



Town of Kiowa Fee Schedule (Revised July 2024)

Business Licenses	
Application	Fee
Permanent Business	\$75 annually
Transient Business License	\$15 annually
Liquor Licenses	
Special Event Liquor Permit	\$125
New 3.2 Beer License	\$525
3.2 Beer License Renewal	\$100
New Liquor License	\$525
Renewal Liquor Licenses	
Retail liquor store license	\$100
Liquor-licensed drug store	\$100
Beer and wine license	\$100
Hotel and restaurant license	\$100
Tavern license	\$100
Optional premises license	\$100
Club license	\$100
Lodging and entertainment facility license	\$100
Change of corporate officers or directors	\$100 at time of filing
Dog Licenses	
Application	Fee
Spayed or neutered dogs	\$10 annually
Intact dogs	\$15 annually
Park Rental	
Application	Fee
Application Fee	\$50 with \$25 being refunded after event

In-house Building Permit Applications		
Application	Fee	
Fence permits	\$150	
Sign permits:		
Permanent Sign Permit	\$150	
Banner Sign Permit	\$75	
Temporary Sign Permit	\$5 per sign up to 4 total	
Sexually Oriented Businesses		
Application	Fee	
Application for sexually oriented business permit	\$800 at time of filing	
Sexually oriented business permit	\$250 annually	
Manager's license	\$50 annually	
Application for employee permit	\$50 at time of filing	
Pre-Application Work*		
Application	Fee	
Pre-Application Meeting for: Plat Amendment, Subdivision resulting in 4 lots or less, Temporary Use Permit, Vacation of Right-of-Way, Variance	\$100	
Pre-Application Meeting for Special Use by Review	\$300	
Pre-Application Meeting for major plats	\$600	
Land Use Applications		
Application	Fee	Deposit
New Annexation	\$1200/initial + \$50/acre	\$5,000
Development Agreement - Initial Agreement	\$5,000	\$10,000
Development Agreement - Amendment (per request)	\$1,500	\$0
Final Plat	\$1,000	\$5,000
Plat Vacation		\$2,500
Exemption Plat	\$500	\$1,500
Minor Subdivision/PD (4 lots or less)	\$750	\$2,500
Minor Subdivision/PD Plan Amendment	\$500	\$1,500
Major Subdivision PD	\$10,000	\$20,000
Plan Review Fees	75% of Building Permit Fee (not valuation)	\$2,500

Plan Review Fees (Special District)	\$3,500	\$5,000
PUD under 5 acres	000 +\$500/acre	\$5,000
PUD > 5 acres but less than or equal to 10	500 +\$500/acre	\$7,500
PUD >10 acres but less than or equal to 20	500 +\$600/acre	\$10,000
PUD >20 acres but less than or equal to 50	500 +\$600/acre	\$15,000
PUD > 50 acres	000 +\$750/acre	\$20,000
Preliminary Plat - Non-Residential	\$3,000	\$5,000
Replat/Vacate/Amendment	\$1,000	\$2,500
Variance Request		\$1,500
Straight/Traditional Rezone	\$1,500	\$3,000
Site Plan Less than 2 acres	\$1,500	\$3,500
Site Plan Over 2 acres	\$2,500	\$5,000
Site Plan Amendment – Full Process	\$1,500	\$2,500
Site Plan Amendment – No Referral	\$250	\$500
Sketch Plan	\$750	\$3,500
Temporary Structure/Use Permit (Construction Office or Sales Trail)		\$250
Temporary Structure/Use Permit (E or A Occupancy)		\$250
Condominium Plat		\$1500
Use by Special Review Applications		
Application	Fee	Deposit
Use by Special Review	\$1,250	\$3,000
Commercial Towers (communication, radio, MET, Cell, etc.)**	\$2,000 + 2% of cost of construction	
Wind Farms, Solar Farms, Pipelines, Power installations, and transmission lines, etc**	\$20,000 + 2% cost of construction	
Right-of-Way (ROW) Permits		
Application	Fee	
Right-of-way (ROW) Permit (*)	\$1,000	
Emergency Right-of-way (ROW) Permit	\$1,500	
Sidewalk Closure Permit	\$195	
Working without locates	\$300	
Inspection Fee	(billed at actual cost + 15% admin fee)	
Not ready for Inspection Fee	\$195	
Right-of-way (ROW) Permit Violation 1st Offense	\$600	
Right-of-way (ROW) Permit Violation 2nd Offense	\$1,200	
Boring in Public ROW (**)	\$1,500	

Sidewalk Damage	\$3,000
Curb & Gutter Damage	\$3,000
Right of Way Damage	\$2,500
Traffic Control Review	\$500
Traffic Control Per Day (***)	\$5,000
Striping Damage	\$3,000
Pot Hole Core Charge/Pothole	\$50
Installation of Handhole/Pull Box with ROW	\$100
Agreements - All fees are in addition to the actual cost of outside consultants plus 15% admin fee	
Application	Fee
New Annexation Agreement	\$1,000
Subdivision Improvement Agreement	\$1,500
Development Agreement	\$3,500
License Agreement	\$750
Intergovernmental Agreement	\$0
Agreement Amendment	\$500
Easement Agreement (separate document)	\$500
Easement Vacation (separate document)	\$500
Request for Easement	\$500
Right-of-Way Dedication or Vacation	\$500
Special Districts/Service Plans	
Application	Fee
Plan Review Application Fee (New District)	\$1,250
Outside Consultant/Review for New District (legal, finance, etc)	Actual Cost + 15%
Outside Consultant/Review for Amendment	Actual Cost + 15%
Civil Engineer Studies/Reports - Actual cost of outside consultants plus 15% admin fee	
Application	Fee
Drainage Report	Actual cost of outside consultants plus 15% admin fee
Drainage Conformance Letter	
Traffic Impact Study	
Traffic Conformance Letter	
Pavement Design Report	
Construction Plan Review	
Application	Fee
Street/Storm	Actual cost of outside consultants plus 15% admin fee
Traffic Signal Plans	
Grading/CBMP Plans	
Utility Plans	
Landscaping Plans	
Detention Pond	

Alternate Water Quality Facility	Actual cost of outside consultants plus 15% admin fee
Construction Plan Revision	
Construction Plan Review & Inspection Fees	
Application	Fee
Major Drainageway Improvements	Actual cost of outside consultants plus 15% admin fee
Floodplain Modification	
Variance Request	
Storm Sewer	
Detention/Water Quality Pond	
Alternate Water Quality Facility	
Major Drainageway Improvements	
Roadway	
Bridges	
Final Warranty Inspections for Public Improvements	
Right-of-Way Use Permit Fees	
Application	Fee
Residential Driveway Permit	\$150
Commercial Driveway Permit	\$250
Miscellaneous Admin Fees	
Application	Fee
Publication/Notice Fees	Per newspaper actual fees charged
Working Without a Permit	100% of the normal permit fee
Reinstatement Fee (Stop Work Order Issued)	\$600
Returned Check Fee	\$35
Street/Road Construction	
Application	Fee
BASE FEE: (Circle all that apply) Subgrade/Base	\$85.00 EA
Course/ Surface	
Subgrade	\$0.11 SY
Base Course	\$0.11 SY
Surface	\$0.11 SY
Cross-pans	
Application	Fee
First Cross Pan	\$55 EA
Additional Cross Pans	\$28 EA

Sidewalk/Curb & Gutter/Handicap Ramp	
Application	Fee
BASE FEE	\$55
Curb & gutter without sidewalk	\$0.10 LF
Sidewalk with integral curb & gutter	\$0.11 LF
Sidewalk without curb & gutter	\$0.10 LF
Sidewalk Chase Drain	\$45
Handicap Ramp	\$45
Valley Pan or Trickle Channel (Detention Ponds or Drainage Ways)	
Application	Fee
BASE FEE	\$53
Valley Pan	\$0.11 LF
Concrete Trickle Channel	\$0.17 LF
Pipe Culvert or Pre-cast Box:	
Application	Fee
BASE FEE	\$60
36" or smaller	Base Fee Only
Greater than 36"	\$0.90 LF
Cast-in-Place Storm Sewer Vaults/Inlets or Junction Boxes	
Application	Fee
6' or smaller	\$75 EA
Larger than 6'	\$150 EA
Landscape/Retaining Walls	
Application	Fee
BASE FEE	\$60
Landscape Plus Square Yards	\$0.10 SY
Retaining Walls > 4 ft in height	\$0.11 SF (face)
Porous Landscape/Sand Filters Per Basin	\$50/basin
> 10 sqare yards	\$0.09 SY
Rip-Rap Erosion Protection	
Application	Fee
BASE FEE	\$60
Rip-Rap Plus Cubic Yard	\$0.20 CY
Rip-Rap Plus Tonnage	\$0.15 TN
Fore Bay	\$0.09 SY
Micro Pool	\$50 EA
Vehicle Tracking Control Pad	\$50 EA
Vehicle Tracking Control with Wheel Wash	\$75 EA

Miscellaneous	
Application	Fee
Manhole (San/Storm)	\$55
Bridge/Cast-in-place Box Culvert	\$500
Traffic Signal (per location)	\$500
Traffic Sign	\$15
Vehicle Tracking Control with Wheel Wash	\$75

*** Individual ROW Permits are limited to 1000 linear feet of work. Work in excess of 1,000 LF can be considered on a case-by-case basis at the discretion of the Town**

**** Individual boring in public ROW Permits are limited to 1000 linear feet of work. Work in excess of 1,000 LF can be considered on a case-by-case basis at the discretion of the Town**

*****\$2500 per day after expiration date. NO refunds for early completion.**

NOTE *** Pre-Application fees will be credited towards the application fee so long as the complete application is accepted within 1 year from the date of the pre-application meeting.

NOTE *** Cost of construction fees shall be paid following the Board approval. Fees will be due and payable prior to any work taking place on the approved site or within six months of Board approval, whichever comes first. A "cost of construction" statement shall be provided by the applicant to CDS within 45 days of Board approval or before work begins, whichever comes first.

Town of Kiowa will review the statement and may seek 3rd party input for validation of the statement should it feel necessary. The Town and the applicant (parties), the parties shall agree on a 3rd party consultant to determine the cost to build and fees will be based on the consultant's analysis.