
APPENDIX A

FEE SCHEDULE

ARTICLE A1.000 GENERAL PROVISIONS

Sec. A1.001 Applicability of fee schedule

The provisions of this schedule shall apply to all fees established herein and shall be levied by the town immediately upon the effective date. Separately adopted ordinances also address applicable fees for other permit requirements within the town. This schedule should not be construed to be all-inclusive of required permits or fees within the town. (Ordinance 537-12, art. IX, adopted 11/20/12)

Sec. A1.002 Amendment of fees

The individual fees are subject to change to reflect the town's actual costs, and, as such, the fees herein may be changed by the town council at a public meeting through a simple majority vote at any regular or special called meeting. (Ordinance 537-12, art. X, adopted 11/20/12)

Sec. A1.003 Payment of fees by credit card or electronic means

The town administrator and any other municipal officer collecting fees, fines, court costs and other services for the town are hereby authorized to accept payment by credit card of such fees, fines, court costs or other charge and to collect a fee for processing the payment by credit card as authorized by chapter 132, Texas Local Government Code.

- (1) Processing or handling fee. The town administrator and any other municipal officer is hereby authorized and directed to assess a processing fee not to exceed five percent (5%) of the amount of the fee, fine, court cost, or other charge being paid by the use of a credit card, as an amount reasonably necessary and related to the expense incurred by the town.
- (2) Service charge for dishonored payment. If for any reason a payment by credit card is not honored by the credit card company on which the funds are drawn, the town administrator or any other municipal officer shall collect a service charge from the person who owes the fee, fine, court cost, or other charge to the town. The service charge is in addition to the original fee, fine, court cost, or other charge and is for the collection of that original amount. The amount of the service charge shall be the same amount as the fee charged for the collection of a check drawn on an account with insufficient funds.
- (3) Encumbrance of credit cards. The town administrator is hereby authorized to enter into agreements with companies which issue credit cards to collect and seize credit cards issued by the company that are outdated or otherwise unauthorized and the town administrator is further authorized to charge the company a fee for the return of said credit cards.
- (4) Disposition of fees and charges. Processing fees and service charges collected pursuant to this section shall be deposited in the general fund of the town.
- (5) Payment through the internet. Payments may be made through the internet for fees, fines, court costs, and other services for the town. The town administrator is hereby authorized to enter into agreements with a vendor to provide access, collect payments, or provide services through the internet.

(Ordinance 537-12, art. VI, adopted 11/20/12)

State law reference—Payment of fees, fines, court costs or other charges by credit card, V.T.C.A., Local Government Code, ch. 132.

Sec. A1.004 Work commencing before permit issuance

Any person who commences any work requiring a permit before obtaining the necessary permits shall be subject to pay one hundred percent (100%) of the usual permit fee in addition to the required permit fees. (Ordinance 537-12, art. VII, adopted 11/20/12)

Sec. A1.005 Refunding or waiver of permit fees

(a) Refunding of fees. The building official shall authorize the refunding of permit fees as follows:

- (1) The full amount of any fee erroneously paid or collected hereunder.
- (2) Not more than eighty percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with adopted building codes.
- (3) Not more than eighty percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

(b) Waiving of fees. The building official may waive or reduce the required permit fees for the demolition, repair, or reconstruction of a structure damaged due to a catastrophic event.

(Ordinance 537-12, art. VIII, adopted 11/20/12)

ARTICLE A2.000 ADMINISTRATIVE, USER OR REGULATORY FEES

Sec. A2.001 General provisions

The town administrator shall collect the following fees related to town regulatory activities as authorized by state law at the time of a request for service, goods are provided or an application for a permit is submitted. (Ordinance 537-12, art. I, adopted 11/20/12)

Sec. A2.002 Services

Fees for services:

- (1) Notary services: \$3.00.
- (2) Certification of copies (each certification): \$5.00.
- (3) Copies, per page (not related to open records request): \$0.20.
- (4) Public fax, to send or receive:
 - (A) Minimum fee (1 - 3 pages): \$3.00.
 - (B) Per page thereafter: \$1.00.
- (5) Nonsufficient funds check fee: \$30.00.
- (6) Shipping and handling mail requests (plus postage): \$1.50.
- (7) Credit card convenience fee:
 - (A) Processed by town: 4.0% of transaction.
 - (B) Processed by third-party vendor: Not to exceed 5%.

(Ordinance 537-12, art. I(A) adopted 11/20/12)

Sec. A2.003 Reference material

Fees for reference material:

- (1) Town maps:
 - (A) 11" x 17" (black and white): No charge.
 - (B) Large base, floodplain or abstract map*: \$10.00.
 - (C) 11" x 17" colored zoning, land use map or thoroughfare plan*: \$4.00.
- (2) Ordinances, bound:
 - (A) Zoning: \$25.00.

- (B) Subdivision: \$20.00.
- (C) Comprehensive land use plan: \$20.00.
- (D) Building code amendments: \$15.00.
- (E) Oil and gas drilling regulations: \$25.00.

*Services may not be offered at the time of the adoption of this fee schedule. The charge for public information (open record) is in accordance with the state general services commission charge schedule.

(Ordinance 537-12, art. I(B), adopted 11/20/12)

Sec. A2.004 Public information

Fees for public information:

- (1) Standard-size paper copy, per page: \$0.10.
- (2) Nonstandard-size copy:
 - (A) Paper copy: \$0.50.
 - (B) Diskette: \$1.00.
 - (C) VHS video cassette*: \$2.50.
 - (D) Audio cassette*: \$1.00.
 - (E) Rewritable/non-rewritable CD: \$1.00.
 - (F) DVD: \$3.00.
 - (G) Other (including mylar, blueprint, blueline, photographic): Actual cost.
- (3) Personnel charges:
 - (A) Programming, per hour: \$28.50.
 - (B) Other, per hour: \$15.00.
 - (C) Overhead (percent of personnel charge): 20%.
- (4) Microfiche or microfilm charge:
 - (A) Paper copy*: \$0.10.
 - (B) Fiche or film copy*: Actual cost.
- (5) Remote document retrieval charge*: Actual cost.
- (6) Computer resource charge:
 - (A) Mainframe, per minute*: \$10.00.
 - (B) Midsize, per minute*: \$1.50.
 - (C) Client/server, per clock hour*: \$2.20.
 - (D) PC or LAN, per clock hour*: \$1.00.
- (7) Miscellaneous supplies: Actual cost.
- (8) Postage and shipping charge: Actual cost.
- (9) Photographs: Actual cost.

- (10) Fax charge:
 - (A) Local, per page: \$0.10.
 - (B) Long distance, per page (817 or 940 area code): \$0.30.
 - (C) Long distance, per page (other area code): \$0.45.
- (11) Motor vehicle accident report (pursuant to section 550.065 of the Transportation Code):
 - (A) Report, not certified: \$6.00.
 - (B) Report, certified: \$8.00.

*Services may not be offered at the time of the adoption of this fee schedule. The charge for public information (open record) is in accordance with the state general services commission charge schedule.

(Ordinance 537-12, art. 1(C), adopted 11/20/12)

Sec. A2.005 Special permits

Fees for special permits:

- (1) Demolition permit, each: \$125.00.
- (2) House moving permit, each: \$125.00.
- (3) Solicitor permits:
 - (A) Permit application: \$35.00.
 - (B) Identification cards, each: \$2.00.
- (4) Oil and gas permits:
 - (A) Oil/gas well drilling/operating permit application fee: \$10,000.00*.
 - (B) Oil/gas well drilling/operating permit application fee (each additional well permitted on existing pad site): \$8,500.00*.
 - (C) Oil and gas pipeline construction permit application fee: \$8,500.00*.
 - (D) Fracing permit: \$300.00*.
 - (E) Quarterly inspection fee:
 - (i) Pad site fee (each pad site): \$300.00.
 - (ii) Well head fee (each well head on a pad site): \$200.00.
 - (F) Reinspection fee: \$250.00.
 - (G) Complaint generated inspection fee where complaint is confirmed: \$500.00.
 - (H) Complaint generated inspection fee where complaint is unfounded: No charge.
 - (I) PID testing, unrelated to quarterly inspections: \$300.00.
 - (J) Plug and abandon: Actual cost plus administrative fee of \$100.00.

*All costs associated with engineering, planning and attorney reviews in addition to the cost of any public notices that are incurred by the town will be charged to the applicant. One hundred percent (100%) of these costs (not covered by the application fee) plus a one hundred dollar (\$100.00) administrative fee will be charged to the applicant and must be paid immediately upon receipt of invoice from the town. (Please note: \$250.00 is nonrefundable in the event an incomplete application is submitted.)

- (5) Road damage remediation fees:
 - (A) Hauled water supply, roadway cost per mile: \$188,782.00.
 - (B) Hauled water supply, assessment cost per mile: \$114,413.00.
 - (C) On-site water supply, roadway cost per mile: \$188,782.00.
 - (D) On-site water supply, assessment cost per mile: \$64,135.00.
- (6) Right-of-way permit application - 3.5% of construction cost as determined by the town engineer with a minimum fee of \$750.00: 3.5% of construction cost.
- (7) Abandoning public streets/alleys (plus filing fee and cost of document preparation): \$300.00.
- (8) Utility facility structure, non-buildings (plus cost related to inspections): \$300.00.
- (9) Dangerous dog registration, annually: \$50.00.
- (10) Floodplain development permit: \$300.00.
- (11) Sign permits: \$75.00.
- (12) Business certificate of occupancy: \$250.00.
- (13) Change of occupancy residential: \$125.00.
- (14) Commercial vehicle permit - valid from January 1 to December 31 each year: \$25.00.
- (15) Excavation permit: No charge.
- (16) Farmers' market permit fee (seasonal): \$200.00.
- (17) Alarm permits, residential and commercial (per suite or unit):
 - (A) Annual fee: No charge.
 - (B) Appeal fee: No charge.
- (18) Residential false alarm service fee:
 - (A) Up to and including 6 false alarms: No charge.
 - (B) 7 up to and including 10 false alarms: \$25.00 each.
 - (C) More than 10 false alarms: \$50.00 each.
- (19) Commercial false alarm service fee:
 - (A) Up to and including 10 false alarms: No charge.
 - (B) 11 up to and including 14 false alarms: \$25.00 each.
 - (C) More than 14 false alarms: \$50.00 each.

(Ordinance 537-12, art. 1(D), adopted 11/20/12; Ordinance 568-14, sec. 1, adopted 9/16/14)

Sec. A2.006 Regulation penalty fees

Regulation penalty fees:

- (1) Mowing weeds to remove health and safety risks: Actual cost.
- (2) Dangerous building, each occurrence: \$100.00.
- (3) Administrative fee and lien filing: \$100.00.

(Ordinance 537-12, art. 1(E), adopted 11/20/12; Ordinance 568-14, sec. 2, adopted 9/16/14)

ARTICLE A3.000 FEES RELATED TO ZONING CHANGES, LAND DEVELOPMENT, PLATTING AND REQUESTS FOR VARIANCE

Sec. A3.001 General provisions

(a) Development review committee fees. Development review committee fees shall be collected for all proposals that include construction of public infrastructure or are of such a nature that the city staff believes that a formal review by the development review committee is necessary.

(b) Additional costs: administrative fee. All costs associated with engineering, planning and attorney reviews in addition to the cost of any public notices that are incurred by the town will be charged to the applicant. One hundred percent (100%) of these costs (not covered by the application fee) plus a one hundred dollar (\$100.00) administrative fee will be charged to the applicant and must be paid before any final plats will be filed, or, in the case of zoning changes, prior to the publication of the zoning change ordinance.

(Ordinance 537-12, art. II, adopted 11/20/12)

Sec. A3.002 Zoning fees

Zoning fees:

- (1) Zoning change application fee (including specific use permit): \$400.00.
- (2) Zoning change reapplication fee: \$300.00.

(Ordinance 537-12, art. II(A), adopted 11/20/12)

Sec. A3.003 Development fees

Development fees:

- (1) Site plan review:
 - (A) Complete site plan (includes architectural, landscape and civil):
 - (i) Initial fee: \$2,500.00.
 - (ii) Subs. fee: \$1,250.00*.
 - (B) Fire district review fee: \$100.00/1,000 sf of structure.
- (2) Development review committee appointment conference only (non-review): \$200.00.
- (3) Concept plan: \$450.00.
- (4) Sketch plat: \$200.00.
- (5) Development plat:
 - (A) Initial fee: \$850.00.
 - (B) Subs. fee: \$450.00.
- (6) Minor subdivision platting fees (four lots or less, no infrastructure or drainage issues)*:
 - (A) Development review committee review (includes sketch plat): \$200.00.
Each subsequent DRC appointment: \$100.00.
 - (B) Land study: \$350.00.
 - (C) Final plat review fee: \$450.00.
 - (D) Denton County filing fees: Actual cost.

(7) Major subdivision platting fees:

(A) Development review committee review (includes sketch plat): \$600.00.

Each subsequent DRC appointment: \$250.00.

(B) Land study: \$500.00.

	<u>Initial Fee</u>	<u>Subs. Fee</u>
(C) Preliminary plat review fee	\$1,200.00	\$600.00

(D) Engineering review fees as applicable:

(i) Lighting/franchise utility plan (commercial) \$400.00 \$200.00

(ii) Sewer and water plan \$650.00 \$350.00

(iii) Topography and drainage plan \$650.00 \$350.00

(iv) Street and grading plan \$650.00 \$350.00

(v) Landscape plan \$450.00 \$250.00

(E) Final plat review fee: \$750.00.

(F) Subdivider's agreement and review fee: \$550.00.

Revision review: \$350.00.

(G) Document legal review (per hour): \$150.00.

(H) Performance/surety bonds: As required.

(I) Public improvements inspection and approval (based on estimated construction cost as determined by town engineer): 3.5% of construction costs.

(J) Denton County filing fees: Actual cost.

(8) Temporary batch plant permit: \$400.00.

- (9) Oil and gas well development plat: \$950.00.
- (10) Replat platting fee: See above. A replat shall be designated by the planning staff as either a major or a minor replat. Fees assessed will be that of a major or minor plat, as applicable.
- (11) Plat vacating review fee: \$450.00.
- (12) Plat amendment review fee: \$450.00.
- (13) Deannexation fees, plus additional expenses incurred: \$550.00.
- (14) Board of adjustment fees: \$450.00.
 - (A) Variance request.
 - (B) Other hearings.

*All costs associated with engineering, planning and attorney reviews in addition to the cost of any public notices that are incurred by the town will be charged against the application fee. One hundred percent (100%) of these costs (not covered by the application fee) plus a one hundred dollar (\$100.00) administrative fee will be charged to the applicant and must be paid immediately upon receipt of invoice from the town. (Please note: \$150.00 is nonrefundable.)

(Ordinance 537-12, art. II(B), adopted 11/20/12)

ARTICLE A4.000 BUILDING PERMITS AND OTHER BUILDING RELATED FEES

Sec. A4.001 General provisions

The town administrator or assigns shall collect fees prior to the issuance of a building permit or a contractor registration and in accordance with the following schedule of fees, such fees being for the purpose of providing proper inspections and certificates of occupancy for the protection of the health, safety, and welfare of the public. A certificate of occupancy shall not be issued by the building inspector until all required fees have been paid and final inspection has been satisfied. The building inspector is authorized to waive or reduce building permit fees in the event that repairs to a structure are necessary due to damage caused by a natural disaster or catastrophic event. (Ordinance 537-12, sec. I, art. III, adopted 11/20/12)

Sec. A4.002 Commercial permits

Commercial permit fees:

- (1) Commercial building: \$1.10/ft².
- (2) Finish-out fee (includes all utilities): Greater of \$600.00 or \$0.50/ft².

(Ordinance 537-12, sec. I, art. III(A) adopted 11/20/12)

Sec. A4.003 Residential permits

Residential permit fees:

- (1) New residence (includes all utilities):
 - (A) \$0.65/ft² A/C area.
 - (B) \$0.45/ft² non-A/C.

*If second inspections are split, an additional \$120.00 will be charged.

- (2) New addition/remodel to residence or accessory structure: Greater of \$500.00 or \$0.65/ft² A/C area + \$0.45/ft² non-A/C.

*If second inspections are split, an additional \$120.00 will be charged.

- (3) Move-in residence:
 - (A) \$0.65/ft² A/C area.

(B) \$0.45/ft² non-A/C.

(4) Mobile home (including move-out): \$300.00.

(Ordinance 537-12, art. III(B), adopted 11/20/12)

Sec. A4.004 Miscellaneous fees

Miscellaneous fees:

(1) Accessory building:

(A) 1 to 200 square feet, foundation and utilities extra: No charge.

(B) Accessory building, new/remodel (201 square feet to 1,000 square feet, foundation and utilities extra): \$220.00.

(C) Accessory building, new/remodel (1,001 square feet +, foundation and utilities extra)*: \$0.22/ft² non-A/C.

(D) Accessory building, new/remodel with air conditioning*: Greater of \$500.00 or \$0.65/ft² A/C area, \$0.22/ft² non-A/C.

*If second inspections are split, an additional \$120.00 will be charged.

(2) Fire alarm and suppression permits*:

(A) Residential:

(i) Residence (over 5,000 square feet A/C area): \$100.00 per 1,000 sf.

(ii) Automatic fire-extinguishing systems:

a. 1- 20 heads: \$100.00.

b. 21 - 250 heads: \$175.00.

c. 251 heads and up: \$250.00.

(B) Commercial:

(i) Building and site plans: \$100.00 per 1,000 sf.

(ii) Automatic fire-extinguishing systems:

a. 1 - 20 heads: \$100.00.

b. 21 - 250 heads: \$175.00.

c. 251 heads and up: \$250.00.

d. Commercial cooking - fixed systems: \$50.00.

(iii) Fire alarm/detection related equipment:

a. 1 - 10 devices: \$100.00.

b. 11 - 25 devices: \$175.00.

c. 26 devices and up: \$250.00.

(iv) Fire pumps and related equipment: \$100.00.

(v) Standpipe systems: \$50.00.

(vi) Private fire hydrants: \$50.00.

(vii) Flammable/combustible liquids: \$100.00.

*All fees associated with fire alarm and suppression permits will be due upon issuance of a permit.

- (3) Contractor registration (annually): \$125.00.
- (4) Covered porch, carport, arbor (foundation and utilities extra): \$75.00.
- (5) Culvert/headwalls/driveway:
 - (A) One pour: \$120.00.
 - (B) Two pours: \$150.00.
 - (C) Each additional culvert: \$65.00.
- (6) Deck, over thirty inches high: \$75.00.
- (7) Drainage and/or grading permit: \$275.00.

*All costs associated with engineering and other professional reviews that are incurred by the town will be charged to the applicant. One hundred percent (100%) of these costs (not covered by the application fee) will be charged to the applicant and must be paid immediately upon receipt of invoice from the town.

- (8) Driveway approach (commercial): \$75.00.
- (9) Fence (over 6 feet): \$75.00.
- (10) Flat work: \$75.00.
- (11) Fireplace, outdoor (utilities extra): \$75.00.
- (12) Foundation: \$75.00.
- (13) Pool or spa (in-ground): \$650.00.
- (14) Pool, spa or hot tub (above ground): \$100.00.
- (15) Propane tank: \$75.00.
- (16) Red tag fee: \$75.00.
- (17) Radio/TV tower: \$75.00.
- (18) Sprinkler/irrigation system: \$110.00.
- (19) Tree removal permit: \$125.00.
- (20) Utilities:
 - (A) Gas: \$100.00.
 - (B) Plumbing: \$130.00.
 - (C) Mechanical: \$130.00.
 - (D) Electrical: \$130.00.
 - (E) Water heater change-out: \$75.00.
 - (F) Meter base or panel change-out only: \$75.00.
- (21) Additional inspections and other inspections not listed: \$65.00.
- (22) Water well: \$250.00.

(Ordinance 537-12, art. III(C), adopted 11/20/12)

Sec. A4.005 On-site sewage facility permit/wastewater rates

On-site sewage facility permit/wastewater rates:

- (1) Low pressure dose system, aerobic system and all other nonconventional systems: \$550.00.
- (2) Subsurface effluent system (conventional or traditional): \$400.00.
- (3) Nonresidential systems (plus 100% of outside engineering review costs): \$1,100.00.
- (4) Nonresidential system repair: \$500.00.
- (5) Residential repair: \$250.00.
- (6) Nonresidential system modification (applies only if a like system of repair is installed): \$500.00.
- (7) Residential system modification (applies only if a like system of repair is installed): \$250.00.
- (8) Request for new innovative system: \$75.00.
- (9) Septic reinspection: \$75.00.
- (10) Commercial wastewater collection and treatment: The town shall collect 100% of costs of all testing, repairs, maintenance; all treatment costs, facility charges, demand charges, late penalties or any other wastewater related charges from UTRWD; utility charges; and any other repair or maintenance cost in addition to a monthly administrative fee of \$100.00 per metering station and/or account per month: \$125.00+.

(Ordinance 537-12, art. III(D), adopted 11/20/12)

ARTICLE A5.000 FOOD ESTABLISHMENT FEES

(a) Food establishment permits. (Full fee due if issued on or before May 31st, half fee due if issued after May 31st). Each separate food establishment operating within the corporate limits of the town shall pay the following:

- (1) Food establishment, restaurants, convenience stores, bakeries (annually): \$300.00.
- (2) Day care centers, nursing homes, foster/adoption homes, schools (annually): \$300.00.
- (3) Mobile food establishment: \$300.00.
- (4) Temporary food establishment (per booth/per event): \$35.00.

(b) Plan review fees. A fee as prescribed below shall be paid to obtain a permit to construct a permitted food establishment. These fees shall be based on the square footage of the proposed facility.

0 - 150 sq. ft.	\$75.00
151 - 1,000 sq. ft.	\$150.00
1,001 - 4,000 sq. ft.	\$200.00
4,001 - 8,000 sq. ft.	\$250.00
8,001 - 20,000 sq. ft.	\$350.00

20,001 - up sq. ft. \$500.00

(c) Reinspection fees.

Follow up \$70.00

Full reinspection 50 percent of food establishment's annual permit fee

*No fee shall be charged to any food establishment owned and operated by a governmental agency, independent school district, institution of purely public charity, church, and/or other nonprofit organizations; however, such establishments may be operated only after a permit is issued by the regulatory authority and all other requirements of these rules and applicable law are met. Proper documentation of tax-exempt status under federal or state law must be provided to the regulatory authority at the time of application in order to be exempt from the permit fee.

(Ordinance 537-12, art. IV, adopted 11/20/12; Ordinance 568-14, sec. 3, adopted 9/16/14)

ARTICLE A6.000 MUNICIPAL COURT FEES

The municipal court judge for the town has the authority to set, increase, decrease, or waive court fees at his/her discretion and in accordance with the laws of the state. The municipal court clerk and/or his or her designated representative shall collect these specified fees at appropriate times and under the direction of the municipal court judge. All applicable state fees and/or court costs shall be added as set forth by the laws of the state. (Ordinance 537-12, art. V, adopted 11/20/12)

State law references—Municipal court fines, costs and special expenses, Tex. Code Crim. Proc. art. 45.203; costs paid by defendants, Tex. Code Crim. Proc. ch. 102; court costs on conviction, V.T.C.A., Government Code, sec. 102.021; additional court costs on conviction in municipal court, V.T.C.A., Government Code, sec. 102.121.