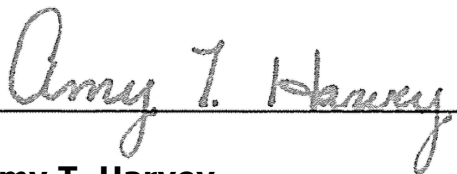


**I, Amy T. Harvey, Deputy Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2024-06-05/O-1) enacted by the Chapel Hill Town Council on June 05, 2024.**



**This the 6<sup>th</sup> day of June, 2024.**

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

**Amy T. Harvey  
Deputy Town Clerk**

**AN ORDINANCE CONCERNING THE ESTABLISHMENT OF THE TOWN BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 (2024-06-05/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	\$ 24,389,825
Environment & Development	22,004,866
Public Safety	29,201,360
Leisure	13,876,949
<b>GENERAL FUND TOTAL</b>	<b>\$89,473,000</b>
<u>OTHER FUNDS</u>	
Transit Fund	\$ 36,656,438
Transit Capital Reserve Fund	0
Debt Service Fund	9,654,100
Vehicle Replacement Fund	1,605,000
Vehicle Maintenance Fund	2,135,672
Computer Replacement Fund	158,236
Public Housing Fund	2,699,400
Affordable Housing Reserve Fund	722,003
Parking Facilities Fund	5,510,121
Library Gift Fund	220,814
Capital Improvements Fund	2,713,591
Downtown Service District Fund	586,500
Climate Action Fund	804,259
Stormwater Management Fund	3,283,000
Grants Fund	726,895
<b>TOTAL ALL FUNDS</b>	<b>\$156,949,029</b>

## **Section 2. REVENUES**

It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2024 and ending June 30, 2025 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	\$ 42,835,000
Sales Taxes	22,993,152
Occupancy Tax	1,700,000
Other Taxes & Licenses	100,000
State-Shared Revenues	8,313,708
Grants	749,862
Charges for Services	5,616,827
Licenses/Permits/Fines	3,462,693
Interest on Investments	750,000
Other Revenues	421,100
Transfers/Other Sources	45,000
Fund Balance Appropriated	2,485,658
<b>General Fund Total</b>	<b>\$89,473,000</b>

### **OTHER FUNDS**

Transit Fund	\$ 36,656,438
Transit Capital Reserve Fund	0
Debt Service Fund	9,654,100
Vehicle Replacement Fund	1,605,000
Vehicle Maintenance Fund	2,135,672
Computer Replacement Fund	158,236
Public Housing Fund	2,699,400
Affordable Housing Reserve Fund	722,003
Parking Facilities Fund	5,510,121
Library Gift Fund	220,814
Capital Improvements Fund	2,713,591
Downtown Service District Fund	586,500
Climate Action Fund	804,259
Stormwater Management Fund	3,283,000
Grants Fund	726,895
<b>TOTAL ALL FUNDS</b>	<b>\$156,949,029</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, 2024 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)	\$0.437/\$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)	\$0.067/\$100
TOTAL	\$0.592/\$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 2025, a Position and Classification Pay 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 2025, various fees as contained in Attachment 2.

**Section 8. STORMWATER FEE**

There is hereby established, for Fiscal Year 2025, a stormwater fee of \$34.97.

**Section 9. REAPPROPRIATION OF FUNDS ENCUMBERED IN FY 2023-24**

Operating funds encumbered on the financial records as of June 30, 2024, 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 5<sup>th</sup> day of June, 2024.



## Town of Chapel Hill, NC

Approved By:

Effective Date: July 1, 2024

Revised Date: June 30, 2024

Chris Blue, Town Manager

## Senior Management Structure

<u>Grade</u>	<u>Minimum</u>	<u>Market</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	ASSISTANT FIRE CHIEF
				0719	POLICE LEGAL ADVISOR
				1112	SR PARK PLNG & OPS MANAGER
III	\$89,735	\$116,786	\$143,837	0121	OMBUDS-SR.
				1011	AST DIR OF ADMINISTRATION
				1012	ASST DIR-AFF HOUS & COMM CONN
				0315	ASST DIR BUS MANAGEMENT
				0920	ASST DIR-BUILDG & DEV SCS
				0424	ASSISTANT DIR-HRD
				1213	ASSISTANT DIR-LIBRARY
				0811	ASSISTANT DIR-PLANNING
				1111	ASSISTANT DIR-P&R-REC OPS
				1320	ASSISTANT DIR-PUBLIC WORKS
				0549	ASSISTANT DIR-TRANSIT ADMIN
				0128	COMMUNITY SUSTAINABILTY MGR
				0132	DEI OFFICER
				0614	EMERGENCY MGMT COORDINATOR
				0615	FIRE CHIEF-DEPUTY
				0863	MANAGER OF ENGINEERING INFRASTR
				0123	OMBUDS
IV	\$109,074	\$141,955	\$174,835	0512	DEPUTY TRANSIT DIRECTOR
				0718	LEGAL ADVISOR-SR
				0711	POLICE CHIEF-ASSISTANT
V	\$126,267	\$164,331	\$202,394	0134	ASSISTANT TOWN ATTORNEY
				1008	DIR-AFF HOUS & COMM CONN/PUB HOUSING
				0909	DIR-BUILDING & DEV SERVICES
				0310	DIR-BUSINESS MANAGEMENT

0116 DIR-ECONOMIC DEVELOPMENT  
 0124 DIR- EMPLOYEE ENGAGEMENT  
 0210 DIR-GOVERNANCE SERVICES  
 0410 DIR-HUMAN RESOURCE DEVELOPMENT  
 1209 DIR-LIBRARY COMM ARTS  
 1110 DIR-PARKS AND REC  
 0810 DIR-PLANNING  
  
 1310 DIR-PUBLIC WORKS  
 0848 DIR-TECHNOLOGY SOLUTIONS  
 0510 DIR-TRANSPORTATION  
 1208 EXEC DIR-STRATEGIC COMMS  
 0610 FIRE CHIEF  
 0709 POLICE CHIEF

VII \$146,170 \$190,233 \$234,296

0114 TOWN MANAGER-DEPUTY

**Exempt Structure**

<u>Grade</u>	<u>Minimum</u>	<u>Market</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 0941 0926 0939	ADMINISTRATIVE COORDINATOR CODE ENFORCEMENT OFFICER- SR ENGINEERING INSPECTOR-SR PERMIT CENTER COORDINATOR
111	\$49,579	\$65,685	\$81,791	0226 0886 1035 0759 2112 0754 2177 1133 0137	ASSISTANT TOWN CLERK COMMUNITY EDUCATION COORD COMMUNITY CONNECTIONS COORD DIVERSION SOCIAL WORKER POLICE ANALYST POLICE WELLNESS COORDINATOR RECORDS RETENTION MANAGER SPECIALIZED RECREATION COORD SUSTAINABILITY OUTREACH COORDI
112	\$52,058	\$68,969	\$85,880	1021 0755 0561 0431 2176 1020	COMM. DEVEL. PROGRAM MANAGER CRISIS COUNSELOR CRISIS COUNSELOR-TRANSIT LIAIS DEI PROGRAM MANAGER GRAPHIC ARTIST HUMAN SERVICES COORDINATOR

0835 PLANNER I  
1132 SPECIALIZED REC COORD-CERT

113 \$54,661 \$72,418 \$90,174

2110 ADMINISTRATIVE ANALYST  
0361 ADMIN ANALYST PROC  
0225 COMMUNICATIONS SPECIALIST  
1275 COMMUNITY HISTORY COORD  
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

0329 ACCOUNTANT - HOUSING  
0338 ACCOUNTS PAYABLE COORDINATOR  
1023 AFFORDABLE HSG DEVEL OFFICER  
1268 CHILD & FAMILY OUTREACH COORD  
0534 COMMUNITY OUTREACH MANAGER  
2227 DEPUTY TOWN CLERK  
0140 ECON DEV PROG ANALYST  
0624 EM MGMT DEPUTY COORDINATOR  
1410 FACILITIES SUPERVISOR  
1709 HOUSING MAINTENANCE SUPERVISOR  
0438 HR CONSULTANT  
0859 GIS ANALYST  
0139 GRANTS ADMINISTRATOR  
1265 LIBRARY ACCOUNTS COORDINATOR  
1272 LIBRARY EXP COORD ADULT PROG  
1251 LIBRARY MARKETING & COMM COORD  
1232 LIBRARY SYSTEMS COORDINATOR  
0871 MANAGEMENT ANALYST  
1274 MARKETING & COMM COORD  
1140 MARKTNG & RES DEVELOP ADMIN  
0326 PAYROLL COORDINATOR  
1349 PROJECT MANAGER  
1117 PUBLIC ART COORDINATOR



0363 REVENUE COORDINATOR  
 0829 SAFE ROUTES TO SCHOOL COORD  
 0929 SR. COMMERCIAL PLANS REVIEWER  
 0830 SENIOR PLANNER  
 1445 SOLID WASTE OPS SVCS COORD  
 1273 SPECIAL EVENTS COORDINATOR  
 0893 STORMWATER ANALYST  
 0135 SUSTAINABILITY PROGRAM ANALYST  
 0895 SYSTEMS SPECIALIST  
 0532 TRANSIT DEVELOPMENT MGR I  
 0832 VISION ZERO COORDINATOR  
 0872 WEB ADMINISTRATOR

115 \$63,277 \$83,832 \$104,388

0516 ADMINISTRATIVE SVCS MANAGER  
 1613 ASSISTANT TRANSPORTATION ENGIN  
 0345 DATA & ANALYTICS ANALYST  
 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  
 1332 ASSISTANT MAINTENANCE MANAGER  
 0553 ASST OPERATIONS MANAGER-DEMAND  
 1147 BUSINESS OPERATIONS MANAGER  
 0874 CHIEF INFO SECURITY OFFICER  
 0750 CRISIS UNIT SUPERVISOR  
 0525 DEPUTY OPERATIONS MANAGER  
 0825 PRINCIPAL PLANNER  
 1351 PROJECT MANAGER-SR  
 0539 TRANSIT DEVELOPMENT MGR II  
 0130 URBAN DESIGNER

117 \$69,763 \$92,425 \$115,088

1270 ACQUISITIONS & COLL. MANAGER  
 0928 CODE COMPLIANCE MANAGER

0762 COMMUNITY SERVICES PLANNER  
 0867 ENGINEER III  
 0870 ENGINEERING COORDINATOR-SR  
 1271 LIBRARY EXPERIENCE MANAGER  
 0875 NETWORK ENGINEER  
 0113 STRATEGIC OPERATIONS ANALYST  
 0852 SYSTEMS ADMINISTRATOR  
 1269 YOUTH & FAMILY EXP. MANAGER

118 \$73,251 \$97,047 \$120,842

0527 GRANTS COMPLIANCE MANAGER  
 0129 LEGAL SERVICES ADMINISTRATOR  
 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  
 1027 COMMUNITY CONNECTIONS MANAGER  
 0138 COMMUNITY RELATIONS MANAGER  
 1401 FACILITIES MANAGER  
 0321 FINANCIAL SYSTEMS MANAGER  
 1425 FLEET MANAGER  
 0847 GIS 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  
 0360 PURCHASING & CONTRACTS 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

0119      ASSISTANT TO THE MANAGER  
0877      CHIEF INFORM SECURITY OFF

**Non-Exempt Structure**

<u>Grade</u>	<u>Minimum</u>	<u>Market</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
				2170	OFFICE ASSISTANT-PT
207	\$33,558	\$44,459	\$55,360		
				2219	COMMUNITY SAFETY SPECIALIST
				0575	PARKING ENFORCEMENT OFFICER
				2215	RECORDS TECHNICIAN
				2015	SOLID WASTE COLLECTOR
208	\$35,235	\$46,681	\$58,127		
				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
				1837	PARTS CLERK
				2212	PERMIT TECH I
				0845	PLANNING TECHNICIAN
				2216	RECORDS TECH-PT
				1145	RECREATION ASSISTANT
				1612	TRAFFIC SIGNAL TECH I

210      \$38,847      \$51,466      \$64,085

0944      DEVELOPMENT TECH II  
1261      LIBRARY EXPERIENCE ASSISTANT  
1262      LIBRARY EXPERIENCE ASST.-PT  
2022      PARK MAINTENANCE SPLST-CERT  
1036      RESIDENT SERVICES COORDINATOR  
1845      SERVICE ATTENDANT  
1640      SIGN & MARKING TECH II  
1915      SOLID WASTE EQUIP OP II  
1935      STREET SWEEPER EQUIP OP  
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  
1840      BUS SERVICE TECHNICIAN  
1908      CONSTRUCTION WORKER III  
0945      DEVELOPMENT TECH - SENIOR  
1030      HOUSING OFFICER I  
0433      HRD TECHNICIAN  
2210      PERMIT TECHNICIAN-SENIOR  
0763      RECORDS SUPERVISOR  
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  
  
0764      PEER SUPPORT SPECIALIST  
0365      REVENUE COLLECTOR  
1926      SR HEAVY EQUIPMENT OPERATOR  
0543      TRANSIT OPERATOR - SENIOR

213      \$44,969      \$59,578      \$74,186

1143      AQUATICS SPECIALIST  
1418      BLDG MAINT MECH III  
0518      COMMUTE SOLUTIONS MANAGER  
0925      ENGINEERING INSPECTOR  
1922      CONSTRUCTION CREW SUPERVISOR  
1928      DRAINAGE CREW SUPERVISOR  
0884      ENGINEERING TECHNICIAN  
0761      FORENSIC & EVIDENCE SPECIALIST  
1701      HOUSING MAINTENANCE MECHANIC  
0434      HRD SPECIALIST  
1638      LEAD SIGN & MARKING TECH  
1827      MECHANIC I-BUS  
2021      PARK MAINTENANCE CREW LEADER  
0344      PAYROLL SPECIALIST  
1125      RECREATION SPECIALIST  
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

1630      ASSISTANT ARBORIST  
1611      LEAD TRAFFIC SIGNAL TECH  
1259      LIBRARY EXPERIENCE TECHNICIAN

215      \$49,579      \$65,685      \$81,791

0530      SUPERVISOR-TRANSIT  
1135      ASSISTANT RECREATION SUPV  
1414      FACILITIES SYSTEMS TECHNICIAN  
1820      FLEET TECHNICIAN II  
0855      INFORMATION TECH ANALYST  
0935      INSPECTOR I  
1821      MECHANIC II-BUS  
0570      PARKING SERVICES SUPERVISOR  
0440      RISK CLAIMS ADMINISTRATOR  
1702      SR HOUSING MAINTENANCE MECH  
0552      TRAIN & SAFETY SPEC- TRANSIT

216      \$52,058      \$68,969      \$85,880

0857      INFORMATION TECH ANALYST-SR  
0946      INSPECTOR II  
0554      LEAD TRANSIT SUPERVISOR

217	\$54,661	\$72,418	\$90,174	0930	INSPECTOR - SENIOR
				1819	MECHANIC III-BUS
				1625	MUNICIPAL ARBORIST
				1620	PARKS OUTREACH SPECIALIST
				1835	PARTS SUPERVISOR
				1818	SENIOR FLEET TECHNICIAN
				1608	TRAFFIC SIGNAL SYSTEMS ANALYST
218	\$57,394	\$76,039	\$94,683	2217	FLEET SYSTEMS TECHNICIAN
220	\$63,277	\$83,832	\$104,388	1430	MECHANIC SUPERVISOR - BUS
				1431	FLEET SUPERVISOR

**Fire Structure**

<u>Grade</u>	<u>Minimum</u>	<u>Market</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
F1	\$43,678	\$43,678	\$43,678	0649	FIREFIGHTER RECRUIT
F2	\$43,678	\$56,844	\$70,010	0650	FIREFIGHTER LEVEL I
F3	\$45,862	\$59,687	\$73,512	0645	FIREFIGHTER-MASTER
F4	\$48,154	\$62,670	\$77,187	0635	FIRE EQUIPMENT OPERATOR
F5	\$53,090	\$69,094	\$85,099	0633	FIRE LIEUTENANT
				0636	FIRE INSPECTOR I
				0638	COMMUNITY RISK REDUCTION COORD
F6	\$55,745	\$72,549	\$89,354	0637	FIRE INSPECTOR II
F7	\$59,960	\$78,035	\$96,109	0630	FIRE CAPTAIN
				0632	FIRE MARSHAL - ASSISTANT
				0655	FIRE TECHNOLOGY OFFICER
				0656	FIRE LOGISTICS OFFICER

F8	\$66,106	\$86,033	\$105,961	0631	FIRE MARSHAL- DEPUTY
F9	\$72,882	\$94,852	\$116,821	0620	BATTALION CHIEF

**Police Structure**

<u>Grade</u>	<u>Minimum</u>	<u>Market</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

**Other**

<u>Grade</u>	<u>Minimum</u>	<u>Market</u>	<u>Maximum</u>	<u>Job Class Code</u>	<u>Title</u>
	\$97,498	\$0	\$300,000	0110	TOWN MANAGER
	\$90,000	\$0	\$200,000	0120	TOWN ATTORNEY
	\$37,403	\$49,352	\$60,593	0215	CHIEF OF STAFF

## BUILDING AND DEVELOPMENT SERVICES FEE SCHEDULE - FY25

### 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.
- \* Town assessed Planning and Building related development fees are waived for service projects by approved non-profits, for a non-profit organization. However, fees required or assessed by the State (current Homeowner’s Recovery Fee) and Orange County (current Recyclable Materials Fee) are still applicable.
- \* 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, are "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 NCDOT for details)	Residential	\$75
	Commercial	\$100

**ELECTRICAL FEES**

TYPE OF WORK	Residential	Commercial
Per single panel (regardless of size) - This fee will apply to any addition, alteration, or changes connected to each new and existing single panel 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, per current Dept guidance)	\$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 as determined by current Dept program guidance	N/A	\$1,500
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.

## **FY25 FEE SCHEDULE**

### **GOVERNANCE SERVICES**

#### *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 Governance Services 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 or dissolution 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

**2024-25 Fire Department  
Fee Schedule**

<b>Fire Permits</b>				
<b>OPERATIONAL PERMITS</b>				
		<b>Description</b>	<b>2024-25 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		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		When 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	\$200	
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 mandates that every structure be inspected for fire code violations on a structured timeline. Fee includes initial inspection and (1) re-inspection <b>if all corrections are made</b> . Subsequent re-inspections with corrections needed will assess additional fees.	
		Note: Identified violation(s) of the NC Fire Code, or condition(s) deemed detrimental to the life safety of the occupants, that are not corrected shall be subject to reinspection fee of \$500.00/per violation.	
		Note: Issuance of three (3) consecutive re-inspection fees without compliance will result in the owner, operator, or other responsible person being cited to court for violation of NC General Statute 14-68.	
		<b>Description</b>	<b>2024-25 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>Any inspection scheduled after 5:00 p.m. Mon-Fri, weekends, or Town holiday will incur an additional inspection fee</b>	<b>\$75.00/hour</b>
<b>Construction Fire Inspection</b>		Fee for buildings under construction to assist with cost of associated fire inspection visits required	\$0.07/sq. foot

<b>Other Fees and Charges</b>				
		<b>Description</b>	<b>2024-25 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	
Hazardous Materials Incident Fee		The cost of equipment, time, and consumable materials used in the response to hazardous materials events as defined in the ordinance.	Determined by Hourly Rate Chart - contact CHFD	
Special Event Coverage Fee		Fee for the Town to provide staffing and equipment in support of special events conducted in the town.	Determined by Hourly Rate Chart - contact CHFD	

**PUBLIC LIBRARY**

**FY25 FEE SCHEDULE**

<b>Library Card Fees</b>	
Out of County	\$65.00 per year*
<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-\$20, 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**

Event Application Fee	\$15-\$25, based on event
Event Participant Fee	\$50-\$100, based on event
Special Event Permit Fee	\$50
<b>Merchandise</b>	
Short sleeve T-shirts	\$10-\$20, 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
Promotional Merchandise (tote bags, mugs, etc)	\$5-\$20, based on style

## 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

(Please note: Leased parking rates do not indicate current vacancies. For current rental availability, see <https://parkonthehill.com/long-term>)

#### Monthly Rental Rates

PARKING LOT	LOCATION	MONTHLY RATE
140 West Parking Deck	201 West Rosemary Street	12 hr \$145/ 24 hr \$195
James Wallace Parking Deck	150 East Rosemary Street	12 hr \$145/ 24 hr \$195
West Franklin/Basnight Lot	113/114 Basnight Lane	12 hr \$145/ 24 hr \$195

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

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

FY25 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 \$30.00.

#### 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

Permits are available for employees and owners of downtown businesses to park in at 425 W Franklin Lot only:

Starting 3:30 p.m. = \$20/mo. per permit.

8:00 a.m. - 8:00 p.m. = \$80/mo. per permit.

#### Pay Station Codes

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

## FY25 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		

## HOURLY RENTAL FEES

	Resident Fee	Non-Resident Fee
<b>Security Deposit</b> (per rental)	\$100 flat fee	\$100 flat fee
<b>Additional Staff Fee, as necessary</b>	\$20	\$20
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>Athletic Event/Tournament Maintenance Fee (per park, per day)</b>	\$100	\$100
<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>	\$45	\$72
(special application required)		
<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>	\$200	\$360
(additional charges may apply if other areas of the park are affected by the event)		
<b>Party Package for pool, gym or clay studio</b>	\$218 R, \$384 NR	\$218 R, \$384 NR

<b>HOURLY RENTAL FEES - continued</b>		
<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>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
<b>Clay for use in Community Clay Studio</b>	
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 niche	\$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.	

## FY25 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.**

<b>Zoning Compliance Permit (ZCP)</b>	
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
Minor RCD Encroachment (Single-/Two-Family only)	\$250
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
<b>Wireless Communications Facility</b>	
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
<b>Form District Permit</b>	
Form District Permit	\$13,485 + \$53/100 SF
Form District Permit Modification	\$1,390
Special Appearance District Certificate of Appropriateness and Modifications	\$460
<b>Subdivisions &amp; Plats</b>	
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
<b>Historic District Commission</b>	
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>Concept Plan Review</b>	
Concept Plan Review	\$420
<b>Community Design Commission (CDC)</b>	
Building Elevations, Lighting Plan, or Alternative Buffer	\$455
<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* Extension, Renewal, Minor Modification Project Name Change	\$3,465 + \$32/100 SF \$1,040 \$125
Northside and Pine Knolls Neighborhood Conservation Districts (Single Family and Two-Family applications only): Combined Single-family Site Plan Review and ZCP Application Site Plan for parking exemption/exception	\$278 \$135
<b>Special Use Permits</b>	
Special Use Permit or Major Modification* Single Family Development unrestricted by Floor Area Extension, Renewal, Minor Modification, Abandonment, or Revocation Extraction of Earth Products, Landfill, Cemetery, Park/Ride Terminal Radio/TV Transmitting/Receiving Facility	\$9,465 + \$32/100 SF* \$9,465 + \$331/unit \$1,390 \$9,465 + \$331/unit \$9,465
<b>All Master Land Use Plans*</b>	\$9,465 + \$32/100 SF*
Abandonment, Revocation	\$1,390
<b>Zoning Map and Text Amendments (Including Transition Areas &amp; Neighborhood Conservation District Overlays)</b>	\$1,390 + \$68/acre***
Conditional Zoning or Major Modification 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>	\$7,290 + \$137/acre
Site Development Permit	\$5,555
<b>Development Agreement</b>	To be negotiated
Development Agreement Minor Change Site Development Permit - Carolina North Development Agreement <i>Compliance</i> Permit - All Others Consultant Support and Analysis	\$1,460 \$5,555 \$13,480 + \$53/100 SF 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 Development Fee Cap for Conditional Zoning	\$90,000 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**

**FY25 FEE SCHEDULE**

	Fee
Police Incident Reports	0-10 pages = \$0; >10 pages = \$.10 per page
Fingerprints	\$20 for 3 cards \$10 each additional card
Local Criminal History Checks	\$20 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
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
Officer Request for Secondary Employment	\$40 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  
FY25 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/Street Closure Permits	
Permit Issuance Fee	\$200
Inspection Fee*	\$60
<u>Traffic Impact Analysis Exemption Permit</u>	
1) Residential with less than 10 lots	\$200
2) Residential with more than 10 lots	\$300
3) Commercial and other	\$500

\*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).

Traffic Impact Analysis Administrative Fee \$1,000

**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	\$ 2.20/LF/Travel Lane
Sidewalks/Trails/Paths	\$ 0.60/LF
Water Lines within the Public Right-of-Way	\$ 1.10/LF
Private Fire Line	\$ 1.10/LF
Sanitary Sewer Lines within the Public Right-of-Way	\$ 1.10/LF
Storm Sewer Lines (12" or greater)	\$ 1.10/LF
Storm Sewer Structures	\$ 55/EA
Stormwater Control Facilities	\$ 550/EA
Urban Streetscape (including sidewalk, ductbank and amenities)	\$ 2.00/LF
Driveway Inspection (including removal of existing curb/gutter, excavation, forming and concrete placement for new driveway entrance and apron)	\$ 110/EA
Driveway Re-Inspection	\$ 55/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 \$475

Engineering Plan Review Fee for Single Family Subdivision

Base Fee .....	\$ 555 Lump Sum
Plus Per Property Lot Fee .....	\$ 115/EA

Engineering Plan Review Fee for Multi-Family, Institutional, Office or Commercial

Base Fee .....	\$ 555 Lump Sum
Plus Disturbed Acreage Fee (no rounding).....	\$ 390/Acre*

\* One Acre Minimum

Engineering Asbuilt Review Fee for Single Family Subdivision	
Base Fee .....	\$105
Plus Per SCM Fee .....	\$265
Engineering Asbuilt Review Fee for Multi-Family, Institutional, Office or Commercial	
Base Fee .....	\$160
Plus Per SCM Fee (no rounding).....	\$265
Commercial Right-Of-Way Closure Request Fee	\$1,050
Residential Right-Of-Way Closure Request Fee	\$475
Revised Engineering Construction Permit Plan Review Application	\$300
Right of Way Encroachment Agreement Review Fee	\$450
Revised Engineering Plan Review Fee for Single Family residence	
Base Fee .....	\$450
Plus Per SCM .....	\$250
Revised Engineering Plan Review Fee for Multi-Family, Institutional, Office or Commercial, Subdivision	
Base Fee .....	\$450
Plus Per SCM Fee (no rounding).....	\$350

**STORMWATER MANAGEMENT DIVISION**

Annual SCM Inspection Fee per SCM for Single Family Property	\$125
Annual SCM Inspection Fee per SCM for Muti-Family and Non-Residential	\$250
Reinspection Fee	\$75
Small Floodplain Development Permit	\$200
Floodplain Development Permit that does not require review of a flood study	
Large Floodplain Development Permit	\$600
Floodplain Development Permit that requires review of a flood study or approval	

**CHAPEL HILL TRANSIT**

**GENERAL POLICY AND FY25 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.