

# RESOLUTION 2022-3

(This Resolution 2022-3 dated June 15, 2022 supersedes any earlier dated Resolution 2020-8 and 2013-1)

## A RESOLUTION TO ADOPT A PERMIT APPLICATION AND FEE SCHEDULE

**Whereas**, upon public hearing, the Town of Castle Valley has determined that it is in the best interests of the citizens of Castle Valley that the Town accurately charge permit and application fees as well as fair penalties for violations of Town ordinances.

**Whereas**, the Town Council will annually review and update the Permit Application and Fee Schedule to ensure that the fees and penalties accurately reflect the cost of providing such services.

NOW, THEREFORE, BE IT RESOLVED THAT RESOLUTION 2022-3 SHALL BE ENACTED ADOPTING THE 2022 PERMIT AND APPLICATION FEE SCHEDULE FOR THE TOWN OF CASTLE VALLEY AS FOLLOWS:

### TOWN OF CASTLE VALLEY PERMIT APPLICATION AND FEE SCHEDULE

**Contact: Building Permit Agent, Water Rights Agent, Road Supervisor  
By email or 435-259-9828**

Land Use Application Fees are due upon receipt of the Land Use Application (Application) and are applied toward the actual cost in processing and reviewing the Application and performing required Town inspections. Additional costs incurred that exceed the Fees listed below are calculated per review of the submitted Application and are collected as part of the Total Application Fee. When further Professional Review from that listed below is deemed necessary, the Applicant must pay an Application Deposit Fee and may be required to enter into a written agreement with the Town, as provided for in Section 9.2 of Town Ordinance 85-3, as amended. The Total Application Fee, including the Application Deposit Fee and written agreement with the Town (if applicable), must be submitted as a condition of Town Land Use Application Approval or the issuance of any other Land Use Decision.

- 1) **BUILDING PERMIT APPLICATION FEE.** Castle Valley Building Permits are required for all construction and alterations, including setting up or moving in a mobile, modular, or manufactured home; additions to external perimeter of existing structures; removal of part of a building; moving of walls; remodeling that changes the use of the building; re-roofing; fences higher than seven feet; decks and porches 30” above grade, covered, or attached to a structure; and retaining walls over 4 feet or that support a structure, and other structures that require a Grand County Building Permit.
  - a. Construction/Alterations greater than 120 sq. ft. but equal to or less than 200 sq. ft. **\$40**
  - b. Construction/Alterations greater than 200 sq. ft. but equal to or less than 3500 sq. ft. **\$90**
  - c. Construction/Alterations greater than 3500 sq. ft. but equal to or less than 7000 sq. ft. **\$140**Note: Fee includes the cost of plan review (see also #3), drainage review, electrical permit, final site review and signing of Certificate of Occupancy.
- 2) **PLAN REVIEW FEE.** When the proper evaluation of architectural plans submitted as part of a Building Permit Application requires the Town to retain outside professional services, additional fees may be incurred for applicant.
- 3) **ADDITIONAL REVIEW.** If an application or plan is deficient in required information, or plans undergo changes before or after final approval, additional fees may apply.
  - d. First time review of revised plans **No Fee**
  - a. Subsequent reviews of revised plans **\$25.00/hr. (\$25.00 min.)**
  - e. Review of plans revised during construction **\$25.00/hr. (\$25.00 min.)**

6) CERTIFICATE OF LAND USE COMPLIANCE.	<b>No Fee</b>
Required to show that agricultural buildings, including greenhouses, adhere to Town of Castle Valley Land Use Regulations regarding setbacks, height, and square footage.	
7) ELECTRICAL SERVICE AND SOLAR ENERGY SYSTEM PERMIT.	<b>\$15</b>
Submit a plot plan to show that setbacks adhere to Town Land Use Regulations for: existing structures, new structures, well service, solar installations, upgrades or changes of electrical meter, new or replaced furnaces, water heaters and other mechanical installations that require a Grand County Building Department Permit. (Fee of \$15 is charged if utilities are needed prior to building, for solar installations, or for upgrades.)	
8) SEPTIC PERMIT.	<b>\$15</b>
Castle Valley Septic Permit application grants Land Use approval for an authorized septic system design signed by the Local Health Department. The CV septic application must be completed and approved by the Town before a septic system is installed. The Signature of the Local Health Department on the Grand County Building Permit Application is required before the Town Building Permit Agent signs the Grand County Permit Application.	
9) TEMPORARY DWELLING PERMITS. (if site visits are required, additional fees may apply)	<b>\$50</b>
Required for all motor homes, travel trailers, campers, etc., used as occasional housing, temporary housing, or for housing during construction.	
10) TEMPORARY DWELLING PERMIT BI-ANNUAL RENEWALS. (if site visits are required, additional fees may apply.)	<b>\$30</b>
9) TEMPORARY DWELLING DECOMMISSIONING CONTRACTS	<b>\$30</b>
TEMPORARY DWELLING DECOMMISSIONING FULLFILLMENT CONTRACTS	<b>\$30</b>
10) TEMPORARY ACCESSORY DWELLING PERMIT (TAD) (for medical purposes)	<b>\$100</b>
TEMPORARY ACCESSORY DWELLING DECOMMISSIONING FULLFILLMENT CONTRACTS	<b>\$30</b>
11) INTERNAL ACCESSORY DWELLING UNIT PERMIT (IADU)	<b>\$75</b>
12) INTERNAL ACCESSORY DWELLING UNIT PERMIT ANNUAL RENEWALS	<b>\$30</b>
13) CONDITIONAL USE/HOME OCCUPATION/PREMISES OCCUPATION PERMITS.	
Required for all home businesses, public buildings, daycare nurseries or centers, foster care homes, botanical nurseries, schools, churches, water reservoirs, ponds, dams, windmills, fences higher than four feet that enclose more than an acre of land. (Note: Fee includes first year optional Business License, if requested.)	
k. Routine	<b>\$35</b>
l. Nonroutine	<b>\$50</b>
14) CONDITIONAL USE/HOME OCCUPATION/PREMISES OCCUPATION PERMIT ANNUAL RENEWALS	<b>\$10</b>
15) OPTIONAL BUSINESS LICENSE RENEWAL (as part of. a Home/Premises Occupation Permit)	<b>\$10</b>
16) WELLS / WATER RIGHTS. Water user agreement and Accounting Form required	<b>\$95</b>
17) RIGHT OF WAY EASEMENT ENCROACHMENT /EXCAVATION PERMIT	<b>\$50</b>
Required for any work or disruption in the Town Right of way easements as outlined in Ordinance 2020-1. This Permit expires 6 months from date of approval.	
18) RIGHT OF WAY EASEMENT ENCROACHMENT /EXCAVATION PERMIT EXTENSION	<b>\$15</b>
Required for a 6 month extension for any work or disruption in the Town Right of way easements as outlined in Ordinance 2020-1.	

19) VARIANCE REQUEST.

\$700

Variance Applications must receive a recommendation from the Town, after which the Town Clerk will transmit the recommendation, the Application, and other required information to the Variance and Appeal Hearing Officer for review. Additional Town expenses such as attorney and/or professional fees may be incurred by the Applicant. If the Variance Applicant withdraws their application prior to the Town Clerk transmitting the above information to the Officer, the funds remaining, after all administrative expenses and additional costs incurred by the Town have been paid and accounted for, shall be returned to the Applicant.

20) APPEALS.

- a. Appeals regarding whether or not a Land Use Application is Routine or Nonroutine \$15
- b. Appeals regarding the assessment of Land Use Application Fees \$150  
The appeal fee will be returned to the Appellant if the Appeal of the assessment of fees is upheld.
- c. All other Land Use Decision Appeals \$950  
In addition to the Application Fee, the Applicant shall pay all of the Town’s costs and expenses incurred as a result of the appeal, including reasonable attorneys’ fees and costs, if the Variance and Appeal Hearing Officer or Court upholds the Land Use Decision as provided for in Section 9.2 of Town Ordinance 85-3, as amended.

21) LAND USE ORDINANCE VIOLATION.

1 <sup>st</sup> Offense	\$250/day
2 <sup>nd</sup> Offense	\$500/day
3 <sup>rd</sup> Offense	\$750/day
4 <sup>th</sup> Offense or more	\$1,000/day

The Mayor, the Council and staff for the Town of Castle Valley are hereby directed to take all administrative actions necessary to enforce this Resolution.

Any fee inconsistent with the Resolution shall be void and superseded, to the extent of conflict herewith.

The fees and penalties established herein shall be effective immediately upon adoption of this resolution, and shall remain in full force and effect unless amended by the Town Council of the Town of Castle Valley.

This resolution shall take effect immediately upon its adoption by the Town Council.

**PASSED, ADOPTED AND APPROVED by the Town Council of the Town of Castle Valley in open session on this 15<sup>th</sup> day of June, 2022.**

**Those voting AYE:** Mayor Duncan, Council Members Gibson, Hill and Holland

**Those voting NAY:** None

**ABSENT:** Council Member O’Brien

**TOWN OF CASTLE VALLEY:**

**ATTEST:**



**Jazmine Duncan, Mayor**

**Jocelyn Buck, Town Clerk**

**Official Seal of the Town of Castle Valley:**