

**RESOLUTION NO. 2025-09-17-32**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF ROLLINGWOOD, TEXAS, TO INCLUDE CREDIT CARD TRANSACTION FEES, REVISED FENCE APPLICATION FEES, TREE REMOVAL APPLICATION FEES, UPDATED CODE REFERENCES RELATING TO BUILDING INSPECTIONS, AND THE REMOVAL OF A DUPLICATE SECTION; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City desires to amend the city's fee schedule relating to include credit card transaction fees, revised fence application fees, tree removal application fees, updated code references relating to building inspections, and the removal of a duplicate section.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:**

**SECTION 1.** The Fee Schedule of the City of Rollingwood, Texas is hereby amended as reflected in Appendix A with ~~striketroughs~~ being deletions and underlines being additions.

**SECTION 2.** This Resolution shall be effective immediately upon adoption.

**SECTION 3.** If any provision of this Resolution is found by a court of competent jurisdiction to be void or unenforceable, such void or unenforceable provision shall be severed as though it never formed a part of this Resolution, and all other provisions hereof shall remain in full force and effect.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF ROLLINGWOOD, TEXAS**, on the 17th day of September 2025.

\_\_\_\_\_  
Gavin Massingill, Mayor

ATTEST:

\_\_\_\_\_  
Makayla Rodriguez, City Secretary

Appendix A  
Fee Schedule

## **ARTICLE A1.000. GENERAL PROVISIONS**

### **Sec. A1.001. Scope.**

The fees listed in the fee schedule shall be charged and collected by the city for the activities or uses indicated.

### **Sec. A1.002. Conflicting provisions.**

This fee schedule, and in particular the fees set forth herein, controls over and supersedes any conflicting provisions in the city code.

### **Sec. A1.003. Payment of consultant fees.**

- (a) Payment required.

All applicants shall pay all consultant fees incurred by the city that are associated with their applications referenced in the following articles (A2.000 and A3.000). No approvals will be issued in connection with their applications until all required fees have been paid to the city, regardless of the method used for collection of such fees.
- (b) Payment of deposit.

When consultant fees are anticipated to be substantial, the city secretary or building official upon receipt of an application, may establish a deposit amount that is equivalent to the projected consultant fees to be incurred in connection with the application. The applicant shall deposit this amount with the city prior to any review, or predevelopment conference/discussion/correspondence, inspection, processing or other work being initiated by the city. A revised deposit amount may be established at any time when consultant fees are substantially different than originally projected, and additional amounts payable or refundable will be due at the time of issuance to the applicant of notice of a revised deposit amount. When a deposit is established, the application will not be considered as filed or complete until the deposit is paid. When a deposit is paid, all consultant fees incurred by the city that are associated with the application will be charged against this deposit. Upon completion of the consultant activities, the applicant shall pay any fees incurred by the city in excess of the deposit. Any excess deposit remaining after the payment of all consultant fees will be returned to the applicant.
- (c) Alternate procedure for substantial consulting fees.

For large or complex development projects and other applications where an estimate of fees is determined to be impracticable, the city secretary, city engineer, public works director or building official will provide a list of the types of review, inspections, and determinations to be made by city consultants, together with hourly or customary fees charged by relevant consultants for the work. In the case of any ongoing inspection or review activities, such as utility construction review, a description of the anticipated incidence of such consultant work may be provided. In cases with protracted consultant activity, periodic invoices for costs incurred by the city may be issued to the applicant and shall be due and payable within 30 days of the issue date.

## **Sec. A1.004. Transaction fees associated with credit cards.**

### **(a) Credit Card Transaction Fee. 3.25%**

All credit card transactions will have a 3.25% processing fee added to payments made with credit cards.

## **ARTICLE A2.000. BUILDING FEES**

### **Sec. A2.001. General fees.**

Fees include filing fees listed below, + \$0.25 per sq. ft. of project area, excluding areas defined only by linear feet. One building plan review and two drainage and zoning plan reviews are included. All additional reviews are at cost.

- (1) Application Filing Fee MyGovernmentOnline (MGO) / Technology /GIS Fee (per application): \$10.00
- (2) Residential zoning district.
  - (A) Residential new construction: \$600.00.
  - (B) Residential reconstruction: \$600.00.
  - (C) Residential addition:
    - (i) Addition to residence with an increase in footprint or roof plan: \$600.00.
    - (ii) Addition to residence with no increase in footprint or roof plan: \$225.00.
    - (iii) Add swimming pool: \$600.00.
    - (iv) Add accessory building 200 sq. ft. to 500 sq. ft.: \$225.00.
    - ~~(v) Fence greater than six ft. in height: \$225.00.~~
  - (D) Residential remodel: \$225.00.
  - (E) Extra plan review for revised or resubmitted residential plans:
    - (i) New, reconstruction or addition resubmittal: \$300.00.
    - (ii) Remodel resubmittal: \$175.00.
  - (F) Permit renewal request: \$125.00.
- (3) Commercial (nonresidential) zoning districts:
  - (A) Commercial new construction of 10,000 sq. ft. or less: \$1,200.00.
  - (B) Commercial new over 10,000 sq. ft.: \$1,500.00.
  - (C) Commercial addition, remodel or finish out: \$600.00.
  - (D) Extra plan review for revised or resubmitted commercial plans:
    - (i) New commercial resubmittal: \$600.00.
    - (ii) Addition, remodel, finish out resubmittal: \$300.00.
  - (E) Permit renewal request: \$125.00.
- (4) Fence ~~Permit application~~
  - (A) ~~Six~~ 8 ft. or less in height: \$75.00.

- (B) Greater than 8 ft. in height: \$225.00.
- (5) Simple Trade Permit (Residential and Commercial):
  - (A) Application Fee: \$75.00
  - (B) Inspection: \$75.00
- (6) Site and/or Building Survey Fee (if required) – at actual cost of survey.  
 City Staff will notify the permit applicant if a site and/or building survey is required at time of permit issuance. To the extent possible, City Staff will provide the permit applicant with an estimate of the fee should a site and/or building survey be required.
- (7) Certificate of Occupancy
  - (A) Commercial Certificate of Occupancy: \$150.00
  - (B) Residential Temporary Certificate of Occupancy: \$300.00
  - (C) Residential Certificate of Occupancy without prior issuance of Temporary Certificate of Occupancy: \$300.00
  - (D) Residential Certificate of Occupancy following issuance of Temporary Certificate of Occupancy: \$150.00
  - (E) Copy of an Occupancy Certificate: \$1.00
- (8) Construction Hours Sign: \$25.00

## **Sec. A2.002. Emergency and utilities construction permits and duration.**

- (a) MEP install, alter repair or retire service within six months: \$75.00.
- (b) Street cut install, alter or retire gas service and repair street within six months: No fee per franchise utility provider agreement.
- (c) Install bedroom emergency egress windows in sleeping areas within three months: \$75.00.

## **Sec. A2.003. Inspections.**

- (a) Applicable inspections. Inspections for the purpose of measuring compliance with provisions of chapter 101 ~~3~~ building regulations and chapter 107 ~~14~~ zoning of the Rollingwood Code of Ordinances are required and performed under the authority of the building official.
- (b) Payment of inspections required. Permittees prepay the required inspections at the time the permit is issued. At close out of the permit, permittees pay for all other inspections performed during the course of the permit, including on-site inspections, reinspections, and other engineer reviews for compliance as required by the building official.
- (c) Inspection fee: \$75.00.

## **ARTICLE A3.000. DEVELOPMENT AND ZONING FEES**

- (a) Annexation request: \$600.00.
- (b) Commercial site development permit: Collect actual consultant fees incurred per section A1.003(c).
- (c) Curb cut and repair permit: \$175.00.
- (d) Demolition:
  - (1) Demolish building: \$600.00.

- (2) Demolish structure attached to building: \$225.00.
- (e) Excavation or land fill fee: \$175.00.
- (f) Final Drainage Criteria Manual (DCM)/ Site Drainage Inspection: \$150.00 per inspection
- (g) House moving: \$600.00.
- (h) Master plan or PUD: \$1,100.00 plus \$0.10/sq. ft.
- (i) Notification Fee: \$5.00 per notice mailed
- (j) Plat approval:
  - (1) Subdivision application: \$1,200.00
  - (2) Per lot fee: \$300.00.
- (k) Plat variance, per lot: \$300.00.
- (l) Publication in Newspaper (Austin American Statesman): at actual cost of newspaper publication
- (m) Residential irrigation permit fee: \$75.00.
- (n) Residential site development permit:
  - (1) New construction: \$2,000.00.
  - (2) Addition: \$1,200.00.
  - (3) Minor impervious cover addition: \$500.00.
  - (4) Residential Site Development Permit (RSDP): (Ordinance 2017-12-20)
    - (1) Initial Application Fee: \$3,500.00
    - (2) RSDP Fee: \$6.00 SF as reflected in the area multiplier project SF on Residential Building Permit Application
- (o) Special Exception: \$300.00 + Notification fees
- (p) Special use permit: \$700.00.
- (q) Tree Removal Permit Application Fee: \$100.00  
~~(1) Permit Application Fee: \$100.00~~  
~~(2) Protected Tree Removal Fee (for construction only) (per tree): \$35.00~~
- (r) Tree Removal Application Fee (for development or improvements): \$300.00  
 (1) Protected Tree Removal Fee (for development or improvements only- per tree): ~~\$ 35~~ 50.00  
 (2) Heritage Tree Removal Fee: \$100.00
- ~~(s)~~ (s) Vacation fee: \$1,200.00.
- ~~(t)~~ (t) Variance: \$300.00 + Notification Fees
- ~~(u)~~ (u) Zoning change: \$600.00 + Notification Fees + Publication in Newspaper Fee

## **ARTICLE A4.000. ON-SITE WASTEWATER FEES**

- (a) Residential: \$440.00.
- (b) Commercial: \$550.00.
- (c) Tank replacement/subst. modification: \$220.00.

- (d) Plan review: \$82.50.
- (e) Inspection fee, separate:
  - (1) Residential: \$150.00.
  - (2) Commercial: \$200.00.
- (f) State fee: \$10.00.

## **ARTICLE A5.000. SIGN FEES**

- (a) Commercial - permanent (complete construction within six months): \$125.00.
- (b) Commercial - temporary (display 30 days): \$75.00.
- (c) Multi-business/monument (complete construction within six months): \$150.00.
- (d) Sign variance: \$165.00.

## **ARTICLE A6.000. LICENSES AND PERMITS**

- (a) Alcoholic beverage permit: one-half fee imposed by state.
- (b) Permit for construction in City rights-of-way: \$150 plus actual cost of engineering review fees.
- (c) Fire prevention inspection: \$27.50.
- (d) Massage establishment fee: \$110.00.
- (e) Massage operator fee: \$55.00.
- (f) Ham radio fee: \$165.00.
- (g) Reserved.
- (h) Commercial solid waste permit/year/company: \$110.00.
- (i) Solicitation/six months: \$100.00.
- (j) Food establishment permits and inspections:
  - (1) Food establishment permit (including food processing plant or warehouse):
    - (A) 1 to 9 employees: \$310.00.
    - (B) 10 to 25 employees: \$425.00.
    - (C) 26 to 50 employees: \$620.00.
    - (D) 51 to 100 employees: \$805.00.
    - (E) Over 100 employees: \$990.00.
    - (F) Expired permit late fee: \$100.00.
  - (2) Mobile food unit permit (fee per unit):
    - (A) Restricted operation: \$90.00.
    - (B) Unrestricted operation: \$210.00.
  - (3) Temporary food establishment permit:
    - (A) 2 calendar days or less: \$35.00/booth.

- (B) 3-5 calendar days: \$70.00/booth.
- (C) 6-14 calendar days: \$90.00/booth.
- (D) Expired permit fee: \$100.00.
- (4) Food establishment plan review:
  - (A) New construction or change of owner: \$250.00.
  - (B) Remodel of permitted facility:
    - (i) Greater than 10,000 sq. ft.: \$250.00.
    - (ii) 2,500-9,999 sq. ft.: \$165.00.
    - (iii) Less than 2,500 sq. ft.: \$60.00.
- (5) Food service, retail food and food processing plant or warehouse annual permit fees:
  - (A) Low risk/small (1C): \$359.00.
  - (B) Low risk/medium (1B): \$378.00.
  - (C) Low risk/large (1A): \$416.00.
  - (D) Medium risk/small (2C): \$532.00.
  - (E) Medium risk/medium (2B): \$608.00.
  - (F) Medium risk/large (2A): \$684.00.
  - (G) High risk/small (3C): \$601.00.
- (6) Certified farmers market, mobile vendor, temporary food establishment and vending machine annual permit fees:
  - (A) Certified farmers market annual permits:
    - (ii) Class A: \$177.00.
    - (ii) Class B: \$333.00.
    - (iii) Class C: \$622.00.
  - (B) Mobile vendor annual permit fees:
    - (i) Application fee: \$105.00.
    - (ii) Unrestricted permit/unit: \$290.00.
    - (iii) Restricted permit/unit: \$212.00.
    - (iv) Re-inspection: \$13,000.00.
    - (v) AFD fire inspection: \$125.00.
    - (vi) AFD fire re-inspection: \$75.00.
  - (C) Temporary food establishments:
    - (i) 1 calendar day: \$35.00/booth.
    - (ii) 2—5 calendar days: \$102.00/booth.
    - (iii) 6—14 calendar days: \$155.00/booth.
    - (iv) Expedited permit: \$100.00 additional.
  - (D) Vending machines:



- (i) Application fee: \$120.00.
  - (ii) Permit fee: \$25.00/machine.
- (7) Food enterprise inspection fees, variance request fees:
  - (A) Certificate of occupancy: \$224.00.
  - (B) Change of ownership inspection: \$192.00.
  - (C) Variance request/HACCP review: \$290.00.
  - (D) Inspection outside normal hours: \$144.00.
  - (E) Re-inspection: \$130.00.
  - (F) Central preparation facility registration: \$150.00.
- (8) Food enterprise plan reviews:
  - (A) New construction: \$298.00.
  - (B) Remodel of permitted facility:
    - (i) More than 10,000 sq. ft.: \$298.00.
    - (ii) 2,500—10,000 sq. ft.: \$254.00.
    - (iii) Less than 2,500 sq. ft.: \$211.00.
- (k) Network nodes in public right-of-way:
  - (1) Up to five network nodes in the same application: \$500.00.
  - (2) Each additional network node: \$250.00.
  - (3) Each node support pole: \$1,000.00.
  - (4) Annual rate per node in the city public right-of-way: \$250.00.
  - (5) Rate to collocate a network node on a service pole on the public right-of-way, per pole, per year: \$20.00.
- (l) Residential stormwater discharge permit:
  - (1) Nonrefundable permit application fee: \$3,500.00.
  - (2) Permit fee: \$6.00 per square foot as reflected in the area multiplier project square footage on a residential building permit application.
- (m) ~~Alcoholic beverage~~ Fire prevention, amateur radio antenna, solid waste, solicitation permit fees:
  - ~~(1) Alcoholic beverage permit: one half the fee imposed by the state~~
  - ~~(2) (1) Fire prevention inspection: \$27.50.~~
  - ~~(3) (2) Amateur radio antenna: \$165.00.~~
  - ~~(4) (3) Commercial solid waste permit/year/company: \$110.00.~~
  - ~~(5) (4) Solicitation/six months: \$100.00.~~