

ATTACHMENT 2**TOWN CLERK'S OFFICE****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.

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	\$210.00 per year
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Mailed Agenda Packets	\$350.00 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.

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 and distributed by the Clerk's Office. It is also available on the Town's Web site, at www.townofchapelhill.org.

Town Code of Ordinances	\$125.00
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Annual Supplements to the Code	\$15.00 per year
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Copying Fees:

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

Charge for Data Materials:

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

ENGINEERING DEPARTMENT

FEE SCHEDULE

Full or Partial Street Improvements, including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way \$4.25 per linear foot

Utility Service Improvements, including excavation, backfill and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric and/or similar utility facilities in or adjacent to public rights-of-way \$1.25 per linear foot

Driveway Entrance Inspection Fee, including removal of existing curb and gutter as necessary, excavation, forming and concrete placement for new driveway entrance and apron \$50.00

Driveway Entrance Re-Inspection Fee \$50.00

Traffic Engineering Permits	Permit Fee
Work Zone Traffic Control Permits	
1) Lane 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

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.

The cemetery fee entitles the purchaser to burial rights in perpetuity for specific cemetery space or spaces identified in the Town cemetery records and surveys.

The fees are set to approximate typical charges for similar facilities in our region of North Carolina, and they are reviewed regularly to maintain parity.

	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
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.	

FINANCE DEPARTMENT

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 Lots (James Wallace Deck and 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

*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.

Metered Parking Rates:

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

Automatic Pay Stations:

Length of Stay	Rate
0-2 Hours	\$0.50 per 1/2 Hour
2-4 Hours	\$1.00 per Hour

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.

FIRE DEPARTMENT

FEE SCHEDULE

Facility/Activity	Code Section	Fee
Operational permit required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds.	105.6.1	\$40.00
Operational permit required to operate a special amusement building.	105.6.2	\$40.00
Operational permit required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	105.6.3	\$50.00
Operational permit required to conduct a carnival or fair.	105.6.4	\$40.00
Permit required to install stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	105.6.5	\$40.00
Operational permit required to store, handle or use cellulose nitrate film in a Group A occupancy.	105.6.6	\$40.00
Operational permit required to operate a grain elevator, flour starch mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts.	105.6.7	\$40.00
Operational permit required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.9.	105.6.9	\$50.00
Operational permit required for covered mall buildings when the following conditions exist:	105.6.10	
1. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.		\$40.00
2. The display of liquid-or-gas-fired equipment in the mall.		\$40.00
3. The use of open-flame or flame-producing equipment in the mall.		\$40.00
Operational permit required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11.	105.6.11	\$50.00
Operational permit required to conduct welding operations within the jurisdiction.	105.6.12	\$50.00
Operational permit required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	105.6.13	\$50.00
Operational permit required to operate exhibits and trade shows.	105.6.14	\$40.00

Operational permit required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks or pyrotechnic special effects within the scope of this code.	105.6.15	\$100.00
Operational permit required to use or operate fire hydrants or valves intended for fire suppression purposes which are installed on water systems and accessible to a fire apparatus access road that is open to or generally used by the public.	105.6.16	\$40.00
Operational permits are required for flammable and combustible liquids	105.6.17	
1. To use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.		\$40.00
2. To store, handle or use Class I liquids in excess of 5 gallons in a building or in excess on 10 gallons outside of a building.		\$40.00
3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons in a building or in excess of 60 gallons outside a building, except for fuel oil used with oil burning equipment.		\$50.00
4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.		\$50.00
5. 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.		\$100.00
6. To install, alter, remove, abandon, place temporarily out of Service (for more than 90 days) or otherwise dispose of an underground, protected above-ground or above-ground flammable or combustible liquid tank.		\$100.00
7. 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.		\$100.00
8. To manufacture, process, blend or refine flammable or combustible liquids.		\$100.00
9. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.		\$50.00

10. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.		\$50.00
Operational permit required for floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.	105.6.18	\$40.00
Operational permit required to operate a fruit or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	105.6.19	\$50.00
Operational permit required 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.	105.6.20	\$50.00
Operational permit required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.21.	105.6.21	\$100.00
Operational permit required to store, handle or use hazardous production materials.	105.6.22	\$100.00
Operational permit required to use a building or portion thereof as a high-piled storage area exceeding 500 square feet.	105.6.23	\$50.00
Operational permit required for hot work including but not limited to:	105.6.24	
1. Public exhibitions and demonstrations where hot work is conducted.		\$40.00
2. Use of portable hot work equipment inside a structure, except work conducted under a construction permit.		\$50.00
3. Fixed-site hot work equipment such as welding booths.		\$50.00
4. Hot work conducted within a hazardous fire area.		\$75.00
5. Application of roof coverings with the use of an open-flame device.		\$75.00
6. A hot work program that allows approved personnel within a facility to regulate their facility's hot work operations.		\$100.00
Operational permit required for operation of industrial ovens.	105.6.25	\$50.00
Operational permit required for the storage or processing of lumber exceeding 100,000 board feet.	105.6.26	\$50.00
Operational permit required to display, operate or demonstrate liquid-or gas-fueled vehicles or equipment in assembly buildings.	105.6.27	\$50.00
Operational permit, as approved by the NC Department of Agriculture may be required for:	105.6.28	
1. Storage and use of LP gas.		\$50.00
2. Operation of cargo tankers that transport LP gas.		\$100.00
Operational permit required to melt, cast, heat treat or grind more than 10 pounds of magnesium.	105.6.29	\$50.00

Operational permit required to store in any building or upon any premises in excess of 2500 cubic feet gross volume of combustible packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material.	105.6.30	\$75.00
Operational permit required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.	105.6.31	\$100.00
Operational permit required to remove paint with a torch or to use a torch or open-flame device in a hazardous area.	105.6.32.1	\$100.00
Operational permit also required to use open flame candles in connection with assembly areas, dining areas of restaurants or drinking establishments.	105.6.32.2	\$50.00
Operational permit required for any organic coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	105.6.33	\$100.00
Operational permit required to operate a place of assembly.	105.6.34	\$50.00
Operational permit required for the removal from service, use or operation of private fire hydrants.	105.6.35	\$50.00
Operational permit required for use and handling of pyrotechnic special effects material.	105.6.36	\$100.00
Operational permit required for storage or handling of more than 25 pounds of cellulose nitrate plastics and for the assembly or manufacture of articles involving pyroxylin plastics.	105.6.37	\$50.00
Operational permit required to operate a mechanical refrigeration unit or system regulated by Chapter 6.	105.6.38	\$50.00
Operational permit required for operation of repair garages and automotive, marine and fleet service stations.	105.6.39	\$50.00
Operational permit required for the operation of a rooftop heliport.	105.6.40	\$100.00
Operational permit required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders.	105.6.41	\$100.00
Operational permit required to establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2500 cubic feet of total volume of scrap tires and for indoor storage of tires and tire byproducts.	105.6.42	\$100.00
Operational permit required 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. (Check exceptions)	105.6.43	\$50.00
Operational permit required for the operation and maintenance of a tire-rebuilding plant.	105.6.44	\$100.00

Operational permit required for the operation of wrecking yards, junk yards and waste material-handling facilities.	105.6.45	\$100.00
Operational permit required to store chips, hogged material, lumber or plywood in excess of 200 cubic feet.	105.6.46	\$100.00
Construction permit required to install, modify or alter an automatic fire extinguishing system.	105.7.1	\$100.00
Construction permit required to install, repair damage to, abandon, remove, place temporarily out of service, close or substantially modify when compressed gases in use or storage exceed the amounts listed in Table 105.6.9. (See exceptions)	105.7.2	\$100.00
Construction permit required for installation of or modification to fire alarm and detection systems and related equipment.	105.7.3	\$100.00
Construction permit required for installation of or modification to fire pumps and related fuel tanks, controllers and generators.	105.7.4	\$100.00
Construction permits required for flammable and combustible liquids to:	105.7.5	
1. 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, processed, transported, stored, dispensed or used.		\$100.00
2. Install, alter, remove, abandon, place temporarily out of service or otherwise dispose of a flammable or combustible liquid tank.		\$100.00
Construction permit required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 27 (Hazardous Materials) when the hazardous materials in storage exceed the amounts listed in Table 105.6.21.	105.7.6	\$100.00
Construction permit required for installation of industrial ovens covered by Chapter 21.	105.7.7	\$100.00
Construction permit required for installation of or modification to an LP-gas system.	105.7.8	\$100.00
Construction permit required for the installation or modification of private fire hydrants.	105.7.9	\$100.00
Construction permit required to install or modify a spray room, dip tank or booth.	105.7.10	\$100.00
Construction permit required for the installation, modification to or removal from service of a standpipe system.	105.7.11	\$100.00

Construction permit required to erect an air-supported structure or a tent having an area in excess of 200 square feet or a canopy in excess of 400 square feet. (See exceptions)	105.7.12	\$50.00
Failure to correct life safety violations.		\$100.00

Mandatory Citations to Court are issued for the following violations:
1. Exit doors locked, blocked or otherwise obstructed, Section 1011.2.
2. Fire alarm, automatic fire sprinkler system, standpipe system or other building fire protection systems removed from service without notification to or approval from Chapel Hill Fire Department, Section 901.7.
3. Failure to correct violations of the North Carolina Fire Code that constitute an imminent safety to life hazard and/or which may create delays in the exiting of the building's occupants, Section 102.1. Authority to abate life safety hazards provided in Section 110.3 and 110.4.

INSPECTIONS DEPARTMENT

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	\$28.00
\$1,001 - \$5,000	\$45.00
\$5,001 - \$10,000	\$61.00
\$10,001 - \$20,000	\$84.00
\$20,001 - \$50,000	\$7.00/\$1,000
\$50,001 - \$500,000	Base fee of \$350.00 plus \$2.53/\$1,000 over \$50,001
\$500,001 and up	Base fee of \$1,489.00 plus \$1.35/\$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 greater.

Building permits proposed to be assisted through conventional Public Housing, Section 8, 101, 235, Community Development Block Grant funding as well as through the NC Housing Finance and other recognized forms of subsidy, are exempted. In projects where assisted units comprise only a portion of the total number of units, the fee is reduced by the percentage of the total number that are assisted. Fees are waived for Town of Chapel Hill permits.

The General Contractor pays all permit fees.

MISCELLANEOUS FEES

	Permit Fee
Swimming Pools	\$45.00 inside Town limits; \$67.00 outside Town limits
Signs	\$28.00 plus \$11.00 each additional sign
Mobile Homes	\$45.00 inside Town limits; \$67.00 outside Town limits
Construction Trailers	\$45.00 inside Town limits; \$67.00 outside Town limits
Insulation	\$45.00 inside Town limits; \$56.00 outside Town limits (per housing unit)

	Service/Fee
Change of Contractor	\$90.00
Change of Occupancy	\$150.00
Temporary Certificate of Occupancy	\$65.00
Occupancy Reposting (new placard)	\$65.00
Day Care Facilities Inspection	\$240.00
Demolition Permit	\$65.00
Stocking Permit	\$40.00

Plan Review* (>4,000 square feet, non-residential)	Service/Fee
4,000 - 15,000 square feet	\$150.00
15,001 - 40,000 square feet	\$500.00
40,001 square feet and greater	\$1,200.00
*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 \$50.00 shall be paid before a reinspection can be scheduled.

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 \$4,407.00 Chapel Hill-Carrboro School impact fee to be charged for every new detached dwelling unit and a \$1,979.00 impact fee for all other dwelling units. This shall be paid in order to receive a Certificate of Occupancy and final power.

ELECTRICAL FEE SCHEDULE

	Permit Fee	
	Within Town Limits	Outside Town Limits
Single Meter 100 amp	\$56.00	\$86.00
Single Meter 125 amp	\$61.00	\$91.00
Single Meter 150 amp	\$67.00	\$97.00
Single Meter 200 amp	\$72.00	\$102.00
Single Meter 400 amp	\$78.00	\$108.00
Single Meter 600 amp	\$89.00	\$119.00
Single Meter 800 amp	\$100.00	\$130.00
Single Meter 1,000 amp	\$112.00	\$142.00
Change Service	\$28.00	\$45.00
Mobile Homes	\$28.00	\$45.00
Construction Trailers	\$28.00	\$45.00
Additions and Alterations - Counted by the total number of lights, switches and outlets added, moved or changed. The charge for the first ten fixtures is \$34.00. Add \$3.50 for each additional ten fixtures. For example, 65 fixtures would cost \$51.50.		

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 \$50.00 shall be paid before a re-inspection can be scheduled.

The General Contractor pays all permit fees.

MECHANICAL AND PLUMBING FEE SCHEDULES

Type of Heating/Cooling	Mechanical Permit Fee	
	Within Town Limits	Outside Town Limits
Electric Furnace	\$28.00	\$56.00
Gas Furnace	\$28.00	\$56.00
Heat Pump	\$56.00	\$112.00
Gas Pack	\$56.00	\$112.00
Chiller	\$28.00	\$56.00
Air Conditioning	\$28.00	\$56.00
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 \$56.00 within the Town limits, \$112.00 outside the Town limits. Change-outs or replacing both heating and cooling units would be the same. But if you are only replacing the heating OR cooling unit, the fee would be \$28.00 or \$56.00.

	Plumbing Permit Fee	
	Within Town Limits	Outside Town Limits
Per Fixture	\$7.00	\$8.00
Minimum Charge	\$35.00	\$40.00
Sewer Connection	\$34.00	\$39.00

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 \$50.00 shall be paid before a re-inspection can be scheduled.

The General Contractor pays all permit fees.

Town of Chapel Hill Inspections Department - Building Permit Fee Schedule

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
Assembly									
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
Business									
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
Educational									
School									
- Good	103	103	79	77	85	81	86	83	79
- Average	80	80	60	58	66	62	67	64	60
Factory-Industrial									
Factory - Light Mfg									
- Good	39	37	34	31	38	35	39	35	31
- Average	27	25	24	22	29	25	30	27	23
Hazardous									
Hazardous - Sprinkler System Included									
- Good	41	39	35	33	40	36	41	37	33
- Average	29	27	26	24	31	27	32	28	24
Institutional									
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
Mercantile									
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
Residential									
Apartments									
- Good	83	80	62	50	69	65	70	65	61
- Average	65	63	48	45	53	49	54	50	46
Dormitories									
- Good	98	96	76	74	83	79	83	77	74
- Average	77	75	58	56	64	60	64	60	56
Homes for Elderly									
- Good	99	97	81	79	86	83	87	84	80
- Average	78	76	61	59	67	63	68	65	61
Hotel									
- Good	104	102	68	65	88	84	89	84	80
- Average	82	80	50	48	74	70	75	71	67
Motel									
- Good	104	102	68	65	72	68	73	70	66
- Average	82	80	50	48	54	50	55	52	48
Single Family Residence									
- Good	89	86	69	67	76	72	76	70	66
- Average	67	65	50	48	55	51	56	52	48
Storage									
Auto Parking Structure									
- 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
Repair Garage									
- Good	47	45	37	35	45	41	46	40	36
- Average	35	33	27	25	34	30	35	31	27
Warehouse									
- 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
Utility & Miscellaneous									
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/square foot.
4. For sprinklered buildings in other than hazardous occupancies, add \$1.75/square 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 than average.
A good building is well insulated to utility standards, packaged or zoned air conditioning; has more than the minimum code required plumbing fixtures, and lighting and electrical outlets, with good quality fixtures, interior and exterior finishes and carpets.
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.

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	
Reserves	\$1.00 each
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

**PARKS AND RECREATION DEPARTMENT
USER FEE SCHEDULE**

Please contact our office at 968-2784 if you need clarification.

RESIDENT AND NON-RESIDENT STATUS

1. Priority by Place of Residence: Registration procedures will be followed that will give first priority to residents of the Town of Chapel Hill or Orange County over non-Town or County residents. The Parks & Recreation Department reserves the right to provide priority registration to Town of Chapel Hill residents over Orange County residents in selected programs.
2. Teams: Teams will receive priority resident status (for program registration and rental reservations) if at least 60% of the maximum number of members allowed on team rosters resides in Chapel Hill or Orange County.
3. Exemptions: The Director may grant exemptions to resident status in extraordinary situations in order to ensure minimum program enrollment.
4. Non-resident User Fee: Youth and adult program participants or team members who reside outside of the Town limits of Chapel Hill and Orange County may use Department programs, equipment, and facilities by paying the total of 100% of a program's cost and a non-resident surcharge of 20% per program, rounded to the nearest dollar. This surcharge offsets property taxes paid by Town and County residents to support the Town's programs and facilities.

ESTABLISHING PROGRAM FEES

1. Program Costs: Program costs (with the exception of aquatic programs) will be determined by totaling direct costs, such as the costs of specialized employees, special facilities and equipment, and expendable materials and supplies, and dividing the total cost by the minimum number of participants in the program.
 - Program participation fees for youth (18 and under) will be set to recover 100% of the program's direct costs.
 - Adult programs will be assessed a 10% administrative charge in addition to the 100% of direct costs.
2. Street Fairs: Booth fees will be based on 100% of the Parks and Recreation Department's direct program costs (minus costs related to the motorcycle show) and dividing the total by the number of booth spaces.
3. Swimming Pool Fees: Single admissions, 3 and 6-month and annual passes as well as visit passes are available to pool users. Fees will be reviewed yearly and will be determined by considering pool operation/personnel costs and other local public pool rates. The Department may establish hours during which admission fees for swimming will not be collected.
4. Gymnasium Use Fees: Participants will be required to show a photo ID to verify residency and age. Single daily admission fees, 20-visit and annual passes will be available.

5. Lost Passes: There will be a charge of \$5 per pass to replace any lost pool, gym, or climbing wall pass. Request for Visit Pass replacement will require a staff person to confirm the visit balance prior to pass reissue.
6. Climbing Wall Belay Testing Fee: There will be a belay testing fee of \$10 residents, \$12 non-residents, paid at the time of testing. No refunds will be given if you do not pass the test.
7. Program Improvement Cost Recovery: If special equipment or facility improvement costs for a specific program can be clearly identified, surcharges may be added to the program's user fee to recover these costs over the life of the equipment or improvement. A \$3 fee will be included in all activity and program fees to cover the cost of criminal background checks for Parks and Recreation Department personnel.
8. Fees for Experimental Programs: The Department may establish experimental youth workshops and classes, the costs of which have not been included in the original operating budget. In these cases, the Department may charge fees that will recover at least 50% of the direct program costs. The intent is to initiate new programs and allow time and flexibility for the program to gain momentum.
9. Nearest Dollar: User fees will be rounded to the nearest dollar.
10. Annual Review: The Parks and Recreation Commission will annually review all services and recommend a USER FEES POLICY to the Town Council.
11. Definition of Family: The definition of family participants in Parks and Recreation programs includes persons who are married, persons who are registered as domestic partners, persons who are single parents, and any youth under age 19 in these households to a maximum of 4 people. For fee reductions, eligible youth will be dependents confirmed through the Orange County Department of Social Services, Chapel Hill Housing Department, school Family Specialists, or dependents as listed on Federal Income Tax Return.
12. Schedule of Fees: A user fee schedule will be published annually.
13. Service Charge for Returned Checks: Service charge for checks returned due to insufficient funds: \$25 per check, accepted in cash or money order. Patrons with outstanding balances due to returned checks will be prohibited from participating in and registering for Parks and Recreation programs and renting facilities.

PAYMENT IN LIEU OF RECREATION SPACE

Payment in Lieu of Recreation Space: As allowed in Section 5.5.2(h) of the Land Use Management Ordinance, developers providing payments in lieu of Improved Recreation Space on new multifamily dwellings or planned developments, with the consent of the Town Council, shall pay \$12 per square foot for all required recreation space not provided within the development.

Payment in Lieu of Recreation Area: As allowed in Section 5.5.2(d) of the Land Use Management Ordinance, developers providing payments in lieu of Recreation Area on new subdivisions, with the consent of the Town Council, shall pay based on the following formula:

Square Foot Value of the Property and the value of all existing structures and improvements
 (X) Number of Square Feet Required for Recreation Area (X) Multiplier of 1.55 = Payment
 in Lieu of Recreation Area

SCHEDULE OF FEES

Gymnasium	Resident	Non-Resident
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
Replacement Pass	\$5.00	\$5.00

Climbing Wall	Resident	Non-Resident
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 Wall Shoe Rentals: \$3.00 per session; first come, first served basis		

Swimming	Resident	Non-Resident
Annual Pass*		
Preschooler (5 years and younger)	\$25.00	\$75.00
Youth (6 - 18 years)	\$104.00	\$156.00
Adult (19 years and over)	\$170.00	\$204.00
Family	\$325.00	\$468.00
Additional Family Member	\$52.00	\$78.00
*Annual passess are valid for a period of one year from the date of purchase.		
6-Month Pass		
Preschooler (5 years and younger)	\$16.00	\$50.00
Youth (6 - 18 years)	\$68.00	\$105.00
Adult (19 years and over)	\$110.00	\$135.00
Family	\$210.00	\$310.00
Additional Family Member	\$29.00	\$55.00
3-Month Pass		
Preschooler (5 years and younger)	\$10.00	\$30.00
Youth (6 - 18 years)	\$45.00	\$65.00
Adult (19 years and over)	\$70.00	\$85.00
Family	\$130.00	\$250.00
Additional Family Member	\$25.00	\$36.00
20-Visit Pass		
Preschooler (5 years and younger)	\$16.00	\$40.00
Youth (6 - 18 years)	\$32.00	\$60.00
Adult (19 years and over)	\$48.00	\$80.00
10-Visit Pass		
Preschooler (5 years and younger)	\$8.00	\$20.00
Youth (6 - 18 years)	\$16.00	\$30.00
Adult (19 years and over)	\$24.00	\$40.00
Single Visit		
Preschooler (5 years and younger)	\$1.00	\$2.00
Youth (6 - 18 years)	\$2.00	\$3.00
Adult (19 years and over)	\$3.00	\$4.00

Skate Park/ Batting Cage Facility	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.		

PAYMENT OF PROGRAM FEES

1. Payment of Program Fees: A minimum payment of the first \$40 per person, per program, must be made at the time of registration for all programs except After School and Summer Day Camp. These programs would require a minimum payment of \$10 per person, per session, to register. Cash and checks are accepted at all locations. MasterCard and Visa will be accepted at the Administrative Office with a \$10.00 minimum charge.
2. Paying a Program Fee Balance: Patrons who pay the minimum payment at the time of registration must have all program fees paid in full before the program begins. Patrons with program fees due at the first class will not be permitted to attend and will forfeit participation in other Parks and Recreation Department activities. The Department reserves the right to require payment in full prior to the first class of certain programs. Failure to make payment in full will result in removal from the program. The Department will process a refund, minus a \$10 processing fee for each registration.
3. Volunteer Coaches/Swim Instructors: Children of current volunteer Parks and Recreation coaches and swim instructors will be allowed to participate in the sport/program their parent coaches /instructs without charge. This will be limited to 2 free of charge participants per season.

FEE REDUCTION POLICY

The Chapel Hill Parks and Recreation Department is committed to making its programs, activities, and special events available to as many citizens as possible. This policy has been established to meet the needs of individuals or families judged to have limited financial resources. It is the intent of the Town of Chapel Hill that no person be prevented from participating in Parks and Recreation programs because of the inability to pay a full fee. The Parks and Recreation Department will make accommodations for participants who cannot complete the Fee Reduction Application without assistance.

1. Residence: Persons receiving fee reductions must reside in the Town of Chapel Hill or Orange County.

Proper Forms: Requests for fee reductions must be submitted on a Fee Reduction Application.

2. Confidentiality: All fee reduction applications are public documents that must be made available to any person upon request. However, in the absence of a request to provide this information, Parks & Recreation Department staff will keep all information strictly confidential.
3. Criteria: Individuals who qualify for a fee reduction will be required to pay a portion of the total program fee based on household size and income*, relative to a Financial Assistance Eligibility Scale. This scale will use annually updated income statistics published by the U.S. Department of Housing and Urban Development. Based on the FAE scale, patrons would normally pay 10, 50, or 75 % of program fees.

*Household income is defined as the sum, on an annual basis, of all pay, allowances,

maintenance/child support, social services allowances and other income for the household.

4. Verification: Household income, eligible household members, and dependents will be verified by one of four methods:
 - Verification through the Chapel Hill Department of Public Housing.
 - Verification through the Orange County Department of Social Services.
 - Verification through the school Family Specialists.
 - The patron will provide the P&R Department with a copy of their last year's federal tax return (adjusted gross income will be used), and their current pay stub(s).

The Chapel Hill Parks and Recreation Department will contact the Chapel Hill Department of Public Housing, or the Orange County Department of Social Services, to verify Fee Reduction Applications. Patrons requesting verification through a school Family Specialist will provide a letter from the Family Specialist verifying their appropriate information. Once qualified, the fee reduction would be valid for one year.

5. Provisional Approval: Approval is provisional until verified. If verification indicates that a fee reduction is not applicable, any prior programs for which a reduced fee was paid, will require full payment.
6. Fee Reductions for Pool Passes: Pool passes will not be issued until verification is complete. Please allow 2 weeks for the verification process.
7. Percentage of Program Fees: Patrons are required to pay a portion of the total program fee based on the Financial Assistance Eligibility Scale. Once qualified and a level of payment is determined, patrons would pay either 10, 50, or 75% of program fees.
8. Documentation: Patrons who cannot verify their financial status through the Chapel Hill Department of Public Housing, the Orange County Department of Social Services, or the school Family Specialists are required to provide a copy of their last year's tax return and current pay check stubs at the time of registration.
9. Minimum Charge Per Program: Patrons will pay the percentage of the program for which they qualify, unless that cost would be less than \$5.00. In those instances the participant would pay \$5.00 per program.
10. Financial Circumstances: Patrons who have circumstances that affect their ability to pay the percentage of program fees for which they qualify, would be able to discuss their situation with a program specialist, who has the authority to further reduce fees.
11. Programs Excluded: The Director may exclude certain programs with particularly high program costs, such as trips and private classes, from fee reduction eligibility.
12. Gymnasium Passes Excluded: Fee reductions shall not be granted for purchase of gymnasium passes. The Director of Parks and Recreation may grant exceptions under extraordinary circumstances.

13. Approval by Director: The Director of Parks and Recreation, or his designee, will review each fee reduction request and will have final authority to approve or deny the request.

PRORATING OF PROGRAM FEES

Program fees may be prorated at the program specialist's discretion. Program specialists will determine the cut-off point whereby participants can no longer join programs in progress. Prorated fees will be calculated on a per-week or per-meeting-date basis.

PROGRAM CANCELLATION AND REFUND POLICY

The following policy regulates the refunding of registration fees for Parks and Recreation programs, activities, and events:

1. The Department will make a full credit for all programs cancelled or adjusted as to time, date, or place. Patrons may request a refund by contacting the administrative office.
2. In the event that a participant registers by mail and the person's preferred first and second program choices are full, the Department will issue a full refund or a credit for future use.
3. Credits will remain in effect until June 30th. At that time, a refund will be issued in place of the credit.
4. Program participants in classes and ongoing programs will be given a refund or credit of the program registration fee paid, less a \$10 processing fee, if the participant(s) are not completely satisfied with the program **AND** have followed the procedures in this refund policy. This does not include day trips or special single day workshops or programs.

A refund or credit of registration fees, less a \$10.00 processing fee, will be made if the participant requests a refund, in writing, according to the guidelines below:

- For normally scheduled programs, the participant requests a refund before the second meeting.
- For youth athletic leagues, the refund request occurs before the first skill evaluation.
- For youth athletic leagues which do not include skill evaluation, refund requests must be submitted prior to the coaches' meeting.
- For street fairs the refund is requested at least 2 weeks prior to the distribution of booth spaces.
- For adult sport team league deposits, the refund request occurs before the first organizational meeting of team captains.
- For camps, the refund request occurs at least 7 days prior to the first day of the camp.
- For overnight bus trips, the refund request occurs at least 30 days prior to the trip.

- Swimming pool passes: The amount of the refund will be prorated (weeks/visits) based on the refund request date. Pool passes are not transferable. Pool pass extensions will be made on a case-by-case basis, normally with supportive medical information.
- For personalized swim lessons, the refund request occurs at least two business days prior to the scheduled lesson.
- No credit or refund will be given if the participant fails to notify the Department, in writing, within the time constraints designated above.

USE OR RENTAL OF EQUIPMENT AND FACILITIES

1. Use of Rental of Departmental Areas and Facilities: Organizations and the general public may rent, when not in use for Department sponsored and co-sponsored activities, some areas and facilities. Department facilities cannot be used or rented for personal profit. No Parks & Recreation Department facilities may be used for private lessons. Area and facility rental rates will be computed by adding the personnel costs and hourly operating costs for the facility in question. Approved rentals are for only the specific facility identified on the rental receipt and do not include other parts of a facility.
2. Use of Town Facilities by the School System: The Chapel Hill-Carrboro School System and the Town's Mutual Cooperation Agreement, signed November 1977, guides the joint use of areas and facilities. No charges are assessed by either party for use of outdoor areas, fields, or courts. Fees for the use of Schools and Town facilities by the other party will be reviewed annually and adjusted accordingly in relation to the utility, custodial, and incidental arrangement costs incurred. Generally the charges for school use of Department facilities will be 50% of the established rental fee for that facility. A "Mutually Acceptable Employee" will assume responsibility for the activity and the facility.
3. Priority of Use: Parks and Recreation Department sponsored and co-sponsored activities and programs will have priority in scheduling the use of all Department facilities.
4. Applications for Use: Rental applications for facilities, except athletic playing fields, will be accepted three times per year, coinciding with the publication of the Department's Program Brochure. Applications will be accepted for rental dates that fall between publish dates of the current and the next Program Brochure.

Athletic playing field rental applications will be accepted twice a year.

- Beginning on January 1, for rentals occurring April 1 – July 30
- Beginning on June 1, for rentals occurring August 1 – November 30

5. Set-up and Tear-down: please include time for set-up and tear-down in your rental request.
6. For seasonal, high-demand facilities (i.e. athletic playing fields, gyms, A.D. Clark pool, etc.) staff may consider all rental requests and allocate rental time based on the number of requests and the overall time requested.

7. Restrictions: The Department shall restrict rentals of some facilities during certain periods of the year:
- Athletic playing fields are rented April 1 - November 30.
 - Lincoln Center gym is rented May 1 - September 30.
 - Chapel Hill Community Center Gym is rented October 1 - April 30, weekdays before 6:00 pm; May - September, with the exception of day camp.
 - Northside Gym is rented February 1 - April 30 and August 1 - September 30.
 - Facilities may not be rented from 12:00 midnight until 6:00 a.m.
 - A Parks and Recreation Supervisor must be present at ball fields and gyms.
 - All pool rentals require a Parks and Recreation lifeguard to be present.

The department reserves the right not to rent recreation fields if it is determined that fields are deteriorating because of overuse.

The Parks and Recreation Director may grant exceptions to these rental restrictions under extraordinary circumstances.

8. Application Guidelines: In order to make the necessary special arrangements, facility rental applications should be submitted at least two weeks prior to the requested date(s) of use. Staff reserves the right to accept rental reservations within two weeks of the rental date, however, all fees (deposit and hourly fee) for rentals with less than two weeks notice, must be paid in cash.
9. Security Deposit: A security deposit of \$100 for damages will be collected for all facility rentals, with two exceptions: 1.) Picnic shelter rentals, and 2.) Rentals by non-profit groups of meeting rooms for meetings. The Parks and Recreation Director may waive the rental deposit at her discretion. At the conclusion of the rental, and if no damages have occurred, the facility is left in a clean and orderly condition, and if no additional time was used for set-up/tear down, etc., the security deposit will be refunded to the renter through the Town's Finance Department.
10. Rental Fees: All rental fees must be paid in full within two weeks of rental approval, unless other arrangements have been made with the facility supervisor.

Long-term rentals (lease agreements): For long-term rentals, arrangements may be made with the facility supervisor for hourly rental fees to be paid in two equal payments. If this arrangement is approved, the security deposit of \$100, plus half of the hourly rental fee will be due within two week of reservation approval; the balance will be due halfway through the reservation dates. Late and/or missed payments will result in cancellation of your reservation.

11. Cancellation: All requests to cancel a facility reservation must be made in writing. For all facility reservations, cancellations received 7 or more days from the reservation date will be refunded less a \$10 processing fee. Cancellations with less than 7 days notice from the reservation date will not be refunded.
12. Publicity: All publicity (flyers, mailings, advertising, etc.) related to events held at rented

Parks and Recreation facilities must be pre-approved by the facility supervisor. Failure to comply with this will result in cancellation of the rental.

13. Rental Guidelines: All applicants requesting use of Department equipment and facilities must observe the following general guidelines and requirements:

- a) Facility Access: Town facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference, or marital status.
- b) Renter Eligibility: Reservation agreements must be signed by persons age 21 years or older who are duly authorized to act for the applicant. When the planned activity is primarily for persons under 21 years old, the person signing the reservation agreement will be responsible for providing one adult chaperon for each group of 10 individuals in attendance, under the age of 21. The Parks and Recreation Department reserves the right to require the renter to provide police security for special programs. Rentals to individuals and/or groups which are not residents of the Town of Chapel Hill and/or Orange County will be charged a 20% surcharge for reservations of any Parks and Recreation facility.
- c) Non-profit Activities: Town facilities and equipment may be used for fund raising activities provided such activities are not for private purposes or profit. Entry fees may be charged for events and tournaments provided that all proceeds benefit the non-profit organization. In all cases, the Town may request a signed financial account of actual expenses and revenues within 7 days after the event.
- d) Activities for Profit: Admission may not be charged for entrance into Town-owned or controlled areas and facilities by private individuals and/or for profit organizations. Special exemptions may be made when the Department enters into a cooperative agreement with an individual or organization. In most cases, the Department will require the co-sponsoring agency to pay to the Town a percentage of gross receipts. The percentage amount to be paid to the Town will normally be 20% of gross receipts. If conditions warrant, the Director of Parks and Recreation may alter this amount. Facilities may not be rented for personal profit events.
- e) Governmental Boards and Agencies: Facilities are available at no charge to official government boards and agencies for events in the public interest when not otherwise in conflict with this policy.
- f) Prohibited Activities and Items: Beer, wine, alcoholic beverages, firearms, or illegal drugs are not allowed within Town parks and facilities. Note: The Town Manager, or his designee, may approve applications for specific events serving alcohol on the James Wallace Parking Deck. Smoking is not permitted within Town parks and facilities.

- g) Renter Responsibilities: the renter must leave the area, facility, and/or equipment in a clean and orderly condition.
- h) Decorations: All forms of decoration must be approved by Department staff prior to placement. Decorations must not be taped, nailed, tacked, or otherwise attached to any tables, walls, ceilings, or any other portions of the buildings or equipment.
- i) Damage to Facilities: Any and all damages to the areas, facilities or equipment while being used by the renter will be the responsibility of the renter/organizational representative and payable in full to the Town of Chapel Hill. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities or equipment. If necessary, the Department will use the renter's damage deposit to make repairs or replace damaged items.
- j) Liability: The Town assumes no liability for the renter's use of the equipment or facility. As a condition of the use of the equipment or facility, the applicant shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment or facility in question.

RENTAL OF OUTDOOR FACILITIES

Tennis courts, athletic playing fields, the James C. Wallace Plaza, the A.D. Clark Pool, and some picnic shelters may be reserved. All other outdoor facilities and play areas are not available for reservation, but are open to the public during normal park hours, on a first-come, first-served basis.

Inclement Weather: In the event of inclement weather, the Department may cancel a reservation because of potential harm to the user or the facility. Cancellation will be noted on the Athletic and Program Hotline. Failure to abide by this policy can result in cancellation of your rental reservation.

Rain Date Credits: To receive a credit for a rain date, renter will provide the facility supervisor with a written request within seven days of the rain date. Requests made after the seven-day period will not be granted.

1. Athletic Playing Fields may be rented by those wishing practice or game time. Rental time must be for a minimum 2-hour period. The Department requires that a Town Field Supervisor or a designee approved by the Department be present at all times.
 - A fee of \$20 per hour, per field, will be required for daytime reservations.
 - A fee of \$40 per hour, per field, will be required for evening reservations involving the use of ballfield lights.
 - Upon request, the Department may prepare a field for play, to include dragging, lining, etc., and will maintain the field in an acceptable game condition. This additional service, when available, is \$20 for the first field and \$10 for each

additional field.

- Ballfields may be rented for tournaments. A Town staff Field Supervisor must be present at all times during tournament play. Tournament rental fees: Daylight use: \$50 per field per day; Day/Evening use: \$70 per field per day; Field Supervisor \$8 per hour.
 - Cell Phone: Until telephones are installed at the facilities, a representative from each league/renter must have a cell phone at the fields during field use.
 - Facility Light/Keys: If your rental includes the use of field lights for evening play, a representative from your organization will be assigned a key to the field's locked light facilities. This representative is the ONLY person who should use the key. He/she is responsible for turning in the key to the Parks and Recreation administrative office within 24 hours of lease end.
2. Picnic Shelter Rentals are available at Umstead, North Forest Hills, Hargraves, and Homestead Parks. The rental fee is \$15 for a 4-hour block. Rental time is limited to an 8-hour period, except by special permission of the Director of Parks and Recreation.
 3. Tennis Courts may be reserved by those wishing match or practice time. Rental time is limited to a 3-hour period. Reservations will not be accepted for more than one-half of the playable courts at any one site. A fee of \$10 per hour, per court, is required for daytime reservations and \$20 per hour, per court, for evening reservations requiring use of the lights.
 4. The A.D. Clark Pool may be rented when not open to the general public, or by permission of the Director of Parks and Recreation or his designee. The total rental fee will vary depending upon the number of people attending the activity. The Dept. will provide lifeguards. All safety & operating rules and regulations must be observed. The minimum rental period will be 2 hours.

The following fee schedule will be used for A.D. Clark Pool Rental:

- a) Groups under 50: \$40 per hour (2 lifeguards will be on duty)
- b) Groups of 50-100: \$60 per hour (3 lifeguards)
- c) Groups of 101-125: \$75 per hour (4 lifeguards)

5. The James Wallace Parking Deck Plaza may be reserved for special events that are open to the general public. The individual or organization reserving the facility, with the permission of the Director of Parks and Recreation or his designee, may charge admission fees for events. Specific procedures must be followed to reserve the Plaza, including prior approval from the Town's Police, Public Works, and Transportation Departments. The minimum fee for reserving the Plaza will be \$35 per hour.
6. The Gene Strowd Community Rose Garden may be reserved for special events by permission of the Director of Parks and Recreation or his designee. Reservation time is limited to an 8-hour period, except by special permission of the Director of Parks and Recreation. A \$100 damage deposit is required for all Garden rentals.

RENTAL OF INDOOR FACILITIES

Department controlled indoor facilities may be reserved if proper application is made and the request is consistent with adopted policy. A Department staff member must be present during the entire rental period. If the facility is normally closed during a rental, the cost of bringing in staff will be added to the rental fee. A minimum 2-hour rental period is required.

1. The Hargraves Recreation Center may be rented for a fee of \$35 per hour for a minimum of 3 hours.
2. Meeting Room Use: The Community Center and Hargraves Center's Northside Gym meeting room may each be rented for \$20 per hour.

Fees for non-profit, for-profit and individuals/families:

- a) Non-profit: Meeting room use will be free of charge to citizens and community groups offering programs of a non-commercial nature that are open to the public and benefit the community at large. This provision is not intended to provide free space for private parties, functions, or activities that benefit only an individual or a select group (including family groups). Normally free space will be available only to community non-profit groups. However, the Director of Parks and Recreation may grant exemption from fees for individuals and groups that desire to use rooms for the benefit of the general community.
- b) For-profit groups will be charged an hourly fee for meeting room use.
- c) Groups or individuals will be charged an hourly fee for meeting room use for birthday parties, family reunions, and other similar functions.

Ongoing Use of Meeting Rooms:

- a) Limited membership groups, such as denominational groups, partisan political groups (except partisan precinct meetings which are permitted by State Law) and labor organizations will not normally be permitted to use Parks & Recreation meeting rooms on a regular basis, but may apply in writing to the Parks & Recreation Department Director for permission to use the rooms for special occasions.
- b) Rooms may not be used by individuals or groups to fulfill State primary or secondary education requirements. Exceptions in unusual circumstances may be granted by the Director of Parks and Recreation.

Governmental meetings shall be open to the public as required by law.

Extra chairs, screens, blackboards, etc. may be provided by the user and must be removed immediately following the meeting or activity.

3. Gymnasiums may be rented for \$50 per hour, and is limited to a 3-hour period. Renter must agree to wear only Department-approved athletic footwear. Rental of the Northside Gymnasium at the Hargraves Center for non-athletic events is acceptable with payment of an additional flat fee of \$70 per rental. The additional fee is intended to reimburse the Town for the time and expense of protecting the gym floor. The renter must handle all set up and breakdown of equipment. This time will be factored in as rental time.

4. The Community Center Climbing Wall may be rented when the gym schedule permits. The rate will be the same as the gym rental, plus hourly staff costs. When renting the climbing wall, an additional \$9.00 per hour, per staff member, will be charged, in addition to the gym rental and damage deposit fees.
5. The Chapel Hill Community Center Pool may be rented when not open to the general public, programmed by the Parks and Recreation Department, and with permission of the Director of Parks and Recreation or his designee. The Department will provide lifeguards. All safety and operating rules and regulations must be observed. The total rental fee will vary depending upon the number of people attending the activity, and the minimum rental time is 2 hours.

The following fee schedule will be used for the Chapel Hill Community Center Pool Rental:

- a) Groups under 50: \$40 per hour (2 lifeguards will be on duty)
- b) Groups of 50-100: \$60 per hour (3 lifeguards)
- c) Groups of 101-125: \$75 per hour (4 lifeguards)

REGISTRATION PROCEDURES

1. Registration Priority for Residents: The first two weeks of Fall, Winter/Spring and Summer Program Brochure registration will be mail-in only for Chapel Hill and Orange County residents only. The first week of Summer Camp registration will be mail-in only for Chapel Hill residents only. The second week of Summer Camp registration will be mail-in only for Chapel Hill and Orange County residents only.
2. Processing of Mail-in registrations:
 - a. We will only accept mail-in registrations delivered to our administrative office by the U.S. Postal Service, postmarked on or after the brochure publish date.
 - b. Envelopes may only contain a maximum of two addresses.
 - c. The order of processing will be determined by the date the mail is delivered to our office, not by the postmark date. Order of processing within one day's mail will be by random selection.
 - d. We cannot accept responsibility for mail which has been lost or delayed by the post office. All forms must be completed and signed in order to be processed.
 - e. Registrations must include at least the minimum payment for the requested programs.
3. Patrons visiting our office during the mail-in registration time may not register in person. We have adopted this policy in order to give all citizens equal access to our programs.
4. If you register by mail and your preferred first and second choices are full, we will issue you a credit for future use. Patrons may request a full refund by contacting our office. Credits will remain in effect until June 30th. At that time, a refund will be issued in place of the credit.

5. Non-residents may register for programs by mail or in person after the resident mail-in registration period is complete.
6. Registration is on a first-come, first-served basis.
7. Most programs require a release form. A release form is located at the bottom of the registration form. This form may be photocopied.

PLANNING DEPARTMENT

FEE SCHEDULE: DEVELOPMENT REVIEW FEES

Type of Application/Permit	Fee Schedule
1) Board of Adjustment Variance Appeal	\$500.00 \$300.00
2) Special Use Permits Extraction of Earth Products, Landfill, Cemetery Park/Ride Terminal Radio/TV Transmitting/Receiving Facility All Other	\$6,500.00 plus \$25.00/acre \$6,500.00 plus \$25.00/acre \$6,500.00 \$6,500.00 + \$25.00/100 sq ft*
3) Special Use Modifications Extension or Renewal All Other	\$1,000.00 \$6,500.00 + \$25.00/100 sq ft*
4) All Master Land Use Plans	\$6,500.00 + \$25.00/100 sq ft*
5) Zoning Map and Text Amendments	\$1,000.00 plus \$50.00/acre
6) Subdivisions Preliminary Plat Minor Subdivision Final Plat Re-approval Recombination Plat or Exemption Plat	\$6,500.00 plus \$250.00/lot \$800.00 plus \$50.00/lot \$500.00 plus \$50.00/lot \$750.00 \$200.00
7) Office-Institutional-4 (OI-4) Development Plan Office-Institutional-4 (OI-4) Site Development Permit	\$5,000.00 plus \$100.00/acre \$4,000.00
8) Historic District Commission (with exception of signs) Certificates of Appropriateness	\$300.00
9) Community Design Commission Concept Plan Review Building Elevations Lighting Plan Alternative Buffer	\$300.00 \$330.00 \$330.00 \$330.00
10) Site Plan Review (Council/ Planning Board)	\$2,500.00 + \$25.00/100 sq ft*
11) Zoning Compliance Permit Staff Review/ Administrative Approval "Express" Staff Review/ Administrative Approval Home Occupation Final Plans for Zoning Compliance Permit Issuance	\$200.00 \$100.00 \$100.00 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)	\$150.00
Unified Sign Plan (multiple business on one zoning lot)	\$250.00
Individual Sign compliant w/ Approved Unified Sign Plan	\$100.00
13) Exceptions to Front Yard Parking Requirements	\$100.00
14) Letter Concerning Compliance with Zoning	\$50.00
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 Master Plan, Special Use Permit, Zoning Map Amendment, Subdivision, or Zoning Compliance Permit shall be \$75,000.00.

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 per person
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

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) \$125.00 for failure to obtain a permit prior to starting the project (not applicable for emergency street cuts).
- b) \$125.00 for failure to repair initial street cut within thirty calendar days.
- c) \$125.00 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, 2006 through June 30, 2007)

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	\$46.00
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TRANSPORTATION DEPARTMENT

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 Transportation 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 except as noted below.
- b) Shared Ride Feeder Service trips will be covered by the free-fare policy except as noted below.
- c) System-wide Evening and Sunday Shared Ride Service:

I. Patrons are required to have tickets as necessary to pay fare. Drivers will not be permitted to accept cash. This ticket requirement is to distinguish this service as an extension of the fixed-route service and to avoid direct competition with local taxicab operators.

II. Tickets will be required as follows:

- Bus stop to bus stop - 1 ticket
- Bus stop to door trips - 1 ticket
- Door to door trips - 2 tickets

III. E-Z Rider patrons using the Evening and Sunday Shared Ride Service shall not be required to pay.

FARE SCHEDULE

Fixed Route Service	Fare Free
Special Service	
1) Certified E-Z Rider Patron	Fare Free
2) Shared-Ride Evening/Sunday Service	
a) Bus Stop to Bus Stop	1 Ticket*
b) Bus Stop to Door Stop	1 Ticket*
c) Door Stop to Door Stop	2 Tickets*
Special Event Shuttle Service	
1) Park and Ride Lot Fares	\$3.00 One Way, \$5.00 Round Trip
2) Downtown and Campus Shuttle	\$2.00 One Way, \$4.00 Round Trip
*Tickets must be purchased in advance. Certified E-Z Rider patrons are fare free.	

TICKET PRICE SCHEDULE

Booklets containing 20 tickets for Shared-Ride service will be sold for \$14.25 each.

PARK AND RIDE

Location	Monthly Rate**
54 East/ Friday Center	\$20.00
15/501 Southern Village	\$20.00
86 North/ Eubanks Road	\$10.00

**Park and ride lots offer free parking for patrons using Chapel Hill Transit or Triangle Transit Authority buses. Overnight parking by permit will be discontinued effective July 31, 2006 due to increased demand for hourly parking.

*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 should include a profit of 10-50% 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.

BUS CARD ADVERTISING RATES

Full Showing - 83 Buses		Half Showing - 40 Buses	
1-5 Months	\$136.00 per Month	1-5 Months	\$91.00 per Month
6-11 Months	\$129.00 per Month	6-11 Months	\$86.00 per Month
12 Months +	\$123.00 per Month	12 Months +	\$82.00 per Month
Bulkhead Cards 1-2 Months	\$210.00 per Month	Bulkhead Cards	Not Available

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 83 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 the Transportation Office, located at 1089 Martin Luther King, Jr. Boulevard.
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 or park and ride lot fee may be refunded or credited toward the purchase of other services.

2. A new permit may be issued for permits that are excessively worn or partially destroyed if at least 50% of the old permit is returned.
3. Refunds will not be made for lost or stolen permits. Replacement permits may be issued at the discretion of the Transportation Director. Each incident will be reviewed individually and proof of ownership, identity and information regarding the loss may be required. Each permit replaced will be subject to a \$15 replacement fee.
4. Reimbursements for unused monthly parking permits will be made based on the number of full or half months remaining on the permit at the time it is turned into the department, less a \$15 administrative fee.
5. The Transportation Department will mail all refund checks to the individual within 30 days of approval.

Waivers:

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

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 Transportation 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 the Transportation Department.

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.