



Comprehensive Fee Schedule 2026, First Edition

Adopted by Resolution No. 2025-R-25

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CITY CLERK OFFICE

DOCUMENT & RESEARCH FEES for OPEN RECORDS – CITY-WIDE

Police Department Fees – See POLICE DEPARTMENT

Municipal Court Fees – See MUNICIPAL COURT

Inspection Fee:

- a) When a request has been made for inspection of any open record that is readily available to the record custodian, there shall be no inspection fee charged to the requestor, excepting for the time necessary for the records custodian or designee, to observe the requestor's inspection of the records which shall be the actual cost of employee rate of pay.
- b) In all cases where inspections of any open record is not readily available, a record inspection fee shall be charged at the hourly rate of the lowest cost category of staff reasonably necessary to provide such access. In the event the staff time necessary to respond to a request may exceed five hours or \$200, staff will contact the requesting party to discuss mitigating requests costs. If the requesting party does not respond to such contact by City staff, the request will be considered withdrawn.

Copying Fees:

In the event any public record cannot be reproduced by the City's photo-copying equipment, the requestor shall be charged the actual cost to the City, in addition to staff time, to reproduce such records.

Description	Fee
Photocopies per page (Black and White)	\$0.25
Photocopies per page (Color)	\$0.50
Electronic copies	No Charge
Large format copy per page (B & W)	\$10.00
Large format copy per page (Color)	\$15.00
Facsimile Transmission per page	\$0.65
Mailing	Actual cost of mailing

Staff Time Fees:

Will be charged at the rate of pay for each person(s) whose time is used to assist and/or respond to a specific request. This may include the time spent accessing records maintained on computer facilities, review records to determine whether closure exceptions apply, and/or redact open from closed information.

Description	Fee
Per Employee	\$30.00/hour
Clerical	\$18.00/hour
Information Technology (IT)	\$38.00/hour
Attorney	\$60.00/hour

Prepayment Fee.

- a) The record custodian may require prepayment of the fees established by this resolution whenever he or she believes this is to be in the best interest of the City. Prepayment shall be an estimate of the inspection and/or copying charges accrued in providing the record request. Any overage or underage in the prepayment shall be settled prior to inspection of the requested copies or delivery of the requested copies.
- b) Prepayment of inspection/copying of fees shall be required whenever, in the best interest of the record custodian, such fees are estimated to exceed \$50.00.
- c) When prepayment is required by the record custodian, no records shall be made available to the requestor until prepayment has been made.

LICENSE FEES

LICENSE	FEE	SHMC SECTION
BEVERAGES		
Drinking Establishment	\$500.00 Biennial	3-202a
Private Club Class A	\$200.00 Biennial	3-302a
Private Club Class B	\$500.00 Biennial	3-302a
Caterer	\$300.00 Biennial	3-402a
Temporary Alcoholic Liquor Permit (individual holding a temporary permit issued by the State Director of ABC)	\$ 25.00 per day	3-502a
Occupation Tax (Retailer of Alcohol)	\$500.00 Biennial	3-602
Cereal Malt Beverage - General Retailer (consumption on the premises)	\$150.00 per calendar year*	3-709a
Cereal Malt Beverage - Limited Retailer (not for consumption on the premises)	\$50.00 per calendar year*	3-709b
*General and Limited Retailer: The full amount of the license fee shall be required regardless of the time of the year in which the application is made, and the licensee shall only be authorized to operate under the license for the remainder of the calendar year in which the license is issued.		
Cereal Malt Beverage - Change of Location	\$20.00	3-713
Temporary Cereal Malt Beverage Permit	\$25.00 per day	3-721.B.1.
ADULT BUSINESS		
Adult Business Establishment	\$300.00 per year	8-305C 2a
Change of Address for Adult Business	\$ 10.00 per year	8-305C 2b
Adult Business Employee Permit	\$100.00 per year	8-305C 2c
Change of Address for Employee Permit	\$ 10.00 per year	8-305C 2d
MASSAGE LICENSE		
Massage Therapy Employer License	\$200.00/year \$50.00 Background	8-505 a
Massage Therapy Employee License	\$25.00/year \$50.00 Background	8-506 a
PAWNBROKER & PRECIOUS METAL DEALER		
Application	\$150.00 Annual	8-602

UTILITY DEPARTMENT

WATER RATES

Monthly Water Rate Schedules		
Monthly Service Charge for All Accounts (No water use included)		
Meter Size	Monthly Fee	SHMC Section
5/8 inch	\$ 13.95	16-107.4.A.1
3/4 inch	\$ 13.95	
1 inch	\$ 16.20	
1 1/2 inch	\$ 30.00	
2 inch	\$ 42.95	
3 inch	\$ 62.75	
4 inch	\$ 91.25	
6 inch	\$ 162.50	
8 inch	\$ 248.25	
10 inch	\$ 347.75	
12 inch	\$ 486.50	
Additional Monthly Consumption		
Billed Per 1,000 Gallons	\$ 9.80	16-107.A.2.
Senior Citizen Discount		16-107.4.B.
All senior citizens sixty-five (65) years of age or over who have water meters in their name at their residence shall be entitled to a ten percent (10%) discount of that part of the bill applying to water quantity used. Neither the monthly service charge nor any other part of the bill shall be discounted.		
Residential Outside City Limits		6-107.4.C.
For customers receiving water for said system outside the corporate limits of the city; water rates for customers outside the corporate limits of the city will be the same for customers within the corporate limits; however, a surcharge will be added to the non-city users of twenty dollars (\$20.00) per month per customer.		
Raw Water Service Rate		16-107.4.D
Raw water is billed monthly. The monthly service charge is fifty-two dollars (\$52.00) with no water use included. The additional monthly quantity charge is fifty-two cents (\$.52) per 1,000 gallons. In the event no water is used, the wholesale customer shall be liable for the payment of a minimum monthly bill which shall include the monthly service charge.		

Charge for “Turn-On” / Connect Fee / Transfer Fee	16-104.4
There shall be a non-refundable charge for a turn-on/connect fee/transfer fee for all customers of forty-five dollars (\$45.00).	
Returned Payments	16-105.3. E.
When a returned payment is charged back to a customer's account, an insufficient funds fee of thirty dollars (\$30.00) in addition to any applicable collection charges, will be added to such account to reimburse to City for costs incurred in processing and handling the returned payment.	
Delayed Payment Charge (Late Charge)	16-105.4.B
Payment of charges for water service is due on or before the 15 th day of each month and is in default thereafter. If payment for the charge for current water service, or any portion thereof, is not received in the city office on or before the date indicated on the bill, a Delayed Payment Charge (Late Charge) of ten percent (10%) of the unpaid current water amount will be added thereto, following which the city shall institute uniform collection procedures and may finally discontinue water service to such customer in default.	
Charge for Restoration of Service	16-105.4.E
A charge of thirty dollars (\$30.00) will be made for restoring water service for the customer turned off for nonpayment of bill. (See next section, Charges for Reconnection of Service)	
Charges for Reconnection of Service	16-115.7. 16-114.3.
When the default or violation has been corrected, the city shall restore water service. If it is necessary to reconnect a service connection, the customer shall pay a fee of thirty-dollars (\$30.00) for each time it has been necessary for city personnel to visit the site to disconnect or lock up the meter.	
If a customer requests temporary discontinuance of water service, it shall be subject to the thirty dollar (\$30.00) reconnect charge.	
Hydrant Meter	16-106.2. B.
There shall be a deposit charge for a hydrant meter of two thousand dollars (\$2,000.00).	
Charge for Requested Testing of Meters	16-109.8
The City shall make periodic tests and inspections of water meters, if a customer requests meter testing and the meter does test within the standards recommended by the American Water Works Association, then the customer will be charged the cost of the meter testing.	
Violations, Disconnections and Penalties relating to the Water Drought/Emergency Procedures	
A fee of fifty dollars (\$50.00) shall be paid for the reconnection of any water service terminated pursuant to Section 16-103 (J), subsection (1) of the Water Rules and Regulations of City of Spring Hill, Kansas. In the event of subsequent violations, the reconnection fee shall be two hundred dollars (\$200) for the second reconnection and three hundred dollars (\$300) for any additional reconnections.	

Violations of this section shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal Court of violating the provisions of this section shall be guilty of a municipal offense. Each day's violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of one hundred dollars (\$100). In addition, such customers may be required by the Court to serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be a mandatory fine of two hundred dollars (\$200). In addition, such customers shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

WATER SYSTEM DEVELOPMENT CHARGES

Water System Development Charges for both Residential and Non-Residential		
Meter Size	Fee	SHMC Section
5/8 inch	\$ 4,000	16-111
3/4 inch	\$ 5,000	
1 inch	\$ 7,500	
1 ½ inch	\$ 14,500	
2 inch	\$ 24,000	
3 inch	\$ 44,000	
4 inch	\$ 75,000	
6 inch	\$ 150,000	
8 inch	\$ 235,000	
10 inch	\$ 544,000	
12 inch	\$ 870,000	

SEWER RATES

Monthly Sewer User Charges		
Monthly Service Charge	Monthly Charge	SHMC Section
Per Account	\$10.00	13-303
Additional Monthly Quantity Charge		
The minimum charge per month for the first two thousand (2,000) gallons of water purchased: \$20.90.		
Water purchased in excess of two thousand (2,000) gallons, shall be charged per month per thousand gallons of consumption for operation and maintenance including replacement as determined by Section 13-303 of the Sewer Rules and Regulations of the City of Spring Hill, Kansas: \$10.45.		
Delayed Payment Charge (Late Charge)		13-303.2.
Payment of charges for sewer service is due on or before the 15th day of each month, and is in default thereafter. If payment for the charge for current sewer service, or any portion thereof, is not received in the city office on or before the date indicated on the bill, a Delayed Payment charge of ten percent (10%) of the unpaid sewer charges amount will be added thereto.		
Returned Payment		13-303.3.
When a returned payment is charged back to a customer's account, a charge of thirty dollars (\$30.00), in addition to any applicable collection charges, will be added to such account to reimburse the city for costs incurred in processing and handling the returned check.		
Charge for Utility Service Connection		
There shall be a non-refundable charge of forty-five dollars (\$45.00) for all customer utility connections.		
Charges for Reconnection of Service		
If it is necessary to reconnect a service connection, the customer shall pay a thirty-dollar (\$30.00) fee for each time it has been necessary for City personnel to disconnect the utility service. Reconnection fees shall be paid before utility service is restored. If a customer requests temporary disconnection of the utility service, a reconnection charge of thirty dollars (\$30.00) will be made upon restoration of utility service.		

SEWER SYSTEM DEVELOPMENT CHARGES

Sewer System Development Charges		
Meter Size	Charge	SHMC Section
5/8 inch	\$ 5,825	13-212
3/4 inch	\$ 7,135	
1 inch	\$ 9,210	
1 1/2 inch	\$ 18,500	
2 inch	\$ 30,000	
3 inch	\$ 55,000	
4 inch	\$ 95,000	
6 inch	\$ 185,000	
8 inch	\$ 300,000	
10 inch	\$ 600,000	
12 inch	\$ 960,000	

TRASH RATES

Monthly Trash Service Charge	Monthly Charge	SHMC Section
All Accounts	\$22.20	7-202
Senior Citizen Discount		
All senior citizens sixty-five (65) years of age or over who have trash service in their name at their residence shall pay the following rate for service.	\$21.20	
Delayed Payment Charge (Late Charge)		
Payment of charges for trash service is due on or before the 15th day of each month and is in default thereafter. If payment for the charge for current trash service, or any portion thereof, is not received in the city office on or before the date indicated on the bill, a Delayed Payment Charge (Late Charge) of ten percent (10%) of the unpaid trash charges amount will be added thereto.		
Returned Payment		
When a returned payment is charged back to a customer's account, a charge of thirty dollars (\$30.00) in addition to any applicable collection charges will be added to such account to reimburse the city for costs incurred in processing and handling the returned payment.		
Residential Curbside Recycling Program		
Mandatory Program Costs		7-204A.
All participants shall share in the costs of the residential curbside recycling program. The costs of the program shall be defined in the contract between the City and the Contractor. The City shall bill all participants for their share of the costs of the program in accordance with the contract between the City and the Contractor.		
Trash Overage Stickers		
Residents may purchase overage stickers for \$7.50/sheet, to mark excess trash bags. A sheet contains five (5) stickers and may be purchased at City Hall.		

STORMWATER UTILITY FEES

Stormwater Utility Fees	
Fees for Residential Dwelling Units.	
Stormwater Utility Fees within the City of Spring Hill, Kansas shall be charged to residential units on a per-dwelling unit basis. A Residential Dwelling Unit shall mean any residential unit intended for occupancy by one family, with a kitchen plus sleeping and sanitary facilities. A Residential Dwelling Unit shall include both detached and attached dwelling units. For example, each individual unit of a duplex or townhome shall constitute its own Residential Dwelling Unit for the purposes of this Resolution.	
Once a single structure contains more than four dwelling units, however, it will be billed the same as a commercial use by calculating the actual impervious area of the entire property.	
Parcels zoned for agricultural use shall pay a Stormwater Utility Fee equal to the fee for Vacant Residential Parcels.	
For any Residential Dwelling Unit	\$85.00 per year
For any Vacant Residential Parcels	\$85.00 per year
For all other uses, including commercial, industrial, and multifamily structures with more than four Residential Dwelling Units	\$.0262 per square foot

COMMUNITY DEVELOPMENT DEPARTMENT

Fees authorized in Section 4-108 of the Municipal Code of the City of Spring Hill shall be as follows:

1.1 – Permit Fees. The fee for each permit shall be as set forth in this section.

The determination of value of valuation under any of the provisions of these codes shall be made by the building official. Value or valuation, as applied to a building and/or its building service equipment for the purpose of establishing permit fees, shall be the estimated cost to replace the building and its building service equipment in kind, based on current replacement costs as established by the Building Valuation Data Table contain in the Building Standards magazine published by the International Conference of Building Officials in the January/February edition in each calendar year of any other method deemed acceptable by the code official.

The basis to be used in computing the building permit and building plan review fees shall be as set forth in Tables 1-A and the fee schedule for work or services specified in Table 1-B.

Fees may be waived at the discretion of the City Administrator, or his designee.

1.2 - Plan Review Fees. When submittal documents are required by the City of Spring Hill, Kansas, a plan review fee shall be paid at the time of document submittal for plan review. Said plan review fee shall be the amount established by Table 1-B of this document. The code official may waive the plan review fee if it is determined that the work being performed is minor in nature and can be approved during field inspection of the work being performed.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, additional plan review and permit fees may be charged.

1.3 - Work commencing before permit issuance. Whenever work for which a permit is required by the City of Spring Hill, Kansas has commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work.

1.4- Investigation fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in Tables 1-A and the fee schedule for work or services specified in Table 1-B. The payment of such investigation fee shall not exempt an applicant from compliance with all other provisions of any building code or regulation that has been adopted by the City of Spring Hill, Kansas nor from the penalty prescribed by law.

EXCEPTIONS:

- 1) In cases of emergency, the person or other entity doing the work or causing work to be done may proceed with the work and file application for a permit within 72 hours after commencement of emergency work. Emergency shall be considered to exist only in those situations wherein life, health and safety would be adversely affected if work were not commenced immediately, and the burden shall be upon the person claiming such emergency to exist to prove the existence of such emergency by clear and convincing evidence.

- 2) In cases where the work is being done at a one-family or duplex dwelling by the person who owns and occupies such dwelling and application for permit is made within 3 working days (72 hours), following notification that such work requires a permit, the investigation fee may be waived by the code official.

1.5 – Compliance of work performed prior to issuance of permit. The person responsible for the work that was completed prior to a building permit being issued shall be responsible to provide access for inspection of all work requiring inspection by the City of Spring Hill, Kansas, or shall be responsible at their expense to retain the services of a licensed professional to verify that the work that was performed prior to the issuance of a permit is in full compliance with the provisions of all applicable codes and ordinances of the City of Spring Hill, Kansas in a manner acceptable to the code official.

1.6 – Re-inspection fees. A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which the inspection is called is not complete, when corrections called for are not made, when approved plans are not provided for inspections or when access is not provided when inspection have been requested. Said re-inspection fee shall be the amount established by Table 1-B of this document.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirement of the City of Spring Hill, Kansas but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Re-inspection fees may be assessed for the following conditions:

- a) When work for which an inspection was requested by the permittee, or an agent of the permittee is not ready for inspection;
- b) When corrections called for are not made;
- c) Failure to provide access on the date for which inspection is requested;
- d) Failure to provide the approved plans for the job when required for inspection purposes;
- e) For deviating from approved plans requiring the approval of the building official;
- f) For failure to post the address or identity of the premises resulting in an inspector being unable to find the location of the requested inspection.

To obtain a re-inspection when a re-inspection fee has been assessed, the applicant shall pay the re-inspection fee in accordance with the fee schedule adopted by this jurisdiction. In instances where re-inspection fees have been assessed, addition inspection of the work will not be performed until the required fees have been paid. Work requiring approval shall not be concealed until approval has been obtained.

1.7 – Refunds. The code official may authorize refunding of a fee that was erroneously paid or collected. The code official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The code official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended.

The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of payment.

1.8 – Related fees. The payment of the fee for the construction, alteration, removal or demolition of work done in connection with or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

TABLE 1-A
CITY OF SPRING HILL, KANSAS
PERMIT FEE SCHEDULE
Includes all building and building services

Total Valuation	Fee
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000.00	\$25.00 for the first \$500.00 plus \$3.32 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$74.66 for the first \$2,000.00 plus \$14.93 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$418.07 for the first \$25,000.00 plus \$10.78 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$687.65 for the first \$50,000.00 plus \$7.46 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,060.94 for the first \$100,000.00 plus \$5.80 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,383.54 for the first \$500,000.00 plus \$4.98 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,872.04 for the first \$1,000,000.00 plus \$3.32 for each additional \$1,000.00 or fraction thereof.

TABLE 1-B
SCHEDULE FOR OTHER SERVICES

1) Partial and supplemental permit fees:

- a) **Partial permits** **\$50.00 minimum**
When a permit for the construction of part of a building, structure or building service equipment is requested by the applicant, fees shall be determined based on the valuation of work to be performed as separate permit fees and not as supplemental permits.
- b) **Supplemental permits** **\$35.00 minimum**
The fee for a supplementary permit to cover any additional value of work not included in the original permit shall be based upon the valuation of the work that was not included in the original permit.
- c) **Permit Extensions**
The fee for a permit extension as allowed by Section 105.3.2 of the International Building Code shall be subject to the fee specified by Table 1-A based upon the valuation of work remaining to be completed as determined by the code official based upon an evaluation inspection.

2) Plan review fees: Plan review fees required by Section 106.3 of the I.B.C. code shall be as follows:

- a) **Single family and duplex dwellings** **\$25.00**
The plan review for single family and duplex dwellings may be waived by the code official if the plans and specifications for such dwellings have been sealed by an architect or engineer that is registered by the State of Kansas.
- b) **Residential additions** **\$15.00**
- c) **Plot plan review** **\$10.00**
- d) **Additional plan review required by changes, additions, or revisions to approved plans** **\$40.00 per hour***
When additional plan review is required due to changes, revisions or additions to approved plans, the required fee shall be calculated on a per hour basis with a minimum one-half hour charge assessed.
- e) **Approving previously approved plans for subsequent permits** **\$10.00**
- f) **Commercial and Industrial 50 percent of the fee required by Table 1-A***
- g) **For use of outside consultants** **Actual cost to jurisdiction**

3) Manufactured Homes

One-half the valuation of new site constructed building

4) Demolition Fee

Commercial / Industrial	\$200.00 per structure
Residential	\$100.00 per structure

5) Moved Buildings Pre-Move evaluation **\$150.00***

6) Inspection outside normal business hours	\$40.00 per hour*
7) Re-inspection fee**	\$75.00 per hour*
8) Investigation Fee	Applicable permit fee is doubled
9) Inspection for which no fee is specifically indicated (minimum charge – one hour)	\$40.00 per hour*
10) Temporary Certificate of Occupancy:	
a. For first TCO	\$75.00
b. Each additional TCO (For each additional TCO required to extend the time period required to complete construction as determined by the code official)	\$100.00
11) Certificate of Occupancy	\$150.00
(Where a Certificate of Occupancy is required for a change of occupancy or for reasons other than in connection with work that is authorized by a building permit)	

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

This is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Re-inspection fees may be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, for deviating from plans requiring the approval of the building official, or failure to post permit number and/or address on the work site.

12) Unit fees for installation of building service equipment not associated with a permit for new construction:

a) Electrical Services:	
Up to two hundred ampere	\$ 50.00
Up to four hundred ampere	\$ 75.00
Exceeding four hundred ampere	\$100.00
b) Residential repair or alteration to existing electrical	\$ 50.00
c) Commercial & Industrial alteration to existing electrical	\$100.00
d) New HVAC and water heater installations:	
Furnace	\$ 50.00
Water heater	\$ 50.00
Central air conditioning unit	\$ 50.00
Replacement of existing furnaces, water heaters and AC units	\$ 50.00
e) New plumbing fixture or drainage installations	\$ 50.00
Repair or alteration to existing plumbing systems	\$ 50.00

f)	Re-roofing of residential structures	\$ 50.00
g)	Fence	\$ 30.00
h)	Shed (120 sq. ft. or less)	\$ 30.00
i)	Driveway entrance (new or replacement)	\$ 30.00
j)	Sign Permits \$ 5.00 per sq. ft. of sign area, one side only, \$30.00 minimum	
	Electrical Sign	\$ 15.00
	Temporary Sign (good for 140 days per year)	\$ 10.00

Fees authorized in Section 7-308 of the Municipal Code of the City of Spring Hill, related to environmental quality, shall be as follows:

Administrative Fee	\$100.00
Fees for failed inspections of property for compliance with minimum standards due to a violation not being corrected after being given proper notice:	\$ 75.00
LATE FEE (failure to pay failed inspection fee within 30 days of billing)	\$ 30.00

Fees authorized in Section 7-403A of the Municipal Code of the City of Spring Hill, related to weeds, shall be as follows:

Administrative Fee	\$100.00
Fees for failed inspections of property for compliance with minimum standards due to a violation not being corrected after being given proper notice:	\$ 75.00
LATE FEE (failure to pay failed inspection fee within 30 days of billing)	\$ 30.00

Fees authorized in Section 7-405B of the Municipal Code of the City of Spring Hill, related to rank grass, shall be as follows:

Administrative Fee	\$100.00
Fees for failed inspections of property for compliance with minimum standards due to a violation not being corrected after being given proper notice:	\$ 75.00
LATE FEE (failure to pay failed inspection fee within 30 days of billing)	\$ 30.00

Fees authorized in Title 17 of the Municipal Code of the City of Spring Hill shall be as follows:

Spring Hill Development Application Fees

Rezoning:

Residential

0 to 5 acres	\$ 400.00
5.1 to 10 acres	\$ 500.00
10.1 to 20 acres	\$ 600.00
20.1 or more acres	\$ 750.00

Commercial/Industrial

0 to 5 acres	\$ 700.00
5.1 to 15 acres	\$ 800.00
15.1 to 25 acres	\$ 950.00
25.1 or more acres	\$1,100.00

Planned Zoning District:

Base Cost:	\$500.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Preliminary Plat:

Base Cost:	\$400.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Final Plat:

Base Cost:	\$400.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

Site Plan Review:	
0 to 10,000 Sq. Ft.	\$600.00
10,001 to 25,000 Sq. Ft.	\$700.00
25,001 or more Sq. Ft.	\$800.00
Conditional Use Permit:	\$600.00
Board of Zoning Appeals:	
Variance	\$400.00
Appeal	\$400.00
Sign Variance	\$250.00
Lot Split	\$250.00
Land Use/ Site Development	\$100.00
Land Disturbance Permit	\$250.00 plus \$50.00/acre of disturbed land

Fees authorized in Ordinance #2004-26 of the Municipal Code of the City of Spring Hill shall be as follows:

Excise Tax	\$0.158 cents per square foot
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Fees authorized in Ordinance #2005-44 of the Municipal Code of the City of Spring Hill shall be as follows:

Park Impact fee	\$300.00 per residential building permit; Ten cents per sq ft of commercial or industrial lot area
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Right of Way Permit and Inspection fees. The fee charged by the City to recover its cost incurred for Right-of-way management; including, but not limited to, costs associated with registering applicants; issuing, processing, and verifying Right-of-way Permit applications; inspecting job sites and Restoration of improvements; determining the adequacy of Right-of-way Restoration; revoking Right-of-way Permits and, other costs the City may incur in managing the provisions of this ordinance.

Spring Hill Right of Way Fees:

- Right of Way User Registration Fee \$150.00/Annual
- Permit Fee for First Parcel \$100.00, \$200.00 for the next 1000 lineal feet of Right-of-Way, and \$200.00 for each additional 1000 lineal feet of Right-of-Way
- Re-inspection Fee \$50.00
- Working prior to approved permit \$Double Permit Fee

Liability Insurance, Performance and Maintenance Bond Requirements

- A. The Permittee shall file with the City evidence of commercial general and automobile liability insurance with an insurance company licensed to do business in Kansas. The general liability limit will not be less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate. The automobile liability limit will not be less than one million dollars (\$1,000,000) combined single limit. The insurance will protect the City from and against all claims by any Person whatsoever for loss or damage from personal injury, bodily injury, death, or property damage to the extent caused or alleged to have been caused by the negligent acts or omissions of the Permittee. If the Permittee is self-insured, it shall provide the City proof of compliance regarding its ability to self-insure and proof of its ability to provide coverage in the above amounts.
- B. The Permittee shall at all times during the term of the permit, and for two (2) years thereafter, maintain a performance and maintenance bond in a form approved by the City Attorney. The amount of the bond required for a Right-of-Way Permit will be \$10,000.00 or the total value of the permitted work, whatever is greater, for a term consistent with the term of the permit plus two additional years, conditioned on the Permittee's faithful performance of the provisions, terms and conditions conferred by this Ordinance.
- C. A copy of the Liability Insurance Certificate and Performance and Maintenance Bond must be on file with the City Clerk.
- D. No performance and maintenance bond will be required for permits issued for driveway replacement, landscaping work such as irrigation systems and tree planting.

No performance and maintenance bond or liability insurance will be required of any governmental entity, or of any residential property owner working in the right-of-way adjacent to his/her residence, who does not utilize a contractor to perform the excavation.

FIREWORKS

LICENSE	FEE	SHMC SECTION
CFSR Facility Permit Filed on or before May 20 of each year. Separate permit for each location.	\$1,000.00 Certified Check for each location	6-103.a.1.
Display Fireworks Permit (1.3G Fireworks)	\$150.00	6-104.b.1.

ENGINEERING DEPARTMENT

PUBLIC IMPROVEMENT FEE

<p>DEFINITION OF PUBLIC IMPROVEMENTS.</p> <p>Public improvements may be newly constructed infrastructure such as streets, storm sewer, sanitary sewer, or waterline associated with residential, commercial, or industrial developments. Public improvements may also be removal or reconstruction of existing infrastructure.</p>
<p>PURPOSE OF PUBLIC IMPROVEMENT FEE.</p> <p>The purpose of the public improvement fee is to pay for all internal and external expenses associated with the engineering plan review, construction materials testing, and construction observations necessary for the compliance of public improvements.</p>
<p>PUBLIC IMPROVEMENT FEE STRUCTURE.</p> <p>The public improvements fee shall be based on 5% (five percent) of the total cost to construct the public improvements. Documentation will need to be submitted to support the total construction costs.</p>

FINANCE DEPARTMENT

Service Charge for Dishonored Negotiable Instruments

Pursuant to Ordinance No. 2018-17, the Service charge for a dishonored negotiable instrument presented to the City shall be thirty dollars (\$30.00).

Convenience Fee for Online Credit Card Payments.

Online credit card payments will be charged a 2.75% convenience fee at the time the payment is accepted for certain transactions. Types of payment transactions incurring a convenience fee are listed in the Finance Department Policy: Credit Cards Accepted, Convenience Fees, and Service Fees.

Service Fee for In-Person Credit Card Payments.
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In-person credit card payments will be charged a 2.75% convenience fee at the time the payment is accepted for certain transactions. Types of payment transactions incurring a service fee are listed in the Finance Department Policy: Credit Cards Accepted, Convenience Fees, and Service Fees.

Transaction Fee for Online Payments made on the City of Spring Hill website.

- \$2.00 transaction fee per credit card payment
- \$1.75 transaction fee per e-check payment

FACILITY RENTALS PARKS AND AQUATIC CENTER FEES

COMMUNITY CENTER – 613 S. RACE STREET	
DESCRIPTION	FEE
Damage/Security Deposit	\$500.00
Monday – Thursday Rates	\$60.00 per hour, two hours minimum
Friday, Saturday & Sunday Rates	\$400.00 (8am-11pm)
Dates and times of availability are established through the Facility Rental Rules and Regulations.	

CIVIC CENTER – 401 N. MADISON		
DESCRIPTION	RENTAL SPACE	FEE
Damage/Security Deposit	Multi-purpose Rooms Sunflower & Meadowlark	\$100.00
Damage/Security Deposit	401 Event Space and Gymnasium	\$200.00
Rates Monday - Sunday	Multi-purpose Rooms Sunflower & Meadowlark	\$25.00 per hour, two hour minimum
Rates Monday - Sunday	401 Event Space	\$50.00 per hour, two hour minimum
Rates Monday - Sunday	Gymnasium	\$60.00 per hour, two hour minimum
401 Event Space & Multi-purpose Room set-up and tear down fee		25.00 plus tax
Gymnasium set-up and tear down fee		\$50.00 plus tax
Dates and times of availability are established through the Facility Rental Rules and Regulations.		

CITY PARK PERMIT -		
Permit for Multi-Day Use of Park Property	\$100.00 refundable deposit	12-302.a.

AQUATIC CENTER FEES		
Season Passes		
Resident Individual Season Pass		\$ 65.00
Resident Family Season Pass - up to six (6) family members.		\$135.00
Each additional family member		\$15.00/member
Non-resident Individual Season Pass		\$ 85.00
Non-resident Family Season Pass – up to (6) family members.		\$170.00
Each additional family member		\$15.00/member
Daily Admission		
Admission (age 3 and older)		\$ 6.00
Twilight admission (after 6:00p.m.)		\$ 4.50
Group Admission (pre-registered group of 12 or more patrons)		\$ 4.50
City Employees		50% off
2 years and under		Free
62 years and over		Free
Moms & Dads on Mother's and Father's Day		Free
Military/1 st Responders on Memorial Day and 4 th of July		Free
Spring Hill Aquatic Center Employees		Free
River Walking		
River walking season pass		\$100.00
River walking (per 45 min. session)		\$ 3.00
Swim Lessons		
Per session		\$100.00
Sessions are a total of eight 45-minute lessons		

AQUATIC CENTER RENTALS

Cabana Rental	
Per two-hour increments and include set-up and clean-up time	\$ 30.00
Cancellation Fee	\$ 25.00
Reservations must be paid in full at time of reserving rental.	
Reservations should be made at least 10 business days in advance.	

Private Party Pool Rentals	
Friday or Saturday (8:30 to 10:30pm)	
Sunday (6:30 to 8:30p.m.)	
All rental options allow use of outside food and drink.	
Option 1:	
Guest total: 50	
Zero-depth/kiddie pool w/rain drop, bucket feature, frog slide and family slide (no tubes allowed.)	
Rental Rate: \$350.00	
Option 2:	
Guest total: 100	
Main pool, diving boards, climbing wall and drop slide (no tubes allowed)	
Rental Rate: \$450.00	
Option 3:	
Guest Total: 150	
Options 1 and 2 bundled (no tubes allowed)	
Rental Rate: \$550.00	
Option 4:	
Guest Total: 300	
Entire facility, including lazy river and north river tube slide (tubes allowed)	
Rental Rate: \$950.00	

POLICE DEPARTMENT

ANIMAL REDEMPTION FEES

Redemption Fee	\$20.00
Impoundment/Board Fee	Actual cost of Impoundment/Board Fee
Veterinary Fees	Actual cost of Veterinary Fees

DOCUMENT AND RESEARCH FEES FOR OPEN RECORDS:

Inspection Fee:

- a) When a request has been made for inspection of any open record that is readily available to the record custodian, there shall be no inspection fee charged to the requestor, excepting for the time necessary for the records custodian or designee, to observe the requestor's inspection of the records which shall be the actual cost of employee rate of pay.
- b) In all cases where inspections of any open record is not readily available, a record inspection fee shall be charged at the hourly rate of the lowest cost category of staff reasonably necessary to provide such access. In the event the staff time necessary to respond to a request may exceed five hours or \$200, staff will contact the requesting party to discuss mitigating requests costs. If the requesting party does not respond to such contact by City staff, the request will be considered withdrawn.

Copying Fees:

In the event any public record cannot be reproduced by the City's photo-copying equipment, the requestor shall be charged the actual cost to the City, in addition to staff time, to reproduce such records.

Photocopies per page (Black and White)	\$0.25
Photocopies per page (Color)	\$0.50
Electronic copies	No Charge
Facsimile Transmission per page	\$0.65
Mailing	Actual cost of mailing
Offense Reports	\$5.00 for the first page, \$0.25 per additional page
Accident Reports	\$10.00
DVD/Photo Disk	\$25.00/disk or DVD
Email video Link	\$10 for 10GB or less, \$25 for over 10GB
Fingerprinting	\$25.00 per card / per person

Staff Time Fees:

Will be charged at the rate of pay for each person(s) whose time is used to assist and/or respond to a specific request. This may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply, and/or redact open from closed information.

Description	Fee
Per Employee	\$30.00/hour
Clerical	\$18.00/hour
Information Technology (IT)	\$38.00/hour
Attorney	\$60.00/hour

Prepayment Fee.

- a) The record custodian may require prepayment of the fees established by this resolution whenever he or she believes this is to be in the best interest of the City. Prepayment shall be an estimate of the inspection and/or copying charges accrued in providing the record request. Any overage or underage in the prepayment shall be settled prior to inspection of the requested copies or delivery of the requested copies.
- b) Prepayment of inspection/copying of fees shall be required whenever, in the best interest of the record custodian, such fees are estimated to exceed \$50.00.
- c) When prepayment is required by the record custodian, no records shall be made available to the requestor until prepayment has been made.

TOW SERVICE FEES

<p>The following tow and related services to be performed by and maximum charges which authorized tow service providers may bill the owners or rightful possessors of such vehicles subject to tow; provided that, the services listed and maximum charges for such services do not include Heavy Wrecker Services.</p>		
DESCRIPTION	FEE	SHMC SECTION
Hookup Fee Including rollback, dollies, flatbed, or other lift tow system.	\$150.00	15-201A.108(c)
Mileage Loaded miles only	\$5.00/mile	
Winching (does not include merely winching vehicle onto rollback bed from roadway or shoulder)	\$150.00 Billed at 1/4hr. increments	
Storage	\$25.00/day (outside) \$35.00/day (inside)	
Cleanup Billed and pro-rated per ¼ hour (if extra cleanup required)	\$50.00/hour	
Road Service Lockouts, jump-starts, tire changes, and the like, upon request, for up to one hour.	\$150.00/flat fee	
Additional Labor Billed and pro-rated per ¼ hour	\$100.00/hour	
<p>The maximum charges for the listed services shall be effective until January 31, 2023 – unless superseded by adoption of an Annual Tow Service Fee Resolution prior to said date.</p>		

Non-City Initiated Private Property Tow Regulations

Maximum Tow and Storage Fees

The maximum fee a person or tow company may charge for towing vehicles, which may not be required to be paid in cash only, from private property at the request of a third party or for storage of a vehicle towed from private property at the request of a third party shall not exceed the following rates.

DESCRIPTION	FEE	SHMC SECTION
Hookup Fee Including rollback, dollies, flatbed, or other lift tow system.	\$150.00	15-201B.102(a)
Mileage Loaded miles only	\$5.00/mile	
Winching	\$150.00	

(does not include merely winching vehicle onto rollback bed from roadway or shoulder)	Billed at 1/4hr. increments	
Storage	\$25.00/day (outside) \$35.00/day (inside)	

MUNICIPAL COURT

DOCUMENT AND RESEARCH FEES FOR OPEN RECORDS

Inspection Fee:

- a) When a request has been made for inspection of any open record that is readily available to the record custodian, there shall be no inspection fee charged to the requestor, excepting for the time necessary for the records custodian or designee, to observe the requestor's inspection of the records which shall be the actual cost of employee rate of pay.
- b) In all cases where inspections of any open record is not readily available, a record inspection fee shall be charged at the hourly rate of the lowest cost category of staff reasonably necessary to provide such access. In the event the staff time necessary to respond to a request may exceed five hours or \$200, staff will contact the requesting party to discuss mitigating requests costs. If the requesting party does not respond to such contact by City staff, the request will be considered withdrawn.

Copying Fees:

In the event any public record cannot be reproduced by the City's photo-copying equipment, the requestor shall be charged the actual cost to the City, in addition to staff time, to reproduce such records.

Description	Fee
Photocopies per page (Black and White)	\$0.25
Photocopies per page (Color)	\$0.50
Electronic copies	No Charge
Facsimile Transmission per page	\$0.65
Mailing	Actual cost of mailing
Certification	\$1.00/document
Authentications	\$2.00/document

Staff Time Fees:

Will be charged at the rate of pay for each person(s) whose time is used to assist and/or respond to a specific request. This may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply, and/or redact open from closed information.

Description	Fee
Per Employee	\$30.00/hour
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- b) Prepayment of inspection/copying of fees shall be required whenever, in the best interest of the record custodian, such fees are estimated to exceed \$50.00.
- c) When prepayment is required by the record custodian, no records shall be made available to the requestor until prepayment has been made.

POLICY REGARDING WAIVER OF LICENSE FEES AND PERMIT FEES FOR COMMUNITY BASED ORGANIZATIONS

Policy Regarding the Authority of the City Administrator to consider Waiver of License Fees and Permit Fees for Community Based Organizations that have the Primary Purpose of Serving the Residents of the City of Spring Hill, Kansas.

Scope of Waiver.

The Governing Body hereby authorizes and directs the City Administrator, or his designee, to administer this policy, including the authority to approve or disapprove requests for waivers, in whole or in part, permit fees and license fees upon making findings that would include but shall not be limited to the following:

- A. The applicant is a community-based organization that has a primary purpose of serving the residents of the City of Spring Hill, Kansas.
- B. The nature and size of the requested waiver.
- C. The waiver is for a public purpose.

Permit and License Fees-Defined.

Permit and License fees shall include, but shall not be limited, to the following:

1. Building Code Fees
2. Electrical Code Fees
3. Plumbing Code Fees.
4. Environmental Code Fees.
5. Civic Center Rental Fees.
6. Community Center Rental Fees.
7. Right-of Way Ordinance Fees.
8. Other fees designated by the Governing Body.