

**RESOLUTION NO. 22-01-11-1R**

**A RESOLUTION AMENDING RESOLUTION NO. 21-06-22-3R SETTING A SCHEDULE OF FEES FOR OFFICE SERVICES**

**WHEREAS**, Elk Ridge City has authority pursuant to Section 10-3-717 of the Utah Code Unannotated, to exercise administrative powers by resolution including setting fees for office services; and

**WHEREAS**, it is in the best interest of the City to have an official schedule of fees; and

**WHEREAS**, upon analysis it has been deemed necessary to adjust certain fees;

**NOW THEREFORE, BE IT ENACTED AND RESOLVED BY THE ELK RIDGE CITY COUNCIL THAT A SCHEDULE OF FEES FOR OFFICE AND CITY SERVICES BE AS FOLLOWS:**

**SEE ATTACHED FEE SCHEDULE**

**THE PROVISIONS OF THIS RESOLUTION TAKE EFFECT ON THE 11<sup>th</sup> DAY OF JANUARY, 2022; AFTER THE PASSAGE BY THE ELK RIDGE CITY COUNCIL**

**PASSED THE 11<sup>th</sup> DAY OF JANUARY, 2022.**

\_\_\_\_\_  
Mayor – Robert Haddock

Councilmember Nelson Abbott	Voted _____
Councilmember Tricia Thomas	Voted _____
Councilmember Jared Peterson	Voted _____
Councilmember Cory Thompson	Voted _____
Councilmember Tanya Willis	Voted _____

**ATTEST:**

\_\_\_\_\_  
City Recorder – Royce Swensen



# City of Elk Ridge Fee Schedule

Effective of **January 1, 2022**

## BUILDING FEES

### 1-ACCESSORY APARTMENT PERMIT RENEWAL

= \$30 annually

### 2-BUILDING PERMIT FEES

- o Standard Culinary water connection (1") = \$500  
Oversized: \$75 + Cost of meter
- o Sewer connection = \$200
- o Non-residential Connection Fees are calculated, based on "Equivalent Residential Connections"
- o Plan check deposit for a House = \$1,000
- o Plan check deposit for basement = \$100
- o Plan check deposit for retaining wall, rock wall, detached garage, additions, etc. = \$200
- o Plans lamination fee = \$.80 per foot
- o Basement completion permit = \$200
- o Contractor water (during construction) = \$100
- o Contractor registration fee = \$12 annually
- o Performance Bond = (refunded after completion and inspection)
  - \$0 - \$10,000 (value of project) = \$200
  - \$10,000 - \$100,000 (value of project) = \$1,000
  - \$100,000 + (value of project) = \$2,000
- o Landscaping Deposit = \$2,500 (\$2,400 refunded after completion and inspection)
- o Fire Hazard Evaluation Fee = \$200
- o Building permit fee = based upon square footage using the current square foot construction costs reported by the International Code Council plus additional fees based on project if needed
- o Plan check fee = 65% of building permit fee footage plus additional fees based on project if needed
- o Any Additional Inspection = \$75

### 3-BUILDING INSPECTION FEES

Each structure is allowed a certain number of inspections included in the permit fees.

- o Houses- 18 inspections
- o Accessory buildings- 6 inspections
- o Additions – 6 inspections
- o Basements – 4 inspections
- o Retaining Walls – 2 inspections
- o Other – Inspection determined through permit process

**Anything above the allotted inspections will incur additional fees.**

- Building permit fees not paid within 180 days will be cancelled. Applicant will have 48 hours to pick up plans before they are discarded.

**Any inspection that the Inspector deems "NOT READY" will be charged \$75.00 no matter the inspection**

### 4-EXCAVATION PERMIT = \$100 + \$1,000 Bond

### 5-IMPACT FEES (paid at the time of building permit)

- o Electric impact fee = determined by SEDS
- o Essential roadway impact fee = \$3,304
- o Park Impact Fee = \$2,393
- o Water Impact Fee = \$5,653
- o **Sewer Impact Fee = \$2,664 Payson/Elk Ridge**
- o Non-residential Impact Fees are calculated, based on "Equivalent Residential Connections"

### 6-TEMPORARY OCCUPANCY PERMIT = \$100

## OFFICE FEES

### 1-COPY MACHINE USE

- o Copy (B& W) = \$.10
- o Colored Copies = \$.25

### 2-FAX MACHINE USE

- o Each Sheet (Domestic only) = \$.50 each

### 3-FILE RESEARCH = \$25 per hour plus copy costs

### 4-RETURNED CHECKS = \$30 per check

## RECORDS REQUEST FEES

- o Copies per page = \$.25
- o Copies per page for certified copies = \$5.00
- o Compilation time per hour, 1 hr minimum first 10 minutes are complimentary plus copy costs = \$25.00
- o Accident Report = \$6.50

## MISCELLANEOUS FEES

### 1-BUSINESS LICENSE

- o Business license = No annual fee: license renewal due 1 year after date of issuance.
- o Solicitors, canvassers, peddlers, & itinerant merchants = \$50
- o Temporary Use Permit = \$75

### 2-HEARING ADJUSTOR

- o Fixed Fee = \$200 (Non-refundable)
- o Initial Hearing Adjustor Deposit = \$300

### 3-SHULER PARK PAVILION RENTAL

- o Rental fee = \$25
- o Refundable deposit = \$50

### 4-PUBLIC WORKS SERVICE CHARGES

- o Camera Sewer Line = \$100.00 surcharge + see Public Works Fees, 1 hour minimum
- o Vac Truck Services = \$100.00 surcharge + see Public Works Fees, 1 hour minimum

## CITY UTILITY FEES

- Deposit = \$100 (Refundable after 12 months of consistent good payment record)
- Administrative Fee = \$10 (paid with deposit)
- Late Fee = \$10.00 (After the last day of the month)
- Shut-off Fees:
  - o Red Tag Fee = \$15 (To deliver warning of shut-off)
  - o Disconnect (Shut-off) Fee: \$25
  - o Re-deposit: \$100
  - o (2<sup>nd</sup> Shut-off: If no deposit is on record with the City, with the 2<sup>nd</sup> shut-off within an 18 month period of time, \$100 must be re-submitted to the City - *Non-refundable*)
  - o This Deposit increases \$25 with each subsequent Shut-off

- Rental Properties - \$110 nonrefundable deposit  
Signed Owner/Manager Agreement

## WATER CHARGES

1-Base fee = \$47 per month

Charges for water used above base fee:

- 0 to 10,000 gallons - \$0.75 per 1,000 gallons
- 11,000 to 25,000 gallons - \$1.50 per 1,000 gallons
- 26,000 to 40,000 gallons - \$2.25 per 1,000 gallons
- 41,000 to 70,000 gallons - \$2.75 per 1,000 gallons
- 71,000 to 100,000 gallons - \$3.00 per 1,000 gallons
- 101,000 to 130,000 gallons - \$3.25 per 1,000 gallons
- 131,000 gallons and up - \$3.50 per 1,000 gallons

## MISC. WATER CHARGES

- HOA COMMON AREA FEE SCHEDULE: Distributed equally across active units monthly
- WHOLESALE WATER FEE SCHEDULE: reviewed annually, \*per 1000 gallons-

Jan- \$.75	July-\$1.75
Feb-\$.75	Aug-\$1.60
Mar- \$.75	Sep-\$1.52
Apr-\$.75	Oct-\$.92
May-\$.75	Nov-\$.75
Jun-\$1.22	Dec-.75

## OUTDOOR WATERING IN VIOLATION FEES:

- Watering during mandatory restrictions
  - 1<sup>st</sup> Offense: \$100.00
  - 2<sup>nd</sup> Offense: \$500.00
  - Any Offense Thereafter: \$1000.00 per offense

**2-\*SEWER CHARGES:** \$66.37 per month

**3-\*STORM DRAINAGE FEE:** \$6.50

## 4-SANITATION SERVICES:

- Collection + 1<sup>st</sup> Container: \$13.90\*
- 2<sup>nd</sup> Container (Optional): \$9.75
- Recycle Container (Optional): \$11.00\*

\*Fuel Surcharge and tipping fees on 1<sup>st</sup> garbage can and recycling can will be charged when needed.

**\*MINIMUM MONTHLY UTILITY CONNECTION CHARGES: \$75**

## DEVELOPMENT FEES

Required fees shall be paid at time of application. All fees required for Development or General Plan / Code are non-refundable. Should additional fees be required, they will be the responsibility of the applicant and paid prior to the meeting for which the fees correspond.

**\* A project will not be vested until Preliminary Plat Submittal.**

## INITIAL PLANNER CONSULTATION

Review and consultation

- \$500 minimum retainer – \$150 hour, 1 hour minimum

- Additional Planning Commission and City Council Meeting: \$480 per meeting
- Each additional TRC Meeting/Review: \$700

## 1-ANNEXATION

## ○ Petition / Resolution to Annex

- Fixed Fee = \$1,200 (Non-refundable)
  - Application Processing
  - Staff Review
  - Engineering/Planner Review
  - City Council Consideration
  - Resolution

## ○ Annexation Fee

- Fixed Fee = \$4,800 (Non-refundable)
  - Staff Review
  - Engineering/Planner/Attorney Review
  - Engineering/Planner Review
  - 2 TRC Meetings
  - Planning Commission/City Council Field Trip
  - Public Hearing/Notification
  - Planning Commission/City Council Meetings
  - Legal Documents/Recordation (County Fees separate)
- Annexation/Development Agreement:
  - City Planner: \$100 /hour
  - City Attorney: \$150 /hour

## 2-PERFORMANCE GUARANTEES

- Durability retainer = 10% of bonded improvements
  - Cash bond required for roadway overlay/equal to cost estimate + 10%
- Engineering inspection deposit (min. \$1,000)
  - 6% of bonded improvements under \$1m
  - 3% of bonded improvements over \$1m
- Administration fee = 5.0% of engineering Inspection bond
- Bond Release Fee for Multiple or Partial Releases = \$50 per release

## 3-SITE PLAN APPROVAL

- Fixed Fee = \$900 (Non-refundable)
  - Staff Review
  - Engineering/Planner Review
  - 2 TRC Meetings
  - Public Hearing/Notification
  - Planning Commission/City Council Meetings
  - Recordation (County Fees separate)

## 4-SUBDIVISION

**\* If additional review/meetings are required due to site specific issues, or incomplete submissions by the applicant, additional fees will apply as defined in the fee schedule.**

- 1-6 Lot Subdivision (Lot fronting existing street): \$4800
  - Preliminary and Final Combined ONLY if there are no dedications, no additional water, sewer lines and storm drains necessary.
  - Staff Review/Water Right Appropriation, Bonding
  - Engineering/Planner Review
  - 2 TRC Meetings
  - Public Hearing/Notification
  - Planning Commission/City Council Meetings
  - Pre-Construction Meeting
- Subdivision Environmental Considerations (HR-1 & CE-2 Zones): \$1400
  - Staff review
  - Engineering/Planner Review
  - 1 TRC Meeting
  - Planning Commission consideration

▫ **Preliminary Plat (No Contingencies)**

Fixed Fee = \$3600 + \$50 per lot or unit

- Application Processing
- Staff Review
- Engineering/Planner Review
- 2 TRC Meetings (additional meetings \$700)
- Public Hearing Notification
- Planning Commission/City Council Meetings

▫ **Final Plat**

- Fixed Fee = \$4200 + \$50 per lot or unit

- Application Processing
- Staff Review/Water Right Appropriation, Bonding
- Engineering/Planner Review
- 2 TRC Meetings included
- Planning Commission/City Council Meetings
- Recordation (County Fees Separate)
- Pre-Construction Meeting

- Annexation/Development Agreement:

City Planner: \$100 /hour

City Attorney: \$150 /hour

- Water Rights Transfer, Draft Change Application = \$1,200

- City drafted water rights change application for applicant.

(Applicant is responsible to provide necessary information, submit the application and defend the application.)

- Construction Water Usage Fee: \$100 per lot

- Construction, Water Meter - \$2,500 deposit

- Development Promotional Sign Permit = \$200 per year

- Signs are not allowed to be posted indefinitely. Signs can only remain if building lots are still available for purchase.

Planner Hourly Fee: \$100

Engineer Hourly Fee: \$150

Public Works Hourly Fee: \$90 for one employee + \$30 for additional employees if needed

○ Plat amendment after an approval

- Fixed Fee = \$2400

- Staff Review
- Engineering/Planner Review
- 1 TRC Meeting
- Public Hearing/Notification
- Planning Commission/City Council Meetings
- Recordation (County Fees Separate)

○ Lot line adjustment

- Outside of Subdivision no plat required = \$480

- Review for code compliance
- 1 TRC Meeting
- Compliance Letter

- Within Subdivision Fixed Fee = \$1800

- Staff Review
- Engineering/Planner Review
- 1 TRC Meeting
- Public Hearing/Notification
- Planning Commission/City Council Meetings
- Recordation (County Fees Separate)

○ Street vacation

- Fixed Fee = \$2400

- Staff Review
- Engineering/Planner Review
- 1 TRC Meeting
- Public Hearing Notification

- Planning Commission/City Council Meetings
- Recordation (County Fees Separate)

**5 – INSPECTIONS**

***\*If the work is not ready for an inspection, charges will still occur.***

Public Work Inspections: \$300 per lot

BacT Water Sample Fee: \$65 per unit

Planner Hourly Fee: \$100

Engineer Hourly Fee: \$150

Public Works Hourly Fee: \$90 for one employee + \$30 for additional employees if needed

Fire Chief Hourly Fee: \$90 for one employee + \$30 for additional employees if needed

**6 - CONDITIONAL USE PERMIT**

○ Land use permit

Fixed Fee = \$1,200

- Application Processing
- Staff Review
- Engineering/Planner
- 1 TRC Meeting
- Public Notification
- Planning Commission/City Council Meetings/ Administration

○ Accessory Apartment permit

Fixed Fee = \$400

- Staff Review
- Engineering/Planner
- 1 TRC Meeting
- Public Notification
- Administrative Review/Approval

○ Request to Amend or Revoke a Conditional Use Permit = \$300

**GENERAL PLAN /  
CODE AMENDMENT FEES**

**1-CODE AMENDMENT**

○ Code amendment request

- Fixed Fee = \$1400

- Staff Review
- Engineering/Planner Review
- 1 TRC Meeting
- Public Hearing/ Notification
- Planning Commission/City Council Meetings

**2-GENERAL PLAN AMENDMENT**

○ General Plan Amendment (Includes Zoning Map Changes)

- Fixed Fee = \$1400

- Staff Review
- Engineering/Planner Review
- 1 TRC Meeting
- Public Hearing/Notification
- Planning Commission/City Council Meetings