
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: WALTER MAGDZIARZ, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTION: SETTING ZONING, SUBDIVISION AND BUILDING PERMIT FEES AND OTHER CHARGES
AGENDA: OCTOBER 18, 2016 REGULAR MEETING
DATE: OCTOBER 28, 2016

ISSUE

Shall the Village Board approve a resolution setting zoning, subdivision and building permit fees and other charges.

DISCUSSION

In July 2016 the Village Board authorized reimbursement for expenses incurred in the process of reviewing planning, zoning and subdivision applications, including billing for staff review time. The proposed change in section B of the Fee Schedule in the Resolution Setting Zoning, Subdivision and Building Permit Fees and Other Charges establishes the guidelines for cost recovery as it relates to reviewing development applications, specifically the escrow required to reimburse the Village for its costs incurred during the review of an application.

The cost recovery applies to all land development applications (rezoning, Special Use Permits, planned developments, subdivisions, annexation agreements) and requests for TIF benefits.

No other changes to fees and charges are included in this amendment of the Fee Schedule.

ATTACHMENT

- Resolution setting zoning, subdivision and building permit fees and other charges

COSTS

There are no costs associated with approving this Resolution.

RECOMMENDATION

That the Village Board approve a Resolution setting zoning, subdivision and building permit fees and other charges.



RESOLUTION NO. 2016-1018_

**RESOLUTION SETTING
ZONING, SUBDIVISION AND BUILDING PERMIT FEES
AND OTHER CHARGES**

Adopted by the Board of Trustees and President of the Village of Sugar Grove
this 18th day of October, 2016

Published in pamphlet form by authority of the President and Board of Trustees of the
Village of Sugar Grove, Kane County, Illinois
this 18th day of October, 2016

RESOLUTION NO. 2016-1018
**A RESOLUTION SETTING ZONING, SUBDIVISION AND BUILDING PERMIT
FEES AND OTHER CHARGES**

BE IT RESOLVED, by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois as follows:

WHEREAS: the Village of Sugar Grove has in effect ordinances regulating zoning, subdivision and improvement of land, and building permits; and,

WHEREAS: said adopting ordinances provide by their respective terms that zoning, subdivision and building permit (including inspection and certificate of occupancy) fees and other charges shall be set by Resolution from time to time by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees that effective November 1, 2016, the Village of Sugar Grove zoning, subdivision and building permit fees and other charges shall be and are hereby set as described in Exhibit A, attached hereto and made a part hereof by this reference.

REPEALER

All resolutions or portions thereof in conflict with this resolution are hereby repealed.

SEVERABILITY

Should any provision of this resolution be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and affect the same as if the invalid provision had not been a part of this resolution.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 18th day of October, 2016.

P. Sean Michels,
President of the Board of Trustees of the
Village of Sugar Grove, Kane County, Illinois

ATTEST: _____
Cynthia L. Galbreath
Clerk, Village of Sugar Grove

| | Aye | Nay | Absent | Abstain |
|-----------------------|-----|-----|--------|---------|
| Trustee Kevin Geary | ___ | ___ | ___ | ___ |
| Trustee Sean Herron | ___ | ___ | ___ | ___ |
| Trustee Mari Johnson | ___ | ___ | ___ | ___ |
| Trustee Ted Koch | ___ | ___ | ___ | ___ |
| Trustee Rick Montalto | ___ | ___ | ___ | ___ |
| Trustee David Paluch | ___ | ___ | ___ | ___ |

EXHIBIT A

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
OTHER LAND IMPROVEMENT CHARGES**

A. ZONING & SUBDIVISION FILING FEES.

1. Zoning Filing fees:

| | |
|--|---------------------------------------|
| Annexation Petition: | \$1,000.00 |
| Preliminary Planned Unit Developments: | |
| Less than 20 acres | \$ 300.00 |
| 20 acres or more | \$ 300.00+\$20 for each acre over 20a |
| Final Planned Unit Developments: | \$ 750.00 |
| Administrative Variance: | \$ 250.00 |
| Standard Variance: | \$ 500.00 |
| Rezoning Petition: | \$ 750.00 |
| Special Use Petition: | \$ 750.00 |
| Appeal: | \$ 750.00 |
| Zoning Certificate: | \$ 250.00 |
| Zoning Text Amendment: | \$ 750.00 |
| Other Zoning Amendments: | \$ 750.00 |
| Special Accessory Use: | \$ 250.00 |
| Temporary Use Permit: | \$ 65.00b |

a Any fraction of an acre less than one-half (1/2) or more shall be counted as one acre

b Only those requiring Village Board approval by Ordinance

2. Subdivision Filing fees:

| | |
|---|-------------------------------------|
| Pre-Concept Plan: | |
| Initial Filing: | \$ 750.00+\$40 per acre |
| Subsequent filings for the same parcel by same petitioner: | \$ 1,500.00 |
| Preliminary Plats: | |
| 1-20 lots | \$ 300.00 |
| More than 20 lots | \$ 300.00+\$20 for each lot over 20 |
| Final Plat: | \$ 300.00 |

B. PLAN REVIEW AND INSPECTION COSTS ESCROW.

It shall be the obligation of any applicant to pay for all expenses incurred by the Village related to the processing of a request for land development (and/or expansion, including, but not limited to, administrative expenses, professional consulting fees, reimbursement for staff time, recording, public hearing expenses (including re-hearings or re-publications and signage), and court reporter fees, which are incurred by the Village in processing and acting upon petitions for said requests. To that end, any person making such a request shall be required to submit an escrow deposit with

the Village in accordance with the provisions set forth herein. The amount required for said deposit is based upon an estimate of expenses to be incurred and the applicant shall not be relieved of the obligation to pay any accrued fees in full if such fees exceed the escrow deposit amount.

1. Non-Transferrable

Escrow deposits shall be non-transferrable. Should the subject property be transferred or sold, the new owner and/or developer must establish a separate escrow account with the Village.

2. Escrow Deposit Required

a. Determination of Amount of Escrow Deposit

The owner/developer shall pay to the Village, with submission of a land development application or information for a proposed or amended annexation, annexation agreement, concept plan, zoning action, planned development, site plan review, subdivision, or request for TIF benefits a plan review deposit which shall be credited toward the village's legal, engineering, professional staff, and other consultants as may be needed, fees and costs arising from the development up to and including final plat or plan approval or recording whichever occurs last. The amount of the deposit shall be determined by the Village Administrator and shall not be less than \$7,500 or more than \$100,000.

b. Administration

The Village Administrator shall designate the means and measures for tracking staff time, the durational increments in which time should be tracked, and the hourly rate for charging staff time in a separate policy memo, which may be updated from time to time.

c. Other Fees

This Chapter does not affect the amount of nor the manner of payment of other required Village fees, including, but not limited to building permit fees and connection fees.

3. Inspection Requirements

Any and all improvements made pursuant to the provisions of this Chapter shall be subject to inspection by the Village and/or its consultants. The applicant shall bare the cost of all inspections and testing, which shall be tracked and invoiced by the Village.

4. Escrow Account Refunds

Upon final review by the Village and the determination that all improvements have been satisfactorily completed in accordance with this Village Code of Ordinances and any other governing standards, any balance remaining at the completion of the Project will be refunded.

5. Additional Deposit Required

If the balance of an escrow account falls below fifty percent (50%) of the original deposit amount, the applicant shall receive notification from the Village on its monthly invoice and no additional processing or review of the request will take place until said balance is

replenished to its original amount. No Certificate of Occupancy shall be issued until all other outstanding invoices have been paid.

C. Subdivision Construction Inspection Deposit.

In consideration of the expenses incurred by the village, both in professional and consulting fees (but not including material, material inspection costs or snowplowing), and in time expended by village employees inspecting subdivision improvements and administering the subdivision process after final plan approval, the subdivider shall pay to the village a deposit equal to three and one-half percent (3.5%) of the estimated cost (as approved by the village) of construction of the land improvements in the phase of the subdivision being constructed. Such deposit shall be paid prior to the recording of the final plat. Reimbursement to the village for expenses incurred prior to final plan approval shall follow the procedure in subsection B of this section.

The village shall document its costs and draw upon the deposit until the deposit reaches fifty percent (50%) or less of the initial deposit. The subdivider shall replenish the deposit at or before the fifty percent (50%) level is reached. If the escrow account shall go below fifty percent (50%) of the initial deposit at any time, the village shall cease any work on the project, including, but not limited to: consultant reviews, staff reviews, processing of applications or plans, issuance of building permits, inspection of improvements or building construction. Said escrow threshold may be increased or decreased by the village based on billing trends for the project. Fees that are not paid within thirty (30) days after the date they become due and payable shall bear interest at the rate of eighteen percent (18%) per annum and there shall be no further obligation on the part of the village to continue any work or progress on any project on which such fees are not paid.

If excess funds are in the escrow account after acceptance of the improvements by the village and the expiration of the warranty period for said improvements and after all outstanding bills have been paid, the excess funds shall be refunded to the subdivider without interest. Any shortage shall be billed to the subdivider and paid in accordance with the preceding paragraph.

D. Building Permit Fees

1. Residential (single-family detached, attached)

a. New or additional square footage:

At the time of permit application the applicant shall pay a non-refundable deposit of \$260.00. Upon issuance of a permit for the structure shown or described on the permit application the \$260.00 deposit shall be credited toward the applicable permit fees. If a permit is withdrawn the deposit shall be forfeited.

- New construction, including electrical, plumbing and HVAC \$27.00 per hundred square feet, or portion thereof, of overall area of each floor, including basement area and crawl space, with a minimum fee of \$ 260.00
- Additions have a minimum fee of \$ 65.00

b. Alteration or remodeling of residential structure, including basement finish-out (excluding any addition of square footage to existing building):

- If no plumbing work involved \$ 100.00
- If plumbing work included \$ 210.00

2. Non-residential

a. New or additional square footage:

At the time of permit application the applicant shall pay a non-refundable deposit of \$260.00. Upon issuance of a permit for the structure shown or described on the permit application the \$260.00 deposit shall be credited toward the applicable permit fees. If a permit is withdrawn the deposit shall be forfeited.

- New construction, initial commercial build outs, including electrical, plumbing and HVAC \$27.00 per hundred square feet, or portion thereof, of overall area of each floor, including basement area and crawl space, minimum fee of \$ 260.00
- Plus a life safety fee (if not residential) of \$25.00 per parking space required or shown on engineering plans whichever is greater.
- Additions have a minimum fee of \$ 65.00

b. Alterations or remodeling or non-residential structures (excluding any addition of square footage to existing building):

- Less than \$500.00 \$ 65.00
- \$500.00 to \$2,000.00 \$ 80.00
- Each additional \$1,000.00 or portion thereof \$ 10.00

3 Engineering review and services fee:

This fee is charged in addition to new construction fees and is applied to new residential and non-residential construction.

- Single Family \$ 480.00
- Multi-Family Residential (per dwelling unit) \$ 480.00
- Commercial, Industrial less than 1 acre \$ 1,300.00
- Commercial/Industrial 1 to less than 5 acres \$ 3,100.00
- Commercial/Industrial 5 to less than 10 acres \$ 5,800.00
- Commercial/Industrial greater than 10 acres \$ 8,400.00

4. Accessory structures, residential and non-residential:

a. General:

Unless identified below and structure does not include electric or plumbing shall be a flat fee of \$ 65.00

b. Accessory buildings, decks:

Including electrical, plumbing and HVAC \$27.00 per hundred square feet, or portion thereof, with a minimum fee of \$ 65.00

c. Swimming pools, spas, hot tubs, and artificial ponds:

- Above ground pool (includes electric; does not include fence or gas line)\$ 65.00
- Spas/hot tubs (includes electric, not gas line) \$ 65.00
- In-ground pool (includes electric, gas line & required fencing) \$ 300.00
- Artificial ponds / water gardens (includes electric, not gas line) \$ 65.00

d. Window or door replacement:

\$25.00 per unit with a maximum charge of \$75.00 per structure (if additional structural modifications or square footage is associated there is an additional fee).

e. Miscellaneous items:

- Resurfacing or restriping of driveways and/or parking lots, excluding one and two family dwellings \$ 65.00 plus actual full cost of Village agent or consultant
- Decorative brick recording of deed restriction by Village, add \$ 100.00
- Brick or masonry mailboxes recording of release by Village, add \$ 100.00

5. Signs:

- Signs 32 square feet or less without electric \$ 65.00
- Signs over 32 square feet without electric \$ 100.00
- Temporary Signs \$ 40.00
- Sign face change-out ONLY. \$ 40.00
- Additional fee charged for electrical based on required inspections as shown in section 7a, below.

6. Occupancy permits:

Each Certificate of Occupancy, Temporary, Final or Change of Use for new residential, non-residential, or additional square footage \$ 100.00

7. Other permits:

a. Electrical work, electric generators:

- Commercial Service Upgrades \$ 100.00
- Residential Service Upgrades \$ 65.00
- New Generator. \$ 100.00
- Per inspection, if charged alone \$ 40.00

b. Plumbing work, lawn sprinklers, sump lines:

- Lawn Sprinkler Systems \$ 100.00
- Sump Line. \$ 65.00
- Per inspection, if charged alone \$ 40.00

c. HVAC work:

- Per inspection, if charged alone \$ 40.00

d. Moving, raising, shoring or underpinning a structure: \$ 100.00

e. Demolition:

- Accessory structure without utility connections or plumbing \$ 65.00
- Structure with any utility connections or plumbing \$ 100.00

f. Temporary trailers

- Contractor construction temporary trailer \$ 65.00
- Additional electrical, plumbing inspections and water meter will be charged per section listed above.
- Sales center/office (see #C2a above)

g. New cell towers and co-locates on existing towers/antennas:

- Shall be a flat fee of \$ 500.00
- Plus an escrow for plan review of Village owned structures \$ 2,500.00

8. Water meters:

Water meters for each residential unit and non-residential building will be assessed on an individual basis and charged by the size of the meter approved. The amount charged for each meter size is listed below:

| | | |
|---------------------------------|----|----------|
| ¾ x 1-inch meter. | \$ | 485.00 |
| 1 ½-inch meter | \$ | 985.00 |
| 2-inch meter. | \$ | 1,125.00 |
| 2-inch compound meter | \$ | 1,927.50 |
| 3-inch compound meter. | \$ | 2,163.00 |
| 4-inch compound meter. | \$ | 3,701.00 |
| 6-inch compound meter. | \$ | 5,788.00 |

9. Plan Examination

Plan examination fees shall be ten-percent (10%) of the combined sum of the permit fee and the certificate of occupancy fee with a minimum fee of \$10.00, or full cost of Village employee, agent or consultant doing such examination.

10. Inspections

During construction or remodeling work, inspections of the work done shall be made on a periodic basis to inspect the various components of the construction. In the event that the building official and/or his or her assignee determines, after a requested inspection, that the work fails to meet the requirements imposed by Village Ordinances or State Statutes and a second inspection of the same work is required an \$ 85.00 re-inspection fee will be charged. The foregoing fee will be collected before either the next regular inspection or re-inspection will be allowed.

11. Fee Waiver

If construction, alteration or addition is being made for any public governmental body; there shall be no fee for permit, other than Village out-of-pocket costs and charges by outside agencies or consultants for reviews and/or inspections.

12. Structures Differ

When a permit is issued but the structure for which the permit is issued is not the same as the permitted structure, the applicant shall pay an additional \$ 65.00.

13. Final Inspections/Occupancy

Final inspection of any component or property is not a basis for occupancy of any home, unit, building or structure. Occupancy will not be allowed until the Village issues a certificate of occupancy after review of all prior inspection reports and inspection of the property for purpose of issuance of such certificate of occupancy permit and all required village fees are paid.

14. Reservation of Rights

The Village of Sugar Grove reserves the right to retain services for independent consultants, when it is deemed necessary, for plan review, inspections or consultation. All costs and fees associated with the performance of special professional inspections or professional plan review or consultation shall be borne by the permit applicant at the time of permit issuance or prior to the issuance of the certificate of occupancy for any inspection or consultant services incurred.

D. Fines and Penalties

1. Permit Not Issued/Applied For (Work Without a Permit)

Where work for which a permit is required by Title 11 (Zoning Ordinance) or Title 9 (Building Code), is started or proceeded with, prior to obtaining said permit, by one who knows or should have known the requirement for said permit, a penalty shall be assessed to the person(s) performing such work as follows:

| | Resident | Contractor |
|--------------|----------|------------|
| 1st offense: | \$130.00 | \$250.00 |
| 2nd offense: | \$250.00 | \$500.00 |
| 3rd offense: | \$375.00 | \$750.00 |

The payment of such penalty shall not relieve any persons from fully complying with the requirements of the building code and zoning ordinance in the execution of the work, nor from any other penalties prescribed therein.

2. Zoning Violations

Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any of the provisions of Title 11 (Zoning Ordinance) shall, upon conviction, be fined not less than twenty five dollars (\$25.00), nor more than seven hundred fifty dollars (\$750.00) for each offense for each day the violation exists.

E. Village Staff Hourly Rates

When reimbursement for staff time is required the following rates shall be applied:

| | |
|---------------------------------|----------|
| Administration | \$ 80.00 |
| Public Works | \$ 70.00 |
| Police | \$ 70.00 |
| Community Development | \$ 70.00 |