

2026 Schedule of Fees

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 \$25.00
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-Crime Data Research & Retrieval per hour (first hour free)		\$10.00 \$40.00
Fingerprints – Non-Residents 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
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Subdivision	Application Type	Qualifyer	Community Development Fee
	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	10 acres or more	\$5,500
		Over 1 acre but less than 10 acres	\$3,750
		1 acre or less	\$2,500
	Zoning Certificate		\$1,000 \$100
	Rezoning/Zoning Map Amendment		\$2,000
	Master Sign Plan		\$3,500

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	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	No Owner Consent	\$2,500	
	Certificate of Demolition		\$750	
	Tax Credit Application	Projects costing less than \$15,000	\$0	
		Projects costing \$15,000 to \$49,999.99	\$250	
		Projects costing \$50,000 to \$99,999.99	\$500	
		Projects costing more than \$100,000	\$750	
Variances/Appeals	Variance	Not Resulting from a Code Citation	\$2,250	
		Resulting from a Code Citation	\$4,500	
	Administrative Adjustment/ Adaptive Reuse	Not Resulting from a Code Citation	\$1,250 \$300	
		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	Grading Permits	10 acres or more	\$3,000
Over 1 acre but less than 10			\$1,000	
1 acre or less			\$300	
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	
Drainage Report		Amended	\$2,500	
		10 acres or more	\$3,500	
		Over 1 acre but less than 10	\$2,750	
		1 acre or less	\$2,250	
			\$450	
Traffic/Trip Generation Letter				
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 \$350	
	Home Occupation		\$350 \$100	
Miscellaneous	Wireless Communication Facility	With Conditional Use	\$2,250	
		Eligible Facility Request	\$2,250	
		Public ROW Small Cell	\$3,500	
			\$2,000	
	Master Licensing Agreement	Addressing		
		21 addresses or more	\$1,250	
		6 to 20 addresses	\$350	
		1 to 5 addresses	\$100	
	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		

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Contractor Licensing	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

	Total Development Cost (TDC) per unit	75% of TDC (20 or more units)	50% of TDC (5-19 units)
<u>Prototype</u>			
Affordable For-Sale Units	\$394,575 \$403,650	\$295,931 \$302,738	\$197,288 \$201,825
Affordable Rental Units	\$362,189 \$370,520	\$271,642 \$277,890	\$181,095 \$185,260

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

<u>Building Permits</u>	
<u>TOTAL VALUATION</u>	
\$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**

Permit fee calculation formulas for excavation in the public right-of-way

Construction Type - Inspection Fee	Units - Only includes portion in R.O.W. (l.f. = linear feet)	Fee Calculation Formula - number shown below
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 veritcal 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 occuring 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
<u>Pea Patch</u>		
Per garden	\$	50.00
Up to five boxed gardens	\$	20.00
Storm Drainage Criteria Manual by Engineering & Utilities	\$	40.00
<u>Engineering Printing</u>		
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

Storm Drainage Fees (annual)

	Singe family detached structures	Multiple family residential structures, commercial, industrial, public properties, churches and schools
Developed	\$118.61 \$124.54/lot or property	\$987.91 \$1,037.31/developed acre of impervious surface and \$246.98 \$259.33/acre for grassed landscaped or cultivated surfaces
Subdivided, Undeveloped	\$29.64 \$31.12/undeveloped lot	\$246.98 \$259.33/undeveloped lot
Un-subdivided, Undeveloped	\$246.98 \$259.33/undeveloped lot	\$246.98 \$259.33/undeveloped lot
Vacant and Undisturbed	\$24.72 \$25.95/acre of vacant residential property	\$24.72 \$25.95/acre of vacant residential property

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Sanitary Sewer Service Charges (annual)**Classification A - single-family residential user**

Inside city limits Inside city limits, within a sanitation district

~~\$343.40~~ ~~\$360.57~~ ~~\$260.63~~ ~~\$273.66~~

Outside city limits

~~\$312.73~~ ~~\$328.37~~

Outside city limits, Littleton Interceptor
As determined by applicable municipality or
quasi-municipal sanitation district

Classification B - multiple-family residential user

Inside city limits Inside city limits, within a sanitation district

~~\$291.87~~ ~~\$306.46~~ ~~\$221.52~~ ~~\$232.59~~

Outside city limits

~~\$265.80~~ ~~\$279.09~~

Outside city limits, Littleton Interceptor
As determined by applicable municipality or
quasi-municipal sanitation district

Classification C - commercial userInside city limits

Annual water usage volume x ~~\$6.30~~ ~~\$6.62~~ per 1,000 gallons = sewer service charge

(minimum annual charge of ~~\$141.48~~ ~~\$148.55~~ per user)

Outside city limits

Annual water usage volume x ~~\$3.43~~ ~~\$3.61~~ per 1,000 gallons = sewer service charge

(minimum annual charge of ~~\$169.74~~ ~~\$178.23~~ per user)

Outside city limits, Littleton Interceptor

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 userInside city limits

(Annual water usage volume x ~~\$6.30~~ ~~\$6.62~~ per 1,000 gallons) + SC = sewer service charge

(minimum annual charge of ~~\$141.48~~ ~~\$148.55~~ per user)

Outside city limits

(Annual water usage volume x ~~\$3.43~~ ~~\$3.61~~ per 1,000 gallons) + SC = sewer service charge

(minimum annual charge of ~~\$169.74~~ ~~\$178.23~~ per user)

Outside city limits, Littleton Interceptor

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:

$$SC + QM \times 8.34 ((AOD) \times (UCo) + (TSS - 300) \times (UCs))$$

The SC formula utilized the following units of measurement:

<u>DOLLARS/YEAR</u>	<u>GALLONS/YEAR</u>	<u>POUNDS/GALLON</u>		<u>MG PER LITRE</u>		<u>DOLLARS/POUND</u>	<u>MILLIGRAMS PER LITRE</u>	<u>DOLLARS/POUND</u>
(SC) =		QM X 8.34	X	((AOD)	X	(UCo)	(TSS - 300)	X (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~~ ~~\$0.16~~ 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~~ ~~\$0.34~~ per pound

Trucked & hauled waste fee \$0.15/gallon with \$0.01 per gallon annual increases through 2030)

Classification E - commercial users not utilizing a municipal water supplyInside city limits

Annual charge of ~~\$141.48~~ ~~\$148.55~~ per user

Outside city limits

Annual charge of ~~\$169.74~~ ~~\$178.23~~ 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.

DEPARTMENT/FEE DESCRIPTION

<u>City Clerk</u>				<u>Fee</u>
<u>Open Records Request Fees</u>				
Staff time for research/retrieval is		per hour with the first hour free of charge		\$33.00 -\$40.00
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
<u>Finance</u>				<u>Fee</u>
Insufficient funds for checks/credit cards			\$	35.00
Sewer/Storm Utility account transfer fee			\$	22.00
<u>Municipal Court</u>				<u>Fee</u>
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
<u>Library</u>				<u>Fee</u>
<u>LIRC</u>				
<u>Immigration Legal Services</u>				
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
Copies or printing per page	Black/white	\$0	Color	\$ 0.25
*Sliding Scale (fees based on household income)				
<u>Education Services</u>				
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
<u>Museum</u>				<u>Fee</u>
Museum Group Fees. \$2 per person for any school not in LPS or within city limits.			\$	2.00
<u>Communications</u>				<u>Fee</u>
Film Permits			\$	12.00