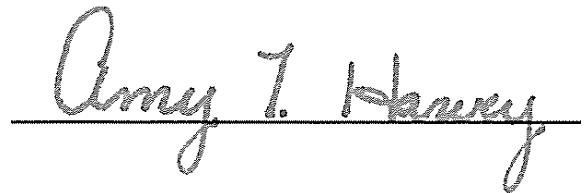


**I, Amy T. Harvey, Deputy Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2023-06-07/O-1) enacted by the Chapel Hill Town Council on June 7th, 2023.**

**This the 8th day of June, 2023.**

A handwritten signature in cursive script that reads "Amy T. Harvey". The signature is written in black ink and is positioned above a solid horizontal line.

**Amy T. Harvey  
Deputy Town Clerk**



**AN ORDINANCE CONCERNING THE ESTABLISHMENT OF THE TOWN BUDGET  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 (2023-06-07/O-1)**

BE IT ORDAINED by the Council of the Town of Chapel Hill:

**Section 1. APPROPRIATIONS**

That the following appropriations are hereby made:

<u>GENERAL FUND</u>	<u>Function Total</u>
General Government	\$ 23,613,279
Environment & Development	20,387,054
Public Safety	27,766,413
Leisure	13,112,254
<b>GENERAL FUND TOTAL</b>	<b>\$ 84,879,000</b>
 <u>OTHER FUNDS</u>	
Transit Fund	\$ 32,149,890
Transit Capital Reserve Fund	0
Debt Service Fund	12,752,312
Vehicle Replacement Fund	1,105,000
Vehicle Maintenance Fund	1,865,576
Computer Replacement Fund	176,100
Public Housing Fund	2,588,770
Affordable Housing Reserve Fund	826,850
On-Street Parking Fund	0
Off-Street Parking Facilities Fund	6,089,089
Library Gift Fund	258,466
Capital Improvements Fund	2,386,104
Downtown Service District Fund	582,500
Climate Action Fund	804,259
Stormwater Management Fund	3,059,200
Grants Fund	561,354
<b>TOTAL ALL FUNDS</b>	<b>\$ 150,084,470</b>

## **Section 2. REVENUES**

It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2023 and ending June 30, 2024 to meet the foregoing appropriations. It is determined that where estimated revenues are higher than the previous year, the increases were warranted.

### **GENERAL FUND**

Property Taxes	\$ 41,128,500
Sales Taxes	21,993,943
Occupancy Tax	1,500,000
Other Taxes & Licenses	110,000
State-Shared Revenues	7,817,600
Grants	775,748
Charges for Services	5,413,705
Licenses/Permits/Fines	3,112,660
Interest on Investments	100,000
Other Revenues	412,485
Transfers/Other Sources	45,000
Fund Balance Appropriated	2,469,359
<b>General Fund Total</b>	<b>\$ 84,879,000</b>

### **OTHER FUNDS**

Transit Fund	\$ 32,149,890
Transit Capital Reserve Fund	0
Debt Service Fund	12,752,312
Vehicle Replacement Fund	1,105,000
Vehicle Maintenance Fund	1,865,576
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Capital Improvements Fund	2,386,104
Downtown Service District Fund	582,500
Climate Action Fund	804,259
Stormwater Management Fund	3,059,200
Grants Fund	561,354
<b>TOTAL ALL FUNDS</b>	<b>\$ 150,084,470</b>

**Section 3. LEVY OF TAXES**

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property, located within the Town of Chapel Hill, as listed for taxes as of January 1, 2023 for the purpose of raising revenue from property tax as set forth in the foregoing estimates of revenues, and in order to finance the foregoing appropriations.

General Fund (for the payment of expenses of the Town of Chapel Hill)	\$0.422/\$100
Debt Service Fund (for the payment of expenses of the Town of Chapel Hill)	\$0.088/\$100
Transit Fund (for the payment of expenses related to transportation approved by referendum)	\$0.062/\$100
TOTAL	\$0.572/\$100

**Section 4. SPECIAL DISTRICT TAX LEVY**

There is hereby levied the following tax on each one hundred dollars (\$100) valuation of taxable property located in the Downtown Revitalization Municipal Service District established by the Town Council's resolution of June 12, 1989:

Downtown Service District Fund	\$0.064/\$100
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**Section 5. AUTHORITIES**

The following authorities shall apply to transfers and adjustments within the budget:

- a. The Town Manager may transfer funds between departments within a fund.
- b. The Town Manager may transfer between functions of the operating budget of the same fund and between projects of the Capital Improvement Plan (CIP) with a quarterly report to Town Council.
- c. The Town Manager may approve intradepartmental transfer requests and transfers between line items within capital project budgets.
- d. Transfers between funds may only be authorized by the Town Council.

**Section 6. CLASSIFICATION AND PAY PLAN**

There is hereby established, for Fiscal Year 2024, a Position and Classification Pay Plan and Longevity Plan for Town Employees as contained in Attachment 1. The Town Manager may make changes to the pay and classification plan within the established number of positions and the approved budget.

**Section 7. FEES SCHEDULE**

There is hereby established, for Fiscal Year 2024, various fees as contained in Attachment 2.

**Section 8. STORMWATER FEE**

There is hereby established, for Fiscal Year 2024, a stormwater fee of \$34.97.

**Section 9. REAPPROPRIATION OF FUNDS ENCUMBERED IN FY 2022-23**

Operating funds encumbered on the financial records as of June 30, 2023 are hereby reappropriated to this budget.

**Section 10. PERFORMANCE AGREEMENTS**

The Town Manager is hereby authorized to allocate funds to agencies participating in the Outside Agency Funding Application process for performance agreement funding, in the aggregate amount authorized by Council. The performance agreement funding allocation will be consistent with the recommendations from the Human Services Advisory Board.

**Section 11. RECYCLING COLLECTION SERVICES**

Pursuant to NCGS 160A-314.1 and 160A-317 the Town of Chapel Hill authorizes Orange County to provide recycling collection services within those areas of the Town situated in Orange County and Durham County and to impose and administer a basic services fee for recycling services and a solid waste convenience center fee for residents within those areas of the Town situated in Orange County and Durham County.

**Section 12. MICRO-PURCHASE THRESHOLD**

In accordance with 2 C.F.R. § 200.320(a)(1)(iv)(A) and the applicable provisions of North Carolina law, the Town of Chapel Hill hereby self-certifies the following micro-purchase thresholds:

- A. \$30,000, for the purchase of “apparatus, supplies, materials, or equipment”; and
- B. \$30,000, for the purchase of “construction or repair work”; and
- C. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- D. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Unit has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$10,000.

This the 7<sup>th</sup> day of June, 2023.

Approved By:



## Town of Chapel Hill, NC

Effective Date: July 1, 2023

Christopher Blue, Interim Town Manager

Revised Date: July 1, 2023

## Senior Management Structure

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
I	\$77,517	\$100,884	\$124,252		
II	\$81,393	\$105,929	\$130,464	0625 0719 1112	ASSISTANT FIRE CHIEF POLICE LEGAL ADVISOR SR PARK PLNG & OPS MANAGER
III	\$89,735	\$116,786	\$143,837	1011 0424 1213 1111 0811 1320 0549 0315 1012 0920 0128 0132 0614 0615 0863 0121 0124	ASSISTANT DIR-HOUSING ASSISTANT DIR-HRD ASSISTANT DIR-LIBRARY ASSISTANT DIR-P&R-REC OPS ASSISTANT DIR-PLANNING ASSISTANT DIR-PUBLIC WORKS ASSISTANT DIR-TRANSIT ADMIN ASST DIR BUS MANAGEMENT ASST DIR-AFF HOUS & COMM CONN ASST DIR-BUILDG & DEV SCS COMMUNITY SUSTAINABILTY MGR DEI OFFICER EMERGENCY MGMT COORDINATOR FIRE CHIEF-DEPUTY MANAGER OF ENGINEERING INFRASTR OMBUDS-SR. STRATEGIC OPERATIONS MANAGER
IV	\$109,074	\$141,955	\$174,835	0512 0718 0711	DEPUTY TRANSIT DIRECTOR LEGAL ADVISOR-SR POLICE CHIEF-ASSISTANT
V	\$126,267	\$164,331	\$202,394	0134 1008 0909 0310 0210 0116 1010 0410 1110 0810 1310 0510 1209 0848 0610 0709	ASSISTANT TOWN ATTORNEY DIR-AFF HOUS & COMM CONN DIR-BUILDING & DEV SERVICES DIR-BUSINESS MANAGEMENT DIR-COMMUNICATIONS-PUBLIC DIR-ECONOMIC DEVELOPMENT DIR-HOUSING DIR-HUMAN RESOURCE DEVELOPMENT DIR-PARKS AND REC DIR-PLANNING DIR-PUBLIC WORKS DIR-TRANSPORTATION EXEC DIR-COMM ARTS & CULTURE EXEC DIR-TECHNOLOGY SOLUTIONS FIRE CHIEF POLICE CHIEF
VII	\$146,170	\$190,233	\$234,296	0114	TOWN MANAGER-DEPUTY

**Exempt Structure**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
108	\$42,829	\$56,741	\$70,654		
				1025	HOUSING OFFICER
110	\$47,218	\$62,557	\$77,896		
				2111	ADMINISTRATIVE COORDINATOR
				0941	CODE ENFORCEMENT OFFICER- SR
				0926	ENGINEERING INSPECTOR-SR
				0939	PERMIT CENTER COORDINATOR
111	\$49,579	\$65,685	\$81,791		
				0226	ASSISTANT TOWN CLERK
				1035	COMMUNITY CONNECTIONS COORD
				0886	COMMUNITY EDUCATION COORD
				2112	POLICE ANALYST
				2177	RECORDS RETENTION MANAGER
				1133	SPECIALIZED RECREATION COORD
				0137	SUSTAINABILITY OUTREACH COORDI
112	\$52,058	\$68,969	\$85,880		
				0329	ACCOUNTANT - HOUSING
				1021	COMM. DEVEL. PROGRAM MANAGER
				0755	CRISIS COUNSELOR
				0561	CRISIS COUNSELOR-TRANSIT LIAIS
				0431	DEI PROGRAM ANALYST
				2176	GRAPHIC ARTIST
				1709	HOUSING MAINTENANCE SUPERVISOR
				1020	HUMAN SERVICES COORDINATOR
				0835	PLANNER I
				1132	SPECIALIZED REC COORD-CERT
113	\$54,661	\$72,418	\$90,174		
				2110	ADMINISTRATIVE ANALYST
				0225	COMMUNICATIONS SPECIALIST
				0936	INSPECTION SUPERVISOR
				0751	LEAD CRISIS COUNSELOR
				1336	OCC HEALTH & SAFETY OFFICER
				1455	PARK MAINTENANCE SUPV
				0834	PLANNER II
				1130	RECREATION SUPERVISOR
				1451	STORMWATER MAINT SUPERVISOR
				1450	STREETS SUPERVISOR
				0880	SURVEY PROJECT COORDINATOR
				0533	TRAINING COORDINATOR
114	\$60,264	\$79,841	\$99,418		
				0338	ACCOUNTS PAYABLE COORDINATOR
				1023	AFFORDABLE HSG DEVEL OFFICER
				0871	BUSINESS ANALYST
				1268	CHILD & FAMILY OUTREACH COORD
				0534	COMMUNITY OUTREACH MANAGER
				2227	DEPUTY TOWN CLERK
				0624	EM MGMT DEPUTY COORDINATOR
				1410	FACILITIES SUPERVISOR
				0859	GIS ANALYST
				0139	GRANTS ADMINISTRATOR
				0438	HR CONSULTANT
				1265	LIBRARY ACCOUNTS COORDINATOR
				1272	LIBRARY EXP COORD ADULT PROG
				1251	LIBRARY MARKETING & COMM COORD
				1232	LIBRARY SYSTEMS COORDINATOR
				1274	MARKETING & COMM COORD
				1140	MARKTNG & RES DEVELOP ADMIN
				0875	NETWORK ADMINISTRATOR
				0326	PAYROLL COORDINATOR
				1349	PROJECT MANAGER
				1117	PUBLIC ART COORDINATOR
				0363	REVENUE COORDINATOR
				0830	SENIOR PLANNER/GREENWAY MOBILITY
					PROJECT MANAGER
				1445	SOLID WASTE OPS SVCS COORD

				1273	SPECIAL EVENTS COORDINATOR
				0929	SR. COMMERCIAL PLANS REVIEWER
				0893	STORMWATER ANALYST
				0135	SUSTAINABILITY PROGRAM ANALYST
				0852	SYSTEMS ADMINISTRATOR
				0895	SYSTEMS SPECIALIST
				0532	TRANSIT DEVELOPMENT MGR I
				0872	WEB ADMINISTRATOR
115	\$63,277	\$83,832	\$104,388		
				0516	ADMINISTRATIVE SVCS MANAGER
				1332	ASSISTANT MAINTENANCE MANAGER
				1613	ASSISTANT TRANSPORTATION ENGIN
				0318	BUDGET & MANAGEMENT ANALYST
				0345	DATA & ANALYTICS ANALYST
				0136	ECONOMIC DEVELOPMENT MANAGER
				0866	ENGINEER II
				0333	FINANCIAL SYSTEMS ANALYST
				2109	MANAGEMENT ANALYST
				0133	PARKING OPS ADMIN
				1134	RECREATION SUPERVISOR-SR
				0864	SENIOR GIS ANALYST
				0437	SENIOR-HRD CONSULTANT
116	\$66,441	\$88,024	\$109,608		
				0316	ACCT SUPV-PAYROLL & PAYABLES
				0553	ASST OPERATIONS MANAGER-DEMAND
				1147	BUSINESS OPERATIONS MANAGER
				0750	CRISIS UNIT SUPERVISOR
				0525	DEPUTY OPERATIONS MANAGER
				0527	GRANTS COMPLIANCE MANAGER
				0129	LEGAL SERVICES ADMINISTRATOR
				0123	OMBUDS
				0825	PRINCIPAL PLANNER
				1351	PROJECT MANAGER-SR
				0360	PURCHASING & CONTRACTS MANAGER
				0539	TRANSIT DEVELOPMENT MGR II
				0130	URBAN DESIGNER
117	\$69,763	\$92,425	\$115,088		
				1270	ACQUISITIONS & COLL. MANAGER
				1027	COMMUNITY CONNECTIONS MANAGER
				0762	COMMUNITY SERVICES PLANNER
				0867	ENGINEER III
				0870	ENGINEERING COORDINATOR-SR
				0847	GIS MANAGER
				1271	LIBRARY EXPERIENCE MANAGER
				0113	STRATEGIC OPERATIONS ANALYST
				1269	YOUTH & FAMILY EXP. MANAGER
118	\$73,251	\$97,047	\$120,842		
				0422	RISK MANAGER
119	\$76,914	\$101,899	\$126,884		
				0323	ACCOUNTING MANAGER
				0362	ACCOUNTING PROJECTS MANAGER
				1022	AFFORDABLE HOUSING MANAGER
				0911	BUILDING OPERATIONS MANAGER
				0566	BUSINESS SERVICES MANAGER
				1352	CAPITAL PROJECT MANAGER
				0224	COMMUNICATIONS MANAGER
				0138	COMMUNITY RELATIONS MANAGER
				1401	FACILITIES MANAGER
				0321	FINANCIAL SYSTEMS MANAGER
				1425	FLEET MANAGER
				0869	IT MANAGER- SOLUTIONS ARC &APP
				0879	IT OPERATIONS MANAGER
				1329	MAINTENANCE MANAGER
				0521	MANAGER-TRANSIT OPERATIONS
				1350	PARK MAINTENANCE SUPT
				0815	PLANNING MANAGER
				1120	RECREATION MANAGER
				0868	SENIOR ENGINEER
				1440	SOLID WASTE SERVICES MANAGER



				1326	STREETS & CONS SVCS SUPT
				0538	TRANSIT PLANNING MANAGER
				1607	TRANSPORT. ENGINEERING MANAGER
120	\$80,759	\$106,994	\$133,229		
				0877	CHIEF INFORM SECURITY OFF
<b>Non-Exempt Structure</b>					
<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
206	\$31,959	\$42,341	\$52,723		
				1906	CONSTRUCTION WORKER I
				1705	HOUS MAINT MECH HELPER
				2174	OFFICE ASSISTANT
				1837	PARTS CLERK
				1845	SERVICE ATTENDANT
207	\$33,558	\$44,459	\$55,360		
				2219	COMMUNITY SAFETY SPECIALIST
				2170	OFFICE ASSISTANT-PT
				0575	PARKING ENFORCEMENT OFFICER
				2215	RECORDS TECHNICIAN
				2015	SOLID WASTE COLLECTOR
208	\$35,235	\$46,681	\$58,127		
				1840	BUS SERVICE TECHNICIAN
				1907	CONSTRUCTION WORKER II
				2020	PARK MAINTENANCE SPECIALIST
				1645	SIGN & MARKING TECH I
				2010	SOLID WASTE EQUIP OP I
209	\$36,997	\$49,015	\$61,034		
				2157	ADMINISTRATIVE ASSISTANT
				1416	BLDG MAINT MECH I
				0765	DEVELOPMENT TECH I
				1825	FLEET TECHNICIAN I
				1827	MECHANIC I-BUS
				2212	PERMIT TECH I
				0845	PLANNING TECHNICIAN
				1145	RECREATION ASSISTANT
				1612	TRAFFIC SIGNAL TECH I
210	\$38,847	\$51,466	\$64,085		
				0944	DEVELOPMENT TECH II
				1261	LIBRARY EXPERIENCE ASSISTANT
				2022	PARK MAINTENANCE SPLST-CERT
				1036	RESIDENT SERVICES COORDINATOR
				1640	SIGN & MARKING TECH II
				1915	SOLID WASTE EQUIP OP II
				0540	TRANSIT OPERATOR-DEM RESP
				0545	TRANSIT OPERATOR-FIXED ROUTE
				0546	TRANSIT OP-FIXED ROUTE- PT
211	\$40,789	\$54,039	\$67,289		
				1417	BLDG MAINT MECH II
				1908	CONSTRUCTION WORKER III
				0945	DEVELOPMENT TECH - SENIOR
				1820	FLEET TECHNICIAN II
				1030	HOUSING OFFICER I
				0555	HR TECHNICIAN TRANSIT
				0433	HRD TECHNICIAN
				2210	PERMIT TECHNICIAN-SENIOR
				1639	SIGN & MARKING TECH III
				1910	SOLID WASTE EQUIP OP III
				1934	STREET SWEEPER EQUIP OP
				1610	TRAFFIC SIGNAL TECH II
212	\$42,828	\$56,741	\$70,654		
				0339	ACCOUNTING TECH II
				0367	ADMINISTRATIVE SPECIALIST
				0571	ASSISTANT PARKING SVCS SUPV
				0942	CODE ENFORCEMENT OFFICER
				1909	CONSTRUCTION WORKER IV
				1929	LEAD CONSTRUCTION WORKER
				1263	LIBRARY EXPERIENCE SPECIALIST
				1821	MECHANIC II-BUS
				0764	PEER SUPPORT SPECIALIST

				0365	REVENUE COLLECTOR
				1926	SR HEAVY EQUIPMENT OPERATOR
213	\$44,969	\$59,578	\$74,186	0543	TRANSIT OPERATOR - SENIOR
				1143	AQUATICS SPECIALIST
				1418	BLDG MAINT MECH III
				1922	CONSTRUCTION CREW SUPERVISOR
				1928	DRAINAGE CREW SUPERVISOR
				0925	ENGINEERING INSPECTOR
				0884	ENGINEERING TECHNICIAN
				0761	FORENSIC & EVIDENCE SPECIALIST
				1701	HOUSING MAINTENANCE MECHANIC
				0434	HRD SPECIALIST
				1638	LEAD SIGN & MARKING TECH
				1819	MECHANIC III-BUS
				2021	PARK MAINTENANCE CREW LEADER
				0344	PAYROLL SPECIALIST
				1125	RECREATION SPECIALIST
				1818	SENIOR FLEET TECHNICIAN
				1449	SOLID WASTE SVCS CREW SUPV
				0891	STORMWATER SPECIALIST
				1465	STREET INSPECTOR
				1490	STREETS CREW SUPERVISOR
				1609	TRAFFIC SIGNAL TECH III
214	\$47,218	\$62,557	\$77,896	0518	TRANS DEM. MGMT COM MGR
				1630	ASSISTANT ARBORIST
				1611	LEAD TRAFFIC SIGNAL TECH
				1259	LIBRARY EXPERIENCE TECHNICIAN
215	\$49,579	\$65,685	\$81,791		
				1135	ASSISTANT RECREATION SUPV
				1414	FACILITIES SYSTEMS TECHNICIAN
				2217	FLEET SYSTEMS TECHNICIAN
				0855	INFORMATION TECH ANALYST
				0935	INSPECTOR I
				0570	PARKING SERVICES SUPERVISOR
				1835	PARTS SUPERVISOR
				0361	PURCHASING SPECIALIST
				0440	RISK CLAIMS ADMINISTRATOR
				1702	SR HOUSING MAINTENANCE MECH
				0530	SUPERVISOR-TRANSIT
216	\$52,058	\$68,969	\$85,880	0552	TRAIN & SAFETY SPEC- TRANSIT
				1431	FLEET SUPERVISOR
				0857	INFORMATION TECH ANALYST-SR
				0946	INSPECTOR II
				0554	LEAD TRANSIT SUPERVISOR
217	\$54,661	\$72,418	\$90,174	1430	MECHANIC SUPERVISOR - BUS
				0930	INSPECTOR - SENIOR
				1625	MUNICIPAL ARBORIST
				1620	PARKS OUTREACH SPECIALIST
				1608	TRAFFIC SIGNAL SYSTEMS ANALYST

#### Fire Structure

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
F1	\$43,678	\$43,678	\$43,678		
F2	\$43,678	\$56,844	\$70,010	0649	FIREFIGHTER RECRUIT
F3	\$45,862	\$59,687	\$73,512	0650	FIREFIGHTER LEVEL I
F4	\$48,154	\$62,670	\$77,187	0645	FIREFIGHTER-MASTER
F5	\$53,090	\$69,094	\$85,099	0635	FIRE EQUIPMENT OPERATOR
				0638	COMMUNITY RISK REDUCTION COORD
				0636	FIRE INSPECTOR I
				0633	FIRE LIEUTENANT
F6	\$55,745	\$72,549	\$89,354		

F7	\$59,960	\$78,035	\$96,109	0637	FIRE INSPECTOR II
				0630	FIRE CAPTAIN
				0656	FIRE LOGISTICS OFFICER
				0632	FIRE MARSHAL - ASSISTANT
F8	\$66,106	\$86,033	\$105,961		
F9	\$72,882	\$94,852	\$116,821	0631	FIRE MARSHAL- DEPUTY
				0620	BATTALION CHIEF

**Police Structure**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
P1	\$50,000	\$50,000	\$50,000		
				0746	POLICE OFFICER RECRUIT
P2	\$50,000	\$51,462	\$52,923		
				0745	POLICE OFFICER I
P3	\$55,000	\$58,500	\$62,000		
				0740	POLICE OFFICER II
P4	\$65,000	\$70,000	\$75,000		
				0735	POLICE OFFICER III
P5	\$69,230	\$79,615	\$90,000		
				0730	POLICE OFFICER IV
P6	\$76,153	\$85,672	\$95,191		
				0725	POLICE SERGEANT
P7	\$83,768	\$94,239	\$104,710		
				0720	POLICE LIEUTENANT
P8	\$92,145	\$103,663	\$115,181		
				0715	POLICE CAPTAIN

**Others**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
	\$37,403	\$49,352	\$60,593		
				0215	ASSISTANT TO THE MAYOR
				9509	INTERIM TOWN MANAGER

## BUILDING AND DEVELOPMENT SERVICES FEE SCHEDULE - FY24

### PERMITS, INSPECTIONS & OTHER SERVICES

#### NOTICE TO ALL APPLICANTS

#### PERMIT FEE NOTES

- \* The following schedule of permit fees is applicable to the Chapel Hill zoning jurisdiction.
- \* Building permit fees are based on the cost of construction unless otherwise indicated and are collected after permit approval for issuance and PRIOR to any work beginning.
- \* For all building permits, the General Contractor of record is responsible for paying all permit fees.
- \* All fees shall be paid in order to receive a Certificate of Occupancy and final power.
- \* Permit fees are broken down into 2 categories: Residential and Commercial. Residential means 1 & 2 Family projects like single family homes, duplexes, townhomes. Commercial means all other projects not considered Residential.
- \* Cost of new construction projects will be evaluated against the most current ICC Valuation Table
- \* Fees for all Town projects are waived

#### Building Valuation Data Table (For the current Building Valuation Data table, see [www.iccsafe.org](http://www.iccsafe.org))

#### For Use in Determining Minimum Total Valuation for Building Permit Fee Calculations

- \* The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the most current International Building Code (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.
- \* The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs Table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs Table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- \* *Determination of Total Valuation.* For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table which is a part of this fee schedule, whichever is greater.

#### Publicly Assisted Housing Units

- \*The Town agrees to waive certain development-related fees related only for the affordable units for projects that provide permanently affordable homeownership opportunities or provide rental housing that remains affordable for at least 20 years. Affordable is defined as being sold or rented to households earning less than 120% of the Area Median Income as determined and approved by the Town. In this case, otherwise applicable Town application fees, building permit fees, plan review fees, inspection fees, and such other development fees and costs which would otherwise be due shall be waived for the affordable dwelling units identified in the application. To qualify for the waiver for rental development, applicants and Town staff must agree on how affordability will be maintained for a 20-year period and an agreement may be required.
- \*If application fees are paid for a proposed development that subsequently converts existing approved market rate units to affordable dwelling units in the development plan, a pro rata refund of any such fees that have already been paid shall be provided to the applicant upon approval of the development to reflect the conversion to affordable units. The refunded amount will be determined by the percentage of the affordable units within the development. In addition, any existing development that receives approval to construct new affordable units may have the fees waived for the new affordable units. This refund or waiver does not apply to any market rate units, or to any fees associated with water, wastewater, or stormwater.
- \*Fees are also waived for service projects by non-profits, for a non-profit organization.
- \*Fees related to Additional Services are not development or permit fees and are not covered by this blanket fee waiver.

## Re-inspection Fees

\* All additional inspections made necessary due to failure to comply with applicable code requirements, when projects are not ready for inspection, when recurring deficiencies exist and/or when requested inspections are not cancelled on time, shall be hereby designated as "re-inspections" and carry a re-inspection fee. Every permit for residential projects will carry a re-inspection fee of \$60. Every permit for commercial projects will be assessed a fee of \$100 for each additional inspection resulting from a failure. Note- Any disputes must be received within 3 business days of the rejection for waiver consideration. Reinspection fees are not considered permit fees and are not eligible for blanket waivers.

## Refunds

- \* Subpermits are not eligible for refunds
- \* Active building permits issued for one and two family dwellings may receive refunds of the permit cost (minus the non-refundable administrative review fee) after permit issuance provided no inspections have occurred.
- \* Refunds for zoning approvals/permits will be in accordance with the current refund policy on file with the Planning Dept.
- \* The minimum charge for processing one and two family permit refunds is \$75.00
- \* Active building permits for all projects other than one and two family dwellings may receive refunds of the permit cost (minus the non-refundable administrative review fee and any plan review fees) after permit issuance provided no inspections have occurred and all original paperwork is returned to the Building Division.
- \* The minimum charge for processing other than one and two family permit refunds is \$100.00
- \* No refunds will be issued beyond six months from the date of permit issuance for any permit or if inspections have been completed.
- \* Fees for Additional Services are required to be paid upfront & before services are rendered and are non-refundable after.
- \* BDS staff do not accept nor waive any fees.

## Development Services Fees- Zoning and Planning

- \* Please refer to the Planning Dept Fee schedule for all fees related to zoning, wireless facilities, and planning
- \* Please refer to the Fire Department Fee Schedule for all fees related to Fire and Life Safety systems.

## Single Family Residential Zoning Review Fees

### 1. Tier 1 - \$25

Project that **meet all of the criteria below**:

- \* Less than 1500 sqft of Land Disturbance
- \* Less than 500 sqft of **new** Impervious Surface Area
- \* The property is **not** in a Neighborhood Conservation District
- \* The property is **not** near a Resource Conservation District (RCD Stream Buffer or Jordan Stream Buffer or floodplain)
- \* In more extreme cases, this category may be applicable for some Tradework Only Permits

### 2. Tier 2 - \$125

Projects that **have any of the following**:

Between 1500-5000 sqft of Land Disturbance  
Between 500-1500 sqft of **new** Impervious Surface Area  
The property is in a Neighborhood Conservation District  
The property is **near** a Resource Conservation District (RCD Stream Buffer or Jordan Stream Buffer or floodplain)

### 3. Tier 3 - \$250

Projects that **have any of the following**:

More than 5000 sqft of Land Disturbance  
More than 1500 sqft of **new** Impervious Surface Area

### Penalty Fees

\* After the Fact Work (without permits) - When any work on a building or service system commences before FIRST obtaining the required permit(s), a Stop Work Order will be issued and all associated permit fees (including those for zoning) for the work will be DOUBLED and due for payment prior to permit issuance.

\* Violation Penalty - Penalty fees assessed for violations of local ordinances and state codes are per the applicable section of code or ordinance.

### Orange County Recyclable Materials Fee

As of July 1, 2008, an 8% Orange County recyclable materials fee shall be charged on all permits issued in Orange County. The 8% will be based on total permit fees.

### ADMINISTRATION REVIEW FEE

This is an upfront non-refundable, non-transferrable fee, due at the time of submission for each building permit application received. This fee is based upon the project's construction cost. It is applicable for all building permits, and is applied towards final permit fees balance.

CONSTRUCTION COST	FEE
Up to \$20,000	\$50
\$20,001 - \$50,000	\$100
\$50,001 - \$500,000	\$500
In excess of \$500,001	\$2,500

### COMMERCIAL PLAN REVIEW FEES (For Projects other than One and Two Family)

PROJECT SIZE	FEE
Up to 4,000 square feet	\$100
4,000 - 15,000 square feet	\$185
15,001 - 40,000 square feet	\$590
In excess of 40,001 square feet	\$1,420
<b>Resubmission Review Fee</b> , charged at 1 hour minimum (On initial permit review, permit fees cover the first re-review).	Additional \$100 per hour

### BUILDING FEES

CONSTRUCTION COST	FEE
Up to \$5,000	\$55
\$5,001 - \$20,000	\$100
\$20,001 - \$50,000	\$10 per \$1,000
\$50,001 - \$500,000	Base fee of \$500 plus \$4.50/\$1,000 over \$50,001
In excess of \$500,001	Base fee of \$2,500 plus \$3.50/\$1,000 over \$500,001

### MISCELLANEOUS BUILDING FEES

TYPE OF WORK	FEE	
Signs	\$50 per sign plus trade fees	
Mobile Homes	\$250 including trade fees	
Construction Trailers	\$150 including trade fees	
Insulation (per dwelling unit OR proposed # of inspections)	\$60 (per dwelling unit OR proposed # of inspections)	
Permit Reactivation (See current policy & guidance from NCDOL for details)	Residential	\$75
	Commercial	\$100

**ELECTRICAL FEES**

TYPE OF WORK	Residential	Commercial
Single panel (regardless of size)- This fee will cover the addition, alteration, or changes to any new or existing single panels and its components	\$115	\$200
Read in/ Read Out (per inspection)	\$100	\$110

**MECHANICAL FEES**

TYPE OF WORK	Residential	Commercial
All interconnected appliances, equipment or connections (each); ductwork, etc (minimum charge)	\$35	See commercial fee below
Heat Pump/ Gas Pack/ Gas piping	\$70	\$135
Geothermal (each system)	\$70	\$135
Hood System (per system)	\$100	\$100
Commercial appliances (each- boilers, chillers, exhaust fans, heat towers, VAV boxes, condensers, ductwork, etc)	N/A	\$100

**PLUMBING**

TYPE OF WORK	Residential	Commercial
Per Fixture (in excess of five fixtures)	\$10	\$15
Minimum Charge*	\$50	\$75
Sewer/Water Connection/ Irrigation System	\$50	\$55
Grease Trap/ Oil Interceptor	N/A	\$65
Piping (whole house/structure piping)	\$100	\$150

\*For multiple dwelling units, this fee is charged per dwelling unit

**ADDITIONAL SERVICES- Fees are collected Prior to project progression and are non-refundable and non-transferable after service is delivered**

TYPE OF WORK / SERVICE	Residential	Commercial
Change of Contractor/ Info (applies each time a contractor or information is changed after permit application submission)	\$110	\$110
Business Occupancy (applies to new or relocation of any occupancy type related to a commercial business <b>except</b> child/ daycare)	N/A	\$180
Temporary Certificate of Occupancy (applies to each TCO issued per permit with a 30 day maximum time period)- Issuance is at the discretion of Dept leadership. Projects not eligible for TCO when there are outstanding life safety, trade inspections or other issues. Handled on case-by-case basis.	\$80	\$100
Occupancy Reposting (new or existing without active building permit)	N/A	\$80
Day Care Facilities Inspection (applies to any child-care facility)	\$285	\$285
Food Truck/Trailer Vendor- Code Administration Fee	N/A	\$200/year
Semi-Annual Electrical School Re-Inspections (one hour increments only, due at time of inspection request)	N/A	\$100/hour
Demolition Permit (per structure only, each requiring a separate permit.) Interior demolition fees will be based on Cost of Construction.	\$150	\$150
Antenna/ Tower/ Utility/ Cellular/ Solar (includes fees for all work related to Building, Electrical and Plan Review)	\$350	\$350
Stocking Permit	\$100	\$100
Sidewalk Dining (New)	N/A	\$100
Sidewalk Dining Annual review and permit renewal/update to existing approval	N/A	\$50
Homeowner's Recovery Fund (State mandated fee for all 1-2 family residential permits with an associated licensed General Contractor)	\$10	\$10
Temporary power (per unit)	\$100	\$100
ABC Inspection	N/A	\$80

ORIAS (After-hour/ Weekend Service Request (upfront payment for minimum of two hours per request)	\$85 per hour	\$85 per hour
Permit Conference Series with Staff - Large Projects Only	N/A	\$6,000
Records research request, charged at 1 hour minimum	\$60/hr + copy fees for hard copies	
Copy fees	As set by Council	
Walkthrough Inspection***	\$60 per inspection/ trade	

\*\*\*This inspection applies to permitted work only and can only be done when initiated or approved by Town Supervisory or Management Staff.  
 Fee applies to each trade inspection.



## FEE SCHEDULE

### COMMUNICATIONS & PUBLIC AFFAIRS OFFICE (CaPA)

#### *Town Code of Ordinances:*

The Town Code of Ordinances contains the Town Charter and all ordinances that govern the Town. The Code is updated bi-annually through supplements produced by the CaPA Department. The Code of Ordinances is available for purchase from Municipal Code Cooperation ([www.civicplus.com/municode](http://www.civicplus.com/municode)). A link is also available on the Town's Website, at [www.townofchapelhill.org](http://www.townofchapelhill.org) under Code of Ordinances "Purchase Codes".

#### *Copying Fees:*

Personal copies may be made in the CaPA Office at a cost of \$.18 per page (black & white) and \$.24 per page (color). Additional charges may be assessed pursuant to N.C. Public Records Law.

#### *Charge for Data Materials:*

Electronic records may be recorded onto a Flash drive for \$4.25.

#### *Security Guard:*

When a non-profit organization or outside group reserves a meeting room in Town Hall and no other Town sponsored meeting is being held on the same evening, a fee of \$19.50 (regular hourly bill rate) or \$29.25 (Holiday/overtime bill rate) for a security guard will be required.

#### *Domestic Partnerships:*

The Council authorizes through resolution (95-4-24/R-11C) [as found in the 04-24-1991 minutes, Item #9] registration or dissolution of domestic partners. The fee for each registration is \$50.

#### *Records Researcher Request:*

"When a records research request exceeds one hour of an employee's time, a rate of \$25/hour, plus copy fees for hard copies, will be applied."

*Charges for Merchandise:*

Town flag 2 x 3" - \$40

Town flag 5 x 8" - \$125

Town Embroidered Tote Bag - \$25

Silkscreened tote bag - \$8

Drawstring tote bag - \$8

Book: Chapel Hill 200 Years - \$7.50 paperback

Book: Chapel Hill 200 Years - \$15 hardback

Book: A Backward Glance - \$5.25

Caps - \$15 each

Pencils – 10 cents

Temporary tattoos – 25 cents

American legacy booklet - \$2

Lapel pins - \$2

Coffee Mug - \$15

**2023-24 Fire Department  
Fee Schedule**

**Fire Permits**

**OPERATIONAL PERMITS**

		<b>Description</b>	<b>2023-24 Permit Fee</b>	<b>Term</b>
Aerosol Products		Manufacture, store or handle an aggregate quantity of Level 2 or 3 in excess of 500 lbs.	\$50	365 days
Amusement Building		Operation of a Special Amusement Building	\$50	30 Days
Aviation Facilities		To use a Group H or S occupancy for aircraft servicing or repairs and aircraft fuel-servicing vehicles	\$50	365 days
Carnivals and Fairs		Mandatory Permit to conduct a Carnival or Fair	\$50	Single Event
Cellulose Nitrate Film		To store, handle or use cellulose nitrate film in a Group A	\$50	365 days
Combustible Dust-Producing Operations		Operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$50	365 days
Combustible Fibers		To store or handle combustible fibers in quantities of more than 100 cu ft	\$50	365 days
Compressed Gases		To use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.9.	\$50	365 days
<b>Covered Mall Buildings</b>				
	1)	Placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall (common areas).	\$50	30 days
	2)	Display of liquid- or gas-fired equipment in the mall.	\$50	30 days
	3)	Use of open-flame or flame-producing equipment in the mall.	\$50	7 days
Cryogenic Fluids		To produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11.	\$50	365 days
Cutting and Welding		To conduct cutting and welding operations within the district	\$50	365 days
Dry Cleaning Plants		Engage in the business of dry cleaning (when flammable/hazardous solvents are used), or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	\$50	365 days
Exhibits and Trade Shows		Operate exhibits and trade shows.	\$50	30 days

<b>Explosives</b>		Operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.*(Additional requirements including but not limited to insurance coverage and on-scene fire department personnel fees shall also apply)		
	1)	Blasting and/or storage of explosives	\$50	30 days
	2)	Display of Fireworks/Pyrotechnics	\$50	Single Event
<b>Flammable/Combustible Liquids</b>	1)	To use or operate a pipeline	\$50	365 days
	2)	To store, handle, or use Class I liquids in excess of 5 gallons (inside) and more than 10 gallons (outside) of a building	\$50	365 days
	3)	To store, handle, or use Class II or Class IIIA liquids in excess of 25 gallons (inside) and more than 60 gallons (outside) of a building	\$50	365 days
	4)	To store, handle, or use Class IIIB liquids in tanks or portable tanks for fueling	\$50	365 days
	5)	To remove Class I or II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved stationary on-site pumps	\$50	365 days
	6)	To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used	\$50	365 days
	7)	To temporarily place out-of-service (more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.	\$50	30 days (after 90 days)
	8)	To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed	\$50	30 days
	9)	To manufacture, process, blend or refine flammable or combustible liquids	\$50	365 days
	10)	To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments ( <b>Gas Station</b> ).	\$50	365 days
	11)	To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at commercial, industrial, governmental or manufacturing establishments.	\$50	365 days

Floor Finishing		To finish or surface a floor exceeding 350 sq. ft. using Class I or Class II liquids.	\$50	per site
Fruit and Crop Ripening		To operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas	\$50	365 days
Fumigation and Insecticidal Fogging		To operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used.	\$50	365 days
Hazardous Materials		To store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.21	\$50	365 days
HPM Facilities		To store, handle or use hazardous producing materials	\$50	365 days
High-Piled Storage		To use a building or portion thereof as a high-piled storage area exceeding 500 sq. ft.	\$50	365 days
Hot Work Operations		To conduct Hot Work Operations including cutting, welding, grinding, application of roof coverings with the use of open flame, or other operations determined by the Fire Marshal	\$50	60 days
Industrial Ovens		To operate industrial ovens regulated by Chapter 30.	\$50	365 days
Lumber Yards and Woodworking Plants		To store or process lumber exceeding 100,000 board feet	\$50	365 days
Liquid- or Gas-fueled Vehicles in Assembly Buildings		To display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings	\$50	30 days
Magnesium		To melt, cast, heat treat or grind more than 10 pounds of magnesium	\$50	365 days
Miscellaneous Combustible Storage		To store in any building or upon any premises in excess of 2,500 cubic feet gross volume	\$50	365 days
Open Burning		Kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground approved under NC Fire Code and Town Code (Chapter 7 Fire Prevention & Protection/Article IA Regulations of Open Burning/Sections 7.7 - 7.10).	\$50 <b><u>(No charge for verified religious functions)</u></b>	1 day
Open Flames and Candles		To use open flames or candles in connection with assembly areas, dining areas of restaurants, or drinking establishments.	\$50	365 days
Organic Coatings		For any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	\$50	365 days
Places of Assembly		Operate a place of assembly.	\$50	365 days



	<b>Standpipe Systems</b>	\$300	
	<b>Automatic Extinguishing Systems</b>	\$50	
Battery Systems	Installation of stationary storage battery systems having a liquid capacity of more than 50 gallons.	\$200	
Compressed Gas Systems	Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.	\$200	
Cryogenic Fluids	Installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.11. Maintenance performed in accordance with this code is not considered to be an alteration and does not require a construction permit.	\$200	
Fire Alarm and Detection Systems	Installation of or modification to emergency responder radio coverage systems and related equipment. Maintenance performed in accordance with this code is not considered to be a modification and does not require a construction permit.	See below	
	Tier 1	0 - 999 Square Feet	\$75
	Tier 2	1,000 - 2,499 Square Feet	\$100
	Tier 3	2,500 - 9,999 Square Feet	\$125
	Tier 4	10,000 - 49,999 Square Feet	\$225
	Tier 5	50,000 or more Square Feet	\$325
		ERRC Design Criteria Request	No fee
		ERRC Building Analysis Review	\$75/building
		ERRC Plan Review	\$100/building
Fire and Life Safety Plan Review	Review proposed new and existing architectural/building plans to confirm fire and life safety compliance within the built environment.	\$125	
Fire Pumps and Related Equipment	Installation of, or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators. (Required in addition to other Automatic & Manual Fire Extinguishing System Construction Permits).	\$100	

Flammable and Combustible Liquid Facilities	1)	Install, repair or modify a pipeline for the transportation of flammable or combustible liquids.	\$150	
	2)	Install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, transported, stored, dispensed, or used.	\$150	
	3)	Install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank.	\$150	
Hazardous Materials Facilities		Install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21.	\$300	
Industrial Ovens		Installation of industrial ovens as described in Chapter 30	\$300	
Private Fire Hydrants		To install, use or operate fire hydrants or valves intended for fire suppression purposes which are installed on water systems and accessible to a fire apparatus access road that is open to or generally used by the public.	\$50	
Site/Land Development		1 - 50,000 sq. ft.	\$75	
		>50,000 sq. ft.	\$150	

<b>Fire Inspection Fees</b>			
NC Required Inspections		NC mandate that every structure be inspected for fire code violations on a	
		Note: Identified violation(s) of the NC Fire Code, or condition(s) deemed	
		Note: Issuance of three (3) consecutive re-inspection fees without compliance, the	
		<b>Description</b>	<b>2023-24 Permit Fee</b>
Tier 1 inspection		0-999 sq. ft.	\$50
Tier 2 inspection		1,000-2,499 sq. ft.	\$75
Tier 3 inspection		2,500-9,999 sq.ft.	\$100
Tier 4 inspection		10,000-49,999 sq.ft.	\$200
Tier 5 inspection		50,000 sq. ft. and above	\$300
		<b><i>Any inspection scheduled after 5:00 p.m. Mon-Fri, weekends, or Town holiday will incur an additional inspection fee</i></b>	<b><i>\$75.00/hour</i></b>
<b>Construction Fire Inspection</b>		Fee for buildings under construction to assist with cost of associated fire inspection visits required.	\$0.05/sq. foot



<b>Other Fees and Charges</b>				
		<b>Description</b>	<b>2023-24 Fee</b>	
Fire Incident Report		Copy of Fire Incident Report	\$3/copy	
		<i>Copy provided at no charge to Owner/Occupant</i>		
Local Fire Training Fee		Annual fee assessed to Durham Community College for use of the training facilities for student fire training.	\$ 2,132	
<b><u>ACCIDENTAL ALARM ORDINANCE****</u></b>		<b><u>All fees pursuant to the Town Code for Accidental Alarm Management (Chapter 15, Article II).</u></b>		
Fire Penalties				
		Authorization to issue and receive settlement of Civil Penalties for any violation of NC Fire Code or Town Code as authorized by Town Ordinance. Specific penalty amounts are specified in Town Code.	See Town Code	

**PUBLIC LIBRARY**

**FEE SCHEDULE**

<b>Library Card Fees</b>	
Out of County	\$65.00 per year*
Lost Card	First one free, \$1.00 after that
<b>Special Services Fees</b>	
Copies/Prints	\$0.15 B/W, \$0.50 color
<b>Lost/ Damaged Items</b>	
Books, Media, Equipment	Item price
<b>Lost/Damaged Parts &amp; Pieces</b>	
Cases, Bags, Maps, Notes	\$5
Book Kit Bags	\$15
<b>Merchandise</b>	
Library Apparel	
Short sleeve t-shirts	\$10-\$15, based on style
Long sleeve T-shirts	\$20-\$25, based on style
Outerwear (sweatshirts, hoodies, zip-ups, etc)	\$30-\$45, based on style
Accessories (hats, scarves, sunglasses, etc)	\$10-\$25, based on style
Library Promotional Merchandise (tote bags, mugs, etc)	\$5-\$20, based on style

\*Out of County fee waived for CHCCS employees, current Town of Chapel Hill Employees, and TOCH retirees with 5 or more years of service

**Community Arts and Culture Division**

Festival Vendor Application Fee	\$25
Festival Booth Space Fee	\$50 / \$100, based on event
Special Event Permit Fee	\$50
<b>Merchandise</b>	
Adult tees	\$10
Long-sleeve adult tees	\$20
Beverage Container (travel mugs, water bottles, etc)	\$10

## Monthly Parking Rental Rates, Metered Parking Rates & Merchant Discount Rates

The Parking Services Department operates as an Enterprise Fund and will have flexibility to re-evaluate and adjust rates as indicated to assure the health of the parking fund and build a reserve for future parking-related projects with the approval of the Town Manager. This authority was granted to the Town Manager per resolution 2020-03-04 R-2.

### On-Street Parking Operations, Locations, & Rates

Hours of Operation: 8:00 a.m. - 6:00 p.m., Monday through Saturday, except for the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, New Year's Day, other Town-observed holidays, and each Saturday in the month of July and December.

\$1.75 per hour\*

\$2.00 per hour 10:30 am - 2:30 pm\*\*

\*main rate

\*\*peak periods in certain areas

### Off-Street Parking Operations, Locations, & Rates

Hours of Operation: 8:00 a.m. - 8:00 p.m., Monday through Saturday, except for the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, New Year's Day, other town observed holidays, and each Saturday in the month of July and December.

#### Locations:

140 West Parking Deck  
 James Wallace Parking Deck  
 104 West Rosemary Street Lot  
 415 West Franklin Street Lot  
 427 West Franklin Street Lot  
 Mallette Street Lot  
 Rosemary/Columbia Lot  
 Rosemary/Sunset Lot  
 South Graham Street Lot  
 Courtyard Lot  
 West Franklin/Basnight Lot

Length of Stay	Rate
0-12 Hours	\$1.50 per hour

### Monthly Rental Rates

PARKING LOT	LOCATION	MONTHLY RATE
140 West Parking Deck	201 West Rosemary Street	12 hr \$125/ 24 hr \$175
James Wallace Parking Deck	150 East Rosemary Street	12 hr \$125/ 24 hr \$175
West Franklin/Basnight Lot	113/114 Basnight Lane	12 hr \$125/ 24 hr \$175

Patrons are charged a full month's rent for all rentals beginning between the 1st and the 14th of the month. Rentals beginning on the 15th or later will be charged one-half of the monthly rate for the month that the lease begins.

## Semester Rental Rates

PARKING LOT	LOCATION	SEMESTER RATE
Jones Park	300 Purefoy Road	\$600
West Franklin/Basnight Lot	113/114 Basnight Lane	\$700

Patrons are charged a full semester's rent for all rentals beginning between the 1st and the 14th of the month. Rentals beginning on the 15th or later will be charged one-half of the monthly rate for the month that the lease begins.

## Other Fees

FY24 FEE SCHEDULE: MONTHLY PARKING RENTAL RATES, METERED PARKING RATES AND MERCHANT DISCOUNT RATES.

The Parking Services Department operates as an Enterprise Fund and will have flexibility to re-evaluate and adjust rates as indicated to assure the health of the parking fund and build a reserve for future parking related projects with the approval of the Town Manager. This authority was granted to the Town Manager per resolution 2020-03-04 R-2.

### Special Event Rate

For Special Events, deposits or a flat rate charge may be collected, amount not to exceed \$20.00.

### Residential Parking Permit

Each residence in the Town's Residential Parking Permit Zone is eligible for up to five residential permits for a fee of \$25.00 per sticker per year (\$15.00 if purchased in January or later in the permit year) per permit for a residential parking permit. Guest permits will be \$25.00 when sufficient space in the residential area is available. No fee if age 65 or older. Resident must provide proof of age.

### 7-Day Temporary Residential Parking Permits

Each residence in the Town's Residential Parking Permit Zone is eligible for: Up to 5 temporary 7-day visitor parking permits for use for guests valid for residential parking areas only for a fee of \$10.00 per permit.

### 3-Day Temporary Visitor Parking Permits

Each address in the Town's Residential Parking Permit Zone is eligible for: Up to 10 temporary 3-day visitor parking permits in a year for use by guests valid for residential parking areas only for a fee of \$2.00 per permit.

### Annual In-Home Care Permits

Residents or family members who live in any of the Town's Residential Parking Permit Zones who have babysitters, or who have disabilities or medical conditions requiring in-home care services, may be eligible for In-Home Care Permits for a fee of \$10.00.

### Residential Business Parking Permit

Each address in the Town's Residential Parking Permit Zone is eligible for up to five parking permits for business use, such as Contractors, Realtors, or Non-Resident Landlords, for \$25.00 per month or \$150.00 per year and valid in the residential permit areas only.

### Service Vehicle Parking Permit

This permit is for qualifying service vehicles (plumber, electrician, utility, etc.) for \$25.00 per month or \$150.00 per year and would allow parking in the 2 hour metered areas.

#### Reserving a Parking Metered Space

Metered parking spaces may be reserved for contractors performing renovation or service work in the downtown area, when available. The fee is \$25.00 per meter per day.

#### Administrative Fee for Dumpster Storage

The fee for a dumpster permit shall be \$10.00 per day for on-street and off-street lots, or as otherwise set from time to time by the Parking Services division. In the event the dumpster is placed in a metered parking space, the fee shall include the additional cost of a daily reserved meter fee for each parking space used.

#### Mixed Use Parking Permits

Employers would be eligible to purchase mixed use parking permits for use by employees in areas adjacent to mixed use developments for a fee of \$150.00 each per year.

#### Mobile Parking Convenience Fee

A \$0.45 convenience fee set by our mobile parking service vendor will be charged per mobile parking transaction by the end user. This fee will be charged in addition to the regular parking fee.

#### Downtown Employee Parking Permit

Up to 10 permits are available for service-industry downtown businesses for employees to park in designated lots starting at 3:30 pm each day; for up to \$150.00 per year.

#### Pay Station Codes

\$5 fee per pay station, per month for specialty codes

## FY24 Parks and Recreation Fees

<b>PASS AND VISIT FEES</b>			
	<b>YOUNG CHILDREN</b>	<b>YOUTH</b>	<b>ADULTS</b>
	<b>under 8 years</b>	<b>9-17 years (applies to age 18 with school ID)</b>	<b>18 years and older</b>
	<b>Fees</b>	<b>Fees</b>	<b>Fees</b>
<b>Basketball or Pickleball</b>			
Annual Pass	No fee	No fee	\$60 Resident; \$96 Non-Resident
20 Visit Pass	N/A	N/A	\$30 R, \$48 NR
Single Admission	No fee	No fee	\$2 R, \$3 NR
<b>Volleyball</b>			
		<b>16-17 years (applies to age 18 with school ID)</b>	<b>18 years and older</b>
Annual Pass		No fee	\$90 R, \$120 NR
20 Visit Pass		N/A	\$45 R, \$60 NR
Single Admission		No fee	\$3 R, \$4 NR
<b>Swimming</b>			
	<b>under 8 years</b>	<b>9-18 years</b>	<b>19 and older</b>
Annual Pass	\$ 93 R, \$140 NR	\$ 140 R, \$234 NR	\$234 R, \$421 NR
Annual Pass - Family* (up to 4 people)			\$491 R, \$842 NR
Annual Pass - Family, (each additional person**)			\$70 R, \$105 NR
6-Month Pass	\$52 R, \$78 NR	\$78 R, \$130 NR	\$130 R, \$234 NR
6-Month Pass - Family (up to 4 people)			\$273 R, \$468 NR
6-Month Pass - Family (each additional person)			\$39 R, \$59 NR
20 Visit Pass	\$24 R, \$30 NR	\$36 R, \$60 NR	\$60 R, \$108 NR
10 visit pass, limited special offers times only	\$14 R, \$21 NR	\$21 R, \$35 NR	\$35 R, \$63 NR
10 Visit AquaFitness Pass			\$60 R, \$97 NR
20 Visit AquaFitness Pass			\$104 R, \$169 NR
Single Admission	\$2 R, \$3 NR	\$3 R, \$5 NR	\$5 R, \$9 NR
Single Aquafitness Visit			\$8 R, \$13 NR
*Family Package: may include grandparents, parents (single, married, registered as domestic partners and legal guardians), and their minor children who reside in the same household, up to 4 people.			
** Additional Family Member: families who qualify for a Family Pass Package may add additional family member minor children who live in the same household, as Additional Family Member for an additional fee.			

<b>Climbing Wall</b>	<b>6-18 Years</b>	<b>19 and older</b>
Annual Pass	N/A	\$145 R, \$240 NR
20 Visit Pass	\$36 R, \$54 NR	\$72 R, \$90 NR
Single Admission	\$3 R, \$4 NR	\$5 R, \$8 NR
Climbing Shoe Rental		\$3
Belay Certification Renewal		\$10 R, \$16 NR
Belay Instruction and Certification		\$30 R, \$45 NR
Replacement pass/fob	\$6	\$6

R = Resident, NR = Non-resident

- ◊ Annual Passes are good for 1 year from the date of purchase
- ◊ Six-month Passes are valid for 6 months from date of purchase
- ◊ Visit passes - unused visits expire 1 year from date of purchase

<b>HOURLY RENTAL FEES</b>		
	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
<b>Security Deposit</b> (per rental)	\$100 flat fee	\$100 flat fee
<b>Additional Staff Fee, as necessary</b>	\$18	\$18
Must extend 30 minutes past pool use time for aquatics staff, including desk attendents.		
<b>Basketball Court - outdoor</b>	\$20	\$32
<b>Bocce Ball Court</b>	\$10	\$16
<b>Climbing Wall</b> (plus hourly staff fee, see above)	\$60	\$96
<b>Community Clay Studio</b>	\$30	\$48
One bisque firing for special program	\$22	\$36
One glaze firing for special program	\$30	\$48
<b>Fields - Baseball/Softball</b>	\$45	\$72
<b>Fields - Multipurpose</b>		
Natural Turf - Youth Field	\$30	\$48
Natural Turf - Adult Field	\$45	\$72
Artificial Turf - Youth Field	\$70	\$112
Artificial Turf - Adult Field	\$90	\$144
<b>Field Lights (per field, per hour)</b>	\$20	\$20
<b>Field Prep Fee (per field, per prep)</b>	\$30	\$30
<b>Gene Strowd Rose Garden</b>	\$100 deposit	\$100 deposit
<b>Gene Strowd Rose Garden Chair Rental</b>	1-25 chairs - \$25	26-50 chairs - \$50
<b>Gymnasiums</b>	\$60	\$96
<b>Hargraves Auditorium or Teen Center</b>	\$40	\$64
<b>Hockey Rink - Outdoor</b>	\$30	\$48
<b>140 West or James Wallace Parking Deck Plaza</b> (special application required)	\$45	\$72
<b>Kitchen</b>	\$30	\$48
<b>Meeting Rooms</b>		
Individuals, for-profit, non-profit closed meetings	\$30	\$48
Non-profit - open meetings	no charge	no charge
*Additional staff fee for rentals outside normal operating hours still applies.		
<b>Park Open Space - Program Use</b>	\$20	\$32
<b>Park Open Space - Event Use (per day)</b> (additional charges may apply if other areas of the park are affected by the event)	\$200	\$360
<b>Party Package for pool, gym or clay studio</b>	\$218 R, \$384 NR	\$218 R, \$384 NR
<b>Pickleball Court - outdoor</b>	\$10	\$16
<b>Pickleball Court Light Fee</b> (per court, per hour)	\$5	\$5

<b>Picnic Shelters</b> (per 4-hour block)		
All shelters (except Meadowmont & SCP large shelter)	\$35	\$56
Southern Community Park Large shelter	\$50	\$80
Use of a pig cooker at SCP large shelter	\$100 deposit	\$100 deposit
Meadowmont Park	no charge	no charge
<b>Sand Volleyball Court (per court)</b>		
	\$5	\$8
<b>Tennis Courts</b> (per court)		
	\$10	\$16
<b>Tennis Court Lights</b> (per court, per hour)		
	\$5	\$5
<b>Teen Center</b>		
	\$40	\$64
<b>HOURLY RENTAL FEES - continued</b>		
<b>Pool Rental</b>	<b>Off-Peak Hours</b>	<b>Peak Hours</b>
A.D. Clark Pool - Entire Pool	\$78 R, \$123 NR	\$90 R, \$144 NR
Community Center Pool - Per Lane/Block	\$12 R, \$20 NR	\$24 R, \$38 NR
Community Center Pool - Entire Pool	\$90 R, \$144 NR	\$120 R, \$192 NR
Homestead LAP Pool - Per Lane/Block	\$12 R, \$20 NR	\$24 R, \$38 NR
Homestead LAP Pool - Entire Pool	\$132 R, \$211 NR	\$180 R, \$288 NR
Homestead Program Pool - Per Lane/Block	\$12 R, \$20 NR	\$24 R, \$38 NR
Homestead Program Pool - Entire Pool	\$120 R, \$192 NR	\$132 R, \$211 NR

<b>MISCELLANEOUS FEES</b>	
Batting Cage Fee (per token = 25 pitches)	\$2 R, \$3 NR
Cancellation Fee (program and rental)	\$10
Returned check fee	\$25
Clay for use in Community Clay Studio	
25-lb bag of recycled clay	cost of new clay market rate + 50%
25-lb bag of new clay	cost of new clay market rate +100%
<b>MUNICIPAL CEMETERY FEES</b>	
Plot Staking	\$25
Monument Staking	\$15
Regular Plot for Residents	\$750
Regular Plot for Non-Residents	\$1,500
Cremation Plot for Residents	\$350
Cremation Plot for Non-Residents	\$700
Columbarium, per compartment	\$1,100
Interment Fee* for Residents/Non-Residents	\$450
* Interment fee is required only if burial vault or grave liner is not used, in accordance with Chapter 6 of the Town Code of Ordinances.	
<b>PLANNING AND DEVELOPMENT</b>	
Recreation Area Multiplier	1.55
Payment in Lieu of Recreation Space (per square foot)	\$12
Payment in Lieu of Outdoor Amenity Space, per square foot (Ephesus/Fordham Area)*	\$12
* The mandatory 50% payment in lieu for Recreation Space within the Ephesus/Fordham Form Based Code District may be waived for the portion of any new permanent residential development in which documentation is provided that guarantees that 100% of the dwelling units will be occupied by low-moderate income households (80% of area median income as defined by the Department of Housing and Urban Development) for a minimum of twenty years.	



**FY 24 PLANNING FEES**

**The Manager may negotiate and charge a fee or reimbursement for plan review, amendment or other types of applications not listed in this schedules adopted by the Town Council based on a determination that such fees and reimbursements are reasonably calculated to reflect the cost of Town services associated with said review.**

**Zoning Compliance Permit (ZCP)**

Staff Review/Administrative Approval (modified fee)	\$555 + \$16/100 SF
Final Plans for Zoning Compliance Permit Issuance	
--Special Use Permit	\$4,505 + \$16/100 SF
--Major Subdivision	\$4,505 + \$165/lot
--Minor Subdivision	\$555 + \$34/lot
--Site Plan Review	\$1,330 + \$16/100 SF
--Conditional Zoning District	\$4,505 + \$16/100 SF
Resubmittal Fee After 3rd Round of Review	\$1,455
Revised Final Plans/Revised Phasing Plan	\$1,455
RCD Encroachment	\$555
RCD Exemption approval	\$70
Short-Term Rental Zoning Compliance Permit (STR ZCP)	\$160
Special Events Permit [for-profit events]	\$135
Indoor Pop-Up Event Permit	\$150
Home Occupation	\$135
Tree Canopy Mitigation Fee	\$578 per tree
Food Truck ZCP - Property Owner	\$135
Food truck ZCP - Vendor	\$135
Exceptions to Front Yard Parking Requirements	\$135

**Wireless Communications Facility**

Small Wireless Facility in Town Right-of-Way or outside Town Right-of-Way on property other than Single-Family Residential property, Staff Review	\$110 per facility for the first 5 facilities in a single application plus \$53 per each additional facility up to a total of 25 in a consolidated application
Small Wireless Facility in Town Right-of-Way or outside Town Right-of-Way on property other than Single-Family Residential property, Consultant Review	\$550 per application
Co-Location or Modification, Streamlined Review (eligible facility), Consultant Review	\$1,105
Co-Location, Modifications, and Upgrades (non-eligible facility), Site Review and Report, Consultant Review	\$4,410
All Others, Consultant Review	\$7,165

**Form District Permit**

Form District Permit	\$13,485 + \$53/100 SF
Form District Permit Modification	\$1,390
Special Appearance District Certificate of Appropriateness and Modifications	\$460

**Subdivisions & Plats**

Preliminary Plat/Major Subdivision	\$9,465 + \$331/lot
Re-approval (Preliminary Plat)	\$1,390
Minor Subdivision	\$1,040 + \$68/lot
Re-approval (Minor subdivision)	\$280
Final Plat	\$695 + \$63/lot
Recombination Plat or Exempt Plat	\$280

**Historic District Commission**

Major Works	\$455
Minor Works	\$150
Building Elevations, Lighting Plan, or Alternative Buffer	\$455
Concept Plan Review	\$420
COA Amendments	\$150
COA Time Extension	\$25

<b>Community Design Commission (CDC)</b>	
Building Elevations, Lighting Plan, or Alternative Buffer	\$455
Concept Plan Review	\$420
<b>Sign Plan Review</b>	
Individual Sign or Individual Sign Compliant with Approved Unified Sign Plan (single business on one zoning lot)	\$210
Unified Sign Plan (multiple businesses on one zoning lot)	\$345
<b>Site Plan Review</b>	
Site Plan Review and Major Modification*	\$3,465 + \$32/100 SF
Extension, Renewal, Minor Modification	\$1,040
Project Name Change	\$125
Northside and Pine Knolls Neighborhood Conservation Districts (Single Family and Two-Family applications only):	
Combined Single-family Site Plan Review and ZCP Application	\$278
Site Plan for parking exemption/exception	\$135
<b>Special Use Permits</b>	
Special Use Permit or Major Modification*	\$9,465 + \$32/100 SF*
Single Family Development unrestricted by Floor Area	\$9,465 + \$331/unit
Extension, Renewal, Minor Modification, Abandonment, or Revocation	\$1,390
Extraction of Earth Products, Landfill, Cemetery, Park/Ride Terminal	\$9,465 + \$331/unit
Radio/TV Transmitting/Receiving Facility	\$9,465
<b>All Master Land Use Plans*</b>	
Abandonment, Revocation	\$9,465 + \$32/100 SF*
	\$1,390
<b>Zoning Map and Text Amendments (Including Transition Areas &amp; Neighborhood Conservation District Overlays)</b>	
Conditional Zoning or Major Modification	\$1,390 + \$68/acre***
Minor Modification to Conditional Zoning	\$9,465 + \$32/100 SF*
	\$1,460
<b>Plan Amendments</b>	
Proposed revision to adopted Transportation Plan or Transportation Facility Design	\$1,390
<b>Development Plan (OI-4)</b>	
Site Development Permit	\$7,290 + \$137/acre
	\$5,555
<b>Development Agreement</b>	
	To be negotiated
Development Agreement Minor Change	\$1,460
Site Development Permit - Carolina North	\$5,555
Development Agreement <i>Compliance</i> Permit - All Others	\$13,480 + \$53/100 SF
Consultant Support and Analysis	Actual cost of service
<b>Board of Adjustment</b>	
Variance or Appeals	\$695
<b>Application Revision, Requiring Additional Review, After Staff Memorandum is Written**</b>	
	50% of original application fee
<b>Research</b> (involving one or more of the following: Zoning Opinion Letter, Paper archives, micro fiche, Zoning Project case history or code compliance history)	
	\$68/hr
<b>Development Notification Postcards</b>	
Postcards for Development Notifications per postcard	\$1
<b>Development Fee Caps</b>	
Development Fee Cap for Zoning Compliance Permit and Subdivision	\$90,000
Development Fee Cap for Conditional Zoning	No Cap

**Notes:**

All review fees are doubled if the activity or site change requested has already occurred or been started unless the Manager or their designee find that there are mitigating circumstances. Revisions requested more than 30 days after a permit is issued require a new permit application and fee.

Fees are waived for Town of Chapel Hill development applications.

The Town agrees to waive certain development-related fees related only for the affordable units for projects that provide permanently affordable home-ownership opportunities or provide rental housing that remains affordable for at least 20 years. Affordable is defined as being sold or rented to households earning less than 120% of the Area Median Income as determined and approved by the Town. In this case, otherwise applicable Town application fees, building permit fees, plan review fees, inspection fees, and such other development fees and costs which would otherwise be due shall be waived for the affordable dwelling units identified in the application. To qualify for the waiver for rental development, applicants and Town staff must agree on how affordability will be maintained for a 20-year period and an agreement may be required.

If application fees are paid for a proposed development that subsequently converts existing approved market rate units to affordable dwelling units in the development plan, a pro rata refund of any such fees that have already been paid shall be provided to the applicant upon approval of the development to reflect the conversion to affordable units. The refunded amount will be determined by the percentage of the affordable units within the development. In addition, any existing development that receives approval to construct new affordable units may have the fees waived for the new affordable units. This refund or waiver does not apply to any market rate units, or to any fees associated with water, wastewater, or stormwater.

Fees are also waived for service projects by non-profits, for a non-profit organization.

In the case of a Master Plan and a Special Use Permit submitted concurrently, the application fee shall be waived for the application with the smaller fee.

Potential refunds of fees for projects that are withdrawn prior to completing the development review process shall be issued consistent with the Planning Department's adopted internal refund policy.

\* based on square footage of floor area

\*\* Changes to an active application, post-completion of an advisory board or council memorandum that results in additional staff review and revisions to staff memorandum.

\*\*\* Neighborhood Conservation Districts fees are waived for areas in which it is documented that 51% of the property owners are low to moderate income as defined by HUD.

<b>Ordinances and Reports</b>	<b>Cost</b>
Printing Land Use Management Ordinance, Comprehensive Plan, Data Book, Design Guidelines, Historic District Guidelines Handbook, Bicycle Plan, or Pedestrian Plan (per page)	\$0.10 - B&W \$0.15 - Color
<b>Maps and Other Documents</b>	
Copying and Printing per page / smaller format (less than 11 x 17)	\$0.10 - B&W / \$0.15 - Color
Copying and Printing per page / larger format (larger than 11 x 17)	\$1/page - B&W / \$2/page - Color
Miscellaneous Scanning, Printing, and Copying / smaller format (less than 11 x 17)	\$0.10 - B&W / \$0.15 - Color
<b>Professional Training Registration (per session)</b>	\$10

**POLICE DEPARTMENT**

**FEE SCHEDULE**

	Fee
Police Incident Reports	0-10 pages = \$0; >10 pages = \$.10 per page
Fingerprints	\$15 for 3 cards
Local Criminal History Checks	\$15 per person
Mailing/Fax Fees	\$1 per document
Noise Permits	\$50 each
Solicitation Permits Application Fee	\$10 per person
Solicitation Permits	\$10 each
Solicitation Permit Renewals	\$5 each
Precious Metal Business Permits	\$180 each
Precious Metal/Taxi Driver Fingerprints	\$38 each
Taxi Driver Permits	\$10 each/2-yr renewal
Taxi Inspection Fees	\$10 per vehicle
Taxi Driver Application Fee	\$10 per driver
Taxi Franchise Application	\$10 per franchise
Taxi Franchise Renewal	\$5 per franchise
Tow Fee	\$175 for a basic tow; Additional \$50 winch fee
Towed Vehicle Storage (0 - 24 hours)	\$5 for the first 24 hours
Towed Vehicle Storage (24+ hours)	\$10 for each additional 24 hours
Police Patch	\$5 per patch
Returned Check Charge	\$25 per check
Unregistered False Alarm	\$100
False Alarm Activation 1-3	No Charge
False Alarm Activation 4-5	\$100 per activation
False Alarm Activation 6-7	\$200 per activation
False Alarm Activation 8-9	\$300 per activation
False Alarm Activation 10 or more	\$500 per activation
Vehicle Request for Secondary Employment	\$25 per hour
<b>Available to Court Officials Only:</b>	
NC Driving History Checks	\$15 per subject
NC Criminal History Checks	\$15 per subject

**PUBLIC WORKS DEPARTMENT  
FY24 FEE SCHEDULE**

**STREETS DIVISION**

The following policy and fee structure is consistent with ITRE's recommendations.

1. Each utility and private contractor is responsible for street repairs to be made either by the respective utility or its choice from a list of approved sub-contractors.
2. The Town retains the responsibility for inspections of repairs to cuts.

*Fee Assessments:\**

- a) \$120 per square yard for each of the first ten square yards
- b) \$50 per square yard for each subsequent square yard
- c) \$30 per square yard for work on gravel roads and/or borings/jackings (open trench/pit area) and/or other work outside the roadway, but within the right-of-way

\*These fees are doubled if the street has been resurfaced within the previous two years, or increased one and one half times if the street has been resurfaced within two plus to five years. In addition, on major projects for which the road is severely impacted, especially streets recently resurfaced, the Town may require restoration to include street milling and a complete overlay. Fees may be waived when milling and/or a complete overlay are required.

*Penalties:*

- a) \$150 for failure to obtain a permit prior to starting the project (not applicable for emergency street cuts).
- b) \$150 for failure to repair initial street cut within thirty calendar days.
- c) \$150 for failure to undertake warranty repair within fourteen calendar days.

The Town requires a 5-year warranty on all cuts and restoration work performed by the utility company or private contractor.

Additional sub-base and pavement restoration work required (beyond the area of trench repair) as a result of a major failure (i.e., water line main break) will be billed at the stated square yard rates above, or \$625 (whichever is the lesser of the two amounts).

This policy referenced above has been phased in since FY 2000-2001.

**SOLID WASTE SERVICES DIVISION**

*Basic Service (Front Load): There is one exception to the below fees. Multifamily developments are eligible for one 8-yard dumpster collection per 25 units per week at no charge.*

*Delinquent accounts are subject to cancellation of service.*

Annual Costs

Container Size	1x/week	2x/week	3x/week	4x/week	5x/week	Extra Lift
2 yard	\$690.00	\$1,380.00	\$2,070.00	\$2,760.00	\$3,450.00	Flat Rate \$50
4 yard	\$800.00	\$1,600.00	\$2,400.00	\$3,200.00	\$4,000.00	
6 yard	\$920.00	\$1,860.00	\$2,780.00	\$3,600.00	\$4,500.00	
8 yard	\$1,095.00	\$2,035.00	\$3,050.00	\$4,060.00	\$5,070.00	

*Commercial Roll-Cart Service: Entities that do not qualify for front loading commercial collection service due to space restrictions and safety concerns may qualify for service via roll carts. The basic fee provides up to three carts per entity for collection once per week. Additional carts can be provided and serviced for a fee.*

*Delinquent accounts are subject to cancellation of service.*

Container	Annual Fee
Up to 3 Roll Carts, 1x/week	\$275
Each Additional Container	\$60

*Collection of White Goods, Bulky Items, and Electronics: This fee is for collection of large household items and electronic equipment (e.g., refrigerators, stoves, chairs, tables, sofas, televisions, computers, cell phones, printers, etc.). Residents shall contact the Public Works Department to request pickup and make payment prior to collection. The service fee is a minimum of \$15 for up to three items, and \$5 for each additional item.*

*\*\*If deemed appropriate by the Public Works Director or their designee due to special circumstances (not routine household garbage collection service), this fee may apply to the special collection of extra bags of trash (ie, cleaning out, moving, etc.). Each bag of trash will be considered a separate item. The minimum fee for collection is \$15 for up to three bags, and \$5 for each additional bag.*

Up to Three Items*	\$15
Each Additional Item	\$5
*\$15 Minimum for Each Collection	

*Compactor Service (annualized cost): Each business in the downtown compactor district is subject to compactor service fees. The fees are based on volume of generation. Examples of high volume generators may include: restaurants and bars with onsite dining, movie theaters, and drug stores. Examples of medium volume generators may include: ice cream and coffee shops. Examples of low volume generators may include: small clothing stores, small retail stores, or small business offices.*

*Delinquent accounts are subject to cancellation of service.*

**Annual Costs**

High Volume	\$1,500
Medium Volume	\$750
Low Volume	\$280

*Roll-Off Container Rental (Yard Waste Only)*

Weekday (per day)	\$35
Weekend	\$60

*Curbside Collection of Large Yard Waste Piles: A per truckload fee is charged for the collection of loose piles of yard waste that exceed three (3) cubic yards in size (e.g., greater than a small pickup truckload). Residents must contact the Town to pay and make arrangements for the collection of yard waste piles in excess of three (3) cubic yards. Town staff will make the final determination of the size of the pile and the required number of truckloads to remove it.*

*Collection of Large Yard Waste Piles*

Per Truckload	\$125
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*Yard Waste Container*

Each Container	\$50
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*Single-family residences are eligible for one Town provided household waste roll cart at no charge. A fee is charged for each additional roll cart.*

*Extra Household Waste Container*

Each Container	\$60
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**TRAFFIC ENGINEERING DIVISION**

Traffic Engineering Permits	Permit Fee
<u>Work Zone Traffic Control Permits</u>	
1) Lane/Sidewalk Closure Permits	
Permit Issuance Fee	\$150
Inspection Fee*	\$50
2) Street Closure Permits	
Permit Issuance Fee	\$200
Inspection Fee*	\$50
<u>Traffic Impact Analysis Exemption Permit</u>	
1) Residential with less than 10 lots	\$100
2) Residential with more than 10 lots	\$200
3) Commercial and other	\$350

\*Fee charged each day inspections are conducted (regardless of number of inspections per day). Typically, inspections occur 2-3 days per week for large scale projects (may be more or less depending on need as determined by staff).



**ENGINEERING AND DESIGN SERVICES DIVISION**

The following fees would apply to full or partial street construction and/or improvements and/or utility service improvements.

Public Roadway & Fire Lanes	\$ 2.10/LF/Travel Lane
Sidewalks/Trails/Paths	\$ 0.55/LF
Water Lines within the Public Right-of-Way	\$ 1.05/LF
Private Fire Line	\$ 1.05/LF
Sanitary Sewer Lines within the Public Right-of-Way	\$ 1.05/LF
Storm Sewer Lines (12" or greater)	\$ 1.05/LF
Storm Sewer Structures	\$ 52.50/EA
Stormwater Control Facilities	\$ 525/EA
Urban Streetscape (including sidewalk, ductbank and amenities)	\$ 1.85/LF
Driveway Inspection (including removal of existing curb/gutter, excavation, forming and concrete placement for new driveway entrance and apron.	\$ 105/EA
Driveway Re-Inspection	\$ 52.50/EA

Note: Fees charged to UNC, UNC Hospitals, OWASA, and Chapel Hill-Carrboro City Schools are related to work performed within the right-of-way and/or to be maintained by the Town.

Engineering Construction Permit Application Review	\$450
Engineering Plan Review Fee for Single Family Subdivision	
Base Fee .....	\$ 525 Lump Sum
Plus Per Property Lot Fee .....	\$ 105/EA
Engineering Plan Review Fee for Multi-Family, Institutional, Office or Commercial	
Base Fee .....	\$ 525 Lump Sum
Plus Disturbed Acreage Fee (no rounding).....	\$ 370/Acre*

\* One Acre Minimum

Engineering Asbuilt Review Fee for Single Family Subdivision	
Base Fee .....	\$100
Plus Per SCM Fee .....	\$250
Engineering Asbuilt Review Fee for Multi-Family, Institutional, Office or Commercial	
Base Fee .....	\$150
Plus Per SCM Fee (no rounding).....	\$250
Commercial Right-Of-Way Closure Request Fee	\$1,000
Residential Right-Of-Way Closure Request Fee	\$450

## CHAPEL HILL TRANSIT

### GENERAL POLICY AND FY24 FEE SCHEDULE

The following criteria are intended to guide the Manager in recommending fee structures, and also to inform the public of those factors considered in that process.

The Transit services operated by the Town of Chapel Hill are being provided through the cooperation of the Town of Chapel Hill, the Town of Carrboro, the University of North Carolina, the State of North Carolina, and the United States Government. Therefore, the establishment of user fees will be consistent with both State and Federal regulations, and locally they will be developed in consultation with the Town of Carrboro and the University of North Carolina.

Fees should be established in accordance with the Town's Fiscal Year Cycle.

The Manager and the Transit Director will annually review the User Fees Policy and structure and recommend changes to the Town Council as part of the annual budget process.

#### FARE SCHEDULE

Fixed Route Service	Fare Free
Special Service Certified E-Z Rider Customers	Fare Free
Tar Heel Express Park and Ride Lot Fares	\$3.00 One Way, \$5.00 Round Trip

#### PARK AND RIDE

Parking fee at Town-operated Park and Ride lots. Overnight parking is not permitted.	
Daily	\$2
Monthly Pass	\$21
Annual Pass	\$250

**TRANSIT ADVERTISING FEE SCHEDULE AND POLICY**

Transit services in Chapel Hill are provided through a partnership of Chapel Hill, Carrboro, and the University of North Carolina. Chapel Hill Transit offers transit advertising as a source of revenue to help offset system operating costs. Advertising is sold on the exterior and interior of all fixed route buses. The following are advertising rates established for Chapel Hill Transit. All transit advertising is subject to the policies and standards for advertising, adopted by the Chapel Hill Town Council on December 3, 2012. For additional details on these policies and standards, please visit:  
[http://chapelhill.granicus.com/MetaViewer.php?view\\_id=7&clip\\_id=1689&meta\\_id=75863](http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=1689&meta_id=75863)

**TRANSIT ADVERTISING RATES**

Bus Wraps	Monthly Rate	Min Contract
Full Wrap	\$1,500	12 months

Exterior Bus Signage	Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
Kings (144" x 30")	1-10	\$180	\$200	\$220
	11-20	\$175	\$195	\$215
	21 & up	\$170	\$190	\$210
Queens (108" x 30")	1-10	\$162	\$180	\$198
	11-20	\$157	\$175	\$193
	21 & up	\$152	\$170	\$188
Taillight	1-10	\$163	\$170	\$187
	11-20	\$158	\$165	\$182
	21 & up	\$152	\$160	\$177

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$3,500	\$850	\$750	\$650

**King Kong**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$1,500	\$700	\$600	\$500

**Super King**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$400	\$400	\$350	\$300

**Super Queen**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$300	\$400	\$350	\$300

**Tail Wrap**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$600	\$550	\$450	\$350

**Super Tail**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$250	\$350	\$300	\$250

**Headliner Add On**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$300	\$150	\$150	\$150

**Interior Bus Signage****Half Fleet (50 Buses) 11x28**

Production Cost Per Sign	1-6 Months Each Sign	7+ Months Each Sign
\$15	\$400	\$350

**Half Fleet (50 Buses) 11x56**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign
\$20	\$800	\$700

**Full Fleet (95 Buses) 11x28**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign
\$15	\$570	\$475

**Full Fleet (95 Buses) 11x56**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign
\$20	\$1,140	\$950

**Ceiling Wraps 24x48**

Production Cost Per Sign	1 Month Each Sign	6 Months Each Sign	13 Months Each Sign
\$75	NA	\$75	\$50

## **BUS CARD ADVERTISING RATES**

Up to \$10 per card.

Rates for bus cards are \$2.15/card per month for non profits / governments.

*Non-Profit Organization Advertising:*\*\*

Rates above, less a 50% discount.

*Public Service Announcements:*\*\*\*

Public Service Announcements will be placed for a maximum of 90 days for a \$30 service fee, as space is available.

*Ad Replacement Fee:*

Any advertiser who has paid for an ongoing ad may replace the ad copy for a service fee of \$30. New ads should be delivered to Chapel Hill Transit.

\*\*Non-Profit Organizations are those that are legally recognized as 501(c)(3) Non-Profit Corporations and whose advertisements are placed to encourage the use of that organization's goods and services. Social service agencies are not considered to be Non-Profit Organizations if they charge for their services. This includes religious groups and partisan political organizations.

\*\*\*Public Service Announcements (PSAs) are those placed to promote services that will benefit the general public. Notices for public meetings, voter registration, and charity drives are typical Public Service Announcements. Public agencies and charitable organizations are examples of groups eligible to place PSAs.

The advertising contractor for the Town of Chapel Hill is authorized to make adjustments (up to 50% of prices listed above) to the listed advertising price schedule in an effort to make pricing competitive and maximize revenue to the Town.