

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF CHERRY HILLS VILLAGE  
AMENDING THE FEE SCHEDULE

WHEREAS, the City of Cherry Hills Village (“City”) is authorized to establish fees to cover the cost of issuing and administering licenses for conducting business within the City as well as the cost of processing applications and providing services; and

WHEREAS, pursuant to Section 1-1-80 of the Cherry Hills Village Municipal Code (“Code”), the City Council is authorized to adopt fees, costs, deposits, and other such charges required by the Code by resolution; and

WHEREAS, City Council approved Resolution 6, Series 2020 adopting a fee schedule and amended the fee schedule with Resolution 17, Series 2021 and Resolution 3, Series 2022; and

WHEREAS, City Council finds it is necessary to update certain fees; and

WHEREAS, the City Council finds that the fees costs, deposits, and other such charges set forth herein are necessary to cover the costs of providing services and processing applications for licenses, permits, and related expenses to ensure compliance with the laws of the State and the ordinances of the City; and

WHEREAS, the fees set forth herein provide a reasonable relationship to the costs of regulation, administration, and enforcement incurred by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:

Section 1. The City Council hereby adopts the following fees as the City’s Fee Schedule:

Municipal Code-Based Fees, Costs and Deposits		
Code Section	Fee/Charge	Amount
Business Licenses and Regulations		
4-4-30	Local retail sales tax license fee	\$0
6-1-50	Business license fee	\$25.00 annual fee
Article II of Chapter 6	Liquor license fee (maximum authorized by the State unless otherwise set by City Council resolution)	N/A
	Liquor license application fee (maximum authorized by the State unless otherwise set by City Council resolution)	Special Event Liquor Permit - \$25 Optional administrative fee for notice posting - \$25 Modification of Premises - \$100
6-3-60	Security Guard Business Licenses	
	Application fee	Initial — \$100.00



		Renewal — \$50.00	
	Guard fee	1 through 9 security guards — \$50.00 10 through 19 security guards — \$100.00 20 or more security guards — \$150.00	
6-4-90	Security alarm system permit fee	\$25.00	
6-4-100	False alarm response service charge schedule	1st and 2nd responses - no charge 3rd response — \$100.00 4th and each successive response — \$200.00	
6-4-130	Security alarm system permit reinstatement fee	\$100.00	
Health, Sanitation and Animals			
7-3-50	Assessment of costs and additional cost to cover inspection and other incidental costs to the City	Actual costs to City for remediation, and additional cost of \$25 or 5% of the actual costs, whichever is more	
7-5-310	Dog registration fee	\$10.00 per dog	
7-7-40	Registration fee for Unmanned Aircraft Systems	\$10.00 for each UAS unless waived pursuant to Section 7-7-40(a)(1) of the Municipal Code	
Streets, Sidewalks and Public Property			
Article II of Chapter 11	Public right-of-way permit fees	See Construction and Excavation Fee Schedule	
11-5-40	Petition for vacation	\$100.00 application fee plus \$10,000.00 initial deposit or other amount associated with cost of processing application, as determined by City Manager	
Municipal Utilities			
13-1-10	Water and Sanitary Sewer Tap Fees		
	Water Tap Size	Water Tap Fee	Sewer Tap Fee
	3/4"	\$2,000	\$10,000
	1"	\$3,000	\$16,700
	1 1/2"	\$5,000	\$33,300
	2"	\$9,000	\$53,300
	3"	\$19,000	\$106,700
	4"	\$37,000	\$166,700



	6"	\$97,000	\$333,300
	Annual Sewer Service Fee		\$430.00
	Delinquent Charges		1% monthly plus attorney's fees and collection costs
Annexations			
15-1-30	Annexation fee		\$300.00
Zoning			
16-7-120	Approval or Permit	Application Fees	Initial Deposit
	Administrative Amendments to Conditional Uses	\$100.00	\$2,000.00
	Major Home Occupation Permit	\$100.00	N/A
	Temporary Use Permit	\$20.00	N/A
	Infrastructure Construction Plans	See Article II of Chapter 11	See Article II of Chapter 11
	Site Plan or Site Plan Amendment	\$300.00	\$5,000.00
	Legal Nonconforming Certification	N/A	\$2,000.00
	Nonconforming Short-Term Rental License	License Application Fee \$750.00; Annual License Renewal Fee \$500.00	N/A
16-7-130	Approval or Permit	Application Fees	Initial Deposit
	Conditional Use Permit	\$500.00	\$3,000.00
	Rezoning	\$300.00 plus \$100.00 for more than 1 unit created by rezoning; all costs incurred for required certified notices	\$5,000.00 plus \$100.00/each unit of increased density
	Major Special Event Permit	\$300.00	\$5,000.00
	Site Plan or Site Plan Amendment	\$300.00	\$5,000.00
	Development Agreement; Improvements	Vested Property Rights Application Fee - \$200.00	Vested Property Rights Initial Deposit - \$2,000.00



	Agreement; Public Improvements Agreement (however titled)		
	Floodplain Development Permit	\$300.00 plus \$50.00/each lot or unit; all costs incurred for required certified notices	\$3,000.00
	Vacation of Easement or Right-of-Way	See 11-5-40	See 11-5-40
	Variance (Board of Adjustment and Appeals)	\$200.00; all costs incurred for required certified notices	\$2,000.00
	Floodplain Variance	\$100.00	\$2,000.00
	Administrative Appeals	\$100.00	\$2,000.00
Subdivisions			
17-3-20	Subdivision preliminary plat submittal fee	\$300.00 plus \$100.00 per lot	
17-3-20	Subdivision escrow payment	\$5,000.00 initial deposit plus \$200.00 per lot	
17-3-30	Land dedication or cash payment fee	7.5% of the gross area of all land being subdivided or fair market value payment	
17-3-340	Minor subdivision, minor plat amendment application fee	\$150.00 plus escrow deposit (see 17-3-20) and land dedication requirements (see 17-3-30)	
17-6-30	Lot consolidation and/or minor lot adjustment	Application fee — \$150.00 Initial escrow deposit — \$3,000.00	
Building Regulations			
Chapter 18	Permit, plan review and elevator inspection fees	Tables 1-A — 1-F below:	
	Table 1-A Building Permit Fees		
	TOTAL VALUATION	FEES	
	\$1.00 to \$2,000.00	\$20.00	
	\$2,001.00 and up	1% of valuation	
	Table 1-B Electrical Permit Fees for Nonresidential Buildings and Residential Alteration or Additions		



	PROJECT VALUATION	FEES
	Up to \$300.00	\$50.00
	To \$2,000.00	\$55.00
	To \$50,000.00	\$21.75 per \$1,000.00 or fraction thereof of the total valuation
	To \$500,000.00	\$20.50 per \$1,000.00 or fraction thereof of the total valuation plus \$57.50
	Over \$500,000.00	\$19.50 per \$1,000.00 or fraction thereof of the total valuation plus \$632.50
	<b>Table 1-C</b> <b>Electrical Permit Fees for New Residential Buildings</b>	
	BUILDING AREA	FEES
	Not more than 1,000 sq. ft.	\$51.75
	Over 1,000 sq. ft. and not more than 1,500 sq. ft.	\$69.00
	Over 1,500 sq. ft. and not more than 2,000 sq. ft.	\$86.25
	Over 2,000 sq. ft.	\$4.60 per 100 sq. ft. in excess of 2,000 sq. ft.
	<b>Table 1-D</b> <b>Building, Electrical Plan Review and Other Fees</b>	
	PROJECT TYPE	FEES
	Nonresidential Structures Including: Churches, Schools, Nonprofit Recreational and Commercial Facilities	\$1,700.00 minimum – review beyond 10 hours charged at per hour rate
	Nonresidential Remodels	\$340.00 minimum – review beyond 2 hours charged at per hour rate
	New Home/Scrape and Rebuild - more than 50% of Existing Square Footage	\$1,360.00 minimum – review beyond 8 hours charged at per hour rate
	Additions - less than 50% of Existing Square Footage	\$680.00 minimum – review beyond 4 hours charged at hourly rate
	Remodel With No New Square Footage	\$340.00 minimum – review beyond 2 hours charged at hourly rate
	Accessory and Recreational Structures	\$340.00 minimum – review beyond 2 hours charged at hourly rate



	Additional Plan Review beyond hours noted above	\$170.00 per hour, minimum 1 hour
	Investigation Fee	Same fee as building permit fee or \$170.00, whichever is more
	Reinspection Fee	\$110.00
	Duplicate Inspection Record Card	\$50.00
	Drainage Review	\$195.00 per hour
	Electrical Reviews: All New & Remodels for Commercial and Residential 400 Amp. Services & Greater	\$340.00 minimum – review beyond 2 hours charged at hourly rate
	Engineering Review - for review of all lots located within the designated 100-year floodplain and for review of drainage plans as required for all new structures and additions that increase square footage by more than 50%	\$195.00 per hour, minimum 1 hour
	<b>Table 1-E Elevator Inspection Fees</b>	
	<b>ANNUAL CERTIFICATES OF INSPECTION</b>	<b>FEES</b>
	For each elevator, dumbwaiter or lift	\$240.00
	For each escalator or moving walk	\$1,500.00
	Special Inspection not otherwise covered, e.g.. Construction use, temporary use, minor modernization and safety test witnessing	\$150.00 per hour
	<b>5 YR WITNESS SAFETY TEST</b>	<b>FEES</b>
	5 Year Hydraulic Witnessed Test	\$230.00
	5 Year Traction Witnessed Test	\$460.00
	<b>PLAN REVIEW FEES</b>	<b>FEES</b>
	Commercial Elevator or Escalator – including plan review, progress inspections and final acceptance inspection (New Installation or Major Modernization/Alteration)	\$925.00
	Residential Elevator, Platform lift, or dumbwaiter – including plan review, 1 progress inspection, and final	\$600.00



	acceptance inspection	
	<b>Table 1-F</b> <b>Green Building Plan Review Fees</b>	
	<b>BUILDING AREA</b>	<b>FEES</b>
	1,400 sq. ft. up to 6,000 sq. ft.	\$480.00 minimum for 3 hours review
	6,001 sq. ft. up to 8,000 sq. ft.	\$640.00 minimum for 4 hours review
	8,001 sq. ft. up to 10,000 sq. ft.	\$800.00 minimum for 5 hours review
	10,001 sq. ft. and up	\$960.00 minimum for 6 hours review
	Additional Plan Review beyond hours noted above	\$160.00 per hour, minimum 1 hour
18-10-60	Construction Times Waiver Application Fee	\$200.00
18-11-20	<b>Service Expansion Fee</b>	<b>Amount</b>
	Building	\$0.90 per square foot
	Garage/swimming pool/spa	\$0.40 per square foot
	Sport courts (including tennis, basketball and other similar sport courts)	\$0.10 per square foot
<b>Stormwater Quality and Control</b>		
19-1-80	<b>Stormwater Construction Permit</b>	
	Administration Fee	\$300.00
	Plan Review Fee	\$390.00 minimum – review beyond 2 hours charged at rate of \$195/hour
	Performance Bond	\$1,000.00 or actual cost of construction of all BMP's, whichever is greater
<b>Wireless Telecommunications Facilities</b>		
20-3-125	Wireless telecommunication facilities application	Fee — \$500.00 Initial deposit — \$3,000.00

**Section 2.** This Resolution shall be effective immediately.

**Section 3.** Repealer. All resolutions or parts thereof in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution or revive any resolution.

**Section 4.** Severability. If any provision of this resolution is found by a court of competent jurisdiction to be invalid, the remaining provisions of this resolution will remain valid,



it being the intent of the City that the provisions of this resolution are severable.

Introduced, passed and adopted at the  
regular meeting of City Council this 20<sup>th</sup> day  
of June, 2023, by a vote of 6 yes 0 no.



(SEAL)

ATTEST:

*Laura Gillespie*  
Laura Gillespie, City Clerk

*Kathleen Brown*  
Kathleen Brown, Mayor

APPROVED AS TO FORM:

*Kathie B. Guckenberger*  
Kathie B. Guckenberger, City Attorney