TOWN OF NEW CASTLE **RESOLUTION NO. TC-2023-14**

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 effective January 1, 2024 and 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 December 19, 2023.



TOWN OF NEW CASTLE

Mayor Pro Tem Grady Hazelton

ATTEST:

Mindy Andis, CMC own Clerk



1

Town of New Castle

Directory of Town Fees and Charges

January 1, 2024

Directory of Town Fees and Charges Table of Contents

Section 1: Administrative Services

A. Photocopying1
B. Fax
C. Notary Public1
D. Administrative Staff Time1

Section 2: Animals

A.Dog Licenses	1
B.Impound Fees	1

Section 3: Building Permits

A.Valuation of Structures	2-3
B.Building Permit Fees	2-3
C.Plan Review Fees	3-4
D. Other Fees	4
E. Deposits – Plan Review Fees	4

Section 4: Business and Contractor Licensing

	4	
B. Tobacco Retailer License		5

Section 5:	Cemetery	y 5

Section 7: Land Development

A.Annexation	6
B.Conditional Use/Special Review Use	
C.Condominium	6
D.Floodplain Development Permit	6
E.Grading Permit	6
F.Lot Line Adjustment/ Dissolution	
G.Lot Split	6
H.Mobile Home Park Permit	6
I.Planned Unit Development	6
J.Site Specific Development Plan (vested property rights)	6
K.Subdivision	
L.Variance	6
M.Zoning Amendment	6

N.Zoning – Rezoning	6
O.Interest on Delinquent Land Use Application Costs	6
P.Cash Payment in Lieu of Parkland Dedication	6
Q.Fee to Appeal to Board of Zoning Adjustment	6
R.Review of Applications for Wireless Communication Facilities	7
S.Review of Applications for Wireless Communications Towers	7
T.Building Permit for Wireless Communications Facilities/Towers	7

Section 8: Liquor Licensing

A.Application Fees	.8
B.Annual License Fees	.8
C.Special Event Liquor Permits and Other Permits	.8
D.Other Liquor-Related Applications	.9

Section 9: Parks, Open Space, and Trails

A.Recreational Facilities Development Fee	9
B.Private Encroachment Fee	9
C.Special Event Permit Fee	9
D.Park Amenity Memorial Fees	9

Section 10: Police Department Fees

A.Vehicle Identification Number Inspection	10
B.Fingerprints	
C.Police Reports	10
D.Fire/Fireworks Ban Exemption Permit	
E.Sex Offender Registration	10
F.Animal Impound	10
G.Vehicle Tow & Impound	10
H.Other Services	10

Section 11: Public Works

11
11

Section 14: Streets and Rights-of-Way

A.Right-of-Way	Excavation	Permits	1:	1
----------------	------------	---------	----	---

Section 15: Town Records

A.Duplication	11
B.Certification	
C.Research and Retrieval	11

Section 16: Water, Sewer, and Trash Removal Services

A.Utility Account Administration	
B.Water Meters	
C. Raw Water Service	
D.Bulk Water	11
E.Water Rates	13-14
F.Fees for No Meter & Broken Meter	
G.Sewer Rates	14-15
H.Fee in Lieu of Water Rights Dedication	
I.Watershed Protection District Permit	
J.Trash Removal Service	15
K.Industrial Water Surcharges	15

Section 1: Administrative Services

Α.	Photocopying 1. Customer documents a. Black and white copies
Β.	Fax 1. Send to local phone number
C.	Notary Public 1. For Town residentsno charge 2. For non-residents
D.	Administrative Staff Time \$45.00/hr
	ection 2: Animals Dog Licenses 1. Unneutered male or unspayed female\$35.00 per year 2. Neutered male or spayed female\$20.00 per year
В.	Impound Fees 1. Dog

Section 3: Building Permits

A. Valuation of Structures:

Commercial 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 multiplied by a local correction factor of plus 30%.

Residential Structures:

Pursuant to Municipal 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 determined by the Building Official based on 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 BSJ multiplied by a local correction factor of plus 30%.

Total Valuation	Fee	
\$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	\$487.00 for the first \$40,000 plus	
to \$100,000	\$9.00 for each additional \$1,000, or	
	fraction thereof, to and including	
	\$100,000	
\$100,001	\$1,027.00 for the first \$100,000 plus	
to \$500,000 \$7.00 for each additional \$1,000, c		
fraction thereof, to and including		
	\$500,000	
\$500,001	\$3,827.00 for the first \$500,000 plus	
to \$1,000,000	\$5.00 for each additional \$1,000, or	
	fraction thereof, to and including	
	\$1,000,000	
\$1,000,001	\$6,327.00 for the first \$1,000,000	
to \$5,000,000	plus \$3.00 for each additional	

B. Building Permit Fees

	\$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 Dlan Daviaw Fee	6EQ(of building normalities

D. Other Fees

Other Inspections and Fees	Fee
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	\$65.00/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. T	
supervision, overhead, equipment, hourly wages and fringe benefits of t	the employees involved.
**Actual costs include administrative and overhead costs.	
Po reafing of one building or structure	¢100.00
Re-roofing of one building or structure	\$100.00
Backflow Preventer	\$50.00
Fence	\$25.00
HUD Manufactured Home Installation Permit	\$375.00
HUD Manufactured Home Plan Review	\$275.00
Mechanical HVAC Application Fee	
	\$75.00
Mechanical HVAC: Replacement or addition of each	
appliance	\$25.00 each
Mechanical HVAC: Replacement or addition of each	\$25.00 each
duct/vent/flue	
Mechanical HVAC: New dwelling unit or commercial unit	\$150.00
HVAC system	
Plumbing Systems: Application Fee	175 aa
	\$75.00
Plumbing Systems: New Dwelling Unit or Commercial Unit HVAC System	\$150.00
Plumbing Systems: Replacement or addition of each	\$25.00 each
vent/drain/waterline	

Plumbing Systems: Replacement or addition of each vent/drain/waterline	\$25/each
Temporary Certificate of Occupancy Deposit	\$1000
Temporary Certificate of Occupancy Deposit Processing Fee	\$250
Construction Management Section 15.06.040 2 nd offense	\$25
Construction Management Section 15.06.040 3 rd offense	\$75
E. Deposits – Plan Review	
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......\$50.00
- 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			
	a second as a second with a second second			

- b. Arborist License......\$25.00 per year
- d. Tobacco Retailer License\$25.00

Section 5: Cemetery

A.	Burial Plots			
	1. For Town residents\$	300.00	per	plot
	2. For non-residents \$10	500.00	per	plot

Section 6: Historic Preservation

Α.	Fee to Appeal Historic Preservation Commission	
	Decision Regarding Acceptability of Application	
	for Building or Demolition Permit\$45.	.00

Section 7: Land Development

A. Annexation

Acreage	Fee	Deposit
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*

Application	Fee	Deposit
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
2 <i>i</i>		

K. Subdivision*

Application	Fee	Deposit
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
S. Review of Applications for Wireless Communications
Towers
T. Building Dormit for the Installation of Each Wireless

\$660.00

T. Building Permit for the Installation of Each Wireless Communication Facility.

\$50.00

\$275.00

Section 8: Liquor Licensing

Α.	Application Fees	
	1. New License	000.00
	2. New License with concurrent review by state	000.00
	3. Transfer of Ownership	
	4. Annual Renewal	
Β.	Annual License Fees	
-	1. Art License	\$41.25
	2. Beer & Wine License	
	3. Brew-Pub License	
	4. Distillery Pub	
	5. Club License	
	6. Hotel & Restaurant License	
	7. Hotel & Restaurant License with optional premises	
	8. Liquor Licensed Drugstore	
	9. Lodging & Entertainment License	
	10. Optional Premises License	
	11. Racetrack License	
	12. Retail Gaming Tavern	
	13. Resort Complex License	57 C
	14. Fermented Malt Beverage On Premises	
	15. Fermented Malt Beverage Off Premises	
	16. Fermented Malt Beverage On/Off Premises	
	17. Retail Liquor Store License	
	18. Tavern License	
	19. Vintner's Restaurant	
		. I
C.	Special Event Liquor Permits and Other Permits	
	1. Alcohol Beverage Tasting Permit	.\$25.00
	2. Art Gallery Permit	
	3. Art Gallery Renewal Application	
	4. Bed & Breakfast Permit	
	5. Each Resort-Complex-Related Facility Permit	.\$15.00
	6. Mini Bar Permit with Hotel/Restaurant license	
	7. Special Events Permit (Liquor)	
	8. Special Events Permit (3.2%)	
	9. Temporary Permit	\$100.00

D.	 Other Liquor-Related Applications 1. Addition of related facility permits to existing Resort Complex License 2. Change of Location	\$750.00 \$100.00 per person \$75.00
	ection 9: Parks, Open Space, and Trail Recreational Facilities Development Fee .	
В.	Private Encroachment Permit1. Application Fee2. Fee to maintain property encroached upon	
C.	 Special Event Permit Fee Event of 25 to less than 40 people: Event of 40 to less than 100 people: Event of 100 to less than 500 people: Event of more than 500 people: 	\$25.00 <i>per day</i> \$25.00 <i>per day</i> \$50.00 <i>per day</i> \$100.00 <i>per day</i>
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
В.	Fingerprints 1. For Town residents\$20.00 2. For non-residents\$30.00
	Police Reports DTE: Criminal Histories are referred to CBI – www.cbirecordscheck.com 1. Application for Police Reports (inc. first 2 pages)
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
H.	Other Services 1. Breath Test (Portable Breath Tester Only)
I.	911 Tape Recordings\$30.00

Section 11: Public Works

Α.	Fees for Use of Town Equipment			
	1. Light Truck\$30.0	0 pe	er h	nour
	2. Heavy Truck/Equipment\$120.0	0 pe	er h	nour
	3. Light Equipment/Tools\$50.0	0 pe	er h	nour

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 pc	er 2 hours			
B. Athletic Field Fee \$60.00 pc	er 2 hours			
C. Community Center Rental Fees:				
 Non-Profit/Govn't. Rate\$25.00/hr. Sr 	mall Room			
 Non-Profit/Govn't. Rate\$35.00/hr. La 	arge Room			
 Private Parties/General Public\$30.00/hr. Sr 	mall Room			
 Private Parties/General Public\$50.00/hr. La 	arge 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 8 ¹ / ₂ x 11 inch format	\$0.25 per page, plus
R	esearch & Retrieval Costs
2. Records in other formatsActual re	production cost, plus
R	esearch & 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

Α.	Utility Account Administration
	 Administrative charge for ownership change (transfer fee)\$15.00 Administrative charge for adding tenant to account\$5.00 Utility hookup charge
	4. Short check fee\$25.00
	5. Administrative charge for processing shutoff notice\$30.00
	6. Delinquency charge on unpaid utility charges
	7. Disconnect charge for delinquent accounts
	9. Charge to certify delinquent utility charges to County Treasurer
	10. Lien Filing Fee
	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: \$21.57
	plus charge for water maintenance and operationsper EQR:\$5.75 14. Reduced sewer charges for vacancy periodper month: \$39.02
	plus charge for sewer maintenance and operations
	15. Administrative charge for inactive water tapper year: \$25.00
	16. Administrative charge for inactive sewer tapper year: \$25.00
	17. Reconnect fee after disconnect for watering restriction violation: \$50.00
D	Water Meters
D.	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\$125.00
	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
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: \$6.64
	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: \$9.67
D.	Bulk Water per thousand gallons:\$13.80

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	\$ 33.19	\$ 50.93	
Each additional 1,000 gallons (or part thereof) over 12,000 gallons, up to 20,000 gallons	\$ 3.16	\$ 4.58	
Each additional 1,000 gallons (or part thereof) over 20,000 gallons, up to 30,000 gallons	\$ 4.93	\$ 7.29	
Each additional 1,000 gallons (or part thereof) over 30,000 gallons, up to 40,000 gallons	\$ 9.86	\$ 14.09	
Each additional 1,000 gallons (or part thereof) over 40,000 gallons	\$ 11.20	\$ 17.62	

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 within 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 \$22.84 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 \$34.66 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 \$27.90 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	\$136.80 per EQR per month
For second consecutive month (or part thereof) without water meter	\$273.59 per EQR per month
For third consecutive month (or part thereof) without water meter	\$547.17 per EQR per month
For fourth consecutive month (or part thereof) and each subsequent month (or part thereof) without water meter	\$683.97 per EQR per month

G. Sewer Rates

Category of User	Monthly Sewer Service Charges		
Users within Town Limits	Senior: 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 \$52.41 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$6.96 7.17 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 \$60.02 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$8.20 8.45 per EQR for each additional 1,000 gallons (or part thereof).	
Users outside Town limits	Senior: 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 \$69.28 per EQR. Charges for water usage over 6,000 gallons per EQR shall be \$8.66 8.92 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 \$71.62 per EQR.	

	Charges for water usage over 6,000 gallons per EQR shall be \$10.19 10.50 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	
per	Equivalent Residential Unit
I. Watershed Protection District Permit	
 Activity to take place on single-family residential 	property
a. Application fee	
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	\$31.77 per month
2. All other users	\$35.95 per month
K. Industrial Wastewater Surcharges	96 196
1. BOD discharges in excess if 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