



Memorandum

To: Mark Relph, City Manager
From: Jocelyn Mills, Community Development Director
and Keith Reester, Acting Public Works Director
Date: September 11, 2017
Re: 2018 Proposed Increase in Development Review Fees: Planning Fees and Engineering Fees

REQUEST:

The Community Development Department and Public Works Department are requesting Council consider fee increases and the addition of new fees for 2018 for planning applications and associated engineering review costs.

BACKGROUND:

The last overall update to Littleton's planning fees was undertaken in 2011. The Engineering Department has historically not charged anything for its development review services.

PLANNING FEES:

Based on research of other front range communities' planning fees, Staff is proposing the City of Littleton raise its planning fees generally overall by 50 percent over the next three years (17 percent for 2018, 2019 and a 16 percent increase in 2020). City staff will bring proposed increases before Council prior to each subsequent year for review and approval. Raising fees over the next three years will put Littleton's planning fees into about the mid-range of the front range jurisdictions surveyed. Attached is the research used to evaluate the current planning fees in comparison to Littleton's fees.

The attached proposed fee schedule of planning fees outlines Littleton's existing fees and generally a 17 percent increase in fees for 2018, as well as ultimate desired fees by 2020. Please note, fees for Annexations, Sketch Plans, Certificate of Historical Appropriateness (COAs) and Amplified Sound are all currently \$0. The proposal includes new fees for these applications of: \$1,000 for Annexations, \$50 for Sketch Plans, \$50 for COAs, and a \$25 fee for a commercial business to apply for an Amplified Sound permit (it would remain a \$0 fee for residential Amplified Sound permits). The other exception to the 17 percent increase is for applications to establish metro districts. The city's current fee is \$250. This is incredibly low. The proposed fee increase for metro districts is as follows: 1/100 of 1% of the debt listed in the Service Plan. This is more in line with other front range communities, and enables the fee to be based on the complexity and size of a metro district being proposed. Lastly, the recommendation for next year also includes no increase in the Home Occupation application fee of \$25.

Over the last three years, planning fee revenues are averaging approximately \$59,000 annually.

ENGINEERING FEES:

Currently, the Public Works Department does not charge any fees for its Engineering staff to conduct reviews of private development projects. Based on research of other front range communities' engineering fees, Staff is proposing the City of Littleton implement engineering development review fees in 2018. The proposed engineering fees would be phased in over the next three years.

The attached proposed fee schedule of engineering fees outlines Littleton's existing fees and proposed fees for 2018, as well as ultimate desired fees by 2020. Based on a projected case load for 2018, we would anticipate these fees to generate approximately \$42,000 in revenue. City staff will bring proposed changes before Council prior to each subsequent year for review and approval.

Attachments:

- Planning and Engineering Fees proposed for 2018
- For reference:
 - Desired fee schedule by 2020
 - Community Development Fee Research, August 2017
 - Community Development Fee Comparison Spreadsheet, August 2017

**Community Development and Public Works
2018 Proposed Development Review Fees**

<i>Case Type</i>	<i>Current Fee</i>		<i>Proposed Fee (17% increase)</i>		<i>Proposed 2018 Engineering Fee</i>	
Pre-Application/Concept	\$ -		\$ -		\$ -	
Annexation	\$ -		\$ 1,000.00	annexation petition	\$ -	
Initial Zoning	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$585 1ac < 10ac: \$878 10ac < 20ac: \$1,170 20ac+: \$1,755 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
Rezoning	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$585 1ac < 10ac: \$878 10ac < 20ac: \$1,170 20ac+: \$1,755 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
PD Plan / Planned Development Overlay (PDO)	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$585 1ac < 10ac: \$878 10ac < 20ac: \$1,170 20ac+: \$1,755 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
Subdivision Exemption	\$ 750.00	Add. \$100 sheet after	N/A		N/A	
Admin Plat and Replat	\$ 750.00	Add. \$100 sheet after the 1st	\$ 878.00		Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
Preliminary Plat: Major Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$585 1ac < 10ac: \$878 10ac < 20ac: \$1,170 20ac+: \$1,755 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
Preliminary Plat: Minor Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$375 1ac < 10ac: \$562.50 10ac < 20ac: \$750 20ac+: \$1,125 + \$100/add sheet	Varies	Fees for 1st Sheet: <1 ac: \$439 1ac < 10ac: \$658 10ac < 20ac: \$877 20ac+: \$1,316 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
Final Plat: Major Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$585 1ac < 10ac: \$878 10ac < 20ac: \$1,170 20ac+: \$1,755 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet

**Community Development and Public Works
2018 Proposed Development Review Fees**

Case Type	Current Fee		Proposed Fee (17% increase)		Proposed 2018 Engineering Fee	
Final Plat: Minor Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$585 1ac < 10ac: \$878 10ac < 20ac: \$1,170 20ac+: \$1,755 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$417 1ac < 10ac: \$833 10ac < 20ac: \$1,000 20ac+: \$1,333 + \$100 for each additional sheet
SDP/Site Plan: Conceptual	Varies	Fees for 1st Sheet: <10 ac: \$100 10 ac +: 200 + \$50/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$117 10 ac +: 234 + \$50/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$333 10 ac +: \$667 + \$100/add. sheet
SDP/Site Plan: Final	Varies	Fees for 1st Sheet: <10 ac: \$750 10 ac +: 1,000 + \$100/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$878 10 ac +: 1,170 + \$100/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$1,333 10 ac +: \$2,667 + \$100/add. sheet
Sketch Plan	\$ -		\$ 50.00		Varies	Fees for 1st Sheet: <10 ac: \$167 10 ac +: \$333 + \$100/add. sheet
Subdivision Improvements Agreement	N/A		N/A		\$ 500.00	
Conditional Use	Varies	Accessory to single family: \$200 All others = \$750 + \$100/add. sheet	Varies	Accessory to single family: \$234 All others = \$878 + \$100/add. sheet	N/A	
Zoning Variance	\$ 100.00		\$ 117.00		N/A	
Minor Zoning Variance	\$ 25.00		\$ 30.00		N/A	
Appeal	\$ 50.00		\$ 60.00		\$ 60.00	
Certificate of Historic Appropriateness	\$ -		\$ 50.00		N/A	
Vested Rights Permit	\$ 750.00		\$ 878.00		N/A	
Zoning Letter	\$ 50.00	\$50/hour for a customized letter	\$ 60.00	\$50/hour for a customized letter	N/A	
Temporary Use Permits	\$ 100.00		\$ 117.00		N/A	
Amplified Sound	\$ -		Varies	Commercial: \$25 Residential: \$0	N/A	
Home Occupation	\$ 25.00		\$ 25.00		N/A	
Metro District Formation	\$ 250.00		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		N/A		Varies	\$100/gross acre platted
Grading Permit	N/A		N/A		\$ 150.00	
Phase I Drainage Report (includes letter amendments or updates)	N/A		N/A		Varies	<1 ac: \$83 1ac < 10ac: \$133 10ac < 20ac: \$167 20ac+: \$250
Phase II or Phase III Drainage Report (includes letter amendments or updates)	N/A		N/A		Varies	<1 ac: \$83 1ac < 10ac: \$133 10ac < 20ac: \$167 20ac+: \$250
Floodplain use permit	N/A		N/A		\$ 100.00	

**Community Development and Public Works
2018 Proposed Development Review Fees**

<i>Case Type</i>	<i>Current Fee</i>		<i>Proposed Fee (17% increase)</i>		<i>Proposed 2018 Engineering Fee</i>	
Special Exception Permit (floodplain management)	\$ 750.00		\$ 878.00		Varies	<1 ac: \$500 1ac < 10ac: \$833 10ac < 20ac: \$1,167 20ac+: \$2,000
Traffic Impact Study	N/A		N/A		Varies	<1 ac: \$83 1ac < 10ac: \$133 10ac < 20ac: \$167 20ac+: \$250
Traffic Signal	N/A				\$ 500.00	
Construction Plans < 10 sheets	N/A		N/A		Varies	<1 ac: \$250 1ac < 10ac: \$333 10ac < 20ac: \$417 20ac+: \$500
Construction Plans > 10 sheets	N/A		N/A		Varies	<1 ac: \$416 1ac < 10ac: \$500 10ac < 20ac: \$583 20ac+: \$667
Vacation of Right-of-way	N/A		N/A		\$ 250.00	
Vacation of Easement	N/A		N/A		\$ 250.00	
Easements, Warranty Deeds, Revokable Licenses	N/A		N/A		\$ 250.00	
Fees are based on three rounds of review.						
4th review = 50% of initial fees, 5+ review = 25% of initial fees.						

**Community Development and Public Works
Anticipated 2020 Development Review Fees**

<i>Case Type</i>	<i>Current Fee</i>		<i>Proposed Planning Fee (50% increase from 2017)</i>		<i>Proposed Engineering Fee</i>	
Pre-Application/Concept	\$ -		\$ -		\$ -	
Annexation	\$ -		\$ 1,500.00	annexation petition	\$ -	
Initial Zoning	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$750 1ac < 10ac: \$1,125 10ac < 20ac: \$1,500 20ac+: \$2,250 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
Rezoning	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$750 1ac < 10ac: \$1,125 10ac < 20ac: \$1,500 20ac+: \$2,250 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
General PD Plan / Planned Development Overlay (PDO)	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$750 1ac < 10ac: \$1,125 10ac < 20ac: \$1,500 20ac+: \$2,250 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
Subdivision Exemption	\$ 750.00	Add. \$100 sheet after	N/A		N/A	
Admin Plat and Replat	\$ 750.00	Add. \$100 sheet after the 1st	\$ 1,125.00		Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
Preliminary Plat: Major Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$750 1ac < 10ac: \$1,125 10ac < 20ac: \$1,500 20ac+: \$2,250 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
Preliminary Plat: Minor Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$375 1ac < 10ac: \$562.50 10ac < 20ac: \$750 20ac+: \$1,125 + \$100/add sheet	Varies	Fees for 1st Sheet: <1 ac: \$562 1ac < 10ac: \$844 10ac < 20ac: \$1,125 20ac+: \$1,687 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
Final Plat: Major Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$750 1ac < 10ac: \$1,125 10ac < 20ac: \$1,500 20ac+: \$2,250 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet

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Anticipated 2020 Development Review Fees**

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Final Plat: Minor Subdivision	Varies	Fees for 1st Sheet: <1 ac: \$500 1ac < 10ac: \$750 10ac < 20ac: \$1,000 20ac+: \$1,500 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$750 1ac < 10ac: \$1,125 10ac < 20ac: \$1,500 20ac+: \$2,250 + \$100 for each additional sheet	Varies	Fees for 1st Sheet: <1 ac: \$1,250 1ac < 10ac: \$2,500 10ac < 20ac: \$3,000 20ac+: \$4,000 + \$100 for each additional sheet
SDP/Site Plan: Conceptual	Varies	Fees for 1st Sheet: <10 ac: \$100 10 ac +: 200 + \$50/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$150 10 ac +: \$300 + \$50/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$1,000 10 ac +: \$2,000 + \$100/add. sheet
SDP/Site Plan: Final	Varies	Fees for 1st Sheet: <10 ac: \$750 10 ac +: 1,000 + \$100/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$1,125 10 ac +: \$1,500 + \$100/add. sheet	Varies	Fees for 1st Sheet: <10 ac: \$4,000 10 ac +: \$8,000 + \$100/add. sheet
Sketch Plan	\$ -		\$ 75.00		Varies	Fees for 1st Sheet: <10 ac: \$500 10 ac +: \$1,000 + \$100/add. sheet
Subdivision Improvements Agreement	N/A		N/A		\$ 1,500.00	
Conditional Use	Varies	Accessory to single family: \$200 All others = \$750 + \$100/add. sheet	Varies	Accessory to single family: \$234 All others = \$878 + \$100/add. sheet	N/A	
Zoning Variance	\$ 100.00		\$ 150.00		N/A	
Minor Zoning Variance	\$ 25.00		\$ 37.50		N/A	
Appeal	\$ 50.00		\$ 75.00		\$ 75.00	
Certificate of Historic Appropriateness	\$ -		\$ 75.00		N/A	
Vested Rights Permit	\$ 750.00		\$ 1,125.00		N/A	
Zoning Letter	\$ 50.00	\$50/hour for a customized letter	\$ 75.00	\$50/hour for a customized letter	N/A	
Temporary Use Permits	\$ 100.00		\$ 150.00		N/A	
Amplified Sound	\$ -		Varies	Commercial: \$25 Residential: \$0	N/A	
Home Occupation	\$ 25.00		\$ 25.00		N/A	
Metro District Formation	\$ 250.00		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		Varies	\$100/gross acre platted
Grading Permit	\$ -		N/A		\$ 150.00	
Phase I Drainage Report (includes letter amendments or updates)	\$ -		N/A		Varies	<1 ac: \$250 1ac < 10ac: \$400 10ac < 20ac: \$500 20ac+: \$750
Phase II or Phase III Drainage Report (includes letter amendments or updates)	\$ -		N/A		Varies	<1 ac: \$250 1ac < 10ac: \$400 10ac < 20ac: \$500 20ac+: \$750
Floodplain use permit	\$ -		N/A		\$ 100.00	

**Community Development and Public Works
Anticipated 2020 Development Review Fees**

<i>Case Type</i>	<i>Current Fee</i>		<i>Proposed Planning Fee (50% increase from 2017)</i>		<i>Proposed Engineering Fee</i>	
Special Exception Permit (floodplain management)	\$ 750.00		\$ 1,125.00		Varies	<1 ac: \$1,500 1ac < 10ac: \$2,500 10ac < 20ac: \$3,500 20ac+: \$6,000
Traffic Impact Study	\$ -		N/A		Varies	<1 ac: \$250 1ac < 10ac: \$400 10ac < 20ac: \$500 20ac+: \$750
Traffic Signal	\$ -				\$ 500.00	
Construction Plans < 10 sheets	\$ -		N/A		Varies	<1 ac: \$750 1ac < 10ac: \$1,000 10ac < 20ac: \$1,250 20ac+: \$1,500
Construction Plans > 10 sheets	\$ -		N/A		Varies	<1 ac: \$1,250 1ac < 10ac: \$1,500 10ac < 20ac: \$1,750 20ac+: \$2,000
Vacation of Right-of-way	\$ -		N/A		\$ 250.00	
Vacation of Easement	\$ -		N/A		\$ 250.00	
Easements, Warranty Deeds, Revokable Licenses	\$ -		N/A		\$ 250.00	
Fees are based on three rounds of review.						
4th review = 50% of initial fees, 5+ review = 25% of initial fees.						



Community Development Department
Development Application Fees Research

August 2017

Prepared by:



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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

		\$4000 (\$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

<i>Major Subdivision</i>				
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 \$4000 (\$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	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$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	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2nd Sht = \$750 Ea. Add. Sht: \$550				2nd Sht = \$750 Ea. Add. Sht: \$550	Ea. Add. Sht: \$550	Ea. Add. Sht: \$550	\$ -	\$ -	\$ -	\$ -	\$100 for custom	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$0 <1 hr, \$30/hour if 1+ hours	\$ -	\$ -	\$ -	\$ -	\$ -	
Douglas County	Fee	\$ -	\$ 1,500.00	\$ -				\$ 700.00		2,600.00	Varies	\$ 700.00	Varies		\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,500 \$9,500 consultant review fee, \$500 clerk and recorder fee	Add. Planning Review Fee (\$3,500) and Consultant Review (\$9,500)
	Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$260 for administrative			1-10 Lots = \$750 11-50 Lots = \$70/lot 51-500 Lots = \$3,500 + \$15/lot 501+ Lots = \$11,000 + \$3/lot	Combined Prelim/Final: 1-500 lots = \$2,000 501+ lots = \$1,000 + \$2/lot	Nonresidential = \$1,550 Residential = \$1,550 + \$75/building	0-40 ac = \$1,200 41-100ac = \$30/ac 101+ ac = \$3,030 + \$15/ac											
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Admin: \$750 BOCC Hearing: \$900 (Minor Adjustment)		Plus \$50/lot over 3	Plus \$50/lot over 3	Add. \$100/residential unit		Admin. Exception: \$225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Lot Line Adj./Vac: \$200 Plat Correction: \$150			4 or fewer lots = \$500 10ac or 5-50 lots = \$1,000 >50 lots = \$2,000	Under >10ac or	<10 ac = \$2,500 10+ ac = \$4,000	Admin = \$250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Town of Parker	Fee	\$ -	\$ -	\$ 400.00	\$ -			\$ 350.00		\$ 500.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 200.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Deposit		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Residential: \$350 base fee + \$99 ac = \$10/ac, 11-320 ac = \$15/ac, 321+ ac = \$20/ac Nonres.: \$400 base fee + \$75/ac	\$400 base fee + \$99 ac = \$10/ac, 11-320 ac = \$15/ac, 321+ ac = \$20/ac Non-Residential: \$30/ac	Residential: \$10/lot or unit Non-Residential: \$30/lot or unit Sketch Plan = \$400 + \$25/ac	Residential: Add. \$10/lot or unit Non-Residential: \$30/ac	Residential: Add. \$10/du Non-Residential: \$50/acr													