

Fee Schedule



Glendale Town Consolidated Fee Schedule

Effective August 2023

GRAMA Requests

Government Records Access Management Act (GRAMA) Request (63G-2-204):

- Requests must be submitted in writing, preferably on the appropriate request form. Unless an expedited response is requested and approved, the information will be released within

- 10 business days, unless there are extraordinary circumstances. 63G-2-204(5).
- Fees will be determined on an individual basis per UCA 63G-2-203, based on the Town's standard administrative fees.
- If the request is substantial and time-consuming, the applicant may be required to prepay if fees are expected to exceed \$50. 63G-2-203(8)(a)(i)
- If the requestor has fulfilled but unpaid GRAMA requests outstanding, the custodian of the records may require payment of those fees before processing a new request. 63G-2-203(8)(a)(ii)
- The town is not required to fulfill a person's records request if the request unreasonably duplicates prior records requests from that person. 63G-2-201(8)(a)(iv)
- In certain circumstances, particularly if releasing the record primarily benefits the public rather than a person, the custodian of the records may waive fees, upon request. 63G-2-203(4)(a)
- Processes exist for appealing denial of waivers, denial of access to records, and protesting fees. 63G-2-205, 63G-2-401

Administrative Fees

- Certified Mail Delivery of Letters: \$20.00 each
- Staff Time: \$25/hour for length needed to fulfill the request (first 15 minutes free)
- Electronic Services Fee: When asked to compile a record in a form other than that normally maintained, the Records Officer must first determine it is able to do so without reasonably interfering with the governmental entity's duties and responsibilities, and, the requester agrees to pay the fee, assessed at \$25/hour, for providing the record in the requested form. 63G-2-203
- Copies: \$0.10 per page for black & white
 - \$0.25 per page for color
- Fax: \$1.00 per page
- USB Flash Drive: To supply digital copies of data \$10.00 each
- Returned Check Fee: \$25.00
- General Plan Book: \$20.00
- Zoning Ordinance Book: \$25.00
- Hillside Ordinance Book: \$15.00
- Subdivision Ordinance Book: \$15.00
- Zoning Map (Color 18x24): \$11.00

Business Licensing

- General Business License: \$50.00 per year
- Temporary Business License: \$25.00
- Home Occupation Permit: \$25.00 per year

- Junk Dealer and/or Yard License: \$150.00 per year
- Special Event Permit: \$100.00
- Duplicate License / Name Change: \$5.00
- Late Fee: \$10.00 30 days past the due date
 - \$25.00 60 days past the due date

Building Permits

- Building Permit Application: \$100.00
- Building Permit Fee: Based on the valuation of construction (See Table 2)
- Plan Check Fee: \$200.00
- Engineer Review: Actual Cost (Estimate of costs will be applied to the building permit)
- Building Inspection Fee: \$60.00 for each inspection
- Building Re-Inspection Fee: \$60.00 for each inspection
- Building Inspector Fee: Outside of regular business hours \$75.00 per hour

Fees are determined by the current ICC valuation table.

Cemetery Rates

Plot Burial Rights Purchase:

- \$350.00 resident
- \$1,000.00 non-resident

Resident - A person who has lived in Glendale for 12 consecutive months prior to purchase. Residents must pay non-resident rate for lots bought for non-residents.

- Open and Closing of Grave: \$600.00 Weekdays
 - \$800.00 Saturday (No Sundays or Holidays)
- Cremains or Infant: \$300.00 Weekdays
 - \$450.00 Saturday (No Sundays or Holidays)
- Transfer of Burial Rights: \$35.00
- Exhumation: \$1,000.00 Weekdays only (County Coroner or Mortuary may have separate fees)

Parks & Recreation Reservations

- Park Pavilion (up to 4 hours):

- Resident - \$35.00 Fee, \$50.00 Deposit
- Non-Resident - \$50.00 Fee, \$50.00 Deposit
- Park Pavilion (over to 4 hours):
 - Resident - \$50.00 Fee, \$50.00 Deposit
 - Non-Resident - \$80.00 Fee, \$50.00 Deposit
- Baseball Field (up to 4 hours):
 - Resident - \$35.00 Fee, \$50.00 Deposit
 - Non-Resident - \$50.00 Fee, \$50.00 Deposit
- Baseball Field (over to 4 hours):
 - Resident - \$50.00 Fee, \$50.00 Deposit
 - Non-Resident - \$80.00 Fee, \$50.00 Deposit
- Town Hall (up to 4 hours):
 - Resident - \$35.00 Fee, \$50.00 Deposit
 - Non-Resident - \$50.00 Fee, \$50.00 Deposit
- Town Hall (over to 4 hours):
 - Resident - \$50.00 Fee, \$50.00 Deposit
 - Non-Resident - \$80.00 Fee, \$50.00 Deposit

Planning & Zoning and/or Town Board Fees

May require additional legal and noticing fees if the cost is insufficient to cover these.

- Annexation: \$400.00
- Boundary Adjustment: \$400.00
- Zone Change Application: \$200.00
- Fee for Amending Zoning Map upon approval of Rezone: \$100.00
- Conditional Use Permit non-Public Hearing: \$100.00
- Conditional Use Permit w/Public Hearing: \$200.00
- Board of Adjustment: \$500.00
- Variance: \$500.00
- Sign Permit: \$40.00
- Special Meeting: \$200.00
- Ordinance Interpretation: \$100.00
- Subdivisions:
 - Preliminary Plat: \$400.00 plus \$50.00 per lot plus Engineering and Fire Marshal Costs
 - Final Plat: \$800.00 plus \$50.00 per lot plus Legal, Engineer, Fire District, and other review Fees
 - Plat Amendments: \$1000.00 plus \$50.00 per lot plus Engineer and other review fees
- PUD Application: \$300.00
- Advertising Costs: Actual Cost
- RV Temporary Use Permit: \$100.00 per year up to 120 days (14 days or less no fee)

Water Service

- Culinary Water Base Rate: \$30.00 (12k gallons)
- Culinary Water Overrun Rate: \$4.00 per 1000 gallons over 12k
- Inactive Account: Disconnect / Reconnect Fee: \$25.00 each (After Hours + \$25.00)
- Reconnect Fee: \$50.00 (after lockout shutoff)
- Connection Fees:
 - 3/4 inch \$1,600.00
 - 1 inch \$1,950.00
 - 1 1/2 inch \$4,450.00
 - 2 inch \$5,350.00

Costs for meters larger than 2 inch shall be determined at time of building permit application. Glendale Town shall supply all parts needed excluding the required polyethylene pipe, and install meter and radio equipment. Property owner or contractor shall install meter box, setter, and culinary water lines in accordance with standards and specifications. Glendale Town public works personnel shall inspect installations before the Town accepts meter box or line installation.

Hydrant Meters

- Deposit \$500.00
- Rental Daily \$5.00
- Rental Monthly \$100.00
- Water Rate (per 1000 gallons) \$4.00
- Minimum Fee \$100.00

Un-permitted Use of Fire Hydrant or Water Service (Theft of Service)

- Residential \$100.00/occurrence
- Commercial \$500.00/occurrence

Construction Water: Water usage during the construction of any building, excavation or grading shall be billed at \$4.00 per 1000 gallons. Construction water is any water used prior to the issuance of a Certificate of Occupancy and Zoning Compliance. Construction water may be made available through a meter installed on the property, a hydrant meter rental from the Town, or a hydrant meter provided by the contractor or other outside source. In any case, a water account must be established with Glendale Town before construction water will be delivered.

Authority to Amend Consolidated Fee Schedule

The Town Manager or Designee shall have authority to impose new fees as the Town Manager or Designee deems appropriate or necessary. Said fees shall be implemented by executive order. Any fee added by the Town Manager or Designee under this section shall be effective as specified in the executive order implementing the fee. In the regular Glendale Town Council Meeting immediately following any fee added pursuant to this section, the Town Manager or Designee shall advise the Town Council of said fee. The Town Council shall then have 60 days from the date of the action taken by the Town Manager or Designee, to amend the Consolidated Fee Schedule to include the new fee. Should the Town Council fail to amend the Consolidated Fee Schedule within the 60-day time period, the fee shall be void, and any fees collected pursuant to the executive order issued by the Town Manager or Designee shall be refunded. The Town Manager or Designee shall have the authority to waive, reduce or refund a fee in the interest of fairness and equity.

Intent of Resolution

It is not intended by this Resolution to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other resolutions, ordinances, or laws except to effect modification and implementation of the fees reflected above. The fees listed in the Consolidated Fee Schedule supersede present fees for services specified, but all fees not listed remain in effect. Where this Resolution imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this Resolution shall control.

Supporting Documents

approved_consolidated_fee_schedule_2023.pdf 213.11 KB