



# CITY OF GREENLEAF

20523 North Whittier Drive  
Greenleaf, Idaho 83626  
www.greenleaf-idaho.us

## RESOLUTION No. 217

(adjusting consolidated fee schedule)

Sponsored by: Dan Hyer

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that it is in the best interest of the municipal corporation and the community served thereby to review, update, and adjust the city's consolidated fee schedule: and

WHEREAS, <https://www.usinflationcalculator.com/inflation/current-inflation-rates/> (accessed 09 Sep 2024) shows US annual inflation rates with an increase of 7% in 2021, 6.5% in 2022, an increase of 3.4% in 2023, and an increase of 2.9% in 2024, for a cumulative U.S inflation increase to goods and services of 19.8% from 2021 to 2024; and

WHEREAS, Republic Services requested a 4% increase in solid waste removal (garbage) rates early in the budget process for the City's fiscal year 2025 due to their increased costs of doing business, and an additional increase to garbage rates late in the city's budget process for fiscal year 2025 for pass-through of increased rates for disposal at the Pickle's Butte Landfill, resulting in an increase of over 5% for garbage rates in fiscal year 2025; and

WHEREAS, the request for increased garbage rates from Republic Services require a public hearing, scheduled for 01 October 2024, and have been included in the consolidated fee schedule, along with enhanced reporting of Republic Services fees charged directly by Republic Services outside of City utility billing; and

WHEREAS, pass-through of development impact fees benefitting Caldwell Rural Fire Protection District (CRFPD) have been vetted by public hearing process and approved by the City and CRFPD, this fee has been included in the consolidated fee schedule for implementation subsequent to approval of a joint-powers agreement between the agencies; and

WHEREAS, increases of less than 5% were made in the fiscal year 2025 budget for water and sewer rates, which have been included in the consolidated fee schedule; and

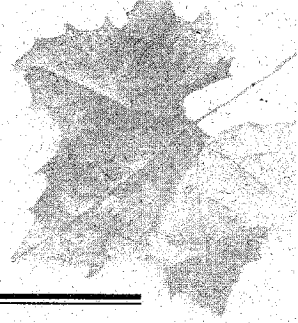
WHEREAS, increases of 5% have been added to water and sewer connection fees have been included in the consolidated fee schedule; and

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WHEREAS, increases of 5% and clarifications to process for land use development fees have been added to the consolidated fee schedule; and

WHEREAS, Resolution DRAFT 008-FY24 approved by Council on 01 October 2024 contained a scrivener's error in the components of standard residential service, and removed fees for 1 and 2 yard commercial containers.

**Now, therefore, be it resolved by the Mayor and Council of the City of Greenleaf, Idaho, as follows:**

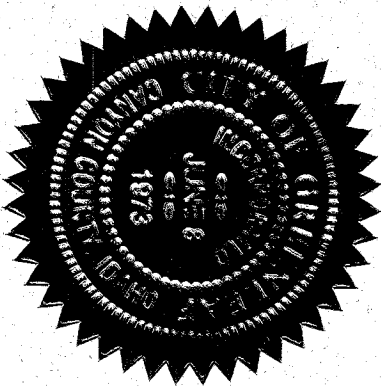
Section 1. The attached "Exhibit A" be adopted as the Consolidated Fee Schedule for the City of Greenleaf.

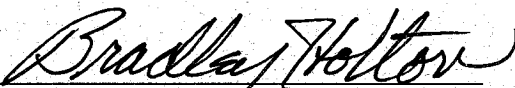
Section 2. All previous resolutions, orders, or parts thereof in conflict with this Resolution are hereby null and void to the extent of the conflict.

Section 3. If any part of this resolution is declared to be invalid by a court of competent jurisdiction, then the remaining portion shall remain in effect.

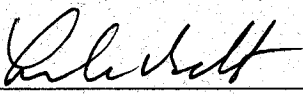
Section 4. This resolution is effective upon approval.

Adopted by the City Council of the City of Greenleaf this 28th day of October, 2024.



  
Bradley Horton, Mayor

Attest:

  
Lee C. Belt, City Clerk



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## **Resolution #217 – “EXHIBIT A”**

### **MUNICIPAL WATER AND SEWER MONTHLY RATES**

#### **Residential Potable Water:**

**Base and Usage Rates:** For each water meter reading, a base rate (GC 7-4-20:D:1) of \$ 55.16 for the first 1000 gallons and a water use (usage) fee (GC 7-4-20:D:3) of \$3.24 for each additional 1000 gallons, per EDU (see equivalent unit table below).

**Bond Fee:** The bond fee (GC 7-4-20:D:2) is established to pay the principal and interest and bond sinking funds required by law on bonds which are not general obligation bonds and loans obtained to finance the city's water system and water treatment facilities. As applicable, the bond fee is set at \$20.07 monthly, per EDU.

Please note that the base & usage rates and bond fee are exclusive, such that all properties in the municipal water system service area are subject to either the base and usage rates, or to the bond fee.

Please note that the city's potable water is sourced from wells and is high in the mineral manganese, which can result in water quality issues, typically discolored water but in some instances including odor. The water quality issue is caused by mineral interaction with chlorine added to the delivery system to prevent bacterial growth (over time, the chlorine can pull the mineral out of solution, resulting in discolored water and/or odor). Customers are encouraged to notify City Hall and let the water run to flush out the private water service line (this typically resolves the water quality within 02-15 minutes, dependent upon length of private water service line). *If reported to City Hall, the city will give a 2000 gallon credit at water use rate* and be able to follow up on the reported issue and consider flushing the water main in that area. Please also note that the anode in hot water heaters can also interact with the mineral content in the potable water system, which can result in a sulfur or 'rotten eggs' odor. Changing to an aluminum anode typically resolves this issue.

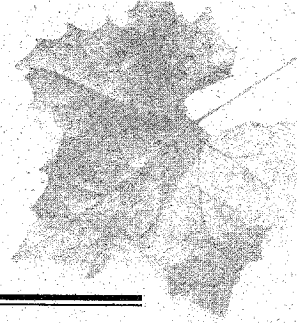
#### **Residential Sewer:**

**Monthly Sewer Fee** (GC 7-5-15:B): \$92.69 per EDU (see equivalent unit table below)  
The monthly sewer fee collects funds to cover residential sanitary sewer system operations and maintenance, debt service, and waste strength category I per the following table. This fee may be colloquially referenced as a sewer base rate.



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| BOD or TSS<br>Waste Strength<br>Category | Milligrams per Liter     | Per 1000 gallons |
|--|--------------------------|------------------|
| I  | 0 to less than 200       | \$2.25           |
| II                                       | 200 to less than 400     | \$2.33           |
| III                                      | 400 to less than 600     | \$2.49           |
| IV                                       | 600 to less than 800     | \$2.65           |
| V  | 800 to less than 1,000   | \$2.81           |
| VI                                       | 1,000 to less than 1,500 | \$3.50           |
| VII                                      | 1,500 and greater        | Dept. Calculated |

**Sanitary Sewer Overage Fee** GC §7-5-15(B)(3) Established to collect for additional cost of treatment: Assessed at \$3.74 per 1000 gallons over 9000 gallons potable water usage.

Please note that the sanitary sewer overage fee is assessed based on metered potable water usage under the concept that potable water delivered to a customer property is subsequently discharged from that property as sanitary sewer effluent. Please also note that utility customers have the option to install a second water system meter for non-potable use per GC §7-4-9(F).

**Industrial Sewer:** By negotiated agreement recommended to the City Council by the Public Services Director, Waste-water Treatment Plant Operator, and the City Engineer based on testing of effluent to determine biochemical oxygen demand (BOD), total suspended solids (TSS) strength, and other effluent characteristics. The agreement may allow projected effluent characteristics to be used as a basis until industrial operation produces effluent for testing, and designate periodic testing to re-evaluate effluent characteristics and effect on waste-water treatment plant operation.

**Commercial users:** See equivalent unit table below to determine rates based on residential water and residential sewer rates above. For example:

For monthly municipal water service, a classification with 2.0 EDUs would be charged \$110.32 (base rate of \$55.16 x 2.0 EDUs) for the first 2,000 gallons (1,000 gallons x 2.0 EDUs) plus \$3.24 (usage fee) for each additional 1000 gallons used.

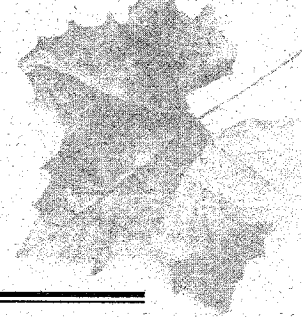
For monthly sewer service, a classification with 2.0 EDUs would be charged a base rate of \$185.38 (monthly sewer fee of \$92.69 x 2.0 EDUs). *The Sanitary Sewer Overage Fee is also applicable, based on water consumption.*

**AFTER DISCONNECTION OF UTILITIES FOR NON-PAYMENT, ALL PAST DUE UTILITY BALANCES (WATER, SEWER, GARBAGE) IS REQUIRED BEFORE WATER TURN-ON.**



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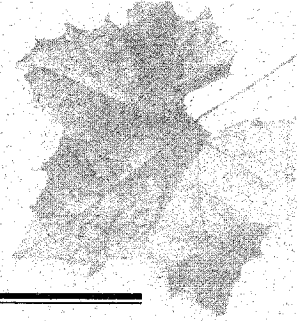
**Equivalent Unit Table**

|    | Classification   | Equivalent Units (EDUs)  |
|----|--|--------------------------|
| 1  | Airport Terminal – For each 2,000 sq. ft.  | 1.0                      |
| 2  | Apartment  | See multi-dwelling unit  |
| 3  | Assembly Hall or Auditorium – for each 200 seats   | 1.0                      |
| 4  | Bank or Savings – For each 3,000 sq. ft.   | 1.0                      |
| 5  | Barbershop, Beauty Salon<br>- additional per station over 2  | 1.0<br>0.5               |
| 6  | Bowling Alley<br>- additional per Lane over 2  | 1.0<br>0.2               |
| 7  | Cafe, per customer seating capacity  | See restaurant           |
| 8  | Campsite<br>- for each Trailer Unit<br>- For each Camp site<br>- Additional for RV dump                  | 1.0<br>.046<br>4.0       |
| 9  | Car Dealer<br>- no Repair or Wash Facilities<br>- With Wash Bays and/or Stalls<br>- Additional per stall | 1.0<br>1.0<br>0.5        |
| 10 | Car Wash (per bay)   | 2.0                      |
| 11 | Church - For each 50 seats   | 1.0                      |
| 12 | Club or Lodge  | Same as Church           |
| 13 | Condominium  | See multiple living unit |
| 14 | Dentist (per practitioner at site)   | 2.0                      |
| 15 | Doctor   | Same as dentist          |
| 16 | Department Store   | See retail store         |
| 17 | Drugstore  | See retail store         |
| 18 | Duplex   | See multiple living unit |
| 19 | Florist – For each 1,500 sq. ft.   | 1.0                      |
| 20 | Fourplex   | See multiple living unit |
| 21 | Garage – Per 3 employees   | 1.0                      |
| 22 | Grocery  | See retail food store    |
| 23 | Hardware store   | See retail store         |
| 24 | Hospital and/or Convalescent Home<br>- Additional per bed  | 1.0<br>0.3               |



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|    |   |                                    |
|----|---|------------------------------------|
| 25 | Hotel / Motel<br>- First Unit<br>- Additional per Unit<br>- Additional per Unit with Kitchen                | 1.0<br>0.5<br>0.2                  |
| 26 | Industrial Use  | Director Calculated                |
| 27 | Jail<br>- Additional per Bed  | 1.0<br>0.5                         |
| 28 | Laundry<br>- Self Service up to 10 machines<br>- Self Service – Additional machines over 10<br>- Commercial | 4.0<br>0.25<br>Director Calculated |
| 29 | Mobilehome and Trailer Park – For each Unit   | 1.0                                |
| 30 | Multiple Living Unit – Per Unit   | 1.0                                |
| 31 | Office Building – For each 2,500 sq. ft.  | 1.0                                |
| 32 | Photo Lab / Printing Shop   | Director Calculated                |
| 33 | Post Office   | See office building                |
| 34 | Residential Units   | 1.0                                |
| 35 | Retail Store – For each 3,000 sq. ft.   | 1.0                                |
| 36 | Retail Food Store – For each 1,500 sq. ft.  | 1.0                                |
| 37 | Restaurant – Sit Down – For each Seat (minimum 2.0)   | 0.1                                |
| 38 | Restaurant – Fast Food – For each Seat (minimum 1.0)  | 0.05                               |
| 39 | Schools – Per 25 Students   | 1.0                                |
| 40 | Service Station - Gas and Restroom Only<br>- per Set of Pumps<br>- Full Service                             | 1.0<br>See garage                  |
| 41 | Service Station - Convenience Store   | See retail food                    |
| 42 | Tire Store  | See garage, office                 |
| 43 | Warehouse / Storage Units – For each 10,000 sq. ft.   | 1.0                                |



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## OTHER MUNICIPAL WATER FEES

|  |  |
|--|--|
| new water meter charge (7-4-9-a-1):                                      | Double the cost of a new meter   |
| monthly 3 <sup>rd</sup> party billing fee (7-4-8-c / 7-5-16:A):          | \$ 2.00  |
| shut off fee 7-4-9-e-2   | \$ 14.00   |
| temporary shut off fee 7-4-9-e-4   | \$ 7.00  |
| stand-by or partial service 7-4-20-f                                     | set by contract with the City Council  |
| metered temporary connection fee 7-4-10-c                                | One fourth (1/4) of the standard connection fee, varying depending on meter size. Please see connection fee chart below. |
| metered temporary connection water usage fee 7-4-10-c                    | Same as the monthly water usage rate.  |
| hydrant temp use permit fee (meter loan + install and removal) 7-4-15-d: | \$ 50.00   |
| latecomer's fee – 7-4-17-g:  | See Greenleaf Code 7-4-17-g  |
| water line extension special permit fee (7-4-17-c)                       | As may be set by the city per Greenleaf Code 7-4-17-c  |
| repair for damage to water meter and appurtuances 7-4-20-d-4-a           | time & materials   |
| electronic fund transfer convenience fees 7-4-20-d-4-b                   | pass-through of fees from the electronic fund transfer provider  |





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|  |   |
|--|---|
| dishonored / returned check fee 7-4-21-c / 7-5-16:D                                | \$ 20.00, per Idaho Code 28-22-105  |
| disconnect charge (penalty) 7-4-21-d-1 / 7-5-16:E:1                                | \$ 8.00   |
| service disconnection fee 7-4-21-d-2 / 7-5-16:E:2                                  | \$ 14.00  |
| service restoration fee 7-4-21-d-2 / 7-5-16:E:2                                    | \$ 14.00  |
| service restoration expedite fee (same day or after hours) 7-4-21-d-2 / 7-5-16:E:3 | \$ 56.00  |
| water diversion / theft of service fee 7-4-21-i                                    | \$100.00  |
| deposit (7-4-22-a)<br>(based on 2 months average charges)                          | garbage service only \$29.10<br>sewer service only \$179.98<br>water service only \$130.76<br>garbage + sewer services \$209.08<br>garbage + sewer + water \$339.84 |
| deposit to re-establish credit on an existing service connection                   | See 7-4-22-c  |
| repair/replacement of damaged shutoff valve (7-4-14):                              | time & materials  |
| Connection Fee (7-4-8-e):  | See Table Below   |

|  |  |
|--|--|
| Connection Fee – Standard /residential* 0.75 in meter  | \$5,105.67   |
| Connection Fee – Standard /residential* 1.00 in meter  | \$9,188.23   |
| Connection Fee – Standard /residential* 1.50 in meter  | \$20,420.50  |
| Connection Fee – Standard /residential* 2.00 in meter  | \$35,735.33  |
| Connection Fee – Standard /residential)* 3.00 in meter | \$81,785.65  |
| Connection Fee – Standard /residential* 4.00 in meter  | \$143,164.03   |
| Municipal Water Connection Fee – Commercial*           | Same as above, per EDU*  |
| Partial connection fees                                | Per GC 7-4-9-a-d "...the difference in connection fees for the size of the new larger meter installed and the size of the smaller meter replaced." |

\* Please see equivalent dwelling unit table.





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## MINIMUM & MAXIMIM LENGTH OF TIME FOR TEMPORARY SHUT OFF (7-4-9-e-1):

There is no minimum or maximum length of time for temporary shut off. Temporary shut off shall begin upon time of temporary shut-off, and continue until request to restore service is received. Per GC 7-4-9-e-1, the base rate applies during temporary shut off.

## BILLING CYCLE (7-4-21-A-2):

The city bills a month in arrears. Meter readings shall be taken near the 20<sup>th</sup> of each month, dependent upon weather conditions and availability of public services department personnel for this task. Monthly utility billing shall be issued before the end of the month. Monthly utility billing shall be due and payable upon receipt, and considered past due with account subject to disconnection for non-payment after the 20<sup>th</sup> of the month following issuance.

Please note that per GC 7-4-8(D), applicants and authorized water users are responsible to maintain current contact information, including billing address, with the City at all times. Failure to do so will be grounds for immediate disconnection of the account at the discretion of the Director, subject to all applicable penalties, fees, and charges, including disconnection and reconnection, as if the account were disconnected for non-payment. Unpaid fees shall constitute a lien on the property as provided in section 7-4-21:K of this code.

## OTHER MUNICIPAL SEWER FEES

|   |   |
|---|---|
| Sewer Service Connection Permit Fee (GC 7-5-15:A – Costs of inspection, administrative costs and the Sewer Service Availability Fee)+   | Sewer Service Availability Fee + \$220.50 per EDU     |
| Sewer Service Availability Fee (equity buy-in of the new connection – GC 7-5-15:A – Included in the Sewer Service Connection Permit Fee)  | \$8,350.34 per EDU                                    |
| Sewer Service Availability Fee Additional Fees for Areas Served which Require Additional Sewer Facilities in Order to Facilitate the Availability of the Sewer Service to that Area GC 7-5-15:A – Included in the Sewer Service Connection Permit Fee)+ | As set by the Director of the Public Works Department |
| Non-Residential Sewer Service Availability Fee (GC 7-5-15:A:2)+   | Per contractual arrangement with the City             |
| Sewer Line Connection Outside the City Limits Application Fee (GC 7-5-8:A)+   | \$787.50  |
| Administration of Latecomer's Fee (GC 7-5-13:C:2)   | As established in credit agreement                    |

+ Charges applicable to a new connection to the city's sewer system

*Consolidated Fee Schedule – City of Greenleaf – Resolution #217 - "Exhibit A" – p. 7 of 24*



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|  |                                       |
|--|---------------------------------------|
| monthly 3 <sup>rd</sup> party billing fee (7-4-8-c / 7-5-16:A):                    | \$ 2.00                               |
| dishonored / returned check fee 7-4-21-c / 7-5-16:D                                | \$ 20.00, per Idaho<br>Code 28-22-105 |
| disconnect charge (penalty) 7-4-21-d-1 / 7-5-16:E:1                                | \$ 8.00                               |
| service disconnection fee 7-4-21-d-2 / 7-5-16:E:2                                  | \$ 14.00                              |
| service restoration fee 7-4-21-d-2 / 7-5-16:E:2                                    | \$ 14.00                              |
| service restoration expedite fee (same day or after hours) 7-4-21-d-2 / 7-5-16:E:3 | \$ 56.00                              |

Please note that per GC 7-5-16:B:5, applicants and authorized sewer users are responsible to maintain current contact information, including billing address, with the City at all times. Failure to do so will be grounds for immediate disconnection of the account subject to all applicable penalties, fees, and charges, including disconnection and reconnection, as if the account were disconnected for non-payment.

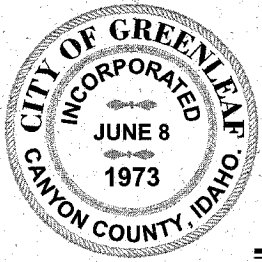
## ACCESSORY DWELLING UNITS (ADUs) UTILITY CONNECTION AND MONTHLY UTILITY USER FEES

Accessory Dwelling Units (ADUs) are dwelling units secondary and incidental to the primary single-family residential structure on the parcel (see GC §9-2-2). ADUs shall be connected to municipal utilities if within utility service areas (see GC §9-7-17:B). ADUs are subject to assignment of equivalent dwelling unit (EDU) status for assessment of connection fees and monthly utility billing in accordance with the chart below (see GC §7-4-9:A:4:d and GC §7-5-7:A:2), if served by the same private service line as the primary residence.

|   | Two (2) designated bedroom areas or less | More than two (2) designated bedroom areas |
|---|--|--|
| Equivalent Dwelling Units (EDU)s assessed | Zero (0) additional EDUs                 | One (1) additional EDU                     |

*Note: ADUs served by their own private service lines are assessed as one (1) additional EDU regardless of designated bedroom areas in the ADU.*

In the event of disagreement as to how many designated bedroom areas exist in an ADU design, determination shall be made by the Building Official and provided in writing, subject to the provisions of Greenleaf Code Chapter 10, title 1.



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## MUNICIPAL SOLID WASTE DISPOSAL (GARBAGE) SERVICE

### STANDARD RESIDENTIAL SERVICE:

| Service | 96-gallon tote | Idaho sales/use tax | Franchise | Monthly Total |
|---------|----------------|---------------------|-----------|---------------|
|         |                |                     |           |               |
| \$12.67 | \$2.70         | \$0.16              | \$1.23    | \$16.76       |

Additional residential 96-gallon totes (up to three total):

\$3.07 monthly (\$2.70 tote + \$0.16 Idaho sales/use tax + \$0.21 franchise)

Optional Carry-out Service Fee: \$20.00 monthly – Note: Requires documentation from doctor of disability – provides carry-out of tote from house to curb for disposal and subsequent placement of tote back at house.

Standard residential service is emptied one (1) time weekly.

One (1) tote is included in standard service, w/ additional totes available at above rates.

COMMERCIAL / CONTAINER SERVICE: (see table on next page)

FUEL SURCHARGE SCHEDULE (Resolution 156-B): The following schedule is to be implemented on a monthly basis to utility billing based on the per-gallon diesel fuel rate paid by the disposal service franchisee to the franchisee's diesel fuel provider, as follows:

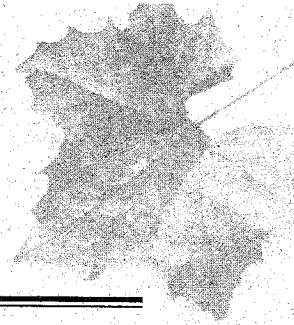
| Fuel Rate | Surcharge |
|-----------|-----------|
| \$4.50    | \$0.25    |
| \$4.75    | \$0.37    |
| \$5.00    | \$0.50    |
| \$5.25    | \$0.62    |
| \$5.50    | \$0.75    |
| \$5.75    | \$0.87    |
| \$6.00    | \$1.00    |

Diesel fuel rates above \$6.00 will be extended surcharge in accordance with the pattern set in the table above.



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## COMMERCIAL / CONTAINER SERVICE:

| Commercial Permanent Solid Waste Service |          |         |          |               |               |               |               |
|--|----------|---------|----------|---------------|---------------|---------------|---------------|
| Size                                     | Delivery | * Extra | 1 x week | 2 x week      | 3 x week      | 4 x week      | 5 x week      |
| 1 yd                                     | 0.00     | 28.66   | 48.96    | Not available | Not available | Not available | Not available |
| 2 yd                                     | 0.00     | 34.61   | 69.35    | 93.24         | 168.15        | 217.56        | 266.95        |
| 3 yd                                     | 0.00     | 40.56   | 94.22    | 162.74        | 231.26        | 299.79        | 368.32        |
| 4 yd                                     | 0.00     | 46.51   | 120.35   | 208.64        | 296.91        | 385.19        | 473.59        |
| 6 yd                                     | 0.00     | 58.40   | 162.41   | 282.89        | 403.35        | 523.81        | 644.27        |
| 8 yd                                     | 0.00     | 70.30   | 224.68   | not available | not available | not available | not available |

\* Billed monthly by Republic Services for extra pick-ups requested. All other changes billed through City monthly utility billing.

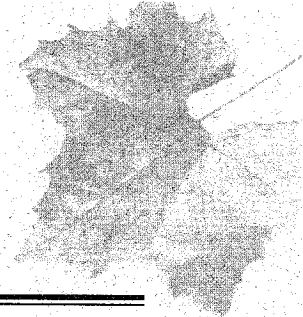
Please note that over-full commercial containers are subject to an overage fee of \$22.86 *per yard*, billed directly by Republic Services.

Larger containers and temporary / on-call container services are available and billed directly through Republic Services, with no additional city franchise fee.



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## LAND USE DEVELOPMENT FEES

Greenleaf Code §9-1-8 establishes an application fee and a retainer for land use development applications, with the retainer used to pay professional service fees and expenses incurred by the city for processing the application. If the retainer is depleted to 15%, the applicant may be required to provide additional retainer funds to meet an updated estimate of remaining city expenses.

Applicants are encouraged to both have a complete and well-defined vision for their project and to request a pre-application meeting before submitting their application, as the city's expenses for providing clarification and processing changes or revisions are charged against the applicant's retainer.

City Staff will open a land use development project file and account, and collect payment of application fee and retainer upon request for a pre-application meeting or submission of an application. The project will be reviewed and invoiced monthly by the city until the project file is closed through either final action on the application by the city, or through withdrawal of the application by the applicant. Projects with no activity, including non-payment of invoiced charges, for a consecutive 6-month period may be deemed by staff as administratively withdrawn by the applicant through inactivity; Staff shall notify the applicant by mail in the event of the applicant's choice for administrative withdrawal through inactivity.

All required information must be received and any outstanding invoicing must be paid before an application can be deemed complete. Applicant must keep monthly invoicing current or city processing of the application will be stayed until monthly invoicing is either brought current or administratively withdrawn with any outstanding invoicing flagged for collection. Monthly invoicing must be current before final action by the City.

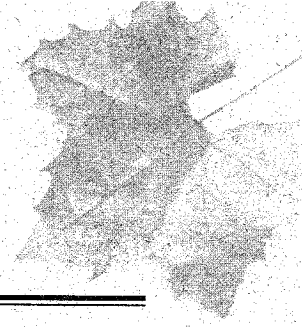
Monthly invoicing must be current before a public hearing date will be scheduled. Failure to appear at, or make invoicing current, prior to a public hearing or final action on the application are grounds for administrative denial of the application.

Greenleaf Code §9-13-08 provides for a late fee / penalty and interest on delinquent land use development accounts. Unless otherwise negotiated with the city as provided under §9-13-08, the late fee / penalty is set at double the cost of the application fee and retainer as given in the listing below, in addition to any other charges, with the late fee / penalty applicable to any monthly invoice generated with a previous outstanding balance. The interest rate is set at 8% APR (annual percentage rate), to be invoiced monthly until paid.



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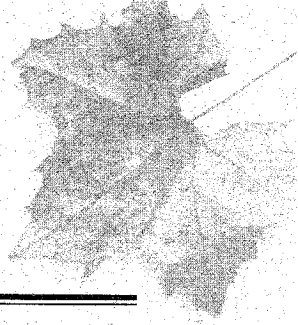


| CATEGORY   | COST      |
|--|-----------|
| <b>Design Review</b>   |           |
| Single Family Residential Design Review                              |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense): | \$ 680.00 |
| Total  | \$ 780.00 |
| Commercial Design Review   |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense): | \$ 680.00 |
| Total  | \$ 780.00 |
| Multi-family Residential Design review                               |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense): | \$ 680.00 |
| Total  | \$ 780.00 |
| Limited Design Review  |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr legal, 1 hr engineering + \$50.00 city hall expense): | \$ 350.00 |
| Total  | \$ 450.00 |
| Central Business District  |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense): | \$ 680.00 |
| Total  | \$ 780.00 |
| Accessory Dwelling Unit  |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr engineering + \$50.00 city hall expense):             | \$ 215.00 |
| Total  | \$ 315.00 |
| Minor Modification—Administrative                                    |           |
| Application Fee:   | \$ 100.00 |
| Retainer (1 hr engineering + \$50.00 city hall expense):             | \$ 215.00 |
| Total  | \$ 315.00 |



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## **Subdivision**

### Land Subdivision, any zone (preliminary plat)

|   |             |
|---|-------------|
| Application Fee:  | \$ 150.00   |
| Retainer (2 hr legal, 4 hr engineering + \$100.00 city hall expense): | \$ 1,030.00 |
| Total   | \$ 1,180.00 |

### Condo or Townhouse (preliminary plat)

|   |             |
|---|-------------|
| Application Fee:  | \$ 150.00   |
| Retainer (2 hr legal, 4 hr engineering + \$100.00 city hall expense): | \$ 1,030.00 |
| Total   | \$ 1,180.00 |

### Subdivision: Final Plat (any zone)

|   |             |
|---|-------------|
| Application Fee:  | \$ 150.00   |
| Retainer (2 hr legal, 4 hr engineering + \$100.00 city hall expense): | \$ 1,080.00 |
| Total   | \$ 1,180.00 |

### Lot Line Adjustment

|  |           |
|--|-----------|
| Application Fee:   | \$ 150.00 |
| Retainer (1 hr engineering + \$50.00 city hall expense): | \$ 215.00 |
| Total  | \$ 365.00 |

### Vacation

|   |           |
|---|-----------|
| Application Fee:  | \$ 150.00 |
| Retainer (1 hr legal, 1 hr engineering + \$100.00 city hall expense): | \$ 400.00 |
| Total   | \$ 550.00 |

### Planned Unit Development

|  |            |
|--|------------|
| Application Fee:   | \$ 150.00  |
| Retainer (5 hr legal, 10 hr engineering + \$100.00 city hall expense): | \$2,325.00 |
| Total  | \$2,475.00 |

## **Other Permits**

### Pre-application Meeting & Site Visit

|  |           |
|--|-----------|
| Application Fee:   | \$ 50.00  |
| Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense): | \$ 325.00 |
| Total  | \$ 375.00 |

### Sign

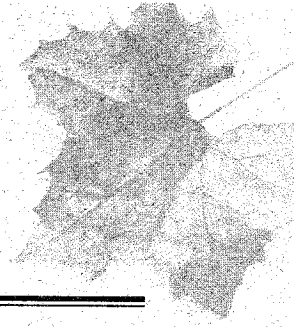
|  |           |
|--|-----------|
| Application Fee:   | \$ 50.00  |
| Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense): | \$ 325.00 |
| Total  | \$ 375.00 |





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## Encroachment in the Public Right-of-Way

|  |           |
|--|-----------|
| Application Fee:   | \$ 50.00  |
| Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense): | \$ 325.00 |
| Total  | \$ 375.00 |

## Conditional or Special Use

|   |           |
|---|-----------|
| Application Fee:  | \$ 50.00  |
| Retainer (2 hr legal, 1 hr engineering + \$100.00 city hall expense): | \$ 535.00 |
| Total   | \$ 585.00 |

## Variance Application

|   |           |
|---|-----------|
| Application Fee:  | \$ 50.00  |
| Retainer (2 hr legal, 1 hr engineering + \$100.00 city hall expense): | \$ 535.00 |
| Total   | \$ 585.00 |

## Waiver Application

|   |           |
|---|-----------|
| Application Fee:  | \$ 50.00  |
| Retainer (1 hr legal, 1 hr engineering + \$100.00 city hall expense): | \$ 400.00 |
| Total   | \$ 450.00 |

## Appeals

|  |           |
|--|-----------|
| Application Fee:   | \$ 0.00   |
| Retainer (2 hr legal, 1 hr engineering + \$25.00 city hall expense): | \$ 460.00 |
| Total  | \$ 460.00 |

## Grading Permit

|  |           |
|--|-----------|
| Application Fee:   | \$ 50.00  |
| Retainer (1 hr engineering + \$25.00 city hall expense): | \$ 190.00 |
| Total  | \$ 240.00 |

## Off-site Sign

|  |           |
|--|-----------|
| Application Fee:   | \$ 50.00  |
| Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense): | \$ 325.00 |
| Total  | \$ 375.00 |

## Annexation, Changes and Amendments

### Comprehensive Plan Change

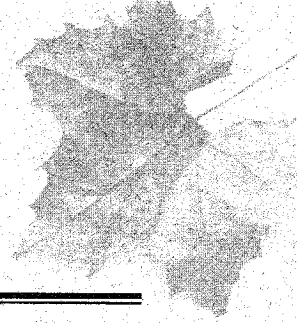
(including comp plan text amendment or comp plan map amendment)

|   |           |
|---|-----------|
| Application Fee:  | \$ 100.00 |
| Retainer (2 hr legal, 3 hr engineering + \$100.00 city hall expense): | \$ 865.00 |
| Total   | \$ 965.00 |



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## Zoning Change

(including rezone and zoning ordinance text amendment)

|   |           |
|---|-----------|
| Application Fee:  | \$ 100.00 |
| Retainer (2 hr legal, 3 hr engineering + \$100.00 city hall expense): | \$ 865.00 |
| Total   | \$ 965.00 |

## Development Agreement

|   |             |
|---|-------------|
| Application Fee:  | \$ 100.00   |
| Retainer (5 hr legal, 5 hr engineering + \$100.00 city hall expense): | \$ 1,600.00 |
| Total   | \$ 1,700.00 |

## Annexation - Under One Acre

|   |           |
|---|-----------|
| Application Fee:  | \$ 100.00 |
| Retainer (2 hr legal, 2 hr engineering + \$100.00 city hall expense): | \$ 700.00 |
| Total   | \$ 800.00 |

## Annexation - One Acre or More

|   |             |
|---|-------------|
| Application Fee:  | \$ 100.00   |
| Retainer (3 hr legal, 4 hr engineering + \$100.00 city hall expense): | \$ 1,165.00 |
| Total   | \$ 1,265.00 |

## Development Agreement Amendment

|   |             |
|---|-------------|
| Application Fee:  | \$ 100.00   |
| Retainer (4 hr legal, 3 hr engineering + \$100.00 city hall expense): | \$ 1,135.00 |
| Total   | \$ 1,235.00 |

## Miscellaneous

### Engineering Inspection and Plan Review

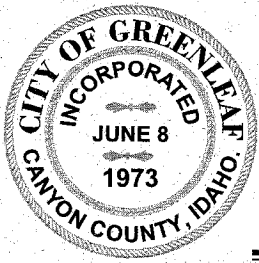
|                              |           |
|------------------------------|-----------|
| Application Fee:             | \$ 50.00  |
| Retainer (5 hr engineering): | \$ 825.00 |
| Total                        | \$ 875.00 |

### Legal Review

|                        |           |
|------------------------|-----------|
| Application Fee:       | \$ 50.00  |
| Retainer (5 hr legal): | \$ 675.00 |
| Total                  | \$ 725.00 |

### Consultants/professionals

Actual fees and costs billed to the City  
by consultants / professionals



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|  |  |
|--|--|
| Bonding/Letter of Credit Incomplete Improvements                                       | \$100.00 application fee plus 150% of estimated completion costs |
| Public meeting or hearing audiotape transcription                                      | Actual cost of certified transcription                           |
| Copy of Land Use Development Ordinance (on CD)   | Actual media cost incurred by the City                           |
| Copy of Comprehensive Plan (on CD)   | Actual media cost incurred by the City                           |
| Copy of Comprehensive Plan Map   | 11x17 (color) - \$0.40<br>8.5x11 (color) - \$0.20                |
| Copy of Zoning Map (on 8.5 x 11, color)  | \$0.20   |
| Black & White Photocopies (8-1/2 x 11)   | See "Miscellaneous Fees"   |
| Color Photocopies  | See "Miscellaneous Fees"   |
| Miscellaneous Costs incurred by the City to process Land Use Applications and Requests | Actual costs incurred by the City                                |
| Meeting Recording  | Actual media cost incurred by the City                           |
| Postage and Overnight Mail   | Actual cost incurred by the City                                 |

## DEVELOPMENT IMPACT FEES:

Pass-through of development impact fees benefitting Caldwell Rural Fire Protection District (CRFPD) per current CRFPD Impact Fee Study and Capital Improvement Plan, with implementation subsequent to approval of a joint powers agreement between the agencies



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## BUILDING PERMIT FEES

The Building Permit Fee includes **the valuation fee, the plan review fee, and any other fees that may be applicable** to the permit type.

Applications will not be deemed complete and accepted for processing until all required information is submitted and the application fee paid.

Payment for all fees and any additional fees or costs incurred by the city related to the review and processing of applications, including but not limited to additional review fees, additional inspection fees, or additional time spent on the project by the building official, must be paid before a Certificate of Occupancy will be issued.

**Building Permit Application Fee:** A \$50.00 Building Permit Application Fee shall be due upon submission of all building permit applications. This fee shall be deducted from the total amount due after building permit valuation and fees have been calculated by the Building Official.

**Valuation Fee:** Valuation shall be set by the Building Official, computed using the most current fee schedule listed in the Building Valuation Data published by the International Code Council.

| TOTAL VALUATION            | FEE   |
|----------------------------|---|
| \$1 to \$500               | \$24  |
| \$501 to \$2,000           | \$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000                |
| \$2,001 to \$40,000        | \$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000          |
| \$40,001 to \$100,000      | \$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000        |
| \$100,001 to \$500,000     | \$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000     |
| \$500,001 to \$1,000,000   | \$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000   |
| \$1,000,001 to \$5,000,000 | \$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000 |
| \$5,000,001 and over       | \$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof                              |

The above Valuation Table is taken from Appendix L (Permit Fees) of the 2009 International Residential Code (IRC).

*Consolidated Fee Schedule – City of Greenleaf – Resolution #217 - “Exhibit A” – p. 17 of 24*



# CITY OF GREENLEAF

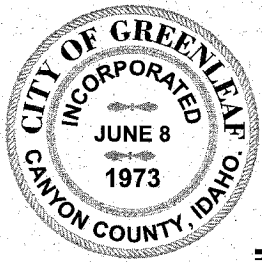
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Plan Review Fee: 65% of the cost of the building permit, except Group R, Division 3 plan reviews shall be assessed at a rate of 30% for structures with less than 2,500 sq. ft. of habitable space (finished or unfinished).

Other Inspections, Reviews and Fees: As follows:

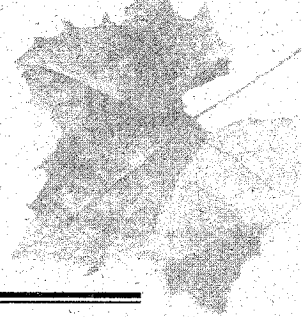
|  |             |
|--|-------------|
| RESCheck energy code plan review Fee (not applicable to all permits) | \$150.00    |
| Additional Plan Review Fee (beyond initial plan review)              | \$ 75.00    |
| Additional Inspection Fee (re-inspections)                           | \$100.00    |
| Additional Building Official time spent on project                   | \$150.00/hr |

Penalty for building without a permit: Double the cost of all applicable building permit fees



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## PUBLIC RECORDS REQUEST FEE SCHEDULE

The City Council has adopted the following fee schedule in accordance with Idaho Code § 9-338. Payment is required before the records requested will be released for examination or receipt of copies, unless payment is waived by the City Council. Staff may require a deposit for estimated cost before the request is deemed complete.

At the city's discretion, recordings are provided in the most easily duplicated format.

### STANDARD COSTS

B&W Photocopies: See "Miscellaneous Fees"

Color Photocopies: See "Miscellaneous Fees"

Photocopies other than those listed above: See "Miscellaneous Fees"

Cassette Tapes: Actual cost of blank cassette

Compact Disk (data): Actual cost of blank disk

City Publications: Standard price for purchase by the public, if any, for the publication containing the requested information

Other Media: Actual cost of media

### ADDITIONAL COSTS

Actual labor costs associated with processing the public records request will be assessed if the request entails any of the following:

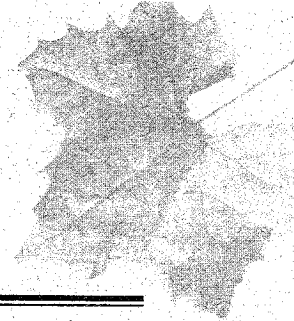
- The Request is for more than one hundred (100) pages of paper records, or
- The request includes records from which non-public information must be deleted/redacted, or
- The labor associated with locating and copying documents for a request exceeds two (2) person hours

Labor cost will be calculated for city employees at current hourly wage plus overhead (payroll liabilities, insurance costs, etc. estimated at 30% of hourly wage), or current standard hourly rate for contracted personnel.



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## MISCELLANEOUS FEES

Fax Service      \$1.00 per page in the Continental United States  
Best estimated cost for outside the Continental United States

Insufficient Funds Fee: \$20.00 per check returned with insufficient funds

### Photocopies:

|                                    |                         |                 |
|------------------------------------|-------------------------|-----------------|
| Black and White (B&W) Photocopies: | 8.5 x 11 (letter size): | \$0.10 per page |
|                                    | 8.5 x 14 (legal size):  | \$0.15 per page |
|                                    | 11 x 17 (ledger size):  | \$0.20 per page |

Color Photocopies: Double the cost of B&W copies

Photocopies other than those listed above: Actual costs incurred by the city.

Fees for photocopies include 6% Idaho State Sales Tax.

At their discretion, City Staff may waive charges for 10 or less B&W copies or fax service with 5 pages or less to local phone numbers.

### City of Greenleaf Promotional Items:

As set by the City Clerk to cover actual cost, rounded up to the next nearest dollar.

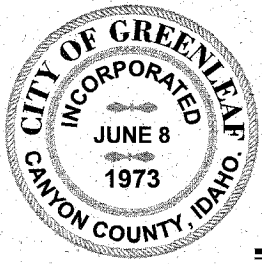
### City Publications:

|                             |        |         |
|-----------------------------|--------|---------|
| Bound Copies (comb binder): | 1/4"   | \$ 3.00 |
|                             | 3/8"   | \$ 5.00 |
|                             | 1/2"   | \$ 6.00 |
|                             | 5/8"   | \$ 7.00 |
|                             | 3/4"   | \$ 8.00 |
|                             | 1"     | \$10.00 |
|                             | 1 1/2" | \$15.00 |

Disk (CD-R or DVD):      \$ 5.00

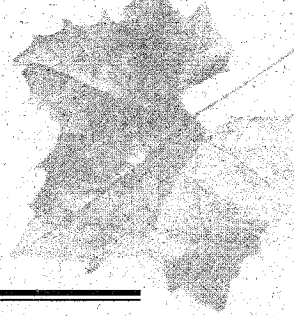
Non-profits: At the City Clerk's discretion, non-profit organizations associated with the Greenleaf community may be charged miscellaneous fees as set by the Clerk to cover actual cost, rounded up to the next nearest dollar.





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## IRRIGATION

Irrigation is billed annually in accordance with Idaho Title 50 Chapter 18. The municipal irrigation billing reflects pass-through of water expense from the Wilder Irrigation District on a per-acreage basis, and operations & maintenance (O&M) on a per parcel basis. An administrative fee may be applied in lieu of the O&M for parcels in the system which do not have an irrigation delivery point.

Generally irrigation billing is sent in late February or early March. The City Council sits as a 'Board of Corrections' to hear requests for irrigation billing adjustment, usually in March. Irrigation billing is due by 01 April.

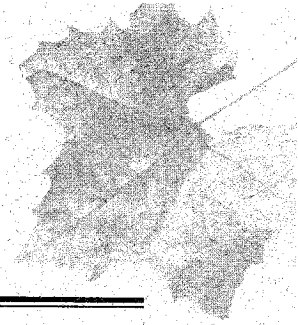
Irrigation water is usually available through the city system from Wilder Irrigation District sometime in April through sometime in October. The city irrigation system is a gravity-feed system requiring property owners to use their own irrigation pumps to pull water from the system. Irrigation water is in the system for most parts of the city during irrigation season, with availability at any given location at any given time dependent upon demand 'upstream' in the system.

An irrigation connection fee will be charged for all new connections to the city irrigation system based on the actual cost of construction of such new construction, including cost of materials and labor.



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## RECREATIONAL VEHICLES

Greenleaf Code Title 9, Chapter 12 regulates parking and temporary use of recreational vehicles. Temporary use of a recreational vehicle on residential property is allowed as a temporary accommodation for guests, or by residents to free living space for use by guests in the primary residence, for up to thirty (30) days in any 12-month period (GC §9-12-2-D). Permits are required for guest accommodation beyond thirty (30) days on residential properties (GC §9-12-2-E), for recreational vehicle use during construction on a residential property (GC §9-12-2-C), and on a case-by-case basis upon demonstrated need on non-residential property.

### Administrative Permit – Recreational Vehicle Use on Residential Property

Temporary Accommodation for Guests Beyond Thirty (30) Days: \$ 28.00

Temporary Accommodation for Construction for Six (6) Months: \$ 28.00

### Administrative Permit – Recreational Vehicle Use on Non-Residential Property

Temporary Accommodation on Non-Residential Property: \$ 28.00



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## ANIMAL CONTROL

|  |                                    |    |        |
|--|------------------------------------|----|--------|
| Vicious Animal Registration Fee<br>per GC §5-5-8:C   |                                    | \$ | 50.00  |
| Vicious Animal Civil Penalty for violation of GC §5-5-8:A, 5-5-9:D, 5-5-9:E<br>per GC §5-5-10:C                              |                                    | \$ | 500.00 |
| Fee for Impound of Vicious Animal<br>schedule below<br>per GC §5-5-11:I  | Triple the impound fee per         |    |        |
| Dog (canine) License / Annual Tag<br>per GC §5-5-14:B:3, 5-5-15:A, 5-5-15:C, 5-5-17:C  | standard                           | \$ | 10.00  |
|  | spay/neuter                        | \$ | 5.00   |
| Dog (canine) License – Replacement<br>per GC §5-5-14:B:4   |                                    | \$ | 3.00   |
| Residential Kennel License (annual tags also required)<br>per GC §5-5-15:A, 5-5-16:C, 5-5-16:E:1:b                           | new license                        | \$ | 50.00  |
|  | annual renewal                     | \$ | zero   |
| Commercial Kennel License (annual tags also required)<br>per GC §5-5-15:A, 5-5-17:C, 5-5-17:E, 5-5-17:E:2:a                  | new license                        | \$ | 50.00  |
|  | annual renewal                     | \$ | 50.00  |
| Impound (remitted to Wilder Police)<br>per GC §5-5-26:C, 5-5-28:B<br>(note: additional fees may be imposed by Wilder Police) | 1 <sup>st</sup> offense licensed   | \$ | 15.00  |
|  | 2 <sup>nd</sup> offense licensed   | \$ | 25.00  |
|  | 3 <sup>rd</sup> offense licensed   | \$ | 50.00  |
|  | 4 <sup>th</sup> offense licensed   | \$ | 75.00  |
|  | 1 <sup>st</sup> offense unlicensed | \$ | 25.00  |
|  | 2 <sup>nd</sup> offense unlicensed | \$ | 50.00  |
|  | 3 <sup>rd</sup> offense unlicensed | \$ | 100.00 |
|  | 4 <sup>th</sup> offense unlicensed | \$ | 150.00 |
|  | board fee – per day                | \$ | 5.50   |
|  | hauling fee                        | \$ | 200.00 |
| Dog (canine) Adoption (annual tags also required) or Disposal/turn-in<br>per GC §5-5-30, 5-5-26I                             |                                    | \$ | 25.00  |
| Animal Facility License Fees<br>per GC §5-5-35:B, 5-5-35:D*, 5-5-35:D:2:a<br>* May be waived by Wilder Police                | new license                        | \$ | 10.00  |
|  | renew license*                     | \$ | 10.00  |
|  | assignment / transfer              | \$ | 20.00  |
| Aquaculture BOD/TSS<br>per GC §5-5-32:B:2  | See monthly industrial sewer user  |    |        |

*Consolidated Fee Schedule – City of Greenleaf – Resolution #217 - “Exhibit A” – p. 23 of 24*



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**NONDISCRIMINATION STATEMENT:** In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**SPECIAL ACCOMMODATION:** Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.