

ADMINISTRATIVE REGULATION 2024-05
MAYOR YEMI MOBOLADE

DATE: June 28, 2024

TOPIC: Planning and Neighborhood Services Administrative Pass-Through Fees

LEGAL AUTHORITY: City Charter §§ 3-10(b) and 15-30
City Code §§ 1.2.314

1.0 Purpose and Scope: This Administrative Regulation sets "Planning and Neighborhood Services administrative fees" assessed for reimbursement related to routine administrative tasks such as copying, printing, postage, and submissions of recording fees to El Paso County, in conformance with City Code § 1.2.314. For all fees for applications of land use approvals, permits, and amendments that are not set by this administrative regulation, the Planning and Neighborhood Services Department shall continue to process fee changes pursuant to City Code § 7.5.203.

2.0 Terms Defined: "Planning and Neighborhood Services administrative fee" -- The fee charged to recover the costs of the City related to the administration of the Planning and Neighborhood Services Department, including but not limited to copying, printing, postage, and submission of County recording fees.

3.0 Procedures:

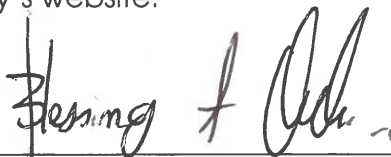
3.1 In General: Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including promulgation of administrative regulations. Fees and charges set by the Mayor shall be implemented by administrative regulation per City Code § 1.2.314.

3.2 Establishment of Fees and Charges: The Planning and Neighborhood Services Department administrative fees are established as set forth in Exhibit A, which is attached hereto and incorporated herein.

4.0 Miscellaneous

4.1 This Administrative Regulation shall be effective as of the date above, and shall remain in effect until amended or rescinded.

4.2 This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.



Blessing A. Mobolade, Mayor

APPROVED AS TO FORM:



Office of the City Attorney



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
LAND USE REVIEW DIVISION

2024 Planning Administrative Fee Schedule
Effective June 28, 2024

TYPE OF FEE	PLANNING ADMINISTRATIVE FEE
Copies of Documents up to 11x17	\$0.25/page
El Paso County Recording Fee for Minor Subdivision Actions	\$13.00 for one page, \$10.00 for each additional page
Postage	\$0.64
Public Notice Signage Poster	\$12.00
Public Notice Postcard	\$0.195