

Attachment 1



Town of Monument Fee Schedule

Effective October 1, 2026

Administration Department Fees

A. LICENSES

Business Licenses		
Fee Type	Amount	Notes
Initial Application Fee	\$ 100	Fee is not prorated
Annual Renewal Fee	\$ 40	Fee is not prorated
Late Renewal Fee	\$ 20	Per month

Escort and Sexually-Oriented Licenses	
Fee Type	Amount
Escort Application Fee	\$ 500
Escort Bureau Application Fee	\$ 1,000
Escort Service Runner Application Fee	\$ 500
Sexually-Oriented Business Application Fee	\$ 600
Sexually-Oriented Business Annual License Fee	\$ 300
Sexually-Oriented Business Manager Registration Fee	\$ 250
Sexually-Oriented Business Transfer of Ownership Fee	\$ 600

Refuse Haulers License	
Fee Type	Amount
First Vehicle	\$ 25
Additional Vehicles	\$ 10

B. PERMITS

General Permits	
Fee Type	Amount
Solicitor's Permit Application Fee	\$ 85
Farmer's Market Permit Application Fee	\$ 110
Lake Use Permit Application Fee	\$ 350

Special Event Permits		
Fee Type	Amount	Notes
Special Event Permit Fee	\$ 185	
Special Event Permit Maintenance Fee	\$ 50	
Special Event Permit Service Fee	\$ 500	
Special Event Permit Security Fee	\$ 70	Per Hour, Per Officer
Special Event Permit Security Fee with Patrol Vehicle	\$ 75	Per Hour, Per Officer

Parking Fees	
Fee Type	Amount
Daily Parking Fee at Monument Lake	\$ 5.25
Resident Annual Parking Permit	\$ 50

C. CEMETERY SERVICES

Burial Services		
Fee Type	Amount	Notes
Open/Close Fee for Full-Size Plot	\$ 729	No interments on Sundays or Holidays
Open/Close Fee on Saturdays	\$ 41	
Open/Close Fee in Cremation Garden	\$ 194	
Disinterment Fee	\$ 729	

D. NOTARY SERVICES

Notary Services	
Fee Type	Amount
Document Notarization for Citizens	\$ 5
Document Notarization for Town Employees/Senior Citizens	No Charge

E. PAYMENT PROCESSING

Payment Processing Services		
Fee Type	Amount	Notes
Returned Check Fee	\$ 25	Per Check
EFT Web Transaction Fee	\$ 0.74	Per Transaction
EFT Returned Item Basic Fee	\$ 7	Per Item
EFT Return NSF of Account Closed Fee	\$ 14	Per Item
EFT Return Stop Payment or Charge Back Fee	\$ 30	Per Item
Credit/Debit Web Transaction Fee	\$ 0.74	Per Transaction
Bank Bill Pay Transaction Fee	\$ 0.25	Per Transaction

F. FRANCHISE AGREEMENTS

Franchise Fees		
Fee Type	Amount	Notes
Recordation Fee	\$ ---	To Be Charged at Time of Resolution
Publication Fee	\$ ---	To Be Charged at Time of Resolution

PUBLIC RECORDS

Public Records Services		
Fee Type	Amount	Notes
Standard Copy (8.5"x11" Black & White)	\$ 0.25	Per Page
Non-Standard Copy	\$ ---	Actual Cost
Color Copy	\$ 2	Per Page
Certified Copy	\$ 2	Per Page
Research and Retrieval	\$ 41.37	Per Hour (After 1 st Hour)
Manipulation	\$ ---	Actual Cost
Transmittal	\$ ---	Actual Cost
Audio/Video Recording	\$ 15	
Faxes	\$ 0.50	Per Page (10 Page Minimum)
Third-Party Documents	\$ ---	Actual Cost

Planning Department Fees

A. ZONING

Zoning Fees*	
Fee Type	Amount
Annexation (10 acres or less)	\$ 5,725
Annexation (greater than 10 acres)	\$ 9,142
Conditional Use	\$ 7,300
Master Sign Plan	\$ 2,699
Planned Unit Development, Final	\$ 7,624
Planned Unit Development, Preliminary (5 acres or less)	\$ 6,100
Planned Unit Development, Preliminary (greater than 5 acres)	\$ 9,171
Preapplication Conference	\$ 368
Rezoning	\$ 2,899
Site Plan (5 acres or less)	\$ 6,599
Site Plan (greater than 5 acres)	\$ 9,142
Site Plan Amendment	\$ 2,200
Sketch Plan	\$ 3,260
Temporary Use	\$ 398
Traffic Control Plan (only)	\$ 818
Variance/Appeal	\$ 4,368
Zoning Verification Letter	\$ 45

* Review Fees: The first two review cycles are included in the base application fee. Any additional Planning Department reviews beyond the second review will be charged at \$128 per review. Engineering reviews beyond the second review will be billed at the actual consultant cost incurred, plus an administrative processing fee.

Any other consultant costs, including legal, associated with a zoning application will be subject to reimbursement per Chapter 18 Land Development Code.

B. LAND DEVELOPMENT & CONSTRUCTION

Construction Permits*		
Fee Type	Amount	Notes
Commercial (per acer)	\$ 937	Plus 2% use tax
Commercial/Mult-Family (per unit)	\$ 537	Plus 2% use tax
Demolition Permit	\$ 438	
Fence Permit, Non-Residential	\$ 186	Plus 2% use tax
Fence Permit, Residential	\$ 65	Plus 2% use tax
Floodplain Development Permit	\$1,824	Plus 2% use tax
Industrial (per acres)	\$ 837	Plus 2% use tax
Residential, Addition	\$ 777	Plus 2% use tax
Residential, New (per lot)	\$ 6,017	Plus 2% use tax
REVOCABLE Permit for Sandwich Sign	\$ 65	Plus 2% use tax
Sign Permit, Permanent	\$ 203	Plus 2% use tax
Sign Permit, Temporary	\$ 65	Plus 2% use tax
Right of Way permit		Plus 2% use tax
*Monument construction new builds (residential and commercial) will utilize a combined permit to include sidewalks, landscaping and fences related to that property. All related fees will be included on one permit for ease of payment.		
*There are no fees for existing fences that need to be replaced or repaired.		

C. SUBDIVISION

Subdivision Fees	
Fee Type	Amount
Plat, Preliminary	\$ 4,363
Plat, Final	\$ 4,351
Plat, Minor Amendment or Replat	\$ 3,820
Plat, Major Amendment	\$ 3,940
Plat, Right-Of-Way or Easement of Vacation, Sketch Plan	\$ 3,020
*Applicants will be charged for any outside engineering fees	

D. COMMERCIAL MOBILE RADIO SERVICE

CMRS Facility Fees	
Fee Type	Amount
Building, Structure, Or Roof-Mounted, Freestanding *	\$ 5,000
Small Cell, Microcell Facility, or Small Cell Network **	\$ 100

*For non-recurring fees, including a single up-front application that includes up to five small cell facilities, with an additional \$100 for each small cell facility beyond five, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more small cell facilities.

**Per small cell facility per year for all recurring fees, including any right of way access fee or fee for attachment to town-owned structures in the right of way.

E. FEES-IN-LIEU

Fees-In-Lieu of Park Land Dedication	
1. Pro-rated using the average value of land in the town, plus,	
2. Cost per acre of constructing the improvements for that type of facility	
*Such fees may be updated from time to time to reflect current market land values and costs of the improvements and shall be adopted by resolution and included in the town's fee schedule.	
*Average value of land in the town at \$83,160 per acre.	
*Cost per acre of constructing improvements as documented in the town of monument parks, trails, and open space master plan (see monument municipal code § 18.02.350, 18.02.330(B), and 18.02.330(D))	

Fees-In-Lieu of School Land Dedication		
Fee Type	Amount	Notes
Single Family Dwelling	\$ 2,217	Per Unit
Single Family Attached	\$ 1,412	Per Unit
Multi Family / Other	\$ 992	Per Unit

Fees-In-Lieu of Water Rights
\$30,000 Per Acre Foot
Limited To 10% Of the Total Water Demanded at Full Buildout.

F. NEW BUILD SITE DEVELOPMENT AND INFRASTRUCTURE INSPECTION FEES

New Build Site Development and Infrastructure Inspection Fees		
Fee Type	Amount	Notes
Site Preparation, Grading, & Stormwater Drainage Fee	\$ 150	0-5 Acres
Site Preparation, Grading, & Stormwater Drainage Fee	\$ 350	6-50 Acres
Site Preparation, Grading, & Stormwater Drainage Fee	\$ 1,000	Over 50 Acres
Potable Water Distribution System, Sanitary Sewer Collection, & Transmission Systems Fee	\$ 250	0-499 Linear Feet
Potable Water Distribution System, Sanitary Sewer Collection, & Transmission Systems Fee	\$ 1,000	500-2,500 Linear Feet
Potable Water Distribution System, Sanitary Sewer Collection, & Transmission Systems Fee	\$ 2,000	Over 2,500 Linear Feet
Pavement (Impervious Surfaces) Fee	\$ 150	0-4,999 Ft ²
Pavement (Impervious Surfaces) Fee	\$ 600	5,000-25,000 Ft ²
Pavement (Impervious Surfaces) Fee	\$ 1,200	Over 25,000 Ft ²
Curbing or Sidewalk, Irrigation Fee	\$ 150	0-1,000 Linear Feet
Curbing or Sidewalk, Irrigation Fee	\$ 500	Over 1,000 Linear Feet
Landscaping	\$ 50	Per Lot
Dust Control	\$ 50	Disturbed Area >1 Acre
Tree Removal (Commercial and Residential New Build/Development Only)	\$ 25	Per Mature Tree

Final Inspection Fees	
Property Size	Amount
0-5 Acres	\$125
6-50 Acres	\$ 350
Over 50 Acres	\$ 600

Working Within Town Right-Of-Way Fees		
Fee Type	Amount	Notes
Road Cuts & Restoration	\$ 200	Per Lane (Omitted Bond)
Jack & Bore	\$ 125	Per Lane
Maintenance of Traffic	\$ 100	Per Application
*Acceptance of road restoration shall include submittal of subsurface density tests and/or engineer's certification that backfill has been properly compacted and asphalt has been properly installed to meet all applicable standards. *A maintenance of traffic plan is required for any work done within a town right-of-way. The plan must be submitted by a person or entity qualified to prepare such a plan. Work within the right-of-way may not commence until the plan and the installation are approved by the town.		

Park Reservation Fees

A. PARK RESERVATIONS

Dirty Woman Creek Park (304 Mitchell Ave.) Fees	
Pavillion And Grill on North Side of the Pavillion	
Fee Type	Amount
Use Fee (First 4 Hours)	\$ 30
Use Fee (Each Additional Hour)	\$ 15
Required Non-Refundable Maintenance Fee	\$ 50
Required Refundable Damage Deposit	\$ 100
Sports Field (Bring Your Own Equipment)	
Fee Type	Amount
Use Fee (First 4 Hours)	\$ 30
Use Fee (Each Additional Hour)	\$ 15
Required Non-Refundable Maintenance Fee	\$ 50
Required Refundable Damage Deposit	\$ 100

Santa Fe Baseball Fields (99 Santa Fe Ave.) Fees	
North and South Fields (Per Field)	
Fee Type	Amount
Use Fee (First 4 Hours)	\$ 30
Use Fee (Each Additional Hour)	\$ 15
Required Non-Refundable Maintenance Fee	\$ 50
Required Refundable Damage Deposit	\$ 100

Police Department Fees

A. POLICE RECORDS

Police Records		
Fee Type	Amount	
Local Record Checks	\$ 15	
Sex Offender Initial Registration	\$ 75	
Sex Offender Annual Registration	\$ 25	
VIN Verifications	\$ 20	
Premises History	\$ 15	Per Address
Crime Analysis/Statistics	\$ 95	
Notary	\$ 10 / \$ 15	One Page / Two or More Pages
Copy of Summons	\$ 5	

Criminal Justice Records Request		
Fee Type	Amount	
Case Report	\$ 10	\$0.25 per page
Body-Worn Camera (BWC) Recordings	\$ 15	Per Recording
Case Report and BWC Search, Retrieval, and Redaction	\$ 41.37	Per Hour (after 1 st Hour)
Open Records		
Fee Type		Amount
CORA/Public Records	\$ 41.37	Per Hour (after 1 st Hour)

Court Fees

A. COURT

Court Fees	
Fee Type	Amount
Court Cost	\$ 75
Revocation/Default Judgments	\$ 50
Deferred Sentence Fee	\$ 50
Bench Warrant	\$ 130
Contempt Charge	\$ 90
Surcharge	\$ 30
Late Fee	\$ 50
Payment Plan	\$ 25
Show Cause Order for FTA	\$ 50
Certified Copy of Municipal Records	\$ 15
Copy of Citation	\$ 5

Impact Fees

A. DRAINAGE IMPACT

Drainage Impact Fees by Basin Name and Number	
Fee Type	Amount
Crystal Creek (Fomo5300)	\$ 18,350
Dirty Woman Creek (Fomo5200)	\$ 18,350
Monument Branch (Fomo03800)	\$ 18,350
Jackson Creek (Fomo4400)	\$ 7,263
Palmer Lake (Fomo5400)	\$ 12,717
Teachout Creek (Fomo4800)	\$ 5,044
Monument Rock (Fomo4800)	\$ 7,953
Beaver Creek (Fomo4600)	\$ 10,970

B. POLICE IMPACT

Police Impact Fees		
Fee Type	Amount	Notes
Single Family Dwelling	\$ 799	Per Unit Dwelling
Single Family Attached	\$ 576	Per Unit Dwelling
Multi Family	\$ 455	Per Unit Dwelling
Non-Residential Retail	\$ 659	Commercial Fee Per 1,000 Sf GFA
Non-Residential Office	\$ 361	Commercial Fee Per 1,000 Sf GFA
Non-Residential Industrial	\$ 171	Commercial Fee Per 1,000 Sf GFA

C. TRAFFIC IMPACT

Traffic Impact Fees		
Fee Type	Amount	Notes
Single Family	\$ 707	Per Unit Dwelling
Multi Family	\$ 457	Per Unit Dwelling
Non-Residential Industrial	\$ 515	Commercial Fee Per 1,000 Sf GFA
Non-Residential Office	\$ 1,186	Commercial Fee Per 1,000 Sf GFA
Non-Residential Retail High Trip	\$ 4,418	Commercial Fee Per 1,000 Sf GFA
Non-Residential Retail Low Trip	\$ 2,165	Commercial Fee Per 1,000 Sf GFA

D. WATER IMPACT

Water Impact Fees		
Water Service Size (Inches)	Domestic (Potable) Water – Indoor Use or Combined Indoor/Outdoor Use	Irrigation Only
$\frac{3}{4}$ Typical SFE	\$ 23,080	\$ 23,080
1	\$ 41, 030	\$ 41,030
1 $\frac{1}{2}$	\$ 92, 320	\$ 92,320
2	\$ 123,090	\$ 180,650
3	\$ 276,960	\$ 369,280
4	\$ 492,730	\$ 656,500
Multi-Family Units – Indoor Consumption Only, With Separate Irrigation Service		
$\frac{3}{4}$ MFU	\$ 14,000	