

**ATTACHMENT 1**

**COMMUNICATIONS & PUBLIC AFFAIRS OFFICE (CaPA)**

**FEE SCHEDULE**

*Town Council Agenda Packet Fee:*

The Town of Chapel Hill produces Town Council agenda packets for interested persons. Depending upon individual preference, materials are either mailed or picked up at the Town Hall. Most materials are available on the Town's Web site, at [www.townofchapelhill.org](http://www.townofchapelhill.org).

Fees are set to capture all estimated postage costs and estimated production (paper, unit rental and supplies) costs.

Agenda Packets Picked Up At Town Hall	\$390.00 per year
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Mailed Agenda Packets	\$590.00 per year
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One agenda packet will be provided free of charge to area media (print and radio) and governmental jurisdictions upon request in electronic format.

Agenda face sheets are provided free of charge. Agenda packets are also available for review at the Reference Desk of the Public Library and at the Town Hall.

*Town Code of Ordinances:*

The Town Code of Ordinances contains the Town Charter and all ordinances that govern the Town. The Code is updated bi-annually through supplements produced by the CaPA Department. The Code of Ordinances is available for purchase from Municipal Code Cooperation ([www.municode.com](http://www.municode.com)). A link is also available on the Town's Web site, at [www.townofchapelhill.org](http://www.townofchapelhill.org) under Code of Ordinances "Purchase Codes".

*Copying Fees:*

Personal copies may be made in the CaPA Office at a cost of \$.10 per page.

*Charge for Data Materials:*

Town Council meetings are video taped and may be obtained on DVD for \$3.00 per DVD.

Electronic records may be recorded onto a CD for \$3.00.

*Security Guard:*

When a non-profit organization or outside group reserves a meeting room in Town Hall and no other Town sponsored meeting is being held on the same evening, a fee of \$35.00 per hour for a security guard will be required.

*Charges for Merchandise:*

Town flag 5 x 8" - \$125

Town Embroidered Tote Bag - \$15

Book: Chapel Hill 200 Years - \$7.50

Book: A Backward Glance - \$5.25

Caps - \$20 each

Pencils – 10 cents

Temporary tattoos – 25 cents

American legacy booklet - \$2

**PLANNING DEPARTMENT**

**FEE SCHEDULE: DEVELOPMENT REVIEW FEES**

Type of Application/Permit	Fee Schedule
1) Board of Adjustment Variance Appeal	\$532.00 \$320.00
2) Special Use Permits Extraction of Earth Products, Landfill, Cemetery Park/Ride Terminal Radio/TV Transmitting/Receiving Facility All Other	\$6,916.00 plus \$27.00/acre \$6,916.00 plus \$27.00/acre \$6,916.00 \$6,916.00 plus \$27.00/sqft
3) Special Use Modifications Extension or Renewal All Other	\$1,064.00 \$6,916.00 plus \$27.00/100sqft
4) All Master Land Use Plans	\$6,916.00 plus \$27.00/100sqft
5) Zoning Map and Text Amendments	\$1,064.00 plus \$54.00/acre
6) Subdivisions Preliminary Plat Minor Subdivision Final Plat Re-approval Recombination Plat or Exemption Plat	\$6,916.00 plus \$267.00/lot \$852.00 plus \$54.00/lot \$532.00 plus \$54.00/lot \$799.00 \$213.00
7) Office/Institutional-4 (OI-4) Development Plan Office/Institutional-4 (OI-4) Site Development Permit	\$5,320.00 plus \$107.00/acre \$4,256.00
8) Historic District Commission (with exception of signs) Certificate of Appropriateness for demolition/new construction/floor area additions  Certificate of Appropriateness for all other	 \$320.00  \$213.00
9) Community Design Commission Concept Plan Review Building Elevations Lighting Plan Alternative Buffer	\$320.00 \$352.00 \$352.00 \$352.00
10) Site Plan Review (Council/ Planning Board)	\$2,660.00 plus \$27.00/100sqft*
11) Zoning Compliance Permit Staff Review/ Administrative Approval Single-Family/Two-Family Staff Review/ Admin. Approval "Express" Staff Review/ Administrative Approval Home Occupation Final Plans for Zoning Compliance Permit Issuance	\$426.00 \$213.00 \$107.00 \$107.00 1/2 of original approval fee
*Based on square feet of floor area.	

Type of Application/Permit	Fee Schedule
12) Sign Plan Review (including Historic District signs)	
Individual Sign (single business on one zoning lot)	\$161.00
Unified Sign Plan (multiple business on one zoning lot)	\$267.00
Individual Sign compliant w/ Approved Unified Sign Plan	\$107.00
13) Exceptions to Front Yard Parking Requirements	\$107.00
14) Letter Concerning Compliance with Zoning	\$54.00
15) Resubmission of Applicant's Request	50% of applicable fees after staff report has been drafted

**Notes:**

All review fees are doubled if the activity or site change requested has already occurred or been started.

Fees are waived for Town of Chapel Hill development applications.

Applications from non-profit organizations involving residential development in which documentation is provided that 100% of the dwelling units will be affordable to low-moderate income families (80% of area median income for a family of four), the development application fee shall be waived.

The maximum application fee for any Zoning Map Amendment, Subdivision, or Zoning Compliance Permit shall be \$78,000.00.

In the case of a Master Plan and a Special Use Permit submitted concurrently, the application fee shall be waived for the application with the smaller fee.

**DOCUMENTS**

Ordinances and Reports	Cost	Postage
Land Use Management Ordinance (Printed)	\$30.00	\$4.00
Land Use Management Ordinance (CD Rom)	Free	\$1.50
Comprehensive Plan	\$20.00	\$4.00
Data Book (Printed)	\$10.00	\$4.00
Data Book (CD Rom)	\$5.00	\$1.50
Southern Small Area Plan	\$5.00	\$1.93
Design Guidelines	\$6.50	-
Entranceway Report	\$5.00	\$3.00
Historic District Significance Reports	\$2.50	-
Historic District Guidelines Handbook	\$2.50	-
Historic Sites Survey	\$5.00	-
The Regional Bicycle Plan	\$20.00	-
Pedestrian Plan	\$2.00	\$1.47
Downtown Chapel Hill Small Area Plan	\$10.00	-
Maps		Cost
Chapel Hill Zoning Map (11" x 17", color)		\$1.00
Topographic Sheets (1" = 100')		\$5.00
Orange County Tax Maps (Chapel Hill Area)		\$1.60
Miscellaneous Maps (per linear foot)		\$1.00

**POLICE DEPARTMENT****FEE SCHEDULE**

	Fee
Police Incident Reports	\$.10 per page
Fingerprints	\$15.00 for 3 cards, \$10 each additional card
Local Criminal History Checks	\$15.00 per person
Mailing/Fax Fees	\$1.00 per document
Noise Permits	\$50.00 each
Solicitation Permits Application Fee	\$10.00 per person
Solicitation Permits	\$5.00 each
Permit Renewals	\$2.00 each
Taxi Permits	\$5.00 each
Towed Vehicle Storage (0 - 24 hours)	\$3.00 for the first 24 hours, \$7.00 for each additional 24 hours
Police Patch	\$5.00 per patch
Returned Check Charge	\$25.00 per check
Available to Court Officials Only	
NC Driving History Checks	\$5.00 per subject
NC Criminal History Checks	\$15.00 per subject

## FIRE DEPARTMENT

### FEE SCHEDULE

#### Fire Permits

*Revenue Account- 10046-46320 Fire Permit Fees*

*M-Mandatory Permit under 2009 NC Fire Code*

*O-Optional Permit under 2009 NC Fire Code (Adopted by ToCH)*

<b>Operational Permits</b>	<b>Description</b>	<b>Term</b>	<b>2009-10 Permit Fee</b>
Amusement Building (M)	Operation of a Special Amusement Building	30 Days	\$100
Carnivals and Fairs (M)	Mandatory Permit to conduct a Carnival or Fair	Single Event	\$100
Combustible Dust-Producing Operations (M)	Mandatory Permit to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices, or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the 2009 NC Fire Code	365 days	\$75
Covered Mall Buildings (M)	<ol style="list-style-type: none"> <li>1) Operational Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall (common areas)</li> <li>2) Operational Permit for the display of liquid- or gas-fired equipment in the mall.</li> <li>3) Operational Permit for the use of open-flame or flame-producing equipment in the mall.</li> </ol>	<p>30 days</p> <p>30 days</p> <p>7 days</p>	<p>\$50</p> <p>\$50</p> <p>\$50</p>
Dry Cleaning Plants (O)	Operational Permit to engage in the business of dry cleaning (when flammable/hazardous solvents are used), or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	365 days	\$50
Exhibits and Trade Shows (M)	Operational Permit to operate exhibits and trade shows	30 days	\$50
Explosives (M)	Operational Permit for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the NC Fire Code		
	<ol style="list-style-type: none"> <li>1) Blasting Permit</li> <li>2) Display of Fireworks/Pyrotechnics</li> <li>3) Storage of Explosives</li> </ol>	<p>30 days</p> <p>Single Event</p> <p>30 Days</p>	<p>\$300</p> <p>\$300</p> <p>\$300</p>
Flammable/Combustible Liquids (M)	<ol style="list-style-type: none"> <li>1) Operational Permit to operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used</li> <li>2) Operational Permit to temporarily place out of service (more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.</li> <li>3) Operational Permit to change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed</li> <li>4) Operational Permit to manufacture, process, blend or refine flammable or combustible liquids</li> </ol>	<p>365 days</p> <p>30 days (after 90 days)</p> <p>30 days</p> <p>365 days</p>	<p>\$100</p> <p>\$100</p> <p>\$100</p> <p>\$100</p>

	5) Operational Permit to engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments <b>(Gas Station)</b>	365 days	\$75
Fumigation and Insecticidal Fogging (M)	Operational Permit to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used	365 days	\$75
Hazardous Materials (O)	Operational Permit to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 of the 2009 NC Fire Code.	365 days	\$100
Hot Work Operations within Fire District (O)	Operational Permit for Hot Work Operations including cutting, welding, grinding, application of roof coverings with the use of open flame, or other operations determined by the Fire Marshal	30 days	\$75
Liquid- or Gas-fueled Vehicles in Assembly Buildings (M)	Operational Permit to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings	30 days	\$100
Open Burning (O)	Operational Permit for the kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground approved under NC Fire Code and Town Code.	1 day	\$100
Open Flames and Candles (O)	Operational Permit to use open flames or candles in connection with assembly areas, dining areas of restaurants, or drinking establishments.	365 days	\$100
Places of Assembly (O)	Operational Permit to operate a place of assembly	365 days	\$75
Private Fire Hydrants (M)	Operational Permit for the removal from service, use or operation of private fire hydrants	365 days	\$75
Pyrotechnic Special Effects (Fireworks) (M)	Required Operational Permit same as found under Explosives section	Single Event	\$300
Spraying or Dipping Operations (M)	Operational Permit to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 of the 2009 NC Fire Code.	365 days	\$100
Temporary Membrane Structures, Tents and Canopies (Operational) (M)	Operational Permit to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet (See exceptions in the 2009 NC Fire Code section 105.6.43) This is an OPERATIONAL permit for use of tent in excess of the 7 days permitted under a tent construction permit.	30 days (after 7 days permitted under Construction Permit)	\$75/Tent



<b>Construction Permits</b>	<b>Description</b>	<b>Term</b>	<b>2009-10 Permit Fee</b>
<i>Note: Terms on Construction Permits are "Until Final Inspection" unless otherwise noted</i>			
Automatic Fire-Extinguishing Systems	Construction Permit for the installation of or modification to an automatic fire-extinguishing system		
	1) Sprinkler Systems (per Riser)		\$150
	2) Kitchen Hood Suppression Systems		\$150
	3) Alternative Automatic Suppression Systems		\$150
Battery Systems	Construction Permit to install stationary storage battery systems having a liquid capacity of more than 50 gallons		\$150
Compressed Gas Systems	Construction Permit to install, repair, abandon, remove, place out of service (temporarily), close, or substantially modify a compressed gas system when the amount of compressed gases in use or storage within the system exceeds the amounts listed in Table 105.6.8 of the 2009 NC Fire Code		\$150
Fire Alarm and Detection Systems	Construction Permit for installation of, or modification to fire alarm and detection systems and related equipment.		\$150
Fire Pumps	Construction Permit for installation of, or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators. (Permit required in addition to other Automatic Fire Extinguishing System Construction Permits)		\$150
Flammable and Combustible Liquid Facilities	Construction Permit to:		
	1) Repair or modify a pipeline for the transportation of flammable or combustible liquids		\$150
	2) Install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, transported, stored, dispensed, or used.		\$150
	<b>Gas Station</b>		
	3) Install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank		\$150
Hazardous Materials Facilities	Construction Permit to install, repair, abandon, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 27 when the hazardous materials in use or storage exceed the amounts listed in Table 105.6.20 of the 2009 NC Fire Code.		\$200

Industrial Ovens	Construction Permit for the installation of industrial ovens as described in Chapter 21 of the 2009 NC Fire Code.		\$150
Private Fire Hydrants	Construction Permit for the installation or modification of private fire hydrants		\$150
Spraying/Dipping Operations	Construction Permit to install or modify a spray room, dip tank, or booth		\$150
Standpipe System	Construction Permit for the installation, modification, or removal from service of a standpipe system. (Permit required in addition to other Automatic Fire Extinguishing System Construction Permits)		\$150
Temporary Membrane Structures, Tents and Canopies	Construction Permit to erect an air-supported temporary structure or a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet	7 days/ then Operational Permit is required	\$75/Tent
<b>Failure to Secure Permit</b>	Beginning work, or maintaining an operation requiring any permits adopted by the Town of Chapel Hill shall double the permit fee. A stop Work Order shall be issued until payment is received and permit issued.		Double Listed Permit Fee
<b>Exemption to Permit Fees</b>	Approved 501.(c)3- Non-Profit Organizations, Churches and Governmental Entities		\$0
<b>Fire Inspection Fees</b>	<i>Revenue Account 10046-46410-Fire Inspection Fees</i>		
	<b>Description</b>	<b>Term</b>	<b>2009-10 Fee</b>
Inspection Fees for Inspections not required under the NC Fire Code	ABC, Foster Care, Group Home, Day Care Licensing Inspections and other inspections not required by Code.		\$50
<b>Fire Re-Inspection Fees</b>			
Fire Violation Re-Inspection Fee	A re-inspection fee will be assessed for each inspection where: 1) Violations of the NC Fire Code or Chapter 7 of the Chapel Hill Town Code are not corrected after being identified by the inspector during an inspection and a compliance period granted. Fee will be assessed at time of first re-inspection, and each re-inspection thereafter until the violations are corrected or further administrative action is pursued.  2) An inspection on a construction permit (Fire), or a Fire Final inspection is requested and/or scheduled by the permit holder, or Contractor and where the inspection cannot be completed, or fails to pass due to deficiencies. The Re-Inspection fee shall be paid before any additional inspections or testing will be conducted.		\$50/Re-inspection
Life Safety Re-Inspection Fee	Any violation of the NC Fire Code, or any other condition deemed by the inspector to be detrimental to the life safety of the occupants, and/or which may create delays in the exiting of the buildings occupants, which is not corrected after being identified by the inspector during the inspection and a compliance period granted shall be subject to Life Safety Re-Inspection Fees.		\$500/per violation

Following issuance of three (3) consecutive re-inspection fees without compliance, the owner, operator, or other responsible person shall be cited to court for violation of NC General Statute 14-68.

**PUBLIC WORKS DEPARTMENT****FEE SCHEDULE****FIELD OPERATIONS DIVISION - STREET CUT**

The following policy and fee structure is consistent with ITRE's recommendations.

1. Each utility and private contractor is responsible for street repairs to be made either by the respective utility or its choice from a list of approved sub-contractors.
2. The town retains the responsibility for inspections of repairs to cuts.

*Fee Assessments:\**

- a) \$87.50 per square yard for each of the first ten square yards
- b) \$36.50 per square yard for each subsequent square yard
- c) \$22.00 per square yard for work on gravel roads and/or borings/jackings and/or other work outside the roadway, but within the right-of-way

\*These fees are doubled if the street has been resurfaced within the previous two years, or increased one and one half times if the street has been resurfaced within two plus to five years. In addition, on major projects for which the road is severely impacted, especially streets recently resurfaced, the Town may require restoration to include street milling and a complete overlay.

*Penalties:*

- a) \$150.00 for failure to obtain a permit prior to starting the project (not applicable for emergency street cuts).
- b) \$150.00 for failure to repair initial street cut within thirty calendar days.
- c) \$150.00 for failure to undertake warranty repair within fourteen calendar days.

The town requires a 5-year warranty on all cuts and restoration work performed by the utility company or private contractor.

Additional sub-base and pavement restoration work required (beyond the area of trench repair) as a result of a major failure (i.e., water line main break) will be billed at the stated square yard rates above, or \$625.00 (whichever is the lesser of the two amounts).

This policy referenced above has been phased in since fiscal year 2000-2001.

**SOLID WASTE SERVICES DIVISION**

Yearly Cost (effective July 1, 2007 through June 30, 2008)

*Basic Service (Front Load)*

Container Size	1x/week	2x/week	3x/week	4x/week	5x/week	Extra Lift
2 yard	\$352.00	\$706.00	\$1,056.00	\$1,762.00	\$2,203.00	\$22.00
4 yard	\$528.00	\$881.00	\$1,215.00	\$1,938.00	\$2,379.00	\$27.00
6 yard	\$705.00	\$1,057.00	\$1,393.00	\$2,115.00	\$2,555.00	\$33.00
8 yard	\$881.00	\$1,233.00	\$1,569.00	\$2,291.00	\$2,731.00	\$38.00

*Residential Commercial Service*

Container	Fee
Up to 7 Containers, 1x/week	\$250.00
Each Additional Container	\$36.00

## Guidelines:

1. No free service.
2. No shared dumpsters.
3. "Extra Lift" refers to dumping container in addition to contracted service.
4. Basis for fees for tax exempt entities is mandate by Council.
5. Multi-family units receive one 8-yard container at 1x/week per 25 units for free; charges apply thereafter.

*Collection of White Goods:*

Up to Three Items*	\$15.00
Each Additional Item	\$5.00
*15.00 Minimum for Each Collection	

*Compactor Service (annualized cost):*

High Volume	\$1,500.00
Medium Volume	\$750.00
Low Volume	\$280.00

*Portable Container Rental (Yard Waste Only)*

Weekday	\$20.00
Weekend	\$25.00

*Yard Waste Container*

Each Container	\$47.00
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**ENGINEERING DIVISION**

**FEE SCHEDULE**

*Full or Partial Street Improvements*, including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work \$4.25 per linear foot

*Utility Service Improvements*, including excavation, backfill and appurtenant work relating to the installation, repair, replacement, \$1.25 per linear foot

*Driveway Entrance Inspection Fee*, including removal of existing curb and gutter as necessary, excavation, forming and \$50.00

*Driveway Entrance Re-Inspection Fee* \$50.00

Traffic Engineering Permits	Permit Fee
Work Zone Traffic Control Permits	
1) Lane/Sidewalk Closure Permits	
Permit Issuance Fee	\$100.00
Inspection Fee per Working Day	\$50.00
2) Street Closure Permits	
Permit Issuance Fee	\$150.00
Inspection Fee per Working Day	\$50.00
Traffic Impact Analysis Exemption Permit	
1) Residential with less than 10 lots	\$100.00
2) Residential with more than 10 lots	\$200.00
3) Commercial and other	\$350.00

GIS Products	Product Fee
Street Maps	\$20.00
Zoning Maps	\$20.00
Specialty Maps	\$50.00
Aerial Photos	\$25.00
GIS CD Data	\$20.00
Address Change Request	\$50.00

Design Manual and Standard Details	Product Fee
Hard Copy in Binder	\$25.00
Compact Disc	\$10.00

## INSPECTIONS DIVISION

### FEE SCHEDULE BUILDING PERMIT FEES

The following schedule of building permit fees is applicable to the Chapel Hill zoning jurisdiction. Fees are **based on the cost of construction.**

Cost of Construction	Building Permit Fee
\$100 - \$1,000	\$30.00
\$1,001 - \$5,000	\$49.00
\$5,001 - \$10,000	\$65.00
\$10,001 - \$20,000	\$90.00
\$20,001 - \$50,000	\$9.00/\$1000
\$50,001 - \$500,000	Base fee of \$450.00 plus \$4.00/\$1,000 over \$50,001
\$500,001 and up	Base fee of \$2,250.00 plus \$3.00/\$1,000 over \$500,001

For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table, whichever is

### MISCELLANEOUS FEES

	Permit Fee
Swimming Pools	\$49.00 inside Town limits; \$72.00 outside Town limits
Signs	\$30.00 plus \$13.00 each additional sign
Mobile Homes	\$49.00 inside Town limits; \$72.00 outside Town limits
Construction Trailer	\$49.00 inside Town limits; \$72.00 outside Town limits
Insulation	\$49.00 inside Town limits; \$60.00 outside Town limits (per housing unit)

	Service/Fee
Change of Contractor	\$97.00
Change of Occupancy	\$160.00
Temporary Certificate of Occupancy	\$70.00
Occupancy Reposting (new placard)	\$70.00
Day Care Facilities Inspection	\$256.00
Demolition Permit	\$70.00
Stocking Permit	\$44.00

Plan Review* (>4,000 square feet, non-residential)	Service/Fee
4,000 - 15,000 square feet	\$166.00
15,001 - 40,000 square feet	\$533.00
40,001 square feet and greater	\$1,282.00
*Includes changes in occupancy.	

**NOTICE**

Additional inspections made necessary through failure to comply with applicable code requirements shall be hereby designated as "re-inspections". For each re-inspection, a fee of \$54.00 will be charged.

If any person commences any work on a building or service system before obtaining the necessary permit, he or she shall be subject to a double permit fee (emergency repairs excluded).

There is a \$6,092 Chapel Hill-Carrboro School impact fee to be charged for every new detached dwelling unit and between \$686 and \$3,525 impact fee for all other dwelling units. This shall be paid in order to receive a Certificate of Occupancy and final power. In addition, as of July 1, 2008, an 8% Orange County recyclable materials fee is being charged on all permits.

The General Contractor pays all permit fees.

**ELECTRICAL FEE SCHEDULE**

	Permit Fee	
	Within Town Limits	Outside Town Limits
Single Meter 100 amp	\$60.00	\$90.00
Single Meter 125 amp	\$65.00	\$95.00
Single Meter 150 amp	\$72.00	\$102.00
Single Meter 200 amp	\$78.00	\$108.00
Single Meter 400 amp	\$84.00	\$114.00
Single Meter 600 amp	\$95.00	\$125.00
Single Meter 800 amp	\$107.00	\$137.00
Single Meter 1,000 amp	\$120.00	\$150.00
Change Service	\$30.00	\$49.00
Mobile Homes	\$30.00	\$49.00
Construction Trailers	\$30.00	\$49.00
Additions and Alterations - Counted by the total number of lights, switches and		

**NOTICE**

Additional inspections made necessary through failure to comply with applicable code requirements are hereby designated as "re-inspections". For each re-inspection, a fee of \$54.00 will be charged.

**MECHANICAL AND PLUMBING FEE SCHEDULES**

Type of Heating/Cooling	Mechanical Permit Fee	
	Within Town Limits	Outside Town Limits
Electric Furnace	\$30.00	\$60.00
Gas Furnace	\$30.00	\$60.00
Heat Pump	\$60.00	\$120.00
Gas Pack	\$60.00	\$120.00
Chiller	\$30.00	\$60.00
Air Conditioning	\$30.00	\$60.00
Cost is per each unit of heating and cooling.		

**Example:** ONE heat pump, gas furnace with A/C or electric furnace with A/C would be \$60.00

	Plumbing Permit Fee	
	Within Town Limits	Outside Town Limits
Per Fixture	\$9.00	\$10.00
Minimum Charge	\$45.00	\$50.00
Sewer Connection	\$45.00	\$50.00

**NOTICE**

requirements are hereby designated as "re-inspections". For each re-inspection, a fee of \$54.00 will be charged.

The General Contractor pays all permit fees.



### Building Valuation Data Table

For Use in Determining Total Valuation for Building Permit Fee Calculations

*Determination of Total Valuation.* For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table which is a part of this fee schedule, whichever is greater. Data in the tables must be multiplied by the appropriate regional modifier. The regional modifier for the Chapel Hill area is 1.07. In absence of a actual contract the total square footage price will be calculated on the "Good" category.

Occupancy	Type of Construction								
	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
<b>Assembly</b>									
Auditorium									
- Good	130	125	64	62	100	96	100	65	62
- Average	95	92	44	42	71	67	72	45	42
Church									
- Good	126	121	88	86	101	97	102	80	91
- Average	92	89	65	63	73	69	74	69	65
Gymnasium									
- Good	103	103	75	73	81	77	82	78	74
- Average	76	76	53	51	59	56	60	57	53
Restaurant									
- Good	107	107	81	79	88	84	89	84	80
- Average	80	80	61	59	69	65	70	65	61
Theaters									
- Good	122	118	78	76	85	81	85	81	77
- Average	92	90	55	53	61	57	62	58	54
<b>Business</b>									
Office									
- Good	104	101	72	70	80	76	81	77	73
- Average	79	76	50	48	58	54	59	55	52
Research/Engineering									
- Good	61	59	49	46	54	50	55	50	47
- Average	46	44	34	32	39	35	40	36	32
Service Station									
- Good	104	100	81	79	83	79	83	69	65
- Average	94	90	67	65	69	65	70	58	54

*Determination of Total Valuation.* For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table which is a part of this fee schedule, whichever is greater. Data in the tables must be multiplied by the appropriate regional modifier. The regional modifier for the Chapel Hill area is 1.07. In absence of a actual contract

the total square footage price will be calculated on the "Good" category.

Occupancy	Type of Construction								
	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
<b>Educational</b>									
School									
- Good	103	103	79	77	85	81	86	83	79
- Average	80	80	60	58	66	62	67	64	60
<b>Factory-Industrial</b>									
Factory - Light Mfg									
- Good	39	37	34	31	38	35	39	35	31
- Average	27	25	24	22	29	25	30	27	23
<b>Hazardous</b>									
Hazardous - Sprinkler System Included									
- Good	41	39	35	33	40	36	41	37	33
- Average	29	27	26	24	31	27	32	28	24
<b>Institutional</b>									
Convalescent Hospital									
- Good	128	124	88	86	96	N/P	97	93	N/P
- Average	105	103	68	66	75	N/P	75	72	N/P
Hospital									
Good	153	150	88	86	129	N/P	129	122	N/P
- Average	123	121	68	66	102	N/P	103	98	N/P
<b>Mercantile</b>									
Department Stores									
- Good	88	86	56	54	74	70	75	59	55
- Average	68	66	42	40	61	57	61	46	42
Mall Stores									
- Good	101	101	66	64	73	69	74	70	66
- Average	82	82	56	52	60	56	61	57	53
Mall - Concourse									
- Good	79	79	56	54	58	54	59	58	54
- Average	62	62	43	41	45	41	46	45	41
Retail Store									
- Good	70	68	56	54	61	57	61	59	55
- Average	55	53	42	40	47	43	48	46	42

*Determination of Total Valuation*. For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table which is a part of this fee schedule, whichever is greater. Data in the tables must be multiplied by the appropriate regional modifier. The regional modifier for the Chapel Hill area is 1.07. In absence of a actual contract the total square footage price will be calculated on the "Good" category.

Occupancy	Type of Construction								
	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
<b>Residential</b>									
Apartments									
- Good	83	80	62	50	69	65	70	65	61

- Average	65	63	48	45	53	49	54	50	46
<b>Dormitories</b>									
- Good	98	96	76	74	83	79	83	77	74
- Average	77	75	58	56	64	60	64	60	56
<b>Homes for Elderly</b>									
- Good	99	97	81	79	86	83	87	84	80
- Average	78	76	61	59	67	63	68	65	61
<b>Hotel</b>									
- Good	104	102	68	65	88	84	89	84	80
- Average	82	80	50	48	74	70	75	71	67
<b>Motel</b>									
- Good	104	102	68	65	72	68	73	70	66
- Average	82	80	50	48	54	50	55	52	48
<b>Single Family Residence</b>									
- Good	89	86	69	67	76	72	76	70	66
- Average	67	65	50	48	55	51	56	52	48
<b>Storage</b>									
<b>Auto Parking Structure</b>									
- Good	36	34	N/D	N/D	N/D	N/D	N/D	N/D	N/D
- Average	28	27	22	20	N/D	N/D	N/D	N/D	N/D
<b>Repair Garage</b>									
- Good	47	45	37	35	45	41	46	40	36
- Average	35	33	27	25	34	30	35	31	27
<b>Warehouse</b>									
- Good	47	45	31	29	36	33	37	34	30
- Average	35	33	22	20	27	23	28	25	21

*Determination of Total Valuation* . For purposes of determining fees, total valuation shall be either the actual contract price or an applicable amount based on the total square footage of the structure to be built, multiplied by the square foot cost data prescribed on the attached Building Valuation Data Table which is a part of this fee schedule, whichever is greater. Data in the tables must be multiplied by the appropriate regional modifier. The regional modifier for the Chapel Hill area is 1.07. In absence of a actual contract the total square footage price will be calculated on the "Good" category.

Occupancy	Type of Construction								
	I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
<b>Utility &amp; Miscellaneous</b>									
Private Garage									
- Good	36	34	35	33	42	38	43	39	35
- Average	28	27	28	25	34	30	34	31	27
Greenhouse									
- Good	N/D	N/D	N/D	11.81	N/D	N/D	N/D	N/D	5.65
- Average	N/D	N/D	N/D	5.48	N/D	N/D	N/D	N/D	3.68

**Notes:**

1. N/P - Not permitted by code.
2. N/D - Insufficient data to determine average cost.
3. Unfinished basements - \$11.81/sqare foot.
4. For sprinklered buildings in other than hazardous occupancies, add \$1.75/sqare foot.
5. In Type II, III, and V, add \$41,000 per elevator.
6. A good building will normally have some components which are only average, but many will be better  
A good building is well insulated to utility standards, packaged or zoned air conditioning; has more than
7. An average building has minimum model energy code insulation levels, with a forced air system, contains the minimum code required plumbing fixtures, lighting, electric outlets; and has average quality interior and minimum carpet.

**PARKS & RECREATION DEPARTMENT**

**FEE SCHEDULE (see Attachment 3 for all policies)**

<b>ADMISSION AND PASS FEES</b>		
<b>Gymnasium</b>	<b>Resident</b>	<b>Non-Resident</b>
Annual Pass Fee		
Age 18 years and younger	Free	\$20.00
Age 19 and older	\$20.00	\$40.00
20 Visit Pass		
Age 18 years and younger	Free	\$10.00
Age 19 and older	\$10.00	\$20.00
(No more pro-rated gym passes)		
Single Admission Fee		
Age 18 years and younger	Free	\$2.00
Age 19 and older	\$2.00	\$3.00
<b>Climbing Wall</b>		
	<b>Resident</b>	<b>Non-Resident</b>
Annual Pass Fee		
All Participants	\$108.00	\$240.00
20 Visit Pass		
All Participants	\$45.00	\$100.00
Single Admission Fee		
All Participants	\$3.00	\$5.00
Climbing shoe rental (first com, first serve)	\$3.00	\$3.00
Belay Testing Fee	\$10.00	\$12.00
<b>Swimming</b>		
	<b>Resident</b>	<b>Non-Resident</b>
Annual Pass*		
Preschooler (5 years and younger)	\$50.00	\$75.00
Youth (6 - 18 years)	\$100.00	\$150.00
Adult (19 years and over)	\$200.00	\$300.00
Family	\$430.00	\$600.00
Additional Family Member	\$60.00	\$90.00
*Annual passers are valid for a period of one year from the date of purchase.		
Monthly Pass		
Preschooler (5 years and younger)	\$9.00	\$16.00
Youth (6 - 18 years)	\$18.00	\$32.00
Adult (19 years and over)	\$35.00	\$61.00
Family	\$70.00	\$123.00
Additional Family Member	\$25.00	\$44.00
20-Visit Pass		
Preschooler (5 years and younger)	\$11.00	\$23.00
Youth (6 - 18 years)	\$23.00	\$45.00
Adult (19 years and over)	\$45.00	\$90.00
Single Visit		
Preschooler (5 years and younger)	\$1.00	\$2.00
Youth (6 - 18 years)	\$2.00	\$4.00
Adult (19 years and over)	\$3.00	\$6.00
REPLACEMENT PASS (gym, climb, swim)	\$5.00	\$5.00

<b>SKATE PARK and BATTING CAGE FEES</b>		
	Resident	Non-Resident
Platinum Membership - unlimited skate access pass good for 1 year from the date of purchase.	\$200.00	\$250.00
Gold Membership (Residents) - 1 year membership with \$4 per session fee. First session is free. Renewal membership is \$15.	\$25.00	
Gold Membership (Non-Residents) - 1 year membership with \$5 per session fee. First session is free. Renewal membership is \$20.		\$30.00
Regular Session Fee	\$7.00	\$8.00
Skate Park Helmet Rental	\$2.00	\$2.00
Batting Cage Fees	\$2.00 per 25 pitches	
Residents are defined as patrons residing in Chapel Hill and/ or Orange County.		

<b>HOURLY RENTAL FEES</b>		
	Resident	Non-Resident
Security Deposit (per rental)	\$100.00	\$100.00
<b>Meeting Rooms</b>		
Individuals	\$20.00	\$24.00
For-profit	\$20.00	\$24.00
Non-profit for open meetings	no charge	no charge
Non-profit for closed meetings	\$20.00	\$24.00
Additional staff fee	\$15.00	\$15.00
<b>Hargraves Auditorium</b>		
Additional staff fee	\$15.00	\$15.00
<b>Gymnasiums (limit of 3 hours)</b>		
Athletic event	\$50.00	\$60.00
Additional staff fee	\$15.00	\$15.00
<b>Climbing Wall at Chapel Hill Community Center</b>		
Plus hourly staff fee	\$15.00	\$15.00
<b>Athletic Playing Fields (minimum rental 2 hours)</b>		
Daytime use	\$20.00	\$24.00
Evening use	\$40.00	\$48.00
Tournament daytime use	\$50.00	\$60.00
Tournament evening use	\$70.00	\$84.00
Additional staff fee	\$15.00	\$15.00
Field preparation (upon request, per field)		
First field	\$20.00	\$20.00
Additional fields	\$10.00	\$10.00

Tennis Court (per court, 3-hour limit)		
Daytime use	\$10.00	\$12.00
Evening use	\$20.00	\$24.00
Picnic Shelter (each 4-hour block)		
Available at Hargraves, Homestead, Meadowmont, North Forest Hills, Southern Community (large and small) and Umstead Parks.		
ALL shelters (except So. Community Pk large shelter)	\$20.00	\$24.00
Southern Community Park large shelter	\$30.00	\$36.00
Use of Pig Cooker at So. Community Pk large shelter	\$100 deposit	\$100 deposit
No charge for Meadowmont shelter		
Hockey Rink at Southern Community Park	\$20.00	\$24.00
2 hour minimum required		
Gene Strowd Rose Garden	no fee	no fee
Security deposit only		
James Wallace Parking Deck Plaza	\$35.00	\$42.00
Special application required		
Bocce Ball Court	\$10.00	\$12.00

<b>HOURLY POOL RENTAL FEES</b>				
<b>FACILITY</b>	<b>LANE RENTAL</b>		<b>ENTIRE POOL</b>	
	<b>OFF-PEAK</b>	<b>PEAK</b>	<b>OFF-PEAK</b>	<b>PEAK</b>
	Resident/ non-resident	Resident/ non-resident	Resident/ non-resident	Resident/ non-resident
A.D. Clark Pool			\$65/\$78	\$75/\$90
Community Center	\$10/\$12	\$15/\$18	\$60/\$72	\$85/\$102
Homestead LAP	\$10/\$12	\$15/\$18	\$100/\$120	\$140/\$168
Homestead PROGRAM			\$90/\$108	\$100/\$120
<i>2-hour minimum required; additional guard fees may apply.</i>				

\* Maximum number of rentals available during Peak hours are 50% of total number of lanes in a pool. Maximum number of rental lanes available during Off- Peak hours are 75% of the total number of lanes.

† Additional \$10/hr (1 additional guard) for every 20 swimmers over 50 maximum.

<b>MISCELLANESOUS FEES</b>	
Cancellation Fee (program and rental)	\$10.00
Returned Check Fee	\$25.00
Recreation Area Multiplier 1.55	1.55
Payment in Lieu of Recreation Space	\$12.00

#### **MUNICIPAL CEMETERY FEES**

The Town of Chapel Hill owns and operates two cemeteries which are available for use by both residents and non-residents of the Town.

	Cemetery Fee
Plot Staking	\$25.00
Monument Staking	\$15.00
Regular Plot for Residents	\$750.00
Regular Plot for Non-Residents	\$1,500.00
Cremation Plot for Residents	\$350.00
Cremation Plot for Non-Residents	\$700.00
Cemetery Plot Ownership Transfer	\$15.00
Copy of a Cemetery Section Map	\$10.00
Interment Fee* for Residents	\$450.00
Interment Fee* for Non-Residents	\$450.00
*Interment fee is required only if burial vault or grave liner is not used, in accordance with Chapter 6 of the Town Code of Ordinances.	



**PUBLIC LIBRARY****FEE SCHEDULE**

	Fee
1) Fines for overdue materials	
Adult	\$.20/day; Maximum \$10.00 per item
Juvenile	\$.20/day; Maximum \$3.50 per item
High Demand Books	\$.50/day; No Maximum
2) Non-Resident Fees	\$60.00 per year
3) Special Services Fees	
Adult Reserves	\$0.00
Interlibrary Loan	\$1.00 each + charges by lending library
Copies	\$.10 each
Collection Agency	\$10.00
Lost/ Damaged Materials - Charges incurred by the patron will include the current item replacement cost + \$4.00 per item processing fee + cover/case cost when applicable. If the current replacement cost is unavailable, then:	
A) Hardcover:	
Adult/ YA	\$40.00
Juvenile	\$20.00
Binding with Jacket	\$7.00
Binding with Copy-Cover	\$7.50
B) Paperbacks: (book + cover, when applicable)	
Trade (Adult/ Young Adult)	\$15.00
Mass Market (Adult)	\$10.00
Mass Market (Juvenile)	\$7.50
Cover	\$5.00
Binding	\$5.00
C) Cassettes/CDs: (cost + case, when applicable)	
Cassettes	\$15.00
Compact Disc	\$20.00
Cassette Bag	\$1.00
Cassette Case	\$6.00
CD "Jewel Case"	\$1.00
CD Case (for books on CD)	\$8.00
Missing Notes	\$1.00
Missing Tests	\$12.00
Missing Maps	\$3.50
D) Lost Library Cards	
First Card Replacement	\$2.00
Second Card Replacement	\$3.00
Three or More Replacements	\$5.00

**FINANCE DEPARTMENT (PARKING FUND)**

**FEE SCHEDULE: MONTHLY PARKING RENTAL RATES, METERED PARKING RATES  
AND MERCHANT DISCOUNT RATES**

*Monthly Rental Rates:*

Parking Lot	Location	Monthly Rate
Lot 3	415 West Franklin Street	\$85.00
Lot 4	104 West Rosemary Street	\$85.00
Lot 5	141 West Rosemary Street	\$85.00
Lot 6	127 West Rosemary Street	\$85.00
James Wallace Parking Deck	150 East Rosemary Street	\$85.00
On-Street Meters	Designated Areas Only	\$85.00

Patrons are charged a full month's rent for all rentals beginning between the 1st and the 14th of the month. Rentals beginning on the 15th or later will be charged one-half of the monthly rate for the month that the lease begins.

*Municipal Parking Lot 2: Hourly Parking Rates\**

Hours	Full Fare Rate	Senior Citizen Rate
0.0 - 0.5	\$0.65	\$0.35
0.5 - 1.0	\$1.30	\$0.65
1.0 - 1.5	\$1.95	\$1.00
1.5 - 2.0	\$2.60	\$1.30
2.0 - 2.5	\$3.25	\$1.65
2.5 - 3.0	\$3.90	\$1.95
3.0 - 3.5	\$4.55	\$2.25
3.5 - 4.0	\$5.20	\$2.60
4.0 - 5.0	\$6.50	\$6.50
5.0 - 6.0	\$7.80	\$7.80
6.0 - 7.0	\$9.60	\$9.60
7.0 - 8.0	\$11.40	\$11.40
8.0 - 9.0	\$13.20	\$13.20
9.0 - 10.0	\$15.00	\$15.00
10.0 - 11.0	\$16.80	\$16.80
11.0 - 12.0	\$18.60	\$18.60
12.0 - 13.0	\$20.40	\$20.40
13.0 - 14.0	\$22.20	\$22.20
14.0 - 15.0	\$24.00	\$24.00
15.0 - 16.0	\$25.80	\$25.80
16.0 - 17.0	\$27.60	\$27.60

*James Wallace Deck: Hourly Parking Rates\**

Hours	Full Fare Rate	Senior Citizen Rate
0.0 - 0.5	\$0.50	\$0.25
0.5 - 1.0	\$1.00	\$0.50
1.0 - 1.5	\$1.50	\$0.75
1.5 - 2.0	\$2.00	\$1.00
2.0 - 2.5	\$2.50	\$1.25
2.5 - 3.0	\$3.00	\$1.50
3.0 - 3.5	\$3.50	\$1.75
3.5 - 4.0	\$4.00	\$2.00
4.0 - 5.0	\$5.00	\$2.50
5.0 - 6.0	\$6.00	\$3.00
6.0 - 7.0	\$7.00	\$3.50
7.0 - 8.0	\$8.00	\$4.00
8.0 - 9.0	\$9.00	\$4.50
9.0 - 10.0	\$10.00	\$10.00
10.0 - 11.0	\$11.00	\$11.00
11.0 - 12.0	\$12.00	\$12.00
12.0 - 13.0	\$13.00	\$13.00
13.0 - 14.0	\$14.00	\$14.00
14.0 - 15.0	\$15.00	\$15.00
15.0 - 16.0	\$16.00	\$16.00
16.0 - 17.0	\$17.00	\$17.00

\*Peak Period Charge: There is an additional peak charge of \$2.00 for parking in Lot 2 or the James Wallace Deck if the vehicle is parked before 10:00 a.m. and departs after 2:00 p.m. on weekdays.

For Special Events, deposits or a flat rate charge may be collected as the patron enters the parking lot, *amount not to exceed \$20.00.*

\*Weekend Rate Charge: A \$5.00 charge may be collected as the patron enters the parking lot Thursday through Saturday nights beginning at 8:00pm.

*Metered Parking Rates:*

Length of Stay	Rate
3 Minutes	\$ 0.05
6 Minutes	\$ 0.10
15 Minutes	\$ 0.25
60 Minutes	\$ 1.00

*4-Hour Metered Parking Rates:*

Length of Stay	Rate
30 Minutes	\$ 0.25
60 Minutes	\$ 0.50

*Automatic Pay Stations:*

Length of Stay	Rate
0-2 Hours	\$0.50 per 1/2 Hour
2-4 Hours	\$1.00 per Hour
Early Bird Parking 8:00am to 5:00pm	\$10.00 per day

*Hours of Operation:*

Metered Operations - 8:00 a.m. - 6:00 p.m., Monday through Saturday, except for the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's Day.

James Wallace Parking Facility\* -7:30 a.m. – 1:15 a.m. Monday to Thursday; 7:30 a.m. – 3:15 a.m. Friday; 9:30 a.m. – 3:15 a.m. Saturday; 2 – 9:45 p.m. Sunday

Municipal Lot 2\* - 7:30 a.m. – 1:15 a.m. Monday to Thursday; 7:30 a.m. – 3:15 a.m. Friday; 9:30 a.m. – 3:15 a.m. Saturday; 2 – 9:45 p.m. Sunday

Municipal Lot 3 – 8:00a.m to 8:00p.m., Monday through Saturday

Municipal Lot 5 – 8:00a.m. to 8:00p.m., Monday through Saturday

\* Hours may vary based on seasonal needs.

*Discount Parking:*

The Town of Chapel Hill offers merchants three methods of paying for their customers' parking.

Parking Tokens

(1-49) = 1/2 hour use for \$.65 each = 0% discount  
 (50-99) = 1/2 hour use for \$.585 each = 10% discount  
 (100+) = 1/2 hour use for \$.52 each = 20% discount  
 (200+) = 1/2 hour use for \$.4875 each = 25% discount

Coupons

Merchants may print coupons that will be accepted in off-street lots as payment of fees. Coupons must be approved by Parking Services. Parking Services will then bill the merchant based on the following schedule:

Minimum use per month - 50 hrs/100 coupons = 20% discount  
 Minimum use per month - 100 hrs/200 coupons = 25% discount

Monthly Validation Accounts

Must have appropriate validation provided by the Merchant and approved by Parking Services. The validating merchant is then charged as follows:

Minimum use per month - 50 hrs = 20% discount

Minimum use per month - 100 hrs = 25% discount

*Other Fees:*Residential Business Parking Permit

Each address in the residential permit area would be eligible for up to five parking permits for business use such as Contractors, Realtors, or Non-Resident Landlords for \$25.00 per month or \$150.00 per year and would be good in the residential permit areas only.

Service Vehicle Parking Permit

This permit is for qualifying service vehicles (plumber, electrician, utility, etc.) for \$50.00 per month or \$300.00 per year and would allow parking in the 2 hour metered areas.

Reserving a Parking Metered Space

The Parking Services division will “bag” a parking meter when necessary for contractors performing renovation work in the downtown area. The fee is \$15.00 per meter per day.

Replacement Fee for Parking Permits

The Parking Services division issues residential and temporary parking permits at no cost to the residents. There is a replacement fee of \$15.00 for any lost, stolen, or destroyed permits.

Administrative Fee for Non-Payment Forms

Non-Payment Forms are issued for customers who exit our manned facilities without paying their fee. There is an Administrative Fee of \$15.00 for processing of Non-Payment Forms.

Administrative Fee for Dumpster Storage

The fee for a dumpster permit shall be \$10.00 dollars, per day for on-street and off-street lots or as otherwise set from time to time by the Parking Services division. In the event the dumpster is placed in a metered parking space, the fee shall include the additional cost of a daily reserved meter fee for each parking space used.

Administrative Fee for Lost Tickets

A Lost Ticket fee shall be charged for customers who exit our manned facilities and claim to have lost their ticket. There is an Administrative Fee of \$20.00 for lost tickets.

Special Event Parking Fee

The Parking Services division shall charge a fee for monitoring services for small events. There is a \$30.00 per hour fee, with a 3-hour minimum to be charged for each monitor assigned.

## CHAPEL HILL TRANSIT

### GENERAL POLICY AND FEE SCHEDULE

The charging of user fees is an appropriate method of recovering costs or portions thereof from the users of public transportation services provided by the Town of Chapel Hill. The following criteria are intended to guide the Manager and Transportation Board in recommending fee structures, and also to inform the public of those factors considered in that process.

The Transit services operated by the Town of Chapel Hill are being provided through the cooperation of the Town of Chapel Hill, the Town of Carrboro, the University of North Carolina, the State of North Carolina and the United States Government. Therefore, the establishment of user fees will be consistent with both State and Federal regulations, and locally they will be developed in consultation with the Town of Carrboro and the University of North Carolina.

User fees will be set to provide transportation services that are affordable by all with special provisions for the elderly, handicapped and others not readily served by fixed route service. The fee structure established must strike a balance between assigning an equitable share of the cost of the service to the riders, and producing high ridership by providing an economic alternative to the private auto, therefore, reducing the congestion, pollution, and dedication of scarce land resources associated with auto use.

Fees should be established in accordance with the Town's Fiscal Year Cycle.

User fees may be waived, reduced or refunded on a case-by-case basis by the Director of Transportation pursuant to an adopted Refund and Waiver Policy.

The Manager and the Transportation Board will annually review the User Fees Policy and structure and recommend changes to the Town Council as part of the annual budget process.

### GUIDELINES

#### *Fixed Route Services :*

- a) Bus service will be provided on a fare-free basis as long as the Partners agree it to be the most advantageous method of providing increased mobility and reduced congestion for the Town of Chapel Hill.
- b) Loitering or "joy riding" is prohibited. Patrons are allowed one round trip for the initial regular or free fare.

*Special Service Fares:*

- a) EZ-Rider Patrons will be covered under the fare-free policy.
- b) Shared Ride Feeder Service patrons will pay a fee as described below.
- c) Tar Heel Express patrons will pay fees as described below

NOTE: Patrons are required to have tickets as necessary to pay fare. Drivers will not be permitted to accept cash.

**FARE SCHEDULE**

Fixed Route Service	Fare Free
Special Service	
1) Certified E-Z Rider Patron	Fare Free
2) Shared-Ride Evening/Sunday Service	\$1.50 per Ride
Tar Heel Express	
1) Park and Ride Lot Fares	\$3.00 One Way, \$5.00 Round Trip
2) Downtown Route	\$2.00 One Way, \$4.00 Round Trip

**TICKET PRICE SCHEDULE**

Booklets containing 20 tickets for Shared-Ride service will be sold for \$25.00 each (A \$5.00 per booklet savings)

\*\*Park and ride lots offer free parking for patrons using Chapel Hill Transit or Triangle Transit Authority buses. Overnight parking is not permitted.

**BUS CARD ADVERTISING RATES**

Full Showing - 98 Buses		Half Showing - 49 Buses	
1-5 Months	\$143.00 per Month	1-5 Months	\$96.00 per Month
6-11 Months	\$135.00 per Month	6-11 Months	\$90.00 per Month
12 Months +	\$129.00 per Month	12 Months +	\$86.00 per Month
Bulkhead Cards 1-2 Months	\$220.00 per Month	Bulkhead Cards	Not Available

*Non-Profit Organization Advertising: \*\**  
Rates above, less a 50% discount.

*Public Service Announcements: \*\*\**  
Public Service Announcements will be placed for a maximum of 90 days for a \$30 service fee, as space is available.

*Ad Replacement Fee:*  
Any advertiser who has paid for an ongoing ad may replace the ad copy for a service fee of \$30. New ads should be delivered to Chapel Hill Transit.

*Transit Guide Advertising:*  
Limited advertising space may be available in the annual Transit Guide. Rates will be established on a cost-plus basis and will vary depending on the size, location, and costs of printing. In all cases, rates shall include a profit not to exceed 35% over the cost of the ad.

**\*\*Non-Profit Organizations** are those that are legally recognized as 501 c 3 Non-Profit Corporations and whose advertisements are placed to encourage the use of that organization's goods and services. Social service agencies are not considered to be Non-Profit Organizations if they charge for their services. This includes religious groups and partisan political organizations.

**\*\*\*Public Service Announcements (PSAs)** are those placed to promote services that will benefit the general public. Notices for public meetings, voter registration and charity drives are typical Public Service Announcements. Public agencies and charitable organizations are examples of groups eligible to place PSAs.

#### Advertising Fees:

All buses will be equipped with interior racks for the display of advertisements. Advertising fees should cover the net cost of placing the ads and should provide an additional profit of approximately 10-50% of the cost to be retained as Transportation System operating revenue. Separate rates will be established for commercial advertising, non-profit organizations and public service advertising. No exterior advertising will be permitted other than occasional banners promoting transit service.

### **ADVERTISING GUIDELINES**

1. Discount for full rate advertisers with 2 or more ads per bus. No Agency discounts.
2. Advertisers will be invoiced monthly.
3. Chapel Hill Transit owns 98 buses. Advertisers should supply an additional 50% cards for runs of 1 to 5 months and 100% for 6 months or more.
4. Cards will be placed in the buses on the first Saturday following delivery of the cards to Chapel Hill Transit, located at 6900 Millhouse Rd. (call 919-969-4900 for directions)
5. Card specifications:
  - a) Ads must be printed on at least 5 ply cardboard stock.
  - b) Cards for bus overhead racks must be 11" top to bottom, 20" side to side, with no printing within 3/8" of any edge.
  - c) Bus bulkhead cards must be 21 1/2" top to bottom, 21" side to side, with no printing within 3/8" of any edge.
6. Chapel Hill Transit reserves the right to review and approve any bus cards before placement.
  - a) Advertising should be of a reputable nature, should conform to recognized business standards, and must not conflict with any federal, state or local laws or regulations.
  - b) Liquor (including beer and wine), cigarette, and massage parlor advertising will not be accepted.
  - c) Advertisements must be professionally designed and printed.



## **REFUND AND WAIVER POLICY**

The Chapel Hill Transportation Department provides transit services to the public. This policy applies to all tickets sold for Chapel Hill Transit Services.

### *Refunds:*

1. A prorated price of any prepaid transportation fee may be refunded or credited toward the purchase of other services.
2. Chapel Hill Transit will mail all refund checks to the individual within 30 days of approval.

### *Waivers:*

1. The Director of Transit may consider requests for full or partial waiver of payment for any transportation fees.
2. Any waivers approved by the Director of Transit will be reported to the Town Council in the annual operating report for Chapel Hill Transit.

### *E-Z Rider Fee Waivers:*

1. This policy applies only to citizens of the Town of Chapel Hill who are certified for EZ-Rider Service. Requests from Carrboro residents or from individuals affiliated with the University of North Carolina at Chapel Hill or UNC Hospitals will be forwarded to those organizations for their consideration of any fee subsidy.
2. Many patrons are eligible for transportation assistance from various social service agencies which operate in Orange County, such as Orange County Department of Social Services, Orange County Department on Aging, Vocational rehabilitation of North Carolina, and the Interfaith Council. To the extent that patrons are ineligible for transportation assistance from any other agency, it is the policy of the Town that service will not be denied because of inability to pay the established fees.
3. The Director of Transit has authority to approve or deny requests for full or partial waiver of any transportation fees up to a maximum limit of \$5,000.
4. All requests for waiver must be submitted on forms provided by Chapel Hill Transit.

5. Patrons requesting waivers must verify whether they are eligible for, or have received any transportation assistance from any other social service agency.
6. Individuals requesting waivers will be encouraged to pay a portion of the total fee, and the amount of waiver approved may vary based on the level of service needed.
7. All requests for waivers must include a recommendation from an authority that can verify the financial status of the applicant. Acceptable authorities would be representatives of state or county social service agencies, ministers or pastors of local churches or religious organizations.
8. Income levels as published by the U.S. Bureau of the Census will be used in considering waiver requests; Annual income level; at or below the poverty level = 100% waiver, between the poverty level and 130% of it = 50% waiver, greater than 130% of the poverty level = no waiver. Adjustments will be made for family size.