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**REQUEST FOR BOARD ACTION**

**ITEM NO. 5**

**DATE OF MEETING:** September 14, 2015

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**REQUESTED BY:** Kathy Brafford, Finance Director

**SHORT TITLE:** Approval of FY 2015-2016 Pender County Fee Schedule.

**BACKGROUND:** When the FY 2015-2016 Budget Ordinance was presented to the Board for approval at the June 22, 2015 Board meeting, Section 25 of that Ordinance referred to the establishment of “various fees and charges, as set forth in Attachment “A” (Pender County Fee Schedule-FY 2015-2016, Effective July 1, 2015).” That Attachment/Fee Schedule was inadvertently omitted from the Ordinance and is now being presented to you for approval, retroactive to June 22, 2015.

**SPECIFIC ACTION REQUESTED:** To approve the Pender County Fee Schedule for FY 2015-2016.

ATTACHMENT A

**PENDER COUNTY FEE SCHEDULE – FY 2015/2016  
EFFECTIVE JULY 1, 2015**

**FIRE INSPECTIONS & PERMITS**

All Businesses will be permitted and placed on an inspection schedule set by the North Carolina Fire Code Section 106. The Pender County Fire Marshal's Office will respond to any complaint made to the office. Otherwise, inspections of occupancies will be provided on the following schedule: Once Every Year: Hazardous, Institutional, High-Rise, Assembly, Common Areas of Residential (multi-family dwelling and townhouses). Once Every Two Years: Industrial and Educational (except public schools). Once Every Three Years: Business, Mercantile, Storage, Churches, Synagogues, and miscellaneous Group U occupancies. This is the minimum required schedule for inspections. This does not prevent the authority having jurisdiction from conducting more frequent inspections than the above listed schedule.

Annual Inspection	\$0.00
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**NEW BUSINESS INSPECTION AND PERMITS:**

Small businesses to include but not limited to foster care, daycare, rest homes, family care homes, group homes, nursing homes, and other health care facilities	\$50.00
Permit and plan review, up to 5,000 sq. ft	\$50.00
Large business and sprinkler systems; permit, plan review and first inspection:	
5,001 to 10,000 sq. ft	\$75.00
10,001 to 25,000 sq. ft	\$100.00
Over 25,001 sq. ft	\$125.00

\*Preexisting Businesses that are covered under Section 106 will not be charged for permitting\*

**SPECIAL USE PERMITS:**

Temporary kiosks or display for merchandising	\$10.00
Insecticide fogging fumigation	\$25.00
Bonfire	\$25.00
Tents greater than 500 square ft. and any Air Structure (30 day permit)	\$25.00
ALE	\$50.00
Explosive materials (Blasting Permit)	\$50.00
Special Assembly (gun shows, craft shows, etc)	\$50.00
Any other special function requiring fire inspection or approval	\$50.00
Fireworks	\$200.00

**SPECIAL TESTING, INSPECTIONS AND SERVICES:**

Sprinkler certification test	\$50.00 + \$2.00 per head
Fire alarm	\$50.00 + \$2.00 per initiating device
Stand Pipe Test	\$50.00
Hood System and fixed fire suppression testing	\$50.00 + \$2.00 per head

**STORAGE TANKS (above ground and underground tanks):**

Removal (per tank)	\$50.00
Installation (per tank)	\$50.00
Pipe inspection and pressure test	\$50.00

**RE-INSPECTIONS:**

Compliance Inspections	\$50.00
First re-inspection	\$50.00
Second and subsequent re-inspections	\$75.00
Repeat Licensure Inspection	\$75.00

**Overcrowding – (\$100 per person)** A condition that exists when either there are more people in a building, structure or portion thereof than have been authorized or posted by the fire code official, or when the fire code official determines that a threat exists to the safety of the occupants due to persons sitting and/or standing in locations that may obstruct or impede the use of aisles, passages, corridors, stairways, exits or other components of the means of egress.

## LIBRARY

### **Overdue Fine Schedule:**

	<u>Overdue Charge per Day:</u>	<u>Maximum Charge per Item:</u>	<u>Lending Privileges</u>
Hardback books (2 wk loan for "new" fiction 3 wk. loan for all others)	\$0.10 day	\$5.00	All ages
Paperback books (3 wk. loan)	\$0.10 day	\$2.00	All ages
Family Theme Bags (3 wk. loan, Limit 1 per family; return inside only)	\$0.10 day per item \$0.25 day for bag	\$3.00 \$3.00	All ages
Audio books (2 wk. loan)	\$0.20 day	\$5.00	All ages
Magazines (2 wk. loan, back issues at least 3 months old only; limit 5)	\$0.10 day	\$2.00	All ages
Videos (1 wk. loan; limit 4)	\$1.00 day	\$5.00	Adults 18 and over only
DVDs (4 night loan; limit 4; 1 renewal)	\$1.00 day	\$5.00	Adults 18 and over only
CD music (1 wk loan; limit 5)	\$0.20 day	\$5.00	All ages
Audiovisual Equipment (3 day loan)	\$2.00 day	\$6.00	Adults 18 and over only

### **Fees:**

First library card is free. Replacement fee: \$3.00

Library cards are free, by reciprocal agreements, for residents of: Bladen, Columbus, Sampson, and Duplin Counties, if they are in good standing with their home library systems. Free cards are also available to non-residents if they show proof of property ownership in Pender, or have a Pender Co. employment address. All other non-residents may apply to receive a card for \$25.00/yr.

Interlibrary Loan Search:

\$3.00 per delivered book title

Internet guest pass without a PCPL card:

\$1.00

Photocopy/Computer Printouts

\$0.10 per page b/w \$0.25 color

Debt collection fee on accounts of \$25  
or more after 60 days past due:

\$10.00

## REGISTER OF DEEDS

Deed of Trust	\$56.00	first page
	\$ 4.00	each additional
Deeds and all other instruments	\$26.00	first page
	\$ 4.00	each additional
Multiple Instruments	\$10.00	each additional instrument, In addition to regular recording fee
Satisfactions of Deeds of Trust	No Fee	
Nonstandard Document Fee	\$25.00	plus
Certified Copies	\$ 5.00	first page
	\$ 2.00	each additional page
Uncertified Copies	\$ 0.25	self service
Certified Copies of Vital Records	\$10.00	each copy
Uncertified Vital Records	\$ 1.00	Genealogy
Map Copies	\$ 5.00	to scale
Map Recording	\$21.00	per page
Notary Oath	\$10.00	
Notary Authentication	\$ 5.00	per notary per page
DD-214 Recording	No Fee	
DD-214 Certified copy	No Fee	
UCC all Filings	\$38.00	1 to 2 pages
	\$45.00	3 to 10 pages
	\$ 2.00	each additional page over ten
Excise Tax on Deeds	\$ 2.00	per \$1000.00 (based on purchase price)

**REGISTER OF DEEDS contd.**

**DATA AND MAP PRICE LIST**

**Map Prices:**

**Standard Maps**

Sizes	Line Maps	Orthos Maps
8.5x11	\$ 1.00	\$ 4.00
8.5x14	\$ 1.00	\$ 4.00
11x17	\$ 1.00	\$ 4.00
17x22	\$ 4.00	\$10.00
25x25	\$10.00	\$20.00
42x50	\$15.00	\$30.00

**Custom Maps**

Price for Standard Map plus a Programming Fee of: \$25 per hour

**Other Maps and Services**

Digital copies of maps saved to CD	\$ 2.00
County Road map (2 sheets)	\$ 30.00

**GIS Data Fee Schedule (Shape Files):**

	GOV	GEN	COMM
Address	0	\$25	\$200
Structures	0	\$25	\$200
Centerline	0	\$25	\$200
Parcel (Cadastral)	0	\$25	\$200
Zoning	0	\$25	\$200
Tax Database	0	\$25	\$25
Tax Database w/Bldg Data	0	\$35	\$35

*\*Contact GIS office for updated list of offered shape files*

**Orthophotography Fee Schedule:**

1045-200 scale tiles.

1. Color TIF = 313.5 GB
  - a. CD or DVD \$ 20.00 (individual tiles)
  - b. Portable HDD \$500.00 (All tiles)
2. Color IR TIF = 313.5 GB
  - a. CD or DVD \$ 20.00 (individual tiles)
  - b. Portable HDD \$500.00 (All tiles)
3. Color SID @ 20:1 = 15.6 GB
  - a. 2 X 8.5 GB (DVD's) \$150.00
4. Color IR SID @ 20:1 = 15.6 GB
  - a. 2 X 9 GB (DVD's) \$150.00
5. Color County-Wide Mosaic @ 50:1 ~ 2.5 GB
  - a. 4.7 GB DVD \$ 50.00

**Specialized Data Requests:**

Data setup cost/Cost per each additional hour \$50.00/\$50.00

*\*setup cost includes up to one hour to process request and is not prorated*

## PLANNING & COMMUNITY DEVELOPMENT

### **Residential Conventional Construction**

#### New Construction and Additions

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .0035

#### Major Remodel

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .00175

#### Decks/Porches-Uncovered

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .00175

### **Building Commercial Construction**

#### New Construction and Additions

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .0035

#### Major Remodel/Upfit

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .00175

#### Shell Buildings

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .0028 (80%)

#### Decks/Porches-Uncovered

Total sq. ft.	ICC value per sq. ft.	PC cost recovery factor
X		X .00175

### **Plan Review**

Residential Exceeding 2,000 sq. ft.	\$ 10/hr
Commercial	\$ 10/hr

### **Stand Alone Permit- Electrical, Plumbing & Mechanical**

Residential	\$ 75.00
Commercial	\$ 100.00

**Minimum Permit-Inspection fee** \$ 75.00

**Re-Inspection Fee** \$ 50.00

**Administrative Fee** \$ 25.00

**Change of Contractor Fee** \$ 25.00

**NC Recovery Fee** \$ 10.00

**Commencing work without a permit** 50% of permit cost plus permit fee.

**Manufactured Home Placement or Relocation** \$ 300.00

**Modular Home** \$ 350.00

**Conventional Structure Relocation** \$ 200.00

### **Pool**

Residential	\$ 100.00
Commercial	\$ 150.00

**Code Verification/Preparatory Inspection** \$ 75.00

Day Care Inspection
ALE Inspection

**Signs**

Cost up to \$500	\$ 75.00
Cost \$500 and over	\$ 100.00

**Demolition Permit**

Residential	\$ 75.00
Commercial	\$ 100.00

Ordinance Text Amendments	\$250.00
Determination of Vested Rights	\$250.00
Zoning Map Amendment	\$500 for the first 5 acres; \$10 acre thereafter up to 1,000 acres; \$5 per acre thereafter
Variance	\$250.00
Appeal of Administrative Decision	\$250.00
Administrative Adjustment	\$50.00
<b>Special Use Permit - General</b>	\$300 up to 5 acres; \$10/ acre over 5 acres of project area
Special Use Permit - Minor Revision	\$100.00
Special Use Permit - Tower over 75 ft. Tower Co-location	\$500.00 \$100.00
<b>Zoning and Use Determinations</b>	\$25.00
Appeal to PB or to BOCC (as authorized)	\$250.00
Special Flood Hazard Area Verification	\$35.00
Master Development Plan	\$500 + \$10 per acre for the first 100 acres; \$5 per acre thereafter
Master Development Plan Revision	\$250.00
Major Site Development Plan	\$250.00
Minor Site Development Plan	\$50.00
Subdivision Preliminary Plan	\$500 + \$10 / lot or unit for the first 100 lots/units; \$5 / lot or unit thereafter
Subdivision Final Plan - Major	\$250 plus \$10 / lot or unit for the first 100 lots/units; \$5 / lot or unit thereafter
Subdivision Minor (Preliminary and Final)	\$25 per lot
Subdivision 3-Lot on NCDOT	\$25 per lot including remnant
Subdivision 3-Lot on Access Easement	\$25 per lot including remnant
Subdivision Family	\$25 per lot including remnant
Manufactured Home Park (Prelim. & Final)	\$200 plus \$10 / lot
Recreational Vehicle Park (Prelim. & Final)	\$200 plus \$10 / lot
<b>Signs</b>	
Commercial Sign up to 100 sq. ft.	\$ 50.00
Commercial Sign greater than 100 sq. ft.	\$ 75.00
Comprehensive Plan (or any other plan) Amendment	\$ 50.00
Residential Zoning Permit	\$ 25.00
Flood Development Permit	\$ 25.00
Non-Residential Zoning Approval	\$ 50.00
Unified Development Ordinance Text Copy	\$ 35.00
Comprehensive Plan Text Copy	\$ 50.00
ALE Zoning Verification	\$ 50.00
Notary Fee	\$ 5.00
<b>Copies</b>	
8.5 x 11 no color	\$ 0.05
8.5 x 11 color	\$ 0.10
11 x 17 no color	\$ 0.15
11 x 17 color	\$ 0.25
<b>Map Copies</b>	
Conforms with ITS/GIS Fee Schedule	

## **PARKS & RECREATION**

### **Park Facility**

Picnic Shelter	\$10 / hour Resident/Non-Profit \$15 / hour Non-Resident/For Profit
Athletic Field	\$10 / hour Resident/Non-Profit \$15 / hour Non-Resident/For Profit \$100 / day / field Tournaments by Non-Profit \$150 / day / field Tournaments by For Profit
Athletic Field Lights	\$10 / hour Resident/Non-Profit \$15 / hour Non-Resident/For Profit \$10 / hour / field Tournaments by Non-Profit \$15 / hour / field Tournaments by For Profit
Sand Volleyball Court	\$ 5 / hour Resident/Non-Profit \$10 / hour Non-Resident/For Profit \$50 / day / court Tournaments by Non-Profit \$100 / day / court Tournaments by For Profit

\*Program Fees will be based on cost of programs

## **SHERIFF**

Pistol Purchase Permits	\$ 5.00
Concealed Weapons	\$90.00 (new) \$75.00 (renewals)
Civil Process	\$15.00 per defendant to be served
Fingerprints	\$10.00 per set

## **TAX ASSESSOR**

Data CD	\$25.00
Aerial map	\$4.00
Large 11 x 17 Map	\$4.00
Boundary Line Map	\$1.00
Property Record	\$0.25
Copy	\$0.25

**UTILITIES****ROCKY POINT-TOPSAIL WATER & SEWER DISTRICT**

<u>WATER CAPACITY FEE</u>	Based on Meter Size	3/4" Meter	\$ 3,000
		1" Meter	\$ 4,500
		1 1/2" Meter	\$ 9,300
		2" Meter	\$ 14,125
		3" Meter	\$ 27,500
		4" Meter	\$ 42,000
		6" Meter	\$ 112,000
		8" Meter	\$ 166,500

<u>RESIDENTIAL</u>	Residential Unit Base Fee (per single unit if multi-unit)	\$27.50 per month
	Usage Rate	\$6.00 per 1,000 gallons
<u>COMMERCIAL</u>	Commercial Unit Base Fee (per single unit if multi-unit)	\$29.50 (first 10,000 gallons) \$2.95 per 1,000 over 10,000
	Usage Rate	\$6.50 per 1,000 gallons
<u>FIRE LINE SERVICE</u>	Fixed Fire Line Fee	\$20.00 per month
<u>TAP FEES</u>	3/4" Meter	\$850.00
	1" Meter	\$1,000
	1 1/2" Meter	\$2,500
	2" Meter	\$3,700 (State Permit req'd)
	Fire Line Only	\$2,000 (State Permit req'd)
	Larger than 2" (Paid for by owner and installed by Utility Contractor)	\$2,500 (State Permit req'd)
	<u>3/4" METER ONLY FEE</u>	\$ 135.00
	<u>1" METER ONLY FEE</u>	\$ 250.00
	<u>1 1/2" METER ONLY FEE</u>	\$ 375.00
	<u>2" METER ONLY FEE</u>	\$ 500.00

**SEWER**

<u>SEWER CAPACITY FEE</u>		\$20.00 per gallon (per 15A NCAC 02T .0114)
<u>COMMERCIAL RATE</u>	Fixed and Usage Rate	\$14.00 per 1,000 gallons
<u>INSPECTION PERMIT FEE</u>		\$25.00
<u>DEPOSIT</u>		\$200.00
<u>TRANSFER FEE – Change in Ownership</u>		\$25.00
<u>RETURNED CHECK FEE</u>		\$25.00
<u>ACCOUNT ACTIVATION FEE</u>		\$25.00
<u>WATER DISCONNECT FEE</u> (Terminated for non-payment)		\$25.00
<u>AFTER HOURS FEE</u> (In addition to disconnect fee)		\$25.00
<u>BROKEN LOCK FEE</u>		\$25.00

**MAPLE HILL WATER & SEWER DISTRICT****WATER**

<u>RESIDENTIAL</u>	Residential Unit Base Fee (per single unit if multi-unit)	\$17.50 per month
	Usage Rate	\$5.00 per 1,000 gallons
<u>COMMERCIAL</u>	Commercial Unit Base Fee (per single unit if multi-unit)	\$19.50 per month
	Usage Rate	\$5.50 per 1,000 gallons
	1" Meter	\$1,000
	1 1/2" Meter	\$2,500
	2" Meter	\$3,700 (State Permit req'd)
	6" Fire Line Only	\$1,500 (State Permit req'd)
	Larger than 2" (Paid for by owner and installed by Utility Contractor)	\$2,500 (State Permit req'd)
	<u>3/4" METER ONLY FEE</u> Effective 5/19/2008	\$135.00

**UTILITIES contd. (Maple Hill Water & Sewer District)**

**SEWER**

<u>SEWER CAPACITY FEE</u>	\$20.00 per gallon (per 15A NCAC 02T .0114)
<u>SEWER USAGE RATE</u>	\$9.50 per 1,000 gallons
<u>INSPECTION PERMIT FEE</u>	\$25.00
<u>DEPOSIT</u>	\$200.00
<u>TRANSFER FEE – Change in Ownership</u>	\$25.00
<u>RETURNED CHECK FEE</u>	\$25.00
<u>ACCOUNT ACTIVATION FEE</u>	\$25.00
<u>WATER DISCONNECT FEE</u> (Terminated for non-payment)	\$25.00
<u>AFTER HOURS FEE</u> (In addition to disconnect fee)	\$25.00
<u>BROKEN LOCK FEE</u>	\$25.00

**SCOTTS HILL WATER & SEWER DISTRICT**

<u>WATER CAPACITY FEE</u>	Based on Meter Size	3/4" Meter	\$ 3,000
		1" Meter	\$ 4,500
		1 1/2" Meter	\$ 9,300
		2" Meter	\$ 14,125
		3" Meter	\$ 27,500
		4" Meter	\$ 42,000
		6" Meter	\$ 112,000
		8" Meter	\$ 166,500
<u>RESIDENTIAL</u>	Residential Unit Base Fee (per single unit if multi-unit)	\$27.50 per month	
	Usage Rate	\$6.00 per 1,000 gallons	
<u>COMMERCIAL</u>	Commercial Unit Base Fee (per single unit if multi-unit)	\$29.50 (first 10,000 gallons) \$2.95 per 1,000 over 10,000	
	Usage Rate	\$6.50 per 1,000 gallons	
<u>TAP FEES</u>	3/4" Meter	\$850.00	
	1" Meter	\$1,000	
	1 1/2" Meter	\$2,500	
	2" Meter	\$3,700 (State Permit req'd)	
	6" Fire Line Only	\$1,500 (State Permit req'd)	
	Larger than 2"	\$2,500 (State Permit req'd)	
	(Paid for by owner and installed by Utility Contractor)		
<u>3/4" METER ONLY FEE</u>	Effective 5/19/2008	\$135.00	
<u>1" METER ONLY FEE</u>		\$250.00	
<u>1 1/2" METER ONLY FEE</u>		\$375.00	
<u>2" METER ONLY FEE</u>		\$500.00	
<u>INSPECTION PERMIT FEE</u>		\$25.00	
<u>DEPOSIT</u>		\$200.00	
<u>TRANSFER FEE – Change in Ownership</u>		\$25.00	
<u>MONTHLY LATE FEE</u>		10% of account balance	
<u>RETURNED CHECK FEE</u>		\$25.00	
<u>ACCOUNT ACTIVATION FEE</u>		\$25.00	
<u>WATER DISCONNECT FEE</u> (Terminated for non-payment)		\$25.00	
<u>AFTER HOURS FEE</u> (In addition to disconnect fee)		\$25.00	
<u>BROKEN LOCK FEE</u>		\$25.00	

**PENDER COMMERCE PARK**

**WATER**

<b><u>WATER CAPACITY FEE</u></b>	Based on Meter Size	3/4" Meter	\$ 3,000
		1" Meter	\$ 4,500
		1 1/2" Meter	\$ 9,300
		2" Meter	\$ 14,125
		3" Meter	\$ 27,500
		4" Meter	\$ 42,000
		6" Meter	\$ 112,000
		8" Meter	\$ 166,500
<b><u>COMMERCIAL RATE</u></b>		Commercial Unit Base Fee (per single unit if multi-unit)	\$27.00 per connection
	Usage Rate		\$6.50 per 1,000 gallons

**UTILITIES (Pender Commerce Park) contd.**

<b><u>WATER TAP FEES</u></b>	3/4" Meter	\$850.00
	1" Meter	\$1,000
	1 1/2" Meter	\$2,500
	2" Meter	\$3,700 (State Permit req'd)
	6" Fire Line Only	\$1,500 (State Permit req'd)
	Larger than 2"	\$2,500 (State Permit req'd)
		(Paid for by owner and installed by Utility Contractor)
<b><u>3/4" METER ONLY FEE</u></b>		\$135.00
<b><u>1" METER ONLY FEE</u></b>		\$250.00
<b><u>1 1/2" METER ONLY FEE</u></b>		\$375.00
<b><u>2" METER ONLY FEE</u></b>		\$500.00

**SEWER**

<b><u>SEWER CAPACITY FEE</u></b>	\$2.50 per gallon (per 15A NCAC 02T .0114)
<b><u>COMMERCIAL RATE</u></b>	Fixed and Usage Rate \$9.80 per 1,000 gallons

**PRETREATMENT**

Wastewater treatment evaluation is based on the assumption that the influent wastewater characteristics are equivalent to typical domestic strength wastewater as shown in Table 1. A Pretreatment Permit will be required for stronger strength effluent and a Surcharge Rate will be assessed for exceedance of any Pretreatment Permit limit.

Table 1 – Influent Wastewater Characteristics

INFLUENT PARAMETER	CONCENTRATION
Organic Loading, BOD <sub>5</sub>	250 mg/l
Total Suspended Solids, TSS	220 mg/l
Nitrogen, TKN	40 mg/l
Ammonia, NH <sub>3</sub>	25 mg/l

<b><u>INSPECTION PERMIT FEE</u></b>	\$25.00
<b><u>DEPOSIT</u></b>	\$200.00
<b><u>TRANSFER FEE – Change in Ownership</u></b>	\$25.00
<b><u>LATE FEE</u></b>	10% of account balance (Applied on 15 <sup>th</sup> of month)

**UTILITIES contd. (Pender Commerce Park)**

<u>RETURNED CHECK FEE</u>	\$25.00
<u>ACCOUNT ACTIVATION FEE</u>	\$25.00
<u>WATER DISCONNECT FEE</u> (Terminated for non-payment)	\$25.00
<u>AFTER HOURS FEE</u> (In addition to disconnect fee)	\$25.00
<u>BROKEN LOCK FEE</u>	\$25.00

**SOLID WASTE MANAGEMENT**

<u>TRANSFER STATION TIPPING FEE</u>	\$78.00 per TON
<u>USER FEE</u> ~ Household waste disposal and recycling	\$185.00 per year
<u>AVAILABILITY FEE</u> ~ Recycling only	\$92.00 per year

**CONSTRUCTION AND DEMOLITION WASTE** (Only available at Rocky Point Convenience Site)

Examples include treated wood, sheet rock, doors, windows, bulky waste, siding, pipe

\$11.00 minimum
\$16.00 for ¼ pickup truck load
\$32.00 for ½ pickup truck load
\$48.00 for ¾ pickup truck load
\$64.00 for full pickup truck load

\*Tires originating from site clean-ups or land clearing, tires generated from businesses without the required paperwork/tire documentation, stockpiled tires, tires generated out-of-state, and tires from the general public in excess of five (5) per day ALL will be accepted at the Transfer Station off Highway 17 in Hampstead at a charge of \$75 per ton.