

MEMORANDUM

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Shaennon Clark, Deputy Finance Director
Elizabeth Hannan, Human Resources & Finance Director / CFO

DATE: March 30, 2023

SUBJECT: **Annual Revision of the Fee Schedule**

Introduction: Attached is the proposed fee schedule for fiscal year 2023/2024. No council action is required at this time except to forward the Ordinance and fee schedule to the City Council meeting on May 8, 2023 for action then.

Background: Staff reviews license, permit and service fees annually to keep pace with the cost of providing the services, which mostly consist of personnel costs. The Urbana City Code requires the proposed Schedule of Fees be reviewed by the City Council and put on file with the City Clerk's Office at least thirty (30) days prior to final action by the City Council. During that time, the Schedule of Fees is available for public inspection and comment at the City Clerk's Office and on our website. A notice that the schedule is available for review is being published in the News-Gazette.

In light of financial concerns affecting Urbana residents, business owners, and customers in connection with the COVID-19 pandemic, staff postponed fee increase proposals to licenses, permits, and service fees for the past three years and for liquor licenses for the past two years. The last fee increase for licenses, permits and services fees were effective July 1, 2019. The last changes to liquor license fees were effective August 1, 2020 and were necessary to accommodate revisions to the Urbana City Code Chapter 3 – Alcoholic Liquors, and to be more competitive with neighboring jurisdictions.

Discussion: This year, Finance staff is proposing a 4% increase to the majority of license, permit, service, and downtown parking meter and lot fees. These increases will help cover personnel related expenses including cost of living, longevity, and step increases. It will also cover increases related to the supplies used to provide these services. These increases are also in-line with the 4% fee increase incorporated into the five-year financial forecast presented to Council in January 2023. Significant exceptions to the 4% proposed fee increase are noted in this memo including a proposed 25% fee increase for campus parking meter, bagging and lot fees. Increasing parking fees on campus makes our fees consistent with the rates charged by the University of Illinois and helps to maintain and improve our parking infrastructure and lots. There is a planned replacement of parking meters this calendar year. The proposed fees will take effect July 1, 2023, unless otherwise noted.

If the proposed fee increases are approved, fee increases will generate approximately \$41,300 in additional revenue for the General Operating Fund, \$59,000 for the Sanitary Sewer Fund, \$75,000 for the Stormwater Utility Fund, and \$241,000 for the Parking Fund. These combined increases total \$416,300 of additional annual revenue. The City's practice is to increase fees to maintain pace with the

increasing costs of providing the related services. Some fee increases are based on projections made from the amount of work performed and the costs involved, while other fees, such as the stormwater utility fee are planned increases. For smaller fees, the percentage increase may appear larger in order to reflect a slight increase in the fee. Therefore, some fees may be higher or lower than 4% due to rounding.

Additional detail and exceptions to the 4% proposed fee increase are noted below including the estimated increase in revenue. Unless noted, revenue is General Fund revenue.

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
License – Liquor	<p>There is no proposed increase for the majority of Liquor Licensing Fees. Fees range from \$100 for a temporary liquor license for current licensees to \$4,000 for a Class A (Retailer’s on-premises) license that operate primarily like a bar. Fees were adjusted in 2020 to be more competitive with neighboring jurisdictions.</p> <p><u>Proposed changes to liquor license fees include the following:</u> Class Temp-C for current liquor licensees, Class Temp-N for non-liquor licensees are increasing to \$100 (11%) and \$125 (39%) respectively based on the review time required by each City Department.</p> <p>Since the creation of the Class CS Complimentary Service, there have been no applicants. Staff proposes a reduction in the fee of \$500 to \$250 to be less prohibitive to our small business owners who want to provide the complimentary service to their customers.</p> <p>The original application for new liquor license fee is increased to \$500 from \$225 due to the amount of staff time required.</p>	\$2,100
License – Business	<p>There are no exceptions to the proposed fee increase of 4% for these general business licenses. These include: Ambulance, Amusement Device, Hotel-Motel, Relocator initial and renewal, Mobile Home Park, Pedal Bus, Regional Pollution Control, Sanitary Hauler and Vehicle for Hire.</p>	\$3,300
Permits – Building & Structures	<p>Proposed fee increases for new single- and two-family building construction permits vary based on square footage, neighboring municipality fees, review time spent by staff, and rounding.</p> <p>Roof replacement increased from \$2 to \$3 per \$1,000 of estimated cost, minimum fee of \$50 unchanged.</p>	\$19,400

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Permits – Building & Structures (continued)	Proposed new fee for building decks 100 square feet and under of \$25. Proposed new fee for building decks over 100 square feet of \$3 per \$1,000 of estimated cost. Minimum of \$50 for larger decks unchanged.	
Electrical Permits & License Fees	Tent, alteration/renovation/addition/repair of commercial building structure, demolition and moving, utility/miscellaneous occupancies, vacant structures registration and residential window replacement permit fees unchanged.	
Plumbing Permits	Fees for new residential electrical permits and all other electrical work are unchanged. Renewal registration of electrical contractor license fee received after August 1 st increased to \$325 from \$300. Initial registration of electrical contractors unchanged. Annual permit fee for organizations having full-time employees for electrical system repair and maintenance increased to \$250 up from \$200 to cover staff time for inspections. Neighboring municipality fees and rounding are a factor.	
Mechanical Permits	No change to \$50 minimum, \$1 increase in per drain fee to \$13, no change in commercial and industrial permit fees at 1% of estimated cost.	
Plan Review Fees	4% proposed increase to 1.3% of the estimated cost of installation. Minimum fee increased to \$65 up from \$60. Fireplace and woodstove increased from \$50 to \$55. Minimum permit fee for installation costs under \$500 unchanged at \$50.	
Exterior storage of construction materials	Commercial Plan review fees increased 4% – 8% based on fees by cubic feet which varies due to rounding. New fee for plan review more than three times of \$250 per review to cover staff time. Plan review fees for additions, remodeling and/or renovation shall be charged on projects exceeding \$15,000 (was \$20,000).	
Solar Plan Review	Exterior storage of construction materials temporary permit increased from \$100 to \$150 to cover staff time.	
	This is a new fee for reviewing solar plans. The fee is 0.5% of estimated cost. Solar projects also require a building and electrical permit.	

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
<p>Work Without a permit</p> <p>Re-inspection & after hours inspection fee</p>	<p>Minimum work without a permit fee increased to \$250 (was \$150) for building, electrical, plumbing, mechanical and solar review. Fee is double the standard permit fee if higher than the \$250 minimum.</p> <p>New \$100 fee for no show, denied entry or re-inspection due to staff time spent for building, electrical, plumbing, mechanical and solar plan review. New fee for after hour inspections of \$200/minimum and \$100 per additional hour for building, electrical, plumbing, mechanical and solar plan review.</p>	
Fees - Rental Registration	<p>Proposed 4% increase for rental registration fees for mobile home, single family and duplexes. Multi-family unit per building fee unchanged.</p> <p>Late registration, incomplete registration and re-inspection (no-show/denied entry) fees unchanged. Failure to register fees increased from \$300 to \$350.</p>	\$11,400
Zoning & Development	<p>Propose 4% for plan commission, zoning board of appeal and zoning administrator fees.</p> <p>Building safety and property maintenance code of appeals and variance review fee increase from \$175 to \$200, plus the cost of recording fees to recover staff time spent. Property maintenance code board of appeals separate fees were removed because they were merged with the building safety code board of appeals fees.</p> <p>Proposed 4% increase for historical landmark nomination for nominations made without the consent of the owner, design review board review fees, and subdivision development fees for plats, waivers and appeals.</p>	Minimal
<p>Right-of-Way (ROW) Permits</p> <p>Erosion Control Permits</p> <p>Non-Franchise Utility Maintenance Fee (per lineal foot)</p> <p>Street Tree Planting</p>	<p>Proposed 4% increase for ROW license, usage license and administrative fee.</p> <p>Proposed 4% increase for erosion control permits.</p> <p>Proposed 4% increase for non-franchise utility maintenance fee.</p> <p>This is a new fee for the planting of street trees to be furnished and installed by City of Urbana in accordance with Land Development Code/MOP. The fee is \$500 per tree.</p>	Minimal

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Sewer Use Charge (Sanitary Sewer Fund)	Increase the sewer tax rate by 4% from \$0.1540 to \$0.1602 per 100 gallons (rate as stated by the UCSD). The increase will apply to the billing period beginning January 1, 2024. Annual impact on average single-family residence would be less than \$6 per year for proposed increase.	\$59,000 – annually (\$29,500 for FY24)
Stormwater Utility Fee (Stormwater Utility Fund)	Increase stormwater utility fee for equivalent residential unit (ERU) from \$5.60 per month to \$5.82 per month. ERU refers to the representative amount of impervious area associated with the average single family residential property. This 3.9% increase will apply to the billing period beginning January 1, 2024. The annual impact on an average single-family residence would be less than \$3 per year. The fee will be consistent with the “utility rate model” approved by the City Council in 2012; however, more significant adjustments are projected with the Stormwater Asset Management Plan (SWAMP) that is nearing completion and takes a more holistic look at the life-cycle costs of operating, maintaining, and replacing our stormwater infrastructure.	\$75,000 annually (\$37,500 for FY24)
Recycling Fees (Recycling Fund)	Residential, dormitory, and multi-family recycling fees remain unchanged due to a healthy fund balance.	\$0
Parking Meter Fees & Meter Bagging Reservations (Parking Fund)	<p>Increase the hourly parking meter fee on campus and the hospital district from \$1.00 to \$1.25 based on University of Illinois meter rates. Last City of Urbana increases for campus meters were effective 7/1/11. No change to the downtown meter rates of \$0.50 per hour. Last increases effective for downtown meters was 7/1/18. These fees pays for parking infrastructure and maintenance.</p> <p>Increase meter bagging fee with a 48-hour notice from \$20 to \$25 per day per meter (campus and hospital districts) and from \$10 to \$11 per day per meter (downtown). Increase meter bagging fee <u>without</u> a 48-hour notice from \$25 to \$30 for the first day per meter (campus and hospital districts) and from \$15 to \$16 for the first day per meter (downtown). The notice requirements increased from 24-hour notice to 48-hour notice. Last meter bag increases were effective 7/1/19 for campus/hospital and 7/1/14 for downtown.</p>	\$232,500
Parking Lot Rentals (Parking Fund)	Proposed 4% increase for downtown parking lot rentals. Proposed 25% increase for campus parking lot and on-street rentals.	\$8,500

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Special Parking Permits	Proposed 4% increase for special parking permits. *At this time, there is no recommendation to increase parking fines or ticket fees which are part of the Urbana local traffic code fine schedule. The last fee increases for these fines were effective 7/1/19.	\$2,300
Fire Department Fees	4% proposed fee increase for Fire Prevention Permits and Non-resident reimbursement of Fire Rescue Services. Added Fire Watch Services to the fee schedule at the same rate as Non-Resident Fire Rescue Services. Excessive false alarm penalty code section reference was updated to F-401.5.2 with no change in fees. File research property information audit fee and fireworks display fee unchanged.	\$2,800

Some fees based on county or state fees remain unchanged. Examples of these fees include: Urbana enterprise zone fee maximums and application for a sales tax exemption certificate which are based on state law; and animal control fees which are assessed by the County.

For some fees, there was no recommendation to increase them. For example, recycling fees are proposed to remain unchanged due to a healthy fund balance. In addition, food handling licenses, which are collected through the Champaign-Urbana Public Health District, are proposed to remain unchanged to be more competitive with neighboring jurisdictions. Certain building permits were also unchanged including Tent, alteration/renovation/addition/repair of commercial building structures, demolition and moving, utility/miscellaneous occupancies, vacant structures registration and residential window replacement permit fees to be more competitive with neighboring jurisdictions.

New fees being proposed which are summarized from the chart above include: a new fee for the planting of street trees to be furnished and installed by the City of Urbana in accordance with Land Development Code/MOP; a new fee for reviewing solar plans; a new building permit fee differentiating small and large decks; a new fee for plan review more than three times to cover staff time; a new fee for no show, denied entry, re-inspection and after hour inspections due to staff time spent for building, electrical, plumbing, mechanical and solar plan review; and a new fee for Fire Watch services.

Other changes include renumbering sections and language clarification and removal of fees no longer collected. For example, the bicycle permit registration fee was removed because this registration is now available through the University of Illinois.

These changes highlighted above represent the major fee changes or exceptions to the proposed 4% fee increase. All changes to the Schedule of Fees are shown by a strike out of the current fee and notation of the proposed fee. Changes and additions are underlined.

Fiscal impact: Revision of the fee schedule allows the City to keep pace with the costs of providing the services related to the fees (inspections, enforcement, administrative costs and stormwater and sewer maintenance.) If these fees are not periodically increased for inflation, the City may be forced to increase property taxes or other revenue sources to compensate. These fee increases, if approved, will generate approximately \$41,300 for the General Operating Fund, \$59,000 for the Sanitary Sewer Fund, \$75,000 for the Stormwater Utility Fund, and \$241,000 for the Parking Fund for a total of approximately \$416,300 annually.

Alternatives:

1. Forward the Ordinance and amended fee schedule to the City Council meeting on May 8, 2023, as presented with no changes, for action then.
2. Forward the Ordinance and amended fee schedule to the City Council meeting on May 8, 2023, revising one or more items, for action then.

Recommendation: Staff recommends the following:

1. Forward the Ordinance and amended fee schedule to the City Council meeting on May 8, 2023, as presented with no changes, for action then.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER 14, SECTION 14-7,
REGARDING THE SCHEDULE OF FEES**

(July 1, 2023, through June 30, 2024)

WHEREAS, a written copy of the proposed fiscal year 2023 – 2024 Schedule of Fees for the various licenses, permits, fines, and other fees required under the Urbana City Code was filed with the City Clerk at least 30 days prior to this date; and

WHEREAS, the City Clerk has provided a copy of such proposed schedule to each member of the City Council, has made such schedule available for public inspection or copying, and has given notice of the availability of such proposed schedule for inspection by publication of a notice of such in a newspaper of general circulation in the City at least 14 days prior to this date.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF URBANA, ILLINOIS**, as follows:

Section 1.

Urbana City Code Chapter 14, “Licenses and Permits,” Section 14-7, “Schedule of fees,” is hereby amended with the underlined text indicating new language and the strikethrough text indicating deletions as set forth in the Schedule which is attached hereto and incorporated herein by reference.

Section 2.

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 3.

This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4.

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect on and after July 1, 2023.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor

SCHEDULE OF FEES - EFFECTIVE JULY 1, 2023-19, UNTIL CHANGED

The following fees are applicable for the respective licenses, permits, fines, and other fees required under the Code of Ordinances, City of Urbana, Illinois, or as otherwise established by law.

(A) LIQUOR LICENSES - REFER TO LIQUOR LICENSE CLASSIFICATIONS AND FEES SCHEDULE

(B) GENERAL

1. Fire Prevention Permits:

(a) Non-Hazardous Material Facilities:

Criteria (Square Feet)	Fee
0 – 50,000	\$ 438 <u>144</u> .00
50,001 – 100,000	\$ 195 <u>203</u> .00
100,001 – 250,000	\$ 277 <u>288</u> .00
250,001 – 500,000	\$ 333 <u>346</u> .00
Greater than 500,000.....	\$ 415 <u>432</u> .00

(b) Hazardous Material Facilities:

1. Products that have known hazards and can be handled with essentially the equipment on the fire apparatus (flammable liquids). The permit fee shall be three hundred ~~thirtyfour~~three six dollars (\$~~333~~346.00).
2. Products that can be handled with essentially the equipment on the fire apparatus, but have low health hazard concerns for responders (Perchloroethylene) or small quantities of multiple products with similar hazards (flammable and combustible liquids). The permit fee shall be ~~three~~four hundred ~~eighty six~~and one dollars (\$~~386~~401.00).
3. Small quantities of multiple products and multiple hazard products (flammable with low health hazard) or large quantities of a product that responders are familiar with and can be handled with essentially the equipment on the fire apparatus. The permit fee shall be four hundred ~~forty two~~sixty dollars (\$~~442~~460.00).
4. Products that can be handled with essentially the equipment on the fire apparatus, but have additional hazards for the responder (LP and cylinder), moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are less

familiar with, but can be handled with essentially the equipment on the fire apparatus. The permit fee shall be ~~four~~ five hundred ~~ninety-seven~~ seventeen dollars (\$~~497~~517.00).

5. Large quantities of a product that responders are familiar with, have additional hazards, but can be handled with essentially the equipment on the fire apparatus. Moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are familiar, but are spread throughout a building, multiple buildings and/or equipment. The permit fee shall be five hundred ~~fifty-two~~ seventy-four dollars (\$~~552~~574.00).
 6. Moderate quantities of products with moderate health hazard that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.). Large quantity of products spread throughout a large facility in small amounts, small quantity of high hazard material, extremely large quantity of a product or small quantity of moderate products spread throughout a large facility with additional hazards concerns (compressed gases). The permit fee shall be six hundred ~~sixty-two~~ eighty-eight dollars (\$~~662~~688.00).
 7. Moderate quantity of an extremely hazardous substance (EHS requiring MABAS Response with possible evacuation concerns). Extremely large quantity of a product that has known hazards and can be handled with essentially the equipment on the fire apparatus (bulk storage facilities), or large quantity of compressed gas cylinders with various hazard levels. The permit fee shall be ~~seven-eight~~ hundred ~~seventy-three~~ four dollars (\$~~773~~804.00).
 8. Extremely large quantities of products that have known hazards and can be handled with essentially the equipment on the fire apparatus, but due to location may require substantial evacuation concerns (bulk storage facilities in close proximity to a residential area). Large quantities of multiple extremely hazardous substances, extremely large quantities of an extremely hazardous substance, or extremely large quantities of multiple extremely hazardous substances. The permit fee shall be nine hundred ~~thirty-eight~~ seventy-six dollars (\$~~938~~976.00).
- (c) An initial late fee of fifty dollars (\$~~50~~52.00) shall be added for the first thirty (30) days and fifty dollars (\$~~50~~52.00) shall be added for every thirty (30) days or portion thereof, that such permit fee remains unpaid.

2. Fire Department Fees:

International	(a) <u>Excessive False Alarm Penalty:</u> (see Section F- 401.5.2907.10.1 of the Fire Code, as amended)	\$ 500.00
	(b) <u>File Research Property Information Audit</u>	\$ 50.00
	(c) <u>Non-Resident Reimbursement Fire Rescue Service Fees:</u>	
	1. Per apparatus	\$ 250 260.00/hr
	2. Per firefighter.....	\$ 70 73.00/hr
	3. Minimum fee (1 hour apparatus/staff)	\$ 250 260.00
	(d) <u>Fireworks Display</u>	\$ 150.00
	(e) <u>Fire Watch Services</u>	
	<u>1. Per apparatus</u>	<u>\$ 260.00/hr</u>
	<u>2. Per firefighter.....</u>	<u>\$ 73.00/hr</u>
	<u>3. Minimum fee (1 hour apparatus/staff)</u>	<u>\$ 260.00</u>

3. Food Handling Licenses:

(a)	Food Handling Establishment	\$ 87.00
(b)	Food Handling Mobile Dispenser	\$ 61.00
(c)	Temporary	\$ 56.00
(d)	Sidewalk Café Initial, adjacent premises	\$ 50 52.00
(e)	Sidewalk Café Renewal, adjacent premises	\$ 25 26.00

Sidewalk Café license renewals not filed by January 1st shall be double the current license fee.

(f)	Curbana, adjacent premises	\$ 270.00
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4. Miscellaneous:

(a) Vehicles for Hire:

1.	Driver's License Annual Fee	\$ 45 47.00
	Duplicate License	\$ 10.00
	Late Licensing Fee (renewals after October 25 th).....	\$ 25 26.00
2.	Business License Annual Fee.....	\$ 240 250.00
	Duplicate License	\$ 10.00
	Late Filing Fee (plus \$10.00 per day after October 25 th).....	\$ 50 52.00
3.	Vehicle Registration Fee (per vehicle)	\$ 75 78.00
	Replacement Registration (plate/sticker)	\$ 45 16.00
	Transfer Vehicle Registration	\$ 45 16.00

4. A late filing fee of ~~fifteen~~sixteen dollars (\$~~15~~16.00) shall be added for each day that certificate of vehicle inspection, certificate of insurance or state vehicle registration is filed after stated due date.

5. Pedal Bus Business License Fee (up to 2 pedal buses).....\$ ~~200~~208.00
Pedal Bus Additional Registration Fee (per pedal bus).....\$ ~~50~~52.00
Duplicate License\$ 10.00
Late Filing Fee (plus \$10.00 per day after March 25th).....\$ ~~25~~26.00

(b) Amusement devices:

1. For each amusement device.....\$ ~~115~~120.00
2. For game rooms\$ ~~1,400~~1,450.00
(twenty (20) or more devices in the same location)

(c) Raffles:

1. Total retail value of all prizes or merchandise to be awarded exceeds twenty-five thousand dollars (\$25,000.00).....\$ ~~150~~156.00
2. Total retail value of all prizes or merchandise to be awarded exceeds five thousand dollars (\$5,000.00) but does not exceed twenty-five thousand dollars (\$25,000.00)\$ ~~25~~26.00
3. Total retail value of all prizes or merchandise to be awarded does not exceed five thousand dollars (\$5,000.00).....\$ 10.00

(d) Relocator Registration Fee:

1. Initial\$ ~~55~~57.00
2. Renewal\$ ~~30~~31.00
3. Relocator license renewals not filed by July 1st shall be double the current license fee.

(e) Ambulance\$ ~~13,940~~14,500.00

(f) Domestic Partnership:

1. Registration\$ ~~35~~36.00
2. Termination.....\$ ~~20~~21.00

(g) Returned check charge\$ ~~35~~36.00

(h) Live Scan fingerprinting fee:

1. 1 – 2 prints\$ 4547.00

2. 3 or more prints\$ 1516.00 each

(i) Urbana Enterprise Zone Fees: The combined Enterprise Zone fees for a single project may not exceed fifty thousand dollars (\$50,000.00).

1. Application for a Sales Tax Exemption Certificate: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated new construction material costs, with a maximum of fifty thousand dollars (\$50,000.00).

a. Application with estimated new construction material costs less than five thousand dollars (\$5,000.00).....\$ N/C

2. Application for a Property Tax Abatement:

a. Five (5) Year Abatement.....\$ 250260.00

b. Six (6) Year Abatement.....\$ 600624.00

c. Seven (7) Year Abatement\$ 700728.00

3. Application for an Enterprise Zone Boundary Amendment: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or a fraction thereof of estimated new construction material costs, with a maximum of fifteen hundred dollars (\$1,500.00).

5. Urbana Public Television Access Fees:

(a) DVD Creation Charge\$ 12.00

(b) Paid Production Work.....\$ 5052.00 per hour

(c) Damage deposit\$ N/C

(d) In-State Membership\$ N/C

(e) Out-of-State Membership.....\$ 400104.00

6. Mobile Home Park:

License: Per mobile home site\$ 3536.00

~~7. Bicycle Permit and Transfer\$ N/C~~

8.7 Public Works - Permits/Licenses/Fees:

(a) Right-of-Way permit:
For each location\$ 8083.00

(b) Right-of-way permit administrative fee.....\$ 460166.00

(c) Right-of-Way or alley vacation requestN/C

- (d) Right-of-Way usage license per square foot.....\$ ~~0-85.88~~
- (e) Erosion Control Permits:
 - 1. Class I – Construction on one acre up to five (5) acres ...\$ ~~500520.00~~
For each additional acre over five (5) acres\$ ~~2021.00~~
 - 2. Class II – Residential 1 – 2 family construction under one (1) acre
.....\$ ~~400104.00~~
Commercial, industrial or other construction under one (1) acre
.....\$ ~~200208.00~~
 - 3. Work without a permit (double Class II permit fee)\$ ~~200208.00~~
- (e) Non-franchise Utility Maintenance Fee (per lineal foot
of utility within the right-of-way)\$ ~~2.0816~~
- (f) Special Event Permits:
 - 1. Application fee with street closures.....\$ ~~250260.00~~
 - 2. Application fee without street closures.....\$ ~~400104.00~~
- (g) Small Cell Wireless Provider Fees:
 - 1. Single facility collocations on existing poles or wireless support
structures\$ ~~650676.00~~
 - 2. Multiple facility collocations on existing poles or wireless support
structures\$ ~~350364.00~~
 - 3. Single facility collocations on new poles or wireless support
structures\$~~1,0001,040.00~~
 - 4. Small wireless facility annual recurring application fee (per facility)
.....\$ ~~200208.00~~
- (h) Street Tree Planting
 - 1. Planting of street trees to be furnished and installed by City of Urbana in
accordance with Land Development Code/MOP\$ 500.00

98. Moving Permits:

- (a) Permits for buildings or structures to be moved across public streets, alleys, or rights-of-way:
 - 1. Moving buildings (except accessory structures) each twenty-four (24) hour period or part thereof:

(A) Through town or out of town\$ ~~200~~208.00
 (B) To a location inside corporate limits irrespective of its
 origin. \$~~300~~312.00

2. Moving of accessory structures (garages, etc.)
 for each twenty-four (24) hour period or part thereof\$ ~~25~~26.00

- (b) In addition, the applicant shall pay for any costs accrued by the city for police escort, blocking streets, tree trimming, removal of traffic devices, etc.
- (c) The fee for permits for buildings or structures to be moved only across private property and not public right-of-way is set forth in subsection (9) of Section (E) (Buildings and Structures) of this section.

~~409.~~ Subdivision and Development Applications:

(a) Preliminary plats*:

1. Per lot\$ ~~20~~21.00
 2. Minimum\$ ~~375~~390.00

(b) Final plats*\$ ~~250~~260.00

(c) Combination preliminary/final plat*:

1. Per lot\$ ~~20~~21.00
 2. Minimum\$ ~~350~~364.00

(d) Minor plat*\$ ~~200~~208.00

(e) Waiver when not part of a subdivision application\$ ~~200~~208.00

(f) Planned unit development: (Champaign County & City)

1. Preliminary\$ ~~375~~390.00
 2. Final\$ ~~275~~286.00

(g) Amendment Application*\$ ~~225~~234.00

(h) Appeals\$ ~~175~~182.00

(i) Certificate of Exemption\$ ~~200~~208.00

*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

10. ~~11~~Annual Rental Property Registration Fees*.

(a)	Single Family/Mobile Home – Per Building\$	5557.00/2021.00(mobile home)
(b)	Owner Occupied Duplexes	\$ 5557.00
(c)	Duplexes – Per Building	\$ 7073.00
(d)	Multi-Family (3 + Units) Per Building.....	\$ 65.00
(e)	Additional Fee Per Multi-Family Unit.....	\$ 4617.00
(f)	<u>Late Registration**</u> :	
	1. Single Family/Mobile Home/Duplexes	\$25.00 (per month)
	2. Multi-Family 3 + Units	\$ 100.00, plus \$10.00 per unit (per month)
(g)	Incomplete Registration Information**	\$ 50.00
(h)	Re-inspection (no-show/denied entry)**	\$ 100.00 per visit
(i)	Re-inspection (failure to correct/missed deadline)**	\$ 100.00 per visit
(j)	Failure to Register**	\$ 300 350.00

* Rental properties receiving a Class A designation must still register but the annual fee for the following registration year will be waived.
 ** May also be subject to Ordinance Violation fines.

112. Hotel and Motel:

Hotel or motel business license	\$ 160 166.00
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(C) SEWER

Sewer Use Charge: The sewer use charge shall be determined by multiplying the billed water usage per 100 gallons times one thousand ~~five-six~~ hundred and ~~forty-two~~ thousandths of a cent (\$ ~~0.1540.1602~~), as stated by the UCSD. (Rate applies to billing period beginning next January 1. Refer to Section 24-16 of the Urbana Code of Ordinances.)

(D) ZONING FEES AND BUILDING CONSTRUCTION APPEALS

NOTE: The following fees do not include the charge for legal publications, which shall be paid by the applicant directly to the publisher.

1. The secretary shall collect the following fees to the plan commission:

- (a) Application for a change of zoning property: two hundred ~~eight~~ dollars (\$~~200~~208.00), plus the cost of all legal publications.

- (b) Application for an amendment to the text of the Zoning Ordinance: two hundred ~~eight~~ dollars (~~\$200208~~.00), plus the cost of all legal publications.
- (c) Application for a special use permit*: two hundred ~~and eight~~ dollars (~~\$200208~~.00), plus the cost of all legal publications.
- (d) Application for a creek way permit pursuant to section XIII-4 of the Zoning Ordinance*: one hundred fifty ~~six~~ dollars (~~\$150156~~.00), plus the cost of all legal publications.
- (e) Application for fee simple townhouse, row house and duplex approval*: one hundred ~~twenty fivethirty~~ dollars (~~\$125130~~.00).

*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

2. The secretary shall collect the following fees to the Board of Zoning Appeals:

- (a) Application for a conditional use permit*: one hundred ~~seventy-fiveeighty-two~~ dollars (~~\$175182~~.00), plus the cost of legal publications.
- (b) Application for a minor variance*: one hundred ~~seventy-fiveeighty-two~~ dollars (~~\$175182~~.00), plus the cost of legal publications.
- (c) Appeal to the Board of Zoning Appeals: one hundred ~~seventy-fiveeighty-two~~ dollars (~~\$175182~~.00), plus the cost of legal publications.
- (d) Application for a major variance*: two hundred ~~eight~~ dollars (~~\$200208~~.00), plus the cost of all legal publications.

*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

3. The zoning administrator shall collect the following fees:

- (a) An application for a certificate of occupancy when not applied for and granted in conjunction with a permit: ~~seventy-fiveeighty~~ dollars (~~\$7580~~.00).
- (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred fifty dollars (\$150.00).
- (c) An application for a second temporary certificate of occupancy for 36-65 days of occupancy: two hundred ~~fifty-seventy-five~~ dollars (~~\$250275~~.00).
- (d) An application for a third temporary certificate of occupancy for 66-90 days of occupancy: five hundred ~~twenty-five~~ dollars (\$ ~~500525~~.00).

The maximum length of time for which temporary certificates of occupancy may be issued is ninety (90) days, except for those issued only for the installation of required landscaping and/or the paving and striping of parking lots which may be issued for

up to six (6) months from the date of occupancy due to weather conditions. The temporary certificate of occupancy issued under this exception shall have a fee of ~~fifty-sixty~~ dollars (\$~~5060~~.00) without a renewal option.

- (e) Certificate for a home occupation.....\$ ~~7578~~.00
- (f) Certificate of occupancy for mobile homes: One hundred ~~five~~ dollars (\$~~100105~~.00) per relocated mobile home.
- (g) Application for a sign permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of thirty ~~five~~ dollars (\$~~3035~~.00):
 - 1. Temporary Sign Permit\$ ~~3031~~.00
 - 2. Grand Opening Temporary Sign Permit N/C
- (h) Telecommunications Zoning Review \$ ~~175182~~.00
- (i) Zoning Verification Letters \$ ~~150156~~.00

4. The designated secretaries shall collect the following fees to the following appeals boards and commissions:

(a) Building Safety Code Board of Appeals:

- 1. Appeal\$ ~~175200~~.00
- 2. Variance\$ ~~175200~~.00

~~(b) Property Maintenance Code Board of Appeals:~~

- ~~1. Appeal\$ 175.00~~
- ~~2. Variance*\$ 175.00~~

*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

(b) Historic Preservation Commission:

- 1. Historic District Nomination..... N/C
- 2. Historic Landmark Nomination (with consent of owner) N/C
- 3. Historic Landmark Nomination (without consent of owner) ...\$ ~~200208~~.00
- 4. Certificate of Appropriateness N/C
- 5. Certificate of Economic Hardship N/C

- (dc) Design Review Board – Review*\$ ~~175182~~.00
- Administrative Review\$ ~~7578~~.00

*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

(E) BUILDINGS AND STRUCTURES

1. Building permits: The method of fee calculation for building permits issued for new construction projects, except for one and two-family dwellings, shall be based upon the Type of Construction Method as published from time to time by the International Code Council. Such fees are nonrefundable.
 - (a) New construction, other than single-family or two-family detached dwellings: The permit fee shall be calculated by inputting the appropriate data into the Permit Fee Schedule Formula as outlined below.

$$\boxed{\text{Permit Fee}} = \boxed{\text{Building Gross Area}} \times \boxed{\text{Sq. Ft. Construction Cost}} \times \boxed{\text{Permit Fee Multiplier}}$$

Input into the formula is based upon the following: the building area is determined from the construction drawings; the current area modifier and the type of construction factor are based upon the information published from time to time by the International Code Council, incorporated in its publication entitled Building Valuation Data Table; and the permit fee multiplier as established by the City of Urbana is .00200. A current copy of the square foot construction cost information is available from the Building Safety Division.

- (b) Additions: The permit fee shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).
- (c) Single-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet	\$ <u>345350.00</u>
2,501 to 3,499 square feet.....	\$ <u>400425.00</u>
3,500 square feet and above	\$ <u>435500.00</u>

- (d) Two-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet.....	\$ <u>375400.00</u>
2,501 to 3,499 square feet	\$ <u>425475.00</u>
3,500 square feet and above	\$ <u>450600.00</u>

2. Tent permit: A permit for the erection of a tent having a gross area of more than four hundred (400) square feet or more shall cost fifty dollars (\$50.00).
3. Application for a Telecommunications Permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of one hundred ~~fifty~~ seventy-five dollars (~~\$150~~175.00).
4. Utility/Miscellaneous Occupancies: A permit for the erection of a building or structure housing a utility/miscellaneous (U) occupancy other than a tent, including garages, shall cost a fee computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty dollars (\$50.00), except for the following:
 - (a) Decks – Over 100 square feet .. \$ ~~50.00~~(\$3.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty dollars (\$50.00)
 - Decks – 100 square feet and under ~~N/C~~\$ 25.00
 - (b) Utility Buildings greater than 120 square feet shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).

Utility Buildings (sheds) – 120 square feet or less with no permanent foundation \$ 25.00
 - (c) Fences \$ ~~25~~30.00
 - (d) Replacement of existing windows for single-family and duplex..... \$ 35.00
5. Alteration/renovation/addition/repair: The fee for a permit for the alteration, renovation, addition, repair and/or remodeling of a building or structure shall be computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated cost not including electrical, plumbing, and heating ventilating and air-conditioning, but not less than fifty dollars (\$50.00), except the fee for a permit to repair a roof structure and/or replace roof sheathing, which such fee shall be computed at the rate of ~~two~~three dollars (~~\$2~~3.00) per one thousand dollars (\$1,000.00) of the estimated cost, with a fifty dollars (\$50.00) minimum permit fee.
6. Demolition: The fee for a permit for the demolition of a building or structure other than an accessory building shall be at the rate of nine dollars (\$9.00) per one thousand dollars (\$1,000.00) of the estimated cost of demolition, but not less than one hundred fifty dollars (\$150.00). The permit fee for the demolition of an accessory or temporary structure under eight hundred (800) square feet shall be fifty dollars (\$50.00), except that the building official may waive the permit fee where there is no foundation or floor to be removed, where there is no significant grading to be done or where the work shall be insignificant.
7. Vacant structures registration:
 - (a) Initial Registration – first six (6) months \$ 250.00
 - (b) Each Subsequent six (6) month period \$ 500.00

8. Moving permit/building permit: A moving permit shall be issued by the building official in conjunction with the required building permit for all buildings or structures which are moved and do not cross or occupy any street, alley or public right-of-way. The fee for the moving permit/building permit shall be computed at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of the estimated cost. The estimated cost shall include the cost of the moving along with the costs for excavation, footings and foundations, site work and all structural or nonstructural remodeling as described in item four (4) above. The minimum permit fee shall be fifty dollars (\$50.00).
9. Estimated cost: The term "estimated cost" as used in this subsection (E) includes the cost of all services, labor, materials, use of scaffolding and any other appliances or devices entering into and necessary to the prosecution and completion of the work ready for occupancy. This shall include all costs to the owner. Contractor profit is not excluded.
10. Work without a permit: For all work commenced without a permit for which a building permit is required, the permit fee will be double the standard permit fee or ~~one-two~~ hundred fifty dollars (\$~~150~~250.00), whichever is greater. Such work must comply with all other requirements of the building code.
11. Plan review fee schedule: The plan review fee applies to all plans for new construction. Such plan reviews include a review of all applicable city regulations including but not limited to zoning, building, electrical, plumbing and HVAC regulations. The fee does not include special flood hazard area reviews. (See item #11 below.) Plan review fees shall be nonrefundable and shall be computed as follows:

(a) Volume (cubic feet)	Fee
0- 10,000	\$ 150 <u>160</u> .00
10,001- 20,000	\$ 200 <u>210</u> .00
20,001- 40,000	\$ 250 <u>260</u> .00
40,001- 60,000	\$ 300 <u>325</u> .00
60,001- 80,000	\$ 350 <u>375</u> .00
80,001- 100,000	\$ 400 <u>425</u> .00
100,000-150,000	\$ 450 <u>475</u> .00
150,001-200,000	\$ 500 <u>525</u> .00
Over 200,000	\$ 500 <u>525</u> .00, plus \$6.00

for each 10,000 cubic foot over 200,000

- (b) Plan review for assembly (A) institutional (I) and residential (R2) uses and mercantile covered malls over five thousand (5,000) square feet shall be one and one-half (1 1/2) times the fees as computed from the table above.
- (c) In addition to the plan review fees indicated above, the building official may charge an additional fee for outside professional plan review services. Such outside plan review services may be contracted where the building official determines it is in the best interest of the city to do so. Additional fee(s) for outside services shall be based upon the actual costs for such services.
- (d) Plan review fees for additions, remodeling and/or renovation (other than I-2 see below) shall be charged on such projects exceeding ~~twenty~~twenty-five thousand dollars

(\$~~20,000~~15,000.00) at the rate of 0.006 times the cost of the project. Plan review fees for additions, remodeling and/or renovation of I-2 Hospital projects exceeding ~~twenty~~ fifteen thousand dollars (\$~~20,000~~15,000.00) shall be charged at the rate of 0.0085 times the cost of the project.

- (e) Plan review fees shall accompany the application and are nonrefundable. Single- and two-family detached dwellings and utility/miscellaneous (U) occupancies, including residential garages, shall be exempt from plan review fees. The building official may waive the plan review fee for structures under five thousand (5,000) cubic feet in cases involving minor structural repairs or the remodeling of existing buildings.

(f) The fee for a plan that is reviewed more than three times..... \$250 per review.

- 12. Special flood hazard area development plan review fee: The fee for a development plan review in the special flood hazard area shall be one hundred ~~fifty~~ seventy-five dollars (\$~~150~~175.00). This fee shall be in addition to other plan review fees.

13. Exterior storage of construction materials temporary permit\$ ~~400~~150.00

14. Re-inspection (no-show/denied entry)\$ 100.00 per visit

15. After Hours inspections.....\$200 minimum/\$100 per additional hour

(F) ELECTRICAL

1. (a) The minimum fee for any electrical permit shall be\$ 50.00

(b) Temporary service\$ 50.00

(c) Work without a permit: Double the permit fee or ~~one~~ two hundred fifty dollars (\$~~150~~250.00), whichever is greater.

(d) Annual Permit fee\$ ~~200~~250.00

(e) Permits shall not be required for installations of up to three (3) additional outlets involving no new circuits from the panel, or minor repairs as identified in the City of Urbana Safety Codes Adopting Ordinance.

2. Fees for New Residential:

Fees for all new single-family dwellings shall be seventy-five dollars (\$75.00). Fees for new two-family and multi-family dwelling units shall be calculated as follows: seventy-five dollars (\$75.00) per unit or apartment regardless of service size. These fees shall include the permit for the electrical service and all associated wiring, and accessory structures for one and two family dwellings. Fees for fire alarm systems, accessory structures for multi-family

apartment buildings, hotels, motels, residential board and care facilities, rooming houses, and dormitories shall be calculated as described under section three (3) below.

3. Fees for all other work:

Electrical work shall be assessed at the rate of one and a quarter percent (.0125 multiplier) of the estimated or contract cost of the job; all amounts exceeding two hundred thousand dollars (\$200,000.00) shall be assessed at the rate of three quarters of one percent (.0075 multiplier) of the estimated or contract cost of the job.

_____ These fees shall be assessed for the following type of work:

- (a) New services
- (b) Changes in service
- (c) New buildings
- (d) Additions, alterations, rewiring, and repairs in existing buildings
- (e) Installation of equipment, machinery or motors, and signs
- (f) Changes in lighting
- (g) Fire alarms
- (h) Repair of code violations

4. Testing and Registration of electrical contractors:

- (a) Initial registration of electrical contractors: The initial registration fee for registration as an electrical contractor shall be one hundred seventy-five dollars (\$175.00). Contractors who apply for registration during the last half of the fiscal year (January 1 through June 30), shall submit a fee of one hundred twenty five dollars (\$125.00).
- (b) Renewal registration fees received or post marked after August 1st of the fiscal year shall be three hundred twenty-five dollars (~~\$300~~325.00).
- (c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be one hundred ~~seventy-five~~eighty dollars (~~\$175~~180.00).

5. Solar plan review fees 0.5% of total estimated or contract cost

6. Re-inspection (no-show/denied entry).....\$ 100.00 per visit

7. After Hours inspections.....\$200 minimum/\$100 per additional hour

(G) PLUMBING

The permit fees for all plumbing work shall be derived from the following:

1. Single-family and two-family duplexes shall require a separate permit for each separate address or building. A single permit for plumbing work may be issued for multi-family buildings containing three (3) or more dwelling units. The permit fee for this plumbing work shall be derived from table (P1).
2. Commercial and Industrial plumbing permit fees shall be one percent (1.00%) of the estimated cost of installation and work being performed (“estimated cost” is defined in this subsection G as the cost of all services, labor, material and equipment used to complete the work/installation).

TABLE P1

	(a)	Water closet.....	\$	4213 .00
	(b)	Urinal	\$	4213 .00
	(c)	Lavatory	\$	4213 .00
	(d)	Shower/bath tub	\$	4213 .00
	(e)	Kitchen sink	\$	4213 .00
	(f)	Utility/service sink	\$	4213 .00
	(g)	Laundry sink	\$	4213 .00
	(h)	Bar/beverage sink.....	\$	4213 .00
	(i)	Floor sink/receptor.....	\$	4213 .00
	(j)	Restaurant/culinary sink.....	\$	4213 .00
	(k)	Clinical sink.....	\$	4213 .00
	(l)	Dishwasher.....	\$	4213 .00
	(m)	Garbage disposal	\$	4213 .00
	(n)	Waste interceptor/separator.....	\$	4213 .00
	(o)	Floor drain.....	\$	4213 .00
	(p)	Hub/stand-pipe drain	\$	4213 .00
	(q)	Drinking fountain.....	\$	4213 .00
	(r)	Clothes washer.....	\$	4213 .00

(s)	Sewage ejector.....	\$ 4213.00
(t)	Storm drain/sump pump.....	\$ 4213.00
(u)	Sanitary sewer/septic tank.....	\$ 4213.00
(v)	Water service.....	\$ 4213.00
(w)	Water heating equipment/vessel (as defined in plumbing ordinance)	\$ 4213.00
(x)	LTD area sprinkler (as defined in mechanical ordinance) (Two (2) sprinklers or fraction thereof equal one fixture).....	\$ 4213.00
(y)	Equipment supply/backflow preventer	\$ 4213.00
(z)	Special fixture/device/piping (other than listed above and as determined by plumbing official).....	\$ 4213.00

3. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty dollars (\$50.00).
4. For all work commenced without a permit for which a plumbing permit is required, the permit fee will be double the standard fee or ~~one two~~ hundred fifty dollars (\$~~150~~250.00), whichever is greater and such work shall comply with all applicable codes.
5. A single permit for plumbing work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current plumbing fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.
6. Re-inspection (no-show/denied entry).....\$ 100.00 per visit
7. After Hours inspections.....\$200 minimum/\$100 per additional hour

(H) MECHANICAL

1. The permit fees for all mechanical work shall be determined by the estimated cost of the mechanical installations and work being performed. ("Estimated cost" shall mean the cost of all services, labor, materials and equipment used to complete the work/installation.)
 - (a) Mechanical permit fees shall be one and ~~a quarter thirty hundredths of a~~ percent (1.~~25~~30%) of the "estimated cost" of the installation or work (see definition of estimated cost). The minimum mechanical permit fee shall be sixty~~five~~ dollars (\$~~60~~65.00), except as provided in subsections two (2) and six (6).
 - (b) Mechanical work and installations shall include: Heating, ventilation, air conditioning, refrigeration, fire suppression and related installations governed by and defined within the scope of the mechanical codes adopted by reference in the mechanical ordinance.

2. Fireplace, woodstove and other solid fuel burning equipment installations shall require a separate mechanical permit. The permit fee shall be fifty-~~five~~ dollars (~~\$50~~55.00) per unit.
3. All mechanical permit fees shall be nonrefundable.
4. A single permit for mechanical work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current mechanical fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.
5. Domestic fire suppression systems: Sprinklers supplied by the domestic water service, and installed only as spot protection in mechanical and storage rooms in commercial and multifamily occupancies, and all sprinklers installed in one- and two-family dwellings shall be considered as plumbing work and are subject to plumbing permit fee schedule.
6. Miscellaneous: Mechanical installations or work with a total cost of five hundred dollars (\$500.00) or less shall require a fifty dollar (\$50.00) minimum mechanical permit fee.
7. For all work commenced without a permit for which a mechanical permit is required, the permit fee will be double the standard fee or ~~one-two~~ hundred fifty dollars (~~\$150~~250.00), whichever is greater and the work shall comply with all applicable codes.
8. Re-inspection (no-show/denied entry)\$ 100.00 per visit
9. After Hours inspections.....\$200 minimum/\$100 per additional hour

(I) WASTE MANAGEMENT

1. Regional Pollution Control Facility \$ ~~3,660~~3,806.00
2. Hauler Business License \$ ~~355~~370.00
3. Vehicle Sticker..... \$ ~~180~~187.00
4. Residential Recycling Tax: The monthly Recycling Tax for a dwelling unit in a residential dwelling shall be three dollars and twenty-five cents (\$3.25). Rate applies to the first billing cycle after July 1.
5. Dormitory Recycling Tax: The monthly Recycling Tax for a dormitory shall be two dollars and fifty-one cents (\$2.51) times the residential capacity of the dormitory. Rate applies to the first billing cycle after July 1.
6. Multifamily Dwelling Recycling Tax: The monthly Recycling Tax for a multifamily dwelling shall be three dollars and twenty-five cents (\$3.25) per dwelling unit in a multifamily dwelling. Rate applies to the first billing cycle after July 1.

**(J) SPECIAL PARKING PERMIT
SCHEDULE OF PURCHASE AND REFUND AMOUNTS**

The term of a permit begins August 1st of the current year and terminates on August 14th of the following year.

1. Purchase Schedule:

- (a) Annual Permit:
 - If purchased between August 1 and October 31\$ ~~460~~165.00
 - If purchased between November 1 and December 31 \$ ~~420~~125.00
- (b) Spring Permit:
 - If purchased between January 1 and May 14\$ ~~400~~105.00
- (c) Summer Permit:
 - If purchased between May 15 and July 31\$ ~~404~~2.00
- (d) Temporary permits valid for one (1) day\$ ~~3~~.5025
- (e) Temporary permits valid for three (3) consecutive days.....\$ ~~8~~.2500
- (f) Service Vehicle Permit\$ ~~303~~1.00
- (h) Permit Transfer Fee.....\$ 5.00

2. Refund Schedule: Only annual permits purchased between August 1st and December 31st of the current permit year are eligible for a refund.

- (a) If returned between August 1 and October 31\$ ~~420~~125.00
- (b) If returned between November 1 and January 31\$ ~~808~~3.00
- (c) If returned between February 1 and April 30\$ ~~404~~2.00
- (d) If returned between May 1 and July 31 \$ 0.00

Permits returned within seven (7) days of the date of purchase will be refunded the purchase amount less three dollars and fifty cents (\$~~3.50~~25) for each day the permit was held.

(K) PARKING METER RATES AND RENTAL SPACE RATES

1. Parking Meter Rates: The hourly rates for parking meters shall be as follows:

- (a) All parking meters owned by the City of Urbana and located on the right-of-way parkway that are located to the west of Lincoln Avenue, to the western city limits of the City of Urbana that lie south of University Avenue and north of Florida Avenue shall carry a rate of one dollar and twenty-five cents (\$~~1.25~~00) per hour. Any parking

lot owned or operated by the City that is located to the west of Lincoln Avenue shall carry a rate of one dollar and twenty-five cents (~~\$1.2500~~) per hour.

- (b) All parking meters owned by the City of Urbana and located north of University Avenue, and meters south of University Avenue located on Clark Street between Busey Avenue and Coler Avenue and on Coler Avenue between Clark Street and Main Street, shall carry a rate of one dollar and twenty-five cents (~~\$1.2500~~) per hour.
- (c) All other meters located on the parkway of city-owned right-of-way shall carry a rate of fifty cents (\$0.50) per hour.
- (d) All meters in all parking lots owned by the City shall carry a rate of fifty cents (\$0.50) per hour, except as noted in (a) above.
- (e) Pay-by-cell transactions at all meters owned by the City shall be assessed a twenty-five cent (\$0.25) MobileMeter convenience fee per transaction.

2. Parking Rental Spaces:

- (a) The parking rates for rental spaces rented on a monthly basis at all **City parking lots**, excluding the City parking facility, located in block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
 - 1. Forty-two dollars (~~\$4042~~.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days a week.
 - 2. Thirty-one dollars (~~\$3031~~.00) per month for spaces rented between the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday.
 - 3. Sixty-two dollars (~~\$6062~~.00) per month for a downtown resident rental space rented twenty-four (24) hours per day, seven (7) days a week.
- (b) The parking rates for rental spaces rented on a monthly basis, whether on-street or in a parking lot, located in the **Campus District** shall be as follows:
 - 1. One hundred and fourtwenty-five dollars (~~\$100104125~~.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days, per week.
 - 2. ~~Forty-five~~ Fifty-sixseven dollars (~~\$454756~~.00) per month for overnight rental spaces.
- (c) The parking rate for rental spaces rented on an hourly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be twenty-five cents (\$0.25) per hour for the first two (2) hours or portion thereof, and fifty cents (\$0.50) per hour or portion thereof thereafter, with a maximum of five dollars (\$5.00) per day.
- (d) The parking rates for rental spaces rented on a monthly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:

1. One hundred ~~ten-fourteen~~ dollars (~~\$110114~~.00) per month for spaces rented on the ground floor (Deck, Reserved Permit); and
 2. Fifty-~~two~~ dollars (~~\$5052~~.00) per month for spaces rented on the second floor, which permits are not valid for parking on the ground floor spaces (Deck, Unreserved Permit).
- (e) The daily charge for permitting the **"bagging" of a parking meter** shall be payable in advance as follows. Such charges shall not apply to those days that the meter would not be enforced.
1. Twenty ~~five~~ dollars (~~\$2025~~.00) per meter per day – with a ~~twenty-four~~~~forty-eight~~ (~~2448~~) hour notice (campus and hospital).
 2. ~~Twenty-five~~~~Thirty~~ dollars (~~\$2530~~.00) per meter for the first day and ~~nineteen~~~~twenty-five~~ dollars (~~\$1925~~.00) per meter for each additional day with less than ~~twenty-four~~~~forty-eight~~ (~~2448~~) hours' notice (campus and hospital).
 3. ~~Ten~~~~Eleven~~ dollars (~~\$1011~~.00) per meter per day – with a ~~twenty-four~~~~forty-eight~~ (~~2448~~) hour notice (downtown).
 4. ~~Fifteen~~~~Sixteen~~ dollars (~~\$1516~~.00) per meter for the first day and ~~ten~~~~eleven~~ dollars (~~\$1011~~.00) per meter for each additional day with less than ~~twenty-four~~~~forty-eight~~ (~~2448~~) hours' notice (downtown).

(L) ANIMALS

1. Impoundment Fees:

- (a) Dogs:
- | | |
|------------------------------|----------|
| 1. First day | \$ 50.00 |
| 2. Each additional day | \$ 15.00 |
- (b) Cats:
- | | |
|------------------------------|----------|
| 1. First day | \$ 50.00 |
| 2. Each additional day | \$ 15.00 |

(M) RESERVED

(N) VEHICLE TOWING AND IMMOBILIZATION

- | | |
|-------------------------------------|--------------------------|
| 1. Police ordered tow | \$ 3031 .00 |
| 2. Relocator tow | \$ 3031 .00 |
| 3. Immobilization Release Fee | \$ 5052 .00 |
| 4. Vehicle Impoundment Fee | \$ 250260 .00 |

(O) RESERVED

(P) STORMWATER UTILITY

| Equivalent Residential Unit (ERU).....~~\$ 5.~~\$ 5.82~~60~~ per month

Note: Rate applies to billing period beginning next January 1. Refer to Section 24-174 of the Urbana Code of Ordinances.

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS A (RETAILER'S ON-PREMISES)	This license permits the sale and service of all alcoholic liquor by the drink or in the original package form for consumption only on the premises where sold. These licenses are for those establishments that operate primarily as a bar.	\$4,000 \$3,000 for Beer and/or Wine Only	<i>All ages live performance event, catering, outdoor café, package, and video gaming</i>
CLASS BYOB-R (RESTAURANT ALLOWING BYOB)	This license permits alcoholic liquor to be brought onto the premises of a restaurant by a patron who is age twenty-one (21) years or older where the restaurant does not otherwise possess a city-issued liquor license.	\$1,000	
CLASS CA (CATERERS RETAIL)	This license permits the sale or service of all alcoholic liquor of any type by a caterer in conjunction with the sale of prepared food for service at events that are not publicly advertised and that are not open to the general public at locations other than the premises leased, owned, or otherwise occupied or operated by the licensee.	\$1,500	
CLASS CS (COMPLIMENTARY SERVICE)	This license authorizes Class CS license holders to serve alcoholic liquor, without charge, to the licensee's customers who are age twenty-one (21) years or older for consumption on the premises of a business that is not a restaurant and that does not otherwise possess a city-issued liquor license.	\$250 500	
CLASS FM (FARMERS MARKET)	This license authorizes Class FM license holders to conduct the retail sale of beer and wine in its original package form, for consumption off-premises, at a farmers market.	\$250	

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS GC (GOLF COURSE)	This license permits the sale and service of all alcoholic liquor by the drink or in original package form for consumption only at the clubhouse and snack bars or refreshment stands located in and about the defined golf course area, and from mobile carts operated in and about the golf course area.	\$5,000	<i>Video gaming</i>
CLASS GH (GAMING HALL)	This license permits the gaming hall the sale and service of all alcoholic liquor by the drink or in original package form for on-premises consumption only where video gaming terminals (VGT) are or will be displayed for play or operation.	\$5,500, plus \$1,080 permit fee per VGT (up to 56)	
CLASS H (HOTEL)	This license permits the sale and service of all alcoholic liquor by the drink or in original package form for on hotel premises consumption only (not to include any restaurant at the hotel location). These licenses are for hotel bars.	\$4,000	<i>Catering, hotel restaurant, outdoor café, and video gaming</i>
CLASS MB-1 (MICRO-BREWERY)	This license permits the manufacture, sale and storage of beer, ale, wine, and fruit- or malt-based alcoholic beverages on the premises in certain quantities. This license also permits selling to other licensees that are licensed to sell at retail.	\$1,500	

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS MB-2 (MICRO-BREWERY)	In addition to the provisions permitted in the Class MB-1 license, the MB-2 license permits the sale and service of the licensee's alcoholic beverages and alcoholic liquor manufactured by other persons for consumption on or off the premises.	\$3,000	<i>Catering, outdoor café, pick-up and delivery, video gaming</i>
CLASS N (RETIREMENT COMMUNITY)	This license permits a bona fide retirement community the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,000	
CLASS P (PACKAGE RETAILER'S OFF-PREMISES CONSUMPTION)	This license (package store) permits the licensee to sell at retail any and all alcoholic liquor in original package form for consumption off-premises only.	\$3,750	<i>Grocery café, and pick-up and delivery</i>
CLASS PB (PEDAL BUS)	This license authorizes the license holder to permit the consumption of beer and wine on-board a pedal bus by a patron over the age of twenty-one (21), provided that the pedal bus is duly licensed to operate within the City of Urbana.	\$500	
CLASS R&T-1 (RESTAURANT & TAVERN)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.	\$3,500	<i>Catering, outdoor café, package, and video gaming</i>

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS R&T-2 (RESTAURANT & TAVERN)	This license permits the sale and service of beer and/or wine, by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.	\$2,500	<i>Catering, outdoor café, package, and video gaming</i>
CLASS TH (THEATRE)	This license permits the sale of alcoholic liquor by the drink or in original package form for consumption on the premises incidental to the viewing of motion pictures or live theatrical or stage performances at a theatre. The licensee shall not be permitted to operate a bar or lounge area at which alcoholic liquors alone may be purchased.	\$1,000	<i>Outdoor café</i>
CLASS URO (UNIVERSITY RELATED ORGANIZATION)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,000	<i>Outdoor café</i>
CLASS TEMP-C	Temporary license for current liquor licensees.	\$100	
CLASS TEMP-N	Temporary licenses for non-liquor licensees.	\$125	

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
CLASS INC (INCUBATOR)	This 6-month license is specific to persons not eligible for temporary licenses, or who do not seek to operate a business that would otherwise qualify to apply for another type of city-issued liquor license.	\$1,000 initial 6-month period \$2,000 additional 6-month period	

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

RIDER CLASSIFICATIONS AND FEES

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
ALL AGES LIVE ENTERTAINMENT EVENT	This rider permits persons between the ages of fourteen (14) years and seventeen (17) years to attend the licensee’s live performance event.	\$250	A
CATERING	This rider permits a licensee to sell and serve alcohol of the type permitted pursuant to their respective licenses at private events off the licensed premises that are neither advertised nor open to the general public. Class H licensee must own and/or operates a restaurant on the hotel premises.	\$350	A, H, MB-2, and R&T

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
GROCERY CAFÉ	This rider permits a licensee to sell and serve wine and beer by the drink for consumption on the licensed premises.	\$500	P
HOTEL RESTAURANT	This rider permits a licensee to sell and serve alcoholic liquor for consumption within a restaurant that is wholly owned by and which is located within or attached to the licensee's hotel.	\$500	H

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
OUTDOOR CAFÉ	This rider permits the retail sale of alcoholic liquor by any person holding a valid license in that area for which such licensee holds a sidewalk café permit issued by the Director of Public Works or his or her designee, or pursuant to a lease agreement with the owner of private property that is immediately adjacent to the licensee's premises.	No Charge	A, H, MB-2, R&T, TH, URO
PACKAGE	This rider permits a licensee to sell alcoholic liquor in sealed original package form for off-premises consumption.	\$250	A, R&T

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

RIDER CLASSIFICATION	DESCRIPTION	FEE	ELIGIBLE LICENSES
PICK-UP AND DELIVERY	This rider permits a licensee to accept orders for alcoholic liquor in sealed original package form, for off-premises consumption, that are placed by telephone and/or through the licensee’s website, and to deliver such alcoholic liquor beyond the licensee’s licensed premises, including delivery to the customer at a location beyond the parcel of property on which the said premises is located.	\$500	MB-2, P
VIDEO GAMING	This rider permits the display and operation of video gaming terminals (VGT) on licensed premises.	\$500, plus \$1,080 permit fee per VGT (up to 50)	A, GC, H, MB-2, R&T

CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES
EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~

LATE FEES	DESCRIPTION	FEE
LATE RENEWAL FEE	Applies to renewal applications received after filing deadline of June 1. <i>Renewal applications not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$100 <i>Additional \$25/ day</i>
LATE FILING FEE	Applies to Class TEMP licenses NOT filed at least ten (10) days prior to the event date. <i>Licenses not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$25 <i>Additional \$25/ day</i>
LATE ANNUAL PAYMENT FEE	Applies to annual payments received after 12 noon on the last business day in June. <i>Annual payments not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$100 <i>Additional \$25/ day</i>
LATE SEMI-ANNUAL PAYMENT FEE	Applies to semi-annual payments received after 12 noon on the last business day in December. <i>Semi-annual payments not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$100 <i>Additional \$25/ day</i>

MISCELLANEOUS FEES	FEE
ORIGINAL APPLICATION/NEW BUSINESS FEE	\$500 \$225
CHANGE OF OWNERSHIP OF PREMISE	\$225
CHANGE OF LICENSE CATEGORY	\$225
CHANGE OF FORM OF OWNERSHIP	\$225
NON-NOTIFICATION OF MANAGER CHANGE (APPLIES FIVE (5) DAYS AFTER CHANGE IN MANAGERS) <i>Non-notification of manager change will incur an additional late fee for every thirty (30) days after the initial due date as stated above.</i>	\$50 <i>Additional \$25/ every thirty (30) days</i>
DUPLICATE LICENSE REPRINT FEE (APPLIES TO ALL APPLICANTS WHO SUBMIT INCORRECT INFORMATION)	\$25