

**CITY OF CENTENNIAL,  
COLORADO**

**ORDINANCE NO. 2016-O-05**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
CENTENNIAL, COLORADO, ESTABLISHING FEES AND AN  
ADMINISTRATIVE PROCESS FOR ADOPTION OF FEES FOR  
CERTAIN SERVICES PERFORMED BY THE COMMUNITY  
DEVELOPMENT DEPARTMENT**

WHEREAS, pursuant to its home rule and statutory authority, the City of Centennial (“City”) has the authority to establish fees and charges for purposes of reviewing, processing, and conducting public business for City departments, including the Community Development Department; and

WHEREAS, the City Council previously enacted ordinances setting fees related to land use and building activities; and

WHEREAS, Section 11.3 of the Home Rule Charter provides that the City Council may set fees for services by considering the costs incurred by the City in providing such service; and

WHEREAS, upon further evaluation of the currently effective fee schedules, the City Council desires to update and/or set new Community Development Department (to include the Building Services Division and Planning and Engineering (jointly, the “Community Development Department”) fees and delegate to the Community Development Director, with the approval of the City Manager, the authority to administratively set, modify, waive and/or exempt such fees as specified herein.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CENTENNIAL,  
COLORADO ORDAINS:**

**Section 1. Schedules Adopted.** The schedule of fees and charges attached as Exhibit A is hereby adopted for use and administration by the Community Development Department (The Fee Schedule for Planning and Engineering fees previously adopted is not modified hereby but included for convenience of reference). At least ten (10) business days prior to their implementation, a copy of the schedule of fees shall be made available in the offices of the relevant Division of the Community Development Department of the City and posted on the City’s website.

**Section 2. Administrative Modification or Amendment.** The Director of Community Development, with the approval of the City Manager, may (a) administratively establish new fees for services provided by the Community Development Department, or (b) modify (by increase or decrease) any one or more of the fees identified in the attached schedule, as necessary to recover the direct and indirect costs of the Community Development Department in providing services to the public, so long as, in either case, such fees are set by considering the costs incurred by the City in providing the service for which the fee is charged. No new or modified

fees or charges shall be effective without first posting notice of such new or modified fee on the City's website and in the offices of the relevant Division of the Community Development Department not less than ten (10) business days prior to the effective date of such new or modified fee. Any new fee or increase in fees shall be effective only as to new applications or activities and shall not apply to active applications or activities that are currently under review by the Community Development Department.

**Section 3. Exemptions; Waivers.** A City-initiated application, report, plan, permit or other activity shall be exempt from all fees and charges identified in the attached schedule. Full or partial waivers of fees for any other application, report, plan, permit or other activity shall be authorized in writing only by the City Manager upon good cause shown consistent with applicable City intergovernmental agreements, ordinances, resolutions and policies.

**Section 4. Repeal of Other Fees and Charges.** This Ordinance is intended to repeal or supersede any other previously approved ordinance, resolution or administrative regulation or rule, or section thereof, which established a fee or charge for a similar or same service.

INTRODUCED, READ, AND ORDERED PUBLISHED BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD ON THE 6<sup>th</sup> DAY OF JUNE, 2016.

CITY OF CENTENNIAL

By: \_\_\_\_\_  
Cathy A. Noon, Mayor

Approved as to Form:

\_\_\_\_\_  
For City Attorney's Office

I hereby certify that the above Ordinance was introduced to the City Council of the City of Centennial at its meeting of \_\_\_\_\_, 2016 and ordered published one time by title only in *The Villager* newspaper on \_\_\_\_\_, 2016, and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

SEAL

ATTEST:

By: \_\_\_\_\_

City Clerk or Deputy City Clerk

FINALLY ADOPTED, PASSED, APPROVED WITH AMENDMENTS, IF ANY, AND ORDERED PUBLISHED BY TITLE ONLY, IN *THE VILLAGER* NEWSPAPER AND IN FULL ON THE CITY WEB SITE IN ACCORDANCE WITH SECTION 2-1-110 OF THE MUNICIPAL CODE BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS MEETING HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2016, BY A VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ AGAINST.

CITY OF CENTENNIAL

By: \_\_\_\_\_

Cathy A. Noon, Mayor

I hereby certify that the above Ordinance was finally adopted by the City Council of the City of Centennial at its meeting of \_\_\_\_\_, 2016, and ordered published by title only, one time by *The Villager* newspaper on \_\_\_\_\_, 2016 and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

ATTEST:

SEAL

By: \_\_\_\_\_

City Clerk or Deputy City Clerk

EXHIBIT A  
 COMMUNITY DEVELOPMENT DEPARTMENT FEES



BUILDING PERMIT FEE  
 SCHEDULE

**Building Permit Fees**

*The determination of value or valuation under any provision of the adopted Uniform Building Code (UBC) shall be made by the building official or their designated representative. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.*

<b>Total Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof.
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours (minimum charge – two hours)	\$125.00 per hour <sup>1</sup>
2. Re-inspection fees assessed under provisions of Section 305.8	\$55.00 per hour <sup>1</sup>
3. Inspections for which no fee is specifically indicated (minimum charge – one half hour)	\$55.00 per hour <sup>1</sup>
4. Additional plan review required by changes, additions or revisions to plans (minimum charge – one half hour)	\$55.00 per hour <sup>1</sup>
5. For use of outside consultant for plan checking and inspections or both	Actual Cost <sup>2</sup>
6. Temporary Certificate of Occupancy (TCO)	\$800.00
7. Paper Plan Submittal Surcharge (Commercial Plans Only). A fee per page will be charged to recover the costs incurred to convert documents to electronic format.	\$3.00 per page

<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

<sup>2</sup> Actual cost includes administrative and overhead costs.

**Building Plan Review Fees**

1. When submittal documents are required by UBC Section 106-3-2, a plan review fee shall be paid at the time of submission for the plan review. Said plan review fee shall be 65% of the building permit fee as shown in the table above.
2. The plan review fees specified are separate and additional fees from the permit fees shown above.
3. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in UBC Section 106-3-4-2, an additional plan review fee shall be charged at the rate shown in the table above.
4. Expiration of plan review, permits and fees are subject to provisions of the UBC.
5. Investigation fees and refunds are subject to provisions of the UBC.

<b>ELECTRICAL FEE TABLE</b>	
<b>A. Residential Electrical Fees</b>	
This includes single family dwellings, site-built and modular/factory-built homes, duplexes, condominiums and townhouses.	
<b>Living Area</b>	<b>Fee</b>
1) Not more than 1,000 square feet	\$100.00
2) 1,001 square feet and not more than 1,500 square feet	\$150.00
3) 1,501 square feet and not more than 2,000 square feet	\$200.00
4) Per 100 square feet in excess of 2,000 square feet	\$10.00
<i>Example:</i> The home is 2,235 square feet (sq. ft.)	
The base fee for 2,000 sq. ft. (of the 2,235 sq. ft. total) is (see item '3' above)	\$200.00
The remaining 235 sq. ft. is rounded up, per section '4' above, to 300 sq. ft. (3 x \$10 = \$30)	\$30.00
<b>The total fee is</b>	<b>\$230.00</b>
<b>B. All Other Electrical Fees</b>	
All other electrical fees including residential installations that are not based on square footage (not in a living area, i.e. garage, shop, and photovoltaic, etc...). Fees in this section are calculated from the total cost to the customer, including electrical materials, items and labor – whether provided by the contractor or the property owner. Use this chart for service connections, a temporary meter, and all commercial installations. (See 'C' below for the permit fees for mobile/modular home and travel trailer parks). Such fees shall be computed as follows:	
<b>Value of Installation</b> (Based on cost to customer of labor, materials and items)	<b>Fee</b>
1) Not more than \$2,000	\$100.00
2) \$2,001 and above	\$5 per thousand OR
<i>Example:</i> The cost of the installation is \$5,150 (round up to \$6,000)	FRACTION thereof + \$100
The base fee is calculated from section (2) above: 6 x \$5 = \$30 + \$100	
<b>The total fee is</b>	<b>\$130.00</b>



## Community Development Fee Schedule

The following plan review fees for each sheet are applicable to all land use applications, including but not limited to, Preliminary Development Plans (PDP), Site Plans (SP), Rezoning Applications, Administrative Amendments (AA), Final Plats (FP), Annexation Plans, Comprehensive Plans, Correction/Exemption Plats and Special Districts.

Fees are based on three rounds of review. If a fourth round of review is needed, the applicant will be charged an additional fee equal to 50% of the initial review fees, except as noted in the legal review fees. The applicant will be charged an additional fee equal to 25% of the initial review fees for every review thereafter. If the applicant does not adequately respond to staff comments based on current standards and regulations adopted by the City, then the applicant may be subject to additional fees proportional to the amount of extra work required.

### Development Orders

Fee Description	Review Fee	Minimum Charge	Number of Sheet(s)	Fees Due
Pre-Submittal Review Fee – If this plan results in an actual case then this fee is credited	\$200	\$200		
All Development Applications submitted in paper format are subject to additional fees in order to convert to electronic records format. (**Referral packets are exempt from this fee**)	\$3.00/sheet regardless of size	\$3		
Technical Amendment Fee	Maximum \$2,000 and will be determined at Pre-Submittal meeting based on the scope of the amendment	\$500		
Annexation Petition/Map		\$2,400		
Preliminary Development Plan for PUD	\$2,400 for 1 <sup>st</sup> sheet, plus \$550 for each additional sheet	\$2,400		
Regulating Plan		\$2,400		
Site Plan		\$2,400		
Use by Special Review or Conditional Use		\$2,400		
General Notes Review	\$200 per application	\$200		
Grading Plan Review	\$1,650 for 1 <sup>st</sup> sheet, plus \$990 for each additional sheet	\$1,650		
Landscaping Plan Review	\$1,100 for 1 <sup>st</sup> sheet, plus \$550 for each additional sheet	\$1,100		
Lighting and Signage Plan Review	\$600 per sheet	\$600		

Sign Design Program Review	\$600 per sheet	\$600
Final Plat / Replat	\$1,200 for 1 <sup>st</sup> sheet, plus \$750 for 2 <sup>nd</sup> sheet, plus \$550 for each additional sheet	\$1,200
Affidavits/Correction/Exemption Plat	\$360 per sheet	\$360
Vested Property Rights	\$500	\$500
Easement/ROW Vacation (If not concurrent with final plat)	\$500	\$500


**Rezoning Applications**

Rezoning to Planned Unit Development	\$5,100	\$5,100
All Other Rezoning Applications (PUD Conversion or Rezone to Conventional Zoning)	\$3,000	\$3,000


Sheet \$  
Total \_\_\_\_\_

**Architectural Elevations / Profiles** (Please check one)

Fee Description	Review Fee	Minimum Charge	Number of Sheet(s)	Fees Due
Residential	\$600 per structure	\$600		
Commercial	\$1,200 per structure	\$1,200		
Pattern Book Approval	\$2000 Flat Fee	\$2,000		

**Preliminary / Final Traffic Reports** (Please check one)

< 30 Acres	\$900	\$900
30 – 59.99 Acres	\$1,800	\$1,800
60 – 89.99 Acres	\$2,700	\$2,700
90 Acres or More	\$3,600	\$3,600
Incomplete Traffic Report Fee	\$240 per incident	\$240


**Legal Review Fees**

Development Associated Legal Costs – Standard Applications <sup>1</sup>	\$600 per application plus \$300 per application requiring a public hearing	\$600
	Development orders requiring more than three rounds of legal review will be assessed an additional charge of \$500 per application	
Development Associated Legal Costs – Non-standard Applications <sup>2</sup>	Minimum \$250 per application; amount to be established by the Director prior to	\$250


	the submittal of an application			
Non Standard Easement or Licensing Agreement	\$1,000	\$1,000	1	\$1,000

**Other Planning Fees**

Environmental Documents	\$2,400	\$2,400		
Geological Hazard Report	\$1,200	\$1,200		
Variance Application Fee	\$125	\$125		
Fence Permit  (Value is cost of labor and material) Penalty of Double the Normal Fee if No Permit Issued Prior to Work Being Performed	Value x 3.5% (min \$20, max \$5000) plus City Use Tax and County Use Tax No Deposit Necessary	\$20		
Sign Permit  (Value is cost of labor and material) Penalty of Double the Normal Fee if No Permit Issued Prior to Work Being Performed <sup>3</sup>	Value X 7% (min \$50, max \$5000) plus City Use Tax and County Use Tax No Deposit Necessary	\$50		

Sheet \$  
Total

<sup>1</sup> Standard applications include site plans (SP, USR) and all amendments thereto; rezoning plans (PDP or PUD Conversion); plats and all replats and lot line adjustments; and vacations of plats or right-of-ways.

<sup>2</sup> Non-standard applications include annexations, vested property rights, and all other applications defined in Article 14 of the LDC.

**Other Planning Fees**

Fee Description	Review Fee	Minimum Charge	Number of Sheet(s)	Fees Due
CMRS Facility – Conditional Use	\$2,400	\$2,400		
CMRS Facility – New Facility / Limited Use	\$1,800	\$1,800		
CMRS Facility – Co-location / Limited Use	\$900	\$900		
Group Home Zoning Compliance Letter	\$75	\$75		
Zoning Verification Letter – Standard	\$75	\$75		
Zoning Verification Letter – Custom	\$100	\$100		
Zoning Clearance – Limited Use	\$75	\$75		
Address Assignment up to 5 Addresses	\$75 per address	\$75		
Address Assignment 6 or more addresses	400 (flat fee)	\$400		

1041 Permit Fee Initial Deposit (City will estimate cost of reviewing & processing application).	\$25,000 deposit. Time and materials per application	\$5,000 deposit		
Street Name Change	\$1,000	\$1,000		
Mailing Cost for Public Notification	\$100 per development order requiring a public hearing	\$100		
Service Plan (Metro or Special) <sup>4</sup>	\$1500/\$2500/\$3000	\$1,500		
Service Plan Amendment	\$2,500	\$2,500		
Service Plan Dissolution	\$1,000	\$1,000		
Certificate of Designation (Requires Public Hearing Process)	\$3,000	\$3,000		
Appeal of any Order, Requirement, Decision, or Determination made by the Planning and Zoning Commission or the Director	\$500	\$500		
Oil and Gas Permit	\$1,200	\$1,200		
Recording Fees – Standard Documents (electronic recording)	\$11 first page, \$5 per page thereafter plus a \$2 surcharge per document			
Recording Fees – Oversized Documents <sup>5</sup>	\$10.83 per page plus a \$3 surcharge per document			
Site Inspections (Due at time of CD approval or issuance of development permit)	1% of Public ECE	\$1,800		
	(Engineering Cost Estimate)			
Re-inspection Fee for 2 <sup>nd</sup> Failed Inspection	\$300 for each subsequent inspection	\$300		
Public Improvement Agreement (PIA)	\$1,200 per PIA	\$1,200		

**Comprehensive Plan**

Amendment to Comprehensive Plan (Includes all Amendments)	\$3,000	\$3,000		
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Sheet \$0  
Total

<sup>3</sup>Temporary sign permits are exempt from a review fee.

<sup>4</sup>\$1500 nonrefundable application fee (Sec. 4-10-50); \$2500 nonrefundable fee due and payable on date proposed service plan is filed and \$3000 due on date proposed service fee is filed to be used by the City to pay its reasonable consultant, legal and other fees and expenses incurred in the process of reviewing and taking action on the plan (Sec. 4-10-70).

<sup>5</sup>Fees for recordation of oversize documents include fees for an electronic copy of the recorded mylar in lieu of the printing of a second set of mylars

**Other Engineering Fees**

Fee Description	Review Fee	Minimum Charge	Number of Sheet(s)	Fees Due
<b>Site-Civil Construction Document Review</b>				
< 1 Acre	\$1,550	\$1,550		
1 – 2.99 Acres	\$2,500	\$2,500		
3 – 4.99 acres	\$3,200	\$3,200		

5 – 6.99 Acres	\$3,500	\$3,500
7 – 9.99 Acres	\$3,800	\$3,800
10 -14.99	\$4,600	\$4,600
15 Acres or More	\$5,000	\$5,000
Modification to Approved CD	\$600	\$600
