



RESOLUTION 2016-968

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
SUPERSEDING RESOLUTION 2015-935 AMENDING FEES FOR TOWN SERVICES**

*WHEREAS*, the Town Council is authorized by sections of the Town Code to set fees for Town services, building permits, business licenses, and for use of public facilities (Sections 3-4-3.3, 7-2-111, 9-3-7 and 13-1-2), to be adopted by resolution, and

*WHEREAS*, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:**

1. *Departmental Fees.* Fees for services to the public, building permits, business licenses and use of public facilities as set forth in Exhibit A are hereby adopted, effective November 19, 2016.
2. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
3. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

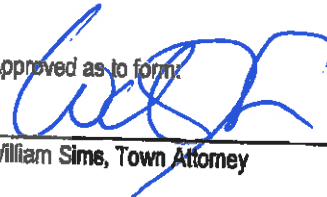
PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of October 19, 2016

PASSED AND ADOPTED:

  
Charles German-Mayor

11-2-2016  
Date

Attest:  
 11-2-2016  
Virginia Jones, Town Clerk

  
Approved as to form:  
William Sims, Town Attorney

**Public Works (Cont'd)****Miscellaneous Plan Review:**

Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$100.00 per applicable sheet
Any Additional Inspections	\$50.00 per inspection
Public Improvement Construction Inspection	\$225.00
<b>Signs:</b>	
New Private Road Street Signs (per sign). Includes installation.	\$85.00
Adopt-a-road Street Signs (per sign), includes installation.	\$100.00

**Finance Department**

Non Sufficient Funds (NSF) Check Charge	\$10.00
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**Municipal Court****ARS §22-404**

Minimum Clerk Fee	\$17.00
Research in Locating a Document	\$17.00
Record Duplication	\$17.00
Per Page Fee	\$0.50
<b>Special Fees</b>	
Injunction Against Harassment	No charge
Domestic Violence Order of Protection	No charge
<b>Special Fees</b>	
Civil Traffic Default Fee	\$50.00
Warrant Fee	\$150.00
Municipal Court Enhancement	\$20.00
Court Appointed Counsel Fee	\$25.00
Collection fee( \$35 per case + 10%)	10% + 35 per case
Deferral fee (\$1.00 - \$500.00)	1.00 - 500.00

**Library**

Photocopies - B&W	\$0.10
Photocopies - Color	\$0.50
B&W Printouts from Public Internet Computers. REVENUE FROM THESE LINES GO DIRECTLY TO QCI PRINT SERVICES PER OUR AGREEMENT	\$0.10
Color Printouts from Public Internet Computers	\$0.50
Local & Long-distance FAX - per page	\$1.00
Card Replacement	\$3.00
Overdue Items (our Library) (per day)	\$0.10
Non-CV Library Overdue Items (inside county)	Varies by Library
Non-CV Library Overdue Items (outside county) (per-day)	\$1.00
Lost Items	Replacement Cost + Overdue Fines

**Marshal's Office**

Reports (up to 20 pages)	\$5.00
Additional pages (per page)	\$0.25
Vehicle Impound Administrative Hearing	\$150.00
911 Tape	\$10.00
Photographs	\$10.00

**Marshal's Office (Cont'd)****Training Room Fee for all private and profit organizations**

4-8 hours	\$25.00
Less than 4 hours	\$15.00

**Animal Shelter**

Impound Fee - where any of the following exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$25.00
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Impound Fee - where any of the following don't exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$50.00
Additional Fee per night	\$10.00
<b>Animal License Fees</b>	
Altered Dog (purchased before March 1)	\$10.00
Unaltered Dog (purchased before March 1)	\$20.00
Altered Dog (purchased after March 1) recommend no late fee	\$10.00
Unaltered Dog (purchased after March 1) recommend no late fee	\$20.00
<b>NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.</b>	

### Parks & Recreation

Class A - Town co-sponsored, youth sports, non-profit groups, churches, schools and civic groups	
Class B - Individuals and groups using facilities whose purpose is clearly of a not for profit nature	
Class C - Profit making individuals, groups or organizations	
<b>Deposits</b>	
Key Deposit (all classes) (per key)	\$110.00
Key Card Deposit (all classes) (per key card)	\$40.00
<b>Heritage Pool Fees (Pool fees are effective opening day of pool in 2015)</b>	
<b>Adults (18 &amp; over):</b>	
Per Visit	\$2.50
10 Visits	\$20.00
Season Pass	\$70.00
<b>Children:</b>	
Per Visit	\$1.50
10 Visits	\$12.50
Season	\$50.00
<b>Family Pass (Immediate Family Only)</b>	
10 Visits	\$35.00
Season - open swim & Family nights only	\$135.00
<b>Swim Lessons</b>	
Swim Lessons (30 minutes) two week session 4 days a week	\$25.00

**Parks & Recreation (Cont'd)**

<b>Pool Rental Fee</b>	
Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$70.00
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$90.00
Cleaning Deposit- Class A & B	\$100.00
<b>Pool Specialty Classes</b>	
Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.	25% / 75%
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.	20% / 80%
<b>Parks &amp; Recreation Facility Fees - General</b>	
<b>Banner Pole Fee</b>	
Class A	No Charge
Class B	\$50.00
Class C	Not Allowed
<b>Equipment</b>	
None	
<b>Tables</b>	
Class A	No Charge
Class B less than 10 tables	No Charge
Class B (per table) if more than 10 tables	\$5.00
Class C (per table)	\$8.00
<b>Chairs (if available)</b>	
Class A	No Charge
Class B less than 40 chairs	No Charge
Class B (per chair) if more than 40 chairs	\$1.00
Class C	\$2.00
<b>PA system (if available)</b>	
Class A	No Charge
Class B	No Charge
Class C (per day)	\$25.00
Damage deposit - All Classes	\$50.00
<b>Meeting Room Fee</b>	
Class A	No Charge
Class B (per hour(2hr min)/ per day)	\$15 / \$60
Class C (per day(2hr min)/per day)	\$25 / \$100
Rooms have tables & chairs on an 'as available' basis for no additional charge	
<b>Electrical Use Fee</b>	
Park/Gazebo/Ramada - all classes (per event)	\$20.00
<b>Ball Field Lights (24-hour cancellation notice required)</b>	
Class A	No Charge
Class B (per hour)	\$50.00
Class C (per hour)	\$65.00

**Parks & Recreation (Cont'd)**

<b>Specialty Classes</b>		
25% of fees to Town / 75% to Instructor (adult). Fees to be determined by instructor.	Fees to	25% / 75%
20% of fees to Town / 80% to Instructor (youth). Fees to be determined by instructor.	Fees to	20% / 80%
<b>Fencing Fee</b>		
Class A (per panel)		No Charge
Class B (per panel)		\$10.00
Class C (per panel)		\$15.00
<b>Soccer and Baseball Field Fee</b>		
Class A		No charge
Class B (per hour/per day)		\$25 / \$75
Class C (per hour)		\$40.00
<b>Gym Fees</b>		
Class A - less than 100 attending		No Charge
Class A (per hour-2hr min/per day) - more than 100 attending		\$25 / \$150
Class B (per hour-2hr min/per day)		\$50 / \$300
Class C (per hour-2hr min/per day)		\$100 / \$500
Cleaning/Damage Deposit - All Classes		\$500.00
<b>Gym Floor Preparation Fee</b>		
All Classes		\$75.00
<b>Park Ramada, Gazebo or Town Ramada Fee</b>		
Class A		No Charge
Class B		No Charge
Class C		\$75.00
<b>Exterior Light Fee (Commercial Grade String Lights)</b>		
Class A		No Charge
Class B		\$50.00
Class C		\$50.00
<b>Town Ramada Electric Fee</b>		
Class A per day		\$100.00
Class B per day		\$100.00
Class C per day		\$150.00
<b>Use of Water Fee</b>		
Class A per day		\$40.00
Class B per day		\$50.00
Class C per day		\$100.00
<b>Kitchen Fee</b>		
Class A		No Charge
Class B - 4 Hour		\$25.00
Class B (per day)		\$75.00
Class C - 4 Hour		\$50.00
Class C (per day)		\$100.00

## Community Development

<b>Board of Adjustment &amp; Appeals</b>	
Appeal	\$500.00
Variance	\$800.00
Additional Variance/Same Application	\$55.00
<b>Copies of Maps (plotted or color)</b>	
Large	\$30.00
11 X 17	\$5.00
8 X 11	\$5.00
<b>General Plan Amendment</b>	
Minor	\$1,800.00
Major	\$1,800.00
<b>Map Change for Zoning (ZMC)</b>	
To Agriculture zone	\$1,700.00
Residential to Residential (50 acres)	\$1,700.00
plus \$55 for each additional acre	\$55.00
Residential to Commercial (5 acres)	\$1,700.00
plus \$85 for each additional acre	\$85.00
Commercial to Commercial (5 acres)	\$1,700.00
plus \$85 for each additional acre	\$85.00
Commercial to Industrial (5 acres)	\$1,700.00
plus \$85 for each additional acre	\$85.00
PAD and PUD (for one (1) acre)	\$1,700.00
plus \$55 per acre up to 10 acres	\$55.00
plus \$2.00 per acre over 10 acres	\$2.00
Major Amendment (one (1) acre)	\$1,700.00
plus \$55 per acre up to 10 acres	\$55.00
plus \$2.00 per acre over 10 acres	\$2.00
Minor Land Division	\$200.00
Lot Line Adjustment	\$200.00
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)	\$1,800.00
<b>Subdivision Plats</b>	
Administrative Conceptual Plan Review (Subdivisions)	\$500.00 Plus \$60 Fire Marshal Review Fee
Preliminary Plat (for 10 lots)	\$2,000.00 Plus \$60 Fire Marshal Review Fee
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00
Final Plat (for 10 lots)	\$1,400.00
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00
Amended Plat (for 10 lots)	\$835.00
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00
Final Site Plan PUD Review	\$550.00
Time Extensions	\$300.00
Development Standards Review (Commercial - Industrial & Multi-Family)	\$500.00 Plus \$100 Fire Marshal Review Fee

**Community Development (Cont'd)**

<b>Community Facilities District</b>	<b>As determined by the Town Manager</b>
<b>Development Agreement</b>	
Revision to Amend	Hrly. Wage of Emp. + Materials
Reconsideration	Hrly. Wage of Emp. + Materials
<b>Use Permits</b>	
Open Space Uses	\$1,800.00 Plus \$60 Fire Marshal Review Fee
Residential Uses	\$1,800.00 Plus \$60 Fire Marshal Review Fee
Commercial ( RCD, RS, C1 & C2)	\$1,800.00 Plus \$80 Fire Marshal Review Fee
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,800.00 Plus \$60 Fire Marshal Review Fee
Mobile/Manufactured Home Parks (for 10 spaces)	\$1,800.00 Plus \$60 Fire Marshal Review Fee
plus \$15 per space up to 100 spaces	\$15.00
plus \$10 for each additional space	\$10.00
RV Parks	\$1,800.00 Plus \$60 Fire Marshal Review Fee
plus \$15 per space up to 100 spaces	\$15.00
plus \$5 for each additional space	\$10.00
Mining (5 acres)	\$1,000.00 Plus \$60 Fire Marshal Review Fee
plus \$55 per acre up to 50 acres	\$55.00
plus \$10 for each additional acre	\$10.00
Temporary Use Permit or Dwelling Permit	\$150.00
<b>Continuance of Hearing</b>	
Before Advertising	\$150.00
After Advertising	\$300.00
<b>Signs</b>	
Non-Illuminated	\$2.00 Per Square Foot/\$20.00 Minimum Plus Building Permit Fee/Building Plan Review Fee If Attachment Or Footing Details Are Required
Illuminated	\$3.00 Per Square Foot/\$30.00 Minimum Plus Building Permit Fee/Building Plan Review Fee If Attachment Or Footing Details Are Required
A Frame Sign	\$50.00
Mural	\$50.00
Off Premise	\$1,800.00
<b>Streets</b>	
Street Abandonment	\$1,800.00
Street Name Change	\$500.00
Verification Letter	\$300.00
Underground Utilities Exemption	\$200.00
<b>Wireless Communication</b>	
Administrative Review	\$500.00
Applications requiring Special UP towers less than 99'	\$1,800.00
Towers 100 to 199'	\$2,100.00
Towers 200' and above	\$2,700.00

**Community Development (Cont'd)**

**Zoning Clearance for Building Permits**

Residential remodel/residential accessory structure	\$85.00
Commercial Remodel - Interior	\$100.00
Commercial Remodel - Interior/Exterior	\$225.00
New Commercial	\$300.00
Fence	\$25.00 Zoning Clearance Plus \$25.00 Inspection Fee
Residential single family dwelling	\$175.00

THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.

**GRADING PERMIT FEES**

50 Cubic Yards or Less	\$25.00
51 to 100 Cubic Yards	\$40.00
101 to 1,000 Cubic Yards	\$50.00 for the first 100 Cubic Yards plus \$18.00 for each additional 100 Cubic Yards
1,001 to 10,000 Cubic Yards	\$200.00 for the first 1,000 Cubic Yards plus \$15.00 for each additional 1,000 Cubic Yards
10,001 to 100,000 Cubic Yards	\$350.00 for the first 10,000 Cubic Yards plus \$50.00 for each additional 10,000 Cubic Yards
100,001 Cubic Yards or More	\$925.00 for the first 100,000 Cubic Yards plus \$50.00 for each additional 10,000 Cubic Yards

**BUILDING PERMIT FEES**

**Total Valuation**

NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.

\$1.00 TO \$500.00	\$24.00
\$501.00 TO \$2,000.00	\$24.00 for the first \$500.00 plus \$3.55 for each additional \$100.00 or fraction thereof, to and including \$2,000.01
\$2001.00 to \$25,000.00	\$77.25 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.01
\$25,001 to \$50,000.00	\$410.75 for the first \$25,000.00 plus \$10.60 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.01
\$50,001.00 to \$100,000.00	\$675.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.01
\$100,001.00 to \$500,000.00	\$1,050.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.01



**Community Development (Cont'd)**

\$500,001.00 to \$1,000,000.00	\$3,450.75 for the first \$500,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.01
\$1,000,001.00 and up	\$6,025.75 for the first \$1,000,000.00 plus \$4.05 for each additional \$1,000.00 or fraction thereof
<b>Other Building Fees</b>	
Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee
Inspection Outside of Normal Business Hrs	\$100.00 Per Hour/1 Hour Minimum*
Re-Inspection Fee (After 2 failed inspections)	\$50.00 Per Inspection
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$50.00
Building Plan Review Fee	65% of Bldg Permit Fee
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$150.00
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$50.00 Per Hour/1 Hour Minimum*
Outside Plan Review Or Inspection (For Use Of Outside Consultants For Plan Review, Inspections, Or Both**)	Actual Cost**
Building Permit Application Extension Fee (One Time Extension)	\$25.00
Building Permit Extension Fee (One Time Extension)	\$25.00
Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$500.00
NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment hourly wages and fringe benefits of the employees involved **Actual costs include administrative and overhead costs.	
<b>Deposits For Building Permit Applications</b>	
	Equal To Building Plan Review Fees Plus Engineer Plan Review Fees Plus Fire Plan Review Fees Plus Sanitary Plan Review Fees Plus Zoning Clearance Fees
Commercial Projects	\$200.00
New Single/Multi-Family Residence	\$25.00
Residential Projects Less Than \$5,000.00	\$50.00
Residential Projects \$5,000.01 to \$10,000.00	\$75.00
Residential Projects \$10,000.01 to \$25,000.00	\$150.00
Residential Projects \$25,000.00 or More	
NOTE Deposits are due at the time of submittal and are NON REFUNDABLE.	

**Community Development (Cont'd)**

<b>Refunds</b>	
Building Plan Review Fees (Once Plan Review Has Begun)	No refund
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25 or 25%, Whichever is greater
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$10 or 25%, whichever is greater.
<b>Valuation Data</b> (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	
<b>Residential</b> (New Single and Multi-Family Residences, Excludes Mobile/Manufactured Homes)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
<b>Residential Accessory Buildings/Structures</b>	
Bam (Pole, Wood, Metal, or Masonary) (per sq ft)**	\$20.00
Shade/Mare Motel (per sq ft)**	\$10.00
Greenhouse (per sq ft)**	\$15.00
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$20.00
Carport (per sq ft)**	\$18.00
Balcony (per sq ft)**	\$15.00
Covered Patio at Grade Level (per sq ft)**	\$15.00
Covered Deck Elevated (per sq ft)**	\$18.00
Open Deck Elevated (per sq ft)**	\$12.00
Screened Porch Under Existing Roof Cover (per sq ft)**	\$6.00
Gazebo/Ramada (per sq ft)**	\$15.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$6.00
Stairs (per sq ft)	\$7.00
<b>Residential Alteration/Remodel Of Existing Structure</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
<b>NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.</b>	
<b>Commercial (New Building)</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
<b>Commercial Accessory Buildings/Structures (New)</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
<b>Commercial Alteration/Remodel Of Existing Structure (Tenant Improvements)</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater

**Community Development (Cont'd)**

<b>Demolition of Any Existing Structure (Residential or Commercial)</b>	
Up To Two (2) Structures On Same Assessor's Parcel Number	\$75.00
More Than Two (2) Structures On Same Assessor's Parcel Number	\$75.00 For First Two (2) Structures plus \$25.00 For Each Structure Thereafter
<b>Fireplace/Free Standing Stove/Inserts (Other than New Construction)</b>	
A. Fireplace/Freestanding Stove/Insert	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
<b>Block/Retaining Wall</b>	
(Measured from bottom of footing to top of wall; Walls over 4' require engineered plans) (Length x Height = Sq Footage)	
Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$15.00
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$10.00
<b>Roof Structure Replacement</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
<b>Shell Building</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
<p><b>Definition of Shell Building:</b> A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.</p>	
<b>Swimming Pool/Spas</b>	
In Ground Pool (Includes Utilities)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater
On/Above Ground Pool (Pre-fabricated, Flat Fee) * Plus Any Utilities Installed	\$150.00
On/Above Ground Spa (Flat Fee, Utilities Included)	\$200.00
<b>Above Ground Water Tank (Over 5,000 Gallons)</b>	
A. Residential	\$100.00
B. Commercial	\$500.00 + Building Plan Review Fee
<b>UTILITIES/EQUIPMENT</b>	
<b>New Construction or Addition</b>	
Plumbing (per sq. ft)	\$3.50
Electrical (per sq. ft)	\$2.50
Mechanical (per sq. ft)	\$1.50
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater

**Community Development (Cont'd)**

<b>Over the Counter Permits</b>	
Electrical	\$75.00 Flat Fee (Includes Two (2) Inspections)
Mechanical	\$75.00 Flat Fee (Includes Two (2) Inspections)
Plumbing	\$75.00 Flat Fee (Includes Two (2) Inspections)
Building	\$75.00 Flat Fee (Includes Two (2) Inspections)
Combo (Any Combination Of The Above)	\$75.00 Flat Fee Plus \$25.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)

**Solar Installation, Wind Turbines, Generators**

Residential	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
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<b>RESIDENTIAL</b>	<b>\$200 FLAT FEE IF LESS THAN 12 KwHr. IF 12 KWY OR MORE VALUATION DATA TABLE</b>	<b>IF APPROVED BY COUNCIL</b>
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Commercial	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
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<b>COMMERCIAL</b>	<b>\$200 FLAT FEE IF LESS THAN 12 KwHr. IF 12 KWY OR MORE VALUATION DATA TABLE</b>	<b>IF APPROVED BY COUNCIL</b>
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**MISCELLANEOUS EQUIPMENT**

**Fire Alarm**

Commercial	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater Plus Fire Marshal Fees
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Residential	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater Plus Fire Marshal Fees
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<b>Kitchen Type I or II Hood System</b>	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater Plus Fire Marshal Fees
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**Fire Suppression**

Commercial	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater Plus Fire Marshal Fees
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Residential	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater Plus Fire Marshal Fees
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**Tower New Installation**

Up to \$6,000	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
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\$6,001 or More	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
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**Co-Locate Existing Tower**

Up to \$6,000	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
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\$6,001 or More	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever is Greater
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**Mobile / Manufactured Housing**

**NOTE: Fees are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801**

Residential Manufactured Home Set	See OMH Fee Schedule (includes Three (3) Inspections)
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Residential Factory Built/Modular Building	See OMH Fee Schedule (includes Three (3) Inspections)
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Commercial Factory Built/Modular Building	See OMH Fee Schedule (includes Three (3) Inspections)
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Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$6.00
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**Sewer Fees**

**Residential Connection Fees**

Single family residence	\$1,750.00
Multiple family residence	\$1,750.00 per residential unit

**Commercial Connection Fees**

Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities	\$350.00 per room
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(Rooms equipped with kitchen facilities shall be treated as single-family residential units)	
Retail	\$1,750.00 per room
Office	\$.25 per square foot, \$1,750.00 minimum
Restaurant, Bar	\$.50 per square foot, \$1,750.00 minimum
Warehouse, Manufacturing	\$30.00 per seat
<b>Inspection Fees</b>	\$.25 per square foot, \$1,750.00 minimum
Single family residence	
All other	\$80.00
<b>Monthly User Fees</b>	\$100.00 per hour; 2 hour minimum
Single family residence, Apartments	\$2.25 per UPC discharge fixture unit \$50.00 maximum
Commercial	\$3.50 per UPC discharge fixture unit
All other	\$3.50 per UPC discharge fixture unit
<b>Other Fees</b>	
Late Fee	\$5.00 or 1 1/2% of balance, whichever is greater
Account Transfer Fee	\$35.00
Return Check Fee	\$25.00
Reconnection Fee	\$100.00
Annexation Fees	Actual cost incurred by Town
Plan Review Fees	Actual cost incurred by Town
Septage Fees	\$0.12 per gallon
Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).	\$0.01 per gallon

**MINUTES  
WORK SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
Wednesday AUGUST 12, 2009  
6:30 p.m.**

*Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion*

1. **Call to Order**  
The meeting was called to order at 6:30 p.m.
2. **Roll Call**  
Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, Whatley, Baker, Roulette and German were present.  
  
Also Present: Town Manager Michael Scannell, Town Marshal Dave Smith, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**  
The Pledge was led by Kovacovich.
4. **Discussion, consideration and possible acceptance of the Cost Allocation Plan and User Fee Study as well as possible adoption of changes to the current fee structure for the Town of Camp Verde. (Staff Resource: Michael Scannell)**  
On a motion by German, seconded by Garrison, the Council unanimously voted to accept the Cost Allocation Plan and User Fee Study prepared by Heinfeld, Meech & Co., P.C., and to direct staff to revise the Town of Camp Verde's fee structure pursuant to Council's direction regarding recommendations on the fees to change.  
  
Town Manager Scannell reviewed the background of working with Heinfeld, Meech for the last two years, and the creation of the subject Cost Allocation Plan and the User Fee Study, the first such documents that have been developed for the Town of Camp Verde. Brian Ritschel, of the firm of Heinfeld, Meech, outlined how the figures were arrived at, clarifying the methodology employed. A detailed discussion with Mr. Ritschel on the proposed subject Plan and Study that he had prepared was held, including addressing the issues of the accounting documentation provided by staff, and the disparities between fees charged and recovery of costs. Concluding the discussion, it was generally agreed that it would save time to go back and request recommendations from the different department heads and staff in order to arrive at a consensus on raising or lowering some of the existing user fees to fair and just amounts.
5. **Discussion, consideration and possible approval of the newly revised Personnel Policy and Procedures Manual. (Staff Resource: Dave Smith)**  
Council agreed to continue this item to the September 9, 2009 Work Session.  
  
Marshal Dave Smith explained that in dealing with some personnel issues last year it was discovered that the current Personnel Manual was deficient in some respects. Pursuant to a request from the Town Manager to close those existing loopholes, and based on research during the past year, Smith said that the resulting draft Personnel Policy and Procedures Manual has been revised accordingly, and is submitted for review and approval by the Council. Smith commented that the document had been structured to provide easy reference; it will be a handbook, or guideline for the employees. Smith also pointed out some of the major categories and how they were changed and clarified. The Council was advised that the proposed document had been reviewed by all the department heads and approved by the Town Attorney.  
  
The members commenced to discuss the document page by page with Smith, suggesting several changes in some of the wording, all of which Smith either agreed to change or explained the need to retain to support the provisions as stated. Among the several issues discussed were the definition of part-time work and discontinuing related benefits, and prohibiting the use of the Town vehicles for personal errands while on Town business. Smith was requested to also include in the document the information regarding the "Whistle Blower Hotline."

Town of Camp Verde, Arizona  
Full Cost Allocation Plan and User Fee Study  
F01 - Building  
User Fees

Service	Current Fee		100% Cost Recovery	85% Cost Recovery	70% Cost Recovery	Projected Annual Revenue		
	Amount	% of Cost Recovery				Average Requests Per Year	100% Cost Recovery	85% Cost Recovery
For New Construction or Addition								
Plumbing (per sq ft)	3.50 *	87.0%	4.02	3.42	2.82	-	-	-
Electrical (per sq ft)	2.50 *	87.0%	2.87	2.44	2.01	-	-	-
Mechanical (per sq ft)	1.50 *	87.0%	1.72	1.47	1.21	-	-	-
Equipment								
Air Conditioning Commercial (plans required) (per sq ft)	4.00 *	87.0%	4.60	3.91	3.22	-	-	-
Fire Alarm								
Commercial (per sq ft)								
Residential (per sq ft)	0.50 *	87.0%	0.57	0.49	0.40	-	-	-
Kitchen Type I or II hood system	0.25 *	87.0%	0.29	0.24	0.20	-	-	-
Solar Installation (Plans required)	Valuation							
Up to 6,000 (flat fee)	150.00 *	87.0%	172.41	148.55	120.69	-	-	-
6,001 or more (Building Permit Fee only per valuation)	Valuation							
Sprinkler System								
Commercial (per sq ft)								
Residential (per sq ft)	2.60 *	87.0%	2.99	2.54	2.09	-	-	-
Tower New Installation (plans required)	2.60 *	87.0%	2.99	2.54	2.09	-	-	-
Up to 6,000 (flat fee)								
6,001 or more (Building Permit Fee only per valuation)	185.00 *	87.0%	212.84	180.75	148.85	-	-	-
Co-Locate Existing Tower (plans required)	Valuation							
Up to 6,000 (flat fee)	165.00 *	87.0%	189.66	161.21	132.76	-	-	-
5,001 or more (Building Permit Fee only per valuation)	Valuation							
Deposits - Paid at the time of plans submission								
New Commercial Project	300.00 *	87.0%	344.83	293.10	241.38	-	-	-
New Residence	150.00 *	87.0%	172.41	148.55	120.69	-	-	-
Residential Remodel and Commercial:								
Up to \$5,000	25.00 *	87.0%	28.74	24.43	20.11	-	-	-
\$5,001 to \$10,000	50.00 *	87.0%	57.47	48.86	40.23	-	-	-
\$10,000 and up	100.00 *	87.0%	114.94	97.70	80.46	-	-	-
Grading - up to 1,000 cu yds	20.00 *	87.0%	22.99	19.54	16.09	-	-	-
1,001 or more cu yds	100.00 *	87.0%	114.94	97.70	80.46	-	-	-
<b>Total</b>								

\* The current fees are set at 87% of the International Code Council (ICC) and County Fee schedules. The 100% cost recovery amounts are calculated to be the full cost recovery recommended by the ICC and County schedules.