RESOLUTION 19-04
A RESOLUTION TO AMEND RESOLUTION 18-06, A FEE SCHEDULE FOR FISCAL YEAR 2019, AS AMENDED, REGARDING PLANNING & ZONING APPLICATION FEES

WHEREAS, various sections of the Town of Millville's Municipal Code and Charter 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 sources and in what proportion taxes and fees 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, or 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 or clarifications need to be made to the Fee Schedule; and

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

Adopt the Fee Schedule for Fiscal Year 2019 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, Peter Michel, 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 **January 8, 2019**, at which a quorum was present and voting throughout and that the same is still in full force and effect.

PETER MICHEL, 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
❖ 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
	6 months	$25.00
❖ 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
- 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 $500.00
- Escrow Requirement $1,500.00*

- Conditional Use $500.00
- Escrow Requirement $1,500.00*

- 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 (Includes Preliminary & Final)
  (Structures 7,500 sq ft & under) $500.00
- Escrow Requirement $1,500.00*
- Site Plan Review $750.00
- Escrow Requirement $2,500.00*
- Subdivision Site Plan Review $750.00
- Off-Site Improvements Plan Review $750.00
- Off-Site Improvement Escrow Requirement
  $2,500.00*
- Minor Subdivision Site Plan Escrow Requirement (not more than 4 lots) $2,500.00*
- 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
❖ Commercial Renovations & Repairs	$0.40	$100.00

BUILDING PERMIT FEES°*

°The fees for building permits will be doubled if a permit is not obtained prior to the beginning of construction. Penalties as specified in §155-65 are also applicable. (As per Resolution 18-05)

	Cost per sq. ft.	Minimum	Flat Rate
❖ New Residential Construction	$1.25		
❖ New Residential Construction that the Town determines will require a 3rd party building inspector; however, the building inspector will have to be approved by the Town's engineer	$0.125		
❖ Additions (Increase to Floor Area)	$1.25		
❖ New Commercial Construction	$1.30		
❖ New Commercial Construction that the Town determines will Require a 3rd party building inspector; however, the building inspector will have to be approved by the Town's engineer	$0.125		
❖ 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	
❖ 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.

Before commencing any work on the construction and installation of the non-Bonded and Bonded Improvements, the Developer shall pay into escrow an amount at least equal to three and three-quarters percent (3.75%) of the Bond amount approved by the Town Engineer, with that amount representing the roughly half of the roughly estimated inspection costs of seven-and-a-half percent (7.50%) of the Bond. Once the escrow amount is less than 1% of the bond estimate the Developer shall pay the remaining 3.75% of the bond estimate into escrow. Said estimate shall not be construed as a limitation on the amount of professional costs, including engineering fees and attorney's fees, incurred by the Town related to (but not limited to) final inspections, development of punchlists and approval and acceptance of any improvements, that the Town may require the Developer to reimburse to 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.

RESIDENTIAL HOME AND COMMERCIAL BUILDING RE-SITE & FINAL TOPO SURVEY REVIEW: $200

These monies will go toward expenditures regarding survey topography surveys.