



CITY OF HAPPYTOWN

CONSOLIDATED FEE SCHEDULE

Resolution No. 2026-17

Adopted Pursuant to Municipal Code §§ 6.01, 9.04, and 10.09

SECTION I — PURPOSE, AUTHORITY, AND GENERAL PROVISIONS

§1.01 Purpose

This Consolidated Fee Schedule (“Schedule”) is adopted for the purpose of establishing standardized charges, assessments, deposits, surcharges, and cost-recovery mechanisms associated with regulatory oversight, administrative processing, inspection services, infrastructure utilization, and enforcement activities undertaken by the City of Happytown (hereinafter “Municipality”).

The fees herein are intended to defray, but not necessarily fully reimburse, the actual administrative, operational, personnel, technological, and overhead costs incurred by the Municipality in providing governmental services.

§1.02 Legal Authority

This Schedule is adopted pursuant to:

1. The Municipality's home rule authority;
2. Applicable state enabling statutes;
3. The Municipal Code, including but not limited to §§ 6.01 (Licensing), 9.04 (Special Assessments), and 10.09 (Cost Recovery).

§1.03 Applicability

(A) All persons, entities, applicants, property owners, contractors, developers, and representatives engaging in activities regulated by the Municipality shall remit applicable fees as set forth herein.

(B) Payment of fees does not guarantee approval, issuance, or favorable determination of any application or request.

(C) All fees are non-refundable unless expressly stated otherwise.

§1.04 Interpretation

In the event of ambiguity, the interpretation most consistent with cost recovery and administrative sustainability shall prevail. Failure to list a fee shall not preclude the Municipality from assessing reasonable charges for services rendered.

SECTION II — GENERAL ADMINISTRATIVE FEES

§2.01 Records and Document Production

Service	Fee
Standard Records Request (per hour after first hour)	\$87.50
Digital Retrieval Surcharge	\$25.00
Certified Copy of Ordinance	\$42.00
Certified Copy of Zoning Map	\$65.00
Archival Research (per hour)	\$110.00

Redaction services required for confidential information shall be billed at actual staff time multiplied by the prevailing hourly administrative rate.

§2.02 Application Processing Fees

Application Type	Fee
Administrative Review	\$175.00
Planning Commission Review	\$550.00
Board of Zoning Appeals Filing	\$650.00
Conditional Use Permit	\$850.00
Variance Application	\$900.00

Applications requiring public notice shall include the cost of publication and certified mailing, payable in advance.

SECTION III — BUILDING AND CONSTRUCTION FEES

§3.01 Building Permit Fees

Building permit fees shall be calculated as follows:

- Base Administrative Processing Fee: \$125.00
- Plus \$6.50 per \$1,000 of estimated construction valuation

The valuation shall be determined by the Building Official using standardized cost estimation tables or submitted contractor documentation, whichever is greater.

§3.02 Plan Review Fee

Plan review fees shall equal sixty-five percent (65%) of the calculated building permit fee and shall be paid prior to commencement of review.

§3.03 Reinspection Fees

If inspection fails due to noncompliance, absence of responsible party, or incomplete work:

- First Reinspection: \$95.00
- Subsequent Reinspections: \$150.00 each

§3.04 Certificate of Occupancy

Certificate of Occupancy issuance fee: \$210.00

Temporary Certificate of Occupancy (30 days maximum): \$275.00

SECTION IV — DEVELOPMENT AND INFRASTRUCTURE ASSESSMENTS

§4.01 Impact Mitigation Assessment

New development projects shall remit an Impact Mitigation Assessment calculated to offset anticipated burdens on municipal infrastructure, including but not limited to roads, water systems, sewer capacity, and emergency services.

Assessment formula:

- Residential: \$2,750 per dwelling unit
- Commercial: \$3.50 per square foot
- Industrial: \$2.25 per square foot

§4.02 Stormwater Utility Fee

All developed parcels shall be assessed an annual Stormwater Utility Fee based on impervious surface area:

- Tier I (0–3,000 sq ft): \$95 annually
 - Tier II (3,001–7,500 sq ft): \$185 annually
 - Tier III (7,501+ sq ft): \$350 annually
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SECTION V — LICENSING FEES

§5.01 Business License

Annual Business License: \$275.00

Late Renewal Penalty (after 30 days): \$75.00

§5.02 Home Occupation Permit

Type I: \$150.00

Type II: \$325.00

§5.03 Contractor Registration

Annual Contractor Registration: \$225.00

Failure to register prior to commencing work shall result in double fee assessment.

SECTION VI — CODE ENFORCEMENT AND PENALTIES

§6.01 Civil Infractions

Violation Category	Base Fine
Minor Violation	\$150.00
Moderate Violation	\$350.00
Major Violation	\$750.00

Each day of continued violation constitutes a separate offense.

§6.02 Administrative Hearing Fee

Request for administrative hearing: \$275.00

If the Municipality prevails, the respondent shall be responsible for administrative costs.

§6.03 Abatement Cost Recovery

All costs incurred in nuisance abatement, including labor, equipment, disposal, administrative overhead (calculated at 22% of direct cost), and legal expenses, shall be assessed against the responsible party.

SECTION VII — PUBLIC UTILITIES AND SERVICES

§7.01 Water Connection Fee

Residential: \$2,100 per connection
Commercial: \$3,750 per connection

§7.02 Sewer Connection Fee

Residential: \$2,450 per unit
Commercial: \$4,250 per connection

§7.03 Meter Installation

Standard Meter: \$325.00
Large-Capacity Meter: \$875.00

SECTION VIII — LATE PAYMENTS AND DELINQUENCIES

§8.01 Delinquency Surcharge

Failure to remit payment within thirty (30) days shall result in:

- 10% surcharge
- Interest accruing at 1.5% per month

§8.02 Collection Remedies

Unpaid balances may be:

1. Certified to the County Treasurer;
2. Placed as a lien upon property;
3. Referred to collections;
4. Subject to legal action.

Administrative collection costs shall be added to the outstanding balance.

SECTION IX — REFUNDS AND ADJUSTMENTS

§9.01 Refund Eligibility

Refunds shall be considered only if:

- Application withdrawn prior to review;
- Duplicate payment documented;
- Fee paid in error due to clerical mistake.

Processing fee of \$75.00 shall be deducted from any approved refund.

§9.02 Appeals of Fee Determination

Applicants may appeal fee calculations within ten (10) business days of invoice issuance. Failure to appeal within this period constitutes waiver.

SECTION X — ANNUAL ADJUSTMENT

§10.01 Inflation Adjustment

All fees shall be automatically adjusted annually in accordance with the Consumer Price Index (CPI), rounded to the nearest whole dollar.

§10.02 Administrative Authority

The Finance Director is authorized to update fee amounts to reflect CPI adjustments without further Council action.

SECTION XI — SEVERABILITY AND EFFECTIVE DATE

If any portion of this Schedule is declared invalid, the remainder shall remain in effect.

This Fee Schedule shall become effective thirty (30) days following adoption and shall supersede all prior fee resolutions.