

CITY OF LITTLETON, COLORADO

Resolution No. 08

Series, 2025

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LITTLETON,
COLORADO, AMENDING THE 2025 FEE SCHEDULE**

WHEREAS, the city relies upon fees to provide services to customers and citizens;
and

WHEREAS, section 1-9-7 of the Littleton City Code provides that the council
may, by resolution, set fees for any city services, applications, or appeals; and

WHEREAS, fees associated with the services provided by the city require
adjustment from time to time to account for the increase in costs to provide such services; and

WHEREAS, the city council has determined it is in the best interest of the city of
review city-wide fees on an annual basis; and

WHEREAS, a cost of services study was conducted for development services user
fees to include subdivision review, site plan/rezoning review, master development plan review,
major and minor plan amendments, historic district designation, tax credit application, variances,
and other miscellaneous development review fees; and

WHEREAS, a recommendation to adjust development services users fees based
on the cost of services study was developed and presented to city council for consideration.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF LITTLETON, COLORADO, THAT:**

Section 1. The city hereby adopts the amended 2025 Schedule of Fees, attached
hereto as Exhibit A. The attached 2025 Schedule of Fees is effective January 21, 2025, and
supersedes all previous fee schedules by the city council.

INTRODUCED, READ, AND ADOPTED at a regularly scheduled meeting of the
City Council of the City of Littleton, Colorado, on the 21st day of January 2025, at 6:30 p.m. at
the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

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44
45 ATTEST:
46 DocuSigned by:
47 *Callen L. Norton*
48 ~~Callen L. Norton~~
49 CITY CLERK
50

51 APPROVED AS TO FORM:
52 DocuSigned by:
53 *Reid Betzing*
54 ~~Reid Betzing~~
55 CITY ATTORNEY

Signed by:
Stephen Barr
Stephen Barr
MAYOR PRO TEM



DEPARTMENT/
FEE DESCRIPTION

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	\$ 30.00
Body Worn Camera (Blurred video) (Non-Refundable Deposit)	plus \$25 for rush \$ 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-Resi 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

Development User Fees			
	Application Type	Qualifier	Community Development Fee
Subdivision	Administrative Plat	10 acres or more	\$6,000
		Over 1 acre but less than 10 acres	\$4,750
		1 acre or less	\$3,250
		Condominium Plat	\$1,750
	Preliminary Plat	10 acres or more	\$8,000
		Over 1 acre but less than 10 acres	\$6,250
		1 acre or less	\$4,750
	Final Plat	10 acres or more	\$4,750
		Over 1 acre but less than 10 acres	\$3,000
		1 acre or less	\$1,750
	Vacation Plat	Whole plat	\$3,000
		Right-of-Way Only	\$3,500
		Easement	\$2,750
Site Plan / Rezoning	Technical Correction	Per Sheet	\$750
	Abbreviated Site Plan	Over 1 acre	\$3,500
		1 acre or less	\$2,500
	Site Plan	10 acres or more	\$15,500
		Over 1 acre but less than 10 acres	\$12,250
		1 acre or less	\$9,250
	Master Development Plan (Conceptual)	10 acres or more	\$8,500
		Over 1 acre but less than 10 acres	\$6,500
		1 acre or less	\$4,250
	Master Development Plan (Detailed)	10 acres or more	\$17,750
		Over 1 acre but less than 10 acres	\$14,750
		1 acre of less	\$11,250
	Minor Plan Amendment		\$2,750
	Major Plan Amendment	10 acres or more	\$5,500
		Over 1 acre but less than 10 acres	\$3,750
	Zoning Certificate	1 acre or less	\$2,500
			\$1,000
	Rezoning/Zoning Map Amendment		\$2,000

DEPARTMENT/
FEE DESCRIPTION

Historic Preservation	Future Land Use and Character Map Amendment		\$2,000	
	Pre-application meeting			
		Residential	\$100	
		Commercial	\$100	
	Historic District Designation			
		No Owner Consent 10 or fewer properties	\$1,750	
		No Owner Consent more than 10 properties	\$2,250	
	Landmark Designation			
	Certificate of Demolition	No Owner Consent	\$2,500	
	Tax Credit Application		\$750	
Variances/Appeals		Projects costing less than \$15,000	\$500	
		Projects costing \$15,000 to \$50,000	\$750	
		Projects costing \$50,000 to \$100,000	\$1,000	
		Projects costing more than \$100,000	\$1,250	
	Variance			
		Not Resulting from a Code Citation	\$2,250	
		Resulting from a Code Citation	\$4,500	
	Administrative Adjustment			
		Not Resulting from a Code Citation	\$1,250	
		Resulting from a Code Citation	\$4,000	
Floodplain	Appeal			
		Administrative Decision	\$1,750	
		Public Hearing Decision	\$2,750	
	Floodplain Development Permit		\$1,750	
	Engineering/Agreements	Construction Plans		
			10 acres or more	\$29,250
			Over 1 acre but less than 10	\$26,250
			1 acre or less	\$18,500
		Subdivision Improvement Agreement		
			New	\$3,250
		Amended	\$2,500	
Drainage Report				
		10 acres or more	\$3,500	
		Over 1 acre but less than 10	\$2,750	
		1 acre or less	\$2,250	
Traffic/Trip Generation Letter			\$450	
Traffic Impact Study				
		10 acres or more	\$3,500	
	Over 1 acre but less than 10	\$2,250		
	1 acre or less	\$1,000		
Use	Access Permit		\$1,250	
	Vested Property Rights Agreement		\$2,000	
	Easement/Warantee Deed/Revocable License		\$2,000	
	Conditional Use Permit			
		With Site Plan	\$8,250	
		Without Site Plan	\$6,000	
	Temporary Use Permit		\$750	
	Home Occupation		\$350	

City of Littleton		2025 Schedule of Fees As Amended January 21, 2025		Exhibit A	
DEPARTMENT/ FEE DESCRIPTION					
Miscellaneous	Wireless Communication Facility	With Conditional Use	\$2,250		
		Eligible Facility Request	\$2,250		
		Public ROW Small Cell	\$3,500		
	Master Licensing Agreement		\$2,000		
		Addressing	\$350		
		Written Interpretation	\$750		
		Zoning Verification Letter			
		Simple	\$200		
		Complex	\$450		
	Deannexation / Annexation / Initial Zoning	10 acres or more	\$19,000		
		Over 1 acre but less than 10 acres	\$10,500		
		1 acre or less	\$6,250		
	Amplified Sound				
		Commercial	\$75		
		Residential	\$50		
	ICC Test				
		Class A	\$100		
		Class B	\$100		
		Class C	\$100		
		Class D (Specialty)	\$100		
	Class M (Municipal ROW)		\$400		
	State Lic				
		Plumbing	\$50		
		Electrical	\$50		
Arborist		\$150			
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)		75% of TDC	50% of TDC		
Prototype	per unit	(20 or more units)	(5-19 units)		
Affordable For-Sale Units	\$ 394,575	\$ 295,931	\$ 197,288		
Affordable Rental Units	\$ 362,189	\$ 271,642	\$ 181,095		
Building Permit Plan Review and Inspection Fees					
				65% of permit fee	
Plan Review					
Expedited plan reviews when requested by architect, owner, or builder				Double the normal review fee	
Review of plan revisions or resubmittals				\$160 for minumum 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)					
Inspection (normal business hours)				Double the permit fee	
Inspection (outside normal business hours)				\$80/hour \$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					
\$1 - \$500.00				\$ 25.85	
\$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	
\$1,000,000.00				\$6,172.12 for the first \$1,000,000 plus \$4.02 for each additional \$1,000 or fraction thereof	
Greater than \$1,000,000.00					
Residential Fence					
Permit				\$ 100.00	
Outdoor merchandise display				No Fee	

DEPARTMENT/
FEE DESCRIPTION

Public Works		Fee
Permit fee calculation formulas for excavation in the public right-of-way		
Construction Type - Inspection Fee	Units - Only includes portion in R.O.W. (l.f. = linear feet)	Fee Calculation Formula - number
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		
Right of Way Tree Trimming		\$ 25.00
Tree sales		\$ 50.00
		\$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 (zoning) map	\$6.00 each
72 x 72	city address map black/white	\$26.00 each
72 x 72	city address map color	\$40.00 each
	one-day notice required	
	one-day notice required	

DEPARTMENT/
FEE DESCRIPTION

Storm Drainage Fees (annual)			
	Singe family detached structures	Multiple family residential structures, commercial, industrial, public properties, churches and schools	
Developed	\$118.61/lot or property	\$987.91/developed acre of impervious surface and \$246.98/acre for grassed landscaped or cultivated surfaces	
Subdivided, Undeveloped	\$29.64/undeveloped lot	\$246.98/undeveloped lot	
Un-subdivided, Undeveloped	\$246.98/undeveloped lot	\$246.98/undeveloped lot	
Vacant and Undisturbed	\$24.72/acre of vacant residential property	\$24.72/acre of vacant residential property	

Sanitary Sewer Service Charges (annual)			
Classification A - single-family residential user			
<u>Inside city limits</u>	<u>Inside city limits, within a sanitation district</u>	<u>Outside city limits</u>	<u>Outside city limits, Littleton Interceptor</u>
\$343.40	\$260.63	\$312.73	As determined by applicable municipality or quasi-municipal sanitation district
Classification B - multiple-family residential user			
<u>Inside city limits</u>	<u>Inside city limits, within a sanitation district</u>	<u>Outside city limits</u>	<u>Outside city limits, Littleton Interceptor</u>
\$291.87	\$221.52	\$265.80	As determined by applicable municipality or quasi-municipal sanitation district
Classification C - commercial user			
<u>Inside city limits</u>			
Annual water usage volume x \$6.30 per 1,000 gallons = sewer service charge			(minimum annual charge of \$141.48 per user)
<u>Outside city limits</u>			
Annual water usage volume x \$3.43 per 1,000 gallons = sewer service charge			(minimum annual charge of \$169.74 per user)
<u>Outside city limits, Littleton Interceptor</u>			
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.			
Classification D - Permitted industrial user			
<u>Inside city limits</u>			
(Annual water usage volume x \$6.30 per 1,000 gallons) + SC = sewer service charge			(minimum annual charge of \$141.48 per user)
<u>Outside city limits</u>			
(Annual water usage volume x \$3.43 per 1,000 gallons) + SC = sewer service charge			(minimum annual charge of \$169.74 per user)
<u>Outside city limits, Littleton Interceptor</u>			
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))			

DEPARTMENT/
FEE DESCRIPTION

The SC formula utilized the following units of measurement:									
DOLLARS/YEAR (SC)	=	GALLONS/YEAR	POUNDS/GALLON			MILLIGRAMS PER LITRE (AOD)		DOLLARS/POUND (UCo)	
		QM	X	8.34	X		X		
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 \$141.48 per user.									
Outside city limits Annual charge of \$169.74 per user.									
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