

**Rates & Fees
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Solid Waste

For the service of collecting and disposing of garbage and refuse, the owner or occupant of each premises from which garbage or refuse is collected by the town shall be charged such rates as may be established. Such charges shall be considered a debt owing to the town from the owner or occupant of the premises. No owner or occupant of premises within the town shall be exempt from the collection and disposal service provided by the town.

The town shall have the exclusive right and privilege of operating garbage collection and disposal service within the town. No individual or individuals, corporation, partnership, or any other entity shall be allowed to engage in the business of collecting, hauling, transporting, and disposing of garbage in and from the town and all collection and disposal services shall be by the town.

Residential Rates

Residential carts (without recycling)	\$23.39 mo.
Residential carts (with recycling)	\$15.39 mo.

In the area bounded by Carolina Beach Ave. North and South, Canal Drive, Lake Park Blvd. and Woody Hewitt Ave. from Atlanta to Carl Winner St. during the period between May 15 and October 15 the following additional services are offered:

Twice a Week pickup with Rollback Service	\$22.39 mo.	** Mandated for all customers with four or more rollout carts.
Rollback (per pick-up)	\$.37/Cart	
Second pick-up in a week	\$6.01/Cart	
Backdoor residential pick-up	\$24.85	
Backdoor residential pick-up (2 X week)	\$49.46	

Replacement of Containers

The town shall provide the initial containers for solid waste collection and recycling without charge. Replacement containers due to loss or damage shall be charged to the owner or occupant of the premises at the following rates:

Residential carts	\$80.00
Recycling containers (household)	\$30.00

Special Pickups

Residential debris such as building material scraps, appliances, yard waste and other items not commonly accepted as household refuse or solid waste shall be considered as a special pickup and an additional charge shall be levied for the special pickup. **Less than one pick up load of yard debris from each residence will be collected once per quarter at no charge.

Per pickup truck load	\$50.00
Less than full pickup load	35.00
Appliances (with freon)	35.00
Appliances (without freon)	25.00

Commercial Dumpster Rental Rates

2 yd. container	\$ 11.60 mo.
4 yd. container	\$ 13.85 mo.
6 yd. container	\$ 16.25 mo.
8 yd. container	\$ 18.55 mo.
Recycling container as established by franchisee.	

Commercial Container Collection Rates

Weekly Service

2 yd. container	\$64.05 mo.
4 yd. container	\$88.38mo.
6 yd. container	\$112.75 mo.
8 yd. container	\$137.02 mo.
2 yd. container VIP	\$187.53 mo.
8 yd. container VIP	\$460.10 mo.
Roll Out	\$15.39

Twice Weekly Service:

2 yd. container	\$128.10 mo.
4 yd. container	\$176.76 mo.
6 yd. container	\$225.50 mo.
8 yd. container	\$274.04 mo.
2 yd. container VIP	\$375.06 mo.
8 yd. container VIP	\$920.20 mo.
Roll Out	\$29.86

Thrice Weekly Service:

2 yd. container	\$192.15 mo.
4 yd. container	\$265.14 mo.
6 yd. container	\$338.25 mo.
8 yd. container	\$410.06 mo.
2 yd. container VIP	\$562.59 mo.
8 yd. container VIP	\$1,380.03 mo.
Roll Out	\$44.79

Compactor Service/Per Pickup:

8 yd. compactor	\$173.13
2 yd. compactor	\$73.72

Roll Off Service:

Compactor Hauls	\$155.21
Open Top Hauls	\$155.21

Additional Pick-up:

2 yd. container	\$36.24
4 yd. container	\$52.06
6 yd. container	\$67.90
8 yd. container	\$83.72
Roll Out Cart	\$16.30

Boardwalk/Amusement District

All properties in the Boardwalk/Amusement District are required to participate in the solid waste collection service provided by the town. Fees for all identified properties are the responsibility of the owner of the property. Upon joint written request of a property owner and tenant, and upon the approval of the Town Manager, the responsibility shall be transferred to the tenant.

Annual charges are due and payable on July, coincidental with the town's fiscal year. Properties with monthly water and/or sewer accounts with the town may pay monthly. All others shall pay annually

The annual rate for using the community forty (40) yard dumpster shall be: \$542.64

Arrears

Solid waste accounts in arrears more than thirty (30) days shall be charged a late fee of \$25.00 and a service charge of 1.5% per month on the unpaid balance.

New Account Deposit Required

A deposit equal to two (2) months service is required on all residential and commercial accounts. The deposit may be refunded upon request after twelve (12) months continuous service in good standing. A homeowner with an excellent credit rating (0-199) may have the deposit waived.

Vehicle Identification Decals / Parking Fees/ Freeman Park

License/Vehicle Identification Decals - Go on sale January 1st through March 31st of each year in the amount of \$5.00 per decal. After March 31st the cost per decal is \$15.00. Additional decals for residents with more than one property, \$1 per decal. Replacement decal, \$5.00.

Parking Lots:

Vehicles/Small Trucks	\$ 5.00
Buses, Limos & Oversize Vehicles	\$10.00

Parking Permits:

Resident	Included with purchase of VID
Non-Resident	\$50.00
Parking Meters	\$1.00 per Hr.
Fine for Parking without Permit	\$15.00 within 72 hrs. / \$25 after 72 hrs.
Fine for Buses, Limos & O/S Vehicles Parking without Permit	\$30.00 within 72 hrs./ \$50 after 72 hrs.

<i>Leased Parking Spaces:</i>	
Per vehicle space	\$500.00/year
Weeks Lot - Per Vehicle Space	\$300.00/year
Weeks Lot - Per Oversize Vehicle Space	\$500.00/year
 <i>Freeman Park Entry:</i>	
Daily Pass (per VEHICLE)	\$10.00
Annual Permit (per VEHICLE)	\$40.00/year

FIRE DEPARTMENT FEES AND PERMITS

FACILITY/ACTIVITY

Storage of:	Fee
Ammunition	75.00
Explosives, Division 1.1 through 1.6	200.00
Inside Flammable/Combustible-- Greater than 5,001 Gallons	250.00
Outside Flammable/Combustible—Greater than 5,001 Gallons	250.00
Compressed Gases	100.00
Inside Flammable/Combustible—Less than 5,000 Gallons	65.00
Outside Flammable/Combustible—Less than 5,000 Gallons	65.00
Blasting Agents	200.00
Fireworks Display	200.00
Fumigation and Thermal Insecticidal Fogging	10.00
Cellulose Nitrate Plastics	35.00
Combustible Fibers <1,000 Cubic Feet	65.00
Combustible Fibers > 1,000 Cubic Feet	100.00
Miscellaneous Combustible Storage	65.00
Dipping Operations- Flammable Finishes	65.00
Flammable Finishes (Storage) < 260 Gallons	65.00
Dust Producing Materials, Plants Handling	65.00
Fruit Ripening	35.00
Hazardous Chemicals (Business)	65.00
Hazardous Chemicals (Industrial)	150.00
Magnesium	35.00
High Piled Combustible Storage	75.00
Cryogenic Fluids	65.00
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	65.00
Floor Finishing	65.00
Explosives (Storage)	250.00

Operation of:

Service Station	65.00
Garage (over 5,000 sq. ft)	75.00
Garage (5,000 sq. ft and under)	65.00
Spraying Operations	75.00
Dry Cleaning Plants	65.00
Automobile Wrecking/ Salvage Yard	65.00
Waste Handling	65.00
Woodworking Plants	65.00
Restaurant	75.00
Hot Work Operations	45.00
Carnivals and Fairs	65.00
Exhibits and Trade Shows	45.00
Open Flames and Candles	45.00
Private Fire Hydrants	45.00
Covered Mall Buildings	100.00
Open Burning Residential	25.00
Open Burning Commercial	100.00
Places of Assembly	
less than 699 People	75.00
700-1000 People	100.00
Greater than 1000	125.00
Tents and Air Supported Structures	40.00
Industrial Ovens	65.00
Use of:	
Division 1.1 and 1.2 Explosives	200.00
Division 1.3 Explosives	200.00
Division 1.4 and 1.5 Explosives	100.00
Pyrotechnic Special Effects Materials	100.00
Handling:	
Bonfires	35.00
Oil Burning Equipment	50.00
Organic Coatings	50.00
Construction of:	
Underground Tank Removal (Per Tank)	85.00
Underground Tank Abandoned (Per Tank)	75.00
Underground Tank Installation (Per Tank)	85.00
Underground Tank Testing	75.00
Aboveground Tank Removal (Per Tank)	75.00
Aboveground Tank Installation (Per Tank)	50.00
Sprinklers (New System Installation)	100.00+10.00per 1000 sq. ft.
Fire Alarm (New System Installation)	100.00+10.00per 1000 sq. ft.
Suppression Systems	50.00
Fire Pump and Related Equipment	85.00
Private Fire Hydrants	35.00
Sprinkler System—up fit only	100.00
Fire Alarm System – up fit only	100.00
Sprinkler System Inspection (Alteration- No Permit Fee)	45.00

Fire Alarm Inspection (Alteration-No Permit Fee)	45.00
Industrial Ovens	75.00
Standpipe Installation per Riser	75.00
All Other Permits Required Under Fire Prevention Code	50.00

**CAROLINA BEACH FIRE DEPARTMENT PLAN REVIEW FEE SCHEDULE
COMMERCIAL—NEW CONSTRUCTION**

Total Cost for Project= Permit Fee + Inspection Fee(s)

A. Permit fee for Commercial- New Construction shall be based on the following formula computation.

A= Total gross building floor area of construction
B= Fee per Square Foot (From Table Below)

0-5000 sq. ft	A x B = Permit Fee
5,001-15,000 sq. ft.	(A x B x .75) + (1,250 x B) = Permit Fee
Over 15,000 sq. ft.	(A x B x .50) + (5,000 x B) = Permit Fee

Occupancy Type:

<u>Occupancy Type:</u>	<u>Fee per sq. Ft.</u>
Residential	.05
Storage	.035
Assembly	.06
Institutional	.06
Business	.06
Mercantile	.06
Hazardous	.05
Factory/Industrial	.04
Education	.065

- B. Additions: Use Schedule A above (Minimum \$45.00) whichever is greater + inspection Fee(s).
- C. Up fits: Use Schedule A above x .75 = permit fee + inspection fee(s)
- D. Shell: Use Schedule A above x .90 = permit fee + Inspection fee(s).
- E. Mobile Buildings: \$45.00 + Inspection Fee(s)
- F. Accessory Structures: \$45.00 + Inspection Fee(s)
- G. Minimum Permit Fee: \$45.00 + Inspection Fee(s)
- H. Commercial Insp Fee: \$45.00 per inspection (Maximum 1 hour per inspection)

**CAROLINA BEACH FIRE DEPARTMENT PERMIT FEE SCHEDULE
COMMERCIAL – EXTISTING CONSTRUCTION**

Total Fee Cost for Project = Permit Fees + Inspection Fee(s)

A. Permit fees for Alterations, renovations, and of General Repairs shall be based on the following computations.

0-5000 sq. ft	A x B = Permit Fee
5,001-15,000 sq. ft.	(A x B x .75) + (1,250 x B) = Permit Fee
Over 15,000 sq. ft.	(A x B x .50) + (5,000 x B) = Permit Fee

<u>Occupancy Type:</u>	<u>Fee per sq. Ft.</u>
Residential	.05
Storage	.035
Assembly	.055
Institutional	.06
Business	.06
Mercantile	.05
Hazardous	.05
Factory/Industrial	.04
Education	.065

B. Demolition	\$20.00
C. Occupancy Certification	\$25.00 + Inspection Fee(s)
D. Minimum Permit Fee	\$45.00 unless otherwise noted + Inspection Fee(s)
E. Commercial Insp Fee	\$45.00 per inspection (Maximum 1 hour per Inspection)

ADMINISTRATIVE FEES

Occupying building without a C/O or CIC:	\$250.00
Working without a permit:	Double the assessed permit fee or a minimum of \$150.00.
Failure to obtain final inspection:	\$100.00
After-hour, Weekend and Holiday Inspections	\$120.00 (first two hours/minimum two hours Plus \$60.00 for each additional hour.
Fast Track Application:	Regular fee x 1.25 - Minimum of \$100 over Permit fee.
Commercial Shell Application:	Regular permit fee x .90
Cancellations, Refunds, Revocations, Expired Permits, Permit Extensions:	

1. Permits may canceled but are non-refundable "if work has commenced."
2. Refunds: 25% or the minimum permit fee (whichever is Greater) will be retained when requested to cancel a permit " if work has not commenced."
3. Permits are subject to revocation without any refund if any part of the application is fraudulent.
4. All permits which have expired are non-refundable.
5. An active permit which may soon expire and construction has not commenced may be extended.
For Residential projects the extension fee is 50% of the cost of a new permit (min. \$35.00) Not to exceed \$250.00.
For Commercial projects the extension fee will be at the rate of 50% of the cost of a new permit.

6. An inspection fee will be assessed if an inspection is not cancelled by 7:00 am on the day it is scheduled.

Hazardous Materials and Substances Abatement

FEE:

Engine Company Response	200.00Per hour or part of
Tower/Truck Company Response	225.00Per hour or part of
Squad Company	150.00Per hour or part of
Haz-Mat Support Trailer	50.00Per hour or part of
Fire Chief	45.00Per hour or part of
Materials/Supplies Consumed	Actual Replacement
Off Duty Hire Back (personnel Off-Duty)	40.00Per hour or part of

Charges for Special Tests, Inspections and other service provided by the Fire Department.

Activity:

Fee:

ABC Permit	50.00
Fire Flow Test	100.00
Day Care State Inspection	45.00
Filling Swimming Pools	200.00 + Water Charges
Witness Fire Flow	45.00
Commercial Construction Inspection	45.00
Reinspection fee for State mandated inspections	45.00
Standby Assistance (Squad)	150.00 Per Hour
Standby Assistance (Tower)	225.00 Per Hour
Standby Assistance (Engine Company)	200.00 Per Hour
Standby Assistance (Fire Inspector)	40.00 Per Hour
Standby Assistance (Fire Suppression Personnel)	40.00 Per Hour
Re-Review of submitted plans	35.00
Transporting Division 1.1, 1.2, and 1.3 Explosives	200.00
Standpipe Test Per Riser	75.00
Fire Pump Test	150.00

Building Permits

(a) Permits are required on all construction unless exempted by State Statute 160A-417 or 153A-357.

Fee Schedule #A - Residential (Including Multi-Family if Units are to be Sold) (Based upon cost for 1 and 2 family detached residential construction)

Residential Building Permit Fees shall be calculated as follows - \$70.00 per square foot of heated space and \$20.00 per square foot for all unheated space including decks, porches, accessory buildings, garages, detached garages and carports.

Fee Schedule #B - Commercial [Based upon cost for all commercial, multi-family (if being built for the purpose of renting/leasing), new construction, additions and remodeling governed by Vol. I General Construction]

Commercial Building Permit Fees shall be calculated as follows - \$125.00 per square foot of heated space and \$70.00 per square foot for all unheated spaces. Combination of heated and unheated \$100.00 per sq ft.

From	0.00	to	\$ 199.....	\$ 25.00	
From	\$ 200.00	to	\$ 2,000.....	\$ 50.00	
From	\$ 2,000.01	to	\$ 4,000.....	\$ 75.00	
From	\$ 4,000.01	to	\$ 6,000.....	\$100.00	
From	\$ 6,000.01	to	\$ 8,000.....	\$125.00	
From	\$ 8,000.01	to	\$10,000.....	\$150.00	
From	\$ 10,00.01	to	\$15,000.....	\$175.00	
From	\$15,000.01	to	\$20,000.....	\$200.00	
From	\$20,000.01	to	\$25,000.....	\$225.00	
From	\$25,000.01	to	\$30,000.....	\$250.00	
From	\$30,000.01	to	UNLIMITED.....	\$250.00 plus \$6 per \$1000 (or any portion thereof) In excess of \$30,000	
Insulation permit (sold with bldg. permit)				\$35.00	
Demolition permit - residential				\$50.00	
Demolition permit – commercial				\$200.00	
Relocating a house				\$200.00 plus building fees	
Minimum inspection fee				\$25.00	
NC Homeowners recovery fee (GS 87-15.6, Vol 1A).....				\$10.00	
Manufactured Housing	Single Wide		\$100.00	
	Double Wide		\$200.00	
	Triple Wide		\$300.00	

(b) **Expiration of Permits:** If substantial work is not commenced within six (6) months of issuance or, if the work is suspended or abandoned

for a period of twelve (12) months or more after work has commenced (NCGS 153A-358/ 160A-417).

- (c) **Work NOT Requiring a Permit:** Permits are not required for work costing less than \$500.00 unless that work involves the addition, repair, or replacement of load bearing structures and does not require a change in the electrical, mechanical, and plumbing systems (NCGS 160A-417).
- (d) **Privilege License Required:** Contractor MUST have an up to date privilege license on file with the Town of Carolina Beach before any permits will be issued.

**Sprinkler Systems
(See Fire Code Permit Fee Schedule)**

- (e) **Mobile Home & Travel Trailer Park Fee:** \$6.00 per space - minimum fee \$70.00
- (f) **Swimming Pools:** Residential or Public - Permit fees are based on the permit fee schedule for general construction costs (see building fees). Pools less than 600 sq. ft. are \$27.00.
- (g) **Signs (other than Billboards - see h):** \$25.00/signs (In addition to the above fee, illuminated signs require an electrical permit in accordance with the Electrical Permit Fee Schedule as adopted by New Hanover County).
- (h) **Billboard:** \$500.00
- (i) **Extra Inspections:** The above fees, a-g, entitle the contractor or applicant to the necessary footing, foundation, rough-in inspections and one final inspection. Extra inspections or inspection trips made necessary through the failure of any person, firm or corporation in charge of work, to give specific locations of work to be inspected or failure to install work according to Code regulations, are hereby designated "EXTRA BUILDING INSPECTIONS." This Extra Building Inspection Fee shall be - \$25.00.
- (j) **Refunds and Extensions:**
 - (1) No refunds shall be issued for permits that have expired.
 - (2) Unexpired building permits may be renewed upon request of the owner. The fee for permit extensions shall be 20% of the initial fee not to exceed \$200.00. New zoning requirements will apply.
- (k) **Working Without a Permit:**
 - (1) Fee for starting work without a permit is equal to twice the basic permit fee - minimum of \$100.00
 - (2) Fee for starting and substantially completing the work without a permit - basic permit fee plus \$500.00
- (l) **Habitual Working Without a Permit:** \$50 per day find shall be imposed for second and subsequent offenses of working without a permit for as long as the work continues.
- (m) **Failure to Obtain a Final Inspection:** immediately upon completion of work - \$100.00.
- (n) **Prior to Final Cut-On:** Building \$20.00 plus \$20.00 per required Division (electrical, mechanical, plumbing).
- (o) **Commercial Verification:** \$20.00 permit fee. All other applicable fees with New Hanover County.

- (p) **Garages and Other Outbuildings:** See section Building Permit Fees, Item (a).
- (q) **Day Care:** licensing and related inspections - \$25.00
- (r) **Zoning Considerations:**
 - (1) The extra inspection fee shown in paragraph “i” above applies to required zoning inspections.
 - (2) Re-review of incomplete or failed landscape plans - \$50.00. The first review of the landscape plan is free.
- (s) **Fencing:** \$30 permit fee and all pertinent inspections.

PERMIT PROCESSING FEE SCHEDULE
Planning & Zoning

- (a) **Major Conditional Use Permits:** Fee \$800

Issued for Planned Residential and Business Developments, etc., as specified in the Zoning Ordinance. 2 to 4 hours staff report preparation and analysis, 1 hour TRC, 2 hours in hearings, 3 hours of clerical time (agenda preparations, hearing minutes, typing legal advertisements), 2 hours for case close out, 1 hour site check, 6 hours zoning sign off after construction, and issuance of Certificates of Occupancy.
- (b) **Minor Conditional Use Permits:** Fee \$350

Issuance for mixed uses, bed and breakfast projects, etc., as specified in the Zoning Ordinance. 2 hours staff report preparation, 2 hours in hearings, 3 hours of clerical time (agenda preparations, hearing minutes, typing legal advertisements), 1 hour case close out, 1 hour zoning sign off after construction/implementation, and issuance of a Certificate of Occupancy .5 hours.
- (c) **Minor Subdivisions:** Fee \$350.00

4 hours staff analysis and report preparation, 1 hour site check, 3 hours hearing time, 4 hours clerical time (agenda preparation, 3 hours hearing time, 4 hours clerical time (agenda preparation, hearing minutes, legal advertisements, typing), 1 hour TRC meeting, 2 hour case close-out and follow-up, 6 hours zoning sign-off, and issuance of a Certificate of Occupancy 6 hours.
- (d) **Major Subdivisions:** Fee \$800.00

4 hours staff analysis and report preparation, 1 hour site check, 3 hours hearing time, 4 hours clerical time (agenda preparation, hearing minutes, legal advertisements, typing), 1 hour TRC meeting, 2 hours case close-out and follow-up, 6 hours zoning sign-off, and issuance of a Certificate of Occupancy 6 hours.
- (e) **Road Closure Applications:** Fee \$425.00*

Applicant pays for advertisement in a newspaper of general circulation for four consecutive weeks, 2 hours staff analysis, 2 hours in hearings, 4 hours of clerical time (agenda preparation, hearing minutes, legal advertisements, typing) 1 hour case close-out.

(f) **Application for Naming/Renaming of Public Streets or Alleys:** Fee \$425.00*

Applicant pays for four consecutive weeks of advertisement, 2 hours staff analysis; 2 hours in hearings; 4 hours of clerical time: agenda preparation, hearing minutes, legal advertisements, typing .5 hours case close-out.

(g) **Major Rezone Application:** \$625

Applicant pays for four 1/2 page ads for four consecutive weeks in a newspaper of general circulation; mailed legal notice to all affected property owners; 1 hour site check; 3 hours staff analysis/staff report; 4 hours in public hearing; 6 hours clerical preparation for hearing minutes, legal ads, typing, filing; 1 hour case closeout; and zoning map revision and republication.

(h) **Minor Rezone Applications:** Fee \$350

Site check 1 hour; analysis and staff report preparation 3 hours; 2 hours in hearings; 3 hours of clerical time (minutes of meeting, legal advertisements, typing, ordinance amendment); 1-hour case close out.

(i) **Zoning Verification and Plot Plan Approvals:** Fee \$25.00

Issued for all uses permitted "by right" as listed in various zoning districts in the Zoning Ordinance. 5 hours of staff analysis.

(j) **Parking Impact Application Fee:** \$60.00

Staff time expended determining calculations for parking impact fees which is \$100 per parking space if parking cannot be provided on-site. Occasionally a site inspection is required which expends 1 hour of staff time.

(k) **Zoning Site Inspections:** \$35.00

1 hour of staff time for site inspection prior to issuance of Certificate of Occupancy.

(l) **Certificates of Occupancy:** \$10.00

.5 hours of clerical time to verify that all inspections have been approved and to process Certificate of Occupancy.

(m) **Sign Permit:** \$25.00 (if site inspection is not required)

\$50.00 (if site inspection is required)

30 minutes of staff analysis and occasional site visit; 30 minutes clerical and filing.

(n) **Temporary Sign Permit:** \$25.00

30 minutes of staff analysis; 30 minutes clerical and filing.

(o) **Pre-Application Assessment Fee:** \$50.00/hour

Processing fee for all major businesses and planned residential developments (i.e., hotel/motel, etc.) that requires research and documentation by staff that exceeds 30 minutes duration.

(p) **Home Occupation Fee:** \$20

.5 hours staff analysis and processing.

Board of Adjustments

Variance Request/Hearing: Fee \$350.00

An appeal from the decision of the zoning administrator or flood plain manager may be taken to the Board of Adjustment by any person aggrieved or by any officer, department, and board or bureau of the town affected by such decision. Such appeal shall be taken at least thirty (30) days before the board's next regularly scheduled meeting by filing a notice of appeal specifying the grounds thereof. The zoning inspector shall forthwith transmit to the board all the papers constituting the record upon which the action appeals were taken from.

Variance From Residential Appearance Standards: Fee \$100.00

Police Department

Taxicab Permits and Operator License:

In order to comply with the requirements of Article VII, Section 8 Licenses and Business Regulations, all taxicabs must be inspected annually and all taxicab operators must be licensed. The Chief of Police is authorized to charge for this service. The following rates are in effect:

Annual Taxicab inspection: \$20.00 per vehicle
Annual Taxicab operator permit: \$10.00 per operator

Public Works

Verification Removal, Increased Impervious Area, Filling & Grading Permits

Residential single and two-family lots up to 12,000 sq. ft.	\$ 70.00
Residential multiple structure lots and commercial structure lots up to 12,000 sq. ft.	\$100.00
Residential multiple structure lots and commercial structure lots exceeding 12,000 sq. ft.	\$150.00
Each additional 12,000 sq. ft.	\$ 25.00

Town Clerk

Annexations: Fee \$370.00

1 Advertisement; 2 hours planner review of application; resolution to investigate; certificate of sufficiency; resolution for public hearing; 1 hour public hearing/staff presentation; recordation of meeting minutes and transcription; 1 hour case closeout; ordinance to extend town boundary; notice of adoption.

Water and Sewer

Authority to Require Water or Sewer Connection

- (a) When improved property is located within the town limits and upon or within a reasonable distance of any water line or sewer collection line deemed adequate and appropriate by the town to provide such service, the town shall require the owner or owners of improved property to connect the premises with the town's water or sewer line, or both.
- (b) No owner of improved property located within the town shall be allowed to disconnect his water or sewer service or both without permission of the town first being obtained in writing, and the reasons thereof for such disconnection justifying the disconnection.
- (c) If any provision of this section conflicts with previous ordinances included in this chapter, this section shall be paramount.
- (d) Any residential dwelling or business abandoning use of a septic tank within the Town of Carolina Beach and requesting connection to the town's sewer system will not be required to pay a user fee before said connection is made.
- (e) Any residential dwelling or business abandoning use of a well within the Town of Carolina Beach and requesting connection to the town's water system will not be required to pay a user fee before said connection is made.

Connection Required

Where the town sewer system is available, every property owner shall be required to tap onto the system. Or have 90 days to connect upon discovery and formal notice from the town. If not tied in upon said time owner or owners will be fined \$50.00 a day until tie-in is made.

Connection Permit

No person shall connect with the water system of the town until they shall have made application for permission to so connect in writing to the Town's Operations Department thru Planning and Zoning. This application shall be made before any part of the drainage system of the house or other connection shall have been laid or constructed, and such application shall state the number of the place, name of the street, and the name of the person making application. The town will retain the original and a copy furnished to the owner or his agent.

Inspection of Connections Not Made by the Town

All connections to the water system shall be made by the town or by persons authorized by the town, and a town employee shall inspect any connection not made by the town before the connection is covered.

Separate Connections

Each individual residence and business building shall have separate water and sewer connection with the town system; condominiums and townhouses shall be allowed to have a common water and sewer connection with the town's system upon approval of the Operations Department, but will still be required to pay for individual connections.

Water Service Connection Fees

Where the city installs the water service connection, the following charges shall apply:

<u>Size</u>	<u>Tap & Connection Fees</u>
3/4"	\$1,250.00
1"	\$1,375.00
1 1/2"	\$3,000.00
2"	\$3,125.00

*These fees are applicable to residential installations only.

Customers requesting two day turn around on water and sewer taps will incur an additional \$2,500 fee, in addition to all other applicable fees.

When a utility contractor approved by the town installs the water service connection and the city is required to provide only a water meter and inspect the installation, the following charges shall apply:

<u>Size</u>	<u>Tap & Connection Fee</u>
3/4"	\$330.00
1"	\$470.00
1 1.2"	\$775.00
2"	\$940.00

If a customer requests a meter set only on the same or following day for service, an additional \$150.00 charge will be added, in addition to all other applicable fees. Water and sewer tap applications for service installation may take up to six weeks.

Sanitary Sewer Service Connection Fees

Where the city installs the sanitary sewer service connection, the following charges shall apply:

<u>Size of Sewer Service</u>	<u>Connection Fee</u>
4"	\$1,250 (20 ft. from tap)
6"	\$1,550 (20 ft. from tap)

When the town installs residential sanitary sewer service connections, the actual costs for boring, well pointing, and sheeting shall be added to the connection charges.

When a utility contractor approved by the city installs the sewer service tap and connection and the city inspects the installation, the following charges shall apply:

<u>Size of Sewer Service</u>	<u>Connection Fee</u>
4"	\$100
6"	\$100

For a water connection of larger than two-inch size, the customer shall pay a fee for the cost of providing a tap, setting a water meter and inspecting the installation, as determined by the city prior to installation based upon a detailed estimate of such cost. This fee shall be the total amount to be paid by the customer to the city. The detailed estimate shall quantify all materials needed, including but not limited to pipes, valves, sleeves, meters, meter boxes or vaults, valve boxes, marl, and asphalt, each assigned the same unit prices as the city currently pays at the time of the estimate for the materials. The estimate shall further quantify a reasonable estimate of labor time required at hourly rates and benefits to be paid each employee and equipment time at hourly rate assigned each type of equipment. If the city elects to contract any of the installation work, the contractor's fee shall become part of the estimate. Estimate shall be good for a period of 90 days.

For sanitary sewer connections of larger than a 6-inch size, the customer shall pay a connection fee determined by the city prior to installation, which shall be based upon a detailed estimate of the cost of the services and materials provided, by the city for the facilities. This fee shall be the total amount to be paid by the customer to the city. The detailed estimate shall quantify all materials needed, including but not limited to pipes, clean-outs, and clean-out boxes, pumping units, marl, and asphalt, each assigned the same unit prices as the city currently pays at the time of the estimate for the materials. The estimate shall further quantify a reasonable estimate of labor time required at hourly rates and benefits to be paid each employee and equipment time at hourly rates assigned each type of equipment. If the city elects to contract any of the installation of the work, the contractor's fee shall become part of the estimate. Estimate shall be good for a period of 90 days.

When a customer who has received a prior connection requests a change in location of water or sewer service provided, the customer shall make application to the town for the new desired location and pay the applicable fee for a new connection. The customer shall then have the new service installed by the town or an approved utility contractor. The town or utility contractor shall remove the existing water or sewer service from the mains, and charge the customer time and material plus a 45% mark up for disconnection of old services.

Water Meters

No water shall be supplied to any consumer except through a water meter of a style, pattern, and quality approved by the utilities director. All meters shall be furnished and installed by the town, or under its direction and control, at an installation and service charge to the consumer.

Separate Meters

- (a) Where sewer service is not utilized or water consumed does not enter the sanitary sewer, it shall be determined on a case-by-case basis by the town manager and/or utilities director if such customers can be exempt from sewer charges.
- (b) Exempt customers determined by town manager and/or utilities director shall have separate meter installed, maintained and read by the town. The cost of such a device shall be borne by the property owner requesting relief.
- (c) These relief meters shall be logged with the finance department and bear a field marking to identify for reading purposes.

Prohibited Uses

(a) No consumer will be allowed to supply or sell water to other persons, families, or corporations, nor shall any person take or carry away water from any hydrant, watering trough, or public fountain.

(b) The fire hydrants are for the use of the fire department for fighting fires, and are not to be used by any unauthorized person for any purpose, unless permitted by the town manager.

Tampering with Meters

(a) It shall be unlawful for any unauthorized person to alter, tamper with, or bypass a meter which has been installed for the purpose of measuring the use of water or knowingly to use water passing through any such tampered meter or water bypassing a meter provided by the town for the purpose of measuring and registering the quantity of water consumed. Any meter or service entrance facility found to have been altered, tampered with, or bypassed in a manner that would cause such meter to inaccurately measure and register the water consumed, or which would cause the water to be diverted from the recording apparatus of the meter, shall be prima facie evidence of intent to violate and of the violation of this section by the person in whose name such meter is installed, or the person or persons so using or receiving the benefits of such unmetered, unregistered, or diverted water.

(b) Any person violating any of the provisions of this section shall be guilty of a misdemeanor.

(c) Whoever is found in a civil action to have violated any provisions of this section shall be liable to the town in triple (300%) of the amount of losses and damages sustained, or one thousand dollars (\$1000.00), whichever is greater.

Water & Sewer Billing

(a) Water and sewer rates shall be as provided in the budget ordinance.

(b) Each water account shall be charged at the monthly fixed charge plus a variable charge for all water used. Exceptions: If a house has been condemned, then no charge shall accrue, and meter shall be removed. Every property within the town with a structure shall be charged a minimum fixed charge every month whether the owner applies for service or not.

(c) Each wastewater account shall be charged at the monthly fixed charge plus a variable charge for all wastewater treated. The gallons of wastewater treated for a given period shall be taken to be the same as the gallons of treated water provided to the site, as measured by the service's water meter.

Billing

(a) All bills and accounts shall be in the name of, and sent for payment to, the owner of the property being served, and or renter. Where a water user is not tapped onto the wastewater treatment system, no sewer service charge will be levied. See "B" Relating to Sewer.

(b) Where a sewer user is served by a well, a private water system or another non-town water source, such user shall be levied a sewer service charge based on the rates outlined in subsection (a). Gallons shall be established by installing, at the user's expense, a meter on the user's water supply and taking that consumption figure as the basis for the sewerage amount or if not metered shall be charged at a rate set forth in the budget ordinance.

(c) Upon failure to pay the amount charged for either water or sewer or both, within the time set forth (30 days), a 5% late payment penalty shall be charged to the user.

Deposits

The responsibility for water bills of the consumers shall be a legal obligation the person whose name is on the account. Application for water and sewer service must first make an application to the billing clerk and show proof of residence. All deposits will be returnable to the depositor upon final payment for all outstanding water and sewer bills against that particular property.

Deposit Schedule:

Residential

Excellent Credit Rating (0-199)	\$150.00 - \$100.00 deposit only may be waived for Property Owner - \$ 50.00 service fee - \$ 5.00 credit check
Some Risk (200-299)	\$250.00 (\$150.00 + 1 month bill)
Greatest Risk (300 + up)	\$300.00 (\$150.00 + 2 months bill)

Commercial

Excellent Credit Rating (0-199)	\$185.00
Some Risk (200-299)	\$350.00 (\$185.00 + 1 month bill)
Greatest Risk (300 + up)	\$400.00 (\$185.00 + 2 months bill)

Water Service Fees

Water service customers shall pay a \$35.00 nonrefundable fee each time a technician’s site visit is required. When water service is requested to be cut on by a customer, the customer will be given a span of time to meet a serviceman at the residence so that water service may be cut on. If the customer fails to meet the serviceman at the designated time, the customer will be charged \$10 for each additional time a serviceman must go back to a residence to cut on water service.

Water Service Meter Check Fees

When a customer requests that a meter be read, checked or turned on or off, there will be a \$35 fee. If a problem is found with the meter then the \$35 fee can be waived at the discretion of the town manager or utility director.

Charges for Cut-Ons Outside Working Hours

Certain deadlines must be met for water service to be cut on during regular working hours. If a customer fails to meet the appropriate deadline, water service will not be cut on outside regular working hours unless a situation exists that jeopardizes the health of the customer. The city reserves the right to determine if water service is cut on outside regular working hours. If a serviceman is available and water service is cut on outside regular working hours, then a \$25.00 charge will be applied to the customer’s account in addition to any other charges and penalties which are due.

Charges for Illegal Cut-On of Water

A \$150.00 charge will be charged to customers who illegally cut on their own water. Civil and criminal penalties also apply.

Charges for Resetting of Water Meter

If the water meter is removed due to nonpayment of a utility bill, upon request to have the service restored, the customer shall pay a \$75.00

fee for the cost of removing and resetting the water meter in addition to any other applicable charges.

Deposits for Special Meter Tests

When special meter tests are performed at the request of the customer, he or she shall pay a \$75.00 fee that will be refunded to the customer if the tested meter does not meet the American Water Works Association standards. No refunds shall be made if the meter meets these standards.

Water and Sewer Charges Outside Town Limits

Charges for water and sewer service outside the town limits shall be twice (200%) those of similar services inside the town limits.

Unpaid Water and Sewer Accounts: Discontinuance of Service

Upon failure to pay the amount charged for either water or sewage services within the time set forth on billing, both of such service may be discontinued, after ten (10) days notice, without prejudice to the right of the town to recover for the services rendered before discontinuance, and services will not be restored until the account is paid. Reconnection of water service, in all cases, shall be made after payment of a service charge is paid. A delinquent bill shall not be paid in full until all charges owed the town by the customer of the delinquent bill have been satisfied to include technician's fee of \$35.00.

Reconnection Fees

First time: \$45 + \$35.00 - \$80.00
Second time and subsequent times: \$85 + \$35.00 - \$120.00

Leak and Breakage Adjustments

No relief or adjustment shall be applied to water bills in cases of high water use due to leaks, broken lines, faulty plumbing, and the like; but if such leaks or breakages are verified to the satisfaction of the town manager or utility director, that person may make an adjustment to the sewer charge, but only if the extra water used did not re-enter the wastewater system for subsequent treatment. If adjustments are made, the amount of the adjustment shall be the sewer charge for the difference between the increased gallonage and the average gallonage used during the twelve (12) months preceding the increased usage period. A customer is entitled to 1 adjustment per year.

Water and Sewer Variable Metered Rates

Basic water and sewer rates for monthly billing inside the city limits shall be as follows:

<u>Usage</u>	<u>Water Rate</u>	<u>Sewer Rate</u>
Over 3000 gals/mo.	\$2.30 per 1000 gals	\$4.41 per 1000 gals

Monthly Minimum Water and Sewer Fixed Rates

Minimum monthly water and sewer charges (which include up to 2,999 gallons used) shall apply to all users, residential and multifamily, for the duration of use. (A single meter pays one base rate only).

<u>Meter Size</u>	<u>Water Rate</u>	<u>Sewer Rate</u>
5/8" x 3/4" meter	\$12.08	\$21.81
1"	\$29.49	\$61.58
1 1/2"	\$38.88	\$82.99
2"	\$62.35	\$136.55
4"	\$205.04	\$462.37

*The rates set forth above shall apply to combined water and sewer users whereby the monthly usage is determined by the amount of metered water consumption.

Sewer Base Rate – Senior Citizen/Disabled Residents:

\$12.00 will be excluded from monthly sewer bills for all Town of Carolina Beach residents that have applied and qualified for State of North Carolina Property Tax Relief (Homestead Exemption) under GS 105-277.1.

Non-Metered Sewer Rates

Where sanitary sewer service is furnished and municipal water is not used, the installation of a meter measuring sewage flow may be required. In such cases, the sewer rate charge shall be based upon metered sewage flow at the same rate as that measured by metered water flows. The cost of installation of a sewage flow meter shall be borne by the consumer at the same rate and manner as other such charges set forth by the town.

Where sanitary sewer service is provided by the city without benefit of metering the following minimum monthly rates shall apply:

<u>Usage</u>	<u>Rate</u>
<i>Residential</i>	
Single/Multifamily	\$100.00/per dwelling unit
<i>Commercial*</i>	
Hotel/Motel	\$100.00/residence
	\$ 50.00/room w/cooking facilities
	\$ 25.00/room w/o cooking facilities
Retail Sales	\$ 50.00/water closet/urinals/shower
Barber/Beauty Shops	\$ 25.00/chair
Offices	\$100.00/water closet/urinal/shower
Garages/Service Centers	\$ 10.00/water closet/urinal/shower
Restaurant/Clubs/Bars	\$ 15.00/seat
Convenience Stores	\$100.00/water closet/urinal/shower

Industrial

As set forth under Chapter 16, *Utilities*, Code of Ordinances for the Town of Carolina Beach.

*The minimum monthly rate for commercial users of the sanitary sewer system not set forth above shall be determined by the anticipated amount of monthly wastewater treatment at a rate of \$5.72 per 1000 gallons.

Stormwater Drainage

Stormwater Drainage Fees

Residential:	\$5.25 per Month
Commercial:	\$5.25 per ERU per Month (1 EERU = 2,000 Sq. Ft. Impervious Surface)
Condominiums:	\$5.25 per Unit, per Month
Hotels/Motels:	\$5.25 per ERU per Month (1 ERU = 2,000 Sq. Ft. Impervious Surface)
Development Fee Formula:	\$275.00 per percent of developed lot coverage, credit given to percentage retained on lot.

(If builder covers lot with 40% impervious soils development fee would be $\$275.00 \times 40 = \$11,000.00$. If builder can retain 20% of the storm water on lot then he would receive 20% credit off the $\$11,000.00$; $\$11,000.00 \times 20\% = \$2,200.00$. Development fee would then be $\$8,800.00$.)

Water/Sewer/Stormwater Facility Fees

Policy: This policy is to help clarify when a customer is to be charged Facility Fees.

1. **New construction, modifications to existing structure, change of use, expansion and redevelopment.** Prior to issuing a building permit and preferably early in the discussion process with an individual wishing to perform new development or rehab of existing, the Operations Director or his appointee shall look at the development plans and determine if facility fee charges are applicable.
2. **New construction to pay in full prior to receiving water service and a building permit.** All new commercial and residential construction, modifications, changes of use, expansions and redevelopment shall pay the water, sewer and stormwater fees, in total, prior to a zoning permit or building permit being issued. In the CBD, a policy was adopted to encourage development in the area and the payment of the facility fee may occur over an extended period per the policy.
3. **Increasing meter size at an existing residence or commercial facility without adding onto the structure.** If an existing customer wishes to increase the meter size at their home or commercial facility without adding additional living space or commercial space, the customer will only pay for the cost of the new tap and meter at the time of application, (example – a homeowner wishes to increase the size of their connection from a $\frac{3}{4}$ inch meter to 1 inch meter in order to increase the volume at their home. The customer would only pay for the new tap and meter at the appropriate rate at the time of installation. The existing meter and tap would be abandoned).
4. **Increasing the impact of an existing residence or Commercial Facility.** In the event that an existing business or residence increases the size of the structure, changes to a more intense use, or increases the impact on the system, the owner shall pay additional facility fees to account for the additional impact to the system. (Example – If an existing restaurant adds 20 seats or a single family residence adds a bedroom, the owner would be responsible for paying for those additional seats or for the additional bedroom. If a property goes from retail to a more intense use with an additional impact, the owner shall pay for the difference between the fee structure of the existing facility at the current fee schedule and the more intense use at the current fee schedule).
5. **Redevelopment.** In the event that a home or a business is demolished, damaged beyond repair, or an existing tap is abandoned never to be used again and a new structure is constructed in its place or somewhere else on the system, the new construction would be exempt from the payment of a water and sewer facility fee so long as the new development creates no additional impact on the system. When the redevelopment creates an additional impact, the fee shall be the difference between the old development (calculated at current budget rates) and the fee required by the new development. No credit will be given for a lesser impact.
6. **Transferring of fees.** Fees for development shall be transferable. As an example, when a restaurant leaves an existing location and moves to a new building or new location, fees shall be paid on any additional impact that is created at the new location.
7. **Responsibility of owner or leaser to prove fees paid.** The Town of Carolina Beach, currently maintains a record of facility fees paid for by each business or home. However, in the event that these records can not be located, it is up to the owner of the structure or the person leasing the facility to provide either a record of the fees paid or evidence of the type of development that existed.
8. **Audit and remedy of violations.** The town reserves the right to audit businesses in the Town to determine if an additional impact has been

created at a business and to rectify the discrepancy between what was paid for and what is owed. Likewise, in the event that it is discovered that a residential unit has created a similar additional impact, additional fees shall apply. (Example – a restaurant has added additional seating beyond what was originally approved by the Operations Department or it is discovered that a miscellaneous room, such as office/entertainment room, has been turned into a bedroom in a single family residence. In this example, the locations will have to pay the additional fee or revert back to the originally approved plan).

9. **Other capital reserve decisions not covered by this policy.** From time to time, the Board may amend this policy. If a particular situation is not covered by this policy, the Town Council may review each situation on a case- by-case basis at a regularly scheduled meeting. At the direction of the Mayor, the situations that are not addressed by this policy will be placed on an agenda of a regularly scheduled meeting.

Any person undertaking new development or converting an existing use to a new use that is to be connected to the city's water and/or sewer systems shall pay a fee for individual or combined uses in accordance with the following user fee schedule:

<u>Type of Use*</u>	<u>Water</u>	<u>Sewer</u>
<i>Residential</i>		
All residential uses/bedroom	\$750.00	\$750.00
Home Offices/Computer Rooms/ Entertainment Rooms/Dens	\$750.00	\$750.00
<i>Commercial/Other</i>		
Barber shop chairs	\$250.00	\$250.00
Beauty shop chairs (any shop that will be doing dying, processing and shampooing)	\$750.00	\$750.00
Self services laundries/machine	\$1,000.00	\$1,000.00
Hotels/Motels/room	\$525.00	\$525.00
Hotels/Motels/room (cooking facilities)	\$750.00	\$750.00
Offices/100 sq. ft occupyable space & to include one (1) unisex bathroom water closets/urinals/sink per 1,000 sq. ft. (not for public use)	\$175.00	\$175.00
Offices that include public restroom Water closets/urinals/sinks per restroom	\$1,125.00	\$1,125.00
Recreational/water closet/urinal/shower	\$1,125.00	\$1,125.00
Restaurants, Clubs, Bar stool and seats (these fees include the kitchen sinks dishwashers, grease traps and restrooms)	\$125.00	\$125.00
Outside seating eating establishment (April 15 th – Oct. 31 st) of each year to be	\$15	\$15

applied for and collected annually

Service Station, Garage (auto/boat), With water closet/urinal sink per restroom	\$1,500.00	\$1,500.00
Convenience Store without food service with water closet/urinal/sink per restroom	\$1,125.00	\$1,125.00
Convenience Store with food service to include water closet/urinal/sink per restroom	\$1,500.00	\$1,500.00
Retail Sales/100 sq. ft. occupyable space & to include one (1) unisex bathroom-water closets/urinals/sink per 1,000 sq. ft. (not for public use)	\$175.00	\$175.00
Retail Sales that include public restrooms- water closets/urinals/sinks per restroom	\$1,125.00	\$1,125.00
Warehouses with water closet/urinal/shower per restroom	\$1,500.00	\$1,500.00
Theaters/car parking space	\$15.00	\$15.00
Marinas/dockage or slip	\$250.00	\$250.00
<i>Institutional</i>		
Churches/per required parking space	\$15.00	\$15.00
Churches with food preparing facilities with water closets/urinals/sinks per restroom	\$1,125.00	\$1,125.00
Day Care Facility per child to include restroom facilities	\$75.00	\$75.00
Day Care Facility per child with food preparing facilities to include restroom facilities	\$125.00	\$125.00
Schools per person capacity to include water closets, urinals, sinks, showers	\$125.00	\$125.000
Schools per person capacity with food preparing facilities	\$150.00	\$150.00

Hospitals/Medical Facilities

Beds for overnight stay	\$1,500.00	\$1,500.00
Examination rooms with sinks	\$125.00	\$125.00
Examination rooms without sinks	\$50.00	\$50.00
Interim Medical Facility/100 sq. ft occupyable space & to include one (1) unisex bathroom – water closets/urinals/ sink per 1,000 sq. ft. (not for public use)	\$175.00	\$175.00
that include public restrooms - water closets/urinals/sinks per restroom	\$1,125.00	\$1,125.00
Nursing/Rest Homes/bed with laundry	\$420.00 \$1,000.00	\$420.00 \$1,000.00
w/o laundry	\$600.00	\$600.00
Residential Care Facilities/bed with laundry	\$420.00 \$1,000.00	\$420.00 \$1,000.00
w/o laundry	\$600.00	\$600.00
Schools/person capacity w/water closets/urinals/showers	\$105.00 \$1,125.00	\$105.00 \$1,125.00

Car Wash

Self Service/bay	\$2,500.00	\$2,500.00
Roll-Over/unit used for under body wash	\$2,500.00	\$2,500.00
Automatic per bay	\$2,500.00	\$2,500.00
Porta Wash per unit – also a business license	\$1,500.00	\$1,500.00

Swimming Pools/Water Entertainment

Residential/pool single family	\$250.00	\$250.00
Commercial/Multifamily Pools w/water closets/urinals/showers	\$375.00 \$1,125.00	\$375.00 \$1,125.00
Pools/public facilities pools w/water closets/urinals/showers	\$375.00 \$1,125.00	\$375.00 \$1,125.00
Other water not listed/1000 gal cap	\$7.62	\$7.62

CHANGE OF USE:

*Fees will also apply to any and all construction, new or additions to any site commercial or residential, that create a new or additional demand upon the public water and/or sewer facilities. Also applies to any site, building, whether commercial or residential that has any change of use.

In determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms will increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can reasonably be expected to function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.

Irrigation Well Permit Fees

Any person drilling irrigation well must first acquire a permit from Operations at a cost of \$50.00. Upon completion, must certify depth. If well is found to penetrate into the Carolina Beach Aquifer Systems (Castle Hayne or Pee Dee) we will be required to be removed and abandoned within 14 days. If not the Operations Department will seek legal alternatives.

Jetting of Pilings

Any person using town water to jet a piling must first pay a fee of \$31.25 per piling.

<u>GIS Maps</u>	<u>Paper Type</u>	<u>Roll Size</u>	<u>Cost Per Copy</u>
	Economy 20 lb Bond	24 x 150	\$5.00
		30 x 150	\$8.00
		36 x 150	\$10.00
		42 x 150	\$10.00
	Color 24 lb Bond	24 x 150	\$12.00
		30 x 150	\$13.50
		36 x 150	\$14.00
	Bond Laser Ink Jet Bond	8 ½ x 11	\$2.50
		11 x 17	\$4.00
	High Gloss Photo Premium 18 lb Vellum (for blueprints)	24 x 100	\$18.50
		24 x 100	\$15.00

Municipal Marina

The owners of captains of all vessels desiring space at the town marina hall be required to execute a lease agreement, as appropriate, prior to provision of such accommodation, and shall be bound to abide by the marina rules and regulations. Charter vessels are also required to acquire a lease agreement prior to commencement of operations from the town marina.

Quarterly dockage fees are due and payable in advance of the first day of each quarter and shall be considered delinquent if not paid on or before the tenth (10) of the month. A tenant who is delinquent in payment of dockage fees shall be notified by mail or by hand delivery of such notice by the Harbor Master. If payment is not made within seven (7) calendar days of receipt of hand delivery or by mail, the Harbor Master may remove such vessel from the Town Marina pursuant to Section 6-20 and terminate the lease agreement. Notice shall be deemed to have been received on the date the tenant receives hand-delivery of the notice or, if by mail, notice shall be deemed to have been received three days after the date of the postmark appearing on the notice. Any notice by mail shall be addressed to the tenant at the address that appears in the tenant's lease agreement. The Harbor Master may assess a late fee for any dockage fee not paid when due. Such dockage fee shall be equal to 5% of the quarterly dockage fee.

<u>Dockage Rates</u>	<u>Effective 1-1-05</u>	<u>Effective 1-1-06</u>
Pleasure Boat	\$577.50 per quarter	\$595.40 per quarter
Charter Boat	\$918.75 per quarter	\$947.25 per quarter
Head Boat (Minimum Rate)	\$2,730.00 per quarter	\$2,814.63 per quarter
Transient Craft.....	\$42.00 per 24 hr. period	\$45.00 per 24 hr. period

If Lessee fails to pay any of the rental due within (10) days after same is due or if the Lessee fails to pay any of the utilities as required within ten days after same become due, or if Lessee shall fail to perform any other obligations as contained herein or shall violate any town ordinance, including Ordinance Number 99-438 or shall fail to perform any other obligation, duty or responsibility imposed by this Agreement or by law, or shall become bankrupt, insolvent, placed in receivership or an assignment of the vessel for the benefit of creditors, then if any of said events, Lessor may terminate this Lease and/or without resort to judicial process and may immediately reenter and resume possession of the demised slip and remove any docket vessel therefrom to the closest available marina and may take any other legal action or pursue any other remedy against Lessee and may terminate this Lease and proceed with any other remedies concurrently, including but not limited to, legal action against Lessee for damages for breach of the Lease. Lessee shall pay to Lessors all costs and expenses, including a reasonable attorney's fee incurred by Lessor in exercising any of Lessor's rights or remedies hereunder and Lessee shall within thirty (30) days after notice in writing repay and reimburse Lessor for any costs incurred by Lessor together with interest at eight (8%) percent per annum and attorney fees as may be required, and the failure on Lessees part to make such repayment shall constitute a default hereunder. Reentry, resumption of possession or the re-letting of the demised slip shall in no event be deemed a surrender of this.

Parks & Recreation

League Fees

Adult Basketball	\$350.00/per team
Adult Softball	\$425.00/per team

Sponsorship Fees

Youth Basketball..... \$250.00/per sponsor
 \$35.00/per child

Recreation Center Membership

<u>Type</u>	<u>Residence Fee</u>	<u>Non-Resident Fee</u>
Adult	\$ 30.00	\$ 60.00
Youth (under age 18)	\$ 20.00	\$ 40.00
Family (adults & youths)	\$ 80.00	\$160.00
Corporate (10 Memberships)	\$250.00	\$500.00
Guest (accompanied by member)	\$ 5.00	\$ 10.00
Family/Tourist Pass		\$ 20.00/per week

Facility Reservation Fees */**

Recreation Center..... \$ 50.00 per hr.
 Community Building..... \$ 25.00 per hr.
 Picnic Facilities \$ 25.00 per event
 Athletic Facilities \$ 25.00 per event
 Open Areas..... \$ 25.00 per event
 Boardwalk Gazebo \$100.00 per event
 Beach Stage \$100.00 per event

* To reserve for exclusive use.

** When town personnel are required for assistance, an additional \$25/hr will be charged

Gym Reservations for profit or nonprofit fee is \$50.00 per hour. An employee is required to be present at \$25.00 per hour. Total fee is \$75.00 per hour.

Travel Allowances

The explicit guidelines for authorizing official travel and subsistence are established in the Travel Policy. All employees of the town are subject to this policy. Travel requests and expenditures will be authorized based upon need and cost/benefit of travel as determined by authorizing party.

The following rates are established for FY 06/07 for the purposes as outlined.

Registration Fees

Registration Fees - rate must be approved by the Town Manager, in advance.

Subsistence (Meals & Lodging)

Subsistence is an allowance related to lodging, meal costs, and gratuities thereon. Subsistence will be calculated at the State approved reimbursement rate. Rates at the time of this printing are outlined below. This is subject to change based on the budget and rules adopted by the State of North Carolina .

\$ 6.00	Breakfast
\$ 8.00	Lunch
\$16.00	Dinner

In State and Out-of-State Lodging - rate must be approved by the Town Manager, in advance.

Reimbursement for Meals when Required Employee Attendance - A town employee may be reimbursed for meals, including lunches, when the job requires his/her attendance at the meeting of a Town Council, commission, committee or council in his/her official capacity and the meal is preplanned as part of the meeting for the entire Town Council, commission, committee or council. A town employee may be reimbursed for meals, including lunches, when the meal is included as an integral part of a congress, conference, assembly, convocation, etc. Such congress must involve the active participation of persons other than the employees of the town; the employee's attendance is required for the performance of his/her duties, but must not be part of the employee's normal day-to-day business activities; the congress must be planned in advance with a formal agenda; and the congress must provide written notice or an invitation to participants. Employees claiming reimbursement under this provision are limited to the meal subsistence rates for town employees.

Travel

Mileage will be calculated at the Board approved reimbursement rate of \$.35 per mile. This is subject to change based on the budget and rules adopted by the State of North Carolina. Travel is defined as going to and from the normal job location to a site located more than 20 miles from the normal job location to conduct town business. Prior authorization is required for in-state overnight travel or out-of-state travel. All other means of travel other than by personal vehicle (i.e., airline, railway, etc.) must be approved by the Town Manager.

Other

Parking fees, tolls, and storage fees are reimbursable. Receipts are required for fees in excess of \$3.00 per day. Reimbursement of expense for airport parking is limited to ninety-six hours, with a receipt required. Airport expenses in excess of 96 hours may be reimbursed in extraordinary circumstances if advance approval is obtained from the department head.

Rental Vehicle - A receipt is necessary for reimbursement. Rental vehicles are to be used as a last resort. Use of rental vehicle must be approved in advance.

Travel to/from Airport at Employee's Duty Station- Reimbursement for travel to and from the airline terminal at the employee's destination may be made where available as listed below:

- Airport limousine - one round trip limousine fare;
- Taxi - limited to reimbursement rate for use of private vehicle;
- Private Vehicle - \$.35 per mile for maximum of two round trips with parking charges for a maximum of ninety-six hours.
- Receipts are required for airport parking claims.
- Bus – one round-trip bus fare
- Limo – one round-trip fare

Taxis and Limousines other than Trips to and From the Airport - The actual cost of taxi and limousine fares is reimbursable when required for travel on official town business. Taxi fares are not reimbursable except in emergencies or when a less expensive mode of transportation is not available within a reasonable period.

Tips - The subsistence rate is inclusive of personal gratuities, except baggage handling tips that may be claimed for porters at terminals and hotels as "other expense".

Telephone Calls - Official phone calls are reimbursable under "other expenses". Individual calls over \$3.00 must be identified as to point of origin and destination.

Emergency Telephone Calls - Employees may be reimbursed for a personal long distance call if such call is of an emergency nature as determined by the department. An example may be a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

Meeting Room Policy

The Council Room is available to outside governmental agencies for meetings or functions deemed appropriate by the town clerk. The room is available Monday through Friday from 8:00 am to 5:00 pm only. Reservations for the room shall be arranged on a "first come-first serve" basis. All requests for reservations of the room shall be made in writing at least seven (7) working days in advance of the function and submitted for approval by the town clerk.

The rental rate is \$50 per day with an additional \$50 deposit which may be returned following the event if the room is found to be in order. All fees are due at the time of application and must be payable by check to the Town of Carolina Beach.

In unique and special situations the town manager may approve the use of the Training Room for governmental agencies, non-profit or for-profit groups as may be needed. Special fees may apply as deemed appropriate by the town manager for special set-up of the Training Room.