

RESOLUTION NO. 22-06-27-2R

**A RESOLUTION AMENDING RESOLUTION NO. 22-04-26-1R 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 \_\_\_\_ DAY OF \_\_\_\_\_, 2022; AFTER THE PASSAGE BY THE ELK RIDGE CITY COUNCIL**

**PASSED THE \_\_\_\_ DAY OF \_\_\_\_\_.**

\_\_\_\_\_  
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 June 27, 2022

## BUILDING FEES

### 1-ACCESSORY APARTMENT PERMIT RENEWAL

= \$30 annually

### 2-BUILDING PERMIT FEES

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

### 3-BUILDING INSPECTION FEES

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

- Houses- 18 inspections
- Accessory buildings- 6 inspections
- Additions – 6 inspections
- Basements – 4 inspections
- Retaining Walls – 2 inspections
- 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-RIGHT OF WAY PERMIT-

Application Fee \$150 Plus \$50 daily permit fee.

- Insurance: \$2 Million Liability Insurance, \$1 Million Workers Comp
- Bond: Equal to cost of work done in a right of way

Associated Penalty Fees:

- \$500 Working Without a Permit
- \$500 Failure to Implement Temporary Traffic Control
- Peak Hour Violation \$125/15 min increments (excluding Emergencies)
- Incomplete Traffic Control Setup and Maintenance - \$100 per instance

- Inadequate Maintenance of Temporary Surface Repair-\$100 per instance
- Unacceptable Debris or Material Within the Right of Way-See City Codes Fee Schedule
- Failure to Stop Work- \$2,000 per Day
- Fees doubled for violations in arterial and regional right of ways

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

- Electric impact fee = determined by SEDS
- Essential roadway impact fee = \$3,304
- Park Impact Fee = \$2,393
- Water Impact Fee = \$5,653
- Sewer Impact Fee = \$2,664 Payson Pass Through Fee / Elk Ridge  
**As of January 1, 2023 changes to \$2,774.45**
- Non-residential Impact Fees are calculated, based on "Equivalent Residential Connections"

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

## OFFICE FEES

### 1-COPY MACHINE USE

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

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

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

## RECORDS REQUEST FEES

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

## MISCELLANEOUS FEES

### 1-BUSINESS LICENSE

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

### 2-HEARING ADJUSTOR

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

### 3-SHULER PARK PAVILION RENTAL

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

### 4-PUBLIC WORKS SERVICE CHARGES

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



## CITY UTILITY FEES

- o Deposit = \$100 (Refundable after 12 months of consistent good payment record)
- o Administrative Fee = \$10 (paid with deposit)
- o Late Fee = \$10.00 (After the last day of the month)
- o Shut-off Fees:
  - o Red Tag Fee = \$15 (To deliver warning of shut-off)
  - o Disconnect (Shut-off) Fee: \$25
  - o Re-deposit: \$100  
(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*)  
This Deposit increases \$25 with each subsequent Shut-off
  - o Damaged Water Meter/Radio/Lid/Collar/can= Actual Cost of Parts + Labor
- Rental Properties - \$110 nonrefundable deposit  
Signed Owner/Manager Agreement

## WATER CHARGES

1-Base fee = \$47 per month

Charges for water used above base fee:

- a. 0 to 10,000 gallons - \$0.75 per 1,000 gallons
- b. 11,000 to 25,000 gallons - \$1.50 per 1,000 gallons
- c. 26,000 to 40,000 gallons - \$2.25 per 1,000 gallons
- d. 41,000 to 70,000 gallons - \$2.75 per 1,000 gallons
- e. 71,000 to 100,000 gallons - \$3.00 per 1,000 gallons
- f. 101,000 to 130,000 gallons - \$3.25 per 1,000 gallons
- g. 131,000 gallons and up - \$3.50 per 1,000 gallons

## MISC. WATER CHARGES

- o HOA COMMON AREA FEE SCHEDULE: Distributed equally across active units monthly
- o 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:

- o 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~~ \$85.81 per month**

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

## 4-SANITATION SERVICES:

- A. Collection + 1<sup>st</sup> Container: \$13.90\*
- B. 2<sup>nd</sup> Container (Optional): \$9.75
- C. 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.

## 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

- o \$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

### o Petition / Resolution to Annex

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

### o Annexation Fee

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

## 2-PERFORMANCE GUARANTEES

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

## 3-SITE PLAN APPROVAL

- o Fixed Fee = \$900 (Non-refundable)
  - o Staff Review
  - o Engineering/Planner Review
  - o 2 TRC Meetings
  - o Public Hearing/Notification
  - o Planning Commission/City Council Meetings
  - o 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 Final Approval
  - Fixed Fee = \$4800
    - 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

SEE FOLLOWING PAGE FOR MISDEMEANOR FEES