



City of Hanover

2026 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 (due at time of reservation)	\$ 400.00	\$ 600.00
Rental Fee	\$ 350.00	\$ 550.00

Community Room: With Alcohol

Damage Deposit (due at time of reservation)	\$ 700.00	\$ 1,000.00
Rental Fee	\$ 550.00	\$ 850.00
Set Up Fee	\$ 300.00	\$ 300.00

Hanover Civic & Non-Profit Organizations

Weekday Rate	\$ 50.00	per meeting
Weekend Rate	\$ 125.00	

Other Rental Options

Benefit/Fundraiser: No Liquor	\$ 125.00
Benefit/Fundraiser: Liquor/Dance	\$ 125.00

**Fundraiser is an event or activity aimed at obtaining money through voluntary contributions for a special cause*

**Benefit refers to an advantage, help or aid derived from something, often associated with charitable or social causes.*

**fundraisers are efforts to raise funds, benefits are the advantages or support received from those efforts.*

Kitchen use only	\$20/hour
Funeral Receptions: No Alcohol	\$ 125.00
Conference Room Only: No Alcohol	\$ 125.00
Weekday (M-H) Business Hours - Up to 4 hrs	\$ 200.00

(No Alcohol)

Organizations Exempt from Rental Fees

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

**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	\$ 200.00 Includes Tax
Funeral Receptions	\$ 125.00 Includes Tax

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

2026 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
(See City Code Chapter 1. Sect 1.06 Administrative Enforcement of Code Violations for Violation Tiers)	
Administrative Citation Appeal Hearing to Officer	\$ 50.00 if violation is confirmed
Election Recount	\$ 1,000.00 escrow
<i>(Discretionary - candidate responsible for actual costs)</i>	
Assessment Certification Fee	\$ 10.00 plus 10% interest for 1 year
Notary Fee (non-resident)	\$ 5.00

Staff Billing Rates

Clerical	\$ 50.00 per hour
Accounting/Planning & Development Coordinator	\$ 65.00 per hour
Public Works	\$ 65.00 per hour
Equipment Usage Per Hour	Per FEMA's Current Schedule of Equip Rates
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

Memorial Bench with Plaque

Bench, Memorial Plaque and Installation	\$ 2,500.00
---	-------------

order through City Clerk - will need information for the plaque and requested location

2026 Fee Schedule

BUILDING PERMITS:

Building Permit Fees	1997 UBC Fee Schedule
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
Residential Fireplace Permits	
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
Plumbing Permit	
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
Fire Suppression System Permit	1997 UBC Fee Schedule
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
Sign Permit	
Permanent Signs	1997 UBC Fee Schedule
Demolition Permit	\$ 100.00 residential
	\$ 200.00 commercial
Fence Permit	
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.

2026 Fee Schedule

DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$ 3,088.00	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	\$ 1,288.00	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	\$ 0.10	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)	\$ 6,498.00	per SAC unit
Water Permit Fee	\$ 125.00	
Water Connection Fee (WAC)	\$ 3,727.00	per WAC unit
Water Meter Fee: Residential	\$ 1,000.00	residential
Water Meter Fee: Non-Residential	Will handle on case by case basis	

Utility Rates

Water Distribution Rates	\$2.11	City portion base fee per month
	\$1.68	City portion per 1,000 gallons
	Jt. Powers portion per Jt. Powers current fee schedule	
Sewer Rates (City Portion)	\$41.18	minimum per month (up to 7,000 gallons)
	\$8.18	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

2026 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	\$ 150.00	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$ 100.00	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

2026 Fee Schedule

PLANNING AND ZONING:

	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 300.00	\$ 500.00
Comprehensive Plan Amendment	\$ 250.00	\$ 1,000.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 1,000.00
Planned Unit Development (PUD)	\$ 300.00	\$ 2,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 1,000.00
<i>*Fee & 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	\$ 2,000.00
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	\$ 2,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
Preliminary Plat - Residential		
(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
Preliminary Plat - Commercial/Industrial		
(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	\$ 1,000.00
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.

2026 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)	\$ 200.00 Base + Escrow Case by Case Basis
Erosion Control Plan Security	Will handle on case by case basis
Street Sweeping	\$ 150.00 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*