

**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
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

DocuSigned by:
By: Madeline Sielw
Town Clerk

Signed by:
By: Jennifer Madsen
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