



**City of Manitou Springs Planning Department
DEVELOPMENT REVIEW
FEE & DEPOSIT SCHEDULE**

APPLICATION or REQUEST	FEE	DEPOSIT ⁽¹⁾		
DOCUMENTS FEE – Applied to each type of request	\$25	N/A		
ZONING ORDINANCE				
Concept Plan	\$100	\$200		
Conditional Use	\$275	N/A		
Development Plan – Minor	\$225	\$1,000		
Development Plan – Major	\$750	\$1,500		
Development Review (Administrative)	\$100	N/A		
Grading Permit – Minor	\$100	\$200		
Grading Permit – Major	\$300	\$500		
Minor Modifications	\$100	N/A		
Rezoning	\$450	N/A		
Variance (<i>A separate fee will be collected for each type; e.g. parking, front setback, height, etc.</i>)	\$225	N/A		
SUBDIVISION REGULATIONS				
Issuance of Building Permits to Previously Platted Land	\$100	\$100		
Issuance of Building Permits to Unplatted Land	\$100	\$100		
Master Plan	\$500	\$1,000		
Minor Subdivision	\$250	\$250		
Plat – Preliminary	\$750 + \$25/lot	\$1,000		
Plat – Final	\$500	\$500		
Vacation – Easement	\$100	N/A		
Vacation – Plat	\$150	N/A		
Vacation – Right-of-Way (ROW)	\$500	\$200		
Waiver (<i>A separate fee will be collected for each type of request.</i>)	\$150	N/A		
HISTORIC PRESERVATION ORDINANCE				
Demolition Review – Administrative ⁽²⁾	\$50	N/A		
Demolition Review – City Council (upon HPC Recommendation)				
Commercial	\$750 first 1,000 sf + \$50/each additional 1,000 sf	\$1,500		
Residential	\$100 first 1,000 sf + \$25/each additional 1,000 sf	\$250		
Material Change of Appearance Certification – Administrative	N/A	N/A		
Material Change of Appearance Certification – HPC Review	\$25	N/A		
STATE TAX CREDIT				
	PROJECT COSTS	INITIAL APPLICATION FEE	FINAL VERIFICATION FEE	TOTAL
	\$5,000 - \$15,000	\$100	N/A	\$100
	\$15,001 - \$50,000	\$250	\$250	\$500
	\$50,001 - \$100,000	\$250	\$500	\$720
	\$100,001+	\$250	\$750	\$1000

APPLICATION or REQUEST	FEE	DEPOSIT⁽¹⁾
ANNEXATIONS ⁽³⁾		
Minor – Less than 3 acres	\$500	\$750
Major – 3 or more acres	\$1,500 + \$25/acre (first 100 acres) + \$10/acre (over 100 acres)	\$2,500
SIGN ORDINANCE		
Temporary Sign Permit (<i>e.g., banner</i>)	\$15	N/A
Regular Sign Permit	\$30	N/A
Variance	\$150	N/A
BUILDING PERMIT APPLICATION (Use Tax)		
Modification	3.8% of the cost of materials (materials \$300 and less = \$11.40)	N/A
New Structure	75¢/sf, including basement and attached garage	N/A
Plans Review	\$25	N/A
Fire Review		
Commercial	Varies	N/A
Residential	\$120	N/A
Demolition Permit	\$25	N/A
Late Fee (After-the-fact)	2x Use Tax + \$50	N/A
FLOOD MANAGEMENT – Variance		
	\$300	\$250
APPEALS FEE		
	50% of the original request's fee	N/A
LATE FEE – A late fee of 200% of the normal application fee (two times the normal fee) shall be charged for any unauthorized use, unauthorized improvement, or unauthorized work begun before required approval(s).		

⁽¹⁾ Deposits are collected to reimburse the City for any technical and/or professional services incurred during the review of the request. Should an initial deposit prove insufficient, additional deposit(s) may be required, or the Applicant invoiced. Applicants will be provided an accounting of costs paid out of a deposit and unused deposit funds will be refunded.

⁽²⁾ Unauthorized demolitions are subject to additional late application fees, plus no building permits issued for 10 years.

⁽³⁾ Stenographic costs associated with recording the public hearing(s) of any annexation application shall be charged to the Applicant. Other, additional costs associated with the review and evaluation of the annexation application may also be charged to the Applicant as a part of the annexation agreement process. In the event a Special Election is necessary for a Major Annexation, the Applicant will be responsible for any costs associated with this.