

# TOWN OF LEEDS

## CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2016-08

Effective Date: December 15, 2016

***If review of an application or permit by outside professional service providers is required (in the Town's sole discretion) the Town will provide an estimate of such costs to the applicant. Upon the applicant's payment of the estimated cost, the professional services will be provided. Final issuance of the approval or permit requested will not be given until payment in full of the actual cost of professional services is received by the Town.***

### 1. ADMINISTRATION

- a. Certified Mail ..... \$5.00
- b. Certified Mail regarding delinquent account ..... \$10.00
- c. Copies — Customer Provided
  - 1) 8.5" x 11" ..... \$.10 per page
  - 2) 8.5" x 14" ..... \$.15 per page
  - 3) 11" x 17" ..... \$.20 per page
- d. Copies — Legal / Official Documents
  - 1) 8.5"x 11" ..... \$.20 per page
  - 2) 8.5" x 14" ..... \$.30 per page
  - 3) 11" x 17" ..... \$.40 per page
  - 4) Electronic Copy of Public Meeting ..... \$30.00 each
- e. Copies — Maps
  - 1) 8.5" x 11" Black and White ..... \$5.00
  - 2) 8.5" x 11" Color ..... \$7.00
  - 3) 11" x 17" Black and White ..... \$8.50
  - 4) 11" x 17" Color ..... \$10.00
  - 5) 17" x 22" Black and White ..... \$12.00
  - 6) 17" x 22" Black and White ..... \$15.00
- f. Fax Transmissions
  - 1) 1<sup>st</sup> page sending or receiving ..... \$2.00
  - 2) Each additional page ..... \$1.00 each
- g. GRAMA Requests
  - 1) Request must be in writing, using GRAMA Request Form
  - 2) Once request is received, the Town Office has ten (10) days to fill the request
  - 3) First 15 minutes of research time ..... No Charge
  - 4) After initial 15 minutes ..... \$20.00 per hour
  - 5) Applicant will pay for all additional expenses associated with the government records request, including research, supplies to grant the request, travel expenses, professional fees etc.
- h. Notary Service
  - 1) Resident of Leeds ..... No Charge
  - 2) Non-Resident ..... \$5.00 per signature
- i. Return Check Fee
  - 1) Any returned check ..... \$25.00 per item
  - 2) Certified Mail to notify of delinquent account ..... \$10.00
- j. Staff /Administration Time..... \$30.00 per hour

### 2. PROFESSIONAL FEES (Attorney, Engineer, other) ..... Actual Cost to Town

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### 3. BUILDING PERMITS AND IMPACT FEES

- a. Building Permit
  - 1) Application & Packet ..... \$5.00
  - 2) Building Permit Filing Fee ..... \$100.00
  - 3) Building Permit Fee ..... Based on Valuation
  - 4) Building Permit Extension Fee ..... 1% of valuation of home
- b. Excavation Permit ..... based on volume of earth removed
- c. Excavation Plan Review ..... based on volume of earth removed
- d. Impact Fees
  - 1) Park Impact Fee ..... \$1,300.00
  - 2) Road Impact Fee ..... \$3,295.00

### 4. CEMETERY

- a. Cemetery Plot
  - 1) Leeds Resident ..... \$400.00
  - 2) Non-Resident ..... \$800.00
- b. Exhumation ..... \$500.00
- c. Internment ..... \$550.00
- d. Moving Headstones ..... Actual Cost to Town
- e. Sale of Plot back to the Town ..... \$100.00

### 5. CIVIL PENALTIES FOR VIOLATION OF ORDINANCES

- a. Abatement Costs
  - 1) Removal of noxious weeds; garbage, refuse, deleterious objects or structures, Including staff time ..... \$50.00 per hour
- b. Penalties (Civil Penalties assessed for multiple offenses for previously cited violations within a twelve (12) month period shall be in addition to the civil penalties assessed on the prior citations for the same offense.)
  - 1) First Offense ..... \$100.00
  - 2) Second Offense – Same within twelve (12) months ..... \$250.00
  - 3) Third or More Offense – Same within twelve (12) months ..... \$500.00

### 6. LICENSES

- a. Alcohol License
  - 1 ) On & Off Premise, Beer Only ..... \$200.00
  - 2 ) On Premise, Restaurant Wine and Beer ..... \$200.00
- b. Animal Licenses
  - 1) Dog, each license, up to 4 dogs ..... \$5.00 each
  - 2) Kennel License, for over 4 dogs ..... \$25.00, plus each dog license
  - 3) Commercial Kennel License ..... CUP Category fee plus Business License Fee
  - 4) Late Fee, beginning February 1 ..... \$5.00 per month/per dog
- c. Business License
  - 1) General Commercial Only ..... \$50.00
  - 2) Home Occupation Only ..... \$50.00
  - 3) Late Fee, beginning February 1 ..... \$10% of License Fee

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### 7. PARKS AND BUILDING USE

- a. Peach Pit Pavilion
  - 1) Cleaning Deposit (Refundable, within 7 days) ..... \$50.00
  - 2) Rental to Town of Leeds Residents (Non-Refundable)
    - 4 hours or less, each day ..... \$25.00
    - Over 4 hours, each day ..... \$50.00
  - 3) Rental to Non-Residents (Non-Refundable)
    - 4 hours or less, each day ..... \$50.00
    - Over 4 hours, each day ..... \$100.00
  - 4) Rental to Non-Profit Organizations ..... No Charge
- b. Building Rental ..... as allowed by Town Resolutions
- c. Festival Booth Fees ..... \$35.00 for 10X10 non-electric, \$55.00 with power

### 8. PERMITS

- a. Encroachment Permit (Ordinance 2007-08)
  - 1) Application Fee ..... \$125.00
  - 2) Completion Guarantee Deposit
    - Pavement Surface (including chip/seal) ..... \$3,000.00 up to 70 sq. ft.
    - Pavement Surface (including chip/seal) ..... \$45.00 per sq. ft. over 70 sq. ft.
    - Gravel Surface ..... \$6.00 per sq. ft.
    - Unimproved Surface ..... \$3.00 per sq. ft.
- b. Handbill Permits
  - 1) Permit ..... \$30.00
  - 2) Cleanup Bond (Refundable within 7 days) ..... \$200.00
  - 3) Non-Profit Organizations ..... \$1.00
  - 4) Open Air Display Permit ..... \$125.00
- c. Peddler, Solicitor, or Itinerant Permit
  - 1) Per Week ..... \$100.00
  - 2) Per Year ..... \$400.00
- d. Sign Permits
  - 1) Permanent, Each ..... \$50.00
  - 2) Temporary, Each ..... \$25.00
  - 3) Special Event Permit ..... \$100.00

### 9. PLANNING / DEVELOPMENT FEES (Non-Refundable)

- a. Annexation Application ..... \$800.00
- b. Development and/or Annexation Agreement ..... \$500.00
- c. Appeal Application ..... \$550.00
- d. Conditional Use Permit (Ordinance 2008-04; 7.5.)
  - 1) Category 1 ..... \$100.00
  - 2) Category 2 ..... \$350.00
  - 3) Category 3 ..... \$650.00
  - 4) Category 4 ..... \$1,000.00
- e. General Plan Amendment Application ..... \$1,000.00
- f. Hillside Permit Review ..... \$200.00
- g. Lot Line Adjustment ..... \$200.00
- h. Ordinance Amendment Application ..... \$1,000.00
- i. Sign Review Board ..... \$100.00

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- j. Site Plan Review
    - 1) Site Plan Review is used for commercial, industrial and institutional developments; site plans to the Hillside Review Board; site plans that go to the Planning Commission. Exceptions are Public Schools and minor additions to existing buildings \$200.00 plus \$50.00 per acre.
  - k. Subdivisions
    - 1) Conceptual Review
      - (Fees to be applied to Preliminary Plat Review) ..... \$250.00 plus \$25 per lot
    - 2) Preliminary Plat Review ..... \$500.00 plus \$25 per lot
    - 3) Final Plat Review ..... \$500.00 plus \$75 per lot
    - 4) Minor Subdivision ..... \$250.00 plus \$25 per lot
    - 5) Plat Amendment Filing Fee ..... \$100.00 per lot
    - 6) Subdivision Filing Fee ..... \$50.00 per lot
    - 7) Inspection Fee ..... \$100.00 per lot
      - If the fund is exhausted before the completion of the subdivision, the developer shall pay the Town of Leeds an amount estimated by the Leeds Engineer or Inspector to be sufficient to cover completion.
  - l. Temporary Use Review ..... \$50.00
  - m. Variance Application ..... add postage costs and admin time @ \$30.00 per hour
  - n. Zoning
    - 1) Design Review Application ..... \$350.00
    - 2) Zone Change Application ..... \$1,000.00 plus \$50.00 per acre
  - o. Project or Development Plan Changes ..... \$200.00 per change (plus professional fees)
10. RECORDING FEES ..... Paid by Applicant
11. SERVICE CHANGE, UTILITY PERMITS ..... \$100.00
12. MISCELLANEOUS FEES
- a. Inspection, each hour, 1 hour minimum
    - 1) Residential ..... \$55.00 per hour
    - 2) Commercial ..... \$75.00 per hour

Enforcement: Any person who willfully violates any provision of this Ordinance shall be guilty of a Class B Misdemeanor and will be charged the current fees, as established in Washington County.

Repealer: If any provision or clause of this Ordinance or application thereof to any person or entity or circumstance is held to be unconstitutional or otherwise invalid by any court or competent jurisdiction, such invalidity shall not affect other section(s), provision(s), clause(s) or applications hereof, and to this end the provisions and clauses of this Ordinance are declared to be severable.