor License - General Limited - Renewal	\$75.00
Building Contractor License - Specialty - Renewal	\$20.00
Public Works Contractor License – General – Initial	\$200.00
Public Works Contractor License - Earthwork/Paving Structure - Initial	\$150.00
Public Works Contractor License - Utilities/Pipeline – Initial	\$150.00
Public Works Contractor License - Concrete/Masonry – Initial	\$100.00
Public Works Contractor License – Blasting – Initial	\$25.00
Public Works Contractor License – Specialty - Initial	\$25.00
Public Works Contractor License - General - Renewal	\$150.00
Public Works Contractor License - Earthwork/Paving Structure - Renewal	\$115.00
Public Works Contractor License - Utilities/Pipeline - Renewal	\$115.00
Public Works Contractor License - Concrete/Masonry - Renewal	\$75.00
Public Works Contractor License - Blasting - Renewal	\$20.00
Public Works Contractor License - Specialty - Renewal	\$20.00

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
4A1 and 4A2c	Resolution TC2014-3	2014
4A2a	5.24.010E & 5.24.130D	2004
4A2b	12.16.180	1988
4B	5.12.020	1981 (Initial Building Contractor Licenses) & 1998 (Building Contractor License renewals and Public Works Contractor Licenses)

**Section 5: Cemetery**

A) Burial Plots

- 1) For Town residents ..... \$200.00 per plot
- 2) For non-residents ..... \$400.00 per plot

**Source:**

Fee Directory Section	Municipal Code Section	Date Established
5A1 and 5A2	12.24.040	2001

**Section 6: Historic Preservation**

- A) Fee to Appeal Historic Preservation Commission  
Decision Regarding Acceptability of Application  
for Building or Demolition Permit.....\$35.00
- B) Fees to Administer Provisions of  
Municipal Code Chapter 15.44.....To be set by Town Council

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
6A	15.44.340	1998
6B	15.44.390	

**Section 7: Land Development**

A) Annexation

<i>Acreage</i>	<i>Fee</i>
Less than 5 acres	\$400.00
5 to 35 acres	\$1,000.00
Over 35 acres to 100 acres	\$2,500.00
Over 100 acres	\$5,000.00

B) Conditional Use/Special Review Use Permit..... \$250.00

C) Condominium ..... \$250.00

D) Floodplain Development Permit..... \$100.00

E) Grading Permit..... \$100.00

F) Lot Line Adjustment/ Dissolution ..... \$100.00

G) Lot Split..... \$250.00

H) Mobile Home Park Permit ..... \$250.00

I) Planned Unit Development\*

<i>Application</i>	<i>Fee</i>
Sketch Plan	\$400.00
Preliminary Plan or Master Plan	\$600.00
Final Plan	\$250.00

J) Site Specific Development Plan (vested property rights) ..... \$500.00

K) Subdivision\*

<i>Application</i>	<i>Fee</i>
Sketch Plan	\$400.00
Preliminary Plat	\$600.00
Final Plat	\$250.00
Amended Plat	\$250.00
Minor Subdivision	\$250.00

L) Variance ..... \$150.00

M) Zoning Amendment..... \$250.00

N) Zoning – Rezoning ..... \$250.00

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 ..... \$100.00

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

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
7A through 7G, 7I through 7K, 7M and 7N	16.08.060	2004
7H	17.80.030	2004
7L	16.08.060	2009
7O	16.08.070	2004
7P	16.24.040	2007 (Resolution TC-2007-24)
7Q	17.12.030	2007

**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) Club License .....\$41.25
- 5) Hotel & Restaurant License .....\$75.00
- 6) Hotel & Restaurant License with optional premises .....\$75.00
- 7) Liquor Licensed Drugstore .....\$22.50
- 8) Optional Premises License .....\$75.00
- 9) Racetrack License.....\$75.00
- 10) Resort Complex License.....\$75.00
- 11) Retail 3.2% Beer On Premises..... \$3.75
- 12) Retail 3.2% Beer Off Premises..... \$3.75
- 13) Retail 3.2% Beer On/Off Premises ..... \$3.75
- 14) Retail Liquor Store License.....\$22.50
- 15) Tavern License .....\$75.00
- 16) Vintner's Restaurant .....\$75.00

**C) Special Event Liquor Permits and Other Permits**

- 1) Alcohol Beverage Tasting Permit .....\$25.00
- 2) Art Gallery Permit.....\$25.00
- 3) Art Gallery Renewal Application.....\$25.00
- 4) Bed & Breakfast Permit .....\$25.00
- 5) Fermented Malt Beverage –  
Public Event Permit ..... To be set by Town Administrator
- 7) Mini Bar Permit with Hotel/Restaurant license ..... \$325.00
- 8) Special Events Permit (Liquor) .....\$25.00
- 9) Special Events Permit (3.2%) .....\$25.00
- 10) Temporary Permit.....\$100.00

**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

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
8A1 through 8A4, 8B1 through 8B16, 8C2 through 8C5, 8C7 through 8C10, and 8D1 through 8D5	Resolutions 191 and 337	Contact Colorado Department of Revenue, Liquor Enforcement Division, for details
8C1-3	Resolution TC2014-3	2014
8C6	9.28.010	1983
8C8-9	Resolution TC2014-3	2014



**Section 9: Parks, Open Space, and Trails**

- A) Recreational Facilities Development Fee ..... \$500.00
- 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 ..... To be set by Town Council
- D) Park Amenity Memorial Fees ..... To be set by Town Council

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
9A	15.40.040	2000
9B	12.20.100	2009
9C	12.20.100	2008
9D	Resolution TC-2008-3, Sections 2.II.B.1 & 2.II.B.3	2008

**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
  - 1) For first 2 pages ..... \$5.00
  - 2) For each page following first 2 pages ..... \$1.25
- D) Fire/Fireworks Ban Exemption Permit .....To be set by Town Council

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
10A, 10B and 10C	Resolution TC-2006-22	2009
10D	9.72.050	2008

**Section 11: Public Works**

**A) Fees for Use of Town Equipment**

- 1) Pickup Truck.....\$25.00 per hour
- 2) Flatbed Truck.....\$30.00 per hour
- 3) Dump Truck.....\$85.00 per hour
- 4) Backhoe.....\$100.00 per hour
- 5) Skidsteer.....\$65.00 per hour
- 6) Street Sweeper.....\$100.00 per hour
- 7) Mini-Excavator.....\$85.00 per hour
- 8) Arc Welder/Acetylene Welder.....\$50.00 per hour
- 9) Trash Pump (small).....\$25.00 per hour
- 10) Trash Pump (large).....\$45.00 per hour
- 11) Z-Trac Mower.....\$45.00 per hour
- 12) String Trimmer.....\$35.00 per day
- 13) Chain Saw.....\$35.00 per day
- 14) Water Truck.....\$85.00 per hour
- 15) John Deere Tractor.....\$45.00 per hour
- 16) Town Dump Fee.....\$100.00 per load
- 17) Landfill Fee..... ticket charge
- 18) Equipment Trailer.....\$50.00 per day
- 19) Hand Tools.....\$20.00 per day
- 20) Demolition Saw.....\$25.00 per hour
- 21) Fourwheeler.....\$40.00 per hour
- 22) Pressure Washer.....\$15.00 per hour

**B) Fees for Use of Town Labor**

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

**Source:** Resolution TC-2007-22

**Section 12: Sign Permits**

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

**Source:**

Fee Directory Section	Municipal Code Section	Date Established
12	15.32.250	2009

**Section 13: 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

B) Business Parking Space Licenses ..... \$20.00 per foot of curb

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
13A	12.04.030	2009
13B	10.16.040	2002

**Section 14: 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 .....\$30.00 per hour

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
14A and 14B	Resolution TC-2006-22	2009
14C	Resolution TC-2014-19	2014

**Section 15: Water, Sewer, and Trash Removal Services**

**A) Utility Account Administration**

- 1) Administrative charge for ownership change .....\$10.00
- 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 .....\$15.00
- 5) Administrative charge for processing shutoff notice .....\$30.00
- 6) Delinquency charge on unpaid utility charges..... 1%
- 7) Disconnect charge for delinquent accounts.....\$50.00
- 8) Reconnect charge for delinquent accounts .....\$50.00
- 9) Charge to certify delinquent utility charges to County Treasurer ..... 10%
- 10) Disconnect charge for vacancy request.....\$15.00
- 11) Reconnect charge for vacancy request .....\$15.00
- 12) Reduced water charges for vacancy period ..... \$12.50 per month plus charge for sewer maintenance and operations of \$4.20 per EQR
- 13) Reduced sewer charges for vacancy period ..... \$16.25 per month, plus charge for sewer maintenance and operations of \$3.52 per EQR
- 14) Administrative charge for inactive water tap ..... \$25.00 per year
- 15) Administrative charge for inactive sewer tap ..... \$25.00 per year
- 16) Reconnection fee following disconnection for violation of watering restrictions.....\$50.00

**B) Water Meters**

- 1) Water meter and accessories (3/4-inch)..... \$224.25
- 2) Water meter and accessories (1-inch).....\$345.36
- 3) Deposit for removal/testing of meter .....\$75.00
- 4) Fee to reinstall water meter.....amount 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 ..... \$5.00 per month

- per 2,500 square feet (or part thereof)  
of irrigated lawn or gardens
- 2) For raw water diverted from Colorado River via Colorado River Pumping Station ..... \$7.50 per month per 2,500 square feet (or part thereof) of irrigated lawn or gardens
- D) Fee in Lieu of Water Rights Dedication ..... \$6,000.00 per Equivalent Residential Unit
- E) 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
- F) Trash Removal Service
- 1) Users in owner-occupied residences occupied by one or more senior citizens..... \$15.36 per month
- 2) All other users ..... \$17.24 per month

**Sources:**

Fee Directory Section	Municipal Code Section	Date Established
15A1 and 15A2	13.12.020	2007 (Resolution E-2007-2)
15A3	13.20.080	1981
15A4	13.12.060	2007 (Resolution E-2007-2)
15A5	13.12.080	2007 (Resolution E-2007-2)
15A6	13.12.080A	2000
15A7 and 15A8	13.12.130	2007 (Resolution E-2007-2)
15A9	13.12.140	2000
15A10 and 15A11	13.12.150	2007 (Resolution E-2007-2)
15A12	13.16.050A	2007 (Resolution E-2007-2)
15A13	13.16.050A	2009
15A14 and 15A15	13.16.050B	2007 (Resolution E-2007-2)
15A16	13.28.020	1995
15B1 and 15B2	13.12.030B	2009
15B3	13.12.030F	2007 (Resolution E-2007-2)
15B4	13.12.030	2009
15B5	13.12.030H1	2007 (Resolution E-2007-2)
15C	13.38.110	2007
15D	13.24.070	2007
15E	13.40.070	2009
15F	13.16.040	2009
15F	13.16.040	2016 (Resolution TC-2016-21)