



2025 Fee Schedule

CITY CLERK	2025
Records Request Fees	
Staff Research and Retrieval Time	First hour free, then \$41.00 per hour
Copies: 8 1/2 x 11 in.	\$0.30 per page
Copies: 11 x 17 in.	\$0.60 per page
Records on Flash Drive	\$31.00 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	\$25.00
Land Survey Plats: Additional Pages	\$12.00 per page
Licenses	
Tobacco Retailer License	\$62.00 annually
City Liquor License Fees (State Fees Also Apply)	
Application Fees	
New License Application Fee (plus license fee)	\$925.00
New License Application Fee with Concurrent Review (plus license fee)	\$925.00
Application Fee for Transfer of Ownership (plus license fee)	\$750.00
Application Fee for Additional Liquor-Licensed Drugstore	\$925.00
Application Fee for Additional Liquor-Licensed Drugstore w/Concurrent Review	\$925.00
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	\$615.00



2025 Fee Schedule

CITY CLERK	2025
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



2025 Fee Schedule

CITY CLERK	2025
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	\$43.00
Special Event Permit	
Application Fee	\$115.00
Required Clean-up Deposit	\$580.00
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)	\$62.00 per occurrence
Elk Ridge Small Pavilion Rental (Pavilion #2 or Pavilion #3)	
Resident	\$18.50 per hour
Non-Resident	\$37.00 per hour
Elk Ridge Large Pavilion Rental (Pavilion #1)	
Resident	\$25.00 per hour
Non-Resident	\$50.00 per hour



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CITY CLERK	2025
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	\$25.00 per hour
Full Field	\$50.00 per hour
Baseball Field Rental	
Baseball Field Rental	\$50.00 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 + \$1.25 per page
Copies: 8 1/2 x 11 in.	\$0.30 per page
Copies: 11 x 17 in.	\$0.60 per page



2025 Fee Schedule

MUNICIPAL COURT	2025
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	2025
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	\$30.00



2025 Fee Schedule

BUILDING	2025
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
Electrical Permit Fees	As outlined by State Statute



2025 Fee Schedule

BUILDING	2025
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	2025
Right-of-Way Permits	
Engineering Review	Actual Cost of Engineering Review plus 10%
Inspection or Reinspection Fee	\$142.00
Initial and/or Final Acceptance Inspections for Public Improvements	\$92.50/hour per inspector
Temporary Dumpster Placement - initial 90 days	\$370.00
Temporary Dumpster Placement - 30 day extension	\$185.00
Temporary Storage Pod Placement - initial 30 days	\$185.00
Temporary Storage Pod Placement - 30 day extension	\$93.00
Construction	
Base Fee STO/SAN/WAT/PHO/FO/Trench Drain/TV/GAS/ELEC/CONDUIT	\$86.00
Pipe/cable 0.5"-8"	\$0.31 LF
Pipe/cable 8.25"-16"	\$0.43 LF
Pipe/cable 16.25"-24"	\$0.68 LF
Pipe/cable 25"-42"	\$1.11 LF
Pipe/cable 43" and larger	\$1.42 LF



2025 Fee Schedule

PUBLIC WORKS	2025
Street Cut	
Paved Road	\$8.50 SF
GESC Compliance (applicable to any street cut or disturbance > 36 LF)	\$185.00 each
Boring/jacking/tunneling	\$111.00 each
Street/Road Construction	
Base Fee (subgrade/base course/surface)	\$123.00 each
Pavement Design Review	\$337.00
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	\$80.00
Additional Cross Pans	\$43.00
Sidewalk/Curb & Gutter/Handicap Ramp	
Base Fee	\$80.00
Curb & Gutter Without Sidewalk	\$0.21 LF
Sidewalk With Integral Curb & Gutter	\$0.32 LF
Sidewalk Without Curb & Gutter	\$0.21 LF
Sidewalk Chase Drain	\$182.00
Handicap Ramp	\$68.00
Sidewalk Closure	\$225.00
Valley Pan or Trickle Channel	
Base Fee	\$74.00
Valley Pan	\$0.18 LF
Concrete Trickle Channel	\$0.25 LF



2025 Fee Schedule

PUBLIC WORKS	2025
Pipe Culvert or Precast Box	
Base Fee	\$86.00
36" or smaller	\$86.00
> 36"	\$1.29 LF plus Base Fee
Cast-in-Place Storm Sewer Vaults/Inlets or Junction Boxes	
6' or smaller	\$111.00
6' or larger	\$216.00 each
Rip-Rap Erosion Protection	
Base Fee	\$86.00
Rip-Rap Plus Cubic Yard	\$0.31 CY
Rip-Rap Plus Tonnage	\$0.25 per ton
Fore Bay	\$0.18 sq yd
Micro Pool	\$74.00
Vehicle Tracting Control Pad	\$74.00
VTC With Wheel Wash	\$111.00
Miscellaneous	
Utility Handhole/Pull Box	\$55.50 each
Manhole	\$80.00 each
Bridge/Cast-In-Lace Box Culvert	\$716.00 each
Traffic Control	\$272.00 per week
Traffic Control Review	\$182.00 per hour
Minimum Permit Fee	\$290.00
Subsequent Permits After 60 Days	\$290.00 + item cost
Reinstatement Fee After Stop Work Order	\$858.00 minimum
Working Without City-Issued Permit	\$858.00 minimum



2025 Fee Schedule

PUBLIC WORKS	2025
GESC Permits	
Permit Fee	\$357.00 plus \$35.00 per acre of disturbance
Low Impact GESC Permit Fee plus Engineering Review	\$358.00
Renewal of Permit	\$148.00
Transfer of Permit	\$148.00
Working Without City-Issued Permit	3x the permit fee
Re-Inspection Fee	\$114.00 per inspection
GESC Modification	\$321.00 plus \$35.00 per acre of disturbance
Engineering Review	Actual Cost of Engineering Review plus 10%
Annual Inspection Fee	\$1,710.00
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
Stormwater Utility Late Payment Fee	\$25.00



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Zoning Verification Letter	\$54.50
Digitization - 2' x 3' Color Mylar	\$1280 per sheet
Digitization - 2' x 3' Black and White Mylar	\$6.40 per sheet
Development Review Fees	
Annexation	Actual Cost
Non-Residential	\$5,805.00
Residential	\$5,805 plus \$148 per building
Major Revision	\$5,805 plus \$148 per building
Minor Revision	\$1,850.00
Minor Modification	\$1,850.00
Approval Extension	\$93.00
Additional Reviews (for each review beyond the standard 3 reviews)	25% of the original fee
Use By Special Review	
Residential	\$1,480.00
0-40 acres	\$5,805.00
41-100 acres	\$5,775 plus \$36.00 per acre
101+ acres	\$9,518.00 plus \$18.00 per acre
Multi-Family	Base Fee plus \$80.00 per building
Administrative Amendment - No Plan Required	\$340.00
Administrative Amendment - Plan Required	\$870.00
Administrative Horse Boarding	\$204.00



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Landfill/Mining	
0-42 acres	\$2,350.00
43-100 acres	\$2,350.00 plus \$55.00 per acre
101-320 acres	\$7,850.00 plus \$49.00 per acre
321-640 acres	\$23,530.00 plus \$37.00 per acre
641-1000 acres	\$47,210.00 plus \$30.00 per acre
1001+ acres	\$77,210 plus \$24.50 per acre
Landfill Mining Amendment	\$960.00
Exemption/Borrow Site	\$960.00
Initial Zoning/Rezoning	
Planned Development	
0-20 acres	\$6,000.00
21-40 acres	\$6,000.00 plus \$62.00 per acre
41-160 acres	\$8,480.00 plus \$62.00 per acre
161-350 acres	\$18,400.00 plus \$62.00 per acre
351+ acres	\$40,100.00 plus \$24.50 per acre
Administrative Amendment	\$1,850.00
Major Amendment	\$2,745.00
Waiver	\$420.00
All Other Zone Districts	
0-10 acres	\$3,700.00
11-40 acres	\$3,700.00 plus \$62.00 per acre
41-160 acres	\$6,100.00 plus \$62.00 per acre
161-350 acres	\$16,020.00 plus \$62.00 per acre
351+ acres	\$37,720.00 plus \$24.50 per acre



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Service Plan	
Application Fee	\$1,850.00
Planning Review Fee	\$4,320.00
Consultant Review (as required)	\$3,705.00
Plan Amendments	\$1,850.00
Clerk & Recorder Fee for New	Set by State Statute
Clerk & Recorder Fee for Amendment	Set by State Statute
Subdivision	
Sketch Plan	
1-10 lots	\$1,545.00
11-50 lots	\$1,545.00 plus \$123.50 per lot
51-500 lots	\$7,720.00 plus \$18.50 per lot
501+ lots	\$16,970.00 plus \$3.70 per lot
Preliminary Plan	
1-500 lots	\$2,780.00
501-2000 lots	\$2,780.00 plus \$6.20 per lot
2001+ lots	\$15,180.00 plus \$1.20 per lot
Combined Preliminary/Final	
1-500 lots	\$4,320.00
500+ lots	\$4,320.00 plus \$2.40 per lot
Final Plat/Replat - Non-Administrative	\$1,730.00
Replat - Administrative/Lot Line Adjustment/Lot Line Vacation/Building Envelope Adjustment	\$430.00
Road Vacation/Plat Vacation	\$2,470.00
Minor Development	\$3,210.00
SB 35 Exemption	\$1,235.00



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Plat Correction	\$480.00
Time Extension	
Sketch/Preliminary	\$185.00
Recordation	\$93.00
Assessor Mapping Fee	\$123.50 plus \$10.00 per lot affected
Development Agreement/Vested Property Rights	\$1,235.00
Location & Extent	\$2,470.00
Master Plan Amendment	\$1,740.00
Seasonal Use Permit	\$185.00
Site Improvement Plan Appeal	\$450.00
Variance Appeal	\$460.00
Zoning Variance	\$495.00
Zoning Review for Building Permit	\$62.00
Review	\$940.00
Waiver	\$480.00
Sign Permit	\$62.00 plus \$1.00 per square foot
Home Occupation - Class 2 Permit	\$99.00
Estate Sale Permit	\$62.00
Zoning Code Enforcement Violations	Not to exceed \$120.00 per violation



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Engineering Fees	
Zoning	
< 5 acres	\$8,830.00
≥ 5 acres and < 25 acres	\$13,450.00
≥ 25 acres	\$18,070.00
Sketch Plan	
< 5 acres	\$3,390.00
≥ 5 acres and < 25 acres	\$6,790.00
≥ 25 acres	\$10,190.00
Preliminary Plan	
< 5 acres	\$3,395.00
≥ 5 acres and < 25 acres	\$6,790.00
≥ 25 acres	\$10,190.00
Final Plat/Replat - Non-Administrative	
< 5 acres	\$6,790.00
≥ 5 acres and < 25 acres	\$7,880.00
≥ 25 acres	\$10,190.00
Minor Development Plan	
< 5 acres	\$6,790.00
≥ 5 acres and < 25 acres	\$7,880.00
≥ 25 acres	\$10,190.00
Site Improvement Plan Non-Residential & Major Revisions to Site Improvement Plan	
< 5 acres	\$4,075.00
≥ 5 acres and < 25 acres	\$7,470.00
≥ 25 acres	\$12,910.00



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Site Improvement Plan Non-Residential Pad Site (part of a larger approved SIP)	\$2,040.00
Site Improvement Plan Residential & Major Revisions to Site Improvement Plan	
< 5 acres	\$4,075.00
≥ 5 acres and < 25 acres	\$7,470.00
≥ 25 acres	\$12,910.00
Use by Special Review	
< 5 acres	\$4,075.00
≥ 5 acres and < 25 acres	\$7,470.00
≥ 25 acres	\$12,910.00
Planned Development Administrative Amendment	\$530.00
Replat - Administrative/Lot Line Adjustment/Lot Line Vacation	\$540.00
Site Improvement Plan Minor Revision	\$405.00
Site Improvement Plan Minor Modification	\$540.00
Service Plan (Special District)	\$270.00
Right-of-Way Dedication (Public)	\$870.00
Right-of-Way Vacation	\$270.00
Minor Adjustment to Existing Right-of-Way	\$3,260.00
Dedication of Access or Drainage Easement	\$270.00
Vacation of Access or Drainage Easement	\$270.00
Vacation of Other Easement (may be used for access or drainage easements if part of a larger project)	\$1,360.00
SB35 Exemption	\$540.00
Location and Extent	\$1,630.00
Rural Site Improvement Plan	\$1,360.00
Minimum Review Fee	\$2,710.00
Construction Plan Reviews	\$380.00



2025 Fee Schedule

COMMUNITY DEVELOPMENT	2025
Street/Storm Construction Plans	
< 5 acres	\$2,175.00
≥ 5 acres and < 25 acres	\$2,710.00
≥ 25 acres	\$3,260.00
District Roadway Construction Plan Review	\$950.00 plus 66(Y) 1/2
District Storm Sewer Plan Review	\$950.00 plus 83(Y) 1/2
Roadway Construction Plans for 35-acre Development or other private roads outside the rural SIP process or platting process	\$680.00
Separate Signage and Striping Plan (only if not part of an overall construction plan set)	\$270.00 per sheet
Traffic Signal Plans	\$1,085.00 per intersection
Utility Construction Plan Review (gas, electric, telephone, cable TV, water & sewer for submittals greater than 1,000 LF)	\$610.00
Grading, Erosion and Sediment Control Plan	\$340.00 plus \$36.00 per acre of disturbance
Temporary Batch Plan / GESC Plan	\$340.00 plus \$36.00 per acre of disturbance
Landscape Plans	\$475.00 plus 66(Y) 1/2
Regional Detention Pond Construction Plan	\$680.00 plus 44(X) 1/2
Regional Water Quality Facilities Construction Plan	\$540.00
Other Review Services	
Legal Reviews	Actual Cost
Floodplain Modification Study	
Minor	\$1,085.00
Major	\$2,175.00
Floodplain Development Permit	\$135.00
Pavement Design Report, including minor construction plans and/or revisions	\$340.00



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COMMUNITY DEVELOPMENT	2025
Phase I Drainage Report	
< 5 acres	\$455.00
≥ 5 acres and < 25 acres	\$765.00
≥ 25 acres	\$915.00
Phase II or Phase III Drainage Report	
< 5 acres	\$910.00
≥ 5 acres and < 25 acres	\$1,525.00
≥ 25 acres	\$1,825.00
Traffic Impact Study	
Rezoning, Sketch Plan, Preliminary Plan, Minor Development	\$3,400.00
Traffic Impact Study Update	\$2,660.00
Updated Report to Original for Sketch or Preliminary	\$1,330.00
Final Plat/MDP/PDP	\$665.00
Site Improvement Plan	\$1,995.00
Use by Special Review	\$1,995.00
Signal Warrant Study	\$265.00
Technical Criteria Variance	\$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