

# VILLAGE OF SPENCERVILLE

## FEE SCHEDULE

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Adopted by Village Council on **June 21, 2010** under Ordinance # **10-15**

Revised and Approved by Village Council on **April 16, 2012** under Ordinance # **12-12**.

Updated Ordinance Number information on **January 2, 2014**.

Revised and Approved by Village Council on **January 5, 2015** under Ordinance #**14-38**.

Revised and Approved by Village Council on March 7, 2016 under Ordinance #**16-09**.

**DISCLAIMER:**      ***PLEASE NOTE THAT THE FEES INCLUDED HEREIN ARE SUBJECT TO CHANGE WITHOUT NOTICE.***

## INTRODUCTION

- I. The purpose of this document is to establish a Fee Schedule for all Departments to utilize in determining costs for various activities; primarily related to Public Records requests, but also includes fees associated with the day to day operations of all Village Departments.
- II. The fees included herein are subject to change without notice; however, Village Administration will make efforts to advertise any changes on the Village's website at [www.spencervilleoh.com](http://www.spencervilleoh.com) and through The Journal News, a local weekly publication.
- III. All fees shall be paid in full at the time of their request or application submission. No documents shall be released until payment in full has been received. Payment shall be made by one of the following methods: a) personal or certified check, b) money order or c) cash. Checks and Money Orders shall be made payable to the Village of Spencerville. If a person wishes to mail payment to the Village, they may do so to the following address: Village of Spencerville, Attn: Village Clerk, 116 S. Broadway Street, Spencerville, Ohio 45887.
- IV. Once payment is received, the requested documents shall be released. A Village representative will then provide the person making the request with a receipt for the appropriate amount. If a person wishes to have the requested documents mailed to them, that person shall be responsible for the actual cost of postage required to mail said documents. The person shall also provide the Village with the proper mailing address and contact name and telephone number. The actual cost of postage can be lumped into the actual cost associated with the records request; thus resulting in one payment to the Village.
- V. Listed on the pages that follow are various items that the Village has determined should have fees associated with them; each item also includes its associated cost. All charges are broken down by Department. Said charges are set by adoption of the accompanying Ordinance and can only be modified or negotiated by Village Council approval.
- VI. Where any fee references the term "As per Current Ordinance", the latest Ordinance number shall be included in parentheses. In some cases, actual fees from that Ordinance will be displayed; however, it may not be possible to list all fees associated with that particular Ordinance. In which case, one will need to review the Ordinance in its entirety to obtain the actual fee(s) associated with their inquiry.

**SECTION A: GENERAL**

Photocopies (one side only):

- ▶ 8.5" x 11" \$0.10/page
- ▶ 11" x 14" \$0.15/page
- ▶ 11" x 17" \$0.20/page

Copy of any bound manual: \$25.00

Any document(s) mailed to person making a request: Actual cost of postage to send requested documents plus actual cost of documents requested.

Any document or file electronically mailed (e-mail) or sent via Facsimile: No Fee

Peddlers, Solicitors and Transient Merchants:

- ▶ One Year License \$25.00

Charitable Solicitors: No Fee; but must register with the Police Department.

Recycling Containers (30 gallon): \$30.00

- ▶ Lid for 30 gallon recycling container \$10.00

Returned Check Fee (NSF): \$40.00

Sidewalk Installation Permit: No Fee

Sidewalk Installation Inspection: No Fee

Set of ANY Project Plans: \$100.00 (Fee is refundable if plans returned in good condition within 30 calendar days.)

Damage to Village Property and/or Equipment: Direct cost to repair/replace damaged Property or Equipment plus \$100.00 Administrative Fee.

Recording Fees:

Direct cost to Village plus a  
\$25.00 Administrative Fee

Real Estate Assessment:

(This fee shall apply when charges against a real property are deemed  
as being uncollectible.)

\$25.00

**SECTION B:**

**INCOME TAX**

Interest:

As per Current Ordinance  
(04-37; 15-27; one-half (1/2  
%) percent per month).

Penalty:

As per Current Ordinance  
(04-37; 15-27; one and one-  
half (1 1/2%) percent per month  
for failure to pay taxes due and  
five percent (5%) per month  
for failure to remit taxes  
withheld from employees.)

**SECTION C:                    PARKS AND RECREATION**

Swimming Pool Daily Admission:

As per Current Ordinance  
(12-09; Age 0-2 – FREE, Age  
3 and over - \$3.00)

Swimming Pool Season Admission:

▶ Family Pass

As per Current Ordinance  
(12-09; Preseason - \$125,  
Full Season - \$150)

▶ Individual Pass

As per Current Ordinance  
(12-09; Preseason - \$60,  
Full Season - \$75)

Swimming Pool Rental Parties:

As per Current Ordinance  
(12-09; two hour party - \$100)

Shelter House Rental:

No Fee

**SECTION D:**

**POLICE**

Copies of any Reports:

Shall be charged the same per page rate as explained under Section "A" General Department.

**SECTION E:**

**PROPERTY MAINTENANCE**

Property Maintenance work performed by  
Village personnel (or authorized agent) after  
Owner's Failure to Comply  
with PMC Administrator's Notice:

As per Current Ordinance (03-18);  
Direct Labor and Equipment costs  
plus \$100.00 Administrative Fee.



**SECTION F:                   SEWER**

<u>Copy of 36" x 36" Collection System Map:</u>	\$5.00
▶ Laminated Collection System Map	\$10.00
<u>Sewer Deduct Water Meter:</u>	\$150.00
▶ Water Meter Washers	\$1.00 each
▶ Remote Water Meter Wire	\$0.25/linear foot
▶ Straight Meter Couplings	\$10.00 each
<u>Sanitary Sewer Tap:</u>	As per Current Ordinance (08-28)
▶ Inspection Fee	No Fee
▶ Re-Inspection Fee	\$100.00
<u>Storm Sewer Tap:</u>	As per Current Ordinance (08-28)
▶ Inspection Fee	No Fee
▶ Re-Inspection Fee	\$100.00
<u>Sanitary Sewer User Fees:</u>	As per Current Ordinance (10-25)

**SECTION G:                  STREETS**

<u>Road Cut (performed by Village forces):</u>	\$500.00
<u>Road Bore (performed by Village forces):</u>	\$500.00
<u>Bond (for road work by others):</u>	\$1,000 deposit; balance shall be returned upon Village approval of completed work.

**SECTION H:                  **WATER****

<u>Copy of 36" x 36" Distribution System Map:</u>	\$5.00
▶ <u>Laminated Distribution System Map</u>	\$10.00
<u>Water Tap:</u>	As per Current Ordinance (08-29)
<u>Water User Fees:</u>	As per Current Ordinance (12-29)
<u>Disconnect/Reconnect for Non-Payment:</u>	As per Current Ordinance (12-29; \$30.00)
<u>Employee Call-Out after Normal Business Hours:</u>	As per Current Ordinance (12-29; \$40.00)
<u>Water Meter Re-Read:</u>	As per Current Ordinance (12-29; \$20.00)
<u>Temporary Disconnect:</u>	As per Current Ordinance (12-29; \$30.00)
<u>Temporary Reconnect:</u>	As per Current Ordinance (12-29; \$30.00)
<u>Fire Hydrant Use Permit:</u>	\$25.00 plus actual water usage at current fee schedule rates.

## **SECTION I: ZONING/LAND DEVELOPMENT**

<u>Zoning/Building Permit:</u>	As per Current Ordinance (99-1)
▶ Construction or Placement of ANY structure	As per Current Ordinance (99-1; \$0.10/square foot)
▶ Decks & Porches (does not include poured concrete slabs)	As per Current Ordinance (99-1; \$0.10/square foot)
▶ Reconstruction or replacement of any existing structure, which does not result in an increase in overall square footage	No Fee
▶ Fence Permit	\$10.00
▶ Demolition of <u>ANY</u> Structure	\$0.05/square foot with \$5.00 minimum
▶ Sign Permit	\$25.00
▶ Swimming Pools (over 144 square feet)	\$0.10/square foot
▶ Swimming Pools (under 144 square feet)	No Fee
▶ Concrete/Asphalt driveways and concrete slabs	\$10.00
<u>Conditional Use Permit:</u>	\$500.00
<u>Variance:</u>	\$500.00
<u>Zoning Ordinance and/or Map Amendment:</u>	\$1,000.00
<u>Petition to Vacate any Village Public Right-of-Way:</u>	\$1,000.00
<u>Appeal to Board of Zoning Appeals:</u>	\$100.00
<u>Non-Conforming Use and/or Construction by Landowner:</u>	Fee shall be double of the initial fee paid by landowner for original petition or application.
<u>Minor Subdivision Review (Lot Split):</u>	\$75.00
<u>Land Transfer Review:</u>	\$75.00
<u>Minor Subdivision Variance Application:</u>	\$250.00

<u>Major Subdivision Application (Filing Fee):</u>	\$150.00
<u>Major Subdivision – Overall Development Plan:</u>	\$250.00
<u>Major Subdivision – Construction Drawings:</u>	\$250.00
<u>Major Subdivision – Final Plat:</u>	\$250.00
<u>Major Subdivision Review:</u>	\$75.00 per hour (This shall be charged when review is required by a Registered Professional Engineer or Registered Professional Surveyor)