

1 CITY OF LITTLETON, COLORADO

2
3 Resolution No. 08

4
5 Series, 2025

6
7 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LITTLETON,
8 COLORADO, AMENDING THE 2025 FEE SCHEDULE

9
10 WHEREAS, the city relies upon fees to provide services to customers and citizens;
11 and

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13 WHEREAS, section 1-9-7 of the Littleton City Code provides that the council
14 may, by resolution, set fees for any city services, applications, or appeals; and

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16 WHEREAS, fees associated with the services provided by the city require
17 adjustment from time to time to account for the increase in costs to provide such services; and

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19 WHEREAS, the city council has determined it is in the best interest of the city of
20 review city-wide fees on an annual basis; and

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22 WHEREAS, a cost of services study was conducted for development services user
23 fees to include subdivision review, site plan/rezoning review, master development plan review,
24 major and minor plan amendments, historic district designation, tax credit application, variances,
25 and other miscellaneous development review fees; and

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27 WHEREAS, a recommendation to adjust development services users fees based
28 on the cost of services study was developed and presented to city council for consideration.

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31 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
32 THE CITY OF LITTLETON, COLORADO, THAT:

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34 Section 1. The city hereby adopts the amended 2025 Schedule of Fees, attached
35 hereto as Exhibit A. The attached 2025 Schedule of Fees is effective January 21, 2025, and
36 supersedes all previous fee schedules by the city council.

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38 INTRODUCED, READ, AND ADOPTED at a regularly scheduled meeting of the
39 City Council of the City of Littleton, Colorado, on the 21st day of January 2025, at 6:30 p.m. at
40 the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

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ATTEST:

Colleen L. Norton
CITY CLERK

APPROVED AS TO FORM:

Reid Betzing
CITY ATTORNEY

Kyle Schlachter
MAYOR



DEPARTMENT/
FEE DESCRIPTION

Police Department

Fee

Police reports (additional \$.25/page for each page over 10; \$25.00 fee to research reports older than 1990)		
Police name check - w/letter	first 10 pages	\$ 10.00
Crime lab - photos	each 3x5	\$ 2.50
	8x10	\$ 10.00
Research Fee		\$ 20.00
Crime lab - video tapes		\$ 30.00
Crime lab - audio tapes		\$ 30.00
Crime lab - CD/DVD disks		\$ 30.00
Communications Center - audio tapes	plus \$25 for rush	\$ 30.00
Body Worn Camera (Blurred video) (Non-Refundable Deposit)		\$ 70.00
Body Worn Camera (each additional hour blurred video)		\$ 30.00
Media Fee (CD/DVD/Flashdrive) Required for all digital evidence		\$ 15.00
Sex offender - initial registration		\$ 75.00
Sex offender - subsequent registration		\$ 25.00
Fingerprints - Residents Flat fee		\$ 10.00
Fingerprints - Non-Resi Per card		\$ 10.00
Fingerprints - Over two cards, per card, residents or non-residents		\$ 10.00
E-Citation Surcharge		\$10.00 surcharge per ticket or citation

Community Development

Fee

Contractor Licensing		
A License		\$ 225.00
B License		\$ 150.00
C License		\$ 125.00
Specialty Contractors		\$ 75.00
Plumbers		\$ 100.00

Short-Term Rental Business Licensing		
STR Business License - upon application and annually thereafter		\$ 200.00

Development User Fees

Subdivision	Application Type	Qualifier	Community Development Fee
Subdivision	Administrative Plat	10 acres or more	\$6,000
		Over 1 acre but less than 10 acres	\$4,750
		1 acre or less	\$3,250
		Condominium Plat	\$1,750
	Preliminary Plat	10 acres or more	\$8,000
		Over 1 acre but less than 10 acres	\$6,250
		1 acre or less	\$4,750
	Final Plat	10 acres or more	\$4,750
		Over 1 acre but less than 10 acres	\$3,000
		1 acre or less	\$1,750
Vacation Plat	Whole plat	\$3,000	
	Right-of-Way Only	\$3,500	
	Easement	\$2,750	
Technical Correction		Per Sheet	\$750
Site Plan / Rezoning	Abbreviated Site Plan	Over 1 acre	\$3,500
		1 acre or less	\$2,500
	Site Plan	10 acres or more	\$15,500
		Over 1 acre but less than 10 acres	\$12,250
		1 acre or less	\$9,250
	Master Development Plan (Conceptual)	10 acres or more	\$8,500
		Over 1 acre but less than 10 acres	\$6,500
		1 acre or less	\$4,250
	Master Development Plan (Detailed)	10 acres or more	\$17,750
		Over 1 acre but less than 10 acres	\$14,750
		1 acre or less	\$11,250
	Minor Plan Amendment		\$2,750
		Major Plan Amendment	
Zoning Certificate	10 acres or more	\$5,500	
	Over 1 acre but less than 10 acres	\$3,750	
	1 acre or less	\$2,500	
Rezoning/Zoning Map Amendment		\$1,000	
		\$2,000	

DEPARTMENT/
FEE DESCRIPTION

	Future Land Use and Character Map Amendment		\$2,000
	Pre-application meeting		
		Residential	\$100
		Commercial	\$100
Historic Preservation	Historic District Designation		
		No Owner Consent 10 or fewer properties	\$1,750
		No Owner Consent more than 10 properties	\$2,250
	Landmark Designation		
	Certificate of Demolition	No Owner Consent	\$2,500
	Tax Credit Application		\$750
		Projects costing less than \$15,000	\$500
		Projects costing \$15,000 to \$50,000	\$750
		Projects costing \$50,000 to \$100,000	\$1,000
		Projects costing more than \$100,000	\$1,250
Variations/Appeals	Variance		
		Not Resulting from a Code Citation	\$2,250
		Resulting from a Code Citation	\$4,500
	Administrative Adjustment		
		Not Resulting from a Code Citation	\$1,250
		Resulting from a Code Citation	\$4,000
	Appeal		
		Administrative Decision	\$1,750
		Public Hearing Decision	\$2,750
Floodplain	Floodplain Development Permit		\$1,750
Engineering/Agreements	Construction Plans		
		10 acres or more	\$29,250
		Over 1 acre but less than 10	\$26,250
		1 acre or less	\$18,500
	Subdivision Improvement Agreement		
		New	\$3,250
		Amended	\$2,500
	Drainage Report		
		10 acres or more	\$3,500
		Over 1 acre but less than 10	\$2,750
		1 acre or less	\$2,250
	Traffic/Trip Generation Letter		\$450
	Traffic Impact Study		
		10 acres or more	\$3,500
		Over 1 acre but less than 10	\$2,250
		1 acre or less	\$1,000
	Access Permit		\$1,250
	Vested Property Rights Agreement		\$2,000
	Easement/Warantee Deed/Revocable License		\$2,000
Use	Conditional Use Permit		
		With Site Plan	\$8,250
		Without Site Plan	\$6,000
	Temporary Use Permit		\$750
	Home Occupation		\$350

DEPARTMENT/
FEE DESCRIPTION

Miscellaneous	Wireless Communication Facility	With Conditional Use	\$2,250
		Eligible Facility Request	\$2,250
		Public ROW Small Cell	\$3,500
	Master Licensing Agreement		\$2,000
	Addressing		\$350
	Written Interpretation		\$750
	Zoning Verification Letter		
		Simple	\$200
		Complex	\$450
	Deannexation / Annexation / Initial Zoning		
		10 acres or more	\$19,000
		Over 1 acre but less than 10 acres	\$10,500
		1 acre or less	\$6,250
	Amplified Sound		
		Commercial	\$75
		Residential	\$50
	ICC Test		
		Class A	\$100
		Class B	\$100
		Class C	\$100
	Class D (Specialty)	\$100	
Class M (Municipal ROW)		\$400	
State Lic			
	Plumbing	\$50	
	Electrical	\$50	
	Arborist	\$150	

Fees are based on three rounds of review.
4th review = 50% of initial fees, 5+ review = 25% of initial fees.

Inclusionary Housing Ordinance (IHO): Fee In Lieu				
Prototype	Total Development Cost (TDC) per unit		75% of TDC	50% of TDC
			(20 or more units)	(5-19 units)
Affordable For-Sale Units	\$ 394,575	\$	295,931	\$ 197,288
Affordable Rental Units	\$ 362,189	\$	271,642	\$ 181,095

Building Permit Plan Review and Inspection Fees	65% of permit fee
<u>Plan Review</u>	
Expedited plan reviews when requested by architect, owner, or builder	Double the normal review fee
Review of plan revisions or resubmittals	\$160 for minimum first two (2) hours \$80/hour for each hour thereafter
Plan reviews of one and two-family and townhouse residential projects for which Master Plans have been reviewed and approved	\$ 350.00
Investigation (work without a permit)	Double the permit fee
Inspection (normal business hours)	\$80/hour
Inspection (outside normal business hours)	\$160 minimum paid in advance (\$80/hour after two hours)
Re-inspection (when failed a third time and each time failed thereafter)	\$ 80.00
Temporary Certificate of Occupancy	\$400 first issuance \$200 each renewal
<u>Rental property annual license</u>	
3-25 units	per property \$ 75.00
26 or more units	per property \$ 125.00
<u>Special Events</u>	
Application fee for organizations qualified for exemption from the payment of city sales and use taxes	\$ 50.00
Application fee for all other organizations	\$ 75.00

Building Permits	
TOTAL VALUATION	
\$1 - \$500.00	\$ 25.85
\$500.01 - \$2,000.00	\$25.85 for the first \$500 plus \$3.35 for each additional \$100 or fraction thereof, to and including \$2,000.00
\$2,000.01 - \$25,000.00	\$76.17 for the first \$2,000 plus \$15.40 for each additional \$1,000 or fraction thereof, to and including \$25,000.00
\$25,000.01 - \$50,000.00	\$430.37 for the first \$25,000 plus \$11.11 for each additional \$1,000 or fraction thereof, to and including \$50,000.00
\$50,000.01 - \$100,000.00	\$708.12 for the first \$50,000 plus \$7.70 for each additional \$1,000 or fraction thereof, to and including \$100,000.00
\$100,000.01 - \$500,000.00	\$1,093.12 for the first \$100,000 plus \$6.16 for each additional \$1,000 or fraction thereof, to and including \$500,000.00
\$500,000.01 - \$1,000,000.00	\$3,557.12 for the first \$500,000 plus \$5.23 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.00
Greater than \$1,000,000.00	\$6,172.12 for the first \$1,000,000 plus \$4.02 for each additional \$1,000 or fraction thereof

Residential Fence Permit	\$ 100.00
Outdoor merchandise display	No Fee

DEPARTMENT/
FEE DESCRIPTION

Public Works

Fee

Construction Type - Inspection Fee	Units - Only includes portion in R.O.W. (l.f. = linear feet)	Fee Calculation Formula - number
Asphalt	l.f.	1
Bore - bore pits	# of bore pits	4
Bore - horizontal	l.f.	1
Bore - vertical	l.f.	4
Concrete - apron	l.f.	1
Concrete - chase section	l.f.	1
Concrete - curb and gutter only	l.f.	1
Concrete - curb cut	l.f.	1
Concrete - monolithic curb, gutter and walk	l.f.	1
Concrete - pan	l.f.	1
Concrete - pavement	l.f.	1
Concrete - sidewalk only	l.f.	1
Concrete - valley gutter	l.f.	1
Concrete - wheelchair ramp	l.f.	1
Monitoring well	# wells	2
Other (if none of these categories apply)		6
Pothole for utility locates or pavement design	# potholes	3
Traffic control only - no digging		5
Unpaved	l.f.	1
After Hours Inspection Fee (Evenings and Weekends)	Hour	7
Permit Base Fee	Each Permit	8
Permit Non-Compliance Fee	Each Occurance	9
Re-Inspection Fee	Each Occurance	10

Total permit fee = sum of all the above applicable fees for the job + base fee + applicable use tax

Formula #

1	[\$0.25 x l.f.] + \$100
2	[number of monitoring wells x \$5.00] + \$100.00 = fee
3	[number of potholes x \$5.00] + \$100.00 = fee
4	[number of vertical bores or bore pits x \$5.00] + \$100.00 = fee
5	\$105
6	Calculated on a case-by-case basis.
7	[Number of hours worked x \$100.00] = fee (2 Hour minimum @ \$100/hour)
8	\$100
9	\$500 per instance of work occurring without a permit
10	Fee equivalent to fee paid for initial inspection

Tree contractor (arborist) license - one year	\$	25.00
Right of Way Tree Trimming	\$	50.00
Tree sales		\$30.00-\$60.00
Pea Patch		
Per garden	\$	50.00
Up to five boxed gardens	\$	20.00
Storm Drainage Criteria Manual by Engineering & Utilities	\$	40.00
Engineering Printing		
24 x 36 black/white print		\$2.50 each
24 x 36 color print		\$5.00 each
36 x 36 black/white print		\$6.00 each
36 x 36 color (zoning) map		\$6.00 each
72 x 72 city address map black/white	one-day notice required	\$26.00 each
72 x 72 city address map color	one-day notice required	\$40.00 each

DEPARTMENT/
FEE DESCRIPTION

Storm Drainage Fees (annual)		
	Singe family detached structures	Multiple family residential structures, commercial, industrial, public properties, churches and schools
Developed	\$118.61/lot or property	\$987.91/developed acre of impervious surface and \$246.98/acre for grassed landscaped or cultivated surfaces
Subdivided, Undeveloped	\$29.64/undeveloped lot	\$246.98/undeveloped lot
Un-subdivided, Undeveloped	\$246.98/undeveloped lot	\$246.98/undeveloped lot
Vacant and Undisturbed	\$24.72/acre of vacant residential property	\$24.72/acre of vacant residential property

Sanitary Sewer Service Charges (annual)			
Classification A - single-family residential user			
<u>Inside city limits</u>	<u>Inside city limits, within a sanitation district</u>	<u>Outside city limits</u>	<u>Outside city limits, Littleton Interceptor</u>
\$343.40	\$260.63	\$312.73	As determined by applicable municipality or quasi-municipal sanitation district
Classification B - multiple-family residential user			
<u>Inside city limits</u>	<u>Inside city limits, within a sanitation district</u>	<u>Outside city limits</u>	<u>Outside city limits, Littleton Interceptor</u>
\$291.87	\$221.52	\$265.80	As determined by applicable municipality or quasi-municipal sanitation district
Classification C - commercial user			
<u>Inside city limits</u>			
Annual water usage volume x \$6.30 per 1,000 gallons = sewer service charge			(minimum annual charge of \$141.48 per user)
<u>Outside city limits</u>			
Annual water usage volume x \$3.43 per 1,000 gallons = sewer service charge			(minimum annual charge of \$169.74 per user)
<u>Outside city limits, Littleton Interceptor</u>			
As determined by applicable municipality or quasi-municipal sanitation district.			
In those instances where the director, in the exercise of his/her discretion, deems the annual water usage not to reasonably reflect the significant industrial user's discharge of wastewater, an agreement may be entered into between the user and the City to establish an adjusted basis upon which the variable for annual water usage shall be used in the formula.			
Commercial users identified for inclusion into an applicable Sector Control Program may be charged for the costs incurred by the City for re-inspections due to failure to correct non-compliances or violations identified during a sector control inspection. A fee of \$100 may be assessed for each inspection required until completion of violation remedy.			
Classification D - Permitted industrial user			
<u>Inside city limits</u>			
(Annual water usage volume x \$6.30 per 1,000 gallons) + SC = sewer service charge			(minimum annual charge of \$141.48 per user)
<u>Outside city limits</u>			
(Annual water usage volume x \$3.43 per 1,000 gallons) + SC = sewer service charge			(minimum annual charge of \$169.74 per user)
<u>Outside city limits, Littleton Interceptor</u>			
As determined by applicable municipality or quasi-municipal sanitation district.			
Where SC is a surcharge to cover the added cost of handling and treating additional oxygen demand and total suspended solid wastes considered as "industrial wastes", calculated according to the following formula:			
SC = surcharge (in dollars per year) where:			
SC + QM x 8.34 ((AOD) x (UCo) + (TSS - 300) x (UCs))			

DEPARTMENT/
FEE DESCRIPTION

The SC formula utilized the following units of measurement:

$$\frac{\text{DOLLARS/YEAR}}{(\text{SC})} = \frac{\text{GALLONS/YEAR} \times \text{POUNDS/GALLON}}{\text{QM} \times 8.34} \times \frac{\text{MILLIGRAMS PER LITRE}}{((\text{AOD}))} \times \frac{\text{DOLLARS/POUND}}{(\text{UCo})} + \frac{\text{MILLIGRAMS PER LITRE}}{(\text{TSS} - 300)} \times \frac{\text{DOLLARS/POUND}}{(\text{UCs})}$$

The variables and constraints in the formula are as follows:

QM = Annual volume of sewage discharged to the public sewer (in million gallons per year);
 8.34 = Conversion factor (in pounds per gallon);
 AOD = Additional oxygen demand strength index (in milligrams per liter);
 NOTE: For use in the SC formula, one must first calculate which parameter, either BOD or COD should be used in the determination of the AOD variable. In order to determine this, the following calculations shall be made:

COD/BOD
 COD = chemical oxygen demand strength as measured from discharge samples (in milligrams per liter)
 BOD = biochemical oxygen demand strength or as measured from discharge samples (in milligrams per liter)

If the calculated ratio of COD/BOD is less than 3.0, then AOD = (BOD - 200)
 If the calculated ratio of COD/BOD is greater than or equal to 3.0, then AOD = (COD - 500)

Uco = Unit charge for additional oxygen demand (AOD).
 Unit charge = \$0.02 per pound
 TSS = Total suspended solids strength or as measured from discharge samples (in milligrams per liter)
 UCs = Unit charge for total suspended solids (TSS)
 Unit charge = \$0.11 per pound

Classification E - commercial users not utilizing a municipal water supply

Inside city limits
 Annual charge of \$141.48 per user.

Outside city limits
 Annual charge of \$169.74 per user.

Classification F - Sanitation Districts

Sanitation Districts may be charged for the cost incurred by the City for inspecting Industrial Users included in or added to, based on inspection results, the City's Fats, Oils, and Grease (FOG) or Petroleum Oil, Grease and Sand (POGS) Sector Control Program.
 The City may charge \$50 per inspection for facilities contributing wastewater to the POTW from locations outside the City boundary.

City Clerk **Fee**

Open Records Request Fees		Fee
Staff time for research/retrieval is \$30.00	per hour with the first hour free of charge	\$ 33.00
Copies (hard copies) are \$.25 \$1.00	per 8.5"x11" page in black/white	\$ 0.25
(Actual costs are determined for specialty sizes and larger sizes)	per 8.5"x11" color	\$ 1.00
Document certification by clerk's office		\$ 35.00
Duplication of audio/video files to disk	per media type	\$ 5.00

Finance **Fee**

Insufficient funds for checks/credit cards	\$	35.00
Sewer/Storm Utility account transfer fee	\$	22.00

Municipal Court **Fee**

Defensive driving class fee	\$	60.00
Defensive driving class missed class/re-schedule fee	\$	15.00
-this fee covers direct cost of instructors and supplies		
Bond handling fee (court)	\$	10.00

Library **Fee**

LIRC		
Immigration Legal Services		Fee
Naturalization - eligibility screening	\$	50.00
Naturalization - filing and follow-up*	\$100; \$150; \$250	
Medical Certification for Disability Review	\$	100.00
Request for Evidence - complex cases	\$	100.00
Representation at the naturalization interview	\$100, legal clients only	
Immigration Records - FOIA application	\$	50.00
Green Card Renewal/Replacement	\$	100.00
Certificate of Citizenship	\$	200.00
Naturalization Certificate Replacement	\$	100.00
Travel Document, Advance Parole, Re-entry Permit	\$	100.00
Employment Authorization (Employment Authorization Document)	\$	100.00
1 hour consultation, one-time - no legal representation	\$	100.00
*Sliding Scale (fees based on household income)		
Education Services		
Citizenship - Tutoring/6 months subscription	\$	50.00
International Conversation Circle (in English)		no charge
English - Group Classes/term enrollment	\$	100.00
English - Tutoring/6 months subscription	\$	50.00

Museum **Fee**

Museum Group Fees. \$2 per person for any school not in LPS or within city limits.	\$	2.00
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Communications **Fee**

Film Permits	\$	12.00
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