

# TOWN OF SLAUGHTERVILLE FEE SCHEDULES

Reference: Resolution 052103-07-08-11-11 and Resolution 011607

## FEES RELATING TO ZONING ORDINANCE 55:

### I. GENERAL PROVISIONS:

- A. All fees paid under this resolution shall be non-transferable and non-refundable.
- B. In the event professional fees are incurred, such as additional inspector fees, architect fees, surveyors, engineers, attorney fees, etc., or fees associated with Special Meetings or hearings, then those charges are in addition to the below stated fee schedule.
- C. Permittee shall pay all fees and charges before receiving the Zoning Compliance Permit, including address marker fees, if any.
- D. All fees shall be paid simultaneous with submitting the application.
- E. The fees paid shall include all mailing and publication costs for such application.

### II. ZONING COMPLIANCE PERMIT APPLICATIONS: (Ord. #55, Article 1, §11)

The fee schedule for all Zoning Compliance permit applications includes two on-sight inspections. Any addition inspections shall be \$25.00 per inspection. The fee schedule shall be as follows:

- A. Agriculture/Residential Combination District (AR-1, AR-2) \$100.00
- B. Single Family Residential District (R-1, RL-1) \$100.00
- C. Multi-Family Residential District (R-2) \$200.00 per building  
plus \$10.00 for each dwelling unit  
*Examples:*  
*1 duplex building containing 2 dwelling units = \$220.00*  
*2 buildings, both duplexes containing 2 dwelling units each = \$400.00 + \$40.00 = \$440.00*  
*1 building triplex and 1 building quadplex = \$400.00 + \$70.00 = \$470.00*  
*1 building with 6 dwelling units = \$200.00 + \$60.00 = \$260.00*
- D. Planned Residential Development District (Residential PUD)(R-3)  
\$200.00 per building  
plus \$10.00 for each dwelling unit  
plus all fees associated with application and review procedure  
as shown in Section 136 of the Zoning Ordinance

and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance only:*

*1 building with 3 dwelling units = \$260.00*

*2 buildings, both buildings containing 2 dwelling units = \$440.00*

- E. Commercial District (C-1) \$200.00 per building  
plus \$20.00 for each commercial unit

*Examples of costs of Zoning Compliance permit only:*

*Strip mall consisting of 1 building containing 12 possible commercial locations in each = \$440.00*

*Strip mall consisting of 2 buildings containing 6 possible commercial locations in each = \$640.00*

*One building location = \$220.00*

- F. Planned Commercial Development District (Commercial PUD)(C-2)  
\$250.00 per building  
plus \$20.00 for each commercial unit  
plus all fees associated with application and review procedure  
as shown in Section 136 of the Zoning Ordinance  
and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance permit only:*

*Strip mall consisting of 1 building with 3 possible commercial locations = \$310.00*

*Strip mall consisting of 3 buildings with 4 possible commercial locations in each = \$990.00*

*Combination commercial/ residential area =*

*Commercial 2 buildings each with 2 possible commercial units in each = \$580.00 +*

*Residential Quadplex and Triplex = \$470.00*

*Total fee for combination = \$1050.00*

- G. Industrial District (I-1) \$200.00 per building  
plus \$25.00 for each industrial unit

*Examples of costs of Zoning Compliance permit only:*

*3 buildings with 1 possible industrial locations/unit in the each building = \$675.00*

*1 building with 2 possible industrial locations/unit in the building = \$250.00*

*2 buildings with 3 possible industrial locations/units in each building = \$625.00*

- H. Planned Industrial Development District (Industrial PUD)(I-2)  
\$300.00 per building  
plus \$25.00 for each industrial unit  
plus all fees associated with application and review procedure  
as shown in Section 136 of the Zoning Ordinance  
and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance permit only:*

*3 buildings with 1 possible industrial locations/unit in the each building = \$675.00*

*1 building with 2 possible industrial locations/unit in the building = \$250.00*

*2 buildings with 3 possible industrial locations/units in each building = \$625.00*

- I. Planned Institutional Development District (IN-1) \$350.00 per building  
Plus \$25.00 for each institutional unit  
plus all fees associated with application and review procedure

as shown in Section 136 of the Zoning Ordinance  
and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance permit only:*

*3 buildings with 2 possible sleeping quarters/institutional units in the each building= \$1200.00*

*1 building with 6 possible sleeping quarters/institutional units in the building = \$500.00*

*2 buildings with 3 possible sleeping quarter/institutional units in each building = \$850.00*

*The fees are based on reviewing the applications, the associated documentation and checking for accuracy, phone calls and inquiries into the process itself, the review of each permit to check the legal description of the property, the lot size, the legal owner, the applicant, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). Commercial and industrial permits require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Buildings with more units require more work for staff and inspectors.*

**III. 911 ADDRESS MARKERS (Ord. #55, Article 1):**

The fee schedule for all 911 address markers shall be as follows: \$35.00

*The fees are based on the costs of the materials and the installation by the Town.*

**IV. RE-ZONING APPLICATIONS (Ord. #55, Article 1, §13):**

The fee schedule for all re-zoning applications shall be as follows:

- |    |   |          |
|----|---|----------|
| A. | Agriculture/Residential Combination District (AR-1, AR-2)           | \$275.00 |
| B. | Single Family Residential District (RL-1, R-1)                      | \$275.00 |
| C. | Multi-Family Residential District (R-2)                             | \$275.00 |
| D. | Planned Residential Development District (Residential PUD)(R-3)     | \$350.00 |
| E. | Commercial District (C-1)   | \$300.00 |
| F. | Planned Commercial Development District (Commercial PUD)(C-2)       | \$350.00 |
| G. | Industrial District (I-1)   | \$350.00 |
| H. | Planned Industrial Development District (Industrial PUD)(I-2)       | \$350.00 |
| I. | Planned Institutional Development District (institutional PUD IN-1) | \$350.00 |

*The fees are based on dealing with citizen inquiry regarding the justification for the process, correspondence, the review of each permit to checking the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). There are 2 publication fees, 1 for the notice and 1 for the ordinance, average publication fees run \$125.00 and the Town was notified recently that publication costs are increasing.*

*Postage now costs 41¢ and is expected to increase. Commercial and industrial applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Other costs include preparing the publication, notification to surrounding property owners, notifying officials of 2 public hearings and meeting dates, preparing the agenda, holding the public hearings with the Planning and Zoning Commission, which makes a recommendation to the Board of Trustees at their scheduled meeting. Industrial fees are higher since there is an expectation of more public concern and telephone calls.*

**V. RECLASSIFICATION OF PROPERTY (Ord. #55, Article 1, §9(8) 10(2)):**

There shall not be a fee for reclassification of property if the property was zoned improperly and it is a correction of the identification of the zone as opposed to a reclassification. The fee schedule for all applications for reclassifications of property into the following categories shall be as follows:

A.	Agriculture/Residential Combination District (AR-1, AR-2)	\$275.00
B.	Single Family Residential District (RL-1, R-1)	\$275.00
C.	Multi-Family Residential District (R-2)	\$275.00
D.	Planned Residential Development District (Residential PUD)(R-3)	\$350.00
E.	Commercial District (C-1)	\$300.00
F.	Planned Commercial Development District (Commercial PUD)(C-2)	\$350.00
G.	Industrial District (I-1)	\$350.00
H.	Planned Industrial Development District (Industrial PUD)(I-2)	\$350.00
I.	Planned Institutional Development District (institutional PUD IN-1)	\$350.00

*The fees are based on dealing with citizen inquiry regarding the justification for the process, correspondence, the review of each permit to checking the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). There are 2 publication fees, 1 for the notice and 1 for the ordinance, average publication fees run \$125.00 and the Town was notified recently that publication costs are increasing. Postage now costs 41¢ each and is expected to increase. Commercial and industrial applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Other costs include preparing the publication, notification to surrounding property owners, notifying officials of 2 public hearings and meeting dates, preparing the agenda, holding the public hearings with the Planning and Zoning Commission, which makes a recommendation to the Board of Trustees at their scheduled meeting. Industrial fees are higher since there is an expectation of more public concern and telephone calls.*

**VI. USE PERMITTED ON REVIEW (Ord.#55, Article 1 §12):**

The fee schedule for all uses permitted upon review shall be as follows:

A.	Agriculture/Residential Combination District (AR-1, AR-2)	\$200.00
B.	Single Family Residential District (RL-1, R-1)	\$200.00
C.	Multi-Family Residential District (R-2)	\$250.00
D.	Planned Residential Development District (Residential PUD)(R-3)	\$250.00
E.	Commercial District (C-1)	\$200.00
F.	Planned Commercial Development District (Commercial PUD)(C-2)	\$250.00
G.	Industrial District (I-1)	\$250.00
H.	Planned Industrial Development District (Industrial PUD)(I-2)	\$300.00
I.	Planned Institutional Development District (Institutional PUD)(IN-1)	\$300.00

*The fees are based on the review of each permit to check the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant and surrounding property owners, site inspection(s), pictures, and report(s). Commercial, industrial and institutional applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Other costs include preparing the publication, notification to surrounding property holders, notifying officials of meeting dates, preparing the agenda, public hearings with the Planning and Zoning Commission, which makes a decision. There may be an appeal to the Board of Trustees. Industrial fees are higher since there is an expectation of more public concern and telephone calls. Also, a report, which is generated by staff for the town must be prepared and circulated from the Planning and Zoning Commission which encompasses the effect on the neighborhood, traffic conditions, public utilities and other matters pertaining to the general welfare as well as other contingencies which the Planning and Zoning Commission deem appropriate for approval of the application.*

**VII. MOBILE HOME PARK (Ord. 59, §3(A)):**

- A. The fee schedule for the establishment of a manufactured or mobile home park and/or a travel trailer park shall be as follows:

\$25.00 per space or a minimum charge of \$250.00

These fees are in addition to any fees required for rezoning or applying for a planned unit development.

*The fees are based on the following; verification of application, width of lots, review plat, width of streets, easements, measuring each and every lot, space, parking, water connections, utilities, sewage, runoff, drainage, and appropriate correspondence and telephone communications with the appropriate professionals depending on inspections, slope and grade of the proposed site, etc.*

- B. Fees for inspecting the age and condition of manufactured or mobile homes shall be as follows: \$30.00

*The fees are based on a physical inspection of the home when it is placed on the lot, possible follow-up inspections by the Code Enforcement Officer, telephone calls with the County, reviewing the title of the home and ensuring that the home is in good condition and is not "dilapidated".*

**VIII. PORTABLE, TENTS, TEMPORARY BUILDINGS, FIREWORK AND ROADSIDE STANDS (Ord. #55, Article 1, §19):**

The fee schedule for the establishment of portable stands, temporary buildings, firework stands, or roadside stands (including tents) shall be as follows: \$50.00

The time limit for the temporary vendor stand shall be no more than twelve (12) months.

*The fees are based on the following; verification of application, documentation to verify sales tax collection and remittance, issuing temporary permit, discussion with the landowner where the temporary permit is located, access and egress, safe parking, electricity, sewage, and follow-up with letters from the Oklahoma Tax Commission to ensure compliance.*

**IX. SOLICITORS AND PEDDLERS (Ord. #55, Article 1, §19):**

The fee schedule for a license for peddlers, solicitors, and door to door salespersons shall be as follows:

30 day door-to-door permit, \$50.00 and for each additional person soliciting \$25.00

(To be renewed every 30 days, if requested)

*The fees are based on the following: verification of application, and documentation required under the application such as other license requirements, verify sales tax permit, issuing temporary permit, and follow-up with letters from the Oklahoma Tax Commission to ensure compliance.*

**X. PLANNED UNIT DEVELOPMENTS (PUD'S) (Ord #55, Article 3, §135):**

The fee schedule for the establishment of planned unit developments shall be as follows:

- |                             |                 |           |
|-----------------------------|-----------------|-----------|
| A. Pre-Application Process: | Filing fee:     | \$100.00  |
|                             | Permit Deposit: | \$2500.00 |

*The fee is based on the Town employees sitting down with the applicant, reviewing ordinance and all the requirements, and ensuring all pre-application processes are met before conceptual review.*

- |                       |         |
|-----------------------|---------|
| C. Conceptual Review: | \$25.00 |
|-----------------------|---------|

*The fee is based on notice and agenda item to Planning and Zoning Commission.*

D. Application for Rezoning - Fee shall be the same as set forth in this Resolution

E. Submission of the PUD Master Plan and Map:

1. Planned Residential Development District (Residential PUD)(R-3) \$500.00
2. Planned Commercial Development District (Commercial PUD)(C-2) \$500.00
3. Planned Industrial Development District (Industrial PUD)(I-2) \$750.00
4. Planned Institutional Development District (IN-1) \$750.00

*The fee is based on checking that all of the requirements in the ordinance are met, ensuring drainage, storm water runoff/water detention ponds and other features, as applicable, regulations for the particular use are met, if there are problems, meetings with attorney and other professionals to ensure compliance by the applicant, verification of application, utilities, physical review of sight, call meetings, notifications to neighbors, publication in newspaper, safe parking, electricity, sewage, etc. Industrial and institutional applications may cause more public concern, inquiries and telephone calls, and to completely review all procedures necessary before going into the design process.*

F. Design Statement, Review Process and Approval:

1. Planned Residential Development District (Residential PUD)(R-3) \$50.00
2. Planned Commercial Development District (Commercial PUD)(C-2) \$100.00
3. Planned Industrial Development District (Industrial PUD)(I-2) \$150.00
4. Planned Institutional Development District (IN-1) \$150.00

*The fee is based on checking that all of the regulatory agencies, towns, cities, or other regional areas that are affected by the PUD, transmitting information, numerous telephone calls, and receiving information and reports, which are reviewed and submitted, with all supporting documents for final approval to the Board of Trustees. Agenda items will be added for 2 Board Meetings and attachments made on the re-zoning ordinance.*

G. Preliminary Plat \$350.00

H. Final Plat \$350.00

I. Zoning Compliance Permit. The Zoning Compliance Permit application as shown in Sub-section II of this Resolution shall be paid.

**XI. BOARD OF ADJUSTMENT (Ord. #55, Article 4, §174):**

The fee schedule for requesting a hearing of the Board of Adjustment shall be as follows:

Requests for Variance \$200.00

*The fees are based on the review of each Zoning Compliance permit to check the legal description of the property, the lot size, the legal owner, the applicant, reviewing the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, development, and report(s). Commercial and industrial applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. If a permit is denied by Town staff, then a variance is requested. The Board of Adjustment application must be reviewed for accuracy, a publication made and notification provided to surrounding property owners. Other costs include notifying the appropriate Board Members of the meeting date, preparing the agenda, holding public hearings at the meeting, maintaining the minutes of the meeting and notification of the results of the hearing, including physically issuing the permit. Further, if there are contingencies or conditions set for the variance approval, then follow up is necessary and work is performed to ensure compliance with the contingencies.*

Requests for appeals: \$100.00

*The fee is based on providing all certified documentation to support the findings of staff to the Board of Adjustment, including the application, meeting materials, reasons for the denial, calling meetings, providing for attorney fees in some cases, and posting an agenda.*

## **XII. SIGN PERMITS (Ord. #72):**

The fee schedule for a sign permit application shall be as follows: \$75.00

*The fees are based on the review of each permit to check the legal description of the property, the legal owner, the applicant, the owner of the sign information, reviewing the entire application for accuracy, review of stress sheets, plans that are drawn, review and measuring the site and the proposed location. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). The Town sees no difference between commercial, personal, or industrial signs. Therefore, the fee is consistent for all types of signs. However, the size of the sign and construction types could cause more work regarding researching, wind loads, stress tests, etc. But professionals would be consulted and the fees paid by the applicant as provided in Section 1(B) of this Resolution.*

**I. GENERAL PROVISIONS:**

- A. All fees paid under this resolution shall be non-transferable and non-refundable.
- B. In the event professional fees are incurred, such as additional inspector fees, architect fees, surveyors, engineers, attorney fees, etc., or fees associated with Special Meetings or hearings, then those charges are in addition to the below stated fee schedule.
- C. Permittee shall pay all fees and charges before receiving the Zoning Compliance Permit, including address marker fees, if any.
- D. All fees shall be paid simultaneous with submitting the application.
- E. The fees paid shall include all mailing and publication costs for such application.



**II. ZONING COMPLIANCE PERMIT APPLICATIONS:  
(Ord. #55, Article 1, §11)**

The fee schedule for all Zoning Compliance permit applications includes two on-sight inspections. Any addition inspections shall be \$25.00 per inspection. The fee schedule shall be as follows:

- A. Agriculture/Residential Combination District (AR-1, AR-2) \$100.00
- B. Single Family Residential District (R-1, RL-1) \$100.00
- C. Multi-Family Residential District (R-2) \$200.00 per building  
plus \$10.00 for each dwelling unit

*Examples:*

*1 duplex building containing 2 dwelling units = \$220.00*

*2 buildings, both duplexes containing 2 dwelling units each = \$400.00 + \$40.00 = \$440.00*

*1 building triplex and 1 building quadplex = \$400.00 + \$70.00 = \$470.00*

*1 building with 6 dwelling units = \$200.00 + \$60.00 = \$260.00*

- D. Planned Residential Development District (Residential PUD)(R-3) \$200.00 per building  
plus \$10.00 for each dwelling unit  
plus all fees associated with application and review procedure  
as shown in Section 136 of the Zoning Ordinance  
and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance only:*

*1 building with 3 dwelling units = \$260.00*

*2 buildings, both buildings containing 2 dwelling units = \$440.00*

- E. Commercial District (C-1) \$200.00 per building  
plus \$20.00 for each commercial unit

*Examples of costs of Zoning Compliance permit only:*

*Strip mall consisting of 1 building containing 12 possible commercial locations in each = \$440.00*

*Strip mall consisting of 2 buildings containing 6 possible commercial locations in each = \$640.00*

*One building location = \$220.00*

- F. Planned Commercial Development District (Commercial PUD)(C-2) \$250.00 per building  
plus \$20.00 for each commercial unit  
plus all fees associated with application and review procedure  
as shown in Section 136 of the Zoning Ordinance  
and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance permit only:*

*Strip mall consisting of 1 building with 3 possible commercial locations = \$310.00*

*Strip mall consisting of 3 buildings with 4 possible commercial locations in each = \$990.00*

*Combination commercial/ residential area =*

Commercial      2 buildings each with 2 possible commercial units in each = \$580.00 +  
 Residential      Quadplex and Triplex = \$470.00  
 Total fee for combination = \$1050.00

- G. Industrial District (I-1)      \$200.00 per building  
 plus \$25.00 for each industrial unit

*Examples of costs of Zoning Compliance permit only:*  
 3 buildings with 1 possible industrial locations/unit in the each building= \$675.00  
 1 building with 2 possible industrial locations/unit in the building = \$250.00  
 2 buildings with 3 possible industrial locations/units in each building = \$625.00

- H. Planned Industrial Development District (Industrial PUD)(I-2)  
 \$300.00 per building  
 plus \$25.00 for each industrial unit  
 plus all fees associated with application and review procedure  
 as shown in Section 136 of the Zoning Ordinance  
 and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance permit only:*  
 3 buildings with 1 possible industrial locations/unit in the each building= \$675.00  
 1 building with 2 possible industrial locations/unit in the building = \$250.00  
 2 buildings with 3 possible industrial locations/units in each building = \$625.00

- I. Planned Institutional Development District (IN-1)      \$350.00 per building  
 Plus \$25.00 for each institutional unit  
 plus all fees associated with application and review procedure  
 as shown in Section 136 of the Zoning Ordinance  
 and as shown in Article VIII of this Resolution

*Examples of costs of Zoning Compliance permit only:*  
 3 buildings with 2 possible sleeping quarters/institutional units in the each building= \$1200.00  
 1 building with 6 possible sleeping quarters/institutional units in the building = \$500.00  
 2 buildings with 3 possible sleeping quarter/institutional units in each building = \$850.00

*The fees are based on reviewing the applications, the associated documentation and checking for accuracy, phone calls and inquiries into the process itself, the review of each permit to check the legal description of the property, the lot size, the legal owner, the applicant, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). Commercial and industrial permits require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Buildings with more units require more work for staff and inspectors.*

**III. 911 ADDRESS MARKERS (Ord. #55, Article 1):**

The fee schedule for all 911 address markers shall be as follows:      \$35.00

*The fees are based on the costs of the materials and the installation by the Town.*

**IV. RE-ZONING APPLICATIONS (Ord. #55, Article 1, §13):**

The fee schedule for all re-zoning applications shall be as follows:

A.	Agriculture/Residential Combination District (AR-1, AR-2)	\$275.00
B.	Single Family Residential District (RL-1, R-1)	\$275.00
C.	Multi-Family Residential District (R-2)	\$275.00
D.	Planned Residential Development District (Residential PUD)(R-3)	\$350.00
E.	Commercial District (C-1)	\$300.00
F.	Planned Commercial Development District (Commercial PUD)(C-2)	\$350.00
G.	Industrial District (I-1)	\$350.00
H.	Planned Industrial Development District (Industrial PUD)(I-2)	\$350.00
I.	Planned Institutional Development District (institutional PUD IN-1)	\$350.00

*The fees are based on dealing with citizen inquiry regarding the justification for the process, correspondence, the review of each permit to checking the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). There are 2 publication fees, 1 for the notice and 1 for the ordinance, average publication fees run \$125.00 and the Town was notified recently that publication costs are increasing. Postage now costs 41¢ and is expected to increase. Commercial and industrial applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Other costs include preparing the publication, notification to surrounding property owners, notifying officials of 2 public hearings and meeting dates, preparing the agenda, holding the public hearings with the Planning and Zoning Commission, which makes a recommendation to the Board of Trustees at their scheduled meeting. Industrial fees are higher since there is an expectation of more public concern and telephone calls.*

**V. RECLASSIFICATION OF PROPERTY (Ord. #55, Article 1, §9(8) 10(2)):**

There shall not be a fee for reclassification of property if the property was zoned improperly and it is a correction of the identification of the zone as opposed to a reclassification. The fee schedule for all applications for reclassifications of property into the following categories shall be as follows:

A.	Agriculture/Residential Combination District (AR-1, AR-2)	\$275.00
B.	Single Family Residential District (RL-1, R-1)	\$275.00
C.	Multi-Family Residential District (R-2)	\$275.00
D.	Planned Residential Development District (Residential PUD)(R-3)	\$350.00
E.	Commercial District (C-1)	\$300.00

F.	Planned Commercial Development District (Commercial PUD)(C-2)	\$350.00
G.	Industrial District (I-1)	\$350.00
H.	Planned Industrial Development District (Industrial PUD)(I-2)	\$350.00
I.	Planned Institutional Development District (institutional PUD IN-1)	\$350.00

*The fees are based on dealing with citizen inquiry regarding the justification for the process, correspondence, the review of each permit to checking the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). There are 2 publication fees, 1 for the notice and 1 for the ordinance, average publication fees run \$125.00 and the Town was notified recently that publication costs are increasing. Postage now costs 41¢ each and is expected to increase. Commercial and industrial applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Other costs include preparing the publication, notification to surrounding property owners, notifying officials of 2 public hearings and meeting dates, preparing the agenda, holding the public hearings with the Planning and Zoning Commission, which makes a recommendation to the Board of Trustees at their scheduled meeting. Industrial fees are higher since there is an expectation of more public concern and telephone calls.*

**VI. USE PERMITTED ON REVIEW (Ord.#55, Article 1 §12):**

The fee schedule for all uses permitted upon review shall be as follows:

A.	Agriculture/Residential Combination District (AR-1, AR-2)	\$200.00
B.	Single Family Residential District (RL-1, R-1)	\$200.00
C.	Multi-Family Residential District (R-2)	\$250.00
D.	Planned Residential Development District (Residential PUD)(R-3)	\$250.00
E.	Commercial District (C-1)	\$200.00
F.	Planned Commercial Development District (Commercial PUD)(C-2)	\$250.00
G.	Industrial District (I-1)	\$250.00
H.	Planned Industrial Development District (Industrial PUD)(I-2)	\$300.00
I.	Planned Institutional Development District (Institutional PUD)(IN-1)	\$300.00

*The fees are based on the review of each permit to check the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant and surrounding property owners, site inspection(s), pictures, and report(s). Commercial, industrial and institutional applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Other costs include preparing the*

publication, notification to surrounding property holders, notifying officials of meeting dates, preparing the agenda, public hearings with the Planning and Zoning Commission, which makes a decision. There may be an appeal to the Board of Trustees. Industrial fees are higher since there is an expectation of more public concern and telephone calls. Also, a report, which is generated by staff for the town must be prepared and circulated from the Planning and Zoning Commission which encompasses the effect on the neighborhood, traffic conditions, public utilities and other matters pertaining to the general welfare as well as other contingencies which the Planning and Zoning Commission deem appropriate for approval of the application.

**VII. MOBILE HOME PARK (Ord. 59, §3(A)):**

A. The fee schedule for the establishment of a manufactured or mobile home park and/or a travel trailer park shall be as follows:

\$25.00 per space or a minimum charge of \$250.00

These fees are in addition to any fees required for rezoning or applying for a planned unit development.

*The fees are based on the following; verification of application, width of lots, review plat, width of streets, easements, measuring each and every lot, space, parking, water connections, utilities, sewage, runoff, drainage, and appropriate correspondence and telephone communications with the appropriate professionals depending on inspections, slope and grade of the proposed site, etc.*

C. Fees for inspecting the age and condition of manufactured or mobile homes shall be as follows: \$30.00

*The fees are based on a physical inspection of the home when it is placed on the lot, possible follow-up inspections by the Code Enforcement Officer, telephone calls with the County, reviewing the title of the home and ensuring that the home is in good condition and is not "dilapidated".*

**VIII. PORTABLE, TENTS, TEMPORARY BUILDINGS, FIREWORK AND ROADSIDE STANDS (Ord. #55, Article 1, §19):**

The fee schedule for the establishment of portable stands, temporary buildings, firework stands, or roadside stands (including tents) shall be as follows: \$50.00

The time limit for the temporary vendor stand shall be no more than twelve (12) months.

*The fees are based on the following; verification of application, documentation to verify sales tax collection and remittance, issuing temporary permit, discussion with the landowner where the temporary permit is located, access and egress, safe parking, electricity, sewage, and follow-up with letters from the Oklahoma Tax Commission to ensure compliance.*

**IX. SOLICITORS AND PEDDLERS (Ord. #55, Article 1, §19):**

The fee schedule for a license for peddlers, solicitors, and door to door salespersons shall be as follows:

30 day door-to-door permit, \$50.00 and for each additional person soliciting \$25.00

(To be renewed every 30 days, if requested)

*The fees are based on the following: verification of application, and documentation required under the application such as other license requirements, verify sales tax permit, issuing temporary permit, and follow-up with letters from the Oklahoma Tax Commission to ensure compliance.*

**X. PLANNED UNIT DEVELOPMENTS (PUD’S) (Ord #55, Article 3, §135):**

The fee schedule for the establishment of planned unit developments shall be as follows:

A. Pre-Application Process:	Filing fee:	\$100.00
	Permit Deposit:	\$2500.00

*The fee is based on the Town employees sitting down with the applicant, reviewing ordinance and all the requirements, and ensuring all pre-application processes are met before conceptual review.*

C. Conceptual Review:	\$25.00
-----------------------	---------

*The fee is based on notice and agenda item to Planning and Zoning Commission.*

D. Application for Rezoning - Fee shall be the same as set forth in this Resolution

E. Submission of the PUD Master Plan and Map:

1. Planned Residential Development District (Residential PUD)(R-3)	\$500.00
2. Planned Commercial Development District (Commercial PUD)(C-2)	\$500.00
3. Planned Industrial Development District (Industrial PUD)(I-2)	\$750.00
4. Planned Institutional Development District (IN-1)	\$750.00

*The fee is based on checking that all of the requirements in the ordinance are met, ensuring drainage, storm water runoff/water detention ponds and other features, as applicable, regulations for the particular use are met, if there are problems, meetings with attorney and other professionals to ensure compliance by the applicant, verification of application, utilities, physical review of sight, call meetings, notifications to neighbors, publication in newspaper, safe parking, electricity, sewage, etc. Industrial and institutional applications may cause more public concern, inquiries and telephone calls, and to completely review all procedures necessary before going into the design process.*

F. Design Statement, Review Process and Approval:

1. Planned Residential Development District (Residential PUD)(R-3)	\$50.00
2. Planned Commercial Development District (Commercial PUD)(C-2)	\$100.00
3. Planned Industrial Development District (Industrial PUD)(I-2)	\$150.00

4. Planned Institutional Development District (IN-1) \$150.00

*The fee is based on checking that all of the regulatory agencies, towns, cities, or other regional areas that are affected by the PUD, transmitting information, numerous telephone calls, and receiving information and reports, which are reviewed and submitted, with all supporting documents for final approval to the Board of Trustees. Agenda items will be added for 2 Board Meetings and attachments made on the re-zoning ordinance.*

G. Preliminary Plat \$350.00

H. Final Plat \$350.00

I. Zoning Compliance Permit. The Zoning Compliance Permit application as shown in Sub-section II of this Resolution shall be paid.

**XI. BOARD OF ADJUSTMENT (Ord. #55, Article 4, §174):**

The fee schedule for requesting a hearing of the Board of Adjustment shall be as follows:

Requests for Variance \$200.00

*The fees are based on the review of each Zoning Compliance permit to check the legal description of the property, the lot size, the legal owner, the applicant, reviewing the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, development, and report(s). Commercial and industrial applications require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. If a permit is denied by Town staff, then a variance is requested. The Board of Adjustment application must be reviewed for accuracy, a publication made and notification provided to surrounding property owners. Other costs include notifying the appropriate Board Members of the meeting date, preparing the agenda, holding public hearings at the meeting, maintaining the minutes of the meeting and notification of the results of the hearing, including physically issuing the permit. Further, if there are contingencies or conditions set for the variance approval, then follow up is necessary and work is performed to ensure compliance with the contingencies.*

Requests for appeals: \$100.00

*The fee is based on providing all certified documentation to support the findings of staff to the Board of Adjustment, including the application, meeting materials, reasons for the denial, calling meetings, providing for attorney fees in some cases, and posting an agenda.*

**XII. SIGN PERMITS (Ord. #72):**

The fee schedule for a sign permit application shall be as follows: \$75.00

*The fees are based on the review of each permit to check the legal description of the property, the legal owner, the applicant, the owner of the sign information, reviewing the entire application for accuracy, review of stress sheets, plans that are drawn, review and measuring the site and the proposed location. At times, there is correspondence with the applicant, site inspection(s), pictures, and report(s). The Town*

*sees no difference between commercial, personal, or industrial signs. Therefore, the fee is consistent for all types of signs. However, the size of the sign and construction types could cause more work regarding researching, wind loads, stress tests, etc. But professionals would be consulted and the fees paid by the applicant as provided in Section 1(B) of this Resolution.*

## **FEES RELATING TO SUBDIVISIONS:**

### **I. GENERAL PROVISIONS:**

- A. All fees paid under this resolution shall be non-transferable and non-refundable.
- B. In the event professional fees are incurred, such as additional inspector fees, architect fees, surveyors, engineers, attorney fees, etc., or fees associated with Special Meetings or hearings, then those charges are in addition to the below stated fee schedule.
- C. Each phase of any subdivision shall require an additional fee.
- D. Applicant shall pay all fees and charges before any hearings will be held before any Commission, or Board of the Town.
- E. The fees paid shall include all mailing and publication costs for such application.

### **II. LOT ADJUSTMENTS: (Ordinance #75, Section 6)**

- A. Lot Line Adjustments: \$25.00
- B. Lot Splits Adjustments: \$25.00

*The fees are based on the review of each permit to check the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of the zoning ordinance to ensure total compliance. At times, there is correspondence with the applicant, site inspection(s), pictures, development, and report(s).*

### **III. VACATING PLATS: (Ordinance #75, Section 7)**

- A. Vacating Plats \$200.00



*The fees are based on the review of each permit to checking the legal description of the property, the lot size, the legal owner, the applicant, the entire application for accuracy, review of sewage disposal and all other records from DEQ. At times, there is correspondence with the applicant, site inspection(s), pictures, development, and report(s). Other costs include preparing the publication, notification to surrounding property holders, notifying officials of meeting dates, preparing the agenda, public hearings at planning and zoning meeting, which makes a recommendation to the Board of Trustees.*

#### **IV. SUBDIVISION COSTS: (Ordinance #75, Section 8)**

There shall be a fee for subdivision costs (whether original or re-platted subdivisions) at each stage of the proceeding as follows:

A. Sketch Plan \$250.00

Plus \$5.00 per lot

*The fee is based on the review of the sketch, comparison to the ordinance, oil and gas activity, maps, area in general, review all legal requirements are accurate, and review of the overall design plan to ensure all ordinance requirements are met. At times, there is correspondence with the applicant, and several meetings are contemplated in addition to possible site inspection(s), pictures, development, and report(s).*

B. Preliminary Plat \$350.00

Plus \$5.00 per lot

*The fee is based on the review of the preliminary plat, comparison to the ordinance, maps, area in general, review all legal requirements are accurate, and review of the overall design plan to ensure all ordinance requirements are met. There is anticipated to be multiple letters and other correspondence with the applicant, and several meetings are contemplated in addition to possible site inspection(s), pictures, development, and report(s).*

C. Final Plat \$350.00

Plus \$5.00 per lot

*The fee is based on the review of the proposed improvements, comparison to the ordinance, Homeowner Association information, insurance bonds requirements, and all other necessary information that is needed for subdivisions. There will be multiple letters and other correspondence with the applicant, and several meetings are contemplated in addition to possible site inspection(s), pictures, development, and report(s).*

**V. VARIANCE REQUESTS:  
(Ordinance #75, Section 11)**

The fee schedule for all variances shall be as follows:

Requests for Variance \$200.00

*The fees are based on the review of each permit to check the legal description of the property, the lot size, the legal owner, the applicant, reviewing the entire application for accuracy, review of all improvements, reasons for the variance, the legality of the variance being requested. At times, there is correspondence with the applicant, site inspection(s), pictures, development, and report(s). Commercial and industrial permits require checking with all of the proper agencies and authorities for applicable regulations to ensure they are met. Once the permit is denied then the Board of Adjustment application must be reviewed for accuracy, a publication is made and notification to surrounding property owners. Other costs include notifying the appropriate Board Members of the meeting date, preparing the agenda, holding public hearings, disseminating information to the Board Members, maintaining the minutes of the meeting and notification of the results of the hearing. including physically issuing the permit.*

**FEES RELATING TO TOWERS**

**I. GENERAL PROVISIONS:**

- A. All fees paid under this resolution shall be non-transferable and non-refundable.
- B. In the event professional fees are incurred, such as additional inspector fees, architect fees, surveyors, engineers, attorney fees, etc., or fees associated with special meetings or hearings, then those charges are in addition to the below stated fee schedule.
- C. Permittee shall pay all fees and charges before receiving the Zoning Compliance Permit, including address marker fees, if any.
- D. All fees shall be paid simultaneous with submitting the application.
- E. The fees paid shall include all mailing and publication costs for such application.

**II. CODE COMPLIANCE PERMIT APPLICATION FOR TOWER ORDINANCE:**

The fee schedule for all Permit Application includes three (3) on-sight inspections. Any addition inspections shall be \$25.00 per inspection. The fee schedule shall be as follows:

- |    |   |              |
|----|---|--------------|
| A. | Permit Application fee  | \$200.00     |
|    | 9-1-1 marker  | <u>35.00</u> |
|    |   | \$235.00     |
| B. | Use permitted on review – as stated in zoning ordinance fee schedule                  |              |
| C. | Board of Adjustment request for variance - as stated in zoning ordinance fee schedule |              |