

**ADMINISTRATIVE REGULATION 2022-04**  
**MAYOR JOHN W. SUTHERS**

**DATE:** June 2, 2022

**TOPIC:** Planning and Community Development 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 Community Development 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 Community Development Department shall continue to process fee changes pursuant to City Code § 7.5.203.

**2.0 Terms Defined:** "Planning and Community Development Administrative Fee" - The fee charged to recover the costs incurred by the City related to the administration of the Planning and Community Development Department, including but not limited to copying, printing, postage and submission of County recording fees.

**3.0 Procedures:**

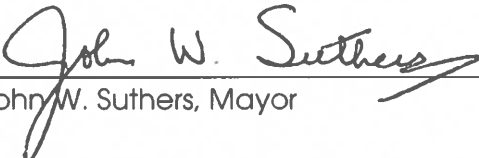
**3.1 In General:** Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including promulgation of administrative regulations. Fees and charges set by the Mayor shall be implemented by administrative regulation as set forth in City Code §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

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

**4.0 Miscellaneous**

**4.1** This Administrative Regulation shall be effective as of **June 2, 2022**, and shall remain in effect until amended or rescinded.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.

  
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John W. Suthers, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the City Attorney



**EXHIBIT A**

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
LAND USE REVIEW DIVISION**

**2022 PLANNING ADMINISTRATIVE FEE SCHEDULE**  
**Effective June 2, 2022**

<b>TYPE OF FEE</b>	<b>PLANNING ADMINISTRATIVE FEE</b>
<b>Copies of Documents up to 11x17</b>	<b>\$0.25/page</b>
<b>El Paso County Recording Fee for Minor Subdivision Actions</b>	<b>\$13.00 for one page, \$10.00 for each additional page</b>
<b>Postage</b>	<b>\$0.67</b>
<b>Public Notice Signage Poster</b>	<b>\$14.00</b>