

RESOLUTION NO. 24-11-12-1R

**A RESOLUTION AMENDING RESOLUTION NO. 24-10-22-1R 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 \_\_\_\_\_, 2024; AFTER THE PASSAGE BY THE ELK RIDGE CITY COUNCIL**

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

\_\_\_\_\_  
Mayor – Robert Haddock

Councilmember Jared Peterson	Voted ____
Councilmember Cory Thompson	Voted ____
Councilmember Tanya Willis	Voted ____
Councilmember Melanie Paxton	Voted ____
Councilmember Charles Wixom	Voted ____

**ATTEST:**

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



## City of Elk Ridge Fee Schedule

Effective of Nov 12, 2024

### 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 12 pm on the last day of the month)
- Shut-off Fees:
  - Red Tag Fee = \$15 (To deliver warning of shut-off)
  - Disconnect (Shut-off) Fee: \$25
  - 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
  - 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 = \$50 per month

Charges for water used above base fee:

- a. 0 to 10,000 gallons - \$1.50 per 1,000 gallons
- b. 11,000 to 20,000 gallons - \$2.25 per 1,000 gallons
- c. 21,000 to 30,000 gallons - \$3.00 per 1,000 gallons
- d. 31,000 to 50,000 gallons - \$4.00 per 1,000 gallons
- e. 51,000 to 70,000 gallons - \$5.00 per 1,000 gallons
- f. 71,000 to 120,000 gallons - \$6.25 per 1,000 gallons
- g. 120,000 gallons and up - \$7.50 per 1,000 gallons

2-**\*SEWER CHARGES:** \$89.50 per month

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

### 4-SANITATION SERVICES:

A. All Garbage Containers: \$14.75\*

B. Recycle Container (Optional): \$14.75\*

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

### 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

### 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
- Food Truck Annual Fee= \$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

### **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
- Performance Bond \$1500

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 = \$6877 Payson Pass Through Fee / Elk Ridge**
- Non-residential Impact Fees are calculated, based on "Equivalent Residential Connections"

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



## **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 – \$225 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: \$225 /hour
    - City Attorney: \$225 /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
- Recordation (County Fees Separate) additional Recordations \$50
- 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: \$225 /hour

City Attorney: \$225 /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: \$225

Engineer Hourly Fee: \$225

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), additional recordations \$50

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)  
additional recordations \$50

○ 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: \$225

Engineer Hourly Fee: \$225

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 (NEXT PAGE)**

### **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