

**CITY OF CORTEZ
RESOLUTION NO. 29, SERIES 2021**

**A RESOLUTION SETTING FEES AND CHARGES FOR VARIOUS DEPARTMENTS
FOR THE CITY OF CORTEZ, COLORADO**

The following fees shall be effective January 1, 2022,

PUBLIC WORKS FEES:

MAP PRICES

The City GIS department maintains geo-referenced mapping information comprised of multiple layers of data including parcels, buildings, addresses, golf courses, hydrology, street centerlines, topographic contours (2' intervals) utility point features, water valves, water lines, fire hydrants, and flood plains.

<u>Type of Map</u>	<u>36" x 36"</u>	<u>44" x 44"</u>
Street & Address Grid	\$15.00	\$20.00
Subdivision/Zoning	\$25.00	\$30.00
Custom Scale Map		
With up to 3 layers	\$30.00	\$35.00
With ortho-photography (aerial)	\$40.00	\$45.00
Each additional layer	\$ 3.00	\$ 3.00

Aerial map of a property – Letter size (50' or 100' scale)	\$ 5.00
Aerial map of entire City – 24" x 36"	\$35.00
Aerial map of entire City – 44" x 60"	\$55.00

Custom maps in a variety of formats are available and will be priced accordingly, at a rate of \$50.00/hour plus Materials.

DIGITAL DATA ON DISK

2015 Digital Color Ortho-photography: \$90/square mile
50 Scale: 3-inch Resolution

2005 Digital Color Ortho-photography: \$50/square mile
100 Scale: 6-inch Resolution

2015 Lidar DTM: 1-foot Contours: \$1,000

Coverage: 24 sq. miles in and around City limits

LAND DISTURBANCE FEES

LAND DISTURBANCE FEE (GRADING PERMIT).....\$ 40.00

FLOOD PLAIN DEVELOPMENT PERMIT.....\$100.00

STORMWATER QUALITY PERMIT.....\$150.00

MISCELLANEOUS PERMITS

ADMINISTRATIVE COSTS – RESEARCH AND RETRIEVAL

Actual time spent in excess of one hour shall be charged at a rate of \$30.00/hr.

BLASTING PERMIT \$75.00

CHIPPER SERVICES.....\$50.00/first 20 minutes

Thereafter \$1/minute, which equals \$90.00 for a one-hour chipper job

MULCHING FEE – Additional fee to unhook and dump chips in yard.....\$10.00

CONSTRUCTION DESIGN STANDARDS.....\$25.00 for CD
.....\$50.00 for paper copy

COPIES\$0.25/page

COPIES OF PLAT-SIZE DOCUMENTS:

24 x 36.....\$5.00/sheet

36 x 36.....\$7.00/sheet

FLATBED TRUCKS..... \$90.00 for 1st ton +
Plus additional fees for overweight (\$55/ton), tires, appliances, etc. per
Montezuma County Landfill Fee Schedule

RIGHT-OF-WAY CONSTRUCTION PERMIT: \$30.00 plus other City expenses where
applicable, as listed on the ROW Permit Form

PLANNING AND BUILDING FEES:

ADMINISTRATIVE ADJUSTMENT\$125.00

ADMINISTRATIVE COSTS – RESEARCH AND RETRIEVAL.....
Actual time spent in excess of one hour shall be charged at a rate of \$30.00/hr.

AMENDED PLATS AND/OR REPLATS\$200.00

ANNEXATION – Under 10 acres.....\$350.00
Over 10 acres\$500.00

VACATIONS (STREET OR ALLEY).....\$250.00

APPLICATION WITHDRAWAL FEE.....1/2 OF COLLECTED FEE

BILLBOARD (Renewable Yearly) PERMIT\$50.00/Billboard/Year

BILLBOARD (NEW SIGN) PERMIT.....\$27.50

BOARD OF ADJUSTMENTS APPLICATION..... \$300.00

COMPREHENSIVE PLAN.....\$15.00
for CD
..... \$25.00 for paper copy

CONDITIONAL USE PERMIT\$300.00

If an applicant is applying for a conditional use permit CONCURRENT with a site plan review,
the full site plan review fee applies, in addition to half the conditional use permit fee.

CONDOMINIUM SUBDIVISION..... See Subdivision Plat Fees

CONDOMINIUM CONVERSION..... \$200.00

COPIES \$0.25/page

ENCROACHMENT PERMIT.....\$100.00

HISTORICAL SIGN APPLICATION FEE..... \$75.00

HISTORICAL STRUCTURE APPLICATION FEE.....No Charge

HOME OCCUPATION PERMIT.....\$50.00

LAND DEDICATION – 5% CASH-IN-LIEU REQUIREMENT.....\$13,500 per acre
value (equates to cash-in-lieu fee of \$675.00 per acre)

LAND USE CODE.....\$15.00 for CD
.....\$75.00 for paper copy

MASTER SIGN PLAN.....Includes All Types of Signs – As Per Adopted Permit Fee Schedule
 MINOR SUBDIVISION.....\$ 200.00
 PLANNED UNIT DEVELOPMENT(See Subdivision Plat Fees)
 RECORDING FEESActual Costs
 SIGN PERMIT (Not including Billboards)Per Adopted Permit Fee Schedule
 SITE PLAN REVIEW .\$.500.00
 SPECIAL EXCEPTION .\$.100.00
 *SUBDIVISION PLAT FEES, INCLUDING:
 Condominium Subdivisions and/or Planned Unit Developments
 \$400.00 for the first acre or part thereof
 \$50.00/acre for next 4 acres
 \$20.00/acre for each additional acre
 RE-APPLICATION FEE\$300.00 +
 Plus the appropriate Subdivision Plat Fees shown above
 * SEPARATE FEE FOR EACH SUBMITTAL – PRELIMINARY PLAT AND FINAL PLAT
 TEMPORARY PERMITS\$30.00
 (Batch plants, tent sales events, jobsite trailers, and similar)
 ZONING CHANGE
 Residential/Small (½ acre or less)\$350.00
 Commercial & Large Residential .\$.500.00

BUILDING PERMIT FEES:

From the total valuation of the structure, the permit fee is tabulated. See table below:

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 to \$500.00	\$75.00
\$501.00 to \$2,000	\$75.00 for the first \$500.00 plus \$4.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001 to \$25,000	\$135.00 for the first \$2,000.00 plus \$13.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001 to \$50,000	\$451.25 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001 to \$100,000	\$713.75 for the first \$50,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001 to \$500,000	\$1,076.25 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001 to \$1,000,000	\$3,476.25 for the first \$500,000 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$5,976.25 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof.

VALUATION OF STRUCTURE – The valuation of the structure will be based on the “Square Foot Construction Cost” table from the ICC’s “Building Safety Journal” of the August edition of this years’ resolution. For structures such as commercial storage units, metal carports, and similar that are complete turnkey pre-fabricated kit building systems that will not have improvements such as plumbing, electrical, etc. that would make them habitable, the valuation of the structure will be 200% of the purchase price. Use tax will be assessed in accordance with

City Ordinance No. 1054, Series 2005. A copy of the invoice for the building system must be presented as proof for valuation. If no proof of purchase price is provided, the valuation will be based on the closest ICC category Square Foot Construction Cost.

ROOF PERMIT FEE.....	\$75.00
FENCE PERMIT FEE	\$75.00
SIDING PERMIT FEE	\$75.00
RESIDENTIAL DECK PERMIT FEE.....	\$75.00
(Only for residential decks over 30" in height and that do not have a roof)	
NON-HABITABLE PORTABLE STRUCTURE FEE.....	\$75.00
(Non-habitable portable structures are buildings such as storage sheds without MEP improvements that are constructed off-site fully assembled and delivered intact and ready to use at the time of delivery)	
FOUNDATION ONLY PERMIT FEE.....	\$75.00
CELLTOWER ANTENNAE MODIFICATION PERMIT FEE.....	\$100.00
(Includes antennae additions, removals, alterations, etc.)	
USE TAX – In accordance with Council Ordinance No. 1054, Series 2005 (8/9/2005).	
DEMOLITION PERMIT.....	\$75.00
PLAN REVIEW FEE: For commercial projects & multi-family units (4 units & over) a Plan Review Fee may be charged at an additional rate of sixty-five percent (65%) of the Building Permit Fee.	
MOBILE HOME SET-UP INSPECTION FEE (Mobile Home Parks Only).....	\$175.00
(Park owners are responsible for the procurement of all necessary permits and ensuring code compliance for all habitable structures placed within their respective parks prior to occupancy of any structure.)	
RV HOME SET-UP INSPECTION FEE (Mobile Home Parks Only).....	\$75.00
Per Council Resolution No. 9, Series 2012.	
For PERMANENTLY-INSTALLED NEW AND USED HUD MANUFACTURED HOMES (TRAILERS) on private lots, the Building Permit Fee shall be based on one-half (1/2) the Building Permit Per Square Foot Fee Schedule.	
For COLORADO IRC APPROVED MANUFACTURED HOMES, the Building Permit Fee shall be based on 100% of the Building Permit Per Square Foot Fee Schedule.	
For PERMANANTLY INSTALLED NEW AND USED MANUFACTURED HUD HOMES AND COLORADO IRC APPROVED MANUFACTURED HOMES	
the 'Use Tax' Fee shall be a Flat Fee of.....	\$225.75
TEMPORARY CERTIFICATE OF OCCUPANCY	\$300.00
Valid for six (6) months – Pro-rated refund (\$50.00 per month) if a FULL CERTIFICATE OF OCCUPANCY is applied for prior to the 6-month deadline.	
RE-INSPECTION FEE	\$ 50.00
If an inspection has been called for and work is not ready when the Inspector arrives at the job-site, a re-inspection fee of \$50 will be charged for each re-inspection.	
STOP WORK ORDER/WORK CONDUCTED WITHOUT A PERMIT.....	\$250.00
PLUMBING PERMIT FEES	
From the total amount of work to be done, the permit fee is tabulated. See table below:	
For issuing each permit	\$25.00
Supplemental permit	\$10.00

IN ADDITION:

- For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore) \$10.00
- For each building sewer and each trailer park sewer \$20.00
- Rainwater systems - per drain (inside building) \$10.00
- For each private sewage disposal system \$40.00
- For each water heater and/or vent \$10.00
- For each gas piping system of one (1) to four (4) outlets \$10.00
- For each gas piping system of five (5) or more, per outlet \$1.00
- For each industrial waste pre-treatment interceptor, including its trap and vent, excepting kitchen type grease interceptors functioning a fixture traps \$10.00
- For installation, alteration or repair of water piping and/or water treating equipment \$10.00
- For repair or alteration of drainage or vent piping \$10.00
- For each lawn sprinkler system on any one meter, including backflow protection devices therefore \$10.00
- For vacuum breakers or backflow protective devices on tanks, vats, etc. or for installation on unprotected plumbing fixtures, including necessary water piping - one (1) to four (4) \$5.00
- Five (5) or more, each \$1.00

**Note: Plumbing inspections are included in the initial building permit fee for new construction.

MECHANICAL PERMIT FEES:

From the total amount of work to be done, the permit fee is tabulated. See table below:

Permit Issuance and Heaters

- 1. For the issuance of each Mechanical Permit \$20.00
- 2. For issuing each supplemental permit for which the original permit has not expired, been canceled, or finalized \$10.00

Unit Fee Schedule: (Note: The following are in addition to the permit-issuing fee.)

Furnaces

- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW) \$10.00
- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance for over 100,000 Btu/h (29.3 kW) including vent. \$12.00
- For the relocation of each floor furnace, including vent, or the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater. \$10.00

Appliance Vents

For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit \$5.00

3. Repairs or Additions

For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code \$7.00

4. Boilers, Compressors and Absorption Systems

For the installation or relocation of each boiler \$12.00

5. Air Handlers

For each air-handling unit to and including 10,000 cubic feet per minute (cfm)(4720 L/s), including ducts attached thereto \$7.00

Evaporative Coolers

For each evaporative cooler other than portable type \$7.00

Ventilation and Exhaust

For each ventilation fan connected to a single duct \$5.00

For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit \$7.00

For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood \$7.00

Incinerators

For the installation or relocation of each domestic-type incinerator \$10.00

For the installation or relocation of each commercial or industrial-type incinerator \$20.00

Miscellaneous

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table \$7.00

**Note: Mechanical inspections are included in the initial building permit fee for new construction.

LIBRARY FEES:

Replacement Library Card	\$ 1.00
Out of State Card	\$ 10.00
Lost/Damaged Items	Cost of Item
Copies per page	
Black and White	\$ 0.10 (First ten pages free)
Color	\$ 0.25 (First four pages free)
Headphones	\$ 1.00
USB	\$ 3.00

CRIMINAL JUSTICE FEES:

Crime/Offense Reports	\$3.00
Supplement Reports (each page)	\$.50
Traffic Accident Reports	\$ 4.00
Bicycle License	n/c
Applicant Fingerprints	\$10.00
Communication Center Recordings	
30 seconds to 30 minutes	\$25.00
30 minutes plus	\$40.00
Any report on microfilm or DVD	
1 st Page	\$ 6.00
Each additional Page	\$ 1.00
Local Background Checks	\$ 5.00
Sex Offender Registration (initial)	\$20.00
CD's of photographs (evidence)	\$25.00
DVD's of video (evidence)	\$25.00
DVD's of audio (evidence)	\$25.00
Public VIN Inspection	n/c
Certified VIN Inspections	\$20.00

CORTEZ PARKS AND RECREATION FEES:

Cortez Recreation Center

Daily Fee	Daily	20 Punch Card
Infant (4 & under)	Free****	Free****
Youth (5 -18)	\$5.00	\$ 90.00
Adult (19 – 59)	\$6.00	\$110.00
Senior (60+)/Veteran	\$5.00	\$ 90.00
Group Rate 20+ 5 - 18 yrs	\$4.00	

Annual Passes	Yearly**	3 Month***
Infant	Free****	Free****
Youth (5 – 18)	\$214.00	\$ 90.00
Adult (19 – 59)	\$277.00	\$110.00
Senior (60+)/Veteran	\$214.00	\$ 90.00
Family* 2 members	\$365.00	
Family* 3 members	\$428.00	
Family* 4 members+	\$490.00	

* Family is immediate family only living in the same household, 5 members maximum, each additional child/youth \$30

** Annual passes can be paid with monthly payment automatic withdrawal

*** Three month passes need to be paid in full, no cancellations

**** Free with adult paid admission, card, or annual pass

Annual Passes include all fitness classes with the exception of SilverSneakers classes and SilverSneakers annual pass holders

Rental Fees*	Individual/Non-Profit	Commercial
Facility	Per Hour	Per Hour
Canyon Room	\$ 25.00	\$ 50.00
Mesa Room	\$ 25.00	\$ 50.00
Canyon/Mesa Room	\$ 50.00	\$100.00
½ Gym	\$ 30.00	
Full Gym	\$ 60.00	\$200.00
Racquetball Court Tournament	\$ 10.00	
Full Facility without Aquatics (min. 4 hours)	\$100.00	\$300.00
Full Facility (min 4 hours)	\$150.00+labor	\$400.00+labor
Swim Team Practice (per week)	\$ 50.00	
Swim Team Meet (per day)	\$150.00	\$300.00
Child Watch Room (min. 2 hours)	\$ 20.00	

*After hours facility usage rates of recreation center will be negotiated by recreation center supervisory staff depending on the type of use

Set-up Fee/Deposit

	Set-up	Deposit/Clean-up
Canyon/Mesa Rooms		
Mesa Room		\$ 25.00
Canyon Room	\$ 15.00	\$ 25.00
Canyon/Mesa Rooms	\$ 15.00	\$ 40.00
Gym		
Court Set-up (each)	\$ 15.00	\$ 25.00
Meeting, etc. 50+ people	\$ 75.00	\$ 50.00
Pool		
Swim Meet	\$ 50.00	\$ 50.00
Full Center	\$100.00	\$100.00
Child Watch Room		\$ 25.00

Miscellaneous Fees

ID Replacement Card	\$ 5.00
Racquetball Reservation Fee	\$ 1.00
Wallyball Reservation Fee	\$ 5.00
Child Watch Fee*	\$ 3.00 per hour (Max. 2 hours)
Child Watch 14 Punch Card	\$28.00
*Household member must be in facility to use this service	
Locker Rental (6 months)	\$30.00
Fitness Class (per class)	\$ 5.00

Golf Course Fees

Daily Green Fees	9 M-Th	18 M-Th	9 F-Sun Holiday	18 F-Sun Holiday
Individual	\$21-\$24	\$28-\$39	\$21-\$24	\$28-\$39
Senior (60+)/Veteran				
Individual	\$21-\$24	\$28-\$39	\$21-\$24	\$28-\$39
Junior (-18)	\$20	\$20	\$20	\$20
5 Round Pass with 6 th Round Free	\$95	\$140		

Pass Type	Season Pass	Season Ticket
Individual	\$575 + \$2 per 9 holes or \$4 per 18 holes or \$660 + no additional fee per round	\$125 + \$10 per 9 holes
Couple	\$945 + \$2 per 9 holes or \$4 per 18 holes or \$1055 + no additional fee per round	
Senior (60+)/Veteran		
Individual	\$480 + \$2 per 9 holes or \$4 per 18 holes or \$555 + no additional fee per round	
Senior (60+)		
Couple	\$785 + \$2 per 9 holes or \$4 per 18 holes or \$895 + no additional fee per round	
Junior (-18)	\$170 + \$2 per 9 holes or \$4 per 18 holes or \$190 + no additional fee per round	
College	\$225 + \$2 per 9 holes or \$4 per 18 holes or \$255 + no additional fee per round	
Family Pass	\$1,150 + \$2 per 9 holes or \$4 per 18 holes or \$1,275 + no additional fee per round	
Cart Registration		
Fee	\$675	

*Seniors are 60 years and over. Couple means spouses only.

All season passes and season tickets will be discounted 35% after July 4, 2021.

*Families must reside in the same residence. Two members are adults the rest must be under 18 years of age.

*Passholders will have the option of a payment plan to be paid by June 26, 2021.

Adults who play 18 holes and then decide to play another 9 holes shall pay the Adult 9 hole replay fee of \$22.

Early and late season 25% discounts for daily fee golfers from Open to April 11, 2021 and October 18 to Close, 2021.

Special Tournament Fee: \$30 per 18 holes for 18 hole+ tournaments with 50 or more.
\$22 per 9 holes for 9 hole tournaments with 25 or more.

Municipal Pool

Pass Type	Season Pass	Daily Pass	Fee
Youth (17 & under)*	\$50/\$40***	\$3.00	
Adult	\$70/\$60***	\$5.00	
Senior (60 & older)/ Veteran	\$60/\$50***	\$4.00	
Family (Immediate only)	\$150**/\$125***		
Swim Lesson Youth/Adult (per session)			\$35
Swim Team Practice (per week)			\$ 50
Swim Team Meet (per day)			\$150
Pool Shelter Rental (min. 2 hours) (per hour)			\$ 15

* Children 4 years of age and under are allowed in the pool at no charge but must be accompanied by a paying adult dressed to swim.

** Immediate family only, 5 members maximum, each additional youth \$30

*** Fee with current Recreation Center Pass equal to or great than the pass to be purchased

Recreation Programs

Youth Basketball	\$ 20/player	Co-ed Softball	\$250/team
Co-ed Volleyball	\$175/team	Men's & Women's Softball	\$300/team
3 on 3 Volleyball	\$ 75/team	5 on 5 Basketball	\$300/team
Men's & Women's Volleyball	\$175/team	Playground Days (Full Day)	\$18-\$20/child
Sand Volleyball	\$ 75/team	After School Program (Daily)	\$10-\$20/child
Co-ed Dodge Ball	\$ 75/team	Co-ed Flag Football	\$250/team
Trips (Youth & Adult)	Cost of Program	Adult Soccer	\$175/team

Negotiated with independent contractor. The City receives 30% of gross fees collected and may switch to an hourly rate.

Fees for the youth programs shall cover a minimum 50% of the actual costs and the fees for the senior programs shall cover a minimum 75% of the actual costs. These programs will be canceled, if the minimum percentage cannot be redeemed.

Facility & Equipment Rentals & Field Marking:

Organizers reserving the City playing surfaces for an approved youth cooperative (i.e. Tri-City Soccer, Southwest Colorado Youth Baseball, Southwest Softball, Cortez BMX, Montezuma Football, and Cortez Water Dragons) will be charged:

Cost of paint or chalk plus \$50 per week for activity preparation time, which includes dragging, marking, painting, tilling, and/or other activity preparation and for facility reservation usage.

Organizers reserving the City playing surfaces for non-City youth/adult open usage will be charged:

Rental Fees Facility	Individual/Non-Profit	Commercial
One Sports Field	\$30 Half Day (4 hours or less) \$60 Full Day (More than 4 hours)	\$75 Half Day (4 hours or less) \$150 Full Day (More than 4 hours)

Organizers renting other City park usages for non-City activities will be charged:

Centennial Park Small Shelter	\$ 30 Half Day (4 hours or less) \$ 60 Full Day (More than 4 hours)	
Centennial Park Large Shelter	\$ 30 Half Day \$ 60 Full Day	
Centennial Park Entire Park	\$120 Full Day (250 people or less) \$180 Full Day (500 people or less) \$180 Full Day plus \$150 Damage Deposit (over 500 people)	
Veterans Park Entire Park	\$120 Full Day (250 people or less) \$180 Full Day (500 people or less) \$180 Full Day plus \$150 Damage Deposit (over 500 people)	

Montezuma Park Performance Stage \$ 60 Half Day
\$120 Full Day

Parque de Vida Playground Shelter	\$ 30 Half Day \$ 60 Full Day	
Parque de Vida Amphitheater	\$ 60 Half Day \$120 Full Day	
Parque de Vida Entire Park	\$120 Full Day (250 people or less) \$180 Full Day (500 people or less) \$180 Full Day plus \$150 Damage Deposit	

(over 500 people)

Events with estimated attendance of 1,500 or more will require individual contracts between the event producer and the City of Cortez.

Facility Key Deposit

Facilities which require keys will have a \$5.00 refundable (with return of the key) deposit required.

Arborist License

Arborist license shall be \$25.00.

CORTEZ ANIMAL SHELTER FEES:

Adoption fees:

Dogs \$175

Cats \$100

Reclaim fees:

Dogs

1st offense

\$65

2nd offense

\$75

3rd offense

\$90

4th offense

\$115

Cats

1st offense

\$30

2nd offense

\$40

Boarding fees of impounded animals

\$15/day

CITY CLERK FEES:

Section 1. Operating Fees for Medical and Retail Marijuana Establishments per premises are as follows:

New Application:	\$7,000
Transfer Ownership (same premises):	\$2,850
Transfer Location (same owner):	\$7,000
Renewal Fee (annually):	\$5,250
Re-Inspection:	\$50/hr.

Section 2. These operating fees shall be charged per premises for any class or combination of classes of marijuana licenses that are regulated in Cortez.

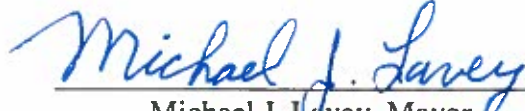
Section 3. Re-inspection charges will apply, and be assessed at a minimum of one hour, in one hour increments, when any City official is required to spend additional time to ensure compliance of a licensed premises because a license holder has failed to follow the rules and laws that govern marijuana.

Section 4. Liquor License Fees (State and City) are attached as Exhibit A (total 3 pages).

Section 5. Open Records Policy is attached as Exhibit B (total 5 pages).

Section 5. Open Records Policy is attached as Exhibit B (total 5 pages).

COUNCIL RESOLUTION NO. 29, SERIES 2021, IS HEREBY APPROVED AND ADOPTED THIS 14TH DAY OF DECEMBER, 2021.



Michael J. Lavey, Mayor

ATTEST:



Linda L. Smith, City Clerk

City of Cortez
Alcoholic Beverage License
Fees and Taxes
As of December 31, 2021

APPLICATION FEES:	CITY	STATE
New License	\$1,000.00	\$1,550.00
License Renewal	100.00	.00
Transfer of Ownership	750.00	1,550.00
Concurrent Review	1,000.00	1,650.00
Change of Location	750.00	150.00
Modification of Premises	.00	150.00
Change of Trade/Corporation name	.00	50.00
Manager Registration Fee (Tav & H/R)	75.00	75.00
Late Renewal Application Fee	500.00	500.00
Temporary Permits	100.00	.00
Background Check – Corp. Change	100.00	.00
Duplicate License	.00	50.00

LICENSE FEES:

Beer & Wine	48.75	351.25
Brew Pub	75.00	750.00
Club	41.25	308.75
Fermented Malt Beverage	3.75	96.25
Hotel & Restaurant	75.00	500.00
Liquor Licensed Drug Store	22.50	227.50
Retail Liquor Store	22.50	227.50
Tavern	75.00	500.00
H&R with one Optional Premises	75.00	600.00
Arts	41.25	308.75
Special Event Permit (one day)	100.00	.00
Liquor Store Tastings License	100.00	.00

OCCUPATION TAX: (prorated on calendar year)

Brew Pub	325.00
Hotel & Restaurant	325.00
Tavern	325.00
Retail Liquor Stores	150.00
Fermented Malt Beverage	150.00
Beer & Wine	150.00
Club	100.00
Arts	100.00

Liquor Enforcement Division Fee Schedule

Attention:

Due to Senate Bill 20B-001 the below highlighted fees (also marked with a ✓) for new applications, renewal, late renewal, reissuance renewal, and COVID-19 Temporary Modification fees for specific liquor license types will be waived from December 7, 2020 to December 7, 2021.

***** Concurrent review fee of \$100.00 will not be waived and still needs to be paid to the state. If you have any questions please contact dor_liqlicensing@state.co.us**

Application Fees

	Local Fee	State Fee
Application Fee	up to \$1000.00	\$1,550.00 ✓
Application Fee with Concurrent Review	up to \$1000.00	\$1,650.00 *** ✓
Application Fee Transfer of Ownership	\$750.00	\$1,550.00
Application Fee Additional Liquor-Licensed Drugstore	up to \$1000.00	\$1,300.00
Application Fee Additional Liquor-Licensed Drugstore with Concurrent Review	up to \$1000.00	\$1,400.00
Application Fee Manager Permit	N/A	\$100.00
Application Late Renewal Fee (Not more than 90-days of license expiration date)	\$500.00	\$500.00 ✓
Application Reissue Fee (More than 90-days but less than 180-days of the license expiration date)	\$500.00	\$500.00 ✓
Application Reissue Fine (More than 90-days but less than 180-days of the license expiration date)	\$25.00 a day beyond 90-day expiration date	\$25.00 a day beyond 90-day expiration date ✓
Annual Renewal Application Fee	\$100.00	\$0.00
Annual Art Gallery Fee	\$100.00	\$0.00

Retail License Fees

	Local Fee City	State Fee City	Local Fee County	State Fee County
Art	\$41.25	\$308.75 ✓	\$41.25	\$308.75 ✓
Beer & Wine	\$48.75	\$351.25 ✓	\$63.75	\$436.25 ✓
Brew Pub	\$75.00	\$750.00 ✓	\$75.00	\$750.00 ✓
Club	\$41.25	\$308.75 ✓	\$41.25	\$308.75 ✓
Distillery Pub	\$75.00	\$750.00 ✓	\$75.00	\$750.00 ✓
Hotel & Restaurant	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Hotel Restaurant with one Optional Premises	\$75.00	\$600.00 ✓	\$75.00	\$600.00 ✓
Each Additional OP License		\$100.00 ✓		\$100.00 ✓
Resort Complex	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Campus Liquor Complex	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Related Facility – Resort Complex	\$15.00	\$160.00 ✓	\$15.00	\$160.00 ✓
Related Facility – Campus Liquor Complex	\$15.00	\$160.00 ✓	\$15.00	\$160.00 ✓
Liquor-Licensed Drugstore	\$22.50	\$227.50	\$37.50	\$312.50
Lodging & Entertainment	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Optional Premises	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Racetrack	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Retail Gaming Tavern	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Retail Liquor Store	\$22.50	\$227.50	\$37.50	\$312.50
Tavern	\$75.00	\$500.00 ✓	\$75.00	\$500.00 ✓
Vintner's Restaurant	\$75.00	\$750.00 ✓	\$75.00	\$750.00 ✓
Fermented Malt Beverage On Premises	\$3.75	\$96.25 ✓	\$7.50	\$117.50 ✓
Fermented Malt Beverage Off Premises	\$3.75	\$96.25	\$7.50	\$117.50
Fermented Malt Beverage On/Off Premises	\$3.75	\$96.25 ✓	\$7.50	\$117.50 ✓

Local and State Issued Permit Fees

	Local Fee City	Local Fee County	State Fee
Art Gallery Permit	\$3.75	\$3.75	\$71.25
Bed & Breakfast Permit	\$3.75	\$3.75	\$71.25
Each Resort-Complex-Related Facility Permit	\$15.00	\$15.00	\$160.00 ✓
Special Event Permit			
Malt, Vinous and Spirituous Liquor	\$100.00	\$100.00	\$25.00 Per Day
Fermented Malt Beverage (3.2% Beer)	\$100.00	\$100.00	\$10.00 Per Day
Mini Bar Permit with Hotel Restaurant License	\$48.75	\$48.75	\$276.25

State License Fees

	Fee
Limited Winery License	\$70.00 ✓
Manufacturer's License (Distillery or Rectifier)	
On or after August 10, 2016, and before August 10, 2017	\$675.00
On or after August 10, 2017	\$300.00
Manufacturer's License (Brewery)	\$300.00
Manufacturer's License (Winery)	\$300.00
Nonresident Manufacturer's License (Malt Liquor)	\$300.00
Importer License	\$300.00
Wholesaler's Liquor License	
On or after August 10, 2016, and before August 10, 2017	\$800.00
On or after August 10, 2017	\$550.00
Wholesaler's Beer License	\$550.00
Public Transportation (dining, club or parlor car; plane; bus or other vehicle)	\$75.00

Additional Fees

	Local Fee	State Fee
Alternating Proprietor Licensed Premises	N/A	\$150.00
Change of Location	Not to exceed \$750.00	\$150.00
Change of Trade Name/Corporate Name	N/A	\$50.00
Corporate/LLC Change (Per Person)	\$100.00	\$100.00**
Duplicate License	N/A	\$50.00
Add Optional Premises to Hotel & Restaurant License	N/A	\$100.00 ✓
Limited Liability Change	N/A	\$100.00
Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)	\$75.00	\$75.00
Master File Background	N/A	\$250.00
Master File Location Fee (Per Location)	N/A	\$25.00
Modification of Premises	N/A	\$150.00
Sole Source Registration	N/A	\$100.00

** The State Fee of \$100 only pertains to state-only issued licenses and does not apply to licenses issued by local licensing authorities.

State Only Issued Permits

	Fee
Winery Direct Shipper Permit	\$100.00
Wine Packaging Permit	\$200.00
Wine Festival Permit	\$25.00
Branch Warehouse or Warehouse Storage Permit	\$100.00
Retail Warehouse Storage Permit	\$100.00
Manager Permit Registration (Liquor-Licensed Drugstore)	\$100.00



**OPEN RECORDS REQUESTS
POLICY REGARDING CORTEZ
ACCESS TO PUBLIC RECORDS**

Effective Date: May 14, 2019

Administrative Authority: Adopted by City Council on May 14, 2019, through Resolution No. 15, Series 2019

Scope: All departments within the City of Cortez

Purpose: The purpose of this policy is to assure prompt and equitable service to citizens requesting access to public records, regardless of the format of those records, in accordance with the requirements of C.R.S. 24-72-201 et seq. This policy does not apply to criminal justice records, as defined in C.R.S. 24-72-302.

Background: C.R.S. 24-72-202(6) defines public record as "all writings made, maintained, or kept... by any local government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds? The definition of public records also includes the correspondence of elected officials, except to the extent that such correspondence is: 1) a work product, 2) without a demonstrable connection to the exercise of functions required by law or administrative rule, 3) a communication from a constituent to an elected official that clearly implies by its content that the constituent expects that it is confidential in nature or subject to nondisclosure, or 4) pursuant to procedures in C.R.S. 24-72-204(1) the material requested is not to be disclosed. Additionally, C.R.S. 24-72-202(7) defines writings to include "all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writings include digitally stored data, including without limitation electronic mail messages, but do not include computer software?"

C.R.S. 24-72-203(1)(a) allows the official custodian of public records (City Clerk) to make reasonable rules and regulations with reference to the copying and inspection of public records as necessary to protect the records and prevent unnecessary interference with the regular duties of the custodian.

Policy: It shall be the policy of the City of Cortez to make all records available for public inspection unless such records are protected from disclosure by state or federal law, by court order, or unless disclosure of such records would be contrary to the public interest.

All requests made under the Open Records Act shall be made in writing to the City Clerk, who is the Records Custodian. In the case of a request made in person, the custodian shall either provide the records to the requestor or shall set a date, time, and on-site location where the records can be inspected. The date shall be within three (3) working days of the date the request was made. In the case of a request received by U.S. Postal mail, e-mail, or fax, the custodian shall respond within three (3) working days of receipt of the request. Such period may be extended if extenuating circumstances exist (per CRS. 24-72-203(3)(b)), but the extension period shall not exceed seven (7) additional working days. If a deposit is required, the request is not considered received until the deposit is paid.

Open Records requests are required to be in writing and made on the form provided by the City Clerk.

If a record contains both public and confidential material, the City of Cortez is not required to redact confidential

material in order to comply with a request for the record. However, the City Clerk may agree to provide redacted records if the requester pays the redaction fee as shown on the schedule below.

Electronic records and electronic communications: Records stored on magnetic or optical disk, on tapes, or other non-paper media are considered public records and open to disclosure. After receiving a written request for records stored in any of the aforementioned media, the custodian may, but need not, take any measures necessary, in the custodian's opinion, to assist the public in copying or inspecting any specific public record(s); including but not limited to: providing portable disk copies or computer files, referring the requester to the City's web site, providing hard copy printouts, or providing the requested records in any other format deemed appropriate by the custodian.

Please note that requests for open records received by email may be a public record under the public records law and may be subject to public inspection under C.R.S. 24-72-203 and the policy of the City of Cortez.

Fees and charges: The custodian will charge for any copies, printouts, photographs, or electronic data requested. Requests expected to have a total charge of \$10.00 or more must be accompanied by a non-refundable deposit of one-half the estimated amount. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance shall be refunded within 30 days.

No fee shall be charged for the first ten standard sized pages, per calendar year. (Standard sized page will be considered 8 ½ x 11). Each standard page after that will be charged at 25 cents per page. In addition, the requester must pay any research and retrieval fee associated with producing the record in accordance with the schedule below. The custodian will also charge a fee for any manipulation of data needed to generate a record in a form or format not used by the City of Cortez. This fee shall not exceed the actual cost of manipulating said data and generating the record. Persons making a subsequent request for the same record shall be charged the same fee.

Additionally, the custodian will charge a fee for providing copies of electronically stored public records. The City will respond to requests for access to public records stored electronically and in computer databases by providing, upon written request, a copy, disk, or printout. The records may be provided to the requester by email if practical. The fee will be based on recovery of the actual incremental costs of providing the electronic services and products at a fee of 25 cents per page.

Data kept by the City of Cortez, but generated by a third party, shall be charged at actual cost paid to the third party, subject to additional fees below if applicable. Fees and charges for reproduction of records shall be standard throughout the City for similar items.

Photographing of public records will not be allowed.

Please note that if the document requested does not exist as described by the requestor the custodian of records shall deny the request. The custodian shall suggest that the requestor schedule a time to inspect the records and determine which documents best serve requestors purpose and request copies of those documents.

PUBLIC RECORDS STANDARD FEES AND CHARGES

Photocopies or printouts (no charge for first 10 standard size pages per requester per calendar year, if picked up or emailed)	\$0.25 per letter- or legal-size copy; actual cost for larger documents
Electronic files	\$0.25 per page
FAX documents	\$0.25 per letter- or legal-size page
Document certification	\$5 per document (in addition to the per page copy charge)
Duplication of audio tapes, CDs, or DVDs (this includes transfer of audio files to CD)	\$25 per disc
Publications produced by the City of Cortez	Price varies; will be established based on production costs
City of Cortez Municipal Code	\$100.00
Weekly/Monthly/New Business License Report	\$7.50
List of All City Business Licenses	\$25.00
<u>Research, Retrieval and Data Manipulation Fees</u>	
Up to 1 hour	No charge
Over 1 hour	\$30 per hour

Denial of inspection: Access to records may be denied in accordance with the provisions of federal or state law. Reasons for denial of access to records will be noted in writing on the public records request form and provided to the requester.

Records retention schedules: All public records, regardless of storage format, will be administered in accordance with the approved Colorado Municipal Records Retention Schedule (CMRRS). The City of Cortez has adopted the CMRRS as approved and updated by the Colorado State Archives. This schedule is available online at <https://www.colorado.gov/archives/municipal-records-retention-manual>



**ALL PUBLIC RECORDS REQUESTS MUST BE SUBMITTED
IN WRITING TO THE CITY CLERK'S OFFICE**

Fax to 970-565-8172 or mail/hand-deliver to
Cortez City Clerk, 123 Roger Smith Avenue, Cortez, CO 81321

RECORDS REQUEST

PLEASE PRINT

Name: _____

Date of Request: _____

Email: _____

Mailing Address: Street: _____

City: _____ State: _____ Zip: _____

Phone:Day _____

Phone: Evening _____

INSTRUCTIONS

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (CRS. 24-72-203), if the request is substantially large or is maintained off-site, additional time may be necessary. The City will notify you within three (3) days of any extension and all estimated costs.

Please select the format in which you would like to receive materials:

View only; no copies requested. (Appropriate City personnel will be scheduled to accompany you during viewing. No personal scanning or photography of records is permitted.)

Hard copies/printouts

CD or DVD*

Email*

*not all documents are available electronically and not all documents may be emailed

Please select the method you prefer for notification and delivery when the records are available:

First Class mail

I will pick them up at City Hall. Contact me by (circle one): Mail Phone Email

Email (if records are available electronically). Specify an alternate delivery method if records are not available via email:

.....

I agree to pay any charges applicable to this request. (This request will be considered received when this form is complete and the deposit is paid, if required.)

Signature of Requestor Date and Time of Request

.....

For Staff Use Only

Received by: _____ Date/Time: _____

Estimated Charges:

Hard Copy or Electronic File: _____ Copies \$0.25 per page: \$ _____

CD or DVD: _____ Copies @ \$25 per disc: \$ _____

Oversize Hard Copy or Other Format Not Listed Above: \$ _____

Retrieval and Research: _____ hours X \$30 per hour = \$ _____

Deposit Required (half of the estimated total, if that is over \$10): \$ _____

Request completed by: _____ Date: _____

Amount received: \$ Payment method: _____ Date: _____

Method of delivery: _____

Request denied by: _____ Date: _____

Reason(s) for denial: _____

