

**TOWN OF NEW CASTLE  
RESOLUTION NO. TC-2021-5**

**A Resolution of the Town Council of the Town of New Castle Adopting a Directory of Fees and Charges 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 Directory of Fees and Charges 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 19, 2021.

TOWN OF NEW CASTLE



Mayor Art Riddle

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 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 residents ..... no 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 or cat .....\$120.00 Initial Intake/Day one  
.....\$20.00 per day thereafter
- 2. Other animal .....\$120.00 Initial Intake/Day one  
.....\$20.00 per day thereafter

### 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>
\$1.00 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 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	\$65.00
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

Basement Finish (Plan Review)	\$150.00
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 \$5,000.00	\$500.00
Value \$500,000 +	\$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 ..... \$400.00 per plot
- 2. For non-residents ..... \$650.00 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 . . . .	\$275.00	\$275.00
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
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**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 . . . . .	\$250.00	\$250.00
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

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 ..... \$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

- 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](http://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..... (1<sup>st</sup> hr. free) \$30.00 per hour
6. Accident Report..... \$1.00
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 or cat .....\$120.00 Initial Intake/Day one  
.....\$20.00 per day thereafter
2. Other animal .....\$120.00 Initial Intake/Day one  
.....\$20.00 per day thereafter

### G. Vehicle Tow & Impound Fee

1. Impound Fee ..... \$40.00
2. Storage Fee ..... Per Day \$40.00
3. Towing Fee ..... \*\*\$205.00

\*\*Towing Fees are Charged by the Towing Company and are Subject to Change\*\*

### H. Parking Permits

1. First Permit: 2-week maximum ..... FREE
2. Second Permit: 1-week maximum ..... \$20.00
3. Third Permit: 1-week maximum ..... \$40.00

### I. Other Services

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

**Section 11: Public Works**

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

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

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

- 1. Maintenance 2 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**

- 1. Park Shelter Fee.....\$30.00 per 2 hours
- 2. Athletic Field Fee.....\$60.00 per 2 hours
- 3. 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

**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

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

**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 (1<sup>st</sup> 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: \$19.14 plus charge for sewer maintenance and operations ..... per EQR: \$5.26
14. Reduced sewer charges for vacancy period ..... per month: \$34.61 plus charge for sewer maintenance and operations ..... per EQR: \$4.41
15. Administrative charge for inactive water tap ..... per year: \$25.00
16. Administrative charge for inactive sewer tap ..... per 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) ..... \$260.00
2. Water meter and accessories (1-inch) ..... \$380.00
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 for 2,500 sf or part thereof of irrigated lawn/garden ..... per month: \$6.26
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: \$9.12

- D. Bulk Water .....per thousand gallons: \$12.21



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	<b>\$30.37</b>	<b>\$46.61</b>
Each additional 1,000 gallons (or part thereof) over 12,000 gallons, up to 20,000 gallons	<b>\$2.89</b>	<b>\$4.19</b>
Each additional 1,000 gallons (or part thereof) over 20,000 gallons, up to 30,000 gallons	<b>\$4.51</b>	<b>\$6.77</b>
Each additional 1,000 gallons (or part thereof) over 30,000 gallons, up to 40,000 gallons	<b>\$9.02</b>	<b>\$12.89</b>
Each additional 1,000 gallons (or part thereof) over 40,000 gallons	<b>\$10.24</b>	<b>\$16.13</b>

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 <b>\$20.89</b> 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 <b>\$31.72</b> 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 <b>\$25.53</b> 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)	<b>63%</b> of applicable monthly charges

#### F. Fees for No Meter and Broken Meters

Period	Surcharge Fee
For first month (or part thereof) without water meter	\$125.19 per EQR per month
For second consecutive month (or part thereof) without water meter	\$250.37 per EQR per month
For third consecutive month (or part thereof) without water meter	\$500.74 per EQR per month
For fourth consecutive month (or part thereof) and each subsequent month (or part thereof) without water meter	\$625.93 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 <b>\$47.96</b> per EQR.  Charges for water usage over 6,000 gallons per EQR shall be <b>\$6.56</b> 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 <b>\$54.92</b> per EQR.  Charges for water usage over 6,000 gallons per EQR shall be <b>\$7.73</b> 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 <b>\$64.34</b> per EQR.  Charges for water usage over 6,000 gallons per EQR shall be <b>\$8.16</b> 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 <b>\$65.53</b> per EQR.

		Charges for water usage over 6,000 gallons per EQR shall be <b>\$9.60</b> per EQR for each additional 1,000 gallons (or part thereof).
Vacant Property qualifying under municipal code §13.16.050(A)	<b>63%</b> 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 ..... ~~\$26.65~~ **\$27.45** per month
  2. All other users..... ~~\$30.14~~ **\$31.04** per month