



City of Castle Pines
2023 Fee Schedule

CITY CLERK	
Records Request Fees	
Staff Research and Retrieval Time	First hour free, then \$33.50 per hour
Copies: 8 1/2 x 11 in.	\$0.29 per page
Copies: 11 x 17 in.	\$0.58 per page
Records on Flash Drive	\$29.00 per flash drive needed
Recordation Fees	
First Page	\$15.00
Each Additional Page	\$5.75 per page
Documents larger than 8.5 x 11: First Page	\$15.00
Documents larger than 8.5 x 11: Additional Pages	\$11.50 per page
Land Survey Plats: First Page	\$23.00
Land Survey Plats: Additional Pages	\$11.50 per page
Licenses	
Tobacco Retailer License	\$57.75 annually
City Liquor License Fees (State Fees Also Apply)	
Application Fees	
New License Application Fee (plus license fee)	\$865.00
New License Application Fee with Concurrent Review (plus license fee)	\$865.00
Application Fee for Transfer of Ownership (plus license fee)	\$750.00
Application Fee for Additional Liquor-Licensed Drugstore	\$865.00
Application Fee for Additional Liquor-Licensed Drugstore w/Concurrent Review	\$865.00
Late Renewal Fee (not more than 90 days of license expiration date)	\$500.00
Application Reissue Fee (more than 90 days, but <180 days of expiration date)	\$500.00
Application Reissue Fine (more than 90 days, but <180 days of expiration date)	\$25.00 per day past 90 day expiration date
Change of Location	\$575.00
Corporate/LLC Change(s) per person	\$100.00
Manager Registration	\$75.00
Annual Renewal Application Fee (plus license fee)	\$100.00
Annual Art Gallery Fee	\$100.00
License Fees	
Art License	\$41.25
Beer & Wine	\$48.75
Brew Pub	\$75.00
Club	\$41.25
Distillery Pub	\$75.00
Hotel & Restaurant	\$75.00
With One Optional Premises	\$75.00
Resort Complex	\$75.00
Campus Liquor Complex	\$75.00
Related Facility-Resort Complex	\$15.00
Related Facility-Campus Liquor Complex	\$15.00
Mini Bar Permit	\$48.75
Liquor-Licensed Drugstore	\$22.50
Lodging & Entertainment	\$75.00
Optional Premises	\$75.00
Racetrack	\$75.00
Retail Gaming Tavern	\$75.00
Retail Liquor Store	\$22.50
Tavern	\$75.00
Vintner's Restaurant	\$75.00



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CITY CLERK (cont.)	
Fermented Malt Beverage On Premises	\$3.75
Fermented Malt Beverage Off Premises	\$3.75
Art Gallery Permit	\$3.75
Bed & Breakfast Permit	\$3.75
Each Resort-Complex-Related Facility Permit	\$15.00
Special Event Liquor Permit	
Malt, Vinous, and Spirituous Liquor	\$25.00 per day
Fermented Malt Beverage (3.2% Beer)	\$10.00 per day
Tastings Permit	\$40.00
Special Event Permit	
Application Fee	\$105.00
Required Clean-up Deposit	\$540.00
Park Fees	
Pavilion Deposit	\$100.00 per pavilion
Permit Change Fee (change of date or time for a permit already issued)	\$11.50 per occurrence
Elk Ridge Small Pavilion Rental (Pavilion #2 or Pavilion #3)	
Resident	\$17.00 per hour
Non-Resident	\$34.00 per hour
Elk Ridge Large Pavilion Rental (Pavilion #1)	
Resident	\$23.00 per hour
Non-Resident	\$46.00 per hour
Coyote Ridge Pavilion Rental (Pavilions A, B, C)	
Resident	\$25.00 per hour
Non-Resident	\$50.00 per hour
Elk Ridge Turf Field Rental	
Half Field	\$23.00 per hour
Full Field	\$46.00 per hour
Non-Resident Team Participant	\$11.50 per person per season
Turf Field Clean Up Fee (assessed when trash/water bottles left on field)	\$58.00 per occurrence
Baseball Field Rental	
Resident	\$25.00 per hour
Non-Resident	\$35.00 per hour
Multi-purpose Field Rental	
Resident - Full Field	\$25.00 per hour
Non-Resident - Full Field	\$35.00 per hour
Resident - Half Field	\$12.50 per hour
Non-Resident - Half Field	\$17.50 per hour
Other Fees	
Certification of Documents	\$6.00 per document
Certification of Transcript	\$6.00 + \$1.00 per page
Copies: 8 1/2 x 11 in.	\$0.29 per page
Copies: 11 x 17 in.	\$0.58 per page

MUNICIPAL COURT	
Bench Warrant	\$50.00 + costs incurred
Court Costs	\$35.00
Jury Trial	\$50.00
Mileage	Rate set by Municipal Judge
Court Cost Surcharge	\$10.00
Probationary or other services	\$20.00 per month
Jail Costs	Actual per day cost charged to the City
Late Fee/Time Payment Fee	\$25.00
Stay of Execution	\$25.00
Delinquent Payment Collections Fee	added 25% of Citation
Default on Outstanding Judgements and Warrants	\$30.00
Appeal to the Douglas County District Court	
Transcript deposit for trial	\$150.00
Trial by jury	\$200.00



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FINANCE	
Insufficient Check Fee	\$29.00
Credit Card Fee	2.95% of transaction
Business License	\$25.00 biennially
Late Penalty: Paid between January 1 and January 31	\$10.00
Late Penalty: Paid between February 1 and February 28	\$20.00
Late Penalty: Paid after March 1	\$30.00
Administrative Fee for Filing Sales Tax Return on Paper	\$25.00

BUILDING	
Contractor Licenses	
Class A: Contractor	\$125.00 annually
Class B: General Contractor	\$125.00 annually
Class C: Basement/Remodels	\$125.00 annually
Class D-1: Roofing Contractor	\$75.00 annually
Class D-2: Single Trade Contractor	\$50.00 annually
Class E: Electrical	\$0.00
Class F: Plumbing	\$50.00 annually
Class G: Mechanical/HVAC	\$75.00 annually
Class H: Asphalt Paving Contractor	\$75.00 annually
Class I: Concrete and Form	\$75.00 annually
Class J: Demolition	\$75.00 annually
Class K: Excavating	\$75.00 annually
Class L: Utility Contractor	\$75.00 annually
Building Permit Fees	
\$1.00 to \$500.00	\$42.00
\$501.00 to \$2,000.00	\$42.00 for the first \$500.00 plus \$5.45 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$123.75 for the first \$2,000.00 plus \$25.00 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$698.75 for the first \$25,000.00 plus \$18.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$1,148.75 for the first \$50,000.00 plus \$12.45 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,771.25 for the first \$100,000.00 plus \$9.95 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$5,751.25 for the first \$500,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00
\$1,000,001.00 and up	\$9,976.25 for the first \$1,000,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof



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BUILDING (cont.)	
Electrical Permit Fees	As outlined by State Statute
Other Building Fees	
Plan Review Fee	65% of total building permit fee
Site Specific Review Based on Master Plan	10% of total building permit fee
Inspections outside normal business hours	\$65.00 per hour
Reinspection Fees	\$65.00 per hour
Inspections where no fee is specifically indicated (minimum 1/2 hour)	\$65.00 per hour
Additional plan review required by changes, additions or revisions	\$65.00 per hour

PUBLIC WORKS	
Right-of-Way Permits	
Engineering Review	Actual Cost of Engineering Review plus 10%
Inspection or Reinspection Fee	Actual Cost of Inspection plus 10%
Initial and/or Final Acceptance Inspections for Public Improvements	\$87.00/hour per inspector
Temporary Dumpster Placement - initial 90 days	\$345.00
Temporary Dumpster Placement - 30 day extension	\$170.00
Construction	
Access Permit	\$95.00
Temporary Access Permit	\$104.00
Base Fee STO/SAN/WAT/PHO/FO/Trench Drain/TV/GAS/ELEC/CONDUIT	\$80.00
Pipe/cable 0.5"-8"	\$0.29 LF
Pipe/cable 8.25"-16"	\$0.40 LF
Pipe/cable 16.25"-24"	\$0.64 LF
Pipe/cable 25"-42"	\$1.04 LF
Pipe/cable 43" and larger	\$1.33 LF
Street Cut	
Gravel	
GESC Compliance (applicable to any street cut or disturbance > 36 LF)	\$173.00 each
Boring/jacking/tunneling	\$104.00 each
Street/Road Construction	
Base Fee (subgrade/base course/surface)	\$115.00 each
Pavement Design Review	\$315.00
Subgrade per square yard	\$0.17 SY
Base course per square yard	\$0.17 SY
Surface per square yard	\$0.17 SY
Cross Pans	
First Cross Pan	\$75.00
Additional Cross Pans	\$40.00
Sidewalk/Curb & Gutter/Handicap Ramp	
Base Fee	\$75.00
Curb & Gutter Without Sidewalk	\$0.20 LF
Sidewalk With Integral Curb & Gutter	\$0.30 LF
Sidewalk Without Curb & Gutter	\$0.20 LF
Sidewalk Chase Drain (no base fee)	\$170.00
Handicap Ramp (no base fee)	\$63.00
Sidewalk Closure	\$211.00
Valley Pan or Trickle Channel	
Base Fee	\$69.00
Valley Pan	\$0.17 LF
Concrete Trickle Channel	\$0.24 LF
Pipe Culvert or Precast Box	
Base Fee	\$80.00
36" or smaller	\$80.00
> 36"	\$1.21 LF plus Base Fee



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PUBLIC WORKS (cont.)	
Cast-in-Lace Storm Sewer Vaults/Inlets or Junction Boxes	
6' or smaller	\$104.00
> 10 Square Yards	
Rip-Rap Erosion Protection	
Base Fee	\$80.00
Rip-Rap Plus Cubic Yard	\$0.29 CY
Rip-Rap Plus Tonnage	\$0.24 per ton
Fore Bay	\$0.17 sq yd
Micro Pool	\$69.00
Vehicle Tracting Control Pad	\$69.00
VTC With Wheel Wash	\$104.00
Miscellaneous	
Utility Handhole/Pull Box	\$50.00 each
Manhole	\$75.00 each
Bridge/Cast-In-Lace Box Culvert	\$670.00 each
Traffic Sign	
Traffic Control	\$250.00 per week
Traffic Control Review	\$170.00 per hour
Minimum Permit Fee	\$270.00
Subsequent Permits After 60 Days	\$270.00 + item cost
Reinstatement Fee After Stop Work Order	\$800.00 minimum
Working Without City-Issued Permit	\$800.00 minimum
GESC Permits	
Permit Fee	\$330.00 plus \$34.00 per acre of disturbance
Low Impact GESC Permit Fee plus Engineering Review	\$335.00
Renewal of Permit	\$135.00
Transfer of Permit	\$135.00
Working Without City-Issued Permit	3x the permit fee
Re-Inspection Fee	\$105.00 per inspection
GESC Modification	\$300.00 plus \$34.00 per acre of disturbance
Engineering Review	Actual Cost of Engineering Review plus 10%
Annual Inspection Fee	\$1,600.00
Stormwater Management Fees	
Single Family Attached or Detached Unit - annual fee	\$105 per year
Multifamily/Commercial Property - annual fee	\$105 per every 4,000 square feet of impervious area on the property



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COMMUNITY DEVELOPMENT	
Zoning Verification Letter	\$50.00
Digitization - 2' x 3' Color Mylar	\$12.00 per sheet
Digitization - 2' x 3' Black and White Mylar	\$6.00 per sheet
Development Review Fees	
Non-Residential	\$5,425.00
Residential	\$5,425 plus \$140 per building
Major Revision	\$5,425 plus \$140 per building
Minor Revision	\$1,730.00
Minor Modification	\$1,730.00
Approval Extension	\$87.00
Use By Special Review	
Residential	\$1,385.00
0-40 acres	\$5,400.00
41-100 acres	\$5,400.00 plus \$35.00 per acre
101+ acres	\$8,900.00 plus \$17.00 per acre
Multi-Family	Base Fee plus \$75.00 per building
Administrative Amendment - No Plan Required	\$315.00
Administrative Amendment - Plan Required	\$810.00
Administrative Horse Boarding	\$190.00
Landfill/Mining	
0-42 acres	\$2,190.00
43-100 acres	\$2,190.00 plus \$52.00 per acre
101-320 acres	\$7,390.00 plus \$46.00 per acre
321-640 acres	\$22,110.00 plus \$34.00 per acre
641-1000 acres	\$43,870.00 plus \$29.00 per acre
1001+ acres	\$72,870.00 plus \$23.00 per acre
Landfill Mining Amendment	\$900.00
Exemption/Borrow Site	\$900.00
Rezoning	
Planned Development	
0-20 acres	\$5,630.00
21-40 acres	\$5,630.00 plus \$57.00 per acre
41-160 acres	\$7,910.00 plus \$57.00 per acre
161-350 acres	\$17,070.00 plus \$57.00 per acre
351+ acres	\$37,180.00 plus \$23.00 per acre
Administrative Amendment	\$375.00
Major Amendment	\$2,620.00
Waiver	\$400.00
All Other Zone Districts	
0-10 acres	\$3,465.00
11-40 acres	\$3,465.00 plus \$57.00 per acre
41-160 acres	\$5,745.00 plus \$57.00 per acre
161-350 acres	\$14,865.00 plus \$57.00 per acre
351+ acres	\$34,815.00 plus \$23.00 per acre
Service Plan	
Application Fee	\$1,730.00
Planning Review Fee	\$4,040.00
Consultant Review (as required)	\$3,460.00
Plan Amendments	\$1,730.00
Clerk & Recorder Fee for New	Set by State Statute
Clerk & Recorder Fee for Amendment	Set by State Statute



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COMMUNITY DEVELOPMENT (cont.)	
Subdivision	
Sketch Plan	
1-10 lots	\$1,440.00
11-50 lots	\$1,440.00 plus \$115.00 per lot
51-500 lots	\$7,190.00 plus \$17.00 per lot
501+ lots	\$15,690.00 plus \$3.40 per lot
Preliminary Plan	
1-500 lots	\$2,600.00
501-2000 lots	\$2,600.00 plus \$5.80 per lot
2001+ lots	\$14,200.00 plus \$1.15 per lot
Combined Preliminary/Final	
1-500 lots	\$4,040.00
500+ lots	\$4,040.00 plus \$2.25 per lot
Final Plat/Replat - Non-Administrative	\$1,600.00
Replat/Lot Line Vacation/Ratification-Adm/Building Envelope Adjustment	\$400.00
Road Vacation/Plat Vacation	\$2,300.00
Minor Development	\$3,000.00
SB 35 Exemption	\$1,150.00
Plat Correction	\$450.00
Time Extension	
Sketch/Preliminary	\$170.00
Recordation	\$86.00
Assessor Mapping Fee	\$115.00 plus \$10.00 per lot affected
Development Agreement/Vested Property Rights	\$1,150.00
Location & Extent	\$2,300.00
Master Plan Amendment	\$1,600.00
Seasonal Use Permit	\$170.00
Variance Appeal	\$430.00
Zoning Code Amendment	\$460.00
Zoning Review for Building Permit	\$58.00
1041	
Review	\$785.00
Waiver	\$450.00
Sign Permit	\$57.00 plus \$1.00 per square foot
Home Occupation - Class 2 Permit	\$92.00
Estate Sale Permit	\$57.00
Zoning Code Enforcement Violations	Not to exceed \$115.00 per violation
Engineering Fees	
Zoning	
< 5 acres	\$8,250.00
≥ 5 acres and < 25 acres	\$12,575.00
≥ 25 acres	\$16,900.00
Sketch Plan	
< 5 acres	\$3,175.00
≥ 5 acres and < 25 acres	\$6,350.00
≥ 25 acres	\$9,530.00
Preliminary Plan	
< 5 acres	\$3,175.00
≥ 5 acres and < 25 acres	\$6,350.00
≥ 25 acres	\$9,530.00
Final Plat +	
< 5 acres	\$5,870.00
≥ 5 acres and < 25 acres	\$6,800.00
≥ 25 acres	\$8,800.00



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COMMUNITY DEVELOPMENT (cont.)	
Minor Development Plan	
< 5 acres	\$6,350.00
≥ 5 acres and < 25 acres	\$7,370.00
≥ 25 acres	\$9,530.00
Site Improvement Plan Non-Residential & Major Revisions to Site Plan	
< 5 acres	\$3,810.00
≥ 5 acres and < 25 acres	\$6,990.00
≥ 25 acres	\$12,070.00
Site Improvement Plan Non-Residential Pad Site (part of a larger approved SIP)	\$1,900.00
Site Plan Residential & Major Revisions to Site Plan	
< 5 acres	\$3,810.00
≥ 5 acres and < 25 acres	\$6,990.00
≥ 25 acres	\$12,070.00
Use by Special Review	
< 5 acres	\$3,810.00
≥ 5 acres and < 25 acres	\$6,990.00
≥ 25 acres	\$12,070.00
Planned Development Administrative Amendment	
Replat/Lot Line (Administrative Amendment)	\$500.00
Site Improvement Plan Minor Revision	\$380.00
Site Improvement Plan Minor Modification	\$500.00
Service Plan (Special District)	\$250.00
Right-of-Way Dedication (Public)	\$810.00
Right-of-Way Vacation	\$250.00
Minor Adjustment to Existing Right-of-Way	\$3,050.00
Dedication of Drainage Easement	\$250.00
Vacation of Access or Drainage Easements	\$250.00
Vacation of Other Easements (may be used for access or drainage easements if part of a larger project)	\$1,270.00
SB35 Exemption	\$500.00
Location and Extent	\$1,520.00
Rural Site Improvement Plan	\$1,270.00
Minimum Review Fee	\$2,540.00
Construction Plan Reviews	\$350.00
Street/Storm Construction Plans	
< 5 acres	\$2,030.00
≥ 5 acres and < 25 acres	\$2,540.00
≥ 25 acres	\$3,050.00
District Roadway Construction Plan Review	\$890.00 plus 66(Y) 1/2
District Storm Sewer Plan Review	\$880.00 plus 83(Y) 1/2
Roadway Construction Plans for 35-acre Development or other private roads outside the rural SIP process or platting process	\$630.00
Separate Signage and Striping Plan (only if not part of an overall construction plan set)	\$250.00 per sheet
Traffic Signal Plans	\$1,010.00 per intersection
Utility Construction Plan Review (gas, electric, telephone, cable TV, water & sewer for submittals greater than 1,000 LF)	\$570.00
Grading, Erosion and Sediment Control Plan	\$315.00 plus \$34.00 per acre of disturbance
Temporary Batch Plan / GESC Plan	\$315.00 plus \$34.00 per acre of disturbance
Landscape Plans	\$440.00 plus 66(Y) 1/2
Regional Detention Pond Construction Plan	\$635.00 plus 44(X) 1/2
Regional Water Quality Facilities Construction Plan	\$500.00



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COMMUNITY DEVELOPMENT (cont.)	
Other Review Services	
Floodplain Modification Study	
Minor	\$1,010.00
Major	\$2,030.00
Floodplain Development Permit	\$125.00
Pavement Design Report, including minor construction plans and/or revisions	\$315.00
Phase I Drainage Report	
< 5 acres	\$425.00
≥ 5 acres and < 25 acres	\$715.00
≥ 25 acres	\$850.00
Phase II or Phase III Drainage Report	
< 5 acres	\$850.00
≥ 5 acres and < 25 acres	\$1,425.00
≥ 25 acres	\$1,710.00
Traffic Impact Study	
Rezoning, Sketch Plan or Preliminary Plan	\$2,540.00
Updated Report to Original for Sketch or Preliminary	\$1,270.00
Final Plat/MDP/PDP	\$635.00
Site Improvement Plan	\$635.00
Use by Special Review	\$1,905.00
Signal Warrant Study	250
Variance Request	\$250.00
Notice of Change to the Approved Plan - Minor Revision	\$250.00
Notice of Change to the Approved Plan - Major Revision	\$635.00
Alternative Roadway Standards for Public Roads	\$3,175.00
Revision to Alternative Roadway Standards	\$635.00
Private Roadway Standards (not for Rural Site Plans or 35 acre developments)	\$1,270.00
Revision to Private Roadway Standards	\$250.00
License Agreement	\$250.00
Intergovernmental Agreement (Special Districts)	\$1,270.00
Modification to Standard City Agreements	\$635.00