



2024 Fee Schedule

CITY CLERK	2024
Records Request Fees	
Staff Research and Retrieval Time	First hour free, then \$33.50 per hour
Copies: 8 1/2 x 11 in.	\$0.30 per page
Copies: 11 x 17 in.	\$0.61 per page
Records on Flash Drive	\$30.00 per flash drive needed
Recordation Fees	
First Page	\$16.00
Each Additional Page	\$6.00 per page
Documents larger than 8.5 x 11: First Page	\$16.00
Documents larger than 8.5 x 11: Additional Pages	\$12.00 per page
Land Survey Plats: First Page	\$24.00
Land Survey Plats: Additional Pages	\$12.00 per page
Licenses	
Tobacco Retailer License	\$60.50 annually
City Liquor License Fees (State Fees Also Apply)	
Application Fees	
New License Application Fee (plus license fee)	\$900.00
New License Application Fee with Concurrent Review	\$900.00
Application Fee for Transfer of Ownership (plus license	\$750.00
Application Fee for Additional Liquor-Licensed Drugstore	\$900.00
Application Fee for Additional Liquor-Licensed Drugstore	\$900.00
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	\$600.00
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



2024 Fee Schedule

CITY CLERK (cont.)	
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
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	\$42.00
Special Event Permit	
Application Fee	\$110.00
Required Clean-up Deposit	\$565.00



2024 Fee Schedule

CITY CLERK (cont.)	
Park Fees	
Pavilion Deposit	\$100.00 per pavilion
Community Room Deposit	\$300.00 per rental
Permit Change Fee (change of date or time for a permit already issued)	\$12.00 per occurrence
Field Clean Up Fee (assessed when trash/water bottles left on field)	\$60.00 per occurrence
Elk Ridge Small Pavilion Rental (Pavilion #2 or Pavilion #3)	
Resident	\$18.00 per hour
Non-Resident	\$36.00 per hour
Elk Ridge Large Pavilion Rental (Pavilion #1)	
Resident	\$24.00 per hour
Non-Resident	\$48.00 per hour
Coyote Ridge Pavilion Rental (Pavilions A, B, C)	
Resident	\$18.00 per hour
Non-Resident	\$36.00 per hour
Turf and Multi-Purpose Field Rental	
Half Field	\$24.00 per hour
Full Field	\$48.00 per hour
Community Room Rental	
Resident Private Party	\$165.00 for 4 hours
Resident Private Party more than 4 hours	\$41.25 per hour in excess of 4 hours
Non-Resident Private Party	\$400.00 for 4 hours
Non-Resident Private Party more than 4 hours	\$100.00 per hour in excess of 4 hours
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.	\$0.30 per page
Copies: 11 x 17 in.	\$0.61 per page



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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

FINANCE	
Insufficient Check Fee	\$30.00
Credit Card Fee	2.95% of transaction
Business License	\$0.00
Late Penalty: Paid between Jan. 1 and Jan. 31	\$10.00
Late Penalty: Paid between Feb. 1 and Feb. 28	\$20.00
Late Penalty: Paid after March 1	\$30.00
Admin Fee for Filing Sales Tax Return on Paper	\$25.00



2024 Fee Schedule

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 \$100,000.00
\$500,001.00 to \$1,000,000.00	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



2024 Fee Schedule

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	\$90.00/hour per inspector
Temporary Dumpster Placement - initial 90 days	\$360.00
Temporary Dumpster Placement - 30 day extension	\$180.00
Temporary Storage Pod Placement - initial 30 days	\$180.00
Temporary Storage Pod Placement - 30 day extension	\$90.00
Construction	
Access Permit	\$100.00
Temporary Access Permit	\$109.00
Base Fee STO/SAN/WAT/PHO/FO/Trench Drain/TV/GAS/ELEC/CONDUIT	\$85.00
Pipe/cable 0.5"-8"	\$0.30 LF
Pipe/cable 8.25"-16"	\$0.42 LF
Pipe/cable 16.25"-24"	\$0.67 LF
Pipe/cable 25"-42"	\$1.09 LF
Pipe/cable 43" and larger	\$1.39 LF
Street Cut	
Paved Road	\$8.00 SF
GESC Compliance (applicable to any street cut or disturbance > 36 LF)	\$181.00 each
Boring/jacking/tunneling	\$109.00 each
Street/Road Construction	
Base Fee (subgrade/base course/surface)	\$120.00 each
Pavement Design Review	\$330.00



2024 Fee Schedule

PUBLIC WORKS (cont.)	
Subgrade per square yard	\$0.18 SY
Base course per square yard	\$0.18 SY
Surface per square yard	\$0.18 SY
Cross Pans	
First Cross Pan	\$79.00
Additional Cross Pans	\$42.00
Sidewalk/Curb & Gutter/Handicap Ramp	
Base Fee	\$79.00
Curb & Gutter Without Sidewalk	\$0.21 LF
Sidewalk With Integral Curb & Gutter	\$0.31 LF
Sidewalk Without Curb & Gutter	\$0.21 LF
Sidewalk Chase Drain (no base fee)	\$178.00
Handicap Ramp (no base fee)	\$67.00
Sidewalk Closure	\$221.00
Valley Pan or Trickle Channel	
Base Fee	\$73.00
Valley Pan	\$0.18 LF
Concrete Trickle Channel	\$0.25 LF
Pipe Culvert or Precast Box	
Base Fee	\$85.00
36" or smaller	\$85.00
> 36"	\$1.27 LF plus Base Fee
Cast-in-Lace Storm Sewer Vaults/Inlets or Junction Boxes	
6' or smaller	\$104.00
6' or larger	\$202.00 each
Rip-Rap Erosion Protection	
Base Fee	\$85.00
Rip-Rap Plus Cubic Yard	\$0.30 CY
Rip-Rap Plus Tonnage	\$0.25 per ton
Fore Bay	\$0.18 sq yd
Micro Pool	\$73.00
Vehicle Tracting Control Pad	\$73.00
VTC With Wheel Wash	\$109.00
Miscellaneous	
Utility Handhole/Pull Box	\$54.00 each
Manhole	\$79.00 each
Bridge/Cast-In-Lace Box Culvert	\$670.00 each
Traffic Control	\$265.00 per week
Traffic Control Review	\$178.00 per hour
Minimum Permit Fee	\$285.00
Subsequent Permits After 60 Days	\$285.00 + item cost



2024 Fee Schedule

PUBLIC WORKS (cont.)	
Reinstatement Fee After Stop Work Order	\$840.00 minimum
Working Without City-Issued Permit	\$840.00 minimum
GESC Permits	
Permit Fee	\$350.00 plus \$35.00 per acre of disturbance
Low Impact GESC Permit Fee plus Engineering Review	\$350.00
Renewal of Permit	\$145.00
Transfer of Permit	\$145.00
Working Without City-Issued Permit	3x the permit fee
Re-Inspection Fee	\$110.00 per inspection
GESC Modification	\$315.00 plus \$35.00 per acre of disturbance
Engineering Review	Actual Cost of Engineering Review plus 10%
Annual Inspection Fee	\$1,675.00
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
Late Fee	\$25.00

COMMUNITY DEVELOPMENT	
Zoning Verification Letter	\$53.00
Digitization - 2' x 3' Color Mylar	\$12.50 per sheet
Digitization - 2' x 3' Black and White Mylar	\$6.30 per sheet
Development Review Fees	
Non-Residential	\$5,685.00
Residential	\$5,685 plus \$145 per building
Major Revision	\$5,685 plus \$145 per building
Minor Revision	\$1,815.00
Minor Modification	\$1,815.00
Approval Extension	\$91.00
Use By Special Review	
Residential	\$1,450.00
0-40 acres	\$5,685.00
41-100 acres	\$5,650.00 plus \$36.00 per acre
101+ acres	\$9,320.00 plus \$18.00 per acre
Multi-Family	Base Fee plus \$79.00 per building



2024 Fee Schedule

COMMUNITY DEVELOPMENT (cont.)	
Administrative Amendment - No Plan Required	\$330.00
Administrative Amendment - Plan Required	\$850.00
Administrative Horse Boarding	\$200.00
Landfill/Mining	
0-42 acres	\$2,300.00
43-100 acres	\$2,300.00 plus \$54.00 per acre
101-320 acres	\$7,700.00 plus \$48.00 per acre
321-640 acres	\$23,060.00 plus \$36.00 per acre
641-1000 acres	\$46,100.00 plus \$30.00 per acre
1001+ acres	\$76,100.00 plus \$24.00 per acre
Landfill Mining Amendment	\$940.00
Exemption/Borrow Site	\$940.00
Rezoning	
Planned Development	
0-20 acres	\$5,900.00
21-40 acres	\$5,900.00 plus \$60.00 per acre
41-160 acres	\$8,300.00 plus \$60.00 per acre
161-350 acres	\$17,900.00 plus \$60.00 per acre
351+ acres	\$38,900.00 plus \$24.00 per acre
Administrative Amendment	\$390.00
Major Amendment	\$2,745.00
Waiver	\$420.00
All Other Zone Districts	
0-10 acres	\$3,629.00
11-40 acres	\$3,629.00 plus \$60.00 per acre
41-160 acres	\$6,029.00 plus \$60.00 per acre
161-350 acres	\$15,629.00 plus \$60.00 per acre
351+ acres	\$36,629.00 plus \$24.00 per acre
Service Plan	
Application Fee	\$1,814.00
Planning Review Fee	\$4,230.00
Consultant Review (as required)	\$3,625.00
Plan Amendments	\$1,810.00
Clerk & Recorder Fee for New	Set by State Statute
Clerk & Recorder Fee for Amendment	Set by State Statute
Subdivision	
Sketch Plan	
1-10 lots	\$1,510.00
11-50 lots	\$1,510.00 plus \$121.00 per lot
51-500 lots	\$7,560.00 plus \$18.00 per lot
501+ lots	\$16,560.00 plus \$3.60 per lot



2024 Fee Schedule

COMMUNITY DEVELOPMENT (cont.)	
Preliminary Plan	
1-500 lots	\$2,720.00
501-2000 lots	\$2,720.00 plus \$6.00 per lot
2001+ lots	\$14,720.00 plus \$1.20 per lot
Combined Preliminary/Final	
1-500 lots	\$4,230.00
500+ lots	\$4,230.00 plus \$2.35 per lot
Final Plat/Replat - Non-Administrative	\$1,690.00
Replat/Lot Line Vacation/Ratification-Adm/Building Envelope Adjustment	\$420.00
Road Vacation/Plat Vacation	\$2,410.00
Minor Development	\$3,140.00
SB 35 Exemption	\$1,210.00
Plat Correction	\$470.00
Time Extension	
Sketch/Preliminary	\$180.00
Recordation	\$91.00
Assessor Mapping Fee	\$120.00 plus \$10.00 per lot affected
Development Agreement/Vested Property Rights	\$1,210.00
Location & Extent	\$2,410.00
Master Plan Amendment	\$1,700.00
Seasonal Use Permit	\$180.00
Variance Appeal	\$450.00
Zoning Code Amendment	\$480.00
Zoning Review for Building Permit	\$60.00
1041	
Review	\$820.00
Waiver	\$470.00
Sign Permit	\$60.00 plus \$1.00 per square foot
Home Occupation - Class 2 Permit	\$97.00
Estate Sale Permit	\$60.00
Zoning Code Enforcement Violations	Not to exceed \$120.00 per violation
Engineering Fees	
Zoning	
< 5 acres	\$8,645.00
≥ 5 acres and < 25 acres	\$13,170.00
≥ 25 acres	\$17,695.00
Sketch Plan	
< 5 acres	\$3,325.00
≥ 5 acres and < 25 acres	\$6,650.00
≥ 25 acres	\$9,975.00
Preliminary Plan	



2024 Fee Schedule

COMMUNITY DEVELOPMENT (cont.)	
< 5 acres	\$3,325.00
≥ 5 acres and < 25 acres	\$6,650.00
≥ 25 acres	\$9,975.00
Final Plat +	
< 5 acres	\$6,650.00
≥ 5 acres and < 25 acres	\$7,715.00
≥ 25 acres	\$9,975.00
Minor Development Plan	
< 5 acres	\$6,650.00
≥ 5 acres and < 25 acres	\$7,715.00
≥ 25 acres	\$9,975.00
Site Improvement Plan Non-Residential & Major Revisions to Site Plan	
< 5 acres	\$3,990.00
≥ 5 acres and < 25 acres	\$7,315.00
≥ 25 acres	\$12,640.00
Site Improvement Plan Non-Residential Pad Site (part of a larger approved SIP)	\$1,995.00
Site Plan Residential & Major Revisions to Site Plan	
< 5 acres	\$3,990.00
≥ 5 acres and < 25 acres	\$7,315.00
≥ 25 acres	\$12,640.00
Use by Special Review	
< 5 acres	\$3,990.00
≥ 5 acres and < 25 acres	\$7,315.00
≥ 25 acres	\$12,640.00
Planned Development Administrative Amendment	
Replat/Lot Line (Administrative Amendment)	\$530.00
Site Improvement Plan Minor Revision	\$400.00
Site Improvement Plan Minor Modification	\$530.00
Service Plan (Special District)	\$265.00
Right-of-Way Dedication (Public)	\$850.00
Right-of-Way Vacation	\$265.00
Minor Adjustment to Existing Right-of-Way	\$3,190.00
Dedication of Drainage Easement	\$265.00
Vacation of Access or Drainage Easements	\$265.00
Vacation of Other Easements (may be used for access or drainage easements if part of a larger project)	\$1,330.00
SB35 Exemption	\$530.00
Location and Extent	\$1,595.00
Rural Site Improvement Plan	\$1,330.00



2024 Fee Schedule

COMMUNITY DEVELOPMENT (cont.)	
Minimum Review Fee	\$2,660.00
Construction Plan Reviews	\$370.00
Street/Storm Construction Plans	
< 5 acres	\$2,125.00
≥ 5 acres and < 25 acres	\$2,660.00
≥ 25 acres	\$3,190.00
District Roadway Construction Plan Review	\$930.00 plus 66(Y) 1/2
District Storm Sewer Plan Review	\$930.00 plus 83(Y) 1/2
Roadway Construction Plans for 35-acre Development or other private roads outside the rural SIP process or platting process	\$665.00
Separate Signage and Striping Plan (only if not part of an overall construction plan set)	\$265.00 per sheet
Traffic Signal Plans	\$1,060.00 per intersection
Utility Construction Plan Review (gas, electric, telephone, cable TV, water & sewer for submittals greater than 1,000 LF)	\$600.00
Grading, Erosion and Sediment Control Plan	\$330.00 plus \$36.00 per acre of disturbance
Temporary Batch Plan / GESC Plan	\$330.00 plus \$36.00 per acre of disturbance
Landscape Plans	\$465.00 plus 66(Y) 1/2
Regional Detention Pond Construction Plan	\$665.00 plus 44(X) 1/2
Regional Water Quality Facilities Construction Plan	\$530.00
Other Review Services	
Floodplain Modification Study	
Minor	\$1,060.00
Major	\$2,130.00
Floodplain Development Permit	\$130.00
Pavement Design Report, including minor construction plans and/or revisions	\$330.00
Phase I Drainage Report	
< 5 acres	\$450.00
≥ 5 acres and < 25 acres	\$750.00
≥ 25 acres	\$895.00
Phase II or Phase III Drainage Report	
< 5 acres	\$895.00
≥ 5 acres and < 25 acres	\$1,490.00
≥ 25 acres	\$1,790.00



2024 Fee Schedule

COMMUNITY DEVELOPMENT (cont.)	
Traffic Impact Study	
Rezoning, Sketch Plan or Preliminary Plan	\$2,660.00
Updated Report to Original for Sketch or Preliminary	\$1,330.00
Final Plat/MDP/PDP	\$665.00
Site Improvement Plan	\$665.00
Use by Special Review	\$1,995.00
Signal Warrant Study	\$265.00
Variance Request	\$265.00
Notice of Change to the Approved Plan - Minor Revision	\$265.00
Notice of Change to the Approved Plan - Major Revision	\$665.00
Alternative Roadway Standards for Public Roads	\$3,325.00
Revision to Alternative Roadway Standards	\$665.00
Private Roadway Standards (not for Rural Site Plans or 35 acre developments)	\$1,330.00
Revision to Private Roadway Standards	\$265.00
License Agreement	\$265.00
Intergovernmental Agreement (Special Districts)	\$1,330.00
Modification to Standard City Agreements	\$665.00