

# TOWN OF SOUTH BETHANY SCHEDULE OF FEES

(Pursuant to 29 Del. C., Chapter 100)  
(Revised and Adopted by Town Council on May 14, 2010)

## PUBLIC RECORDS:

1. **Printed, Typed or Written Material** (up to 11" x 17"): @ .25 Per Page

Note: The minimum fee of \$ 1.00 shall be charged per request. Two-sided copies shall be counted as two copies. In addition, the average hourly rate of \$15.00 will be charged for Town staff time to search for documents not easily accessible and to copy voluminous amounts of copying (in excess of 60 pages).

2. **Drawings, Plots, Plats and Maps:** Plots/Plats/Maps no larger than 11" x 17" @ \$ 3.00 Per Page  
Larger than 11" x 17" @ \$10.00 Per Page

Note: The Town does not have the capability to copy documents larger than 11" x 17".

3. **Magnetic Tapes of Recorded Oral Dialogue:**

Upon request, individuals may listen to recorded oral dialogue; proper supervision must be ensured in order to protect the material from damage or loss. No tapes will be copied without written authorization from the Town Manager. If transcripts are requested, then the procedures and charges listed below shall be followed.

4. **Computer Tapes of Stored Information:**

The fee to produce computer-generated paper copies of computer-stored information shall be based on the amount of machine-operating time necessary to produce the copy and shall be calculated at the rate of \$15.00 per hour. The minimum charge shall be \$15.00 or actual cost, whichever is more.

If computer-stored information is requested to be transferred to a CD, the fee shall be \$15.00 per CD.

5. **Transcripts:**

If magnetic tapes are available, a typed verbatim transcript of meetings and/or hearings will be made upon written request. The cost of one copy of a transcript shall be at the rate of \$1.00 per typed page (double spaced) plus \$15.00 per hour for Town staff time. Additional copies may be purchased at the rates charged for printed, typed or written material (see No. 1 above) or actual cost, whichever is more.

6. **Published Documents:**
- |                                |           |
|--------------------------------|-----------|
| Zoning Ordinance               | @ \$25.00 |
| Town Charter                   | @ \$25.00 |
| Audit Report                   | @ \$10.00 |
| Comprehensive Development Plan | @ \$10.00 |
| Subdivision Regulations        | @ \$10.00 |

Note: The cost for copies of portions of other documents not listed shall be as stated in No. 1 above. The cost of purchase of the complete publication shall be in accordance with the fee established at the time of publication or actual cost, whichever is more.

## BUILDING PERMITS:

<u>Fee</u>	<u>Type</u>
1. \$2.30 per square foot	Building, principal: Gross floor area of each living floor, excluding floor areas open to the sky, attached or unattached storage structures, attached or unattached automobile structures, shed and open sheds
2. \$2.30 per square foot	Building, accessory: Gross floor area of attached or unattached storage structures, attached or unattached automobile structures, sheds and open sheds
3. \$2.30 per square foot	Enclosed porch: Gross floor area of enclosed and screened porch not intended for primary use of living space
4. \$.50 per square foot	Open deck renovation/new: Gross floor area of attached or unattached open deck including stairs open to the sky, including ground-level decks or boardwalks

5.	\$2.30 per square foot	Improving an existing open deck or patio, by adding walls and/or roof to become enclosed living space, enclosed porch or screen porch to become living space
6.	\$2.30 per square foot	Improving an existing attached or unattached automobile parking structure, shed or open shed to become enclosed living space
7.	\$2.30 per square foot	Renovation, alteration and/or remodeling of principal/accessory buildings or structures: Gross floor area to be renovated, altered, and/or remodeled of each story all uses, excluding open decks or other uses covered elsewhere in this schedule
8.	\$50.00	Signs
9.	\$50.00	Minimum permit fee for items one (1) through eight (8) above
10.	\$100.00	Relocation of dwelling units: If new site is within Town limits, the fee is the same as for new construction, plus \$100.00
11.	\$50.00	Fences, paved driveways, flagpoles, towers, paved sidewalks, paved patios, the installation of permeable interlocking pavers, and the installation of impervious surfaces.
12.	\$100.00	Renewal of building permit issued by the Code Enforcement Constable
13.	\$100.00	Install new, removal of existing to replace with new, or repairs of, bulkheads, docks, ramps, boat lifts, davits and jet ski lifts or any combination thereof
14.	\$100.00	Water service connection to Artesian's distribution system. New construction and substantial improvements shall not require a separate permit fee per § 141-5D
15.	\$100.00	Central propane service connection
16.	\$100.00	Geothermal
17.	\$750.00	Request for variance, special exception, appeal or interpretation requiring Board of Adjustment action
18.	\$300.00	Request for building permit extension requiring Board of Adjustment action
19.	\$100.00 Plus Recording Fees	Combining or partitioning of lots requiring Planning Commission action
20.	\$100.00	Home occupation special use permit requiring Town Council action
21.	\$10.00	Renewal of Home Occupation Special Use Permit requiring Town Council action

**MISCELLANEOUS:**

1.	Address Labels	@ \$ 25.00
2.	Property List	@ \$ 10.00
3.	Fax Transmittals (per page by private individuals)	@ \$ .50 Per Page
4.	Photocopies (per page by private individuals)	@ \$ .15 Per Page
5.	Mercantile License (Note: After Nov. 1 @ \$80.00-2 <sup>nd</sup> half of fiscal year)	@ \$150.00
6.	Rental License	@ \$150.00
7.	Rental Tax	( 8% of total gross receipts)
8.	Parking Permits:	
	Property Owner (2 transferable/2 permanent)	@ \$ 10.00
	Replacements	@ \$ 15.00
	One-Day (non-residents)	@ \$ 15.00
	Contractors	@ No Fee