



RESOLUTION 26-12

A RESOLUTION TO AMEND THE FEE SCHEDULE FOR FISCAL YEAR 2026, AS AMENDED, REGARDING FACILITY USE RESERVATION 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 periodically reviews its fees to ensure they are fair, reasonable, and sufficient to offset operational and maintenance costs; and

WHEREAS, the Town Council finds it necessary to amend the Facility Use Reservation Fees to better reflect current costs, demand, and administrative oversight

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

WHEREAS, the Town Council seeks to revise the current Fee Schedule to reflect the change in fee for facility rental reservations;

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

Amend the previously adopted Fee Schedule and adopt the Fee Schedule for the remainder of Fiscal Year 2026 as attached here to 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, **Deborah Sosnoski**, 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 **February 10, 2026**, at which a quorum was present and voting throughout and that the same is still in full force and effect.

DEBORAH SOSNOSKI
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

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|---|--|
| ❖ 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) \$0.20 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

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| LICENSES/PERMITS |
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- ❖ **Business/Contractor**
 - Annual (5/1 - 4/30) \$100.00
 - 5 months (11/1-3/31) \$50.00
 - 1 month (4/1-4/30) \$25.00
 - Temporary 30 consecutive days \$25.00
- ❖ **Mobile Food Vendor Business**
 - Annual (5/1-4/30) \$50.00
 - 5 months (11/1-3/31) \$25.00
 - 1 month (4/1-4/30) \$12.50
- ❖ **Rental:** commercial or residential unit rented or offered for rent.
 - Annual (5/1- 4/30) \$50.00
 - 5 months (11/1-3/31) \$25.00
 - 1 month (4/1-4/30) \$12.50
- ❖ **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 and must have mobile food vendor license)
- 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.

APPLICATIONS

**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

- ❖ Administrative Variance \$250.00
- ❖ 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*
- \$750.00**

- ❖ Conditional Use \$500.00
- ❖ Escrow Requirement \$1,500.00*
- \$750.00**

- ❖ Concept or Schematic Plan Review \$500.00
- ❖ Escrow Requirement \$1,000.00 (less than 100 acres) *
- \$500.00**

- \$2,500.00 (101-350 acres) *
- \$1,000.00**
- \$5,000.00 (over 350 acres) *
- \$2,000.00**

- ❖ Site Plan Review (Includes Preliminary & Final) (Structures 7,500 sq. ft. & under) \$500.00
- ❖ Escrow Requirement \$1,500.00*
- \$750.00**

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| ❖ Site Plan Review (Includes Prelim & Final) (Structures exceeding 7,500 sq. ft.) | \$750.00 |
| Escrow Requirement | \$2,500.00* |
| | \$1,000.00 |
| ❖ Subdivision: Minor Site Plan Review | \$500.00 |
| Minor Subdivision Escrow Requirement (not more than 4 lots) | \$2,500.00* |
| | \$1,000.00 |
| ❖ Subdivision: Major Site Plan Review | \$750.00 |
| Major Subdivision Escrow Requirement | \$10,000.00* |
| | \$2,000.00 |
| ❖ 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 | \$450.00 |
| Escrow Requirement | \$1,000.00* |
| | \$500.00 |
| ❖ Off-Site Improvements Plan Review | \$750.00 |
| ❖ Off-Site Improvement Escrow | \$2,500.00* |
| | \$1,000.00 |
| Requirement | |

****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.**

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| REVIEW OF BUILDING PLANS* |
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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 |

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| BUILDING PERMIT FEES** |
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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 | | |

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| Require a 3 rd 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 rd 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 See Multiplier if adding features | -- | |
| ❖ Accessory Structures (Unfinished Floor) | \$0.75 | \$50.00 |
| ❖ Accessory Structures (Finished Floor) \$100.00 | \$1.25 | |
| ❖ Commercial Fit-out/Renovations & Repairs \$200.00 | \$0.50 | |
| ❖ 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** \$250.00 | See Multiplier | |

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

| PERFORMANCE AND SURETY BONDS |
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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.

| RESIDENTIAL AND COMMERCIAL BUILDING CONSTRUCTION IMPACT FEE: \$500.00 |
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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 |
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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 9:00 a.m. till 4:30 4:00 p.m.~~
- ~~Millville Residents / Millville HOA's: M-F No Charge: Saturday: \$50.00 \$75/hour~~
- ~~Millville's Homeowners Associations: M-F No Charge:~~
- ~~Saturday: \$50.00 Per Hour~~
- ~~Non-Residents / HOA's outside Millville M-F \$50/hr Saturday: \$100/hour~~
- ~~Millville Non-Profit Organizations (with proof): M-F No Charge:~~
- ~~Saturday: \$75.00 Total \$75/hour~~
- ~~Non-Residents: M-F \$50.00 Per hour Saturday: \$100.00 Per Hour~~

| Group | Hours | Previous \$\$ | New \$\$ |
|---|---|--|---|
| Residents Millville Residents/HOA | Mon. thru Sat. 8:30-4:30 Mon. thru Sat. 9am-4pm | Mon-Fri Free Saturday \$50/hour | Mon-Fri no change Saturday \$75.00/hour |
| Non-Residents Non-Residents/Non-HOA | Mon. thru Sat 8:30-4:30 Mon. thru Sat 9am-4pm | Mon-Fri \$50/hour Saturday \$100/hour | No change |
| Non-Profit w/proof status | Mon. thru Sat 8:30-4:30 Mon. thru Sat 9am-4pm | Mon-Fri Free Saturday \$75/hour | No change |
| REFUNDABLE DEPOSIT | | \$100.00 | NO CHANGE |

~~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 9:00 a.m. till 4:30 4:00 p.m.~~
- ~~Non-Residents / HOA'S outside of Millville will be charged: \$50.00 Per Hour~~
- ~~No Charge for Residents, Millville HOA's, Non-Profits~~

| Group | Hours | Previous \$\$ | New \$\$ |
|---|---|---------------|-----------|
| Residents Millville Residents/HOA | Mon. thru Fri 8:30-4:30 Mon. thru Fri 9am-4pm | Free | No change |
| Non-Residents Non-Residents/Non-HOA | Mon. thru Fri 8:30-4:30 Mon. thru Fri 9am-4pm | \$50/hour | No change |
| Non-Profit w/proof status | Mon. thru Fri 8:30-4:30 Mon. thru Fri 9am-4pm | Free | No change |
| REFUNDABLE DEPOSIT | | \$50.00 | NO CHANGE |

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.

— Millville Residents/Millville HOA's: \$75.00 Per Hour / 2 Hour Minimum
\$175 for 2 hrs. \$75 each additional hour

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

Non-Residents/ HOA's outside Millville M-S \$250 for 2 hrs \$100 each

additional hour: \$150.00 1st Hour /\$100 per Hour thereafter/ 2 Hour Minimum

— Non-Profit Organizations (with proof): \$75.00 \$175 for 2 Hours/\$50 \$75 per Hour thereafter

| Group | Hours | Previous \$\$ | New \$\$ | Proposed |
|---|---------------------------------|--|---|---|
| Residents Millville Residents/HOA | Mon thru Sat. 8:30am-10:30pm | \$75/hr w/2hr min. \$75.00 additional | \$150 for 2 hours \$75 additional | \$175 for 2 hours \$75 each additional hr. |
| Non-Residents Non-Residents/Non-HOA | Mon thru Sat. 8:30am-10:30pm | \$150/first hr \$100-addtl (2hr minim) | \$250 for 2 hours \$100 additional | Stay with recommendation from AD-HOC |
| Non-Profit w/proof status | Mon thru Sat. 8:30am-10:30pm | \$75 flat fee 2/hour \$50 additional | \$100 for 2 hours \$50 additional | \$175 for 2 hours \$75 each additional hr. |
| REFUNDABLE DEPOSIT | | \$250.00 | NO CHANGE | |

Evans Park Pickleball Courts (Tournaments)

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

~~\$500.00 Per Day~~

TOWN OF MILLVILLE FACILITY USE RESERVATION FEES

Liability insurance and deposit check are due upon submission of application. – NO EXCEPTIONS!
Balance of rental is due 15 days prior to event. (NO REFUNDS given 15 days prior to event) Refundable deposit only returned if area does not have to be cleaned and no damages. To qualify for Millville Residential pricing, proof of residency must be given for person booking the facility, filling out the application, and giving the deposit check.

TOWN HALL – CHAMBERS - 2 hour minimum

- **Total Fire Marshal Occupancy: 85 Lecture Style Only (per W.Kelly 12-10-2025) --- Include Setup/Teardown in Rental Fee.**

| <u>Group</u> | <u>Rental Hours</u> | <u>FEE</u> |
|--|----------------------------------|--|
| <u>Millville Residents/HOA/Non-profit</u> | <u>Mon. thru Sat. 9am-4pm</u> | <u>Mon-Fri – Free</u> <u>Saturday - \$75/hour</u> |
| <u>Non-Residents/Non-HOA/Non-profit</u> | <u>Mon. thru Sat. 9am-4pm</u> | <u>Mon-Fri - \$50/hour</u> <u>Saturday - \$100/hour</u> |
| <u>School Organization / Youth Groups</u> | <u>Mon. thru Sat. 9am-4pm</u> | <u>Free</u> |
| <u>REFUNDABLE DEPOSIT</u> | | <u>\$100.00</u> |
| <u>Panic Button / Fire Alarm (Non-Emergency)</u> | <u>If activated when renting</u> | <u>\$75.00</u> |

TOWN HALL – 2nd FLOOR MEETING ROOM – 2 hour minimum

- **Total Fire Marshal Occupancy: 55 (per W.Kelly 12-10-2025) ---- Include Setup/Teardown in Rental Fee.**

| <u>Group</u> | <u>Rental Hours</u> | <u>FEE</u> |
|--|----------------------------------|------------------|
| <u>Millville Residents/HOA/Non-Profit</u> | <u>Mon. thru Fri - 9am-4pm</u> | <u>Free</u> |
| <u>Non-Residents/Non-HOA/Non-Profit</u> | <u>Mon. thru Fri – 9am-4pm</u> | <u>\$50/hour</u> |
| <u>School Organization / Youth Groups</u> | <u>Mon. thru Fri – 9am-4pm</u> | <u>Free</u> |
| <u>REFUNDABLE DEPOSIT</u> | | <u>\$100.00</u> |
| <u>Panic Button / Fire Alarm (Non-Emergency)</u> | <u>If activated when renting</u> | <u>\$75.00</u> |

MILLVILLE COMMUNITY CENTER – 2 Hour Minimum (include setup/teardown in rental fee)

- **Total Fire Marshal Occupancy: 285 (lecture) or 150 (tables/chairs) – (per W.Kelly 12-10-2025)**
- **White Tablecloths available for round tables - \$12 per table (optional fee)**
- **Black Tablecloths available for rectangular tables - \$12 per table (optional fee)**

| <u>Group</u> | <u>Rental Hours</u> | <u>FEE</u> |
|--|-------------------------------------|---|
| <u>Millville Residents/HOA/Non-Profit</u> | <u>Mon thru Sat. 8:30am-10:30pm</u> | <u>\$250 for 2 hours</u> <u>\$75 additional hrs</u> |
| <u>Non-Residents /Non-HOA / Non-Profit</u> | <u>Mon thru Sat. 8:30am-10:30pm</u> | <u>\$300 for 2 hours</u> <u>\$100 additional hrs</u> |
| <u>School Organization / Youth Groups</u> | <u>Mon thru Sat. 8:30am-10:30pm</u> | <u>Free</u> |
| <u>REFUNDABLE DEPOSIT</u> | | <u>\$250.00</u> |
| <u>Panic Button / Fire Alarm (Non-Emergency)</u> | <u>If activated when renting</u> | <u>\$75.00</u> |