

RESOLUTION NO. 148
CITY OF DOVER, IDAHO

A RESOLUTION OF THE CITY OF DOVER, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING THE DOVER FEE SCHEDULES RELATING TO LAND USE AND DEVELOPMENT, ENGINEERING AND DEVELOPMENT, FLOODPLAIN DEVELOPMENT, BUILDING PERMITS, ADMINISTRATIVE AND UTILITY FEES, RESCINDING RESOLUTIONS IN CONFLICT, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Dover has the authority pursuant to Dover City Code and Idaho Code §63-1311 to collect fees for services provided by the City that would otherwise be funded by property tax revenue, and that such fees shall be reasonably related to, but shall not exceed, the actual cost of services rendered; and

WHEREAS, the City of Dover conducted a public hearing on August 15, 2019 to consider amended fee increases in excess of 5%, and add new fees; and

WHEREAS, the City gave proper notice of the public hearing in accord Idaho Code §63-1311A; and

WHEREAS, the City of Dover has examined the fees charged and services rendered and has determined that certain fees are needed to cover the costs of services and those fees are reasonably related to, and do not exceed, the actual costs of services rendered; and

WHEREAS, the Dover City Council deems the fee adjustments are in compliance with the requirements of Idaho Code §63-1311 and are in the best interests of the City of Dover and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IDAHO THAT:

The Dover Fee Schedule, containing 10 tables, titled "Land Use, Development, Administrative & Utility Fees," and dated August 15, 2019 is hereby adopted and declared effective upon adoption.

FURTHERMORE: Resolution #140 is hereby rescinded.

PASSED by the City Council and **APPROVED** by the Mayor this 12th day of September, 2019.



City of Dover Mayor, Annie Shaha



Attest: Michele Hutchings, City Clerk



I D A H O

DOVER FEE SCHEDULE

LAND USE, DEVELOPMENT, ADMINISTRATIVE & UTILITY FEES

ADOPTED BY DOVER CITY COUNCIL, September 12, 2019 - RESOLUTION # 148

TABLE 1 – LAND USE & DEVELOPMENT			
#	Category: Land Use Applications (PL)	BASE FEE (Non-refundable)	PLUS
PL1	Annexation/De-annexation.	\$2,500	Actual cost of services and materials once base fee is exceeded
PL2	Administrative Decisions/Applications/Reviews.	\$200	Actual cost of services and materials once base fee is exceeded
PL3	Administrative Appeal to Council.	\$200	Actual cost of services and materials once base fee is exceeded
PL4	Comprehensive Plan amendments.	\$2,500	Actual cost of services and materials once base fee is exceeded
PL5	Special Use Permit – Minor (2,000 square feet or less of floor area; indoor uses only).	\$1,000	Actual cost of services and materials once base fee is exceeded
PL6	Special Use Permit – Major (Greater than 2,000 square feet of floor area; indoor & outdoor uses).	\$1,500	Actual cost of services and materials once base fee is exceeded
PL7	Applicant request to reschedule hearing.	\$200	Actual cost of services and materials once base fee is exceeded
PL8	Planned Unit Development pre-application meeting. (See PL14)	\$200	\$100 for each additional meeting for same site
PL9	Planned Unit Developments.	\$1,000	Actual cost of services and materials once base fee is exceeded
PL10	Variance.	\$1,000	Actual cost of services and materials once base fee is exceeded
PL11	Zoning regulations text amendment.	\$2,500	Actual cost of services and materials once base fee is exceeded
PL12	Zoning map amendment.	\$1,500	Actual cost of services and materials once base fee is exceeded
PL13	Code violation investigative fees.	Actual cost of legal, engineering, administrative, and planning costs	
PL14	Pre-application meeting	1 hour covered with initial fee	Actual cost of services and materials after first hour

TABLE 2 - MODIFICATIONS			
#	Category: Modifications (MO)	BASE FEE (Non-refundable)	PLUS
MO1	Applications requiring a public hearing.	\$300	Actual cost of services and materials once base fee is exceeded
MO2	Applications requiring administrative review.	\$200	Actual cost of services and materials once base fee is exceeded

TABLE 3 – ENGINEERING & DEVELOPMENT			
#	Category: Engineering (EN)	BASE FEE (Non-refundable)	PLUS
EN1A	Subdivision construction plan review (each phase) 1 – 5 lots.	\$1,000	Actual cost of services and materials once base fee is exceeded
EN1B	Subdivision construction plan review (each phase) 6 or more lots.	\$2,500	Actual cost of services and materials once base fee is exceeded
EN2A	Subdivision construction oversight & inspection (each phase) 1-5 lots.	\$1,000	Actual cost of services and materials once base fee is exceeded
EN2B	Subdivision construction oversight & inspection (each phase) 6 or more lots.	\$2,500	Actual cost of services and materials once base fee is exceeded
EN3A	Stormwater/drainage/erosion control plans for subdivisions.	\$500	Actual cost of services and materials once base fee is exceeded
EN3B	Stormwater/drainage/erosion control plan reviews filed separately or with building permits.	\$250	Actual cost of services and materials once base fee is exceeded
EN4	Encroachment permit review.	\$250	Actual cost of services and materials once base fee is exceeded
EN5	Other request for engineer review. First hour of pre-application review covered with initial application fee.	\$250	Actual cost of services and materials once base fee is exceeded

TABLE 4 - FLOODPLAIN			
#	Category: Floodplain (FP)	BASE FEE (Non-refundable)	PLUS
FP1	Floodplain development permit for docks, piers, etc., and structures where no stamped construction plans are required by Dover City Code.	\$50	
FP2	Floodplain development permit when required by Dover City Code to provide construction plans, elevation certificates, floodproofing certificates, rip-rap, fill or no-rise certificates. Requests for community acknowledgments for map amendments.	\$100	Actual cost of services and materials once base fee is exceeded
FP3	Floodplain variance.	\$1,000 + notice/publication costs	Actual cost of services and materials once base fee is exceeded
FP4	Floodplain appeal.	\$200	Actual cost of services and materials once base fee is exceeded
FP5	Floodplain violation investigative fees.	Actual cost of legal, engineering, administrative, and planning costs	

TABLE 5 – SUBDIVISIONS & PLATS			
#	Category: Subdivision/Plat (SUB)	BASE FEE (Non-refundable)	PLUS
SUB1A	Preliminary plat applications 1-2 lots.	\$500	Actual cost of services and materials once base fee is exceeded
SUB1B	Preliminary plat applications 3-10 lots.	\$1,500	Actual cost of services and materials once base fee is exceeded
SUB1C	Preliminary plat applications 11 or more lots.	\$3,000	Actual cost of services and materials once base fee is exceeded
SUB2	Condo plats.	\$300	Actual cost of services and materials once base fee is exceeded
SUB3	Final plat review – Draft review (per phase).	\$500	Actual cost of services and materials once base fee is exceeded
SUB4	Final plat – Mylar Review (per phase).	\$250	Actual cost of services and materials once base fee is exceeded
SUB5	Development agreement review.	\$1,500	Actual cost of services and materials once base fee is exceeded.
SUB6	Property Line Adjustment – platted. Preliminary and final plat reviews.	\$500	Actual cost of services and materials once base fee is exceeded
SUB7	Road and plat vacations.	\$500	Actual cost of services and materials once base fee is exceeded
SUB8	Surety/bond agreement.	\$500	Actual cost of services and materials once base fee is exceeded
SUB9	Time extension request.	\$250	
SUB10	Traffic analysis study.	Actual cost of professional services	

TABLE 6 – BUILDING PERMITS			
#	Category: Building Permit (BP)	BASE FEE (Non-refundable)	PLUS
BP1	Additions, alterations or repairs, signs	\$100 Non-refundable deposit*	Value based on qualified applicant estimate, confirmed by building official; fee based on Table 7 + 65% of permit fee for plan review.
BP2	Decks	Valuation calculated at \$15/square foot, applied to Table 7	+ 65% of permit fee for plan review.
BP3	Accessory residential buildings	\$300 Non-refundable deposit*	Fee based on Table 7. Value based on Table 8 + 65% of permit fee for plan review.
BP4	Residential- new construction	\$1,000 Non-refundable deposit*	Fee based on Table 7. Value based on Table 8 + 65% of permit fee for plan review.
BP5	Commercial, industrial or other non-residential	\$1,500 Deposit*	Fee based on Table 7. Value based on Table 8 + 65% of permit fee for plan review.
BP6	Manufactured structure placement	Residential: \$250 Commercial coach: \$350	Cost of snow roof, decks, etc., if proposed, based on Tables 7 & 8
BP7	Demolition Permit	\$100	
BP8	Certificate of Occupancy.	\$100	
BP9	Temporary Certificate of Occupancy	\$100	
BP10	Zoning Site Permit (Dover City Code 12-3-9).	\$100 for construction, remodel, modifications or placement of any structure.	
BP11	Investigative fees for violations of provisions of Dover City Code, Title 9, Chapter 1, Building Codes and Regulations.	Equal to the cost of the building permit OR actual cost of legal, administrative, planning, and engineering services, whichever is greater	
B12	Plan review/resubmission	\$100	Plus any additional fees based on Table 7. Value based on Table 8 + 65% of permit fee for plan review.
BP13	Citation Fee for Occupancy without Certificate of Occupancy	\$100 per day	Plus any additional fees based on code violations (PL13)
BP14	Addressing, Re-Addressing, Road naming		Actual costs incurred by City
BP15	Building permit application withdrawal		Actual costs incurred by City up to withdrawal date

*Non-refundable building permit application deposit applied toward total cost of the permit.

TABLE 7 BUILDING PERMIT FEES	
Total Valuation	Fee
\$1 to \$500	= \$23.50
\$501 to \$2,000	= \$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	= \$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	= \$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	= \$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	= \$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	= \$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	= \$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof, to and including \$5,000,000
\$5,000,001 to \$10,000,000	= \$20,208.75 for the first \$5,000,000 plus \$2.75 for each additional \$1,000, or fraction thereof, to and including \$10,000,000
\$10,000,001 and up	= \$33,958.75 for the first \$10,000,000 plus \$2 for each additional \$1,000, or fraction thereof

**TABLE 8 CITY OF DOVER
OFFICIAL FEE SCHEDULE**

Building Valuation Data Table - August 2010

Square Foot Construction Costs ^{a, b, c, d}

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	209.03	201.94	196.75	188.15	176.47	171.57	181.48	161.35	154.50
A-1 Assembly, theaters, without stage	191.23	184.13	178.94	170.34	158.71	153.81	163.67	143.59	136.74
A-2 Assembly, nightclubs	160.09	155.52	151.22	145.17	136.30	132.65	139.79	123.65	119.04
A-2 Assembly, restaurants, bars, banquet halls	159.09	154.52	149.22	144.17	134.30	131.65	138.79	121.65	118.04
A-3 Assembly, churches	193.14	186.04	180.85	172.26	160.58	155.68	165.58	145.46	138.61
A-3 Assembly, general, community halls, libraries, museums	162.16	155.07	148.87	141.28	128.60	124.70	134.60	113.47	107.62
A-4 Assembly, arenas	190.23	183.13	176.94	169.34	156.71	152.81	162.67	141.59	135.74
B Business	161.58	155.71	150.53	143.16	129.88	125.17	137.22	114.17	108.80
E Educational	175.15	169.10	163.94	156.43	144.88	137.56	151.05	126.61	121.84
F-1 Factory and Industrial, moderate hazard	96.91	92.37	86.79	83.63	74.69	71.55	80.00	61.55	57.91
F-2 Factory and industrial, low hazard	95.91	91.37	86.79	82.63	74.69	70.55	79.00	61.55	56.91
H-1 High Hazard, explosives	90.85	86.31	81.73	77.57	69.81	65.67	73.94	56.67	N.P.
H234 High Hazard	90.85	86.31	81.73	77.57	69.81	65.67	73.94	56.67	52.03
H-5 HPM	161.58	155.71	150.53	143.16	129.88	125.17	137.22	114.17	108.80
I-1 Institutional, supervised environment	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
I-2 Institutional, hospitals	271.73	265.86	260.68	253.31	239.20	N.P.	247.37	223.49	N.P.
I-2 Institutional, nursing homes	189.29	183.43	178.25	170.87	157.89	N.P.	164.93	142.19	N.P.
I-3 Institutional, restrained	184.09	178.22	173.04	165.67	153.62	147.91	159.73	137.92	130.54
I-4 Institutional, day care facilities	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
M Mercantile	119.23	114.67	109.36	104.31	95.08	92.44	98.94	82.44	78.82
R-1 Residential, hotels	163.76	158.05	153.40	146.82	134.98	131.47	143.21	121.40	116.71
R-2 Residential, multiple family	137.01	131.30	126.66	120.08	108.90	105.39	117.13	95.33	90.63
R-3 Residential, one- and two-family	128.70	125.13	122.06	118.84	114.47	111.50	116.87	107.27	100.95
R-4 Residential, care/assisted living facilities	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
S-1 Storage, moderate hazard	89.85	85.31	79.73	76.57	67.81	64.67	72.94	54.67	51.03
S-2 Storage, low hazard	88.85	84.31	79.73	75.57	67.81	63.67	71.94	54.67	50.03
U Utility, miscellaneous	70.31	66.34	62.07	58.69	52.32	48.93	55.76	40.58	38.66

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$15.00 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

TABLE 9 - ADMINISTRATIVE			
#	Category: Administrative/Miscellaneous (M)	BASE FEE (Non-refundable)	PLUS
M1	Business registration	\$25 annually	
M2	Check return charge	\$35 per check	
M3	City Hall rental, no kitchen use	\$75 up to 4 hours; \$150/day	\$200 damage/cleaning deposit
M4	City Hall rental, w/ kitchen use	\$100 up to 4 hours; \$200/day	\$250 damage/cleaning deposit
M5	City Hall rental, w/ kitchen and appliance use	\$150 up to 4 hours; \$300/day	\$300 damage/cleaning deposit
M6	Basic & extended special event permit	\$100 (basic)	\$100 per every 100 people above 200 (extended)
M7	Traveling event permit (parade, track meet, etc.)	\$200	
M8	Vendor special event permit	\$10 per day	
M9	Special event fireworks permit	\$50	
M10	Special event damage deposit	\$250	
M11	Special event cleaning deposit	\$200	
M12	Alcoholic beverage licensing fees		
M12a	Liquor by the drink	\$225	
M12b	On-premise wine/beer	\$100 each	
M12c	Off-premise wine/beer	\$50 each	
M12d	Alcoholic catering permit	\$20/day	
M13	Record copies		
M13a	8½X11 or 8½X14 black/white	First 100 copies, no charge	\$0.15/copy thereafter
M13b	8½X11 or 8½X14 color	\$0.25/copy	
M13c	11X17 black/white	\$0.25/copy	Color: +\$0.10/copy
M13d	Oversized copying	Actual cost of service	
M13e	Oversized scanning	Actual cost of service	
M13f	Certified copies of city records	\$1 per page, including affidavit	
M13g	Extraordinary charges to locate, copy, scan, redact, convert record, per IC74-102(10)	City's direct costs for time spent	
M13h	Transcriptions	City's direct cost of professional services	
M13i	CD/DVD/Flash drive copying	\$7.50	When device not provided
M14	Credit/debit card transaction fee	3% of transaction amount, amount charged by 3 rd party vendor	
M15	ACH (automated clearing house) transaction	\$1.50 per transaction, amount charged by 3 rd party vendor	
M16	Utility billing electronic payments	2.5% of transaction amount, amount charged by 3 rd party vendor	

TABLE 10 - DOVER WATER AND SEWER FEE SCHEDULE

Category	Fee # (SW = Sewer)	Fee Type	Fee
USAGE FEES	SW1	Monthly active fee (DCC 8-3-8A, 8-3-8B) Includes inspections, pumping and alarm calls per Ord 163 & Res 148	\$70.42/month/ERU
	SW2	Monthly inactive rate (DCC8-3-8B)	\$43.30/month/ERU
	SW3	Connection rate (DCC8-3-7A)	\$4,883.00
NEW CONSTRUCTION	SW4	Plan evaluation (DCC8-3-6H; 8-3-10D1)	\$50.00
	SW5	Site evaluation (8-3-6H; 8-3-10D1)	\$50.00
	SW6	Inspection fee upon completion (DCC 8-3-6H)	\$250.00
REPAIRS RESTORATION	SW7	Reactivation of abandoned authorization (DCC8-3-6I)	\$50.00
	SW8	Excavation of sewer lines (8-3-6H)	Actual costs incurred by city
PENALTIES	SW9	Restoration of service after discontinuance for nonpayment of bills (DCC 8-3-9C)	\$250.00
	SW10	Restoration of service after discontinuance for unsafe facilities, or water waste (DCC 8-3-12D)	\$250.00
	SW11	Monthly charge for septic tank inspection non-compliance (DCC 8-3-4B1)	\$25.00/month
ADMINISTRATIVE	SW12	Sewer main extension request (DCC 8-3-10D1)	\$100.00
	SW13	Plan review and ongoing consultation (DCC 8-3-10C; 8-3-10D1)	Actual cost incurred by city
	SW14	Recording fees	Actual costs incurred by city
	SW15	Construction agreement (DCC 8-3-6E)	\$100.00
	SW16	Bond/surety review (DCC 8-3-10E)	\$150/bond/surety
	SW17	Sewer main final inspection (DCC 8-3-10F)	\$150
	SW 18	Additional site evaluation or inspections (DCC 8-3-6H)	Actual costs incurred by city

TABLE 10 - DOVER WATER AND SEWER FEE SCHEDULE (Continued)

Category	Fee # (WT = Water)	Fee Type	Fee
USAGE FEES	WT1	Monthly base rate/inactive rate (DCC 8-1-10; 8-1-19)	\$31.07/month/ERU
	WT2	Usage rate (DCC 8-1-10; 8-1-19)	\$0.00288/gallon
	WT3	Alternative fire hydrant use (DCC8-1-12C)	\$60 set up fee + \$0.00288/gallon usage fee
	WT4	Temporary water service (DCC 8-1-13)	\$0.00288/gallon
	WT5	Connection fee (DCC 8-1-8)	\$4,668.00
	WT6	Stand-by fire protection service (DCC 8-1-11)	\$0.00/month
NEW CONSTRUCTION	WT7	Plan evaluation	\$50.00
	WT8	Site evaluation	\$50.00
	WT9	Inspection (upon completion)	\$100.00
REPAIRS RESTORATION	WT10	Meter replacement (DCC8-1-7) For meters damaged or tampered With	Actual costs incurred by City
PENALTIES	WT11	Monthly limit for water usage that requires City notification by the user (DCC 8-1-14)	50,000 gallons
	WT12	Exceeding the monthly limit without notifying the City	\$25.00/occurrence
	WT13	Turn-off of service after unauthorized connection/turn-on (DCC 8-1-24)	\$100.00/occurrence
	WT14	Restoration of service after discontinuance for non-payment of bills (DCC 8-1-21)	\$100.00/occurrence
	WT15	Restoration of service after discontinuance for unsafe facilities or water waste (DCC 8-1-21)	\$100.00/occurrence
Category	Fee # (CM = common)	Fee type	Fee
PENALTIES COMMON TO SEWER & WATER	CM1	Billing late fee (DCC 8-3-9B)	\$25.00/month
	CM2	Door hanger service charge, water (DCC 8-1-20)	\$25.00/occurrence
	CM3	Returned check/insufficient funds (8-3-8C)	\$35.00/occurrence
	CM4	Interest rate on delinquent accounts (DCC 8-3-9B)	12%

- ❖ The city will bill the applicant for actual cost of professional services. Billing may take place on a periodic basis.
- ❖ Any actual costs, notification and publication costs shall be paid by the applicant prior to the commencement of any activity relating to the use of the property.
- ❖ Costs attributed to base fee shall include all administrative, clerical and professional services, goods, materials, legal advertising, mailing, and other direct expenses.
- ❖ The City may require advance payment for the charges associated with record copy requests.