RESOLUTION 17-09
A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR FISCAL YEAR 2018

WHEREAS, various sections of the Town of Millville's Municipal Code make provisions for the implementation of fees for services provided by the Town of Millville; and

WHEREAS, the Town Council determines each fiscal year which authorized source and in what proportion taxes shall be levied and used each year to raise the revenue or funds required to meet the general expenses of the Town; and

WHEREAS, the establishment, modification, structuring, restructuring, or approval of tax rates, fees, and other charges by this Resolution are for the purpose of meeting operating expenses, and such fees have been established and modified from time to time on a function by function basis; and

WHEREAS, it is the policy of the Town of Millville to review and amend as required the Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule with several recommended modifications as follows is attached hereto as Exhibit A:

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Millville does hereby:

Adopt the Fee Schedule for Fiscal Year 2018 as attached hereto as Exhibit A, which shall control, notwithstanding any monetary provision of the Town Ordinance(s) or Resolution(s) to the contrary, and shall leave in full force and effect any non-contradictory other fees of fines adopted by the Town of Millville.

I, Valerie Faden, Secretary of the Town Council of the Town of Millville, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Town Council of the Town of Millville at its meeting held on **APRIL 11, 2017**, at which a quorum was present and voting throughout and that the same is still in full force and effect.

Valerie Faden

SECRETARY

Exhibit "A"

TAX RATES

Real Estate Tax Rate

The rate of tax on real estate including improvements thereon shall be Fifty Cents ($0.50) per One hundred dollars ($100.00) of the Sussex County assessment value x two (2). Penalty and interest will be charged at One and one-half percent (1 ½%) per month.

Real Estate Transfer Tax Rate

The rate of realty transfer tax shall be One and one-half percent (1 ½%), of the value of the property represented by such of the following documents:
"Document" means any deed, instrument or writing whereby any real estate within the Town of Millville or any interest therein, shall be quitclaimed, granted, bargained, sold or otherwise conveyed to the grantee.

Gross Rental Receipt Tax (GRRT)

The rate of GRRT tax shall be two percent (2%) of the GRR for each residential and commercial property.

ADMINISTRATIVE

Document Copies

- Zoning Ordinance $50.00
- Town Charter $35.00
- Subdivision Ordinance $30.00
- Master Planned Community $25.00
- Residential Planned Community $25.00
- Comprehensive Development Plan $30.00
- Audit Report $25.00
- Tax list $100.00
- Property Owner Address Labels $75.00

Document Copies Continued

- Mailing list Business Licensees $25.00

- Property Owner Address List $50.00
- Fax Transmittals (private) $1.00 pp
- Photocopies (private) $0.50 pp
- Drawings, Maps smaller than 11x17 $3.00 pp
- Recordings/Computer Disk $20.00 per hour plus cost of media (minimum $20.00)
- Additional copies $1.00 per page (two-sided copies equal two copies)

FOIA (Freedom of Information Act) Fees

- First 20 pages & first hour search FREE
- Over 20 B&W pages for 8.5"x11", 8.5"x14", and 11x17" sized paper (two-sided copies shall be considered as two copies) $0.50 pp
- B&W pages larger than 11x17" $15.00 pp
- Color pages for 8.5"x11", 8.5"x14", and 11x17" sized paper (two-sided copies shall be considered as two copies) $1.00 pp
- Color pages larger than 11x17" $45.00 pp
- Staff time to fulfill FOIA requests after first hour (this will be in addition to any duplicating/copying charges) $20.00 per hour

Fees

- Returned check fee $35.00
- Credit Card fee Fee charged by bank/cc Company

LICENSES

Business/Contractor	Annual	$100.00
	6 months	$50.00
	30 day	$25.00
Realtor	Annual	$50.00
Rental-Commercial & Residential	Annual	$50.00
Event	Per event	$25.00 (required each day of event)*

*Under Code § 90-11. License fees and taxes., item E, license fees and taxes shall be paid to the Town of Millville for conducting business such as, "Each vendor stand, stall, vehicle, tent, or similar display per each day of a permitted public event not sponsored by the Town." This particularly includes food trucks. Code § 90-12 defines a "permitted public event" as "[a]ny event, not otherwise against any provision of this Code or Town ordinances, which is offered to attract members of the public, including, but is not limited to, any performance, exhibition, exposition, circus, fair, festival, food festival, pageant, regatta, sports event, dance, and lecture, but excluding any yard sale."

Late Fees for Business licenses received after due date.	$50.00
Late Fees for Rental & Realtor licenses received after due Date	$25.00

NOTE: Any business or contractor providing contractual duties to the Town shall not incur license fees related to said duties.

APPLICATIONS

Annexation Request

❖ Up to One (1) Acre	$500.00
❖ One (1) Acre and over	$850.00
❖ Escrow Requirement	$2,500.00*

Additional fees shall be charged to applicant to cover Professional Engineering and Legal Fees. Said fees will be placed in an escrow with an initial amount of $2,500.00. Additional escrow funds will be required if initial amount is depleted and additional professional fees are incurred.

Deannexation Request

❖ Application Fee	$500.00 for less than one (1) acre $850.00 for one (1) acre or more
❖ Escrow Requirement	$3,500.00*

Additional fees shall be charged to applicant to cover Professional Engineering and Legal Fees. Said fees will be placed in an escrow with an initial amount of $3,500.00. Additional escrow funds will be required if initial amount is depleted and professional fees are incurred.

Board of Adjustment

❖ Variance	$750.00*
❖ Special Exception	$750.00*

- Appeal of a decision by the Town Administrative Official — $750.00*
- Escrow Requirement — $1,000.00*

Additional fees shall be charged to applicant to cover Professional Engineering and Legal Fees. Said fees will be placed in an escrow with an initial amount of $1,000.00. Additional escrow funds will be required if initial amount is depleted and additional professional fees are incurred.

Planning & Zoning

- Rezoning — $450.00
- Escrow Requirement — $1,000.00*

- Amendment to Zoning Code — $450.00
- Escrow Requirement — $1,000.00*

- Zoning Certificate of Compliance — $75.00

- Conditional Use — $450.00
- Escrow Requirement — $1,000.00*

- Concept or Schematic Plan Review — $500.00
- Escrow Requirement — $1,000.00 (less than 100 acres)*
  $2,500.00 (101-350 acres)*
  $5,000.00 (over 350 acres)*
- Site Plan Review (Structures 7,500 sq ft & under) — $450.00
- Escrow Requirement — $1,000.00*
- Site Plan Review — $750.00
- Escrow Requirement — $2,500.00*
- Minor Subdivision Site Plan Escrow Requirement (not more than 4 lots) — $1,000.00*
- Major Subdivision Site Plan Escrow Requirement — $10,000.00*

Planning & Zoning

- Subdivision Fees
  a. Minor Subdivision: Per lot/unit/site — $450.00*
  b. Major Subdivision: Per lot/unit/site — $450.00*

Additional fees shall be charged to applicant to cover Professional

Engineering and Legal Fees; applicants to be billed as fees are incurred.
*****Major Subdivision; 20% of the total will be due at the time of application and The balance will be due after final site plan approval by the Town Council.***

REVIEW OF BUILDING PLANS*

	Cost per sq. ft.	Minimum
❖ New Residential Construction, Additions	$0.25	$50.00
❖ New Commercial Construction	$0.40	$300.00
❖ Residential Renovations & Repairs	$0.25	$40.00
❖ Decks, Porches, Patios	$0.25	$40.00
❖ Accessory Structures	$0.25	$100.00
❖ Pole Barns (Unfinished Structure)		$250.00
❖ Pole Barns (Finished Structure)	$0.25	$100.00
❖ Commercial Renovations & Repairs	$0.40	$100.00

BUILDING PERMIT FEES*

	Cost per sq. ft.	Minimum	Flat Rate
❖ New Residential Construction	$1.25		
❖ Additions (Increase to Floor Area)	$1.25		
❖ New Commercial Construction	$1.30		
❖ Residential Renovations & Repairs**	See Multiplier	$50.00	
❖ Decks, Porches, Patios **	See Multiplier	$60.00	
❖ Removable Pavers**	--	--	$30.00
❖ Accessory Structures (Unfinished Floor)	$0.75	$50.00	
❖ Accessory Structures (Finished Floor)	$1.25	$100.00	
❖ Pole Barns (Unfinished Structure)	See Multiplier	$50.00	
❖ Pole Barns (Finished Structure)	$0.75	$100.00	
❖ Commercial Fit-out/Renovations & Repairs	$0.50	$200.00	
❖ Fences: Rail, Chain Link, Wood or Vinyl**	See Multiplier	$50.00	
❖ Sidewalks and Driveways**	See Multiplier	$50.00	
❖ Demolition of any Structure or Building**	See Multiplier	$50.00	
❖ Moving any Structure or building out of Town Limits**	See Multiplier	$50.00	
❖ Swimming Pools: In ground only**	See Multiplier	$250.00	
❖ Metal or Masonry Fireplace		$250.00	

****Should additional inspection(s) or construction plan review be necessary, the Town will bill the applicant for any necessary additional professional fees as encumbered***

throughout the building process. Professional fees must be paid by the applicant prior to the issuance of a building permit or certificate of occupancy.

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Total Construction Value	Base	Multiplier Rate	Total Permit
Up to $999.00			$ 50.00
$1,000 to $40,000	$ 50.00	$11 per additional 1,000 > 1,001	
$40,001 and Over	$ 479.00	$10 per additional 1,000 > 40,001	

NOTE: ANY ENTITY EXEMPT FROM AD VALOREM TAXES SHALL NOT BE LIABLE FOR BUILDING PERMIT FEES; HOWEVER, THE ENTITY WILL BE RESPONSIBLE FOR REIMBURSING THE TOWN ANY PROFESSIONAL ENGINEERING OR LEGAL FEES ASSOCIATED WITH THE PERMIT.

SIGNS

- Review of Sign Plans — $100.00
- Illuminated Direct/Indirect — $150.00
- Non-Illuminated — $50.00 (minimum) or $2.50 per sq. ft. (Whichever is greater)
- Subdivision (Permanent) — $500.00

PERFORMANCE AND SURETY BONDS

One hundred twenty five percent (125%) of the approximate cost for the construction of the Storm Water infrastructure (anything within the Right-of-Way) and Road construction; to be paid by the Developer to the Town of Millville.

An inspection fee in the amount of $3.00 per linear foot of proposed roadway shall be paid by the Developer to the Town for those improvements to be inspected and approved by the Town. If the costs of inspections exceed the above mentioned inspection fee amount, the Developer shall be responsible for the additional costs and shall be paid to the Town before the Developer receives the final approval from the Town.

RESIDENTIAL AND COMMERCIAL BUILDING CONSTRUCTION IMPACT FEE: $500

These monies will go toward funding a grant for the Millville Volunteer Fire Company's (MVFC) fire/ambulance services. These funds may be used for the replacement of outdated capital items that are used in the MVFC's daily operations or to purchase capital items which enhance

operations. The funds shall not be used for salary expenses, including budgeted base salaries, overtime and bonuses.

VIOLATION FINES

Any person, persons, partnerships, corporations, or other entity who shall in any way violate the provisions of any Chapter/Article of the Codes of Millville, shall upon conviction thereof, forfeit and pay to the Town of Millville a fine not exceeding the sum of $1,000.00 for each and every offense, together with the costs of prosecution.

Each specific penalty is noted in the most current Fee Schedule approved by Resolution by the Town Council unless otherwise provided in Town Code.

Construction Hours: Chapter 72: §72-6

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 for the first offense; $250.00 for the second offense; $500.00 for the third offense and shall have their license to do business in Town revoked; plus all costs and expenses of prosecution.

Licenses: Chapter 90; §90-14

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 plus all costs and expenses of prosecution.
- Each day such a violation exists constitutes a separate offense punishable by like fine or penalty.

Property Maintenance: Chapter 111; §111-3

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 for the first offense plus all costs and expenses of prosecution.
- Each subsequent offense is subject to a fine not exceeding the sum of $250.00 plus all cost and expenses of prosecution.

Zoning: Chapter 155; Sign Regulations §155-45 Removal of signs; penalties.

- The Code Enforcement Officer or his designee shall remove or cause to be removed, at the owner's expense, any sign, other than a bandit sign, erected or maintained in conflict with these regulations, if the owner or tenant of either the site or the sign fails to correct the violation within thirty (30) days after receiving written notice from the Code Enforcement Officer. Removal of a sign shall not affect any proceedings instituted prior to removal of such sign.

- The Code Enforcement Officer or his designee shall remove or cause to be removed any bandit sign erected in violation of the provisions of this chapter, and issue a notice to the owner for the violation in the amount of $25.00 per sign. Whenever possible, within twenty-four (24) hours of the removal of the sign, the Code Enforcement Officer or his designee shall notify the owner of the sign in writing that the sign has been removed and a fine has been issued. The owner of the sign shall have ten (10) days to pay the fine and retrieve the sign. If, after ten (10) days, the owner of the sign does not retrieve the sign from the Town, the Code Enforcement Officer may dispose of the sign. If, after ten (10) days, the owner has not paid the fine, then the Code Enforcement Officer may enforce this article pursuant to Article XII of Chapter 155.

Zoning: Chapter 155; Supplemental District Regulations §155-17 C (6) Temporary Tents

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 plus costs and expenses of prosecution.
- Each day such a violation exists constitutes a separate offense punishable by like fine or penalty.