



## **RESOLUTION 22-10**

### **A RESOLUTION TO ESTABLISH THE FEE SCHEDULE FOR FISCAL YEAR 2023**

**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 2023 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 or fines adopted by the Town of Millville.

I, **ROBERT WISGIRDA**, 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 12, 2022**, at which a quorum was present and voting throughout and that the same is still in full force and effect.

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**ROBERT WISGIRDA**  
**SECRETARY**

**Exhibit “A”**

## TAX RATES

### **Real Estate Tax Rate**

In lieu of making its own independent valuation and assessment of property located within the corporate limits of the Town of Millville, the Town Council has adopted the values as established by the Sussex County Board of Assessment at a 100% of land and improvement values.

### **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 being rented.

### **Lodging Tax**

The rate of Lodging tax shall be two percent (2%) imposed on hotels, motels, and tourist homes.

## 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
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- ❖ 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

<b>LICENSES/PERMITS</b>
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- ❖ Business/Contractor
  - Annual (5/1 - 4/30) \$100.00
  - 6 months \$50.00
  - Temporary 30 consecutive days \$25.00
  - Mobile Food Vendor Business (5/1 - 4/30) \$50.00 \*
- ❖ Rental: each commercial or residential unit rented or offered for rent. Annual (5/1 - 4/30) \$50.00
- ❖ Public Event Permit \$15.00 (required each day of event)\*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."
- ❖ Mobile Food Vendor Permit \$15.00 (required each day of event) \*
- Late Fees for Business licenses received after due date. \$50.00
- Late Fees for Rental 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.***

<b>APPLICATIONS</b>
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***\*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 as listed below.***

*Additional escrow funds will be required if initial amount is depleted, and additional professional fees are incurred.*

*★ Escrow fees will need to be replenished when the balance is below the following amounts in red.*

**Annexation Request**

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

**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*	

**Board of Adjustment**

❖ Variance	\$750.00	
❖ Appeal of a decision by the Town Administrative Official	\$750.00	
❖ Escrow Requirement	\$1,000.00*	

**Plan Reviews: Subdivisions and Site Plans**

❖ Rezoning	\$500.00	
❖ Escrow Requirement	\$1,500.00*	<b>\$750.00</b>
❖ Conditional Use	\$500.00	
❖ Escrow Requirement	\$1,500.00*	<b>\$750.00</b>
❖ 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) *	<b>\$500.00</b> <b>\$1,000.00</b> <b>\$2,000.00</b>
❖ Site Plan Review (Includes Preliminary & Final) (Structures 7,500 sq. ft. & under)	\$500.00	
❖ Escrow Requirement	\$1,500.00*	<b>\$750.00</b>
❖ Site Plan Review (Includes Prelim & Final)	\$750.00	
❖ Escrow Requirement	\$2,500.00*	<b>\$1,000.00</b>
❖ Subdivision: Minor Site Plan Review	\$500.00	
❖ Minor Subdivision Escrow Requirement Requirement (not more than 4 lots)	\$2,500.00*	<b>\$1,000.00</b>
❖ Subdivision: Major Site Plan Review	\$750.00	
❖ Major Subdivision Escrow Requirement	\$10,000.00*	<b>\$2,000.00</b>
❖ Subdivision Fees (units are not charged in apartment buildings; just the building as a whole)		
❖ Minor and Major Subdivision: Per lot/unit/site	\$450.00**	
❖ Amendments to approved site plans Escrow Requirement	\$450.00 \$1,000.00*	<b>\$500.00</b>

❖ Off-Site Improvements Plan Review	\$750.00	
❖ Off-Site Improvement Escrow Requirement	\$2,500.00*	\$1,000.00

**\*\*Subdivision Fees; 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, but before the Town signs the approved plan for recordation.**

<b>REVIEW OF BUILDING PLANS*</b>
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	<u>Cost per sq. ft.</u>	<u>Minimum</u>
❖ 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

<b>BUILDING PERMIT FEES**</b>
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**\*The fees for building permits will be doubled if a permit is not obtained prior to the beginning of construction. Penalties as specified in Chapter 1, Article II, General Penalty**

	<u>Cost per sq. ft.</u>	<u>Minimum</u>	<u>Flat Rate</u>
❖ New Residential Construction	\$1.25		
❖ New Residential Construction that will Require a 3 <sup>rd</sup> 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 will Require a 3 <sup>rd</sup> 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** See Multiplier if adding features	--	\$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	
❖ 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	

**\*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.**

<b>SIGNS</b>
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- ❖ 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

<b>PERFORMANCE AND SURETY BONDS</b>
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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 punch lists and approval and acceptance of any improvements, that the Town may require the Developer to reimburse to the Town.

<b>RESIDENTIAL AND COMMERCIAL BUILDING CONSTRUCTION IMPACT FEE: \$500.00</b>
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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: \$200.00**

These monies will go toward expenditures regarding survey topography surveys.

**TOWN OF MILLVILLE FACILITY USE RESERVATION FEES**

***Full payment and deposit are due upon application submission.***

**Town Hall Council Chambers**

**Deposit \$100.00. Deposit is only refunded if the area does not have to be cleaned by the Town after the event.**

Total Fire Marshal Occupancy: 112

Hours of Operation: Monday through Saturday 8:30 a.m. till 4:30 p.m.

Residents:	M-F No Charge:	Saturday:	\$50.00 Per Hour
Millville's Homeowners Associations:	M-F No Charge:	Saturday:	\$50.00 Per Hour
Non-Profit Organizations (with proof):	M-F No Charge:	Saturday:	\$75.00 Total
Non-Residents:	M-F \$50.00:	Saturday:	\$100.00 Per Hour

**Town Hall Meeting Room (second floor)**

**Deposit \$50.00. Deposit is only refunded if the area does not have to be cleaned by the Town after the event.**

Total Fire Marshal Occupancy: 25

Hours of Operation: Monday through Friday 8:30 a.m. till 4:30 p.m.

Non-Residents will be charged: \$50.00 Per Hour

No Charge for Residents, Millville HOA's, Non-Profits

**Millville Community Center Assembly Hall @ Evans Park**

**Deposit \$250.00. Deposit is only refunded if the area does not have to be cleaned by the Town after the event.**

Total Fire Marshal Occupancy: Total 285 (Lecture Set Up) - 170 (Dinner Tables)

Hours of Operation: Daily 8:30 a.m. till 10:30 p.m.

Residents: \$75.00 Per Hour / 2 Hour Minimum

Millville's Homeowners Associations: \$75.00 Per Hour / 2 Hour Minimum

Non-Profit Organizations (with proof): \$75.00 (no minimum)

Non-Residents: \$200.00 Per Hour / 2 Hour Minimum

**Evans Park Pickleball Courts (Tournaments)**

Hours of Operations: Sunrise to 9:00 p.m.

\$500.00 Per Day