



Community Development Department
Development Application Fees Research

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Methodology:

- 1) The desired outcome of this analysis is to compare the actual cost of development among a variety of peer communities. These communities were chosen by the city based on the land development market (south metro area), not based on size or population. It is understood that developer's seeking to develop in Littleton would be comparing other communities in the south Denver metro area to identify how Littleton ranks with peer communities related to the affordability of development. These peer communities are not necessarily chosen because of the characteristics or population of each individual community.
- 2) The peer communities chosen for this research were:

Arapahoe County	City of Sheridan
City of Centennial	Douglas County
City of Englewood	Jefferson County
City of Sheridan	Town of Castle Rock
Douglas County	Town of Parker
- 3) The project began with identifying the City of Littleton development processes and application costs associated with each peer referenced process.
- 4) The peer communities were researched to identify development processes and applicable fees. These were found on the City's website and Development Fee brochure. Fees were found by searching on websites for each of the communities. Where there were some questions, calls to respective planning departments were made to verify calculations and cost applicability.
- 5) Because there is great variety between terminology, fee structure, and process applicability between the communities, the similar community processes were categorized as best as possible within the appropriate City of Littleton process. While this is an indirect science, it was assumed that the general development processes (Annexation, Zoning, Platting, Site Approvals, etc) are generally peer between communities and developers will have to complete processes regardless of specific terminology used.
- 6) To better compare processes, sample projects were created to understand the total application fee would be in Littleton and each peer community for the same project.
- 7) The following methodology was used when calculating Littleton's ranking amongst the peer communities:
 - a. The average is the calculated mean of all application fees for that specific sample project.
 - b. When costs were averaged, if a peer community didn't have a fee, it was not included in the calculated average.
 - c. Littleton's Ranking for each sample project is indicated as the highest cost to the lowest cost.
- 8) An additional calculation and ranking was added to each chart below assuming a 50% increase in Littleton fees. The proposed fees were not part of the average calculation.

Sample Projects:

Minor Subdivision Plat				
Sample Project:		Prince 10 Minor Subdivision (Prelim & Final)		
Acreage	.28	Littleton Rank: 5 th Average: \$1,420.56	Littleton Rank: 5 th With 50% increase	
# of Lots	1			
# of Sheets	2			
Application Fee:		Calculation	Total Fee:	Deposit:
5	Littleton	Pre-App: \$0 Prelim: \$375 + \$100 (2 sheets) Final: \$500 + \$100 (2 sheets)	\$1,075	\$0
	Littleton with 50% increase	Pre-App: \$50 Prelim: \$563 + \$100 (2 sheets) Final: \$750 + \$100 (2 sheets)	\$1,563	\$0
2	Arapahoe County	Set Up Fee: \$500 \$4,000 (2 sheets)	\$4,500	\$0
4	City of Centennial	Pre-App: \$200 Final Plat: \$1,200 + \$750	\$2,150	\$0
7	City of Englewood	Pre-App: \$0 \$600	\$600	\$0
7	City of Sheridan	Pre-App: \$100 \$500 fee	\$600	\$5,000
1	Douglas County	Pre-App: \$0 \$2,600	\$2,600	\$0
3	Jefferson County	Pre-App: \$300 Prelim: \$900 Final: \$1,050	\$2,250	\$0
9	Town of Castle Rock	Pre-App: \$0 \$500	\$500	
8	Town of Parker	Pre-App: \$0 \$500 + \$10 (1 lot)	\$510	\$0

Minor Subdivision Plat				
Sample Project:		Watson Lane Meadows Minor Subdivision		
Acreage	4	Littleton Rank: 5 th Average: \$1,474.72	Littleton Rank: 4 th With 50% increase	
# of Lots	6			
# of Sheets	2			
Application Fee:		Calculation	Total Fee:	Deposit:
5	Littleton	Pre-App: \$0 Prelim: \$562.50 + \$100 (2 sheets) Final: \$750 + \$100 (2 sheets)	\$1,512.50	\$0
	Littleton with 50% increase	Pre-app: \$50 Prelim: \$844 + 100(2 sheets) Final: \$1,125 + 100(2 sheets)	\$2,219	\$0
2	Arapahoe County	Set Up Fee: \$500	\$4,500	\$0

		\$4,000 (\$2,000 per sheet)		
4	City of Centennial	Pre-App: \$200 Final Plat: \$1,200 + \$750 (2 sheets)	\$2,150	\$0
7	City of Englewood	Pre-App: \$0 \$600	\$600	\$0
7	City of Sheridan	Pre-App: \$100 \$500	\$600	\$5,000
1	Douglas County	Pre-App: \$0 \$2,600	\$2,600	\$0
3	Jefferson County	Pre-App: \$300 Prelim: \$900 Final: \$1,050	\$2,250	\$0
9	Town of Castle Rock	Pre-App: \$0 \$500	\$500	\$0
8	Town of Parker	Pre-App: \$0 \$500 + \$60 (6 lots)	\$560	\$0

Major Subdivision				
Sample Project:		Santa Fe Arapahoe – Preliminary Plat		
Acreage	4	Littleton Rank: T-5 th Average: \$1,008.75	Littleton Rank: 2 nd With 50% increase	
# of Lots	2			
# of Sheets	2			
Application Fee:		Calculation	Total Fee:	Deposit:
5	Littleton	Pre-App: \$0 \$750 + \$100 (2 sheets)	\$850	\$0
	Littleton with 50% increase	Pre-App: \$50 \$1,125 + \$100 (2 sheets)	\$1,275	\$0
1	Arapahoe County	Set Up Fee: \$500 \$4,000 (\$2,000 per sheet)	\$4,500	\$0
9	City of Centennial	N/A – No Preliminary Plat review process	\$0	\$0
3	City of Englewood	Pre-App: \$0 \$1,000	\$1,000	\$0
5	City of Sheridan	Pre-App: \$100 Prelim: \$750	\$850	\$5,000
6	Douglas County	Pre-App: \$0 \$750	\$750	\$0
2	Jefferson County	Pre-App: \$300 \$900	\$1,200	\$0
7	Town of Castle Rock	Pre-App: \$0 \$500	\$500	\$0
8	Town of Parker	Pre-App: \$0 \$400 + \$20 (2 sheets)	\$420	\$0

Major Subdivision				
Sample Project:		Santa Fe Arapahoe –Final Plat		
Acreage	4	Littleton Rank: 6 th Average: \$1,241.11	Littleton Rank: 5 th with 50% increase	
# of Lots	2			
# of Sheets	2			
Application Fee:		Calculation	Total Fee:	Deposit:
6	Littleton	Pre-App: \$0 \$750 + \$100 (2 Sheets)	\$850	\$0
	Littleton with 50% increase	Pre-App: \$50 \$1,125 + \$100 (2 Sheets)	\$1,275	\$0
1	Arapahoe County	Set Up Fee: \$500 \$4,000 (\$2,000 per sheet)	\$4,500	\$0
2	City of Centennial	Pre-App: \$200 \$1,200 + \$750 (2 Sheets)	\$2,150	\$0
5	City of Englewood	Pre-App: \$0 \$1,000	\$1,000	\$0
3	City of Sheridan	Pre-App: \$100 \$1,500	\$1,600	\$5,000
7	Douglas County	Pre-App: \$0 \$700	\$700	\$0
4	Jefferson County	Pre-App: \$300 \$1,050	\$1,350	\$0
9	Town of Castle Rock	Pre-App: \$0 \$500	\$500	\$0
8	Town of Parker	Pre-App: \$0 \$500 + \$20 (2 sheets)	\$520	\$0

Site Development Plan (Residential)				
Sample Project:		Sycamore 8 Townhomes SDP		
Acreage	.23	Littleton Rank: 6 th Average: \$2,441.25	Littleton Rank: 5 th with 50% increase	
# of Lots	1			
# of Sheets	9			
Application Fee:		Calculation	Total Fee:	Deposit:
6	Littleton	Pre-App: \$0 \$750 + \$800 (9 sheets)	\$1,550	\$0
	Littleton with 50% increase	Pre-App: \$50 \$1,125 + \$800 (9 sheets)	\$1,975	\$0
4	Arapahoe County	Set Up Fee: \$500 \$18,000 (\$2,000 per sheet)	\$18,500	\$0
1	City of Centennial	Pre-App: \$200 \$2,400 + \$4,400 (9 sheets)	\$7,000	\$0
9	City of Englewood	Pre-App: \$0	\$0	\$0

		No Fee tied to Site Improvement Plans		
7	City of Sheridan	Pre-App: \$100 \$1,000	\$1,100	\$125/hr
5	Douglas County	Pre-App: \$0 \$1,550 + \$150 (2 buildings)	\$1,700	\$0
2	Jefferson County	Pre-App: \$300 \$1,500 + \$800 (8 units)	\$2,600	\$0
4	Town of Castle Rock	Pre-App: \$0 \$2,500	\$2,500	\$0
8	Town of Parker	Pre-App: \$0 \$500 + \$80 (8 du's)	\$580	\$0

<i>Site Development Plan (Commercial)</i>				
<i>Sample Project:</i>		<i>Del Taco SDP</i>		
Acreage	0.59	Littleton Rank: 6 th Average: \$2,237.50	Littleton Rank: 4 th with 50% increase	
# of Lots	1			
# of Sheets	8			
<i>Application Fee:</i>		<i>Calculation</i>	<i>Total Fee:</i>	<i>Deposit:</i>
6	Littleton	Pre-App: \$0 \$750 + \$700 (8 sheets)	\$1,450	\$0
	Littleton with 50% increase	Pre-App: \$50 \$1,125 + \$700 (8 sheets)	\$1,875	\$0
3	Arapahoe County	Set Up Fee: \$500 \$16,000 (\$2,000 per sheet)	\$16,500	\$0
1	City of Centennial	Pre-App: \$200 \$2,400 + \$3,850	\$6,450	\$0
9	City of Englewood	Pre-App: \$0 No Fee tied to Site Improvement Plans	\$0	\$0
7	City of Sheridan	Pre-App: \$100 \$1,000	\$1,100	\$125/hr
5	Douglas County	Pre-App: \$0 \$1,550	\$1,550	\$0
4	Jefferson County	Pre-App: \$300 \$1,500	\$1,800	\$0
3	Town of Castle Rock	Pre-App: \$0 \$2,500	\$2,500	\$0
8	Town of Parker	Pre-App: \$0 \$500 + \$50 (1 ac)	\$550	\$0

Planned Development (PD/PUD)				
Sample Project:		Littleton Village PD		
Acreage	77.15	Littleton Rank: 6 th Average: \$4,142.12	Littleton Rank: 6 th With 50% increase	
# of Lots	23			
# of Sheets	15			
Dwelling Units	600			
Commercial Area	250,000sf			
Application Fee:		Calculation	Total Fee:	Deposit:
6	Littleton	Pre-App: \$0 \$1,500 + \$1,400	\$2,900	\$0
	Littleton with 50% increase	Pre-App: \$50 \$2,250 + \$1,400	\$3,700	\$0
3	Arapahoe County	Set Up Fee: \$500 \$22,000 (\$2,000/1-11 sheets)+ \$1,500(sheets 12-15 \$500/sheet)	\$24,000	\$0
1	City of Centennial	Pre-App: \$200 \$2,400 + \$7,700 (15 sheets)	\$10,300	\$0
8	City of Englewood	Pre-App: \$0 \$1,500	\$1,500	\$0
7	City of Sheridan	Pre-App: \$100 \$2,000	\$2,100	\$125/hr
2	Douglas County	Pre-App: \$0 \$2,825 + \$2,730 (78 ac)	\$5,555	\$0
5	Jefferson County	Pre-App: \$300 \$3,952.59	\$4,252.58	\$0
4	Town of Castle Rock	Pre-App: \$0 \$4,500	\$4,500	\$0
8	Town of Parker	Pre-App: \$0 \$400 + \$771.50 (77.15ac)	\$1,171.50	\$0

Rezoning				
Sample Project:		Theoretical Rezoning		
Acreage	12	Littleton Rank: 6 th Average: \$2,333.86	Littleton Rank: 4 th With 50% increase	
# of Lots	21			
# of Sheets	3			
Application Fee:		Calculation	Total Fee:	Deposit:
6	Littleton	Pre-App: \$0 \$1,500 + \$200 (3 sheets)	\$1,700	\$0
	Littleton with 50% increase	Pre-App: \$50 \$2,250 + \$200 (3 sheets)	\$2,500	\$0
3	Arapahoe County	Set Up Fee: \$500 \$6,000 (\$2,000 per sheet)	\$6,500	\$0
2	City of Centennial	Pre-App: \$200 \$3,000	\$3,200	\$0

9	City of Englewood	Pre-App: \$0 \$1,000	\$1,000	\$0
8	City of Sheridan	Pre-App: \$100 \$1,000	\$1,100	\$125/hr
4	Douglas County	Pre-App: \$0 \$2,100 (21ac)	\$2,100	\$0
5	Jefferson County	Pre-App: \$300 \$1,718.47	\$2,018.47	\$0
7	Town of Castle Rock	Pre-App: \$0 \$1,200	\$1,200	\$0
1	Town of Parker	Pre-App: \$0 \$400 + \$5,786.25	\$6,186.25	\$0

Subdivision Exemption / Replat (Administrative)				
Sample Project:		Santa Fe Park Subdivision Exemption		
Acreage	33.34	Littleton Rank: 5 th Average: \$1,112.22	Littleton Rank: 4 th With 50% increase	
# of Lots	1			
# of Sheets	3			
Application Fee:		Calculation	Total Fee:	Deposit:
5	Littleton	Pre-App: \$0 \$750 + \$200 (3 sheets)	\$950	\$0
	Littleton with 50% increase	Pre-App: \$50 \$1,125 + \$200 (3 sheets)	\$1,375	\$0
2	Arapahoe County	Set Up Fee: \$500 \$6,000 (\$2,000 per sheet)	\$6,500	\$0
1	City of Centennial	Pre-App: \$200 \$1,200 + \$750 + \$550	\$2,700	\$0
9	City of Englewood	Pre-App: \$0 \$100	\$100	\$0
3	City of Sheridan	Pre-App: \$100 \$1,500 (<i>Final Plat</i>)	\$1,600	\$125/hr
8	Douglas County	Pre-App: \$0 \$260	\$260	\$0
4	Jefferson County	Pre-App: \$300 \$750	\$1050	\$0
6	Town of Castle Rock	Pre-App: \$0 \$500	\$500	\$0
7	Town of Parker	Pre-App: \$0 \$350	\$350	\$0

Other Development Review Fees		
Process	Current Fee	Proposed Fee
Subdivision Exemption	\$750 for 1 st sheet plus \$100 for each additional sheet	\$1,125 plus \$100 for each additional sheet
Floodplain Management Regulations	Special Exception Permit \$750 Variance \$750	Special Exception Permit \$1,125 Variance \$1,125
Appeals	\$50	\$75
Variance	\$100	\$150
Minor Variance	\$25	\$37.50
Conditional Special Use Permit	Accessory to sf use: \$200 Others: \$750/sheet + \$100/sheet	Accessory to sf use: \$300 Others: \$1,125/sheet + \$100/sheet
Vested Rights Permit	\$750	\$1,125
Zoning Letter	\$50 for standard letter \$50/hr for customized letter	\$75 for standard letter \$75/hr for customized letter
Record Research	Less than 1 hr-free More than 1 hr-\$25/hr	Less than 1 hr \$50 More than 1 hr \$37.50/hr
Home Occupation Permit	\$25	\$37.50
Temporary Use Permit	\$100	\$150
Amplified Sound Permits	No fee	\$50
Metro/Special District	\$250	1/100 of 1% of the debt listed in the Service Plan

General Findings:

- The City of Littleton is never the most expensive nor least expensive application in the study area.
 - Highest Ranking: 5th
 - Lowest Ranking: 6th
 - Average Ranking: 5.6

- Even with a 50% increase to development review fees, the City of Littleton is still never the most expensive or least expensive application in the study area.
 - Highest Ranking: 2nd
 - Lowest Ranking: 6th
 - Average Ranking: 4.3
 -

- Compared to its peers, Littleton's development review fees are lower.
 - Some applications are closer to average than others. Of the nine sample projects run, Littleton's fees were above the average cost only once.

Attachments:

- *Attachment A*: Development Application Fee Matrix
- *Attachment B*: Peer Community Fee Schedules

**City of Littleton
Development Review Fee Research**

Municipality	Pre-Application / Concept Meeting	Annexation	Annexation Petition	Initial Zoning	Rezoning	PD Plan / PUD / PDO	Subdivision Exemption	Replat	Minor Subdivision		Major Subdivision		SDP / Site Plan		CUP / Use by Special Review	Variance	Appeal	Vested Rights Permit	Floodplain Management Regulations	Zoning Letter	Record Research	Temporary Use Permits	Amplified Sound Permits	Home Occupation Permit	Metro District Formation	Notes
									Preliminary Plat	Final Plat	Preliminary Plat	Final Plat	Conceptual	Final												
City of Littleton	Fee		\$ -	\$ -	Varies	Various	750.00		Varies	Varies	Varies	Varies	Varies	Varies	\$ 100.00	\$ 50.00	\$ 750.00	\$ 750.00	\$ 50.00	\$ -	\$ 100.00	\$ -	\$ 25.00	\$250	Fees are based on three rounds of review. 4th review = 50% of initial fees, 5+ review = 25% of initial fees.	
	Deposit		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Arapahoe County	Fee		\$ -	\$ -	\$ -	2,000.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$10,000 or 1/100 of 1% of the debt listed in the Service Plan, whichever is less	"Major Case" fees are depicted. "Minor Case" fees are different. All but subdivision exemption have \$500 set up fee.
	Deposit		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
City of Centennial	Fee	\$ 200.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 3,000.00	\$ 2,400.00	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 125.00	\$ 500.00	\$ 500.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	Fees are based on three rounds of review. 4th review = 50% of initial fees, 5+ review = 25% of initial fees.	
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
City of Englewood	Fee	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,500.00	\$ 100.00	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ 75.00	\$ -	\$ -	\$ -		
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
City of Sheridan	Fee	\$ 100.00	\$ 1,500.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 500.00	\$ 750.00	\$ 1,500.00	\$ 1,000.00	\$ 500.00	\$ 200.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	Add. \$125/hour for planner review	
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Douglas County	Fee	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ 2,600.00	Varies	\$ 700.00	Varies	Varies	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,500 consultant review fee, \$500 clerk and recorder fee	
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Jefferson County	Fee	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825	\$ -	\$ -	\$ 900.00	\$ 1,050.00	\$ 1,500.00	\$ -	\$ 600.00	\$ 225.00	\$ -	\$ 25.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$500 BOCC can ask for special review fee as well	3rd Referral = \$450, 4+ Referral = \$800, Engineering Advisory Board = \$100/hour	
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Town of Castle Rock	Fee	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,200.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	Beyond 2 standard reviews: 40% of the original fee	
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Town of Parker	Fee	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 350.00	\$ 500.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	