

**Town of Erie
Resolution 24-168**

**A Resolution of the Town Council of the Town of Erie Adopting the
Town's Fee Schedule for 2025**

Whereas, to cover the costs of certain services, the Town charges fees; and

Whereas, pursuant to Section 2-10-1 of the Erie Municipal Code, the Town Council adopts the Town's current Fee Schedule by resolution.

**Now Therefore be it Resolved by the Town Council of the Town of Erie,
Colorado, that:**

Section 1. The Town Council hereby adopts the Fee Schedule attached hereto, effective January 1, 2025.

Adopted this 12th day of November, 2024.

Justin Brooks, Mayor

Attest:

Debbie Stamp, Town Clerk

Town of Erie Fee Schedule
(all fees are in U.S. Dollars)

Administrative Fees

Fee Type	Fee Amount
Amusement devices, pinball games, music boxes, etc.:	
Dealer license	\$25
Operator license, first device	\$10
For each additional device	\$10
Annexation elections	Actual costs, as determined by Town Clerk
Backyard chicken license	\$25
Billiard halls, game rooms, and restaurants; license	\$25
Plus, for each room over 1	\$25
Billiard tables, shuffleboard tables, other games and shooting galleries; license for first table, shooting gallery, etc.	\$25
Block parties	\$25/day
Open Container/Private Event	\$25/each event
Commercial business license	\$50/year
Door-to-door solicitation license (no group rates):	
Per individual	\$35/month
	\$100/year
Handbill distributor license	\$5/day
	\$25/month
	\$50/year
Home occupation license	\$25/year
Junk dealers	\$25/3 months
	\$50/year
Liquor licenses	Fees set forth in the State Liquor Code. List available in Town Clerk's Office.
Manufacturing or assembly license	\$100/year
Medical marijuana patient registration:	
Application fee	\$50
Late application fee	\$25

Fee Type	Fee Amount
Medical marijuana primary caregiver license:	
Application fee	\$100
Late application fee	\$200
Recreational Marijuana Retail License:	
License Fee (due upon application submission)	\$2,000
Operating Fee (due upon issuance of license)	\$2,000
Transfer of Ownership	\$2,000
Modification of Premises	\$750
Change of Location	\$1,000
Change/ Registration of Manager	\$100
Late Fee	\$500
Mobile Vendor Permit	\$50/year

Fee Type	Fee Amount
Promotional Associations:	
Application for Promotional Association	\$500/year
Application for attachment to a common consumption area	\$100/year
Application for recertification of a Promotional Association	\$100/year
Community events:	
Application processing fee	\$200

Permit fee	\$50
Public Records:	
Copies, printouts, or photographs	\$0.25 per standard page or actual cost of providing copy of document that is not a standard page
Research and retrieval time	First hour free \$41.37 per hour for any additional time 50% deposit required prior to commencement of research or retrieval
Postage/ courier	Actual cost
Electronic transmission via email	Free
Electronic transmission via thumb drive or other device	Actual cost of device

Police Department Fees

Fee Type	Fee Amount
Crime/Incident Reports	\$7.00 for the first 10 pages \$0.25 for each additional page
Crash Reports	No charge
Research Fee	\$41.37/hr First Hour free of charge
Video Recording	\$20.00/hr
Photos	\$5.00 per 25 photos
Thumb Drive	\$20.00 in addition to the video/photo fee
VIN Inspection (Noncertified)	\$10.00
Fingerprints	\$10 per card
Local Background Check	No Charge
Sex Offender Registration	No Charge
Notary	No Charge
Bond Filing Fee	No Charge

Municipal Court Fees

Fee Type	Fee Amount
Collection fee upon referral of delinquent monetary amounts due to a collection agency	18% of total due, assessed by collection agency
Court costs upon entry of a plea of guilty, nolo contendere, or finding of guilt or liability	\$30
Surcharge	\$30
Default judgment fee	\$30
Traffic accident fee	\$50
Warrant fee	\$55
Deferred judgement fee	\$50
Deferred prosecution fee	\$50
Community Service fee	\$25
Returned Check fee	\$25
Sealed records filing fee	\$65
Jury fee (forfeited if jury summonsed; refunded if found not guilty)	\$25
Certified copy of any court record	\$15
Discovery fee for USB Drive	\$5
Criminal justice records (excludes law enforcement reports, criminal history and driver's license information). Includes search, retrieval, redaction, and copy of up to 10 pages, 0.10/page thereafter	\$10
Criminal justice records requests requiring more than 15 minutes to search retrieve, redact, and copy/download. Deposit for estimated amount to be paid prior to search.	\$45/hour

Airport Fees

Fee Type	Fee Amount
Airport land rental:	
Improved land	\$0.28/square foot annually
Unimproved land	\$0.14/square foot annually
T-hangar space rental	\$50/month
Airport through-the-fence fee:	
Residential	\$600/year
Commercial	\$0.25/square foot (minimum \$600 annually)
Tie down rental:	
North ramp	\$35
South ramp	\$50

Public Works Department Fees

Fee Type	Fee Amount
Access Permit	Temporary and Residential - 150 Industrial and Commercial \$300
Right-of-way permit	\$150
Floodplain development permit	\$50, plus third-party review costs and FEMA application and review fees
Stormwater Quality Permit	\$100 review fee plus \$25/disturbed acre; \$100 annual renewal fee
Meter pit covered (no read)	\$50
Meter reinstallation	\$47
Public improvement permit:	
Sewer main	\$0.15/linear foot
Manholes	\$20
Service lateral inspection	\$20
Storm drainage:	
Main installation	\$0.15/linear foot
Storm drainage inlets	\$20
Storm sewer manholes	\$20
Sediment and erosion control	\$50/acre
Trickle channels	\$0.15/linear foot
ponds/dirt	\$0.05/cubic yard
Drainageways, major (concrete)	\$6/cubic yard
Surface improvements:	
Curb, gutter, or curb walk	\$0.15/linear foot
Detached sidewalk/trails	\$0.15/linear foot
Handicap ramps	\$15
Pavement	\$0.15/square yard
Cross pan	\$25
Drive approach for streets with detached walks or vertical curbs	\$15
Proof roll (based on road centerline)	\$0.10/linear foot
Major structures (concrete)	\$6/cubic yard
Water improvements:	
Main installation	\$0.15/linear foot
Hydrant	\$20
Service line, including meter pit	\$30
Valves	\$2
Manholes or vaults	\$20

Landscape improvements:	
Site preparation	\$0.02/square yard
Improved surfaces	\$0.15/ square yard
Trees and shrubs	\$2 per tree/ shrub
Fences	\$0.10/linear foot
Total lot including all structures and equipment	\$500
Sod	\$0.10/square yard
Facilities	50% of construction costs
Plan review and inspection	65% of PIP fee
Standard GIS maps:	
8.5 inches x 11 inches	\$10
11 inches x 17 inches	\$13
18 inches x 24 inches	\$16
24 inches x 36 inches	\$20
36 inches x 58 inches	\$25
Design and construction standards book	\$50
Easement of right-of-way review	\$50

Utilities Department Fees

Fee Type	Fee Amount
Storm drainage fee:	
Rate per single-family residential equivalent (SFRE) ¹	\$11.98

Notes

¹ Irrigation customers are not assessed a storm drainage fee. Storm drainage fees are assessed based on the impervious area of the property. The average impervious square footage of a single-family residence in the Town is 5,300 square feet, defined as a single-family residential equivalent (SFRE). All residential customers will be charged on the assumption that their property is equal to 1 SFRE. Commercial customers will be charged based on the impervious square footage divided by 5,300 square feet. For example, for a commercial property with 25,000 impervious square feet, the monthly storm drainage fee would be 56.55 in 2025(25,000 impervious square feet divided by 5,300 square feet equals 4.72 SFREs; 4.72 SFREs multiplied by 11.98 = 56.55).

Wastewater rates:		
	2024	2025
Service charge, amount per monthly bill:		
Residential: Single-Family, Multi-Family, & Townhomes ²	\$10.30	\$10.30
Commercial	\$10.30	\$10.30
Volume charge, amount per 1,000 gallons (based on Winter average usage December—February) ³ :	2024	2025
Residential:		
Single-Family	\$9.45	\$9.45
Townhomes ² & Multi-Family	\$8.20	\$8.20
Commercial:	\$8.20	\$8.20
Notes		
<p>¹ All gallon usage is based on water usage and is calculated by rounding to the nearest 1,000 gallons. For commercial accounts, if internal water usage patterns for the months of December—February are not representative of internal usage throughout the year, the monthly wastewater volume charge will be based on each month's water usage. The appropriate basis for commercial wastewater charges for each account will be established by the Town at the inception of each account, and is subject to adjustment if usage patterns change. The effective date for the rate increase shall be the first day of the calendar year.</p> <p>² If individually metered.</p> <p>³ Average winter wastewater usage will be used during the following 12 months to calculate the volume charge. For example, average usage for December 2024, January 2025 and February 2025 will be used as the basis for the volume charge for the period March 2025.</p>		

Fee Type	Fee Amount
Water hydrant meter:	
Deposit	\$3,000
Fee:	
Per 1,000 gallons	\$6.57
Water meter:	
Shutoff fee	\$20
Turn on fee	\$20
Reread fee	\$50

Fee Type	Fee Amount	
Water rates, potable:		
Service charge, amount per monthly bill:		
	2024	2025
Residential: Single-Family, Townhomes ¹ , & Multi-Family		
¾ inch	\$19.36	\$19.36
1 inch	\$26.83	\$26.83
1½ inches	\$45.53	\$45.53
2 inches	\$67.96	\$67.96
3 inches	\$127.78	\$127.78
4 inches	\$195.08	\$195.08
6 inches	\$382.01	\$382.01
Commercial and irrigation:		
¾ inch	\$19.36	\$19.36
1 inch	\$26.83	\$26.83
1½ inches	\$45.53	\$45.53
2 inches	\$67.96	\$67.96
3 inches	\$127.78	\$127.78
4 inches	\$195.08	\$195.08
6 inches	\$382.01	\$382.01
Volume charge, amount per 1,000 gallons:		
Residential: Single-Family & Townhomes ¹	2024	2025
First 5,000 gallons	\$5.53	\$5.53
Next 10,000 gallons	\$6.92	\$6.92
Next 10,000 gallons	\$10.35	\$10.35
Over 25,000 gallons	\$15.49	\$15.49
Residential: Multi-Family		
First 5,000 gallons	\$5.53	\$5.53
Next 10,000 gallons	\$5.53	\$5.53
Next 10,000 gallons	\$5.53	\$5.53
Over 25,000 gallons	\$5.53	\$5.53
Commercial:		
Per 1,000 gallons	\$6.57	\$6.57
Irrigation:		
Per 1,000 gallons	\$8.39	\$8.39
Notes		
¹ Usage is based on water usage and is calculated by rounding to the nearest 1,000 gallons. The effective date for the rate increase is the first day of the calendar year.		
² If individually metered.		

Fee Type	Fee Amount
Water rates, nonpotable:	
Volume charge, amount per 1,000 gallons:	
Vista Ridge development	\$1.33
Town owned facilities	\$1.33
Customers with on-site nonpotable storage	\$2.66
Customers with direct connection to Town's nonpotable system	\$4.32
Fee Type	Fee Amount
Oil and gas well development water rate	\$11.46/1,000 gallons
Reuse water rate	\$200/acre-foot
Meter pit rejection	\$100

Planning & Development Department Fees

Fee Type	Fee Amount
Annexation:	
Minor annexation - up to 20 acres	\$500
Minor Annexation - 20 acres to 40 acres	\$1,000
Major Annexation – Over 40 acres	\$2,000
Comprehensive Plan Amendment:	
Minor – Less than 40 acres	\$200
Major – More than 40 acres	\$1,000
Site Improvement Plan:	
Residential	\$200 plus \$10/unit
Non-residential Major ($\geq 10,000$ s.f. GFA)	\$1,000
Non-residential Minor ($< 10,000$ s.f. GFA)	\$500
Site Plan Amendment:	
Residential	\$200 plus \$10/unit
Non-residential Major	\$500
Non-residential Minor	\$100
Special Use Permit	
Oil and Gas well	\$1,200
All other types	\$500
Subdivision:	
Sketch Plan	\$500 plus \$5/lot
Preliminary Plan	\$1,000 plus \$20/lot
Final Plat	\$1,000 plus \$10/lot
Minor Subdivision	\$1,000
Annexation Plat	\$200
Minor Amendment	\$200

Fee Type	Fee Amount
Zoning	
Planned Development (PD)	\$5,000 plus \$10 per acre
PD or PUD Amendment	\$1,500 plus \$10 per acre
Any other zoning	\$500 plus \$10 per acre
Any other zoning amendment	\$250 plus \$10 per acre
Easement and land dedications (not part of subdivision)	\$50
Architectural review w/o subdivision or site plan	\$300/model
Temporary use permit	\$50
Third party review of any application (incl. legal)	Cost to the Town
Wireless communication facility – administrative review	\$250
Wireless communication facility – Planning Commission	\$500
Variance	\$300
Special District Service Plan:	
Letter of Intent Submittal Fee:	\$2,500
Application Fee:	\$7,500 plus \$7,500 deposit
Annual Fee:	\$500 for single project or \$500 plus \$250 for additional district beyond the first
Non-Model Service Plan Fee:	\$5,000
Service Plan Amendment Fee:	\$2,500 plus \$2,500 deposit

Fee Type	Fee Amount
Other Expenses:	If deposit is not sufficient, applicant shall pay all reasonable consultant, legal and other fees and expenses incurred by the Town within 30 days
Fee in Lieu of Open Space land dedication	\$48,500/acre
Neighborhood park land and construction cost fee	\$236,564/acre
Miscellaneous Fees	
Recordation of mylars	Actual Cost
Recordation of paper	Actual Cost
Public notice	Actual cost

Vacation of right-of-way or easement	\$200
Copies of maps/plans	
18 inches x 24 inches	\$2/sheet
24 inches x 36 inches	\$3.50/sheet
Over 24 inches x 36 inches	\$0.60/square foot
Copies of any other document	\$0.25/page

Building Permit Fees

Fee Type	Fee Amount
Building permit fees, based on total valuation:	
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for first 500 plus \$3.05 for each additional 100 or fraction thereof
\$2,001 to \$25,000	\$69.25 for first 2,000 plus \$14 for each additional 1,000 or fraction thereof
\$25,001 to \$50,000	\$391.25 for first 25,000 plus \$10.10 for each additional 1,000 or fraction thereof
\$50,001 to \$100,000	\$643.75 for first 50,000 plus \$7 for each additional 1,000 or fraction thereof
\$100,001 to \$500,000	\$993.75 for first 100,000 plus \$5.60 for each additional 1,000 or fraction thereof

Fee Type	Fee Amount
\$500,001 to \$1,000,000	\$3,233.75 for first 500,000 plus \$4.75 for each additional 1,000 or fraction thereof
\$1,000,001 and up	\$5,608.75 for first 1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof
Electrical permit fees, residential, based on total finished square feet:	
Total finished square feet:	
0 to 1,000	\$35
1,001 to 1,500	\$55
1,501 to 2,000	\$70
1,501 to 2,000	\$70 for the first 2,000 plus \$3 per 100 square feet or fraction thereof for more than 2,000 square feet
Electrical permit fees, all other permit types, based on total valuation:	
Total valuation:	
\$0 to \$300	\$30
\$301 to \$2,000	\$35
\$2,001 to \$50,000	\$15 per 1,000 or fraction thereof
\$50,00 to \$500,000	\$50 plus 14 per 1,000 or fraction thereof
\$500,001 and up	\$550 plus 13 per 1,000 or fraction thereof
Mechanical permit fees, residential, based on total finished square feet:	
Total finished square feet:	
0 to 1,000	\$60
1,001 to 1,500	\$70
1,501 to 2,000	\$80
1,501 to 2,000	\$80 for first 2,000 square feet plus \$3 per 100 square feet or fraction thereof for more than 2,000 square feet
Mechanical permit fees, all other permit types, based on total valuation:	
Total valuation:	
\$0 to \$300	\$35
\$301 to \$2,000	\$45
\$2,001 to \$50,000	\$17 per 1,000 or fraction thereof
\$50,001 to \$500,000	\$50 plus \$16 per 1,000 or fraction thereof
\$500,001 and up	\$550 plus \$15 per 1,000 or fraction thereof

Fee Type	Fee Amount
Plumbing permit fees, residential, based on total finished square feet:	
Total finished square feet:	
0 to 1,000	\$75
1,001 to 1,500	\$110
1,501 to 2,000	\$150
1,501 to 2,000	\$150 for the first 2,000 square feet plus \$5 per 100 square feet or fraction thereof for more than 2,000 square feet
Plumbing permit fees, all other permit types, based on total valuation:	
Total valuation:	
\$0.00 to \$300	\$45
\$301 to \$2,000	\$50
\$2,001 to \$50,000	\$18 per 1,000 or fraction thereof
\$50,001 to \$500,000	\$50 plus \$17 per 1,000 or fraction thereof
\$500,001 and up	\$550 plus \$16 per 1,000 or fraction thereof
Miscellaneous permit fees: Fees are charged as listed above with the following exceptions:	
Additional plan review required by changes, additions or revisions to plans	\$75 per hour, 1 hour minimum
Construction trailer	\$100
Demolition	\$75
Fence:	
Residential	Based on fees in valuation table, not to exceed \$47
Commercial	Based on fees in valuation table, not to exceed \$47
For use of outside consultants for plan checking and inspections	Actual costs
Inspections, not otherwise listed	\$75/hour, 1 hour minimum
Inspections outside normal business hours	\$75/hour, 2 hours minimum
Fee Type	Fee Amount

Irrigation system:	
Residential	Based on fees in valuation table
Commercial	Based on fees in valuation table
Mobile home and travel parks per space	\$30
Mobile home setup	\$125
Mobile sales office	\$100
Reinspection fees	\$75/hour, 1 hour minimum
Reroof:	
Residential	Based on fees in valuation table, not to exceed \$47
Commercial	Based on fees in valuation table, not to exceed \$47
Solar energy device or system:	
Residential	\$164.50
Commercial	Based on fees in valuation table, not to exceed 1,000
Temporary electrical construction meter	\$25
Building codes, filing fees for appeals	\$250
Contractor licensing	1 Year
General contractor:	
Class A	\$175
Class B	\$125
Class C	\$100
Class D - Specialty	\$75
Mechanical	\$100
Plumbing	\$100
Plan check fee	65% of building permit fee
Use Tax:	
Boulder County	Current Boulder County use tax rate multiplied by material costs (or 50% of job valuation as determined by Chief Building Official ¹)
Town	Current Town use tax rate multiplied by material costs (or 50% of job valuation as determined by Chief Building Official ¹)

Fee Type	Fee Amount
Wastewater tap fee:	
¾ inch	\$8,860
1 inch	\$14,767
1½ inches	\$29,533
2 inches	\$47,253
3 inches	\$88,600
4 inches	\$147,667
6 inches	\$295,333
Potable water tap fee ² :	
¾ inch ⁶	\$12,050
1 inch	\$20,080
1½ inches	\$40,170
2 inches	\$64,270
3 inches	\$120,500
4 inches	\$200,830
6 inches	\$401,670
Fee in lieu of dedication ² (potable water rights fee):	
¾ inch	\$16,243 (See also note 4)
1 inch	See note 4
1½ inches	See note 4
2 inches	See note 4
3 inches	See note 4
4 inches	See note 4
6 inches	See note 4
Non-potable water tap fee ⁴ :	
Per acre-foot	\$17,410

Notes

¹ Building Valuation is established by using the first Building Valuation Data Table published by the International Code Council (ICC) of the preceding year.

² The fee in lieu of water dedication (potable water rights fee) and potable water tap fee are separate and distinct. The fee in lieu of water dedication is required by Section 8-1-9 of the Erie Municipal Code. Potable water tap fees are required by Sections 8-1-8 and 8-1-18 of the Erie Municipal Code.

³ A small home is defined in Section 8-1-3 of the Erie Municipal Code. An additional \$1,205 may be added to this tap fee for each additional 1,000 square feet of lot size. Townhomes and condominiums are dwelling units described in Section 8-1-3. This tap fee shall apply to condominiums with individual water taps.

⁴ Section 8-1-9 of the Municipal Code defines the manner in which the Town determines the amount of fees in lieu of water dedication.

⁵ The non-potable water tap fee does not apply to Town-owned property. For all other property, the non-potable tap fee includes the water rights fee, so no separate fee in lieu of dedication is required.

⁶ For residential units that require a ¾ inch potable water tap but also require an automatic sprinkler system, the ¾ inch water tap fee shall be charged, but a Fireflow Surcharge of \$170 shall be added to said tap fee.

Miscellaneous Fees

Fee Type	Fee Amount
Copies:	
Audiotapes	\$15
Information provided on thumb drive	\$20
Photographs	\$15 plus actual copy cost
Videotapes	\$15
Faxing services	\$1/page
Meeting room rental fee (excluding Erie Community Center):	
Resident	\$35/hour
Nonresident	\$40/hour
Nonprofit	\$15/hour
Municipal Code book	\$125, plus postage
Photocopying services	\$0.25/page
Returned check fee	\$25
Standard computer printouts	\$1.25/page

Cemetery Fees

Fee Type	Fee Amount	
Cemetery grave	\$2,000/space	
Grave opening and closing	\$1,275	7:00 A.M. to 3:00 P.M. weekdays
Cremaains open and closing	\$650	7:00 A.M. to 3:00 P.M. weekdays
Open and close after 3:00 P.M. or on Saturday	\$550 additional	
Grave marking for monument placement	First time no charge, \$40 for all additional requests	