

## RESOLUTION No. 02-03-2016

### A RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR SANTAQUIN CITY

**WHEREAS**, the governing body of the City of Santaquin, Utah, acknowledges that the fees required of various developers, subdividers, property owners, and citizenry of the city necessitate period review; and

**WHEREAS**, review of these fees has been found to be warranted in certain areas as they have gone without update or alteration for an extended period of time; and

**WHEREAS**, the City Council of Santaquin desires to make adjustments where necessary to the Santaquin City Fee Schedule in order to ensure proper and adequate service to the citizens of Santaquin;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Santaquin, Utah, that the following fees shall be established for various development projects and services rendered by employees and volunteers of the City, and shall be collected by the City Recorder at the submittal of an application or request for action for which the fee has been designated herein:



## FEE SCHEDULE

February 17, 2016

A. The fees charged by the City for services rendered to the community shall be as follows:

### Development

- Annexation Application<sup>10</sup>
  - 4.99 acres or less - \$400.00
  - 5.00 acres or more - \$400 + \$65 per acre over 5.00
- Concept Review - \$400.00
- Subdivisions
  - Preliminary (up to 2 reviews)
    - Core Area Infill (1-10 Lots) - \$1000 x (# of lots)<sup>0.500</sup>
    - 1-10 lot Subdivision - \$1,600 x (# of lots)<sup>0.385</sup>
    - 11-100 lot Subdivision - \$2,075 x (# of lots)<sup>0.273</sup>
    - 100+ lot Subdivision - \$4,025 x (# of lots)<sup>0.130</sup>
  - Final (up to 2 reviews)
    - Core Area Infill (1-10 Lots) - \$1000 x (# of lots)<sup>0.400</sup>
    - 1-10 lot Subdivision - \$1,500 x (# of lots)<sup>0.327</sup>
    - 11-100 lot Subdivision - \$2,300 x (# of lots)<sup>0.148</sup>
    - 100+ lot Subdivision - \$3,325 x (# of lots)<sup>0.068</sup>
  - Additional DRC / Modified Final Plat Review – Varies (based on staff time spent & current hourly rates)
  - Lot Line Adjustment Review - \$150.00
  - Recording Fees - According to Utah County fee schedule. (Checks made out to Utah County Recorder's Office)
  - Plat approval extension request - \$200.00
  - Condominium Plat Review - \$1,000
- Site Plan Review (two reviews)
  - Commercial & Industrial Development Applications
  - Site Plan Review - \$600.00
  - Multi Family Residential Site Plan Review - \$600.00
  - Additional Site Plan Reviews Fee - Varies (based on staff time spent & current hourly rates)
- Modified Site Plan Review Fee - Varies (based on staff time spent & current hourly rates) Modified plans include built developments making alterations to site features requiring review by staff. Appeals Authority Application - \$200.00
- Street Vacation<sup>8</sup> - \$800.00
- Gravel, Sand, Earth Extraction, and Mass Grading Permit Request - \$350.00
- Prepayment of Inspection Costs Fee<sup>17</sup> – 4% of City Engineer's Cost Estimate of Development Bond
- Street Lights
  - General Fees
    - Wire installation - \$100.00 per light (assumes 100 feet of wire to be installed. Differences based on actual installation will be refunded or billed to the developer.
    - Trenching (where none provided) - \$4.00 per ft
  - Local / Collector Streets
    - Lights - \$1,934.00 each
    - Installation - \$850.00 each
    - 6/3 TC Wire – current market price
    - 1½" Conduit– \$2.00 per ft
  - Arterial Streets
    - Lights - \$4,108.00 each
    - Basic installation - \$1,150.00
    - Installation (UDOT Right-a-way) - \$1,250.00
    - 6/3 TC wire – current market price

- 1½" Conduit– \$2.00 per ft
- Sweeps - \$250.00 each
- Banner Arms - \$53.00
- 120 volt receptacle - \$35.00
- Plant Hanger Rod - \$40.00
- Flag Holder - \$52.00
- Breakaway Hardware (UDOT Street) – \$450.00
- Tunneling for any street light service - \$15.00 per ft
- Strong Box & installation - \$3,100.00
- 3" pvc Strong Box conduit installation - \$4.00 per ft
- Street Signage
  - Residential Combo (street/stop sign) - \$550.00 each
  - Oversized Combo (street/stop sign) - \$675.00 each
  - Street or Stop Sign only - \$450.00 each
  - Oversized Street or Stop sign only - \$550.00 each
  - Specialty Sign (Spd Limit, Child @ Play, etc.) - \$200.00 each

### Zoning

- Rezoning Request - \$400.00
- Agriculture Protection Request - \$300.00
- Conditional Use Permit Request - \$175.00
- Ordinance Text Change Request - \$400.00
- Special Event Permit Request - \$25.00
- Permanent Sign Permit – as per Building fees
- Temporary Sign Permit - \$30.00

### Business Licenses

- Initial Commercial License - \$75.00
- Initial Home Occupation License - \$50.00
- Temporary Business License - \$50.00
- Annual Liquor License - \$100.00
- Annual License Renewal Fee - \$35.00
- Renewal Late Fee Penalty<sup>12</sup> – \$20.00
- Annual Hobby Kennel Fee - \$50.00
- Annual Residential Kennel Fee - \$100.00
- Annual Commercial Kennel Fee - \$250.00

### Building

- Permit Tracking Fee - \$70.00
- Building Permit & Inspection Fees – Determined by Structure
- Plan review deposit – \$500.00 (new construction only -paid up front & applied to 65% plan check fee)
- Plan Check Fee – 65% of building permit fee
- State Building Fee - Equal to 1% of Building Permit Fee
- Water Impact Fee<sup>19</sup>

Units of Measure	Equivalency	Impact Fee
<b>Residential</b>		
¾" Meter	1.00	\$656.00
<b>Non-Residential</b>		
¾ Meter	2.00	\$1,311.00
1"	3.34	\$2,190.00
1 ½"	6.66	\$4,366.00
2"	10.66	\$6,988.00
3"	21.34	\$13,990.00
4"	33.34	\$21,856.00
6"	66.66	\$43,699.00

8"	106.66	\$69,922.00
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Pressurized Irrigation Impact Fee<sup>18</sup> - \$3388.00  
 Sewer Impact Fee - \$4,000.00 per residential dwelling or unit  
 Park/Recreation Impact Fee - \$2,500 per residential dwelling or unit  
 Transportation Impact Fee – Based on the following Formula:  
 (ITE Daily Trips/2) x (ITE Primary Trip Factor) x \$135.19

**Public Safety Impact Fees**

**EMS/Fire**

Single Family per Unit - \$326.25  
 Multi-Family per Unit - \$186.22  
 Commercial per 1,000 s.f. - \$94.46  
 Commercial Apparatus Fee per 1,000 s.f. - \$.0  
 Industrial per 1,000 s.f. - \$4.49  
 Industrial Apparatus Fee per 1,000 s.f. - \$.0

**Police**

Single Family per Unit - \$94.15  
 Multi-Family per Unit - \$52.93  
 Commercial per 1,000 s.f. - \$55.54  
 Industrial per 1,000 s.f. - \$0.95

**Meter Fee (PI or Culinary Water)**

¾" service - \$300.00 (not available for PI)  
 1" service - \$400.00  
 1½" service - \$670.00  
 2" service - \$770.00

Pressurized Irrigation Meter Install - \$250.00 per connection  
 Water Meter Install - \$200.00 per connection  
 Temporary Construction Water - \$50.00  
 Lot Identification Sign for new Construction - \$10.00  
 Installing or Removing Grade Ring - \$50.00  
 Demolition Permit Fee - \$35.00  
 Reinspection fee - \$50 (for each building inspection over 2 for required items)

**Water for Construction**

Project within City boundaries - \$2.50 per 1,000 gallons  
 Project outside City boundaries - \$5.00 per 1,000 gallons  
 Water Hydrant Meter Deposit - \$1,000.00<sup>16</sup>

**Construction in City Right-of-Way<sup>4</sup>**

0-2 Years since Resurfacing  
 Summer Permit Fee - \$2,000.00, plus \$20  
 Per Square Foot  
 Winter Permit - Summer Permit Fee + \$500.00  
 2-5 Years since Resurfacing  
 Summer Permit Fee - \$1,500.00, plus \$15  
 Per Square Foot  
 Winter Permit - Summer Permit Fee + \$500.00  
 5+ Years since Resurfacing  
 Summer Permit Fee - \$1,000.00, plus \$10  
 Per Square Foot  
 Winter Permit - Summer Permit Fee + \$500.00

**Water Rates with or without PI Available<sup>21</sup>**

Base Rate<sup>13</sup> - \$19.27 per month  
 0 – 4,000 gallons - \$0.54 per thousand gallons  
 4,001 – 8,000 gallons - \$0.80 per thousand gallons  
 8,001 – 12,000 gallons - \$1.07 per thousand gallons  
 12,001 + gallons - \$1.98 per thousand gallons

**Pressurized Irrigation Rates<sup>21</sup>**

Base Rate<sup>13</sup> per month \$14.57 (1")

\$21.99 (1.5" or larger)

Usage Rate per 1,000 gallons - \$.69 per thousand gallons  
 1 1/2" meter - \$650.00  
 2" meter - \$750.00  
 Separate MXU - \$170.00

**Sewer Rates<sup>21</sup>**

Base Rate<sup>13</sup> - \$38.44 per month  
 Per 1000 gallons - \$0.75 (based on actual usage)

**Utilities**

Account Setup - \$25.00.  
 Customer Deposit<sup>14</sup> - \$200.00  
 Past Due Tag - \$25.00  
 Disconnection/Lockout Service - \$150.00  
 Reconnection Fee - \$75.00  
 Addressing Services - \$0.70  
 Unpaid Utility Account Balances will be assessed 10% per month  
 Utility Service Order (service disconnected & reconnected for repairs, move meter, etc) - \$75.00

**Storm Drainage**

Monthly Rates<sup>13</sup> \$1.00

**Waste Removal**

Monthly Rates<sup>13</sup> \$12.97 per container  
 Recycling Rates<sup>13</sup> \$5.15 per container  
<sup>22</sup>

Non-Resident – Services provided by private contractor  
 Commercial – Services provided by private contractor

**Landfill Rates**

Contractors Disposing of Construction Site Materials  
 6-wheeled vehicle - \$60.00 per load  
 10-wheeled vehicle - \$80.00 per load  
 Larger than 10-wheeled vehicle - \$160.00 per load

**Cemetery<sup>20</sup>**

**Plot Sales**

Resident - \$500.00 per plot<sup>1</sup>  
 Non-Resident - \$1,000.00 per plot<sup>1</sup>  
 ½ – Size or Infant Locations<sup>3</sup>  
 Resident - \$250.00  
 Non-Resident - \$500.00  
 ¼ – Size or Cremation Locations  
 Resident - \$200.00  
 Non-Resident - \$400.00

**Opening and Closing Fees**

Resident  
 Single Depth - \$350.00  
 Double Depth 1<sup>st</sup> Burial - \$700.00  
 2<sup>nd</sup> Burial - \$350.00

Non-Resident  
 Single Depth - \$700.00  
 Double Depth - 1<sup>st</sup> Burial - \$1,400.00  
 2<sup>nd</sup> Burial - \$700.00

**Infant<sup>3</sup>**

Resident - \$200.00  
 Non-Resident - \$400.00

**Cremation<sup>3</sup>**

Resident - \$150.00  
 Non-Resident - \$300.00

Weekend, Holiday or After Hours in addition to the Opening and Closing Fees

Full Size - \$200.00

Infant - \$100.00

Cremation - \$100.00

Disinterment<sup>2</sup>

Resident - \$1,200.00 minimum

Infant - \$800.00 minimum

Cremation - \$400.00 minimum

Non-Resident - \$1,200.00 minimum

Infant - \$800.00 minimum

Cremation - \$400.00 minimum

Less than 8 hour notice - \$50.00 additional

Burial Right Transfers & Duplicate Copies - \$15.00

Removal & Resetting of a Headstone to Accommodate an Opening or Closing - \$100.00

If Cemetery is not vacated by 4:00 pm an additional charge of \$50.00 will be charged

### **Animal Licensing**

Licensing Fees shall follow the current South Utah Valley Animal Shelter Fee Schedule

### **Miscellaneous Fees**

Return Check Fee - Maximum allowed by law

Notary Fees

First Document - \$5.00

Each Additional Document - \$1.00

Checks for services must be made for the amount of purchase/fee only. No change will be given.

Cashier will not accept more the \$10.00 in change per transaction.

### **Facility Rental<sup>5</sup>**

East Side Park Pavilion

Squash Head Park Pavilion

Residents - \$25.00 per day time slot

Non-Resident - \$50.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Sunset Trails Park Large Pavilion

Residents - \$30.00 per day time slot

Non-Resident - \$60.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Centennial Park<sup>6</sup>

Residents - \$50.00 per day time slot

Non-Resident - \$75.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Orchard Cove Park

Residents - \$50.00 per day time slot

Non-Resident - \$75.00 per day time slot

(Time slots are 7a.m. to 2 p.m. and 3 p.m. to 10 p.m. are day time slots)

Residents - Overnight time slot (10 p.m. to 7 a.m.)

\$100.00 per night includes up to 10 tents and/or trailer spaces

Non-Residents - Overnight time slot (10 p.m. to 7 a.m.)

\$150.00 per night includes up to 10 tents and/or trailer spaces

Arena<sup>9</sup>

Single Use

Commercial Use

All Day (7am to dark) - \$200.00

Refundable Security Deposit - \$200.00

Non Resident

All Day (7am to dark) - \$100.00

Refundable Security Deposit - \$100.00

Resident

Half Day (7am to 2pm or 3pm to dark) - \$25.00

All Day (7am to dark) - \$50.00

Refundable Security Deposit - \$100.00

Annual Use – includes 1 day per week during season

Half Day (7am to 2pm or 3pm to dark) - \$500.00

All Day (7am to dark) - \$750.00

Land Lease for cows - \$100 per season

Announcer Stand with sound - \$25.00

Grooming - \$25.00 per "work"

Lighting - \$25.00

Baseball/Softball Fields<sup>15</sup>

Field #1, #2, & #3 Baseball Fields

\$15.00 per hour, \$75.00 per day

Callaway Baseball Field

\$20.00 per hour, \$75.00 per day

\$20.00 additional per hour for lighting

Orchard Hills Softball Field

\$15.00 per hour, \$75.00 per day

City Center Soccer Field

\$10.00 per hour (min 2 hour rental)

\$50.00 per day

\$35.00 additional for field paint/prep

Refundable Security Deposit

### **Police Department GRAMA Requests**

Research Fee - \$15.00/hour, minimum 1 hour

Copy of Report - \$5.00 initial report up to 5 pages

\$0.75 per page more than 5

Supplemental Report - \$5.00 additional charge

Accident Form<sup>7</sup> - \$10.00

Photographs - \$5.00 each photo

Tape Duplication - \$25.00/hour, minimum 1 hour

\$10.00 per VHS tape or DVD, client may provide own tape

\$5.00 per cassette tape, client provides own tape

\$10.00 per tape postage & handling

Fingerprints

Santaquin – No Charge

Non-Residents - \$10.00 up to 2 cards

Utah Criminal History Reports - \$25.00 (Santaquin/Genola Residents only)

Junk Permits

Santaquin – No Charge

Non-Residents - Service no longer available

### **Copies**

Land Use & Development Management Code - \$35.00

Subdivision Code - \$25.00

General Plan - \$2.00 (CD) \$75.00 (Hard Copy)

City Construction Standards & Drawings - \$40.00

Zoning Map (11X17) - \$3.00

Custom Maps - To Be Determined

Official City Maps (up to 36" x 48") - \$15.00

Miscellaneous Copies - \$0.50 per page

### **Fire/EMS Department**



- 1 Cemetery plots which are purchased on an extended pay contract are subject to an additional interest charge of 1.5% monthly or 18% annually.
- 2 Additional disinterment fees could be assessed depending on the location of the grave and will be reviewed on a case by case bases.
- 3 A baby is determined to be a child before their 3<sup>rd</sup> birthday. Children 3 years of age or older shall be considered adults. All Infant and cremations must have a flush headstone unless using a full size grave.
- 4 All fees for construction in a City right-of-way shall double for work done without a permit or for work commencing prior to a permit being issued.
- 5 Verification of residency is required at the time of reservation/payment.
- 6 Reservations will not be taken for the following year until January 1<sup>st</sup>. In case of inclement weather, reservation may be rescheduled and deposits may be refunded, however, rental fees are not subject to refunds. Reservations must be canceled at least 2 week prior to the reservation date in order to receive a full refund, reservation fees will not be refunded if cancelled less than 2 weeks prior to the reservation date.
- 7 Only state forms will be copied with requests for accident reports.
- 8 This amount is an estimated amount of actual City costs associated with uncontested proposals. Additional fees may be negotiated and assessed based on applications requiring City staff time beyond that reasonably anticipated for such an application. The City may credit this fee toward an applicant's purchase of vacated street area.
- 9 All scheduling for the arena will be done through the City Recreation Department. The season runs from the first day in April to the last day in September. Annual fees are based on one day per week. If person/organization/group wants to reserve facilities for two day a week, fees would be double, three days; fees would be triple, and so on. Lessee may lease area, not to exceed five-hundred (500) square feet; maximum 15 cattle per pen and no more than two (2) pens may be leased at the facilities. **No other** livestock is permitted. Livestock owners must receive approval for use and location from the city prior to setting up temporary fencing. Livestock owners must provide their own temporary fencing and feed.
- 10 Acreage of properties owned by a government entity are excluded from fee calculations. Existing public roads adjacent to annexation boundaries should be included with such petitions in accordance with City policies and planning purposes. Where non-petitioning properties are more than 30% of the annexing area, those fees which would be required for non-petitioning properties may be deferred for up to one year of the annexation becoming effective under the following requirements:
  1. A bond in a form acceptable to the City is posted for the remainder fees. Such bond shall be forfeited to the City if the remaining fees are not paid within the allowed 12 month time frame.
  2. Petitioners can not receive final approval on a plat until all required annexation fees, including non-petitioned property fees, are paid.
- 11 Any additional Public Safety costs necessary for the event will be assessed to the applicant. If events are held in a public park, appropriate park fees apply.
- 12 Annual renewal fees are due February 1<sup>st</sup>. If payment is not received by March 1<sup>st</sup> of the same renewal year the license shall be considered null and void and a new license must be applied for with all associated new licensing fees. Persons operating a business without a renewed and/or current business license shall be subject to all penalties applicable under City and State law.
- 13 Base and Usage rates will be adjusted each January 1<sup>st</sup> to reflect the Consumer Price Index.
- 14 Deposits may be applied to customer's billings or may be returned when all billings are current.
- 15 City Sponsored activities/sports will have first priority when scheduling of the fields.
- 16 Deposit for Water Hydrant Meter Deposit will be refunded when meter is returned.
- 17 Pre-paid fees will be placed into an escrow account and drawn upon as inspection costs are incurred by the City. If costs for inspections and testing exceed the amount in the escrow account, they will be the responsibility of the developer and paid for prior to receiving final approvals at the end of the development warranty period. At the conclusion of a final walk through and city acceptance of the improvements, the developer may be reimbursed any amount remaining in the escrow account in accordance with reimbursement procedures found in city ordinances.
- 18 One ERU is equivalent to .25 acres of single family development. For all other types of development, the following formula will be utilized Step 1: Divide 10,890 (total sf in .25 acres) by impact fee per ERU (\$3,388)= \$0.31 per sf. Step 2: Multiply irrigable area (sf lot size minus sf of hardscape on lot) by Impact Fee per sf (\$0.31) to arrive at impact fee.
- 19 Per Equivalent Residential Unit: Impact Fee is \$656

<sup>20</sup> Fees for Cemetery Service not listed on the Consolidated Fee Schedule will be reviewed and charged on a case by case basis.

<sup>21</sup> Culinary Water, Pressurized Irrigation, and Sewer base and usage rates are double the current rates for unincorporated areas.

<sup>22</sup> An opt-out period established during the February/March billing cycle each year. Opt-out fees are only applied to existing recycling customers. It is required to schedule the pickup/return of the customers recycling can. Missing recycling cans will be assessed a fee equivalent to the cost of a replacement recycling can.

B. Furthermore:

1. In addition to the fees listed above, every development within the City boundaries of Santaquin, Utah, shall pay an infrastructure inspection fee according to the following:

a. Subdivision Infrastructure. Prior to the construction of any infrastructure which is approved as a part of a subdivision and is located within the boundaries of the same subdivision, the developer shall provide the City with funds, in an amount equal to 4% of the approved construction estimate for the necessary infrastructure improvements, as a means to defray the costs of inspection of said improvements. All such funds shall be non-refundable and paid in addition to any other bonding or surety requirements. Any shortcomings in the amount of the funds shall be paid in full by the developer prior to final approval of the infrastructure.

b. Off-Site and Other Infrastructure. Prior to the construction of any infrastructure which is: 1) approved as a part of a subdivision but which is not located within the boundaries of the subdivision; or 2) unrelated to an approved subdivision, the developer shall provide the City with funds, in an amount equal to 2% of the approved construction estimate for the necessary infrastructure improvements, as a means to defray the costs of inspection of said improvements. All such funds shall be non-refundable and paid in addition to any other bonding or surety requirements. Any shortcomings in the amount of the funds shall be paid in full by the developer prior to final approval of the infrastructure.

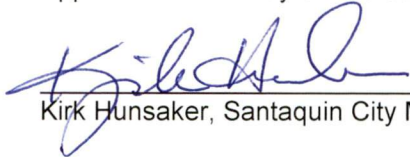
2. Bond or Escrow. The sub divider shall furnish a bond or escrow in the amount of one hundred twenty five percent (125%) of improvement costs with the city recorder, prior to the beginning of any subdivision construction, to assure the proper installation and construction of all required improvements within two (2) years immediately following the approval of the subdivision plat by the city council. Release of such bond or escrow shall be made as per city code (11-11-3).

3. Payment of fees in full shall be the responsibility of the applicant. Payment of fees in full shall be required as a part of all application submittals, as stipulated herein. It shall be the responsibility of the applicant to submit the necessary materials in order to be eligible for review on an agenda of any City reviewing body. Placement on an agenda is not necessarily automatic and verification of the review of the application by the City is **strongly** encouraged.

C. In addition and notwithstanding the above schedule of fees, should the review and processing fees exceed those identified herein, the applicant shall pay **actual costs** as determined and documented by the City Recorder.

This resolution shall be come effective upon passage and shall repeal and supersede any and all resolutions dealing with the same subject.

Approved this 3<sup>rd</sup> day of February, 2016.



Kirk Hunsaker, Santaquin City Mayor

ATTEST:



Susan B. Farnsworth, Santaquin City Recorder

