

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-52

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
AMENDING THE TOWN FEE SCHEDULE TO ADD SHORT-TERM RENTAL
LICENSE FEES**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, by approval of Resolution 2024-33, the Town Council set fees for various Town services in the Town of Keystone 2024 Fee Schedule; and

WHEREAS, by approval of Resolution 2024-45, the Town Council amended the fees for various Town services in the Town of Keystone 2024 Fee Schedule; and

WHEREAS, on October 1, 2024, the Town of Keystone will take over the licensing and administration of Short-Term Rental regulations from Summit County in the Town boundaries; and

WHEREAS, pursuant to the Town of Keystone Ordinance No. 2024-O-08, section F, Town Council is required to adopt by resolution a fee schedule for review of applications and issuance of licenses for Short-Term Rental Licenses; and

WHEREAS, the Town Council finds that the fee amounts as set forth in the Amended Fee Schedule and including fees for Short-Term Rental Licenses are reasonable and appropriate, and where applicable, are based on the costs incurred by the Town for administering the Town services or for providing the license and permits.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. Adoption of Fee Schedule. The Town of Keystone, Amended Fee Schedule, attached as Exhibit A, which includes the Short-Term Rental License Fee Schedule is hereby adopted.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

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ADOPTED by a vote of 6 in favor and 0 against, this 23rd day of July, 2024.

Signed by:
By: Kenneth D. Riley
FFCC105F18734F9
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

DocuSigned by:
By: Madeline Sielw
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Town Clerk

Signed by:
By: Jennifer Madsen
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Town Attorney



| Development Review Fee Schedule | |
|--|---|
| Work Sessions: | |
| Planning Commission Only | \$2305 |
| Planning Commission & Town Council | \$7790 |
| Zoning: | |
| Preliminary | \$5,240 plus \$235 per unit/lodge room |
| Final | \$3,440 plus \$235 per unit or lodge room |
| PUD Amendments | |
| Major | \$5,240 plus \$235 per unit/lodge room |
| Minor | \$1,760 plus \$235 per unit or lodge room |
| Site Plans | |
| Multifamily | \$5240 plus \$235 per unit or lodge room |
| Commercial | \$5,240 plus \$875 per 1,000 sq ft for the first 30,000 sq ft, and \$170 per 1,000 sq ft thereafter |
| Other Site Plan Reviews | Hourly rate |
| Variances | |
| All Types | \$2,305 |
| Renewals | \$1,125 |
| Conditional Use Permits (CUPs) | |
| All Types | Hourly rate |
| Temporary Use Permits (TUPs) | |
| All Types | Hourly rate |
| Non-Conforming Parcel Plan Review | |
| Un-platted Parcels | \$2,305 |
| Renewals | \$1,125 |
| Subdivisions | |
| Preliminary | \$5,240 plus \$235 per lot |
| Final | \$2,380 plus \$235 per lot |
| General Subdivision Exemptions | All \$2,530 plus \$235 per lot |
| Marijuana | |



| | |
|---|--|
| Medical | \$3,890 plus hourly rate after initial 10 hours of review time |
| Retail | \$3,890 plus hourly rate after initial 10 hours of review time |
| Home Occupations | |
| Low Impact | \$205 |
| Moderate | \$3,255 |
| Code Amendments | |
| All | \$2,305 plus hourly rate after initial 10 hours of review time |
| Development Agreements | |
| All | \$2,305 plus hourly rate after initial 10 hours of review time |
| Signs | |
| Sign Programs | \$1,855 plus hourly rate after initial 10 hours of review time |
| Sign Program Amendments | \$1,125 plus hourly rate after initial 10 hours of review time |
| Sign Permit | \$205 |
| All Other Applications | |
| All | Hourly Rate |
| Hourly Rate | |
| Planning | \$205.00/hour |
| Engineering | \$210.00/hour |
| Other consultants (including attorney review) | As provided by agreement |

| Colorado Open Records Act Request Fee Schedule | |
|---|---|
| Research & Retrieval Fees | |
| First hour | Free |
| Each additional hour | \$33.58 per hour, pro-rated by the quarter of an hour |
| Photocopy fees | |
| Copies of a public record | \$0.25/page |



| Liquor Licensing Fee Schedule | |
|---|---|
| Application Fees | |
| Application Fee | \$1,000 |
| Application Fee with Concurrent Review | \$1,000 |
| Application Fee Transfer of Ownership | \$750 |
| Application Fee Additional Liquor-Licensed Drugstore | \$1,000 |
| Application Fee Additional Liquor-Licensed Drugstore | \$1,000 |
| Application Late Renewal Fee (Not more than 90-days of license expiration date) | \$500 |
| Application Reissue Fee (More than 90-days but less than 180-days of license expiration date) | \$500 |
| Application Reissue Fine (More than 90-days but less than 180 days of license expiration date) | \$25.00 per day beyond 90-day expiration date |
| Annual Renewal Application Fee | \$100 |
| Annual Art Gallery Fee | \$100 |
| Retail License Fees | |
| Local license fees will be assessed in accordance with the license fees outlined in C.R.S § 44-3-505. | |
| Additional Fees | |
| Change of Location | \$750 |
| Corporate/LLC Change (Per Person) | \$100 |
| Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex) | \$30 |

| Tobacco Licensing Fee Schedule | |
|---------------------------------------|-------|
| Application Fee | \$600 |
| Renewal Fee | \$200 |



| Road and Bridge Fee Schedule | |
|--|---|
| Floodplain Development | |
| Permits | \$1,255 |
| Grading Permits | |
| Single Family | \$1,835 +\$55 for each inspection over the allowed 3 |
| Duplex | \$2,760 +\$55 for each inspection over the allowed 3 |
| Multi Family, Commercial | \$2,760 plus \$35.00/1,000 SF of disturbance over 10,000 SF + \$55 for each inspection over the allowed 5 |
| Road Construction | Same as above |
| Plan Review | \$55.00 Plan review projects not requiring a grading permit |
| Right of Way/Road Easement Vacation | |
| Review | \$1,160.00 |
| Variance to Road and Bridge Standards | |
| Individual Request | \$365.00 |
| Project Request | \$765.00 |
| Bond/Letter of Credit Admin Fee | |
| Less than or equal to \$5,000 | \$365.00 |
| Greater than \$5,000 | 2% of the bond/letter of credit amount plus \$365.00 to a maximum fee of \$6,455.00 |

| Short Term Rental Fee Schedule | |
|---------------------------------------|-------|
| License Fee (renewals & new licenses) | \$285 |