

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MAY 11, 2010 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
List Community Development Fees in the User-Fee, License and Fine Schedule	✓ Resolution Ordinance Motion Discussion Only	Dave Fieldman Village Manager

SYNOPSIS

An ordinance have been prepared to remove user-fees associated with the Community Development Department from the Municipal Code and list these fees in the Administrative Regulation entitled “User-Fee, License and Fine Schedule.” No changes to fees are proposed.

STRATEGIC PLAN ALIGNMENT

The FY10 Strategic Plan identifies *Fee Schedule and Related Code Revisions* as an action agenda item for 2010.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval on the May 18, 2010 active agenda.

BACKGROUND

The Village is proceeding with the creation of a Fee Schedule and updates to fees charged for services. Recently, the Village Council approved changes to the fees for services administered by the Village Manager’s Office, Clerk’s Office and Finance Department. The next step of this process involved a comprehensive review and evaluation of user-fees associated with the Community Development Department. No changes to Community Development fees are proposed. The most recent update to Community Development user-fees was approved by the Village Council on April 7, 2009. During this update process, Community Development fees were comprehensively reviewed and analyzed in terms of ease of use, competitiveness and cost recovery. As a result of this analysis, permit fees were restructured so that, in most cases, a flat fee or a simple multiplier replaced variable fees that depended on the size, numbers of various units (e.g., plumbing fixtures or electrical outlets), or estimated monetary value of a development. The fee update approved in 2009 is consistent with the Village’s goals for cost recovery, competitiveness and customer service as outlined in the User-Fee, License and Fine Umbrella policy. Staff has prepared ordinances to remove Community Development-related user-fees from the Municipal Code and to place these items in the Administrative Regulation entitled “User-Fee, License and Fine Schedule.”

As part of the 2010 Strategic Plan, the Village Council directed staff to conduct a comprehensive review and update of all Village-charged user-fees, licenses and fines. On February 16, 2010 the Village Council approved the User-Fee, License and Fine Umbrella Policy. The User-Fee, License and Fine Umbrella Policy is intended to develop and implement a formalized method for comprehensively establishing, reviewing and regularly updating Village user-fees, licenses and fines. The policy also sets forth the parameters within which staff will be operating when conducting its user-fee, license and fine review process in 2010. This fee review process will be conducted on a department-by-department basis and staff

will regularly submit departmental fee update recommendations to the Village Council for formal consideration throughout 2010. The first proposed fee updates included user-fees, licenses and fines associated with the VMO, Finance Department and Clerk's Office. These fee updates were approved by the Village Council on April 20, 2010.

ATTACHMENTS

Ordinance

Fee Schedule

Community Development Fee Update Summary

User-Fee, License and Fine Umbrella Policy

ORDINANCE NO. _____

AN ORDINANCE AMENDING CERTAIN FEES

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by ~~shading~~/underline; deletions by ~~strikeout~~):

Section 1. That Section 4.108. is hereby amended to read as follows:

4.108. Fees.

~~All~~ The following Temporary Use Permits shall be subject to fees as set forth in Administrative Regulation entitled "Use-Fee, License and Fine Schedule:

a. Application:

~~a g~~ General application fee of seventy five dollars (\$75.00);
~~except that permits for B~~ block party permit shall only be subject to a twenty five dollar (\$25.00) security deposit;
Late fee - \$75.00.

b. Events/Activities: ~~certain events may be subject to additional fees: as provided below:~~

~~Circus/Amusement/Live Entertainment - \$100.00 per day.~~
~~Temporary Signs - \$10.00 per week.~~
~~Tents - \$25.00.~~
~~Fee for use of public property - \$1.00 per square footage of property utilized.~~

c. Other:

~~Additional Inspection fee - \$50.00.~~
~~Fingerprinting Fee - Shall be set forth in Administrative Regulation entitled "User Fee, License and Fine Schedule".~~

Additional fees may be assessed for the cost of any services provided by the Village Police, Fire or Public Works Departments.

Section 2. That Section 7.803. is hereby amended to read as follows:

7.803. Inspection and permit fees.

No permit as required by the Codes shall be issued until ~~the all~~ fees described in this section shall have been paid to the Village ~~collector~~, nor shall an amendment to a permit be approved until the additional fees, if any, due to an increase in the estimated size of the building structure shall have been paid. Fees shall be calculated based upon the Work Area.

The following fees are hereby imposed in the amount as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" :

1. Permit Fees:

- a. Demolition Permit
- b. New Constructing Permit for Accessory Buildings, Residential or Non-Residential Associated Buildings

Fees #2

- c. ~~Permit for Residential or Non-Residential Additional, Alterations and Repairs~~
- d. ~~Heating and Mechanical Ventilation Systems~~
- e. ~~Canopy Awning or Alteration~~
- f. ~~Deck Permit~~
- g. ~~Swimming Pool/Hot Tub Permit~~
- h. ~~Other work requiring permit (i.e. roof repair/replacement, concrete work, commercial equipment, structural repairs, etc.)~~

2. Inspection Fees:

- a. ~~Inspection, General~~
- b. ~~Elevators, Escalators, Lifts, Hoists, Dumbwaiters, Conveyors Inspection. After initial inspection such shall be required to have maintenance inspections conducted twice per year.~~

3. Other:

A. Schedule of Demolition Permit fees:

~~\$500.00 for the first 30,000 square feet, and \$33.00 per additional 100 square feet thereafter.~~

~~a. In addition to any demolition fee, there shall be an administrative fee as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" assessed for required signage 7-1801(k).~~

B. Schedule of New Construction Permit Fees:

1. ~~Accessory Buildings~~

- ~~a. Less than 200 square feet \$100.00~~
- ~~b. 200 square feet or more \$425.00~~

2. ~~Residential, Non-Residential and Associated Buildings~~

- ~~a. Basic fee (for the first 1,000 square feet) \$1,350.00, plus an additional \$675.00 per 1,000 square feet.~~

C. Schedule of Permit Fees for Additions, Alterations and Repairs:

- 1. ~~Residential \$350.00, plus additional plumbing and electrical fees set forth in the Downers Grove Municipal Code.~~
- 2. ~~Non-Residential (for the first 1,000 square feet) \$725.00, plus an additional \$675.00 per 1,000 square feet.~~

D. ~~b. Water for Construction or Demolition:~~

~~Temporary construction or demolition water shall be paid for at the rate established in Chapter 25.29 of the Downers Grove Municipal Code.~~

~~E. Heating and Mechanical Ventilation Systems \$100.00~~

~~F. Canopy, fixed Awning or Alteration:~~

- ~~a. Basic fee \$100.00~~

~~G. Inspection Fees for Elevators, Escalators, Lifts, Hoists, Dumbwaiters, Conveyors:~~

~~1. All elevators, escalators, lifts, hoists, dumbwaiters and conveyors are required to have maintenance inspections conducted twice per year, after the initial inspection. Inspection fees for each inspection required are as follows:~~

- ~~i. New \$125.00~~

Fees #2

~~ii. Existing \$50.00~~

~~H. Swimming Pools and Hot Tubs (above ground and in ground) \$425.00~~

~~I. Deck permits \$100.00~~

~~J. Other work requiring permit (i.e. roof repair/replacement, concrete work, commercial equipment, structural repairs, etc.)~~

~~1. If value of work is less than \$25,000 \$75.00~~

~~2. If value of work is \$25,000 or more \$300.00~~

~~c. Plumbing fixtures. Fees for inspection of plumbing fixtures installed shall be governed by the provisions of Chapter 16.~~

~~d. Permits for sewer and drain connections. Fees for inspection of sewer and drain connections shall be governed by the provisions of Chapter 16.~~

~~e. Fees for permit to erect a new sign or to repair an existing sign shall be governed by provisions of Section 28-305 of the Comprehensive Zoning Ordinance of the Village, passed and approved April 19, 1965, as amended. (Ord. No. 1281, § 10; Ord. No. 1586, § 4; Ord. No. 2913, § 2; Ord. No. 3336, § 1.)~~

Section 3. That Section 7.804. is hereby amended to read as follows:

7.804. Re-Inspection Fee.

The fee for additional re-inspections made necessary due to failure to correct violations discovered during the initial inspections shall be ~~fifty dollars (\$50.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" per re-inspection.

Section 4. That Section 7.805. is hereby amended to read as follows:

7.805. Occupancy permit fee.

(a) ~~The following certificates shall be subject to fees to be charged for a certificate of occupancy shall be as follows as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule":~~

Fee Certificate

~~\$75.00 a. Original certificate of occupancy~~

~~\$75.00 b. Certificate of Ordinance Compliance~~

~~\$75.00 c. Temporary certificate of occupancy for each dwelling, business, commercial or manufacturing use of a section or part of a building which is to be occupied prior to completion of the entire building which shall be good for no more than one hundred twenty (120) days.~~

(Ord. No. 3336, § 3; Ord. No. 3378, § 2.)

Section 5. That Section 7.1801. is hereby amended to read as follows:

7.1801. Demolition/Construction Site Management.

Fees #2

An applicant for a demolition and/or building permit (“permit applicant”) shall be responsible for safe construction site management during all phases of demolition and/or construction of permitted improvements. The following minimum standards shall be complied with prior to the commencement of work and throughout the duration of the project.

(a) Notification. Each permit applicant that seeks a demolition permit for an existing house or garage or a building permit for any construction that will add six hundred (600) square feet or more of gross floor area to an existing house or garage shall be required to provide notification to all residents of property located within one hundred (100) feet of the subject property. Such notification shall be made no less than seven (7) days prior to the commencement of any work and shall consist of providing the residents with a copy of an informational brochure provided by the Village, disclosure of a site plan, a general explanation of the work to be done, and the name, address and telephone number of the individual supervising the work. Each permit applicant shall submit written certification, on a form provided by the Village, of personal notification to all residents of property located within one hundred (100) feet of the subject property of the pending work as a condition precedent to issuance by the Village of a permit for work on the subject property.

(b) No structure shall be eligible for demolition unless and until the permit applicant has notified all utilities having service connections within or about the structure such as water, electric, gas, sewer, telephone and any other connections. The Village Public Works Department shall be notified to remove the water meter or the Village may give written permission to allow the permit applicant to remove the water meter. The Sanitary District must be notified regarding the capping of sanitary sewers. A permit to demolish a structure shall not be issued until a release is provided by the relevant utilities stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or capped in a safe manner.

(c) No structure shall be eligible for demolition unless and until the permit applicant has submitted and the Village has approved a grading and site restoration plan or an application for construction has been placed on file with the Village and the applicant has been issued an initial review letter from the Village.

(d) The permit applicant for demolition and/or construction shall be required to install and maintain in good working order a six (6) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all residential construction, and an eight (8) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all commercial construction. For both residential and commercial areas, the fencing must have a gated opening which shall be closed when no construction or demolition activity is being performed on the site. Fencing must be installed prior to the commencement of any construction or demolition on the site and must remain in place until the final grading of the property commences. Erosion control measures (silt fencing) must be installed and maintained on the inside of the perimeter fence. The Director of Community Development shall have the authority to determine the fencing requirements, excluding height requirements, and/or to require a written fencing plan for construction activities. The Director shall have the discretion to determine the appropriate timing and location of the fencing requirements in order to adequately protect the health, safety and welfare of the public and the adjacent residential and commercial properties.

(e) Each tree on the property, including the parkway, must be protected with fencing, and as provided in Section 24-7 of this Code.

(f) Construction/demolition debris and refuse containment shall be required for all job sites. Containment shall occur on the property that is the subject of the permit, and shall be within a dumpster or container that shall be fully covered to prevent windblown debris. Such dumpster or container shall be set back a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line. All such dumpsters or containers shall be covered at all times when no work is being performed on the property

Fees #2

that is the subject of the permit. Such dumpster or container shall not be located on public property, including but not limited to, parkways or sidewalks.

(g) Construction sites shall be provided with a portable toilet. The location of the portable toilet shall be set back as far as possible from all property lines to within three to four feet from the excavation but not less than a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line, and whenever possible the portable toilet shall be located in the rear yard. Such portable toilet shall not be located on public property, including but not limited to, parkways or sidewalks.

(h) The permit applicant shall maintain all construction/demolition sites free and clear of debris and refuse generated by site preparation, reconstruction or demolition of buildings and structures.

(i) The hours of construction/demolition are as follows:

7:00 a.m. to 7:00 p.m. Monday-Saturday

No Work on Sundays

(j) All construction work shall be limited to the permitted property. No permit issued pursuant to this Section shall authorize any entry onto the property adjoining the permitted property or any work for which entry onto property adjoining the permitted property is or may be necessary, unless a proper right of entry has been secured from the owner of such property.

(k) Posted Notice of Rules and Regulations: The applicant shall post on the permitted property in a prominent place, visible from the public right-of-way, a sign containing notice of the rules and regulations applicable to demolition and construction work. The applicant shall also post notice of the contractor's name and a phone number of the individual supervising the work. Such sign shall be posted not less than four (4) nor more than seven (7) days in advance of the commencement of work. Such sign shall be maintained on the permitted property until all work on the permitted property has been completed and approved or until removal is requested by the Director. The size, shape and message of such sign shall be established by the Director of Community Development. The sign containing notice of rules and regulations shall be obtained from the Village wherein an administrative fee as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" shall be assessed by the Village.

(l) The noise regulations contained in Section 15-5.1 of this Code shall be applicable.

(m) The applicant shall cause all dirt, mud, gravel and other debris from the subject property or related to the work conducted on the subject property to be cleaned regularly every day from all streets and sidewalks adjoining or in the area of the subject property.

(n) No streets or sidewalks shall be blocked so as to prevent pedestrian or vehicular traffic. Permit applicants must comply with Section 19-44(i) of this Code regarding Traffic Control Procedures and must submit a construction site parking plan outlining the proposed location for all parking of contractor and worker vehicles. All vehicles shall comply with all Village ordinances. The Director of Community Development shall review the construction parking plan and shall either approve the plan as submitted, approve the plan with modifications and/or conditions or deny the plan. The applicant shall adhere to the terms and conditions of the approved construction parking plan. Failure to comply with the terms and conditions of the approved construction parking plan shall constitute a violation of this ordinance.

(o) On all demolition sites and construction sites or in any situation where airborne particles may be disburbed, proper watering is required in that airborne particles shall be controlled at the property that is the subject of the permit during work hours by thoroughly saturating all portions of the structure with water.

Fees #2

Such spraying shall be undertaken at all times necessary to thoroughly control the creation and migration of airborne particles, including without limitation, dust from the property that is the subject of the permit. The water source for control of airborne particles shall be either (i) a water tanker truck with pump capacity of one hundred (100) gallons per minute at the nozzle or (ii) an approved public water hydrant. Water shall be delivered from the water source to the subject property by a hose with a minimum diameter of 2 ½ inches, which may be reduced to 1 ½ inches when on the property that is the subject of the permit. If a public water hydrant is used, a Village water meter and proper hydrant wrench must be used after acquiring a permit from the Public Works Department in accordance with Chapter 25-11 of the Downers Grove Municipal Code. Any hose leading from a public water hydrant and crossing a driveway, street, alley or other vehicular right-of-way or path must be bridged in a manner sufficient to protect the water system.

- (p) No open burning is permitted at the demolition/construction site.
- (q) Permit applicants shall submit written acknowledgment, on a form provided by the Village, of rules for construction/demolition site management.
- (r) Permit fees shall be paid in the amount set forth in Article VIII of this Code.
- (s) A bona fide certificate of insurance shall be supplied to the Village, showing minimum insurance coverage from an insurance company with at least a B+ rating of five hundred thousand dollars (\$500,000.00) bodily injury, five hundred thousand dollars (\$500,000.00) property damage and statutory coverage for workers compensation. This shall accompany the permit applications. The building official may waive the insurance requirement for minor demolition work.
- (t) A site management cash bond ~~in the amount of five thousand dollars (\$5,000.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" shall be deposited with the Village and shall be kept in a separate account. Such cash bond shall be in addition to all other application and processing fees, costs, escrows, bonds and performance securities required, and stand as security for the full and complete performance by the permit applicant of the work covered by the permit, insuring the initiation of construction in a timely manner and proper management of the site, subject to the following provisions:
 - (i) The Village shall have the right at all times, at its option, to draw on the site management bond for the costs, including, without limitation, legal fees and administrative expenses incurred or to be incurred by the Village in exercising any of its rights under this Chapter in the event: 1) the applicant undertakes work in violation of any provision of this Chapter or of any permit issued or plan approved pursuant to this Chapter; or 2) the applicant fails or refuses to complete any work authorized by any permit issued under this Chapter in accordance with all plans approved in connection with said permit. The Village's determination of such costs shall be based either on costs actually incurred by the Village or on the Village's reasonable estimates of costs to be incurred.
 - (ii) If the Village draws on the site management bond, then the applicant shall replenish the bond to the full amount required by this section immediately after demand therefore is made to the applicant in writing by the Village. Any failure of the applicant to replenish the bond shall result in cancellation of the related permit, which permit shall not be reissued thereafter except after the filing of a new application therefore, repayment of the permit fee, and establishment of a new site management bond.
 - (iii) Upon certification by the building official of the satisfactory completion of the work, the balance of the cash bond shall be refunded to the permit applicant.
- (u) (1) The applicant shall cause the demolition of a structure to be completed with due diligence, in good faith and without delay. The applicant shall notify the Village at least twenty-four (24) hours prior to the commencement of demolition. Once the work commences on the site, the applicant shall continuously pursue completion of the work. If no substantial work is being pursued on the site for thirty (30) consecutive

Fees #2

days or more once the work has commenced, then the site shall be deemed abandoned. Once the Village issues a notice of abandonment the applicant shall within ten (10) days from issuance of the abandonment notice either:

- (i) commence work on the site and diligently pursue completion of the demolition; or
- (ii) restore the property to a final grade and grass seeded condition or commence construction activities pursuant to a valid building permit.

For purposes of this Section, completion of demolition shall be defined as removal of all portions of the structure both above ground and below ground level and restoration of the property to a final grade and grass seeded condition.

(2) Additional fee for late work: If the applicant fails to comply with this Section he/she shall pay a late work fee ~~as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" of two hundred fifty (\$250.00)~~ per day for each day until such work is completed. The Village shall deduct such fee from the site management bond.

(v) Fees and Fines: Failure to comply with the minimum standards will constitute a violation of this Code, subjecting violators to a stop work order and a minimum fine ~~of two hundred fifty dollars (\$250.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" per violation, for every day the violation exists. In addition to any other penalties provided in this Section, the Village Attorney shall have the authority to seek injunctive or other relief in the Circuit Court of DuPage County to enforce and compel compliance with the ordinance of the Village. Such injunctive action may be combined with counts seeking monetary fines as provided herein.

(i) Street Cleaning. If the applicant shall fail to clean all sidewalks and streets adjoining and in the area of the subject property, then the applicant shall pay a fine ~~of three hundred dollars (\$300.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" for each violation. The Village shall deduct such fine from the site management bond provided in Section(t). This charge shall be in addition to any fines assessed pursuant to Ordinance. (Ord. No. 1527, § 1; Ord. No. 2918, § 1.)

Section 6. That Section 10.701. is hereby amended to read as follows:

10.701. Fees.

(a) Two inspections shall be made of electrical wiring in all new single-family and multi-family dwellings, or for any complete rewiring of any existing dwelling, one "roughing in" inspection and one final inspection before acceptance. If defective workmanship exists at the time of final inspection, a re-inspection fee ~~of fifty dollars (\$50.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" shall be charged for each additional inspection. The fees to be charged for the two required inspections shall be ~~fifty dollars (\$50.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule".

(b) The fees to be charged for repair or remodeling work permits shall be ~~eighty dollars (\$80.00)~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule".

(c) Permit fees shall be non-refundable once a permit has been issued.

(Ord. No. 1778, § 2; Ord. No. 3336, § 4; Ord. No. 3378, § 3.)

Section 7. That Section 16.401. is hereby amended to read as follows:

16.401. Fees.

~~(a) The Residential and non-residential plumbing permits shall be subject to fees to be charged for plumbing permits shall be as follows:~~ as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule".

1. Residential \$225.00

Fees #2

~~2. Non Residential \$375.00~~

(Ord. No. 2808, § 2; Ord. No. 3336, § 5; Ord. No. 3378, § 4.)

Section 8. That Section 28.305. is hereby amended to read as follows:

28.305. Fees.

All fees related to this Chapter shall be paid as established herein to the Village. These fees shall be in addition to any other applicable fees, including but not limited to engineering review, building permit, electrical and plumbing fees. Such fees shall be as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule".

(a) Miscellaneous permits:

(1) Signs:

~~a. Basic fee for first 25 square feet \$70.00~~

~~b. Per square foot over 25 square feet \$1.00~~

(2) Electrical Connection for Signs:

~~a. Basic fee \$50.00~~

(3) Sign Plan Review:

~~a. Basic fee \$75.00~~

(4) Fences:

~~a. (Construction or erection of fence or any section or portion thereof) \$50.00~~

(b) Zoning Applications

(1) Residential or Commercial Variations

~~a. Residential \$350.00~~

~~b. Commercial \$425.00~~

(2) Rezoning \$425.00

(3) Residential or Commercial Special Use

~~a. Residential \$425.00~~

~~b. Commercial \$850.00~~

(4) Planned Developments and Amendments to Planned Developments \$1,150.00

(5) Text Amendments \$425.00

(6) Annexation Petition \$350.00

(7) Appeals Fee \$425.00

(8) Zoning Verification Letter Fee \$30.00

Section 9. That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 10. That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

Mayor

Fees #2

Passed:

Published:

Attest: _____
Village Clerk



Village of Downers Grove

Administrative Regulation Issued by Village Manager

Description:	User-Fee, License and Fine Schedule	
Manager's Name:	David Fieldman, Village Manager	Effective Date: <u>04/20/1005/18/10</u>
Category:	Financial Services	
	<input checked="" type="checkbox"/> New Administrative Regulation	
	<input checked="" type="checkbox"/> Amends Previous Regulation Dated: <u>04/20/10</u>	
	Description of Previous Regulation (if different from above): _____	

USER-FEE, LICENSE AND FINE SCHEDULE

TABLE OF CONTENTS

- [Chapter 1: General Provisions](#)
- [Chapter 2: Administration](#)
- [Chapter 3: Alcoholic Liquor](#)
- [Chapter 4: Temporary Use & Public Gatherings](#)
- [Chapter 5: Animals and Fowl](#)
- [Chapter 6: Bicycles](#)
- [Chapter 7: Buildings](#)
- [Chapter 8: Business and Activity Licenses / Regulations](#)
- [Chapter 9: Office of Emergency Management](#)
- [Chapter 10: Electricity](#)
- [Chapter 11: Cable / Video Service](#)
- [Chapter 12: Historic Preservation](#)
- [Chapter 13: Health and Sanitation](#)
- [Chapter 13A: Housing](#)
- [Chapter 14: Motor Vehicles and Traffic](#)
- [Chapter 15: Offenses - Miscellaneous](#)
- [Chapter 16: Plumbing](#)
- [Chapter 17: Police and Fire](#)
- [Chapter 18: Sewers and Sewage Disposal](#)
- [Chapter 19: Streets and Sidewalks](#)
- [Chapter 20: Subdivision Ordinance](#)
- [Chapter 21: Taxation](#)
- [Chapter 22: Taxis and Other Vehicles for Hire](#)
- [Chapter 23: Repealed by Ord. No. 3257, § 1](#)
- [Chapter 24: Trees and Shrubs](#)
- [Chapter 25: Water](#)

[Chapter 26: Stormwater and Floodplain](#)

[Chapter 27: Revenue Bonds](#)

[Chapter 28: Zoning](#)

[Chapter 1: General Provisions](#)

Copies of the following codes, regulations, plans, standards and ordinances may be obtained by payment to the Village of the following fees:

Fee Title	Amount of Fee	Code Section
Late Penalty; Administrative fees	\$25.00	1.15.2.
Damage to Village Property	\$75.00/plus actual costs	1.21
Standard Copies	No charge	1.27
Color Copies	\$0.10/page	1.27
Plats or Maps	Actual cost of reproduction	1.27
Photographs, video tapes, DVDs or CDs	Actual cost of reproduction	1.27

[Chapter 2: Administration](#)

Fee Title	Amount of Fee	Code Section
Insufficient Funds Received (NSF)	\$26.50	2.33.1

[Chapter 3: Alcoholic Liquor](#)

The fee for the various classes of liquor licenses shall be as follows:

Fee Title	Amount of Fee	Code Section

[Chapter 4: Temporary Use and Public Gatherings](#)

The fee for temporary uses shall be as follows:

Fee Title	Amount of Fee	Code Section
Application Fee	\$75.00	4.108
Block Party Security Deposit	\$25.00	4.108
Late Fee	\$75.00	4.108
Circus/Amusement/Live Entertainment	\$100.00/day	4.108
Temporary Signs	\$10.00/week	4.108
Tents	\$25.00	4.108
Fee for Use of Public Property	\$1/per sq. ft.	4.108
Additional Inspection	\$50.00	4.108
Fingerprinting Fee	\$40.00	4.108

[Chapter 5: Animals and Fowl](#)

The following fees shall apply to animals and fowl within the Village limits:

Fee Title	Amount of Fee	Code Section
Rabies Bond	\$30.00	5.8(b)
Impound Fee	\$20 1 st day + \$5/each day thereafter	5.9(1)

Feeding and Maintenance	\$10.00/day	5.9(2)
Impound w/in 6 months of prior Impoundment	\$100.00 + Feeding	5.9(3)
Animal Trap Loan	\$160.00/week	5.25

Chapter 6: Bicycles

The following fees shall apply to bicycles with the Village limits:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>

Chapter 7: Buildings

The following fees shall apply to buildings within the Village limits:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Demolition & Construction Signage	\$125.00	7.803 & 7.1801(k)
Demolition fee > 30,000 sq. ft.	\$500.00	7.803
Demolition fee < 30,000 sq. ft.	\$500.00 + \$33 each additional 100 sf. or fraction thereof	7.803
New Accessory Building < 200 sf	\$100.00	7.803
New Accessory Building 200 sf +	\$425.00	7.803
Residential, Non-Residential and Associated Buildings	\$1,350.00 (for first 1,000sf), plus \$675.00 per 1,000 sf thereafter	7.803
Residential Additions, Alterations & Repairs	\$350.00 basic fee, plus plumbing & electrical fees	7.803
Commercial Additions, Alterations & Repairs	\$725.00 (for the first 1,000 sf), plus \$675.00 per 1,000 sf thereafter	7.803
Heating, and Mechanical Ventilation Systems	\$100.00	7.803
Canopy, Fixed Awning or Alteration thereof	\$100.00	7.803
New Elevator, Escalator, Lifts, Hoists, Dumbwaiters, Conveyors Inspection Fee	\$125.00	7.803
Existing Elevator, Escalator, Lifts, Hoists, Dumbwaiters, Conveyors Inspection Fee	\$50.00	7.803
Swimming Pools & Hot Tubs	\$425.00	7.803
Deck Permits	\$100.00	7.803
Other work requiring permit (roof replacement, concrete work, commercial equipment, structural repairs, etc. if value of work is >\$25,000.00	\$75.00	7.803
Other work requiring permit (roof replacement, concrete work, commercial equipment, structural repairs, etc. if value of work is \$25,000.00+	\$300.00	7.803
Inspection fee	\$75.00	7.803
Re-Inspection fee	\$50.00	7.804
Certificate of Occupancy	\$75.00	7.805
Certificate of Compliance	\$75.00	7.805
Temporary Certificate of Occupancy	\$75.00	7.805
Demolition/Construction Site Management Bond	\$5,000.00	7.1801(t)
Demolition/Construction fee for late work	\$250.00/day	7.1801(u)(2)
Non-Compliance with Construction/Site Management Ordinance	\$250.00/day per violation	7.1801(v)
Failure to clean street in area of subject property	\$300/occurrence	7.1801(v)(i)

Chapter 8: Business Activity Licenses / Regulations

Fees for business activity licenses and regulations shall be as follows:

Fee Title	Amount of Fee	Code Section
Business & Activity License Denial	\$50.00	8.3
Reading in the Art of Divination License	\$500/year or \$50/day	8.12
Fingerprinting Fee	\$40.00	8.13; 8.31.04; 8.31.07; 8.2007
Entertainment License Denial	\$100.00	8.31.04
Pre-Adolescent Entertainment Facility	\$1,925.00	8.31.07
Adolescent Entertainment Facility	\$1,925.00	8.31.07
Adult Entertainment Facility	\$1,925.00	8.31.07
Mixed Entertainment Facility	\$1,925.00	8.31.07
Entertainment License Variance Request	\$100.00	8.31.07
Electrical Contractor License (per year)	\$100.00	8.38
Electrical Contractor License Late Fee	\$100.00	8.38
Electrical Contract Written Test	\$75.00	8.39
Amusement Device License (>20)	\$600.00	8.50
Amusement Device License (20-29)	\$800.00	8.50
Amusement Device License (30-39)	\$1,000.00	8.50
Amusement Device License (40+)	\$1,200.00	8.50
Movie Arcade License	\$50.00	8.54
Class A Scavenger License	\$3,000.00	8.58
Class B Scavenger License	\$500.00	8.58
Scavenger License Late Filing Fee	\$500.00	8.61
Scavenger License Late Renewal Filing Fee	\$150.00	8.61
Going Out of Business/Removal Sale	\$25.00	8.70
Tree Removal License (per year)	\$75.00	8.73
Adult Establishment License Processing Fee	\$250.00 & \$5,000 letter of credit	8.1904
Massage Establishment License Processing Fee	\$250.00	8.2007
License and Renewal Fee	\$100.00	8.2007

[Chapter 9: Office of Emergency Management](#)

Reserved.

[Chapter 10: Electricity](#)

Fees with regards to electricity shall be as follows:

Fee Title	Amount of Fee	Code Section
Electrical Installation Re-Inspection	\$50.00	10.701(a)
Electrical Repair/Remodeling Work	\$80.00	10.701(b)

[Chapter 11: Cable / Video Service](#)

Fees with regards to cable and video services shall be as follows:

Fee Title	Amount of Fee	Code Section

[Chapter 12: Historic Preservation](#)

Reserved.

[Chapter 13: Health and Sanitation](#)

Fee Title	Amount of Fee	Code Section
Nuisance Abatement Notification	\$40.00+ costs	13.8

Mosquito Abatement	\$35.00	13.9
Noxious Weed Removal	\$35.00 +actual cost of removal	13.18
Recycling Bin	\$10.00	13.49.4(e)

[Chapter 13A: Housing](#)

Reserved.

[Chapter 14: Motor Vehicles and Traffic](#)

Fees with regards to motor vehicles and traffic shall be as follows:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Handicapped Placard	\$2.00	14.108(f)
Replacement Placard	\$2.00	14.108(f)
Debit Card	\$8.00	14.109(a)(v)
Cash Key Card	\$25.00	14.111.2

[Chapter 15: Offenses – Miscellaneous](#)

The following fees shall apply to miscellaneous violations of the Village’s Municipal Code:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Solicitation Permit	\$50.00	15.36

[Chapter 16: Plumbing](#)

Fees with regards to plumbing are as follows:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Residential Plumbing Permit	\$225.00	16.401(a)(1)
Commercial Plumbing Permit	\$375.00	16.401(a)(2)

[Chapter 17: Police and Fire](#)

The following fees shall apply to police and fire services:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Towing of Certain Vehicles	\$85.00	17.2.1

[Chapter 18: Sewers and Sewage Disposal](#)

The following fees shall apply to sewers and sewage:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>

[Chapter 19: Streets and Sidewalks](#)

The following fees shall apply to the construction of streets or sidewalks:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Sidewalk Construction	\$55.00/lineal foot	19.14.1(c)
Encroachment License	\$75.00	19.17

[Chapter 20: Subdivisions](#)

The following fees shall apply to the construction of subdivisions:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>

[Chapter 21: Taxation](#)

Reserved.

[Chapter 22: Taxis and Other Vehicles for Hire](#)

The following fees are related to Taxi's:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Fingerprinting Fee	\$40.00	22.15; 22.19
Cab Company License Fee	\$200.00	22.15
Cab Company Late Filing Fee	\$50.00	22.15
Taxi Driver's License Fee	\$50.00	22.19

[Chapter 23: Repealed by Ord. No. 3257, § 1](#)

Reserved.

[Chapter 24: Trees and Shrubs](#)

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Tree Pruning	\$70.00/+ actual cost of pruning	24.4(f)(1)
Tree Pruning	\$70.00/+ actual cost of pruning	24.6(e)

[Chapter 25: Water](#)

The following fees are related to water:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>

[Chapter 26: Stormwater and Floodplain](#)

The following fees shall apply to stormwater and floodplain management:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>

[Chapter 27: Revenue Bonds](#)

Reserved.

[Chapter 28: Zoning](#)

The following fees shall apply to zoning:

<u>Fee Title</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Signs >25 sf	\$70.00	28.305(a)(1)(a)
Signs 25+ sf	\$70.00, plus \$1/per sf over 25 sf	28.305(a)(1)(b)
Electrical Connection for Signs	\$50.00	28.301(a)(2)
Sign Plan Review	\$75.00	38.301(a)(3)
Fence Permit	\$50.00	28.301 (a)(4)
Zoning Applications:		
Residential Variations	\$350.00	28.301(b)(1)(a)
Commercial Variations	\$425.00	28.301(b)(1)(b)
Rezoning	\$425.00	28.301(b)(2)
Special Use		
Residential Special Use	\$425.00	28.301(b)(3)(a)
Commercial Special Use	\$850.00	28.301(b)(3)(b)
Planned Development and Amendments to Planned Developments	\$1,150.00	28.301(b)(4)
Text Amendments	\$425.00	28.301(b)(5)
Annexation Petitions	\$350.00	28.301(b)(6)
Appeals Fee	\$425.00	28.301(b)(7)
Zoning Verification Letter Fee	\$30.00	28.301(b)(8)

2010 Community Development Fee Updates

<u>Ch.No.</u>	<u>Sect.No.</u>	<u>Chapter</u>	<u>Classification</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
4	108	Temporary Use and Public Gatherings	Application fee	\$ 75.00	\$ 75.00
4	108	Temporary Use and Public Gatherings	Block Party Permit Security Deposit	\$ 25.00	\$ 25.00
4	108	Temporary Use and Public Gatherings	Circus / Amusement / Live Entertainment	\$100.00 per day	\$100.00 per day
4	108	Temporary Use and Public Gatherings	Temporary Signs	\$10.00 per week	\$10.00 per week
4	108	Temporary Use and Public Gatherings	Tents	\$ 25.00	\$ 25.00
4	108	Temporary Use and Public Gatherings	Fee for use of public property	\$1.00 per square foot of property utilized	\$1.00 per square foot of property utilized
4	108	Temporary Use and Public Gatherings	Additional Inspection fee	\$ 50.00	\$ 50.00
4	108	Temporary Use and Public Gatherings	Late fee	\$ 75.00	\$ 75.00
7	803	Buildings	Demolition Permit Fees		
7	803	Buildings	a. Accessory buildings for one, two, and three family dwellings		
7	803	Buildings	i. Basic fee for first 30000 sq.ft.	\$ 500.00	\$ 500.00
7	803	Buildings	ii. Per each 100 sq.ft. or fraction	\$ 33.00	\$ 33.00
7	803	Buildings	New Accessory Bldg (<200 sf) (sheds)	\$ 100.00	\$ 100.00
7	803	Buildings	New Accessory Bldg (200 sf +) (garages)	\$ 425.00	\$ 425.00
7	803	Buildings	Residential, Non-Residential and Associated Buildings	Basic fee (for the first 1,000 square feet) \$1,350.00, plus an additional \$675.00 per 1,000 square feet.	Basic fee (for the first 1,000 square feet) \$1,350.00, plus an additional \$675.00 per 1,000 square feet.
7	803	Buildings	Additions, alterations and repairs (residential)	\$350.00, plus additional plumbing and electrical fees	\$350.00, plus additional plumbing and electrical fees
7	803	Buildings	Additions, alterations, and repairs (non-residential)	(for the first 1,000 square feet) \$725.00, plus an additional \$675.00 per 1,000 square feet.	(for the first 1,000 square feet) \$725.00, plus an additional \$675.00 per 1,000 square feet.

2010 Community Development Fee Updates

7	803	Buildings	Heating and Mechanical Ventilation Systems	\$ 100.00	\$ 100.00
7	803	Buildings	Canopy, Fixed Awning or Alteration	\$ 100.00	\$ 100.00
7	803	Buildings	Inspection Fees for Elevators, Escalators, Lifts, Hoists, Dumbwaiters, Conveyors (NEW)	\$ 125.00	\$ 125.00
7	803	Buildings	Inspection Fees for Elevators, Escalators, Lifts, Hoists, Dumbwaiters, Conveyors (EXISTING)	\$ 50.00	\$ 50.00
7	803	Buildings	Swimming Pools and Hot tubs	\$ 425.00	\$ 425.00
7	803	Buildings	Deck Permits	\$ 100.00	\$ 100.00
7	803	Buildings	Other Work Requiring Permit (roof replacement, concrete work, commercial equipment, structural repairs, etc.)		
7	803	Buildings	If value of work is less than \$25,000	\$ 75.00	\$ 75.00
7	803	Buildings	If value of work is \$25,000 or more	\$ 300.00	\$ 300.00
7	803	Buildings	Inspection Fee	\$ 75.00	\$ 75.00
7	804	Buildings	Re-inspection Fee	\$ 50.00	\$ 50.00
7	805	Buildings	Certificate of Occupancy	\$ 75.00	\$ 75.00
7	805	Buildings	Certificate of Compliance	\$ 75.00	\$ 75.00
7	805	Buildings	Temporary Certificate of Occupancy	\$ 75.00	\$ 75.00
7	1801	Buildings	Demolition/Construction Site Management Bond	\$ 5,000.00	\$ 5,000.00
7	1801	Buildings	Demolition / Construction Fee for Late Work	\$250 per day	\$250 per day
7	1801	Buildings	Failure to comply with Construction / Site Management Ordinance	\$250 per day that violation exists	\$250 per day that violation exists
7	1801	Buildings	Failure to clean street in area of subject property	\$300 per occurrence	\$300 per occurrence
10	701	Electricity	Electrical Installation Re-Inspection	\$ 50.00	\$ 50.00
10	701	Electricity	Repair or Remodeling Work	\$ 80.00	\$ 80.00
16	401	Plumbing	Residential	\$ 225.00	\$ 225.00
16	401	Plumbing	Commercial	\$ 375.00	\$ 375.00

2010 Community Development Fee Updates

28	305	Zoning Ordinance	Signs		
28	305	Zoning Ordinance	a. Basic fee for first 25 square feet	\$ 70.00	\$ 70.00
28	305	Zoning Ordinance	b. Per square foot over 25 square feet	\$ 1.00	\$ 1.00
28	305	Zoning Ordinance	Electrical Connection for Signs	\$ 50.00	\$ 50.00
28	305	Zoning Ordinance	Sign Plan Review	\$ 75.00	\$ 75.00
28	305	Zoning Ordinance	Fence Permit	\$ 50.00	\$ 50.00
28	305	Zoning Ordinance	Zoning Applications		
28	305	Zoning Ordinance	(1) Variations		
28	305	Zoning Ordinance	a. Residential	\$ 350.00	\$ 350.00
28	305	Zoning Ordinance	b. Commerical	\$ 425.00	\$ 425.00
28	305	Zoning Ordinance	(2) Rezoning	\$ 425.00	\$ 425.00
28	305	Zoning Ordinance	(3) Special Use		
28	305	Zoning Ordinance	a. Residential	\$ 425.00	\$ 425.00
28	305	Zoning Ordinance	B. Commerical	\$ 850.00	\$ 850.00
28	305	Zoning Ordinance	(4) Planned Development and Amendment to Planned Development	\$ 1,150.00	\$ 1,150.00
28	305	Zoning Ordinance	(5) Text Amendments	\$ 425.00	\$ 425.00
28	305	Zoning Ordinance	(6) Annexation Petition	\$ 350.00	\$ 350.00
28	305	Zoning Ordinance	(7) Appeals Fee	\$ 425.00	\$ 425.00
28	305	Zoning Ordinance	(8) Zoning Verification Letter	\$ 30.00	\$ 30.00



Village of Downers Grove

Official Village Policy Approved by Village Council

Description:	User-Fee, License and Fine Umbrella Policy	
Res. or Ord. #:	Ord. No. 5122	Effective Date: 02/16/2010
Category:	Legislative and General Management	
	<input checked="" type="checkbox"/> New Council Policy	
	Amends Previous Regulation Dated: _____	
	Description of Previous Regulation (if different from above): _____	

ORDINANCE 5122

AN ORDINANCE ESTABLISHING A VILLAGE COUNCIL POLICY REGARDING USER-FEES, LICENSES AND FINES

WHEREAS, the Village of Downers Grove provides services to the public and charges user-fees to recover the costs of providing these services; and,

WHEREAS, the Village of Downers Grove issues licenses to regulate certain activities within Village boundaries and charges fees upon issuance of these licenses; and,

WHEREAS, the Village charges monetary fines to individuals for acts in violation of the Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

SECTION 1: USER-FEES

1. User-fees are defined as monetary charges for services which benefit either a limited group or all members of the community and the individual benefit of each user can be measured or fairly approximated.
2. User-fees shall be implemented which are uncomplicated, easy to understand and easy to calculate. Additionally, fees shall be established which are easily administered by Village staff.
3. User-fees shall be established which recover the full costs of providing a particular service. "Full" costs are defined as the sum of all direct and indirect costs associated with providing a particular service. "Direct" costs shall include all costs associated with performing the service including staff time and employee benefits. "Indirect" costs shall include items which are administrative, supportive or attributable to municipal facilities or capital assets.

4. In cases where the full costs of providing a particular service to the community are disproportionately high or low, the Village shall consider the user-fees charged in comparable municipalities for similar services when establishing and updating specific user-fees.
5. In certain cases, user-fees shall be adjusted in an effort to encourage specific behaviors as determined by the Village.
6. Fee waivers shall be addressed separately in the official Village Council policy entitled "Council Policy with Regards to Fee Waivers."

SECTION 2: LICENSES

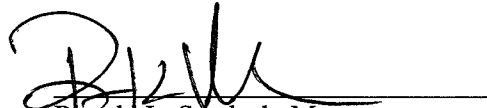
1. The Village shall issue a license in an effort to regulate a specific activity based on the following guidelines:
 - a. To protect the public from health or safety hazards
 - b. To comply with statutory mandates to govern certain activities
 - c. To maintain the aesthetic value of the community
 - d. To protect consumers from undue interference from solicitors
2. The Village shall consider the following items when establishing or updating license fees:
 - a. The full costs associated with issuing, administering and enforcing the license
 - b. The objective of the license
 - c. Market factors
 - d. Policy goals
 - e. Competitiveness with comparable communities

SECTION 3: FINES

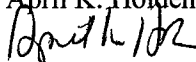
1. The Village may charge a fine for a Municipal Code violation in an effort to achieve the following:
 - a. To correct past behavior
 - b. To encourage compliance with Village rules and regulations
 - c. To discourage a particular behavior or practice
 - d. To ensure the timely payment of Village fees
 - e. To promote the public good
2. The Village shall establish fines which are proportional to the Municipal Code violation which they are trying to discourage (i.e. fines for more serious offenses shall be higher than fines for lesser offenses).

SECTION 4. That all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. That this Ordinance shall be in full force and effect from and after its passage as provided by law.


Ronald L. Sandack, Mayor

Passed: February 16, 2010
Published: February 17, 2010
Attest: April K. Holden, Village Clerk



I:\mw\policy\council-pol\LGM-Fee-License-FinePolicy-2-16-10-final