

City of Lone Tree Administrative Fee Schedule Administrative/Police Department Fees

Note: A single-sided piece of paper (up to 11" x 17") constitutes one page.

A double-sided piece of paper (up to 11" x 17") constitutes two pages.

Type of Service	Charge	Additional Charges
Open Records Request for criminal justice records – onsite standard size paper documents (includes traffic citations, sex offender registry)	\$5.00 per request, which includes up to two standard size pages	\$.50 per page for additional pages
Open Records Request for non-criminal justice records – onsite standard size paper documents Includes Sex Offender Listing	\$.25 per standard size copy	Compiling Records - First 15 minutes spent compiling records is free, \$5.00 per each additional 15 minutes
Certified Copies (per page)	\$5.00 Flat Fee	
Open Records Request – Plat Map copies	\$5.00 per paper copy, up to 24" x 36" \$10.00 per mylar copy, up to 24" x 36"	\$5.00 per 15 minutes spent having plat maps copied
Open Records Request – CD Documents (including photos)	\$25 per CD (up to 700 MB)	
Open Records Request – Printed Photographs (3.5 x 5 size) each	\$3.00	6 or more \$20.00 Plus \$.50 per print
Open Records Request – Printed Photographs (8x10 size) each	\$7.00	6 or more \$40.00 Plus \$.50 per print
Open Records Request – Audio CD	\$12.00 per recording	
Open Records Request – Video Recording	\$25.00 per recording	
Open Records Request – Off-site Records (covers the cost of delivery and pickup only)	\$75.00 <i>PRE-PAID</i> for one off-site box, plus the standard copy fees as listed above	\$10.00 <i>PRE-PAID</i> for each additional box, plus the standard fees as listed above
Open Records Request – Body Camera Video	\$30.00 (up to 4 hours of research fee)	\$30.00 per hour that exceeds the initial 4 hours.
Manual and/or Computer Research and/or Retrieval	1 st hour no charge Subsequent hours \$30.00 per hour	
Redacting Charge	\$20.00 per hour min fee	Thereafter changed in 0.50 hour increments
Returned Check	\$25.00	
Fingerprinting (Lone Tree Resident or employed in Lone Tree)	\$10.00 for the first card	\$3.00 for each additional card
Fingerprinting (Not a Lone Tree Resident or not employed in Lone Tree)	\$15.00 for the first card	\$3.00 for each additional card
Sex Offender Registration	\$15.00 Annual	No charge for quarterly registration
VIN Verification (Lone Tree Resident)	No charge	
VIN Verification (Not a Lone Tree Resident)	\$10.00 per verification	
Online EFT Returned Item through Xpress Bill Pay (incorrect account information)	\$5.00	
Online EFT Returned Item (insufficient funds) through Xpress Bill Pay	\$10.00	
Online EFT Returned Stop Payment or Charge Back	\$25.00	
Service Fee for credit cards	2.3% of transaction amount (not applicable to court fees, surcharges and fines)	

City of Lone Tree Administrative Fee Schedule

Liquor License Fees

CRS 12-47-505 (a)-(m) and 12-47-505 (4)(a)(I)-(III)

Type of License	License Fee (New & Annual Renewal)	Annual Renewal Application Fee
Retail Liquor Store	\$22.50	\$50.00
Drug Store Liquor	\$22.50	\$50.00
Beer & Wine	\$48.75	\$50.00
Hotel & Restaurant	\$75.00	\$50.00
Hotel & Restaurant w/Optional Premise	\$75.00	\$50.00
Tavern	\$75.00	\$50.00
Lodging & Entertainment	\$75.00	\$50.00
Optional Premises	\$75.00	\$50.00
Brew Pub	\$75.00	\$50.00
Club	\$41.25	\$50.00
Arts	\$41.25	\$50.00
3.2% Beer (On/Off Premise)	\$3.75	\$50.00
Special Events	\$25.00/Day	
Temporary Permit	\$100.00	

Other Liquor License Fees	Fee
Application Fee for New License (nonrefundable)	\$500.00
Application Fee Transfer of Ownership (nonrefundable)	\$500.00
Change of Location Application Fee (nonrefundable)	\$500.00
Corporate Report of Changes Application Fee (nonrefundable)	\$100.00 per person
Manager's Registration	\$75.00
Late Renewal Application Fee	\$500.00 PLUS License Fee
Mini Bar Permit (w/H&R License)	\$325.00
Tasting Permit Application Fee (nonrefundable)	\$50.00
Change of Name	No Charge
Modification of Premises	No Charge
Duplicate License	No Charge

Additional costs paid directly by the applicant:

- Fingerprinting & CBI Report
- State Fees
- Other fees as may be required

City of Lone Tree Administrative Fee Schedule
Community Development Department Fees
Building Division Fees

Building, Plumbing and Mechanical Permit Fees for All Occupancies (For Electrical, see table below)	
Total Valuation (See below for determination of value)	Permit Fees
\$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	\$391.75 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	\$643.75 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 \$3.65 for each additional \$1,000.00 or fraction thereof.
Electrical Permit Fees	
Valuation of Work (Actual cost to customer – Labor and Materials)	
Not more than \$300.00	\$30.00
More than \$300.00 but not more than \$2,000.00	\$35.00
More than \$2,000.00 but not more than \$20,000.00	\$15.00 per thousand or fraction there of total valuation
More than \$20,000.00	\$10.00 per thousand or fraction thereof of total valuation, Plus \$100.00
Mobile homes and travel parks per space	\$100.00
Reinspection on all the above	\$50.00

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Other Fees and Inspections		
Solar Electric or Solar Thermal Device	\$480.00	
Residential Master Plan Review	\$200.00	
Demolition Permit	\$10.00	
Tents, Temporary Buildings, Mobile Units	\$10.00 per 1,000 square feet or fraction thereof	
Inspections outside of normal business hours (minimum charge – two hours)	\$47.00 per hour*	
Reinspection	\$47.00 per hour*	
Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$47.00 per hour*	
Additional plan review required by changes, additions, or revisions to approved plans (minimum charge – one-half hour)	\$47.00 per hour*	
Compliance Inspection	\$145.00	
A fee will be collected at the time of building permit, if applicable, on behalf of the Cherry Creek Basin Water Quality Authority (the Authority), in association with the protection and preservation of water quality of the Cherry Creek Reservoir and Watershed. Fees are established annually by the Authority.		
* or the total hourly cost to the jurisdiction whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.		
Elevators and Escalators		
Elevator Annual Certification Inspection (Hydraulic or Traction) Follow-up inspection as required	\$220.00	Per unit per year
Escalator Certification Inspection (Internal & External Including witnessed Step Skirt Index (6 Hr. allowance, \$100/Hr. after 6 Hrs.))	\$1100.00	Per unit per year
Commercial Elevator Acceptance (new installation or major modernization) including Plan Review and 2 progress inspections	\$825.00	Per unit
Minor Modernization	\$550.00	Per unit
Residential Elevator Acceptance including Plan Review and 1 progress inspection	\$550.00	Per unit
Special inspections not otherwise covered, e.g. construction use, temporary use, minor modernization and safety test witnessing	\$110.00	Per hour
5 Year Hydraulic Witnessed Test (1.5 Hr. allowance)	\$200.00	Per unit
5 Year Traction Witnessed Test (4 Hr. allowance)	\$500.00	Per unit
Plan Review Fees		
1. Plan Review fees shall be sixty-five (65%) of the applicable Building Permit Fee calculated using the above tables.		

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Community Development Department Fees
Building Division Fees

2. For Commercial, Institutional and Multi-family construction, fifty percent (50%) of the Plan Review Fee shall be deposited with the City at the time of building permit application.

Use Tax

A use tax of 2.8125% will be collected at the time a building permit is issued and will apply to materials used in construction, per Chapter 4, Article III of the Lone Tree Municipal Code. Use tax is collected as follows:

Lone Tree Use Tax = (Valuation of Project x .50) x 1.8125%

Douglas County Use Tax = (Valuation of Project x .50) x 1.0%

No Douglas County Use Tax will be collected on mechanical, plumbing or electrical only permits/projects (examples: air conditioners, furnaces, water heaters and/or gas lines).

Determination of Value

Determination of Value: The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include **total value of work, including construction materials and labor**, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official.

In the event of a dispute, the Building Official shall use the latest version of the Building Valuation Data published in the International Code Council's *Building Safety Journal* or other similar cost per square-foot resources to determine the minimum acceptable valuation. Final building permit valuation shall be set by the building official.

RIGHT-OF-WAY USE AND/OR CONSTRUCTION FEES

Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
Telecom/CATV						
	Wireless/Antenna	\$100.00	EA		\$100.00	
	CATV	\$0.30	LF		\$75.00	
	Water, < = 16"	\$0.35	LF		\$75.00	
	Water, > 16"	\$0.45	LF		\$75.00	
	Sanitary Sewer	\$0.45	LF		\$75.00	
	Gas	\$0.30	LF		\$75.00	
	Electric	\$0.30	LF		\$75.00	
	Phone	\$0.30	LF		\$75.00	
	Fire Hydrant	\$50.00	EA		\$75.00	
	Vaults	\$100.00	EA		\$100.00	
	Handhole/Splice Box	\$50.00	EA		\$50.00	
	Pedestal/Cabinet	\$50.00	EA		\$50.00	
	Manhole	\$55.00	EA		\$50.00	
Concrete Structures						
	Sidewalk-Detached/Path	\$0.25	LF		\$75.00	
	Curb & Gutter	\$0.25	LF		\$75.00	
	Sidewalk, Curb & Gutter	\$0.30	LF		\$75.00	
	Sidewalk Chase	\$100.00	EA		\$100.00	
	Cross Pan	\$100.00	EA		\$100.00	
	Curb Cut/Driveway	\$100.00	EA		\$100.00	
	ADA Compliant Curb Ramp	\$75.00	EA		\$75.00	
	Box Culvert (per tube)	\$15.00	LF		\$400.00	
Roads/Streets					\$50.00	
	Pothole/Bore Pit/Jacking/Tunneling	\$75.00	EA		\$75.00	
	Street Cut	\$5.00	SF		\$75.00	
	Pavement Design Review	\$150.00	EA		\$150.00	
	Subgrade Preparation	\$0.20	SY		\$75.00	
	Paving	\$0.15	SY		\$75.00	
	Milling	\$0.07	SY		\$30.00	
	Traffic Signal (per pole)	\$500.00	EA		\$500.00	
Storm Drainage						
	Storm Sewer	\$0.30	LF		\$75.00	
	Inlet/Outlet	\$100.00	EA		\$100.00	
	Manhole/Vault	\$65.00	EA		\$65.00	
	Detention Pond	\$0.02	SF		\$200.00	
	Trickle Channel	\$0.20	LF		\$75.00	
	Culvert	\$0.30	LF		\$75.00	
Erosion/Grading						
	Grading	\$25.00	AC		\$250.00	
	Rip Rap	\$0.25	CY		\$75.00	
	Sediment Stop/Silt Fence	\$0.20	LF		\$75.00	
	Straw Bales	\$0.05	EA		\$75.00	
	Seeding	\$10.00	AC		\$75.00	
	Erosion Control/Other	\$ Varies			\$75.00	
	Erosion Control Blanket	\$0.02	SY		\$75.00	
	Inlet Protection	\$5.00	EA		\$100.00	

Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
	Vehicle Tracking Pad	\$75.00	EA		\$75.00	
	Concrete Washout	\$75.00	EA		\$75.00	
Landscape/Retaining Wall						
	Retaining Wall > 4 ft.	\$0.20	FF		\$60.00	
	Landscaping	\$0.25	SF		\$60.00	
Administration						
	Permit Processing	15% of permit fee	EA		\$25.00	
	Reinspection (>4 visits/OT)	\$85.00	HR		\$35.00	
	Penalty Fee (2X original Fee)	\$ Varies			TBD	
Miscellaneous						
		\$ Varies			TBD	
	License Agreement	\$250.00	EA		\$250.00	
	Traffic Control Only (No ROW Work)	\$65.00	DAY		\$65.00	
	Separate Access Permit Application)	\$200.00	EA		\$200.00	
	Separate Access Permit Application)	\$200.00	EA		\$200.00	
Warranty Work/Repair						
	1st 60 Day Permit	No Cost			TBD	
	Subsequent Permits	\$250+each item	EA		\$250.00	

Minimum Permit Fee	\$200.00
Working without City Issued Permit	2 x permit fee
Reinstatement Fee (after stop work order)	\$600.00

Notes:

1. For Development and Grading Inspection Types, permit fees are only an estimation of inspection fees for a project. Any additional fees or inspections accumulated over this amount will be assessed on a per hour basis plus 15% for administrative costs. If such additional amounts are not paid when required by the City, the City may suspend or terminate the work described on the permit application.

ENGINEERING REVIEW FEES

DESCRIPTION	ENGR FEE	QUANTITY
ZONING APPLICATION	\$6,500.00	<5 acres
- includes required plans and reports	\$9,900.00	≥ 5 ac. and <25 ac.
	\$13,300.00	≥ 25 acres
SKETCH PLAN	\$2,500.00	<5 acres
- includes required plans and reports	\$5,000.00	≥ 5 ac. and <25 ac.
	\$7,500.00	≥ 25 acres
PRELIMINARY PLAN	\$2,500.00	<5 acres
- includes required plans and reports	\$5,000.00	≥ 5 ac. and <25 ac.
	\$7,500.00	≥ 25 acres
FINAL PLAT	\$5,000.00	<5 acres
- includes required plans and reports	\$5,800.00	≥ 5 ac. and <25 ac.
	\$7,500.00	≥ 25 acres
MINOR DEVELOPMENT PLAT	\$5,000.00	<5 acres
- includes required plans and reports	\$5,800.00	≥ 5 ac. and <25 ac.
	\$7,500.00	≥ 25 acres
REPLAT (Administrative Lot Line Adjustment or Vacation) +	\$500.00	
REPLAT (Non - Administrative Lot Line Adjustment or Vacation) +	\$1,000.00	
CONDOMINIUM MAP	\$500 + \$15/unit	
SITE IMPROVEMENT PLAN (and Major Revisions to Site Improvement Plan)	\$3,000.00	<5 acres
- includes required plans and reports	\$5,500.00	≥ 5 ac. and <25 ac.
	\$9,500.00	≥ 25 acres
SITE IMPROVEMENT PLAN ++ "Pad Site" (Part of a Larger Approved SIP)	\$1,500.00	
SITE IMPROVEMENT PLAN - Minor Revision	\$400.00	
SITE IMPROVEMENT PLAN - Minor Modification	\$200.00	
USE BY SPECIAL REVIEW +++	\$3,000.00	<5 acres
- includes required plans and reports	\$5,500.00	≥ 5 ac. and <25 ac.
	\$9,500.00	≥ 25 acres
PD Amendment (Major)	\$500.00	
SERVICE PLAN (Special District)	\$640.00	
RIGHT-OF-WAY (R.O.W.) DEDICATION (Public)	\$200.00	
R.O.W. VACATION	\$2,400.00	
MINOR ADJUSTMENT TO EXISTING R.O.W.	\$200.00	
DEDICATION OF DRAINAGE EASEMENT	\$200.00	
VACATION of Access or Drainage Easements	\$1,000.00	
VACATION of Other Easements (May be used for Access or Drainage Easements if part of a larger project)	\$400.00	
SB 35 EXEMPTION	\$1,200.00	
LOCATION & EXTENT	\$1,000.00	
PLANNED DEVELOPMENT (Zoning) Administrative Amendment	\$400.00	
CONSTRUCTION PLAN REVIEWS		
STREET / STORM PLANS	\$1,600.00	<5 acres
	\$2,000.00	≥ 5 ac. and <25 ac.
	\$2,400.00	≥ 25 acres
GRADING, EROSION & SEDIMENT CONTROL (GESC) PLANS ⁽¹⁾	\$250 + \$25(X)	
LOW IMPACT GESC PLANS	\$250.00	
DISTRICT ROADWAY PLANS ⁽²⁾	\$700 + \$60√ Y	
DISTRICT STORM SEWER PLANS ⁽²⁾	\$700 + \$75√ Y	
REGIONAL DETENTION POND PLANS ⁽¹⁾	\$500 + \$40√ X	
REGIONAL WATER QUALITY FACILITY PLANS	\$400.00	

UTILITY PLANS Gas, Electric, Telephone, Cable TV (For submittals greater than 1000 LF)*	\$450.00	
TRAFFIC SIGNAL PLANS (Per Intersection)	\$800.00	
SIGNAGE AND STRIPING PLANS (if not a part of an overall construction plan set)	\$200 per sheet	
R.O.W. LANDSCAPE PLANS ⁽²⁾	\$350 + \$60√ Y	
OTHER REVIEW SERVICES	ENGR FEE	QUANTITY
PHASE I DRAINAGE REPORT	\$336.00	<5 acres
	\$560.00	≥ 5 ac. and <25 ac.
	\$672.00	≥ 25 acres
PHASE II or PHASE III DRAINAGE REPORT	\$672.00	<5 acres
	\$1,120.00	≥ 5 ac. and <25 ac.
	\$1,344.00	≥ 25 acres
DRAINAGE CONFORMANCE LETTER	\$100.00	
FLOODPLAIN MODIFICATION STUDY - Minor	\$800.00	
FLOODPLAIN MODIFICATION STUDY - Major	\$1,600.00	
FLOODPLAIN DEVELOPMENT PERMIT	\$100.00	
PAVEMENT DESIGN REPORT	\$250.00	
ACCESS PERMIT	\$200.00	
TRAFFIC IMPACT STUDY FOR:		
Rezoning, Sketch Plan or Preliminary Plan	\$2,000.00	
Updated Report to Original for Sketch or Preliminary	\$1,000.00	
Final Plat / Minor Development Plat	\$500.00	
Site Improvement Plan	\$500.00	
Use by Special Review	\$1,500.00	
SIGNAL WARRANT STUDY (Per Intersection)	\$200.00	
VARIANCE REQUEST	\$200.00	
NOTICE OF CHANGE TO APPROVED PLAN - Minor Revision	\$200.00	
NOTICE OF CHANGE TO APPROVED PLAN - Major Revision	\$500.00	
ALTERNATE ROADWAY STANDARDS FOR PUBLIC ROADS	\$2,500.00	
Revision to Alternative Roadway Standards	\$500.00	
ROADWAY STANDARDS FOR PRIVATE ROADS	\$2,500.00	
Revision to Private Roadway Standards	\$250.00	
LICENSE AGREEMENT	\$500.00	
INTERGOVERNMENTAL AGREEMENT (Special District)	\$1,000.00	
MODIFICATION to Standard Improvements Agreements	\$500.00	
MINIMUM ENGINEERING REVIEW FEE	\$500.00	
Notes:		
+ See Article VII, Section 17-7-30(b) for clarification / applicability.		
++ A "Pad Site" is part of a larger approved Site Improvement Plan (SIP). The following items must exist (or be approved) to qualify as a "Pad Site": (1) Detention/water quality, access, parking (generally), grading (generally) and utilities all provided for through the larger SIP; (2) No revisions are required to the overall drainage patterns, detention, water quality, etc.; (3) The consulting engineer for the Project is required to submit a letter (minimum) certifying that the drainage and access for the "Pad Site" are in substantial compliance with the Larger SIP Drainage Report and Traffic Report (if applicable).		
+++ The City of Lone Tree reserves the right to send referrals to outside agencies from which expert technical assistance may be requested. Fees may be assessed by referral agencies for their outside review, and those fees shall be assessed to and paid by the applicant.		
1. X denotes area in acres 2. Y denotes longitudinal distance in hundreds of feet		
The fees listed above are only an estimation of the review fees for the project. Any additional review fees accumulated over this amount will be assessed on a per hour basis plus 15% for administrative costs. If such additional amounts are not paid when required by the City, the City may suspend or terminate the review of the application.		