Fees & Charges Schedule (amended 11/9/2026)

FY2027 Operating & Capital Budget

Administration

Description	Rate	Basis
Copies		
~~Photocopies~~ Black/White Copies	~~$ 0.10~~ $ 0.25	per page
~~Laser Printer Copies~~ Color Copies	~~$ 0.10~~ $ 0.50	per page
Town Clerk Certified Copies	~~$ 1.00~~ $ 2.00	~~per page~~ first page + $1.00 for each addl. page
~~Board of Commissioners Meeting Notification Listing~~	~~$ 20.00~~	~~annually~~
~~Town Code:~~		
~~Bound Copy~~	~~$ 40.00~~	
~~Unbound Copy~~	~~$ 25.00~~	
~~Supplements~~	~~$ 0.10~~	~~per page~~
Franchise Fees (Cable)	5%	of gross receipts
Motor Vehicle License Fee	$ 30.00	per vehicle
Public Records Request Special Service Charge	$ 40.00	per hour (exceeding 4 hours)
Flash Drive	$ 5.00	
Postage and/or Shipping	Actual Cost	

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	$ 25.00	per occurrence
Disconnect / Reconnect for Returned Item	$ 40.00	per occurrence
Connection Fee	$ 20.00	
Security Deposits:		
Water/Sewer Service		
Inside Town	$ 75.00	
Outside Town	$ 150.00	
Delinquent Fee	$ 40.00	
Late Fee (after 25th of month)	15%	
Reconnection Fee:		
Business Hours	No Charge	
After Hours (Town Error)	No Charge	
Same Day Turn-On Service	$ 50.00	
After Hours (Customer Request)	$ 50.00	
Account Servicing Fee for Payments Made with Unwrapped Coins		
A $1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first $10.00 of unwrapped coins submitted for payment of the utility bill.	$ 1.00	per 100 coins
Water Use Reduction Rebate		
One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	$ 10.00	per customer

Cemetery

Description	Rate	Basis
Lot Fee:		
Resident	$ 500.00	
Non-Resident	$ 1,000.00	
Lot Transfer		
Transfer Between One Pair of Lots	No Charge	
Transfer Between 3 or More Lots	$ 50.00	per pair of lots

Finance

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	$ 500.00	Not to exceed $500.00
Single-Day Pre-Paid Food & Beverage Fee	$ 15.00	
Mobile Food Vendor Permit Fee[1]	$ 50.00	
Beer and Wine License		
On-premise malt beverage	$ 15.00	
Off-premise malt beverage	$ 5.00	
On-premise unfortified wine, on-premise fortified wine, or both	$ 15.00	
Off-premise unfortified wine, off-premise fortified wine, or both	$ 10.00	

[1]Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one use of building/property to another use (e.g. Office to Retail))	$ 20.00	
Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	$ 50.00	
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	$ 75.00	
After-the-Fact Zoning Compliance Permit	$ 200.00	
Home Occupation Permit	$ 35.00	
Zoning Compliance/Verification Letter	$ 50.00	
Final Site Inspection	No Charge	
Final Site Re-Inspection	$ 50.00	each
New Residential or Non-Residential Construction		
New Detached Residential Unit(s)	$ 350.00	
New Attached Residential Unit(s)	$ 400.00	per building
New Non-Residential Construction	$ 500.00	
Signs (New, Replacement, or Refacing)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	$ 5.00	
Special Event Sign Package (package of signs allowed by 6.18.6.2)	$ 20.00	
Free-Standing	$ 150.00	

Sandwich Board	$	15.00	
Wall Mounted	$	75.00	
Special Event Permits			
Public or Private Events on Private Property	$	30.00	
Public or Private Events on Public Property	$	50.00	
Street or Greenway Use Events	$	75.00	
Special Event Permit Rush Fee (permits submitted less than 60 days in advance)	$	100.00	
Plats			
Additional Plat Review (4th review and subsequent additional reviews)	$	200.00	per review
Exempt Plat (per NCGS 160D-802; includes first 3 reviews)	$	75.00	
Easement and Right-of-Way Plats (includes first 3 reviews)	$	120.00	
Final Plat Review (includes first 3 reviews)	$	120.00	
Minor Subdivision Preliminary Plat Review (1-4 lots; includes first 3 reviews)	$	300.00	+ $100.00 per lot
Major Subdivision Review (5-19 lots; includes first 3 reviews)	$	600.00	+ $100.00 per lot
Map, Plan & Unified Development Ordinance Amendments			
Future Land Use Map or Comprehensive Sustainability Plan Amendment	$	750.00	
Master Plan or Planned Development Amendments	$	750.00	
Unified Development Ordinance Text Amendment	$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	$	1,000.00	+ $50.00 per acre
Zoning Map Amendment - Planned Development District	$	2,500.00	+ $50.00 per acre
Board of Adjustment			
Appeals	$	400.00	
Special Use Permits	$	1,500.00	+ $200.00 per acre
SUP Modifications	$	1,000.00	
Variance	$	600.00	
Historic District			
Certificates of Appropriateness			
Minor Work (Staff Approval)	$1.00 per $1,000 in construction[1] costs		$25.00 minimum
Major Work (Historic District Commission Approval)	$1.00 per $1,000 in construction[1] costs		$150.00 minimum
Demolition Request Review	$	50.00	
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	$	500.00	

[1] The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Other Requests & Fees			
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation
Street or Right-of-Way Closing Request	$	650.00	
Street Renaming Request	$	350.00	
Consultant Fee Reimbursement[1]	Consultant Fee		

	Reimbursement		
Zoning Compliance Penalty Fee	No-Permit Penalty		
Local Landmark Designation	$	500.00	
Formal Unified Development Ordinance or Vesting Determination	$	200.00	

[1] Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.

Documents & Maps[1]

Unified Development Ordinance	$	25.00	
Historic District Design Guidelines	$	25.00	
Comprehensive Sustainability Plan	$	25.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	$	10.00	
Town Street Map with Street Grid (11x17 Black & White)	$	2.00	
Future Land Use Map & Other 11x17 Color Maps	$	2.00	
Photocopies	$	0.10	per page

[1] All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.

Development Services Review Fees

Predevelopment Meeting/Concept Plan Review		No Charge	
Water/Sewer Availability Review (less than one hour of staff time)		No Charge	
Annexation Interest Letter	$	50.00	
Annexation Petition	$	500.00	
Transportation Impact Analysis (TIA) Scoping & Review Fee	$	500.00	
Development Agreement Review	$	1,000.00	

Site Plans

Site Plan Review (includes first 3 reviews)	$	800.00	
Additional Site Plan Review (4th review and subsequent additional reviews)	$	300.00	

Construction Drawings

Non-Residential Construction Drawing Plan Review (without extensions; includes first 3 review)	$	2,000.00	
Non-Residential Construction Drawing Plan Review (with extensions; includes first 3 reviews)	$	2,500.00	
Master Metered Multi-Family Construction Drawing Review (includes first 3 reviews)	$	3,000.00	
Residential (townhome, quad, tri, single family) Construction Drawing Review (includes first 3 reviews)	$	200.00	per connection
Additional Construction Drawing Plan Review (4th review and subsequent additional reviews)	$	1,000.00	

Site Plan + Construction Drawing Combination Review

Non-Residential Construction Drawing + Site Plan Review (without extensions; includes first 3 review)	$	2,500.00	
Non-Residential Construction Drawing + Site Plan Review (with extensions; includes first 3 reviews)	$	3,000.00	
Master Metered Multi-Family Construction Drawing Review (includes first 3 reviews)	$	3,500.00	
Residential (townhome, quad, tri, single family) Construction Drawing Review (includes first 3 reviews)	$	300.00	per connection
Additional Construction Drawing + Site Plan Review (4th review and subsequent additional reviews)	$	1,300.00	
Pump Stations (review, inspection, start-up, and acceptance)	$	8,000.00	

Construction Observation/As-built Review			
As-built Drawings Review	$	400.00	
Street Acceptance Walkthrough Inspection	$	50.00	per street
Street Acceptance Walkthrough Re-Inspection	$	100.00	per re-inspection
Hydrant Flow Test	$	250.00	
General Inspection	$	80.00	per hour
Sewer System CCTV (per review for all projects with more than 500' of sewer proposed for acceptance)	$	500.00	per submittal
Rejected CCTV due to nonconformance with specifications	$	100.00	each occurrence

Police

Description	Rate	Basis
Excessive Noise Violation	Fine up to $250.00	
Fire Lane Parking Violation	$ 50.00	
Handicap Parking Violation	$ 150.00	
No-Through Truck Violation	$ 50.00	
Parking Citation	$ 10.00	
Sidewalk Table Service Permit Violation	Fine up to $500.00	

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events according to the fees below.		
Large Picnic Shelter in Gold Park		
In-town resident	$ 30.00	per 3 hours
Out-of-town resident	$ 60.00	per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	$ 25.00	per hour
Out-of-town resident	$ 50.00	per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container[1]	$ 75.00	per container
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public Works Supervisor and dependent on quantity, size and weight)[1]	$ 50.00	minimum
Special Brush/Vegetation Collection	$ 130.00	

[1]Pursuant to Town Code Sections 11-16 and 11-17, each residential customer shall receive one (1) free roll-out container. One (1) additional container per customer may be purchased. No more than two (2) containers may be maintained per customer, or will be picked up during scheduled collection times. The Town will replace, at no cost to the customer, one (1) roll-out container that is damaged or no longer serviceable per service address.
[2]Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential[1]	$ 100.00	per plan
LID Project[2]	$ 250.00	per plan

Standard Project (less than 1-acre of new impervious)	$	500.00	per plan
Standard Project (greater than 1-acre of new impervious)[3]	$	500.00	per plan plus $50/acre of new impervious
Standard Phased Projects[4]	$	250.00	per each subsequent phase submittal

[1] Not part of a larger common plan for development or sale.
[2] Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.
[3] For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional $500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.
[4] Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.

Stormwater Fee			
Residential Property	$	120.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	$	240.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	$	840.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	$	2,760.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	$	6,480.00	per year
Tier 5, Non-residential Property (200,001 to 600,000 sq. ft)	$	17,160.00	per year
Tier 6, Non-residential Property (600,001 to 800,000 sq. ft.)	$	30,000.00	per year

Streets

Description	Rate		Basis
Driveway Permit - new/maintenance not with new construction	$	150.00	
Utility Cut Permit application	$	150.00	each
Failure to repair initial cut within 30 calendar days	$	250.00	each
Failure to make warranty repair within 14 calendar days	$	250.00	each
Failure to obtain a permit prior to making a non-emergency cut	$	250.00	each

If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.
Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.
Owners must call/schedule inspection of driveway installation at least 24 hours in advance.

Water & Sewer

Description	Rate		Basis
Water Volume Charges:			
Residential Volume Charges - Inside Town			
Residential Service:			
Block 1 (0-2,000 gallons/month)	$	26.64	
Block 2 (> 2,000 gallons/month)	$	13.32	per 1,000 gallons
Residential Volume Charges - Outside Town			
Residential Service:			
Block 1 (0-2,000 gallons/month)	$	51.94	
Block 2 (> 2,000 gallons/month)	$	25.97	per 1,000 gallons
Bulk Water	$	25.97	per 1,000 gallons

Sewer Volume Charges:			
Inside Town			
Block 1 (0-2,000 gallons/month)	$	37.50	
Block 2 (> 2,000 gallons/month)	$	18.75	per 1,000 gallons
Outside Town			
Block 1 (0-2,000 gallons/month)	$	73.12	
Block 2 (> 2,000 gallons/month)	$	36.56	per 1,000 gallons

Water & Sewer: Treatment & Distribution Use Fees

Water System Development or Capital Facilities Fee[1]			
Unit Cost of Capacity	$	9.09	per gallon/day
Residential			
One-bedroom	$	1,091.00	120 gallons/day
Two-bedroom	$	2,181.00	240 gallons/day
Three-bedroom	$	3,272.00	360 gallons/day
Four-bedroom	$	4,363.00	480 gallons/day
Five-bedroom	$	5,453.00	600 gallons/day
Six-bedroom	$	6,544.00	720 gallons/day
Non-Residential[2,3]			
General Business/Office Facilities	$	227.00	25 gallons/employee
Restaurant (full service)	$	364.00	40 gallons/seat
Store (without food service)	$	909.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	$	1,091.00	120 gallons/room
Irrigation	Average Monthly Use x Unit Cost of Capacity		Average usage of current irrigation accounts based on facility type (residential or non-residential) over the past five years

[1] The System Development Fee shall be applied to new development that connects to the utility system as defined in ordinance 14-71 and which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990.

[2] For non-residential customers, system development fees are scaled[3] for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

[3] The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Wastewater System Development or Capital Facilities Fee[1]			
Unit Cost of Capacity	$	9.72	per gallon/day
Residential			
One-bedroom	$	1,166.00	120 gallons/day
Two-bedroom	$	2,333.00	240 gallons/day
Three-bedroom	$	3,499.00	360 gallons/day
Four-bedroom	$	4,666.00	480 gallons/day
Five-bedroom	$	5,832.00	600 gallons/day
Six-bedroom	$	6,999.00	720 gallons/day
Non-Residential[2,3]			
General Business/Office Facilities	$	243.00	25 gallons/employee
Restaurant (full service)	$	389.00	40 gallons/seat
Store (without food service)	$	972.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	$	1,166.00	120 gallons/room

[1] The System Development Fee shall be applied to new development that connects to the utility system as defined in ordinance 14-71 and which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990.

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[3] The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Water Connection Charge			
Front Footage Fee[1,2]:			
0 - 50 Feet	$	750.00	per connection
> 50 Feet	$	15.00	per foot per connection

1 For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.

[2] To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of $200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Water Meter Fees[1, 2]			
5/8"	$	340.00	Based on quote from supplier +$100
3/4"	$	530.00	Based on quote from supplier +$100
1"	$	570.00	Based on quote from supplier +$100
1.5"	$	1,040.00	Based on quote from supplier +$100
2"	$	1,340.00	Based on quote from supplier +$100
>2"		Contact the town for rates for meters greater than 2"	

[1] Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.

[2] Meter pricing is based upon disc type meters. If the meter supervisor determines an ultrasonic meter is better suited for a use (typically for large meters), pricing will be at town cost + $100.

Fire Hydrant Meter Fees		
Fire Hydrant Meter Security Deposit	$	2,000.00
Fire Hydrant Rental Fees (fees are in addition to deposit)		
Daily Rate	$	20.00
Weekly Rate	$	100.00
Monthly Rate	$	300.00
Semi-Annual Rate	$	1,300.00
Annual Rate	$	2,500.00
Fire Hydrant Meter Relocation Fee	$	100.00

Wastewater Connection Charge

Front Footage Fee[1]:

0 - 50 Feet	$	1,000.00	
> 50 Feet	$	20.00	per foot per connection

[1] For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.

[2] To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of $200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Construction Observation / As Built Review

The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shutdowns for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.

Return trip for acceptance testing		$300 + $0.25	per linear foot of main over 1,000 linear feet + general inspection time
FOG Device	$	200.00	
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	$	50.00	each + general inspection time
As-Built Plan Review Fee		$300 + $0.25	per linear foot of water and sewer mains

Other

Meter Replacement Fee	$50 or associated parts cost + $50		At request or fault of customer (includes any part of meter, register, antenna, box)
Meter Relocation Fee (includes physically moving the meter to a newly set box but not the tapping or relocation of the meter box)	$	100.00	
Special Meter Read	$	10.00	
Meter Test Charge	$	35.00	
Hydrant Flow Test	$	250.00	
Meter Pressure Test	$	25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	$	50.00	per trip
Special Irrigation Permit	$	20.00	each
Water Irrigation & Restriction Violations			Town Code 14-19, 14-41.1
Cross Connection Control Violations			Town Code 14-56
Perpetual Maintenance (new sewage pump stations)	Per Formula in Town Code		
Tampering Fees			Town Code 14-16 (a) (6) (i) and (ii)
Meter Tampering Fee	$	350.00	
Meter Tamping Civil Penalty[1]	$	500.00	

Hydrant Tampering Fee	$	500.00	
Hydrant Tampering Civil Penalty[2]	$	3,000.00	
Making tap connections to water and sewer without approval or notification of work	$	1,000.00	each

[1] The civil penalty shall be doubled for any future offenses within a two-year period.

[2] The civil penalty shall be doubled for any future offenses by the same person.

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