



# City of Hanover

## 2024 Fee Schedule

**CITY HALL RENTAL FEES: Complete payment is due 60 days prior to event.**

**Community Room: No Alcohol**

	<u>Resident</u>	<u>Non-Resident</u>
Damage Deposit	\$ 400.00	600
Rental Fee	\$ 350.00	450

**Community Room: With Alcohol**

Damage Deposit	\$700	\$1,000
Rental Fee	\$550	\$750
Set Up Fee	\$300	\$300

**Civic & Non-Profit Organizations**

Meet Occasionally with kitchen	\$ 50.00	per meeting
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**Other Rental Options**

Benefit/Fundraiser: No Liquor	\$ 100.00
Benefit/Fundraiser: Liquor/Dance	\$ 125.00
Kitchen use only	\$20/hour
Funeral Receptions: No Alcohol	\$ 100.00
Conference Room Only: No Alcohol	\$ 100.00

**Organizations Exempt from Rental Fees**

City of Hanover	Hanover FRA	Hanover Historical Society
Hanover Youth Ball	Hanover Golden Age Club	Hanover Lions
Hanover Athletic Association	Hanover Harvest Festival	

*\*If the hall is rented the following day after an event, the organization is responsible for paying for a special cleaning and will be invoiced by the City.*

**SETTLERS PARK SHELTER RENTAL FEES: Full payment is required at time of reservation.**

Damage Deposit	\$ 100.00
Rental Fee	\$ 150.00 Includes Tax
Funeral Receptions	\$ 75.00 Includes Tax

*\*If same group is also renting City Hall, damage deposit for shelter is waived.*

# 2024 Fee Schedule

## MISCELLANEOUS FEES:

### Cemetery Lots

Traditional Burial: Resident	\$ 750.00
Traditional Burial: Non-Resident	\$ 1,000.00
Cremation Lot	\$ 650.00
Locating / Staking Fee for in-ground burials	\$ 50.00 per trip
Columbarium Niche: Resident	\$ 750.00
Columbarium Niche: Non-Resident	\$ 900.00
Opening/Closing of Columbarium Niche:	
Monday through Friday during business hours	\$ 50.00
Outside of business hours including weekends	\$ 150.00

### Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Compost Site Replacement Key Fob	\$ 5.00
Return/NSF Checks	\$ 30.00
ACH Return Fee	\$ 10.00
Stop Payment Fee	\$ 25.00
Special Assessment Search	\$ 25.00 Per PID#
Administrative Citation of Code Offense	\$ 100.00 First Occurance
Administrative Citation Appeal Hearing to Officer	\$ 50.00 if violation is confirmed
Election Recount	\$ 1,000.00 escrow

*(Discretionary - candidate responsible for actual costs)*

### Staff Billing Rates

Clerical	\$ 50.00 per hour
Accounting	\$ 65.00 per hour
Public Works	\$ 65.00 per hour
City Clerk	\$ 65.00 per hour
City Administrator	\$ 80.00 per hour
City Planner	current rate schedule
City Engineer	current rate schedule
City Attorney	current rate schedule
Special City Council/Board/Commission meeting	\$ 250.00 plus staff/consultant costs

# 2024 Fee Schedule

## BUILDING PERMITS:

<b>Building Permit Fees</b>	<b>1997 UBC Fee Schedule</b>
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee	plus 25% of 1997 UBC Fee Schedule
Re-inspection Fee	\$ 50.00
Investigation Fee	As determined by the Building Official
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00 plus current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00 plus current State surcharge
<b>Residential Fireplace Permits</b>	
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule
Gas Fired Mechanical	\$ 85.00 plus current State surcharge
Residential Furnace/AC/Softner	\$ 50.00 per unit plus current State surcharge
Residential Water Heater	\$ 50.00 plus current State surcharge
<b>Plumbing Permit</b>	
Residential	\$ 50.00 base fee plus \$9.00 per fixture plus State surcharge
Commercial	1997 UBC Fee Schedule
Mechanical Permit (Commercial)	1997 UBC Fee Schedule
<b>Fire Suppression System Permit</b>	<b>1997 UBC Fee Schedule</b>
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
Fire Alarm System Permit	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
<b>Sign Permit</b>	
Permanent Signs	1997 UBC Fee Schedule
Demolition Permit	\$ 100.00 residential
	\$ 200.00 commercial
<b>Fence Permit</b>	
Over 6'	1997 UBC Fee Schedule
Under 6'	\$50.00 Administrative Permit
Residential New Construction Escrows	\$ 5,000.00 per unit
Non-Residential Landscape Escrow	Will handle on case by case basis
Non-Residential Infrastructure Escrow	Will handle on case by case basis
Non-Residential Erosion Control Escrow	Will handle on case by case basis
Escrow Inspection Fee	\$ 50.00 per re-inspection required after initial request

*\*All full-size plan sheets submitted for new construction must be provided both in paper and electronically.  
Failure to provide an electronic version will result in a \$50 increase to the permit fee for scanning.*

# 2024 Fee Schedule

## DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$2,459	per REU*
<i>*Commercial/Industrial/Institution - Min 1 REU per developable acre to be paid at plat, rest at bldg pmt</i>		
Water Trunk Fee	\$978	per REU*
<i>*Commercial/Industrial/Institution - Min 1 REU per developable acre to be paid at plat, rest at bldg pmt</i>		
Storm Sewer Trunk Fee	\$ 0.09	per square foot
Park Dedication Fee	\$ 3,272.00	per unit
Storm Warning Siren Fee	\$ 68.63	per acre

### Connection Permit Charges:

Sewer Permit Fee	\$ 125.00	
Sewer Connection Fee (SAC)	\$ 6,192.00	per SAC unit
Water Permit Fee	\$ 125.00	
Water Connection Fee (WAC)	\$3,183	per WAC unit
Water Meter Fee: Residential	\$ 650.00	residential
Water Meter Fee: Non-Residential	Will handle on case by case basis	

### Utility Rates

Water Distribution Rates	\$ 1.98	City portion base fee per month
	\$1.55	City portion per 1,000 gallons
	Jt. Powers portion per Jt. Powers current fee schedule	
Sewer Rates (City Portion)	\$ 38.67	minimum per month (up to 7,000 gallons)
	\$ 7.68	per 1,000 gallons over 7,000 gallons
Storm Water Utility Rate	\$ 102.00	per REF per year, capped at 2 acres

### Examples of Storm Water Fee on Various Parcels:

Neighborhood Residential	\$ 34.00	Per lot
Rural Residential	\$ 34.00	Per lot
Commercial/Downtown commercial	\$ 173.40	Per acre
Industrial	\$ 193.80	Per acre
Public/Institutional	\$ 102.00	Per acre
Parks/Open Space	\$ 30.60	Per acre
Agricultural	\$ 30.60	Per acre

Late Fee	Per Joint Powers Fee Schedule
Water Shut-off/Turn-on Fee	\$35.00

# 2024 Fee Schedule

## ECONOMIC DEVELOPMENT:

### Tax Increment Financing Fee Schedule

Pre-Application	No fee
Final Application	\$12,000 with funds placed in an escrow and any portion remaining following payment for a fiscal advisor, legal and economic development consulting, remainder to be returned to applicant.
Annual Fee	Depending on size of the district, the City will generally retain up to 10% of the annual tax increment for administration of the TIF district. This includes annual reports to the county, school district, official newspaper and State Auditor's Office.

*filing of the TIF plan with the State, and legal fees for preparation of the Development Agreement.*

### Tax Abatement Fee Schedule

Pre-Application	No fee
Final Application	\$6,500 with funds placed in an escrow and any portion remaining following payment for fiscal advisor, legal and economic development consulting; remainder to be returned to applicant.

## FEES FOR EMERGENCY PROTECTION FIRE SERVICES:

Fire Department False Alarm Fee	\$150	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$100	added to each fee after third during same 12 mos Ex: 3rd false alarm - \$150, 4th - \$250, 5th - \$350, etc.
Engine	Up to 4 Personnel	\$ 275.00 per hour
Ladder/Aerial	Up to 4 Personnel	\$ 275.00 per hour
Water Tender	Up to 2 Personnel	\$ 200.00 per hour
Heavy Rescue/Rescue/Ambulance	Up to 2 Personnel	\$ 185.00 per hour
Command Vehicle/Utility Truck/Grass Truck	Up to 2 Personnel	\$ 85.00 per hour
ATV/UTV with Water Tank	Up to 2 Personnel	\$ 50.00 per hour
Extra Personnel		\$ 15.00 per hour
County Special Response Unit		\$ 500.00 per hour
County Fire Investigation Team		\$ 300.00 per hour

# 2024 Fee Schedule

## PLANNING AND ZONING:

	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 300.00	\$ 500.00
Comprehensive Plan Amendment	\$ 250.00	\$1,000
Ordinance Amendment (text or map)	\$ 300.00	\$1,000
Planned Unit Development (PUD)	\$ 300.00	\$ 2,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$1,000
<i>*Fee &amp; escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$2,000
Administrative Site Plan Amendment	\$ 100.00	\$ 200.00
Conditional Use Permit	\$ 300.00	\$ 2,000.00
Interim Use Permit	\$ 300.00	\$ 2,000.00
Variance	\$ 300.00	\$2,000
Concept Plan Review	\$ 300.00	\$ 1,500.00
<b>Preliminary Plat - Residential</b>		
(up to 10 lots)	\$ 400.00	\$ 5,000.00
(11-100 lots)	\$ 400.00	\$ 5,000.00 plus \$250/lot > 10
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
<b>Preliminary Plat - Commercial/Industrial</b>		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$1,000
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Permitting	\$ 300.00	\$ 2,000.00

A 10% Administration Fee will be charged at the time of development agreement for subdivisions.

- 1) Posted escrows shall be used to cover City expenses associated with the review of applications, including staff and consulting staff (Attorney, Engineer, Planner, and/or Others).
- 2) Actual costs not fully paid or reimbursed from the base fee shall be paid or reimbursed from the escrow deposit.
- 3) All escrows shown above represent funds sufficient for a typical review of an application. City staff, after reviewing the application, may require a higher escrow based on the complexity of an application. Staff will provide a justification for the higher escrow requirement to the applicant.
- 4) Failure to pay an outstanding escrow may result in the City certifying the outstanding escrow to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property.
- 5) It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.
- 6) Applicants for Special Meetings are responsible for consulting staff fees associated with meeting attendance.
- 7) All full-size sheets submitted must be provided both in paper and electronically. Failure to provide an electronic version will result in a \$50.00 charge to the escrow for scanning.

# 2024 Fee Schedule

## OTHER PERMITS/LICENSES:

Cat or Dog Impound Fees	As billed by Animal Shelter
Nuisance Animal Waste Disposal	\$ 150.00
Solid Waste Haulers License	\$ 250.00 (6 licenses available)
Recycling Haulers License	\$ - (1 license available)
Utility Permit	\$ 100.00 Fee + \$75 per bore hole
Small Site Stormwater Permit	\$ 50.00
Large Site Stormwater Permit	\$ 200.00 Base + Escrow Case by Case Basis
Grading Permit (no building permit)	\$200 Base + Escrow Case by Case Basis
Erosion Control Plan Security	Will handle on case by case basis
Street Sweeping	\$150 per hour
Rental Housing License (2 year) Multi-Unit	\$75/building plus per unit inspect and reinspects 2-4 units - \$55/unit 5 or more units - \$30/unit
Charitable Gambling Premises Permit	\$ 100.00
Excluded or Exempt Gambling Permits	\$ 100.00
Peddler/Solicitor License	\$ 50.00 per application
Transient Merchant License	\$75.00 per application
Tattooing/Body Piercing Permit	\$ 250.00 per year
Pawn Broker License	\$ 10,000.00 per year + Investigation fee
Adult Use/Sexually Oriented Business License	\$ 20,000.00 per year + investigation fee
<u>Liquor Licenses</u>	
Intoxicating Liquor Off-Sale License	\$ 100.00
Intoxicating Liquor On-Sale License	\$ 3,100.00
Intoxicating Liquor Sunday License	\$ 200.00
Intoxicating Liquor Temporary License	\$ 50.00
3.2% Malt Liquor Off-Sale License	\$ 110.00
3.2% Malt Liquor On-Sale License	\$ 35.00
3.2% Malt Liquor Temporary License	\$ 25.00
Wine License On-Sale	\$ 1,550.00
Investigation Fee	\$ 300.00
Surety Bond	\$ 3,000.00
Duplicate License	\$ 10.00

*\*applicant is responsible for any fees charged by the county to review liquor license applications*