



ADMINISTRATIVE FEES

Record Request Fees	Charge	Additional Charges
Open Records Request for non-criminal justice records – onsite standard size paper documents	1st hour no charge; Subsequent hours \$33.58 per hour	Hard copies are an additional \$.25 per page
Manual Research/Retrieval; Computer Research/Retrieval; and Redaction	1st hour no charge; Subsequent hours \$33.58 per hour	1st hour no charge; \$33.58 for each additional hour of Research and/or Retrieval
Digital Records that require a CD/Flash drive	\$25 per CD/Flash drive	Research and/or Retrieval fees listed above apply after the 1st hour (no charge); \$33.58 for each additional hour
Open Records Request – Off-site Records (covers the cost of delivery and pickup)	\$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
Certified Copies	\$5.00 flat fee per request	
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"	1st hour no charge; \$33.58 for each additional hour spent making copies
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.		

Other Miscellaneous Fees	Charge
Service Fee for Credit Cards	2.3% of transaction amount (not applicable to court fees, surcharges, and fines)
Online EFT Returned Item through Xpress Bill Pay (incorrect account information)	\$6.00
Online EFT Returned Item (insufficient funds) through Xpress Bill Pay	\$12.00
Online EFT Returned Stop Payment or Charge Back	\$27.00
Returned Check	\$25.00
**Single Use Bag Fee	.10 cents per bag

Special District Service Plan	Charge
Review	\$2,500
Amendment	\$2,500
Recycling Containers	\$34.00

Short-Term License Fees	Charge
Short-term Rental Application Fee	\$100.00
Short-term Rental License Fee	\$50.00
Short-term Rental License Renewal Fee	\$75.00

* 2.3% SERVICE FEE FOR PAYMENTS MADE BY CREDIT CARD

**Remittance of 60% of bag fee to City and 40% of bag fee retained by store in accordance with C.R.S. §25-17-505; see <https://cityoflonetree.com/departments/finance/single-use-bag-fee/> for additional details. This is a State mandated fee.