

**ORDINANCE NO. 2018-2138R**

**AN ORDINANCE REGARDING VARIOUS FEES  
FOR THE  
CITY OF PLYMOUTH**

**Statement of Purpose and Intent**

The Plymouth Common Council must approve in ordinance form all fees and charges imposed by the City of Plymouth through its various departments for the myriad of services it provides to individuals. A number of those fees have not been adjusted in many years to more accurately reflect the City's actual cost of delivering such services. This spring, the Fee Schedule Committee met in several sessions to conduct a comprehensive assessment of the City's fees. Out of the Committee's work with City Department Heads, these recommendations were produced for the Council's consideration. The purpose and intent of this ordinance is to adopt the Committee's recommended changes to the City's fees.

**NOW, THEREFORE, BE IT ORDAINED**, by the Common Council of the City of Plymouth, Indiana, as follows:

**Section 1.** Title III, entitled Administration, Chapter 30, entitled General City Policies, shall be amended by making the following additions and deletions to § 30.02 FEE SCHEDULE FOR COPIES AND DOCUMENTS:

(A) The following fee schedule is hereby adopted and the Clerk-Treasurer's office, as well as other city officials are hereby required to charge for the following list of items:

|  |  |                  |
|--|--|------------------|
| Copies   | single sided 8 ½" by 11"                   | \$ .10 per sheet |
|  | double sided 8 ½" by 11"                   | \$.20 per sheet  |
|  | single sided legal                         | \$.35 per sheet  |
|  | double sided legal                         | \$.40 per sheet  |
| City Map   | picked up at city office                   | <b>\$1.00</b>    |
|  | to be mailed by regular United States mail | <b>\$2.00</b>    |
| Copy of the drainage ordinance                       |  | \$15.50          |
| Copy of subdivision ordinance                        |  | \$9.10           |
| Copy of zoning map                                   |  | <b>\$2.00</b>    |
| Copy of zoning ordinance                             |  | \$16.25          |
| Copy of the standard specification for water, sewer, |  |                  |

curbs, streets and sidewalks, etc. \$20.00

**Application, including** Legal advertisement for public hearing for Plan Commission and/or Board of Zoning Appeals \$10

**Plan Commission Fees:**

**Re-zoning:** \$100.00

**Subdivision Applications:**

**(Primary/Secondary)**

**Minor** \$100.00

**Major** \$150.00

**Planned Unit Development** \$150.00

**Board of Zoning Appeals Fees:**

**Appeals:** \$100.00

**Variance of Use:** \$100.00

**Variance of Development Standards:** \$100.00

**Special Use/Special Exception:** \$100.00

Legal advertisement for proposed annexation \$20.00

Legal advertisement for proposed tax abatement \$1020.00

Legal advertisement for proposed vacation of municipal property \$1520.00 plus cost of certified mailings

Replacement: recycling bin and lid \$7.50

Replacement: recycling bin only \$5

Replacement: recycling lid only \$2.50

(B) **As applicable,** The Police Department and the Fire Department may charge the following fees for the following services:

Accident/Fire Reports \$5.00

|                               |   |
|-------------------------------|---|
| <b>Accident Reports</b>       | <b>\$12.00</b>  |
| <b>Case Reports</b>           | <b>\$5.00</b>   |
| <b>Photos</b>                 | <b>\$10.00</b>  |
| <b>Videos</b>                 | <b>\$10.00</b>  |
| <b>Background Checks</b>      | <b>\$5.00</b>   |
| <b>CAD/Log Copies</b>         | <b>\$.10 per page</b>   |
| <b>Fingerprints</b>           | <b>\$5.00 first 2 cards/\$5.00 per additional card</b>  |
| <b>VIN Checks</b>             | <b>\$5.00 for City Residents/\$10.00 for Nonresidents. Payment must be made at Police Department prior to the check. Checks will be performed between the hours of 7:00 AM and 3:00 PM. Outside of those hours, checks will be performed by appointment only.</b> |
| <b>Salvage Checks</b>         | <b>\$10.00</b>  |
| Photographs (black and white) | \$2 each  |
| Photographs (color)           | \$3 each  |
| Copies (single sided)         | \$.10 per page  |
| Copies (double sided)         | \$.20 per page  |

**Section 2.** Title VII, entitled Traffic Code, Chapter 70, entitled Traffic Rules, shall be amended by making the following additions and deletions to § 70.03 ACCIDENT REPORT FEE:

**Any fees of \$3 per for accident reports shall be charged by the Police Department under § 30.02 of the City Code for all police reports duplicated for the benefit of any person entitled to the same under I.C. 9-29-11-1, and the proceeds from such fee shall be deposited in a separate account to be known as the accident report account.**

**Section 3.** Title VII, entitled Traffic Code, Chapter 70, entitled Traffic Rules, shall be amended by making the following additions and deletions to § 70.04 MOTOR VEHICLE INSPECTION FEE:

(A) **Any fees for motor vehicle VIN Checks or Salvage Checks charged by the Police Department under § 30.02(B) of the City Code** ~~is empowered to and shall collect a \$5 fee for services associated with the inspection of motor vehicles made pursuant to I.C. 9-29-4-2.~~ **shall be delivered in a timely fashion to the Clerk-Treasurer, who shall then deposit said revenue in a separate vehicle inspection fund.**

~~(B) The revenue generated by virtue of this chapter shall be delivered in a timely fashion to the Clerk-Treasurer, who shall then deposit said revenue in a separate vehicle inspection fund.~~

~~(B) (C)~~ All revenue generated by virtue of this chapter shall be from time to time appropriated only for law enforcement purposes.

**Section 4.** Title VII, entitled Traffic Code, Chapter 71, entitled Parking Regulations, shall be amended by making the following additions and deletions to § 71.99 PENALTY:

(A) Any parking time limit violation under this chapter or the parking schedules set forth in Chapter 72 shall ~~be punished result in~~ a fine of \$25.00, ~~if the fine is paid within for the first 24 hours, which fine may be deposited at the Clerk-Treasurer's office, including the night depository.~~ **If not paid within After 24 hours, the fine shall automatically increase to \$510.00. If not paid within 72 hours, the fine shall automatically increase to \$25.00.** For a second violation within 30 days of the first offense, the fine shall be \$25.00. For a third or subsequent offense within 30 days, the fine shall be \$100.00.

(B) If any owner of a motor vehicle has at least 2 unpaid tickets for violation of any parking regulations of this City Code at the time he is issued his next ticket for a parking violation, his offending motor vehicle shall be subject to removal by a reputable towing company upon order of a Plymouth police officer. Said vehicle shall remain impounded until such time as the registered owner of said vehicle shall claim the same by the full payment of all unpaid parking tickets, costs accrued for towing, and the storage while so impounded.

(C) Any fines for parking violations assessed under this section shall be subject to the jurisdiction of the Ordinance Violations Bureau pursuant to § 33.113.

**Section 5.** Title XV, entitled Land Usage, Chapter 151, entitled Building Permits, § 151.02 RATES AND SCHEDULES FOR FEES FOR PERMITS, is repealed and replaced by the following:

#### **§ 151.02 RATES AND SCHEDULES FOR FEES FOR PERMITS**

**(A) Improvement location permit fees.**

**(1) Residential permits.**

**(a) New Construction, Additions, and Renovations:**

**> 1,200 sq. ft.                      \$100.00**

|                     |          |
|---------------------|----------|
| 1,200-1,600 sq. ft. | \$125.00 |
| 1,601-2,000 sq. ft. | \$150.00 |
| > 2,000 sq. ft.     | \$175.00 |

(b) Electrical: \$60.00

(c) Plumbing:

|                |          |
|----------------|----------|
| 1-12 fixtures  | \$50.00  |
| 13-20 fixtures | \$75.00  |
| > 20 fixtures  | \$100.00 |

(Definition of fixtures – as defined in State Building Code)

(d) Demolition: Any Structure \$50.00

(e) Driveway: (Per Entrance) \$50.00

(f) Accessory Structures:

|                     |                                     |
|---------------------|-------------------------------------|
| 720 sq. ft. of less | \$50.00                             |
| > 720 sq. ft.       | (see New Construction Tables above) |

(g) Porch/Carport/Deck: Not Enclosed \$50.00

(h) Swimming Pool: Above or In Ground \$50.00

(i) Fencing or Retaining Walls:  $\leq 7$  ft. high \$40.00

(j) Roof: \$75.00

(k) HVAC: \$50.00

(2) Commercial permits.

(a) New Construction, Additions, and Renovations:

|                      |  |
|----------------------|--|
| < 2,500 sq. ft.      | \$300.00   |
| 2,501-5,000 sq. ft.  | \$500.00   |
| 5,001-10,000 sq. ft. | \$700.00   |
| > 10,000 sq. ft.     | \$700.00 plus \$0.02 per sq. ft. over 10,000 sq. ft. |

(b) Electrical: \$75.00

(c) Plumbing:

|                |          |
|----------------|----------|
| 1-12 fixtures  | \$50.00  |
| 13-20 fixtures | \$75.00  |
| > 20 fixtures  | \$100.00 |

(Definition of fixtures – as defined in State Building Code)

(d) Billboards/Signs:

|                               |         |
|-------------------------------|---------|
| Temporary (1-30 days)         | \$30.00 |
| Permanent-Surface Mounted     | \$50.00 |
| Pylon-type w/pole and footing | \$75.00 |

(e) Demolition: Any Structure \$50.00

(f) Driveway: Per Entrance \$100.00

(g) Accessory Structures:

|                     |                                     |
|---------------------|-------------------------------------|
| 720 sq. ft. of less | \$50.00                             |
| > 720 sq. ft.       | (see New Construction Tables above) |

(h) Porch/Carport/Deck: Not Enclosed \$50.00

(i) Swimming Pool: Above or In Ground \$50.00

(j) Fencing or Retaining Walls:  $\leq 7$  ft. high \$40.00

(k) Foundation Only: \$150.00

(l) Roof: \$75.00

(m) HVAC: \$75.00

(n) Replacement of Bulk Storage Tanks,  
Piping, or Dispensing Equipment for  
Commercial Fuel Stations: \$50.00

(o) Parking Lots:

|                      |  |
|----------------------|--|
| < 2,500 sq. ft.      | \$150.00   |
| 2,501-5,000 sq. ft.  | \$250.00   |
| 5,001-10,000 sq. ft. | \$350.00   |
| > 10,000 sq. ft.     | \$350.00 plus \$0.01 per sq. ft. over 10,000 sq. ft. |

**Section 6.** Title XV, entitled Land Usage, shall be amended by adding a new chapter, Chapter 151.5, entitled PROJECT REVIEW, as follows:

**§ 151.51 PROJECT REVIEW FEES**

**(A) All projects are subject to the following project review fees, as may be applicable:**

- (1) Technical Review Committee Fee  
(For review not otherwise required as part of a Plan Commission or Board of Zoning Appeals application) \$50.00**
- (2) Erosion Control Monitoring  
(during construction) \$25.00 per acre (\$100.00 minimum)**
- (3) Cell Tower Permit \$500.00**
- (4) Developer Plan Review (Civil)**

| <u>Pages</u> | <u>Fee</u> |
|--------------|------------|
| 1-5          | \$500.00   |
| 6            | \$765.00   |
| 7            | \$930.00   |
| 8            | \$1,085.00 |
| 9            | \$1,260.00 |
| 10-20        | \$1,325.00 |
| 21-40        | \$1,590.00 |
| 41-60        | \$1,855.00 |
| 61-80        | \$2,120.00 |

**(5) Drainage Plan Review**

|                     |   |
|---------------------|---|
| <b>&lt;= 1 acre</b> | <b>\$750.00</b>                                       |
| <b>&gt; 1 acre</b>  | <b>\$750.00 plus \$50.00 for each additional acre</b> |

**SWPPP (Stormwater Pollution Prevention Plan) Plan Review**

|                     |   |
|---------------------|---|
| <b>&lt;= 1 acre</b> | <b>\$750.00</b>                                       |
| <b>&gt; 1 acre</b>  | <b>\$750.00 plus \$50.00 for each additional acre</b> |

**Section 7.** Title V, entitled Public Works, Chapter 50, entitled Sewers, shall be amended by adding a new section, § 50.094 ADDITIONAL CHARGES, as follows:

**§ 50.094 ADDITIONAL CHARGES**

**(A) Sewer customers are subject to the following additional charges, as may be applicable:**

- |   |  |
|---|--|
| <b>(1) Industrial Waste Discharge<br/>Application Review</b>  | <b>\$200.00</b>                          |
| <b>(2) Inspection Fee for Monitoring<br/>Developer While Installing Sewer<br/>to be Dedicated to the City</b> | <b>\$1.00 per ft. (\$500.00 minimum)</b> |
| <b>(3) Inspection Fee for Sewer Lateral and<br/>Connection to City Main</b>                                   | <b>\$250.00</b>                          |
| <b>(4) Service Call Fee for After-Hours Call<br/>for Non-City Plumbing Issue</b>                              | <b>\$50.00</b>                           |

**Section 8.** Title V, entitled Public Works, Chapter 51, entitled Water, shall be amended by adding a new section, § 51.46 ADDITIONAL CHARGES, as follows:

**§ 51.46 ADDITIONAL CHARGES**

**(A) Water customers are subject to the following additional charges, as may be applicable:**

- |   |  |
|---|--|
| <b>(1) Replacement Costs for Lost, Damaged, or<br/>Stolen Water Meters</b>  |  |
| 5/8" – 3/4"   | \$125.00                                 |
| 1"  | \$160.00                                 |
| 1 1/4"  | \$1,000.00                               |
| 1 1/2"  | \$1,350.00                               |
| 2"  | \$1,500.00                               |
| 3"  | \$2,000.00                               |
| 4"  | \$3,300.00                               |
| 6"  | \$5,800.00                               |
| <b>(2) Inspection Fee for Monitoring<br/>Developer While Installing Water<br/>to be Dedicated to the City</b>                             | <b>\$1.00 per ft. (\$500.00 minimum)</b> |
| <b>(3) Service Call Fee for After-Hours Call<br/>for Non-City Plumbing Issue<br/>(for example, no homeowner water<br/>shut-off valve)</b> | <b>\$50.00</b>                           |
| <b>(4) Refusal to Install Shut-Off Valve,</b>   |  |



**If Not Completed After 7 Days**

**\$20.00 per day**

**Section 9.** Title V, entitled Public Works, Chapter 52, entitled Garbage, shall be amended by making the following additions and deletions to § 52.03 RIGHT TO GARBAGE REMOVAL; CHARGES:

(A) Any resident, property owner or tenant within the city shall be entitled to garbage removal service and shall receive the same upon payment of the following fees. The payment for garbage collection shall be paid monthly and the collector or city contractor shall not be required to give service to any user who has not paid for the service.

(B) The following fees shall be established for refuse collection, which fees are reasonably related to the costs of operating said collection system:

|                   | Per Month              |
|-------------------|------------------------|
| Residential units | \$ <del>15</del> 16.08 |
| Apartment units   | \$ <del>15</del> 16.08 |
| Commercial        | \$36.00                |

(C) The owners of apartment complexes, mobile home parks and commercial buildings with apartments with 5 or more residential units shall be required to contract for private refuse removal service.

(D) For residential users only, the monthly refuse collection fee shall be assessed with all water bills each month unless the water service is terminated, temporarily or permanently.

**Section 10.** Title IX, entitled General Regulations, Chapter 93, entitled Cemeteries, § 93.13 RATES, CHARGES, is repealed and replaced by the following:

**§ 93.13 RATES, CHARGES**

**(A) The price for individual grave spaces, mausoleum spaces, columbarium niches, and the rates and charges for cemetery services shall be as follows:**

**(1) Lot Prices:**

|   |                 |
|---|-----------------|
| <b>(a) A grave space anywhere in the Cemetery with the exception of Memorial Gardens Addition in New Oakhill Cemetery</b> | <b>\$500.00</b> |
| <b>(b) A grave space in Memorial Gardens Addition in New Oakhill Cemetery</b>   | <b>\$200.00</b> |

(c) A private mausoleum space in Edgewood Addition in New Oakhill Cemetery, \$6,000.00. These are for private mausoleums only; no burials permitted.

(d) A niche in a columbarium that may contain up to 2 urns or other containers of cremated remains, \$800.00.

The Clerk-Treasurer will record the deed at the Marshall County Recorder's Office. There will be an additional charge for recording fees at the time of purchase based upon the fees charged by the Recorder.

**(2) Rates for Grave Opening:**

|  |                      |
|--|----------------------|
| (a) Adult grave opening Monday through Friday<br>8:00 AM until 3:00 PM (local time)  | \$500.00             |
| (b) Adult grave opening Saturday 8:00 AM until<br>3:00 PM (local time)   | \$750.00             |
| (c) Adult grave opening Sunday 12:00 noon until<br>3:00 PM (local time)  | \$750.00             |
| (d) Grave opening for a child under 12 years of age,<br>Monday through Friday 8:00 AM until 3:00 PM<br>(local time)  | \$150.00             |
| (e) Grave opening for a child under 12 years of age,<br>Saturday 8:00 AM until 3:00 PM (local time)  | \$350.00             |
| (f) Grave opening for a child under 12 years of age,<br>Sunday 12:00 noon until 3:00 PM (local time)<br>Grave opening for a cremation urn, Monday<br>Through Friday 8:00 AM until 3:00 PM (local time) | \$350.00<br>\$200.00 |
| (g) Grave opening for a cremation urn, Saturday<br>8:00 AM until 3:00 PM (local time)  | \$400.00             |
| (h) Grave opening for a cremation urn, Sunday<br>12:00 noon until 3:00 PM (local time)   | \$400.00             |

**(3) Entombment Rate:**

|   |          |
|---|----------|
| (a) Mausoleum entombment, Monday through<br>Friday 8:00 AM until 3:00 PM (local time) | \$300.00 |
| (b) Mausoleum entombment, Saturday 8:00 AM  |          |

Until 3:00 PM (local time) \$500.00

(c) Mausoleum entombment, Sunday  
12:00 noon until 3:00 PM (local time) \$500.00

(d) Entombment of cremated remains in mausoleum and  
columbarium, Monday through Friday 8:00 AM until  
3:00 PM (local time) \$150.00

(e) Entombment of cremated remains in mausoleum and  
columbarium, Saturday 8:00 AM until 3:00 PM  
(local time) \$300.00

(f) Entombment of cremated remains in mausoleum and  
columbarium, Sunday 12:00 noon until 3:00 PM  
(local time) \$300.00

**(4) Fees for Concrete Footings for Monuments:**

(a) The fee for concrete footings for monuments,  
including a two inch (2") margin \$0.35 per sq. in.

(b) Minimum charge for concrete footings for  
monuments regardless of size \$50.00

**(5) Disinterment Fees:**

(a) Fee to disinter remains from the ground Monday through  
Friday 8:00 AM until 3:00 PM (local time). There will be  
no disinterments on Saturdays, Sundays, or City Holidays \$600.00

(b) Fee to disinter remains from mausoleum and  
columbarium Monday through Friday 8:00 AM until  
3:00 PM (local time). There will be no disinterments  
on Saturdays, Sundays, or City Holidays. \$300.00

**(6) Chapel Use and Fees:**

(a) Chapel use for up to two-hour services (a deposit of  
\$100.00 will also be required) – payable at time of use \$200.00

There will be no charge for use of the chapel for Medicaid and Township Trustee services, or for use of the chapel for graveside services due to inclement weather, or if a grave is deemed unsafe for graveside services.

All Saturday and Sunday services will be scheduled no later than 3:00 PM (local time). There will be no services scheduled after 3:00 PM (local time). Arrivals for such services after 4:00 PM will incur an additional fee of \$200.00. There will be no services scheduled on City Holidays as established by ordinance.

**Section 11.** Title IX, entitled General Regulations, Chapter 96, entitled Streets and Sidewalks, § 96.102 CHARGES, is repealed and replaced by the following:

**§ 96.102 CHARGES**

**(A) The following charges shall be made for cutting into, digging, excavating or tunneling under any such city maintained street or alley:**

**(1) Street Cuts    Up to 4' X 24'            \$500.00 plus asphalt material costs  
(larger street cuts must be performed by  
a qualified paving contractor)**

**(2) Potholing        Up to 1' X 1'            \$100.00**

**Section 12.** The fees and charges listed in this ordinance above are hereby approved. Accordingly, the applicable Departments of the City of Plymouth are authorized to charge and collect said fees and charges.

**Section 13.** This ordinance shall become effective after passage, due attestation, and publication as required by law. Further, this ordinance shall remain in effect until amended or repealed by the Common Council.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mark Senter, Presiding Officer

**ATTEST:**

\_\_\_\_\_  
Jeanine M. Xaver, IAMC/CMC, Clerk-Treasurer

Presented by me to the Mayor of the City of Plymouth, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, at \_\_\_\_\_ o'clock \_\_\_\_m.

\_\_\_\_\_  
Jeanine M. Xaver, IAMC/CMC, Clerk-Treasurer