

DEPARTMENT/
FEE DESCRIPTION

Revisions are in red

Fire Department**Fee**

Life Safety Division		
Permit Application Fee / ALL PERMITS		\$ 150.00
Building plan review with inspections (new construction)	0-10,000 sq ft	\$ 600.00
	Over 10,000 sq ft	\$600.00 + \$.035/sq ft over 10,000 sq ft
	Over 50,000 sq ft	\$2,000.00+\$.03/sq ft over 50,000 sq ft
Tenant Finish or remodel	0-10,000 sq ft	\$250 + \$.035/sq ft
	Over 10,000 sq ft	\$600.00 + \$.03/sq ft over 10,000 sq ft
	Over 50,000 sq ft	\$1,800.00 + \$.025/sq ft over 50,000 sq ft
Fire sprinkler / alarm systems	0-50,000 sq ft	\$200 + \$.025/sq ft
	Over 50,000 sq ft	\$1,450.00 + \$.02/sq ft over 50,000 sq ft
Kitchen hood systems		\$ 150.00
Parking structures		1/3 new construction fee
Other plan review (i.e., site, water, LPG, UST, AST)		\$150.00 with inspection \$100.00 w/o inspection
Hazardous materials inventory plan review		\$200.00 two-year permit
Misc. Permits		\$ 150.00
Re-Inspection fee		\$150.00 (increasing by \$100.00 for additional)
Re-Issue of permit/plan review comments		\$ 25.00
Environmental Assessment		\$100.00 per address
Hourly rate, review/inspection		\$ 80.00
Rush Processing Fee – three working days		\$500.00 additional
Over the Counter Permit Fees (as time allows)	Fire alarm/sprinkler	\$ 150.00
	Tenant finish - less than 1,000 sq ft	\$ 200.00

Bike Medic/Fire Watch	\$80.00/hour per medic
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Business - false alarms	
First three alarms	\$ -
Fourth and fifth false alarms	\$100 each
Sixth and more false alarms	Additional \$100.00 per false alarm beyond fifth, to the \$100.00 fee

Communications Center - audio tapes	\$30.00 plus \$25 for rush
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Police Department**Fee**

Police reports (additional \$.25/page for each page over 10; \$25.00 fee to research reports older than 1990)	\$5 for first 10 pages
Police name check - w/letter	\$ 10.00
Crime lab - photos	\$2.50 - 3x5 each; \$10.00 - 8x10 each
Crime lab - video tapes	\$ 20.00
Crime lab - audio tapes	\$ 20.00
Crime lab - CD/DVD disks	\$ 20.00
Communications Center - audio tapes	\$30.00 plus \$25 for rush
Sex offender - initial registration	\$ 75.00
Sex offender - subsequent registration	\$ 25.00
Fingerprints - Residents Flat fee	\$ 10.00
Fingerprints - Non-Resic Per card	\$ 10.00
Fingerprints - Over two cards, per card, residents or non-residents	\$ 10.00
E-Citation Surcharge	\$6.75 surcharge per ticket or citation

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Community Development

Fee

Contractor Licensing	
A License	\$ 150.00
B License	\$ 100.00
C License	\$ 75.00
Specialty Contractors	\$ 50.00
Plumbers	\$ 50.00
Fee for lost inspection card	\$ 25.00

Electrical Permit Fees	
Residential: This fee includes construction of or remodeling of addition to: single-family home, condominium and townhouse. For service change use "ALL OTHER FEES"	
Not more than 1,000 sq. ft.	\$ 50.00
Over 1,000 sq. ft. and not more than 1,500 sq. ft.	\$ 55.00
Over 1,500 sq. ft. and not more than 2,000 sq. ft.	\$ 85.00
Per 100 sq. ft. over 2,000 sq. ft.	\$ 5.00
ALL OTHER FEES: excluding residential above, shall be computed on the dollar value of the electrical installation, including time and materials, or whether they are provided by the contractor or the property owner.	
<u>Such fees shall be computed as follows:</u>	
Not more than \$350.00	\$ 50.00
\$350.00 - \$2,500	\$ 55.00
\$2,501 - \$50,000	\$22.00 per thousand \$ or fraction thereof
\$50,001 - \$500,000.00	\$21.00 per thousand \$ or fraction thereof + \$50.00
\$500,001.00 and above	\$20.00 per thousand \$ or fraction thereof + \$50.00
Mobile Home	\$ 50.00
Re-Inspection Fee	\$ 55.00
Extra Inspections	\$ 55.00
Construction Meter	\$ 50.00

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	Planning	Engineering
Annexation	Varies <10ac: \$10,000 10+ac: \$30,000	\$ -
Initial Zoning	\$ 2,000.00	\$ 775.00
Rezoning	\$ 4,200.00	\$ 1,000.00
Admin PD Amendment	\$ 1,000.00	N/A
General PD Plan	Varies < 10ac: \$6,000 10+ac: \$12,000	Varies < 10ac: \$3,250 10+ac: \$4,400
Planned Development Overlay (PDO)	\$ 6,500.00	\$ 3,500.00
Subdivision Exemption	N/A	N/A
Admin Plat and Replat	\$ 1,000.00	\$ 2,150.00
Preliminary Plat: Major Subdivision	\$ 4,200.00	\$ 2,400.00
Preliminary Plat: Minor Subdivision	\$ 1,000.00	\$ 1,750.00
Final Plat: Major Subdivision	\$ 7,500.00	\$ 3,500.00
Final Plat: Minor Subdivision	\$ 2,000.00	\$ 3,400.00
SDP/Site Plan: Conceptual	\$ 2,200.00	\$ 1,250.00
SDP/Site Plan: Final	\$ 5,000.00	\$ 5,500.00
Sketch Plan	Varies < 10ac: \$500 10+ac: \$1,000	Varies < 10ac: \$1,000 10+ac: \$2,000
Subdivision Improvements Agreement	N/A	\$ 2,000.00
Conditional Use	Varies Accessory to single family: \$1,750 All others = \$3,000	N/A
Zoning Variance	\$ 275.00	N/A
Minor Zoning Variance	\$ 70.00	N/A
Appeal	\$ 500.00	\$ 500.00
Certificate of Historic Appropriateness (Board Approved)	\$ 500.00	N/A
Certificate of Historic Appropriateness (No Board)	\$ 275.00	N/A
Vested Rights Permit	\$ 1,500.00	N/A
Zoning Letter	\$ 25.00 Customized letter: \$65.00	N/A
Temporary Use Permits	\$ 275.00	N/A
Amplified Sound	Varies Commercial:\$50 Residential: \$25	N/A
Home Occupation	\$ 50.00	N/A
Metro District Formation	Varies 1/100 of 1% of the debt listed in the Service Plan	N/A Engineering review included in planning fees
Drainage Master Plan	N/A	\$ 1,000.00
Grading Permit	N/A	Varies <1ac: \$300 1-10ac:\$1000 10+ac: \$3,000
Phase I Drainage Report (includes letter amendments or updates)	N/A	Varies < 10ac: \$2,000 10+ac: \$4,000
Phase II or Phase III Drainage Report (includes letter amendments or updates)	N/A	N/A
Floodplain use permit	N/A	\$ 800.00
Special Exception Permit (floodplain management)	\$ 500.00	\$ 4,200.00
Drainage Conformance Letter	N/A	\$ 750.00
Traffic Impact Study	N/A	Varies < 10ac: \$1,000 10+ac: \$2,000
Traffic/Trip letter	N/A	\$ 250.00
Traffic Signal	N/A	N/A

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Construction Plans	N/A	Varies	<10ac: \$9,000 10+ac: \$16,000
Vacation of Right-of-way	N/A	\$	600.00
Vacation of Easement	N/A	\$	600.00
Easements, Warranty Deeds, Revocable Licenses	N/A	\$	650.00
WCF Wireless Communication Facility (Private)	\$ 1,500.00		N/A
Fees are based on three rounds of review. 4th review = 50% of initial fees, 5+ review = 25% of initial fees.			

Plan Check Fee			65% of permit fee
<u>Plan Review</u> (expedited plan reviews when requested by architect, owner, or builder shall be double the normal plan review fee)			
Investigation (work without a permit)			Double the permit fee
Inspection (normal business hours)			\$50/hour
Inspection (outside normal business hours)			\$100 minimum paid in advance (\$50/hour after two hours)
Re-inspection		\$	50.00
Subsequent permits after the Master Plans have been reviewed, in single-family detached residential projects		\$	250.00
Neighborhood Parking Permit		\$	-
Rental property annual license			\$10.00 per property
<u>Rental Housing Inspection fees</u>			
Initial inspection		\$	-
Re-inspection		\$	-
Second re-inspection			\$100.00 per unit inspected
Third re-inspection			Summons to municipal court

<u>Building Permits</u>	
TOTAL VALUATION	
\$1 - \$500.00	\$ 25.85
\$501 - \$2,000.00	\$25.85 for the first \$500 plus \$3.35 for each additional
\$2,001 - \$25,000.00	\$76.17 for the first \$2,000 plus \$15.40 for each
\$25,001 - \$50,000.00	\$430.37 for the first \$25,000 plus \$11.11 for each
\$50,001 - \$100,000.00	\$708.12 for the first \$50,000 plus \$7.70 for each additional \$1,000 or fraction thereof, to and including
\$100,001 - \$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
\$500,001 - \$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
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

Note: There are fee exemptions listed in the city code 4-1-5C for residential solar, geothermal, wind generators

Outdoor merchandise display	No Fee
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BUILDING VALUATION DATA

The unit costs are intended to comply with the definition of "valuation" in the adopted codes and thus include the architectural, structural, electrical, plumbing and mechanical work. The unit costs also include the contractor's profit, which should not be omitted. Below is a partial list of occupancies and types of construction. The Building Official shall have the final determination on the type of construction, occupancy, and unit cost.

*Unit Costs per Square Foot

Occupancy Group	1A	1B	II A	IIB	III A	III B	IV	V A	V B
A-1 Assembly, theaters w/ stage	\$ 211.15	\$ 203.98	\$ 198.05	\$ 190.05	\$ 178.30	\$ 173.30	\$ 183.31	\$ 162.97	\$ 156.05
A-1 Assembly theaters w/o stage	\$ 193.16	\$ 185.99	\$ 180.74	\$ 172.03	\$ 160.31	\$ 155.36	\$ 165.32	\$ 145.04	\$ 138.12
A-2 Assembly - nightclubs	\$ 163.22	\$ 158.56	\$ 154.17	\$ 148.00	\$ 138.96	\$ 135.24	\$ 142.52	\$ 126.06	\$ 121.36
A-2 Assembly, restaurants, bars	\$ 162.22	\$ 157.56	\$ 152.17	\$ 147.00	\$ 136.98	\$ 134.24	\$ 141.52	\$ 124.06	\$ 120.36
A-3 Assembly - churches	\$ 195.10	\$ 187.93	\$ 182.66	\$ 174.00	\$ 162.21	\$ 157.26	\$ 167.26	\$ 146.94	\$ 140.00
A-3 Assemblies - community halls, museums, libraries	\$ 163.81	\$ 156.64	\$ 150.39	\$ 142.71	\$ 129.91	\$ 125.96	\$ 135.97	\$ 114.63	\$ 108.71
A-4 Assembly- arenas	\$ 192.16	\$ 185.00	\$ 178.74	\$ 171.06	\$ 158.31	\$ 154.36	\$ 164.32	\$ 143.04	\$ 137.12
B- Business	\$ 164.76	\$ 156.78	\$ 153.49	\$ 145.97	\$ 132.45	\$ 127.63	\$ 139.92	\$ 116.43	\$ 110.93

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E - Education	\$ 176.97	\$ 170.85	\$ 165.64	\$ 158.05	\$ 146.37	\$ 139.00	\$ 152.61	\$ 127.91	\$ 123.09
F-1 Factory& industrial – moderate hazard	\$ 97.87	\$ 93.28	\$ 87.66	\$ 84.46	\$ 75.44	\$ 72.26	\$ 80.79	\$ 62.17	\$ 58.48
F-2 Factory & industrial – low hazard	\$ 96.87	\$ 92.28	\$ 87.66	\$ 83.46	\$ 75.44	\$ 71.26	\$ 79.79	\$ 62.17	\$ 58.48
H-1 High Hazard - explosive	\$ 91.74	\$ 87.15	\$ 82.53	\$ 78.33	\$ 70.50	\$ 66.31	\$ 74.66	\$ 57.22	NP
H 2, 3, 4 High Hazard	\$ 91.74	\$ 87.16	\$ 82.53	\$ 78.33	\$ 70.50	\$ 66.31	\$ 74.66	\$ 57.22	NP
H-5 HPM	\$ 164.76	\$ 156.78	\$ 153.49	\$ 145.97	\$ 132.45	\$ 127.63	\$ 139.92	\$ 116.43	\$ 110.93
I-1 Institutional, supervised environment	\$ 164.82	\$ 159.04	\$ 154.60	\$ 147.90	\$ 135.84	\$ 132.25	\$ 144.15	\$ 121.88	\$ 117.55
I-2 Institutional –Hospitals, nursing homes	\$ 277.07	\$ 271.09	\$ 265.80	\$ 258.26	\$ 243.90	NP	\$ 252.23	\$ 227.88	NP
I-3 Institutional - restrained	\$ 187.72	\$ 181.73	\$ 176.45	\$ 169.00	\$ 156.44	\$ 150.82	\$ 162.87	\$ 140.63	\$ 133.13
I-4 Institutional – day care facilities	\$ 164.82	\$ 159.04	\$ 154.60	\$ 147.90	\$ 135.84	\$ 132.25	\$ 144.15	\$ 121.88	\$ 117.55
M Mercantile	\$ 121.57	\$ 116.92	\$ 111.53	\$ 106.36	\$ 96.96	\$ 94.25	\$ 100.88	\$ 84.07	\$ 80.36
R-1 Residential - hotels	\$ 166.21	\$ 160.43	\$ 156.00	\$ 149.29	\$ 137.39	\$ 133.80	\$ 145.70	\$ 123.43	\$ 119.10
R-2 Residential - multifamily	\$ 139.39	\$ 133.61	\$ 129.17	\$ 122.47	\$ 111.23	\$ 107.64	\$ 119.84	\$ 97.27	\$ 92.94
R-3 Residential – one and two family	\$ 131.18	\$ 127.60	\$ 124.36	\$ 121.27	\$ 116.43	\$ 113.53	\$ 117.42	\$ 108.79	\$ 102.00
R-4 Residential – assisted living	\$ 164.82	\$ 159.04	\$ 154.60	\$ 147.90	\$ 135.84	\$ 132.25	\$ 144.15	\$ 121.88	\$ 117.55
S-1 Storage – moderate hazard	\$ 90.74	\$ 86.15	\$ 80.53	\$ 77.33	\$ 68.49	\$ 60.31	\$ 73.66	\$ 55.22	\$ 51.53
S-2 Storage – low hazard	\$ 89.74	\$ 85.15	\$ 80.53	\$ 76.33	\$ 68.49	\$ 64.31	\$ 72.66	\$ 55.22	\$ 50.53
U Utility, miscellaneous	\$ 71.03	\$ 67.00	\$ 62.71	\$ 59.30	\$ 52.86	\$ 49.43	\$ 56.33	\$ 41.00	\$ 39.06

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Public Works

Fee

Permit fee calculation formulas for excavation in the public right-of-way		
Construction Type	Units - Only includes portion in R.O.W. (l.f.)	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 plan review only - no digging		5
Unpaved	l.f.	1
Total permit fee = sum of all the above applicable fees for the job		
<u>Formula #</u>		
1	If longest dimension is less than or equal to 4 l.f., fee = \$5.00 + \$100.00 If longest dimension is greater than 4 l.f., fee = \$10.00 per 200 l.f. or fraction thereof + \$100.00 [longest dimension divided by 200 x \$10.00, raised to the next higher multiple of \$10.00] + \$100.00	
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	No fee	
6	Calculated on a case-by-case basis.	

Tree contractor (arborist) license - one year	\$	25.00
Tree sales		\$30.00-\$60.00
<u>Pea Patch</u>		
Per garden	\$	25.00
Up to five boxed gardens	\$	10.00
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

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<u>Storm Drainage Fees (annual)</u>		
	Singe family detached structures	Multiple family residential structures, commercial, industrial, public properties, churches and schools
Developed	\$34.09/lot or property	\$283.96/developed acre of impervious surface and \$70.99/acre for grassed landscaped or cultivated surfaces
Subdivided, Undeveloped	\$8.52/undeveloped lot	\$70.99/undeveloped lot
Un-subdivided, Undeveloped Vacant and Undisturbed	\$7.11/acre of vacant residential property	\$7.11/vacant acre

<u>Sanitary Sewer Service Charges (annual)</u>			
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>
\$ 266.30	\$ 202.11	\$ 242.52	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>
\$ 226.33	\$ 171.78	\$ 206.13	As determined by applicable municipality or quasi-municipal sanitation district
Classification C - commercial user			
<u>Inside city limits</u>			
Annual water usage volume x \$4.88 per 1,000 gallons = sewer service charge		(minimum annual charge of \$109.71 per user)	
<u>Outside city limits</u>			
Annual water usage volume x \$2.66 per 1,000 gallons = sewer service charge		(minimum annual charge of \$131.63 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 \$4.88 per 1,000 gallons) + SC = sewer service charge		(minimum annual charge of \$109.71 per user)	
<u>Outside city limits</u>			
(Annual water usage volume x \$2.66 per 1,000 gallons) + SC = sewer service charge		(minimum annual charge of \$131.63 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))			

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The SC formula utilized the following units of measurement:

DOLLARS/YEAR	GALLONS/YEAR	POUNDS/GALLON	MILLIGRAMS PER LITRE	DOLLARS/POUND	MILLIGRAMS PER LITRE	DOLLARS/POUND
(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 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 \$109.71 per user.
Outside city limits
 Annual charge of \$131.63 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
 Staff time for research/retrieval is \$30.00 per hour with the first hour free of charge.
 Copies (hard copies) are \$.25 per 8.5"x11" page in black/white; \$1.00 per 8.5"x11" color.
 Actual costs are determined for specialty sizes and larger sizes.
 Document certification by clerk's office = \$2.00 charge (extra).
 Duplication of audio/video files to disk = \$5.00 per media type.

Finance

Fee

Insufficient funds for checks/credit cards	\$	35.00
Sewer/Storm Utility account transfer fee	\$	18.00

Municipal Court

Fee

Defensive driving class fee	\$	30.00
Defensive driving class missed class/re-schedule fee -this fee covers direct cost of instructors and supplies	\$	15.00
Bond handling fee (court)	\$	10.00

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Library

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<u>LIRC</u>	
<u>Immigration Legal Services</u>	
Citizenship Application, legal assistance (subject to income limits)	\$100 - \$250
Citizenship Medical Certification for Disability	\$ 100.00
Citizenship Request for Evidence (subject to income limits)	\$50 - \$100
Citizenship Representation by LIRC during the USCIS naturalization interview	\$100, legal clients only
Citizenship Immigration Records	no charge
Green Card Renewal/Replacement	\$ 100.00
Certificate of Citizenship/Certificate of Naturalization	\$ 100.00
Citizenship Travel Document	\$ 100.00
Citizenship Employment Authorization	\$ 100.00
One- time legal consultation, a single legal appointment with no further legal representation	\$ 50.00
<u>Citizenship and English Education</u>	
Citizenship Education - New Students (subject to income limits)	\$40 - \$80
Citizenship Education - Returning Students	\$ 20.00
Citizenship Education - Tutoring (subject to income limits)	\$40 - \$80
ESL - Conversation Groups	no charge
ESL - English as a Second Language	\$ 50.00
ESL - Tutoring	\$ 50.00