



Town of Star Valley, Arizona

Fees and Charges Schedule

Effective July 1, 2024

The Town of Star Valley fee schedule, which will be enacted on July 1, 2024, shall be as follows, subject to administration fees and outside costs where applicable.

ADMINISTRATION FEE: An administration fee of 10% may be added to all fees and charges listed herein whenever outside costs are incurred.

OUTSIDE COSTS: Outside costs are generally all costs of services and materials billed to the Town and shall include, but are not limited to, costs of publication and posting; attorney fees; filing fees; reproduction costs; outside engineering; surveying and consulting services.

DEPOSITS: No interest shall accrue on any deposit.

REFUNDS: All refunds of \$5.00 or more will be issued by check to the last known address the Town has for the person entitled to the refund. No refunds under \$5.00 will be issued unless the person entitled to the refund affirmatively requests such a refund. If no such request is made within 30 days, the amount below \$5.00 shall be deemed donated to the Town.

NOTE: Except as may be noted otherwise, fees and charges are non-refundable.



GENERAL FEES AND CHARGES

The Finance Department shall establish fees for services not specifically listed below but which, in the determination of the Town's Officials, should be charged to recover the reasonable costs of providing the service. When applicable, the current state sales tax shall be charged.

COPYING/PRINTING

Photocopies:

- Paper Photocopy (black & white) _____ \$0.50 per page
- Paper Photocopy (color) _____ \$1.00 per page
- Email Copies _____ \$0.50 per page
- Town Code _____ \$0.50 per page
- Documents on CD _____ \$5.00
- Large Maps or sheets _____ Cost to produce will be charged

Media Copies:

- Audio-per CD _____ \$5.00
- Video-per DVD _____ \$5.00

FEES FOR PUBLIC RECORDS REQUESTS

- Commercial Request _____ Fair Market Value of the Materials
- Non-Commercial Request _____ Documents may be reviewed or photographed free of charge

Emailed Digital Copies:

- Electronic Files not Requiring Redaction _____ Free
- All other Documents (First 20 pages are free) _____ \$0.10 per page thereafter



GENERAL FEES AND CHARGES

OTHER

Park Reservations _____	\$50.00 \$75.00
Park Reservations Refundable Cleaning Deposit _____	\$100.00
Alcohol Permit _____	\$15.00
Animal License Spayed\Neutered _____	\$5.00
Animal License Unaltered _____	\$7.00
Business License (Prorated Annually) _____	\$50.00
Business License w\Liquor _____	\$150.00
Business License Renewal _____	\$50.00
Business License w\Liquor Renewal _____	\$150.00
Returned Check Fee _____	\$35.00
Returned ACH Fee _____	\$10.00
Liquor License Application _____	\$200.00
Argument Deposit in support of or opposition to a proposition _____	\$150.00
Special Event Permit _____	\$25.00

COMMUNITY GARDEN

Plot Sizes:

4'x25' _____	\$65.00 annual
4'x16' _____	\$55.00 annual
Raised Bed 6'6' _____	\$30.00 annual



SHORT-TERM RENTAL PERMIT FEE

Permit for short-term rental _____ \$100.00 per unit

Short-term Rental annual renewal fee _____ \$100.00 per unit

SHORT-TERM RENTAL PENALTIES

Civil Penalty: Operating without a permit. There is a recurring fee if the owner fails to obtain a permit and or fails to provide notice of change to the Town of Star Valley. _____ Up to \$1,000.00 per month

Civil Penalty: Any owner who causes, allows, facilitates, aids, or abets such prohibited use of this property shall be subject to a civil infraction carrying a mandatory penalty. _____ \$500.00 min

Civil penalty for the first violation. Noncompliant under Title 3, Chapter 4: emergency contact, prohibited uses, neighbor notification, advertising requirements, posting on the property required, proof of insurance required, background checks. _____ Up to \$500 or up to an amount equal to one night’s rent for the vacation rental as advertised, whichever is greater.

Civil penalty for the second violation. Noncompliant under Title 3, Chapter 4: emergency contact, prohibited uses, neighbor notification, advertising requirements, posting on the property required, proof of insurance required, background checks. _____ Up to \$1,000 or up to an amount equal to two night’s rent for the vacation rental as advertised, whichever is greater.

Civil penalty for the third and any subsequent violations. Noncompliant under Title 3, Chapter 4: emergency contact, prohibited uses, neighbor notification, advertising requirements, posting on the property required, proof of insurance required, background checks. _____ Up to \$3,500 or up to an amount equal to three night’s rent for the vacation rental as advertised, whichever is greater.



COMMUNITY DEVELOPMENT FEES AND CHARGES

New Home & Commercial Permits

- A) Determine the Building Permit fee using the square footage multiplier in Table 3-A.
- B) Plan Review fees are calculated by multiplying the Building Permit fee by 50%.
- C) See miscellaneous fees listed in tables 3-B through 3-D
- D) Add A+B+C above to calculate the total building permit fee.

Square Footage Multipliers - TABLE 3-A

Descriptions in the following items are used to determine building permit fees for single-family detached miscellaneous structures. Calculate the building permit by multiplying the square footage (sq. ft.) cost using the list below. Plan Review fees are calculated by multiplying the Building Permit fee by 50%.

RESIDENTIAL

Living Space (SFR & Additions to Existing SFR)	_____	\$0.737 per sq. ft.
Arizona Room/Screened	_____	\$0.737 per sq. ft.
Wood Canopy over M/H	_____	\$0.268 per sq. ft.
Metal Awning	_____	\$0.122 per sq. ft.
Metal Pre-Manufactured Carports	_____	\$0.122 per sq. ft.
Metal Barns	_____	\$0.268 per sq. ft.
Wood Covered Porch/Carports	_____	\$0.122 per sq. ft.
Wood Open Deck/Balcony	_____	\$0.101 per sq. ft.
Non-Living Space (Garages, Sheds, etc.)	_____	\$0.274 per sq. ft.

COMMERCIAL

Hotel\Motel; Office Buildings; Apartment Houses; Auditoriums; Churches	_____	\$0.558 per sq. ft.
Restaurants; Theaters; Libraries; Fire Stations; Public Buildings; Schools; Elderly Homes	_____	\$0.810 per sq. ft.
Warehouses; Public Garages	_____	\$0.390 per sq. ft.
Retails Stores; Industrial Plants; Gas Stations; Bowling Alleys	_____	\$0.462 per sq. ft.
Banks; Jails; Convalescent; Hospitals	_____	\$1.074 per sq. ft.



COMMUNITY DEVELOPMENT FEES AND CHARGES

ELECTRICAL FEE TABLE 3-B

Permit Issuance

Electrical Permit _____ \$24.00

Supplemental Permit _____ \$8.00

The following includes the unit fee schedule for electrical equipment; please include a permit fee (previously listed) with all items to follow in this table, unless otherwise noted.

Single/Two-Family Residential

Remodels & Additions _____ \$0.060 per sq. ft plus electric meter

Multi-family Residential _____ \$0.055 per sq. ft plus electric meter

Receptacle, switches, light, fixtures, and outlets:

1st 20 fixtures _____ \$1.10 each

Additional fixtures _____ \$0.75 each

Signs, outline lighting, and Marquees:

Supplied from 1 branch circuit _____ \$24.60

Additional branch circuits _____ \$4.75 (same sign)

Solar Photovoltaic Systems:

Commercial Inverters _____ \$40.00 ea. plus plan review by the hr.

Combiners or Junction Boxes _____ \$30.00 ea. plus plan review by the hr.

Use Service Permit Fees for New Service Equipment:

Solar H/W System _____ \$35.00 plus \$10.00 per fixture

Single Family Residential System _____ \$175.00 total fee charged

Services:

Less than 600 volts and not over 200 amperes rated _____ \$30.00

600 volts or less, and between 200 - 1,000 ampere rated _____ \$62.00

Over 600 volts or over 1,000 amps _____ \$124.00



COMMUNITY DEVELOPMENT FEES AND CHARGES

MECHANICAL FEE TABLE 3-C

Mechanical Permit_____	\$24.00
Supplemental Permit _____	\$8.00

The following includes the unit fee schedule for mechanical equipment; please include a permit fee (previously listed) with all items to follow in this table, unless otherwise noted.

Furnace, including ducts 100,000 BTU or less_____	\$15.00
Furnace, including ducts over 100,000 BTU_____	\$18.00
Suspended Unit Heater_____	\$15.00
Air Handlers up to and including 10,000 CFM_____	\$11.00
Air Handlers over 10,000 CFM_____	\$18.00
Incinerator/domestic _____	\$18.00
Incinerator/commercial/industrial_____	\$14.00

Miscellaneous:

Unclassified Machinery Equipment_____	\$11.00
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(For Pellet & Woodstoves only charge this unit fee)

PLUMBING PERMIT FEE TABLE 3-D

Plumbing Permit_____	\$24.00
Supplemental Permit _____	\$8.00

The following includes the unit fee schedule for plumbing equipment; please include a permit fee (previously listed) with all items to follow in this table, unless noted otherwise.

Fixtures (trap) _____	\$10.00
Water Heaters_____	\$12.00
Gas piping 1-5 outlets_____	\$6.00
Gas piping outlets over 5 _____	\$1.00

Miscellaneous:

(Unclassified Plumbing Equipment)_____	\$10.00
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COMMUNITY DEVELOPMENT FEES AND CHARGES

OTHER PERMIT FEES

Hellsgate Fire Department - User Fees:

- New Home _____ \$0.20 per square foot
- Awnings, Decks, and Porches _____ \$0.10 per square foot
- Manufactured Homes, Other _____ \$0.15 per square foot
- Commercial _____ \$0.50 per square foot

Note: All Hellsgate User Fees are collected by Hellsgate Fire Department. Noted for informational purposes only.

WATER DEPARTMENT – New Builds & Additions

Initial Lot Inspection to determine property water needs __\$85.00

Note: Property may be subject to additional fees.

Miscellaneous:

- Carnivals/Circuses/Special Events _____ \$70.00/hour Swimming Pools, each pool
- Private _____ \$300.00 + Plan Review by the hour
- Public _____ \$800.00 + Plan Review by the hour

Temporary Certificate of Occupancy:

- Residential 1st six months _____ \$200.00/month
- Residential after six months _____ \$400.00/month
- Commercial 1st six months _____ \$300.00/month
- Commercial after six months _____ \$600.00/month

Expired Permits:

- 6-month extension (post-drywall) _____ 10% of Original Permit Fee
- 6-month extension (post-frame, combo/pre-drywall) _____ 30% of Original Permit Fee
- One-year extension (pre-frame combo) _____ 100% of Original Permit Fee
- Building without Permit _____ Investigation Fee Equal to Project Permit Fee
- Demolition Permit _____ \$50.00, good for only 30 days from the date issued



COMMUNITY DEVELOPMENT FEES AND CHARGES

ADDITIONAL MISCELLANEOUS BUILDING DIVISION FEES

- Code Books _____ Actual cost plus 15%
- Inspections other than routine _____ \$70.00/hour, after hours, minimum 2-hour charge
- Re-inspection _____ \$70.00/hour, minimum 1- hour charge
- Inspection and Plan Review for which no fee is indicated ___ \$70.00/hour, minimum 1-hour charge
- Additional Plan Review required due to changes, additions, lost plans _____ \$70.00/hour, minimum ½ hour charge
- Plan Review-Residential Stock Plan _____ \$90.00, after 1st review
- Use of outside consultants for plan checks, inspections, or both ___ Actual costs to jurisdiction, plus 20%
- Modular Buildings & Manufactured Homes. Maximum Fee Allowed by Arizona Department of Housing Includes 3 inspections.
- Additional Inspections _____ \$70.00/hour, with a minimum 1-hour charge
- Park Models _____ \$300.00

PLANNING AND ZONING

Zoning Application Submittals

- Accessory Dwelling Unit (ADU), Guest Quarters _____ \$250.00
- Administrative Relief/ Review _____ \$25.00
- Appeals (Administrative\ P&Z Commission) _____ \$125.00
- Annexation _____ \$500.00 plus \$100.00/acre over 5 acres max. of \$3000
- Code Amendment _____ \$400.00
- Conditional Use:**
- Other than SFR, Waivers _____ \$325.00
- Single Family Residential (SFR) _____ \$150.00
- Continuance of Hearing _____ \$55.00 after Legal Ad/Public Notice



COMMUNITY DEVELOPMENT FEES AND CHARGES

PLANNING AND ZONING

Design Review:

Façade Changes and Minor Additions _____	\$50.00
New Projects _____	\$250.00
Development Agreement _____	Charge is equal to Star Valley's Employee Hourly Wage
Development Master Plan _____	\$400.00

General Plan Amendment:

Minor _____	\$2,500.00
Major _____	\$4,000.00
Lot Line Adjustment _____	\$100.00
Minor Land Division _____	\$250.00
Planned Area Development (PAD)/Special District Plan (SPD) _____	\$1,500.00 plus Development Master Plan Fee and recording fees.

Subdivisions:

Preliminary Subdivision Plat (more than 10 lot/tract/parcel) _____	\$250.00 plus \$25/lot/tract/parcel
Preliminary Subdivision Plat (10 or fewer lot/tract/parcel) _____	\$600.00 plus \$50/lot/tract/parcel
Final Subdivision Plat _____	\$5.00 per lot, tract, or parcel plus recording fees

Subdivisions:

Amended Final Subdivision Plat _____	\$125.00 plus recording fees
Temporary Storage container Permit (excludes waivers) _____	\$50.00
Temporary Use Permit _____	See Fee Schedule on page 11
Time Extensions _____	\$250.00

Variance:

Single Family Residential - Owner Occupied _____	\$150.00
Other than Single Family Residential _____	\$350.00



COMMUNITY DEVELOPMENT FEES AND CHARGES

PLANNING AND ZONING

Zone Change _____ ~~\$350.00~~ **\$1,500.00**
Zone Verification Letter _____ \$350.00

Code Enforcement Nuisances

Town Removal or Payment for Removal of the Condition _____ Actual cost plus 5%

Inspections:

Re-inspection _____ \$70.00 each
Non-business hours _____ \$70.00/hr. minimum 2-hour charge
Interested Citizen Registry _____ \$5.00

PLAN REVIEWS

Commercial/Multi-Family _____ \$1,000.00 (Over 3 DU) (plus
\$100.00/acre on dev. over 1 acre)
Residential _____ \$100.00
Additional Review _____ \$50.00 incomplete submittal
revisions, as-built, etc.

SIGN PERMITS

Wall or Monument up to 32 sq. ft. _____ \$100.00
Over 32 sq. ft. _____ \$150.00
Home-Based Business _____ \$50.00
Banners _____ \$50.00
Temporary Portable _____ \$50.00
Temporary Directional _____ \$5.00



COMMUNITY DEVELOPMENT FEES AND CHARGES

TEMPORARY USE PERMIT FEE SCHEDULE

Average Retail Price of Items to be sold:

\$0 - \$100 _____	\$50.00	\$10,001 - 25,000 _____	\$2,500.00
\$101 – 500 _____	\$100.00	\$25,001 - 50,000 _____	\$5,000.00
\$501 – 750 _____	\$250.00	\$50,001 - 75,000 _____	\$7,500.00
\$751 - 1,500 _____	\$500.00	75,001 - 100,000 _____	\$10,000.00
\$1,501 - 2,500 _____	\$750.00	\$100,001 - 250,000 _____	\$25,000.00
\$2,501 - 5,000 _____	\$1,000.00	250,001 - 500,000 _____	\$50,000.00
\$5,001 - 7,500 _____	\$1,500.00	\$500,001 - 750,000 _____	\$75,000.00
\$7,501 - 10,000 _____	\$2,000.00	\$750,001 - 1,000,000 _____	\$100,000.00
		\$1,000,001 – Up _____	10% of Avg Sales Price per Item

Note:

- 1) Fifty Dollars (\$50.00) of the permit fee is non-refundable.
- 2) Any business that can provide evidence of sales tax paid to the Town of Star Valley within the preceding 24 months may deduct that amount from the permit fee.
- 3) Any sales tax paid to the Town and not applied to the current Temporary Use Permit fee may be deducted from future Temporary Use Permit fees.



ENGINEERING FEES AND CHARGES

PLAN REVIEW FEES FOR SUBDIVISIONS, MULTI-FAMILY RESIDENTIAL, COMMERCIAL & INDUSTRIAL DEVELOPMENTS

Note: Engineering fees and charges are based on the towns outside engineering costs.

Construction Plans (Grading, Drainage, Paving, etc.) up to 24" x 36":

1st & 2nd Review (both included)	_____	\$300.00/sheet
Additional Reviews (each)	_____	\$150.00/sheet
Addenda to Permitted Drawings	_____	\$150.00/sheet
As-Built Drawings	_____	\$150.00/sheet
Reports (one-hour minimum)	_____	\$150.00/hour
Cost Estimates (one-hour minimum)	_____	\$150.00/hour
Other Documents (one-hour minimum)	_____	\$150.00/hour

PLAN REVIEW FEES FOR INDIVIDUAL SINGLE-FAMILY RESIDENTIAL LOTS

Regular Grading Plan (includes one courtesy and one final inspection)	_____	\$235.00
Engineered Grading Plan, Single Sheet (Includes one courtesy and one final inspection)	_____	\$475.00
Engineered Grading Plan, Additional Sheets	_____	\$150.00/sheet
Addenda to Permitted Drawings	_____	\$150.00/sheet
As-Built Drawings	_____	\$150.00/sheet
Additional Site Inspections	_____	\$80.00 each

DESIGN EXCEPTION REVIEW FEES

Exception to Town of Star Valley Street Design Standards	_____	Per Consultation Fee Schedule
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PERMITS Right of Way Permits:

Landscape and Beautification	_____	\$0.00
Private Construction (with no curb, gutter, or pavement cuts)	_____	\$55.00
Private Construction (with curb, gutter, or pavement cuts)	_____	\$110.00 plus bond



ENGINEERING FEES AND CHARGES

PERMITS Right-of-Way Permits - continued

Bonds (minimum) _____ \$2,000.00

If the replacement cost of the removed items exceeds the minimum amount, the bond amount will be increased to match. Bonds are not required if there is an "Agreement to Construct Subdivision Improvements."

Permits Issued after Start of Work _____ 200% of Standard Amount

Grading Permits:

Regular Grading Plan, Single Family Residential _____ \$53.00/lot

Engineered Grading Plan (combined cut and fill):

100 Cubic Yards or less _____ \$26.50

101 to 1,000 Cubic Yards _____ \$42.50 + \$21.00 per each additional 100 cubic yards or a fraction thereof

1,001 to 10,000 Cubic Yards _____ \$231.50 + \$16.00 per each additional 1,000 cubic yards or a fraction thereof

10,001 to 100,000 Cubic Yards _____ \$375.00 + \$79.50 per each additional 10,000 cubic yards or a fraction thereof

100,001 Cubic Yards or More _____ \$1,091.00 + \$42.50 per each additional 10,000 cubic yards or a fraction thereof

Permits Issued after Start of Work _____ 200% of Standard Amount.

Project Located in a Special Flood Hazard Area _____ 150% of the Standard Amount (\$150.00 minimum)

Subdivision and Minor Land Division Permits

These permits are issued in conjunction with an approved subdivision or minor land division and an approved "Agreement to Construct Subdivision Improvements." The permit fee is based on 3% of the construction cost of the public improvements, excluding wastewater facilities. This fee includes the cost of Town field observation and project administration. In addition, right-of-way and Grading Permits are required at the rates indicated above.



ENGINEERING FEES AND CHARGES

Subdivision and Minor Land Division Permits - continued

Non-Subdivision Multi-Family, Commercial, or Industrial Lot Developments

Permit Fee (\$530.00 minimum) _____ \$2,650.00/acre

These permits are issued to cover the cost of Town field observation and project administration. In addition, Right-of-Way and Grading Permits are required at the rates indicated above. Fees are calculated based on the total lot area.

PUBLIC EASEMENT OR RIGHT-OF-WAY

Acceptance

Application Filing Fee (for each document required) _____ \$2,000.00

Abandonment

Application Filing Fee _____ \$2,500.00

If the right of way abandonment is approved, the applicant must pay the Town the value of the property received. Reimbursement will be based on the prevailing property value calculated per square foot. If an abandonment request necessitates acceptance of a new easement or right-of-way in an alternate location, the fees stipulated above for Acceptance will also be charged.

IMPROVEMENT DISTRICT ASSESSMENT SPLIT

Application Filing Fee _____ \$750.00/lot

BIDDING PACKAGES

Electronic copies of bid packages will be available for download at no cost. If paper copies are available, they will be at the cost specified in the Advertisement for Bids.

WAIVER OF ON-SITE DETENTION

Excess Runoff _____ \$46,175.00/acre-foot

This fee will be assessed if a variance from on-site detention facilities is granted in accordance with §152.61(F). Fees will be placed in a separate account to be used for the future construction of regional detention or drainage conveyance facilities.



ENGINEERING FEES AND CHARGES

DEPOSIT FOR REPLACEMENT VEGETATION ON HILLSIDE LOTS

Tree, 2" Caliper _____	\$555.00 each
Shrub, 5 Gallon _____	\$30.00 each
Drip Irrigation System _____	\$2,225.00/lot

Deposits in lieu of planting will only be accepted due to seasonal limitations. The deposit will be refunded upon an acceptable final inspection of the completed work.

CONSULTATION

Public Works Director _____	\$180.00/hr.
Town Engineer _____	\$160.00/hr.
Public Works Engineer _____	\$145.00/hr.
Project Manager _____	\$145.00/hr.
Construction Inspector _____	\$105.00/hr.
Outside Consultants _____	120% of Actual Cost

STREET ADDRESSING

New Subdivisions _____	\$25.00/lot
Address Change Request _____	\$50.00/lot

LARGE FORMAT COPIES, PRINTING & SCANNING

Printing, Black & White, up to 36" Wide _____	\$1.70/sq ft
Printing, Color, up to 36" wide _____	\$4.45/sq ft
Scanning, up to 36" wide _____	\$1.15/sq ft

Copies will include the cost of Scanning and Printing

ELECTRONIC COPIES

File Sharing Service _____	No Charge
USB Drive _____	\$5.30 each



ENGINEERING FEES AND CHARGES

UTILITY POLE ATTACHMENT

Per Pole _____ \$50.00/year

STREETLIGHT SHIELDS

Unidirectional _____ \$160.00 each

Multidirectional _____ \$215.00 each

LABOR & EQUIPMENT RENTAL RATES

Labor Rates

Regular Working Hours _____ \$55.00/person/hr.

Outside of Regular Working Hours _____ \$82.50/person/hr.

Equipment Rental Rates

Description	Hourly	Daily	Weekly	No of Emp.
Backhoe	\$55.00	\$330.00	\$1,155.00	1
Bucket Truck	\$45.00	\$315.00	\$1,195.00	2
Crack Sealing Trailer	\$40.00	\$240.00	\$965.00	4
Dewatering Pump	\$20.00	\$115.00	\$445.00	1
Dump Truck, 5-6 Cyd.	\$45.00	\$315.00	\$1,195.00	1
Dump Truck, 7-10 Cyd.	\$50.00	\$345.00	\$1,485.00	1
Equipment Trailer	\$25.00	\$175.00	\$880.00	1
Grader	\$60.00	\$460.00	\$1,760.00	1
Loader	\$75.00	\$545.00	\$2,070.00	1
Pickup Truck	\$35.00	\$215.00	\$830.00	1
Street Sweeper, Small	\$35.00	\$215.00	\$830.00	1
Street Sweeper, Large	\$50.00	\$350.00	\$1,485.00	1
Skid Steer	\$50.00	\$350.00	\$1,485.00	1
Mini Excavator	\$50.00	\$350.00	\$1,485.00	1
Snowplow, Grader	\$60.00	\$460.00	\$1,760.00	1
Snowplow, Pickup	\$40.00	\$240.00	\$965.00	1
Vacuum Excavator, Small	\$90.00	\$615.00	\$2,290.00	2
Vacuum Excavator, Large	\$165.00	\$1,155.00	\$4,300.00	2
Water Truck	\$75.00	\$545.00	\$2,000.00	1
Tractor	\$40.00	\$260.00	\$965.00	1

Hourly rates are subject to a two-hour minimum.



ENGINEERING FEES AND CHARGES

The total cost of equipment rental will be the equipment rental rate plus the hourly labor rate for the total number of employees required to operate the equipment, as noted by an outside contractor.

LABOR & EQUIPMENT RENTAL RATES (continued)

Barricade Rental

Type I _____	\$1.10/day (or portion thereof)
Type II _____	\$2.20/day (or portion thereof)
Delivery/Pickup Charge (Regular Working Hours) _____	\$55.00
Delivery/Pickup Charge (Outside of Regular Working Hours) _____	\$82.50