

DEPARTMENT/  
FEE DESCRIPTION

2025 proposed new or adjusted fees in red  
2024 fees shown in blue for comparison

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-Resic 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

Application Type	Qualifyer	Public Works Fee	Community Development Fee	Total if both apply	
Subdivision	Administrative Plat	10 acres or more	\$3,250	\$3,250	\$6,500
		Over 1 acre but less than 10 acres	\$2,750	\$2,750	\$5,500
		1 acre or less	\$2,250	\$2,250	\$4,500
		Condominium Plat	\$0	\$250	\$250
	Preliminary Plat	10 acres or more	\$4,500	\$4,500	\$9,000
		Over 1 acre but less than 10 acres	\$3,500	\$3,500	\$7,000
		1 acre or less	\$1,500	\$1,500	\$3,000
	Final Plat	10 acres or more	\$2,500	\$2,500	\$5,000
		Over 1 acre but less than 10 acres	\$2,000	\$2,000	\$4,000
		1 acre or less	\$1,250	\$1,250	\$2,500
	Vacation Plat	Whole plat	\$2,000	\$2,000	\$4,000
		Right-of-Way Only	\$3,500	\$3,500	\$7,000
		Easement	\$500	\$500	\$1,000
Technical Correction	Per Sheet	\$25	\$25	\$50	
Site Plan / Rezoning	Abbreviated Site Plan	Over 1 acre	\$500	\$500	\$1,000
		1 acre or less	\$500	\$500	\$1,000
	Site Plan	10 acres or more	\$7,500	\$7,500	\$15,000
		Over 1 acre but less than 10 acres	\$6,000	\$6,000	\$12,000
		1 acre or less	\$3,500	\$3,500	\$7,000
	Master Development Plan (Conceptual)	10 acres or more	\$3,000	\$3,000	\$6,000
		Over 1 acre but less than 10 acres	\$2,000	\$2,000	\$4,000
		1 acre or less	\$1,000	\$1,000	\$2,000
	Master Development Plan (Detailed)	10 acres or more	\$9,000	\$9,000	\$18,000
		Over 1 acre but less than 10 acres	\$7,500	\$7,500	\$15,000
		1 acre or less	\$5,000	\$5,000	\$10,000
	Minor Plan Amendment		\$150	\$150	\$300
	Major Plan Amendment	10 acres or more	\$2,500	\$2,500	\$5,000
Over 1 acre but less than 10 acres		\$1,250	\$1,250	\$2,500	
1 acre or less		\$500	\$500	\$1,000	
Zoning Certificate		\$0	\$25	\$25	
Rezoning/Zoning Map Amendment		\$0	\$2,500	\$2,500	
Code Text Amendment		\$0	\$0	\$0	

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	Future Land Use and Character Map Amendment		\$0	\$500	\$500
	Pre-application meeting				
		Historic Residential	\$0	\$0	\$0
		Commercial	\$0	\$100	\$100
	Neighborhood meeting			postage + materials	
	Public Hearing Fee			postage + materials + \$100 +refundable sign deposit	
<b>Historic Preservation</b>	Historic District Designation				
		Owner Consent	\$0	\$0	\$0
		No Owner Consent 10 or fewer properties	\$0	\$750	\$750
		No Owner Consent more than 10 properties	\$0	\$1,000	\$1,000
	Landmark Designation				
		Owner Consent	\$0	\$0	\$0
		No Owner Consent	\$0	\$1,500	\$1,500
	Certificate of Appropriateness				
		Board approval administrative	\$0	\$0	\$0
	Certificate of Demolition		\$0	\$500	\$500
	Certificate of Economic Hardship		\$0	\$0	\$0
	Tax Credit Application				
		Projects costing less than \$15,000	\$0	\$250	\$250
		Projects costing \$15,000 to \$50,000	\$0	\$500	\$500
		Projects costing \$50,000 to \$100,000	\$0	\$750	\$750
		Projects costing more than \$100,000	\$0	\$1,000	\$1,000
<b>Variances/Appeals</b>	Variance				
		Not Resulting from a Code Citation	\$275	\$275	\$550
		Resulting from a Code Citation	\$0	\$750	\$750
	Administrative Adjustment				
		Not Resulting from a Code Citation	\$0	\$75	\$75
		Resulting from a Code Citation	\$0	\$250	\$250
	Appeal				
		Administrative Decision	\$0	\$500	\$500
		Public Hearing Decision	\$0	\$750	\$750
<b>Floodplain</b>	Floodplain Development Permit		\$800	\$0	\$800
	Floodplain Certificate of Compliance		\$0	\$0	\$0
	Floodplain Variance		\$0	\$0	\$0
<b>Engineering/Agreements</b>	Grading Permit				
		10 acres or more	\$0	\$0	\$0
		Over 1 acre but less than 10	\$0	\$0	\$0
		1 acre or less	\$0	\$0	\$0
	Construction Plans				
		10 acres or more	\$16,000	\$0	\$16,000
		Over 1 acre but less than 10	\$9,000	\$0	\$9,000
		1 acre or less	\$5,000	\$0	\$5,000
	Subdivision Improvement Agreement				
		New	\$500	\$500	\$1,000
		Amended	\$250	\$250	\$500
	Drainage Report				
		10 acres or more	\$4,000	\$0	\$4,000
		Over 1 acre but less than 10	\$3,000	\$0	\$3,000
		1 acre or less	\$2,000	\$0	\$2,000
	Traffic/Trip Generation Letter		\$500	\$0	\$500
	Traffic Impact Study				
		10 acres or more	\$4,000	\$0	\$4,000
		Over 1 acre but less than 10	\$2,500	\$0	\$2,500
		1 acre or less	\$1,000	\$0	\$1,000
	Access Permit		\$250	\$250	\$500
	Vested Property Rights Agreement		\$0	\$1,500	\$1,500
	Metropolitan District Formation / Service Plan		\$0	\$0	\$0
	Easement/Warantee Deed/Revocable License		\$750	\$0	\$750
<b>Use</b>	Conditional Use Permit				
		With Site Plan	\$0	\$500	\$500
		Without Site Plan	\$0	\$250	\$250
	Temporary Use Permit		\$275	\$275	\$550
	Home Occupation		\$0	\$50	\$50

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Miscellaneous	Wireless Communication Facility	With Conditional Use	\$0	\$2,500	\$2,500
		Eligible Facility Request	\$0	\$1,500	\$0
		Public ROW Small Cell	\$2,500	\$1,000	\$3,500
	Master Licensing Agreement	Addressing	\$500	\$500	\$1,000
		Written Interpretation	\$0	\$25	\$25
		Zoning Verification Letter	\$0	\$25	\$25
	Deannexation / Annexation / Initial Zoning	Simple	\$0	\$25	\$25
		Complex	\$0	\$100	\$100
	Amplified Sound	10 acres or more	\$10,000	\$10,000	\$20,000
		Over 1 acre but less than 10 acres	\$5,000	\$5,000	\$10,000
		1 acre or less	\$2,500	\$2,500	\$5,000
	Commercial	Commercial	\$0	\$75	\$75
		Residential	\$0	\$50	\$50

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					
Prototype			75% of TDC	50% of TDC	
Affordable For-Sale Units	\$ 375,000	\$ 281,250	(20 or more units)	(5-19 units)	\$ 487,500
Affordable Rental Units	\$ 344,224	\$ 258,166			\$ 172,111
			75% of TDC	50% of TDC	
	\$ 394,575	\$ 295,931	(20 or more units)	(5-19 units)	\$ 197,288
	\$ 362,189	\$ 271,642			\$ 181,095

Building Permit Plan Review and Inspection Fees	65% of permit fee
Plan Review	Double the normal review fee
Expedited plan reviews when requested by architect, owner, or builder	
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
Rental property annual license	
3-25 units	per property \$ 75.00
26 or more units	per property \$ 125.00
Special Events	
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	\$ 25.85
\$1 - \$500.00	
\$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

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Public Works

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Permit fee calculation formulas for excavation in the public right-of-way		Units - Only includes portion in R.O.W. (l.f. = linear feet)	Fee Calculation Formula - number
Construction Type - Inspection Fee			
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 (zonina) 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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Storm Drainage Fees (annual)		
	Single family detached structures	Multiple family residential structures, commercial, industrial, public properties, churches and schools
Developed	\$112.96/lot or property \$118.61/lot or property	\$940.87/developed acre of impervious surface and \$236.22/acre for grassed landscaped or cultivated surfaces \$987.91/developed acre of impervious surface and \$246.98/acre
Subdivided, Undeveloped	\$28.23/undeveloped lot \$29.64/undeveloped lot	\$236.22/undeveloped lot \$246.98/undeveloped lot
Un-subdivided, Undeveloped	\$236.22/undeveloped lot \$246.98/undeveloped lot	\$236.22/undeveloped lot \$246.98/undeveloped lot
Vacant and Undisturbed	\$23.64/acre of vacant residential property \$24.72/acre of vacant residential property	\$23.64/acre of vacant residential property \$24.72/acre of vacant residential property

Sanitary Sewer Service Charges (annual)			
<b>Classification A - single-family residential user</b>			
Inside city limits	Inside city limits, within a sanitation district	Outside city limits	Outside city limits, Littleton Interceptor
\$327.06	\$249.22	\$207.84	As determined by applicable municipality or quasi-municipal sanitation district
\$343.40	\$260.63	\$312.73	
<b>Classification B - multiple-family residential user</b>			
Inside city limits	Inside city limits, within a sanitation district	Outside city limits	Outside city limits, Littleton Interceptor
\$277.07	\$210.07	\$253.14	As determined by applicable municipality or quasi-municipal sanitation district
\$291.87	\$221.52	\$265.80	
<b>Classification C - commercial user</b>			
Inside city limits			
Annual water usage volume x \$6.00 per 1,000 gallons = sewer service charge	\$6.30		(minimum annual charge of \$134.74 per user)
Outside city limits			#####
Annual water usage volume x \$3.27 per 1,000 gallons = sewer service charge	\$3.43		(minimum annual charge of \$161.66 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.			
<b>Classification D - Permitted industrial user</b>			
Inside city limits			
(Annual water usage volume x \$6.00 per 1,000 gallons) + SC = sewer service charge	\$6.30		(minimum annual charge of \$134.74 per user)
Outside city limits			#####
(Annual water usage volume x \$3.27 per 1,000 gallons) + SC = sewer service charge	\$3.43		(minimum annual charge of \$161.66 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 x 8.34 ((AOD) x (UCo) + (TSS - 300) x (UCs))			

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The SC formula utilized the following units of measurement:

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

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 \$134.74 per user.  
 \$141.48  
 Outside city limits  
 Annual charge of \$164.66 per user.  
 \$169.74

**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 \$ 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	
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

Communications	Fee
Film Permits	\$ 12.00