

**ORDINANCE NO. 2836**

**AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET FEES FOR FY 2024 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.**

**RECITALS**

**WHEREAS**, the fees charged by the City are reviewed and then revised in accordance with the adoption of the Fiscal Year 2024 Budget of the City of Salisbury; and

**WHEREAS**, the fee amounts set forth in the “FY 2024 Fee Schedule” attached hereto and incorporated herein as Exhibit 1 identify and list all fee amounts to be charged and otherwise assessed by the City of Salisbury for the period of the Fiscal Year 2024, in accordance with the adoption of the Fiscal Year 2024 Budget of the City of Salisbury; and

**WHEREAS**, some fee amounts to be charged and otherwise assessed by the City of Salisbury in Fiscal Year 2023 may have been inadvertently omitted from the FY 2023 Fee Schedule attached hereto and incorporated herein as Exhibit 1, and any fee amount not listed in the said FY 2023 Fee Schedule shall be and remain the fee amount set forth in the City of Salisbury Municipal Code.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY** as follows:

**Section 1.** The fee amounts set forth in the FY 2024 Fee Schedule (the “**FY24 Fee Schedule**”) attached hereto as Exhibit 1 and incorporated herein, as if fully set forth in this Section 1, are hereby adopted by the Council of the City of Salisbury; and, furthermore, the fee amounts set forth in the FY24 Fee Schedule shall supersede the corresponding fee amounts set forth in the City of Salisbury Municipal Code until one or more of such fee amounts are subsequently amended.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY**, as follows:

**Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.


**Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.


**Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

**Section 5.** This Ordinance shall become effective as of July 1, 2023.

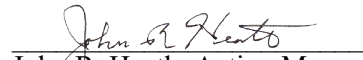
**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 23 day of October, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the 13 day of November, 2023.

**ATTEST:**

  
\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

  
\_\_\_\_\_  
April R. Jackson, President  
Salisbury City Council

APPROVED BY ME THIS 20th day of November 2023.

  
\_\_\_\_\_  
John R. Heath, Acting Mayor

## FY 2024 Fee Schedule

Licenses			
<b>Alarm Company</b>	80	Per year, Per Code 8.040.30	Police Dept
<b>Amusement</b>		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
<b>Billboard License</b>	0.55	Per Year, per square foot	Finance
<b>Transient Merchants and Mobile Vendors</b>		Per Code 5.32.070	ABCD
New application	100		
Renewal	50	Per year	
<b>Hotel License</b>	50	Per Code 5.68.060	ABCD
<b>Fortune Telling License</b>	100		ABCD
<b>Door to Door Solicitors</b>	100	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
<b>Pool Table</b>		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
<b>Restaurant</b>	80	Per year, Per Code 5.52.060	Finance
<b>Theatre</b>	75	Per year, Per Code 5.60.040	Police Dept
<b>Towing Company</b>			Police Dept
Application Fee	80		
License	80	Per Code 5.64.030	

Misc. Fees (by Business Development)			
<b>Food Truck Pad Rental</b>	50	Per month	
<b>Trolley Rental Fee</b>			
Hourly rate	150	Per hour, private event or for-profit business	
Hourly rate	125	Per hour, non-profit or government entity	

Misc. Fees (by Finance)			
<b>Return Check Fee</b>	40		

MPIA Request Fees (by All Departments)			
<b>First two hours processing request</b>	Waived		
<b>Work exceeding two hours, Departments will charge attorney hourly fee (if applicable) and hourly fee for department staff</b>	*	Varies by Department	

## FY 2024 Fee Schedule

### Misc. Fees (by City Clerk)

<b>Sale of Code Book</b>		Each, Set by Resolution, Per Code 1.04.080
<b>Financial Disclosure Statement Late Fee</b>	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060
<b>Circus or Horsemanship Event Fee</b>	75	Per day, Per Code 5.44.010
<b>Other Exhibitions</b>	5	Per day, Per Code 5.44.010
<b>Commercial Sound Truck Operation Fee</b>	1	Per Code 8.20.080
<b>Filing Fee (Mayoral Candidates)</b>	25	SC-8
<b>Filing Fee (City Council Candidates)</b>	15	SC-8
<b>Bankrupt, Fire and Close-out sales</b>	5	Per month, Renewal – \$50/month, Per code 5.16.010

### Landlord Licenses and Other Misc. fees (by the HCDD Department)

<b>Landlord License Fee 1<sup>st</sup> Year</b>		Per Code 15.26.050
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
<b>Landlord License Unit Registration 1<sup>st</sup> Year</b>		Per Code 15.26.040
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
<b>Landlord License Fee Renewal</b>		Per Code 15.26.060
if paid by March 1st	75	
if paid 3/2 - 7/1	140	
if paid > 7/1	270	
<b>Landlord License Unit Registration Renewal</b>		Per Code 15.026.060
if paid by March 1st	75	per unit
if paid 3/2 - 7/1	140	For first unit plus \$88 for each additional unit
if paid > 7/1	270	For first unit plus \$96 for each additional unit
<b>Administrative Fee for Fines</b>	100	
<b>Foreclosed Property Registration</b>	1,000	One-time fee, Per Code 15.21.040
<b>Re-inspection Fee</b>	100	On each citation, Per Code 15.27.030

### Appeal Procedure Fees (Enforced by HCDD)

<u>Title - 8 Health and Safety Code Appeal</u>	<u>200</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 12 Streets, Sidewalks and Public Places Code Appeal</u>	<u>200</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.22 Vacant Buildings Code Appeal</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.26 Rental Registration</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.27 Chronic Nuisance Property</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.280 Condemnation</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.325 Plan for Rehabilitation</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.350 Failure to Comply with Demolition Order</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.950 Occupancy</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.1640 Order to Reduce Occupancy</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title – 17 All requests for variances, special exceptions and other zoning appeals</u>	<u>150</u>	<u>Per appeal/application, plus advertising costs if required</u>
<u>All other appeals/applications to the Board of Appeals</u>	<u>150</u>	<u>Per appeal/application, plus advertising costs if required</u>

## FY 2024 Fee Schedule

Residential Vacant Building Registration	\$200	Per year, Per Code 15.22.040														
Residential Vacant Building Annual Inspection Fee	\$100	Per year, after first fiscal year – Per Code 15.22.040														
Residential Vacant Building Annual Fee	Variable, see chart below															
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Number of Years Vacant</th> <th style="text-align: left;">Annual Fee</th> </tr> </thead> <tbody> <tr> <td>1 year</td> <td>200</td> </tr> <tr> <td>2 years:</td> <td>500</td> </tr> <tr> <td>3-4 years:</td> <td>750</td> </tr> <tr> <td>5-9 years:</td> <td>1,000</td> </tr> <tr> <td>10 years:</td> <td>1,500</td> </tr> <tr> <td>More than 10 years vacant:</td> <td>2,000, plus \$500 for every year the property remains vacant</td> </tr> </tbody> </table>			Number of Years Vacant	Annual Fee	1 year	200	2 years:	500	3-4 years:	750	5-9 years:	1,000	10 years:	1,500	More than 10 years vacant:	2,000, plus \$500 for every year the property remains vacant
Number of Years Vacant	Annual Fee															
1 year	200															
2 years:	500															
3-4 years:	750															
5-9 years:	1,000															
10 years:	1,500															
More than 10 years vacant:	2,000, plus \$500 for every year the property remains vacant															
Nonresidential Vacant Building and Non-residential Vacant Lot Registration	\$500															
Nonresidential Vacant Building Annual Inspection Fee	\$150	Per year, after first fiscal year – Per Code 15.22.040														
Nonresidential Vacant Building Annual Fee	Variable, See Chart Below	Per year, Per Code 15.22.040														
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Assessed Value between</th> <th style="text-align: left;">Annual Fee</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$500,000</td> <td>\$500</td> </tr> <tr> <td>\$500,001- \$5,000,000</td> <td>\$2,000</td> </tr> <tr> <td>\$5,000,001 and over</td> <td>\$5,000</td> </tr> </tbody> </table>			Assessed Value between	Annual Fee	\$0 - \$500,000	\$500	\$500,001- \$5,000,000	\$2,000	\$5,000,001 and over	\$5,000						
Assessed Value between	Annual Fee															
\$0 - \$500,000	\$500															
\$500,001- \$5,000,000	\$2,000															
\$5,000,001 and over	\$5,000															
Nonresidential Vacant Lot Annual Fee	\$0.10 per sqft, or \$500, whichever															

## FY 2024 Fee Schedule

	r is greater	
--	-----------------	--

Community Center Rental Fee		
Truitt Community Center – Gymnasium	35	Per hour
Truitt Community Center – Multi-purpose Field	10	Per hour
Newton Community Center – Community Room	20	Per hour
Newton Community Center – Kitchen	20	Per hour
Newton Community Center – Resource Office	15	Per hour
Community Center – Supplies, per Item	Vary	Each
Community Center – Equipment, per Item	Vary	Each

Misc. Fees (by Field Operations)		
<b>Outdoor Rental Space – Small Family Functions, up to 20 people</b>		
Park Pavilion	25	Per day w/o RR
<b>Outdoor Rental Space – Large Private Function or Public Events</b>		
Park Pavilion (with restrooms)	75	Per Day W RR
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR
Amphitheater <u>or Riverwalk Games Park</u>	<del>160</del> 175	Per day
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	25	Per hour weekend (max 2-hour block), as is
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	10	Per hour weekday (max 2-hour block), as is
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street, Newton-Camden Tot Lot, Waterside	50	Per day
Streets /Parking Lots	100 1 <sup>st</sup> Per St and 50 each add	Per day
5K Race	150	Per day
City park, designated park area or amenity not listed	50	Per day
Ball field/ Basketball Court / Tennis Court	10 and 40 w/lights	Per hour
<b>Personnel</b>		
Site Supervisor Suggest \$25.00/ Site Coordinator	25	Per hour
Maintenance Labor	25	Per hour
Security/Police/EMS/FIRE (per person)	60	Per hour. 3 hours minimum or \$180
<b>Supplies &amp; Equipment</b>		
Maintenance Supplies (as required)	Vary	
Sports Equipment	Vary	
Additional Trash Cans - Events with over 200 people require additional trashcans, recycle or compost bin and a recycling plan.	5	Per Container
Barrier Fence (Snow Fence)	1	Per Linear Foot
<b>Traffic Control Devices</b>		
Hard Stop Dump truck/other	50	Per day

## FY 2024 Fee Schedule

Digital Msg. Board	50	Per day
Street Barricades	10	Each per day
Cones	1	Each per day
Traffic Control Sign	10	Each per day
Jersey Barrier	600	Minimum 4, delivery, set-up and remove
<b>Ceremonial Street Renaming</b>		
Ceremonial Street Renaming – Materials & Labor Fee	250	

Waste Disposal Fees (by Field Operations)		
Trash Service	67.69	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	30	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	80	Per can (plus \$4.80 tax), Per Code 8.16.060

Water/Sewer Misc. Fees (by Water Works)		
Water & Sewer Admin Fee (Late Charge)	50	Per occurrence, Per Code 13.08.040
Water Turn On Fee	80	For after hours, Per Code 13.08.040
Water Meter Reading Fee	25	Per request, Per Code 13.08.030
Water Turn On Fee	20	Per request, Per Code 13.08.040
Fire Service	746	Annually per property, Per Code 13.08.050
Meter Test		
In City Limits	40	Per request, Per Code 13.08.030
Out of City Limits	50	Per request, Per Code 13.08.030
Water and Sewer Services		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090

WWTP Pretreatment Program Fees (by Water Works)		
<b>Significant Industrial Users: (Per Code 13.12.110)</b>		
IA discharges flow $\geq$ 5% of WWTP flow	8,700	30 units
IB discharges flow $\geq$ 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow $\geq$ 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
<b>Minor Industrial Users: (Per Code 13.12.110)</b>		
IIA-1 discharges flow <sup>3</sup> 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow <sup>3</sup> 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow <sup>3</sup> 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow <sup>3</sup> 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit

*Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.*

Towing Fees		
<b>Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)</b>		
Disabled Vehicle Tow	100	

## FY 2024 Fee Schedule

Emergency Relocation Tow (up to 2 Miles)	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	75	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120
Administrative Fee – Impounds Only	50	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	50	
Release Fee (After hours only, at tower’s discretion) – Normal business hours defined as M-F, 9am-6pm	55	

<b>Building Fees (by the Department of Infrastructure and Development)</b>		
<b>Building Plan Review Fees (Per Code 15.04.030)</b>		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	50	
\$3,001 to \$100,000	90	
\$100,001 to \$500,000	250	
\$500,001 to \$1,000,000	300	
\$1,000,001 and Up	375	
<b>Building Permit Fees (Per Code 15.04.030)</b>		Residential, Commercial, Accessory, Fence
<i>Fees based on cost of construction:</i>		
Up to \$ 3000	50	
\$3001 and Up	60	Plus (.0175 * Cost of Construction)
\$100,001 to \$500,000	1,300	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,900	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,500	Plus (\$7 for each \$1,000 over \$1,000,000)
<b>Outdoor Advertising Structure Fee (Per Code 17.216.240)</b>	.50	Per SF foot of sign surface per year
<b>Other Building Fees:</b>		
Historic District Commission Application	50	150
Board of Zoning Appeals	50	150 County Fee \$100, Per Code 17.12.110 Plus advertising costs
Demo - Residential	125	Per Code 15.04.030
Demo - Commercial	175	Per Code 15.04.030
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b
Grading	200	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	50	Per Code 15.04.030
Occupancy Inspection	75	Per Code 15.04.030
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b
Sidewalk Sign		Set by resolution, Per Code 12.40.020
Sidewalk Café Fee	50	Set by ordinance 2106, Per Code 12.36.020
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238
Temp Sign	25	Per month, Per Code 17.216.238
Temp Trailer	25	Per month, Per Code 15.36.030b
Tent	40	Per Code 15.04.030
Well	50	Per Code 13.20.020
Zoning Authorization Letter	50	Per Code 17.12.040



## FY 2024 Fee Schedule

Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020
Outdoor Advertising Structure Fee	.50	Per sq ft of sign surface area, Per Code 17.216.240
Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040
Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100
Administrative Fee – renew temporary certificate of occupancy	100	
<b><u>Annexation Fees:</u></b>		
Up to five (5) acres	<del>2,000</del>	
Five (5) acres or more but less than ten (10) acres	<del>10,000</del>	
Ten (10) acres or more but less than twenty five (25) acres	<del>25,000</del>	
Twenty five (25) acres or more but less than fifty (50) acres	<del>35,000</del>	
Fifty (50) acres or more	<del>50,000</del>	
<b><u>Annexation Fees:</u></b>		
For the first partial or one (1) acre	<del>5,000</del>	Plus Legal, planning, consulting and other related administrative fees
Additional partial or full acre(s)	<del>500</del>	Per acre (no proration)
<b>Planning Commission</b>		
Comprehensive Development Plan Review – Non-Residential	\$250	Plus \$10 per 1,000 sq. ft. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Comprehensive Development Plan Review – Residential	\$250	Plus \$10 per unit. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Certificate of Design/Site Plan Review	\$250	Plus \$10 unit/acre. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Paleochannel/Wellhead Protection Site Plan Review	\$100	
Rezoning	<del>200</del> \$500	Plus \$15 per acre and advertising cost
Text Amendment	<del>200</del> \$500	Plus advertising cost
<b>Critical Area Program</b>		
		Ordinance No. 2578
<b>Certificate of Compliance (Per Code 12.20.110)</b>		
Building Permits	75	Activities per code 12.20.110.F. are exempt
Subdivision	200	In addition to standard fee
Site Plans/Certificate of Design/Comprehensive Development Plan	100	In addition to standard fee
Resubdivision	100	In addition to standard fee
<b>Fee-In-Lieu (Per Code 12.20.540)</b>		
		\$1.50 per square foot of mitigation area
<b>License to Encumber Program</b>		
Application – Installation of Service Line	75	\$25 per additional service line in project area, defined as ¼ mile radius from primary address
Application – Large Boring Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Large Open/Cut	250	Includes up to 500 linear feet. \$100 for additional 250 linear feet above the initial
Application – Micro-Trenching Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Installation of New Utility Pole (excluding Small Cell facilities)	500	

## FY 2024 Fee Schedule

Application – Underground utility project replacing overhead utilities and removing utility poles	Waived	
<b>License to Encumber Program - Small Wireless Facilities</b>		Ordinance No. 2580
Application	500	For up to five (5) small wireless facilities
Application – additional facilities	100	For each additional small wireless facility addressed in the application beyond five
Access to the Right of Way fee	1,000	Per each new small wireless facility pole
Annual fee for access to the Right of Way	270	Per year per small wireless facility after year 1
<b>Storm Water Utility (2306)</b>		
Fee to maintain City storm water facilities	30	Per year per Equivalent Residential Unit
<b>Stormwater Utility Credit Application (2306)</b>		
Fee to apply for credit to Stormwater Utility	150	Per application
<b>Street Break Permit (Per Code 12.12.020)</b>		
Permit for breaking City public streets and way	50	Per break location
Install new or replace existing sidewalk, residential	50	
Install new or replace existing sidewalk, commercial	100	
Install new driveway, residential	150	
Install new driveway, commercial	300	
Excavate street or sidewalk to conduct maintenance of underground facilities	150	\$50 per additional “break” in project area
Excavate street or sidewalk to replace existing utility pole	250	\$100 per additional pole replaced in project area
Excavate street or sidewalk to replace or remove utility pole permanently	Waived	
<b>Obstruction Permit (Per Code 12.12.020)</b>		
Permit for obstructing City public streets and ways	50	Per location
Dumpster – residential, obstruction permit	50	Renewal fee of \$25 after 30 days
Dumpster – commercial, obstruction permit	100	Renewal fee of \$50 after 30 days
Sidewalk closure	50	\$5 per day over 30 days
Lane closure (including bike lane)	100	\$10 per day over 30 days
Street closure	250	\$25 per day over 30 days
Street closure for Block Party or Community Event	Waived	Fee under Outdoor Rental Space Public Events - Streets
<b>Water and Sewer Connection Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Connection fee for the Developer’s share in the equity of the existing utility system-	3,710	Per Equivalent Dwelling Unit (water \$1,925, sewer \$1,785)
<b>Water and Sewer Infrastructure Reimbursement Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge for Infrastructure Reimbursement Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Infrastructure Reimbursement Fee is the prorated share of the cost of the water and sewer mains based on this project’s percentage of the capacity of the proposed infrastructure project.

## FY 2024 Fee Schedule

<b>Infrastructure Reimbursement Administrative Fee (Per Code 13.02.090)</b>		
Administrative fee assessed on Infrastructure Reimbursement Fee for processing	*	0.1 percent of the Infrastructure Reimbursement Fee
<b>Development Plan Review Fee (1536)</b>		
<u>Development plans may consist of but not limited to the following: Stormwater Management, Grading, Landscaping, Lighting, Site Layout, Traffic Control, and Utilities.</u>		
Fee for review of development plans <del>and traffic control plans</del>	\$1,000	Plus \$50 per disturbed acre. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
Fee for review of development plans exempt from stormwater management under 13.28.040.B.3 of the <del>code Stormwater Management Waiver Reviews</del>	400	
<b>Water and Sewer Inspection Fee (R 1341)</b>		
Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements
<b>Public Works Agreement recording fee (Per County Court)</b>		
Recording fee for Public Works Agreements		
For 9 pages or less	<del>60.00</del> *	<del>Per request</del> Per Circuit Court Fee Schedule
For 10 pages or more	<del>115.00</del> *	<del>Per request</del> Per Circuit Court Fee Schedule
<b>Stormwater Management As-Built recording fee (Per County Court)</b>		
Recording fee for Stormwater Management As-Built.	<del>10.00</del> *	<del>Per request</del> Per Circuit Court Fee Schedule
<b>Subdivision review fee (1536)</b>		
Fee for Subdivision review	200.00	
<b>Resubdivision review fee (1536)</b>		
Fee for Resubdivision reviews	200.00	
<b>Administrative Fee for Connection Fee payment Plans (R 2029)</b>		
Administrative Fee for Connection Fee payment Plans	25.00	
<b>Maps and Copying Fees</b>		
City Street Map	5.00	Ea
Street Map Index	1.00	Ea
Property Maps	3.00	Ea
Sanitary Sewer Utility Maps (400 Scale)	3.00	Ea
Storm Water Utility Maps (400 Scale)	3.00	Ea
Water Main Utility Maps (400 Scale)	3.00	Ea
Sanitary Sewer Contract Drawings	1.00	Ea
Storm Water Contract Drawings	1.00	Ea
Water Main Contract Drawings	1	Ea
Black and White Photocopying (Small Format)	.25	Sq. ft
Black and White Photocopying (Large Format)	.50	Sq. ft

## FY 2024 Fee Schedule

Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

Port of Salisbury Marina Fees (by Field Operations)		
<b>Transient</b>		
<i>Slip Fees based on size of vessel</i>	1.05	Per foot per day
Electric 30-amp service	6.00	Per day
Electric 50-amp service	12.00	Per day
<b>Slip Rental – Monthly</b>		
<i>Fees based on size of vessel</i>		
October through April	4.75	Per foot + electric
May through September	6.50	Per foot + electric
<b>Slip Rental – Annual*</b>		
Boats up to and including 30 feet long	1,450	+ electric
Boats 31 feet and longer	56	Per foot + electric
<b>Fuel</b>	.50	Per gallon more than the cost per gallon purchase price by the City
<b>Electric Service</b>		
<i>Fees per meter</i>		
Electric 30-amp service	36	Per month
Electric 50-amp service	60	Per month

EMS Services			
	Resident	Non-Resident	
BLS Base Rate	950.00	1,050.00	
ALS1 Emergency Rate	1,100.00	1,200.00	
ALS2 Emergency Rate	1,300.00	1,400.00	
Mileage (per mile)	19.00	19.00	
Oxygen	Bundle	Bundle	
Spinal immobilization	Bundle	Bundle	
BLS On-scene Care	250.00	300.00	
ALS On –scene Care	550.00	650.00	

Water Works		
<b>Temporary connection to fire hydrant (Per Code 13.08.120)</b>		
Providing temporary meter on a fire hydrant for use of City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
In City	40.00	Plus charge for water used per current In City rate, \$10 minimum
Out of City	50.00	Plus charge for water used per current Out of City rate, \$10 minimum
<b>Hydrant flow test (Per Code 13.08.030)</b>		
To perform hydrant flow tests		
In City	125.00	Per request

## FY 2024 Fee Schedule

Out of City	160.00	Per request
<b>Fire flush and Fire pump test (Per Code 13.08.030)</b>		
To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Meter tests (Per Code 13.08.030)</b>		
To perform meter tests on ¾" and 1" meters.		
In City	40.00	Per request
Out of City	50.00	Per request
<b>Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)</b>		
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
<b>Water Tapping Fees - In City:</b>		
¾ Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
<b>Water Tapping Fees - Out of City</b>		
¾ Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 ½" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
<b>Sanitary Sewer Tapping Fees - In City:</b>		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
<b>Sanitary Sewer Tapping Fees – Out of City</b>		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
<b>Water Meter and Setting Fee (Per Code 13.02.070)</b>		
Water meter setting fee for installation of water meter when tap is done by a contractor. <u>Water meter fee is the cost of the meter.</u>		
<b>Meter Setting Fees - In City:</b>		
¾ Water Meter	<del>125</del> 400	Per Connection
1" Water Meter	<del>125</del> 525	Per Connection
1 ½" Water Meter T-10 Meter	<del>150</del> 785	Per Connection
2" Water Meter –T-10 Meter	<del>150</del> 905	Per Connection
<u>Larger than 2" Water Meter – Tru Flo</u>	<del>1,000</del> 2,030	Per Connection
<b>Meter Setting Fees - Out of City</b>		
¾ Water Meter	<del>175</del> 495	Per Connection
1" Water Meter	<del>175</del> 655	Per Connection
1 ½" Water Meter T-10 Meter	<del>200</del> 980	Per Connection
2" Water Meter –T-10 Meter	<del>200</del> 1,130	Per Connection

## FY 2024 Fee Schedule

<del>Larger than 2" Water Meter - Tru Flo</del>	<del>1,250 2,535</del>	Per Connection
<b>Meter Fees</b>		
<u>3/4 Water Meter</u>	<u>400</u>	
<u>1" Water Meter</u>	<u>500</u>	
<u>1 1/2" Water Meter</u>	<u>*</u>	<u>Determined by current market price of the meter</u>
<u>2" Water Meter</u>	<u>1,200</u>	
<u>Larger than 2"</u>	<u>*</u>	<u>Determined by current market price of the meter</u>

Parking Violations, False Alarms, Infractions, Scofflaw, MPIA Fees (by the Police & Fire Departments)			
<b>Animal Control</b>	50-100		Police Department
<b>MPIA Request Fees</b>			Police Department
First two hours processing request	Waived		
Work exceeding two hours, SPD will charge attorney hourly fee and hourly fee for Records Tech	75 30	Attorney hourly fee Records Tech hourly fee	
Black and white copy of paper document and photographs	0.25	Per copy	
DVD production	15.00	Per DVD produced	
<b>False Police Alarms (Per Code 8.040.050)</b>			Police Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	50		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	130		
<b>False Fire Alarms (Per Code 8.040.050)</b>			Fire Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	45		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	135		
<b>Scofflaw</b>			Police Department
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		

### Parking Permits and Fees

	UOM	1-Jul-23 Rate	1-Jul-23 Non-Profit Rate
<b>Parking Permits (Per Code 10.04.010)</b>			
Lot #1 - lower lot by library	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #4 - behind City Center	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #5 - Market St. & Rt. 13	Monthly	<del>45.00</del> 50.00	<del>36.25</del> 37.50
Lot #7 & 13 - off Garrettson Pl.	Monthly	<del>20.00</del> 25.00	<del>17.50</del> 18.75
Lot #9 - behind GOB	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #10 - near State bldg/SAO	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25

## FY 2024 Fee Schedule

Lot #11 - behind library	Monthly	<del>45.00</del> 50.00	<del>36.25</del> 37.50
Lot #12 - beside Market St. Inn	Monthly	<del>45.00</del> 50.00	<del>36.25</del> 37.50
Lot #15 - across from Feldman's NAI Coastal	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #16 - by Avery Hall	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
<del>Lot #20 - Daily Times</del>	<del>Monthly</del>	<del>50.00</del> <del>55.00</del>	<del>40.00</del> <del>41.25</del>
Lot #30 - by drawbridge	Monthly	<del>25.00</del> 30.00	<del>21.25</del> 22.50
Lot #33 - east of Brew River	Monthly	<del>25.00</del> 30.00	<del>21.25</del> 22.50
Lot #35 - west of Brew River	Monthly	<del>25.00</del> 30.00	<del>21.25</del> 22.50
Lot SPS - St. Peters St.	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
E. Church St.	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
W. Church St.	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Parking Garage	Monthly	<del>60.00</del> 70.00	<del>50.00</del> 52.50
<u>Student Housing Bulk Permits (30 or more)</u>		<u>35.00</u>	<u>26.25</u>
<b>Transient Parking Options</b>			
<del>Parking Lot #1 (first 2 hrs of parking are FREE)</del>	<del>Hourly</del>	<del>2.00</del>	
Parking Garage	Hourly	2.00	
Parking Meters	Hourly	2.00	
<b>Pay Stations</b>			
For hours 1-2	Hourly	2.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
<b>Miscellaneous Charges (Per Code 10.04.010)</b>			
Replacement Parking Permit Hang Tags	Per Hang Tag	5.00	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5.00	
New Parking Garage Access Card	Per Card	10.00	
Replacement Parking Garage Access Card	Per Card	10.00	

Fire Prevention Fees (by the Fire Department)		
<b>Plan review and Use &amp; Occupancy Inspection</b>		
<u>Basic Fee</u> – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.		60% of the building permit fee; \$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)
<u>Expedited Fees</u> – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days		20% of the basic fee; \$500 minimum (This is in addition to the basic fee)
<u>After</u> – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum
<b>Site/Development Plan Review Fee</b>		
<u>The review of site plans for all new commercial and industrial projects or new commercial, residential, or industrial developments. To ensure compliance with the Fire Prevention Code.</u>	\$100	Per submittal
<b>Fire Protection Permit Fees</b>		
<b>Fire Alarm &amp; Detection Systems</b> – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.		
• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device

## FY 2024 Fee Schedule

<ul style="list-style-type: none"> <li>Fire Alarm Counter Permit</li> </ul>	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.
<b><u>Sprinkler, Water Spray and Combined Sprinkler &amp; Standpipe Systems</u></b> – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.		
<ul style="list-style-type: none"> <li>NFPA 13 &amp; 13R</li> </ul>	\$1.50	Per sprinkler head; 150 minimum
<ul style="list-style-type: none"> <li>NFPA 13D</li> </ul>	100	Per Dwelling
<ul style="list-style-type: none"> <li>Sprinkler Counter Permit</li> </ul>	\$75	For additions and alterations to existing systems involving less than 20 heads.
<b><u>Standpipe Systems</u></b> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<b><u>Fire Pumps &amp; Water Storage Tanks</u></b> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.		
<ul style="list-style-type: none"> <li>Fire Pumps</li> </ul>	\$50	Per gpm or rated pump capacity; \$125 minimum
<ul style="list-style-type: none"> <li>Fire Protection Water Tank</li> </ul>	\$75	Per tank
<b><u>Gaseous and Chemical Extinguishing Systems</u></b> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.	\$1.00	Per pound of extinguishing agent; <del>\$100</del> 125 minimum; or \$150 per wet chemical extinguishing system
<ul style="list-style-type: none"> <li>Gaseous and Chemical Extinguishing System Counter Permit</li> </ul>	\$75	To relocate system discharge heads
<b><u>Foam Systems</u></b> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<b><u>Smoke Control Systems</u></b> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum



## FY 2024 Fee Schedule

the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.		
<b>Flammable and Combustible Liquid Storage Tanks –</b> This includes review and one inspection of the tank and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.	\$.01	Per gallon of the maximum tank capacity; 100 minimum
<b>Emergency Generators –</b> Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100	
<b>Marinas and Piers</b>	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
<b>Permit Reinspection and Retest Fees</b>		
• 1 <sup>st</sup> Reinspection and Retest Fees	\$100	\$75
• 2 <sup>nd</sup> Reinspection and Retest Fees	\$250	\$150
• 3 <sup>rd</sup> and Subsequent Reinspection and Retest Fees	\$500	\$200
<b>Fire Pump or Hydrant Flow Test – to perform any hydrant or fire pump flow test utilizing City water.</b>		
<b>In-City Fee</b>	\$125	
<b>Out-of-City Fee</b>	\$160	
<b>Fire Service Water Mains and their Appurtenances –</b> <u>The fee includes the plan review and witnessing one hydrostatic test and one flush of private fire service mains and their appurtenance installed in accordance with NFPA 24: Standard for the Installation of Private Fire Service Mains and Their Appurtenances</u>	\$100	per 100 linear feet or portion thereof; plus \$50 per hydrant; \$150 minimum
<b>Consultation Fees –</b> Fees for consultation technical assistance.	\$75	Per hour
<b>Fire-safety Inspections.</b> The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
Assembly Occupancies (including outdoor festivals):		
• Class A (>1000 persons)	\$300	
• Class B (301 – 1000 persons)	\$200	
• Class C (51 – 300 persons)	\$100	
• Fairgrounds (<= 9 buildings)	\$200	
• Fairgrounds (>= 10 buildings)	\$400	
• Recalculation of Occupant Load	\$75	
• Replacement or duplicate Certificate	\$25	
Education Occupancies:		
• Elementary School (includes kindergarten and Pre-K)	\$100	
• Middle, Junior, and Senior High Schools	\$150	
• Family and Group Day-Care Homes	\$75	
• Nursery or Day-Care Centers	\$100	
Health Care Occupancies:		
• Ambulatory Health Care Centers	\$150	Per 3,000 sq.ft. or portion thereof
• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes	\$100	Per building; plus \$2.00/patient bed
• Detention and Correctional Occupancies	\$100	Per building; plus \$2.00/bed
Residential:		
• Hotels and Motels	\$75	Per building; plus \$2.00/guest room
• Dormitories	\$2	Per bed; \$75 minimum

## FY 2024 Fee Schedule

• Apartments	\$2	Per apartment; \$75 minimum
• Lodging or Rooming House	\$75	Plus \$2.00/bed
• Board and Care Home	\$100	Per building; plus \$2.00/bed
<b>Mercantile Occupancies:</b>		
• Class A (> 30,000 sq.ft.)	\$200	
• Class B (3,000 sq.ft. – 30,000 sq.ft.)	\$100	
• Class C (< 3,000 sq.ft.)	\$75	
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof
<b>Industrial or Storage Occupancies:</b>		
• Low or Ordinary Hazard	\$75	Per 5,000 square feet or portion thereof
• High-Hazard	\$100	Per 5,000 square feet or portion thereof
Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)	\$45	Per 10,000 sq.ft. or portion thereof
Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	\$100	Per acre or portion thereof
Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof
Marinas and Piers	\$100	Per facility; plus \$1.00/slip
Mobile Vendor	\$35	Plus \$.56/mile for inspections outside of the City of Salisbury
Sidewalk Café	\$35	If not part of an occupancy inspection
Unclassified Inspection	\$75	Per hour or portion thereof
<b>Fire Safety Reinspection:</b> If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 <sup>nd</sup> Reinspection	\$100	
• 3 <sup>rd</sup> Reinspection	\$250	
• 4 <sup>th</sup> and Subsequent	\$500	
<b>Fire Protection Water Supply Fees</b>		
Witnessing Fire Main Flush	\$75	
Witness Underground Water Main Hydrostatic Tests	\$75	
<del>Fire Protection Flow Test (in City)</del>	<del>\$125</del>	
<del>Fire Protection Flow Test (out of City)</del>	<del>\$160</del>	
<b>Display Fireworks Permit</b>		
<b>Firework Display</b> - Includes plan review and associated inspections for any firework display.	\$250	
<b>Sale of Consumer Fireworks</b>		
Stand-alone tent, stand or other commercial space predominately utilized for the sale of consumer fireworks	\$250	
Other commercial space predominately utilized for the sale of goods other than consumer fireworks	\$125	
<b>Fire Report Fees</b>		
<del>1<sup>st</sup> Page</del> – Operational Fire Report	<del>\$20</del> <del>\$25</del>	To provide hard or electronic copies of fire reports
• <del>Each Additional Page</del>	<del>\$5</del>	
Third Party Fire Protection Report Processing Fee	\$25	Per submittal – Collected by the third-party data collection agency/company