Town of Milton
115 Federal St
Milton, DE 19968

www.milton.delaware.gov
Phone: 302-684-4110
Fax: 302-684-8999

November 22, 2013

To: Mayor and Council
From: Kristy Rogers
RE: Proposed Fee Schedule - Update

As an update to the proposed fee schedule agenda item in November, I have received additional information from other municipalities.

First, the Town of Millville has an escrow policy included within their fee schedule (attached). Escrow is a requirement for Annexation, Board of Adjustment applications (ex: Variance, Special Exception and Appeal), and Planning and Zoning applications (ex: Rezoning, Conditional Use, Plan Review, Subdivision (sample major subdivision application attached)).

The Town of Georgetown collects escrow for infrastructure improvements in the amount of 150% of the contractors cost estimate. All other types of applications are fee based with reimbursement of professional fees. Attached are the Town of Georgetown's Municipal Code Chapter 98 "Fees", 2013 fee schedule and a sample infrastructure escrow agreement.

Next, the City of Harrington incorporates escrow amounts on the fee schedule for Board of Adjustment Variances, Annexation, Site Plan Review, and Rezoning. (Attached)

For Site Plan Review, Subdivision, Change of Use, and Board of Adjustment applications, the Town of Dagsboro has an escrow requirement on their fee schedule. An annexation application is fee based plus all professional fees.

In summary, the Town of Milton does not have an escrow policy, but requires after-the-fact reimbursement of all professional fees. This method is causing an accounts receivable issue. Included are the documents presented last month for reference.

TAX RATES

Real Estate Tax Rate

The rate of tax on real estate including improvements thereon shall be Fifty Cents ($0.50) per One hundred dollars ($100.00) of the Sussex County assessment value x two (2). Penalty and interest will be charged at One and one-half percent (1 ½%) per month.

Real Estate Transfer Tax Rate

The rate of realty transfer tax shall be One and one-half percent (1 ½%), of the value of the property represented by such of the following documents: "Document" means any deed, instrument or writing whereby any real estate within the Town of Millville or any interest therein, shall be quitclaimed, granted, bargained, sold or otherwise conveyed to the grantee.

Gross Rental Receipt Tax (GRR)

The rate of GRR tax shall be two percent (2%) of the GRR for each residential and commercial property.

ADMINISTRATIVE

Document Copies

- Zoning Ordinance $50.00
- Town Charter $35.00
- Subdivision Ordinance $30.00
- Master Planned Community $25.00
- Residential Planned Community $25.00
- Comprehensive Development Plan $30.00
- Audit Report $25.00
- Tax list $100.00
- Property Owner Address Labels $75.00
- Mailing list Business Licensees $25.00

- Property Owner Address List $50.00
- Fax Transmittals (private) $1.00 pp
- Photocopies (private) $0.50 pp

Document Copies Continued

- Copies/Documents 8.5x11 &smaller $0.50 pp
- Drawings, Maps smaller than 11x17 $3.00 pp
- Larger than 11x17 $10.00 pp
- Recordings/Computer Disk 15.00 per hour plus cost of media (minimum $15.00)
- Transcripts - typed verbatim $1.00 per page, double-spaced plus $15.00 per hour for transcription.
- Additional copies $0.50 per page (two-sided copies equal two copies)

Fees

- Returned check fee $35.00
- Credit Card fee Fee charged by bank/cc Company

LICENSES

Business/Contractor	Annual	$100.00
	6 months	$50.00
	30 day	$25.00
Realtor	Annual	$50.00
Rental-Commercial & Residential	Annual	$50.00

Late Fees for Business licenses received after due date. $50.00

Late Fees for Rental & Realtor licenses received after due Date $25.00

NOTE: Any business or contractor providing contractual duties to the Town shall not incur license fees related to said duties.

APPLICATIONS

Annexation Request

- Up to One (1) Acre $500.00
- One (1) Acre and over $850.00
- Escrow Requirement $2,500.00*

***Additional fees shall be charged to applicant to cover Professional Engineering and Legal Fees. Said fees will be placed in an escrow with an**

Applications Continued

initial amount of $2,500.00. Additional escrow funds will be required if initial amount is depleted and additional professional fees are incurred.

Board of Adjustment

- Variance $750.00*
- Special Exception $750.00*
- Appeal of a decision by the Town Administrative Official $750.00*
- Escrow Requirement $1,000.00*

Additional fees shall be charged to applicant to cover Professional Engineering and Legal Fees. Said fees will be placed in an escrow with an initial amount of $1,000.00. Additional escrow funds will be required if initial amount is depleted and additional professional fees are incurred.

Planning & Zoning

- Rezoning $450.00
- Escrow Requirement $1,000.00*

- Amendment to Zoning Code $450.00
- Escrow Requirement $1,000.00*

- Zoning Certificate of Compliance $75.00

- Conditional Use $450.00
- Escrow Requirement $1,000.00*

- Concept Plan Review $500.00
- Escrow Requirement $1,000.00*

- Site Plan Review
  (Structures 7,500 sq ft & under) $450.00
- Escrow Requirement $1,000.00
- Site Plan Review $750.00
- Escrow Requirement $2,500.00*

- Subdivision Fees
  a. Minor Subdivision: Per lot/unit/site $450.00*
  b. Major Subdivision: Per lot/unit/site $450.00*

Planning & Zoning

Additional fees shall be charged to applicant to cover Professional Engineering and Legal Fees; applicants to be billed as fees are incurred.
****Major Subdivision; 20% of the total will be due at the time of application and The balance will be due after final site plan approval by the Town Council.***

REVIEW OF BUILDING PLANS*

	Cost per sq. ft.	Minimum
New Residential Construction, Additions	$0.25	$50.00
New Commercial Construction	$0.40	$300.00
Residential Renovations & Repairs	$0.25	$40.00
Decks, Porches, Patios	$0.25	$40.00
Accessory Structures	$0.25	$100.00
Pole Barns (Unfinished Structure)		$250.00
Pole Barns (Finished Structure)	$0.25	$100.00
Commercial Renovations & Repairs	$0.40	$100.00

BUILDING PERMIT FEES*

	Cost per sq. ft.	Minimum
New Residential Construction	$1.25	
Additions (Increase to Floor Area)	$1.25	
New Commercial Construction	$1.30	
Residential Renovations & Repairs**	See Multiplier	$50.00
Decks, Porches, Patios**	See Multiplier	$60.00
Accessory Structures (Unfinished Floor)	$0.75	$50.00
Accessory Structures (Finished Floor)	$1.25	$100.00
Pole Barns (Unfinished Structure)	See Multiplier	$50.00
Pole Barns (Finished Structure)	$0.75	$100.00

- Commercial Fit-out/Renovations & Repairs $0.50 $200.00
- Fences: Rail, Chain Link, Wood or Vinyl** See Multiplier $50.00
- Sidewalks and Driveways** See Multiplier $50.00
- Demolition of any Structure or Building** See Multiplier $50.00
- Moving any Structure or building our of Town Limits** See Multiplier $50.00
- Swimming Pools: In ground only** See Multiplier $250.00
- Metal or Masonry Fireplace $250.00

Building Permits Continued

Should additional inspection(s) or construction plan review be necessary, the Town will bill the applicant for any necessary additional professional fees as encumbered throughout the building process. Professional fees must be paid by the applicant prior to the issuance of a building permit or certificate of occupancy.

**

Total Construction Value	Base	Multiplier Rate	Total Permit
Up to $999.00			$ 50.00
$1,000 to $40,000	$ 50.00	$11 per additional 1,000 > 1,001	
$40,001 and Over	$ 479.00	$10 per additional 1,000 > 40,001	

NOTE: ANY ENTITY EXEMPT FROM AD VALOREM TAXES SHALL NOT BE LIABLE FOR BUILDING PERMIT FEES; HOWEVER, THE ENTITY WILL BE RESPONSIBLE FOR REIMBURSING THE TOWN ANY PROFESSIONAL ENGINEERING OR LEGAL FEES ASSOCIATED WITH THE PERMIT.

SIGNS

- Review of Sign Plans $100.00
- Illuminated Direct/Indirect $150.00
- Non-Illuminated $50.00 (minimum) or $2.50 per sq. ft. (Whichever is greater)
- Subdivision (Permanent) $500.00

PERFORMANCE AND SURETY BONDS

One hundred twenty five percent (125%) of the approximate cost for the construction of the Storm Water infrastructure and Road construction; to be paid by the Developer to the Town of Millville.

An inspection fee in the amount of $3.00 per linear foot of proposed roadway or 6% of the construction cost of the project shall be paid by the Developer to the Town for those improvements to be inspected and approved by the Town. If the costs of inspections exceed the above mentioned inspection fee amount, the Developer shall be responsible for the additional costs and shall be paid to the Town before the Developer receives the final approval from the Town.

VIOLATION FINES

Any person, persons, partnerships, corporations, or other entity who shall in any way violate the provisions of any Chapter/Article of the Codes of Millville, shall upon conviction thereof, forfeit and pay to the Town of Millville a fine not exceeding the sum of $1,000.00 for each and every offense, together with the costs of prosecution.

Each specific penalty is noted in the most current Fee Schedule approved by Resolution by the Town Council.

Construction Hours: Chapter 72: §72-6

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 for the first offense; $250.00 for the second offense; $500.00 for the third offense and shall have their license to do business in Town revoked; plus all costs and expenses of prosecution.

Licenses: Chapter 90; §90-14

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 plus all costs and expenses of prosecution.
- Each day such a violation exists constitutes a separate offense punishable by like fine or penalty.

Property Maintenance: Chapter 111; §111-3

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 for the first offense plus all costs and expenses of prosecution.
- Each subsequent offense is subject to a fine not exceeding the sum of $250.00 plus all cost and expenses of prosecution.

Zoning: Chapter 155; Sign Regulations §155-47

- Violation of Ordinance, upon conviction thereof, removal of illegal/non-conforming signage (temporary) by the Town will cost the owner of that sign $25.00 per sign.
- The Code Enforcement Officer or his designee shall remove or cause to be removed, at the owner's expense, any permanent sign erected or maintained in conflict with these regulations.

Violations & Fines Continued

Zoning: Chapter 155; Supplemental District Regulations §155-17 C (6) Temporary Tents

- Violation of Ordinance, upon conviction thereof, pay a fine of $100.00 plus costs and expenses of prosecution.
- Each day such a violation exists constitutes a separate offense punishable by like fine or penalty.

TOWN OF MILLVILLE
36404 Club House Rd.
Millville, DE 19967

APPLICATION FOR MAJOR SUBDIVISION APPROVAL
PLANNING AND ZONING COMMISSION

PLEASE SUBMIT WITH APPLICATION: DATE: _____

- **Six (6) copies of proposed plans**
- **Copy of Deed**
- **Draft copy of HOA Covenants and Restrictions**

NOTE: **Approvals from other agencies will need to be submitted to the Town:**

-State Fire Marshal
-Tidewater Utilities
-Sussex Conservation District
-DELDOT
-DNREC
-Sussex County Engineering
-PLUS (if necessary)

APPLICANT NAME: _____

PRIMARY CONTACT: _____

ADDRESS: _____

_____

PHONE: _____ FAX: _____ EMAIL: _____

CONSENT OF PROPERTY OWNER(S) MUST BE ATTACHED!

TAX MAP NO. _____ PARCEL NUMBER(S): _____

PROPERTY LOCATION: _____

DESCRIPTION OF PROPOSED SUBDIVISION/PROJECT: Add additional materials as necessary.

_____

FEES

NO.	DESCRIPTION	AMOUNT	DUE DATE
1.	Subdivision Review Fee as follows: $450.00 per lot, site or unit	____ x $450 = $_____ Total Due = $_____ X 20% = $_____*	Upon Receipt of Application * Such funds will be held in an escrow account. Fees are used to cover costs incurred by the Town's planning and engineering consultants and Town Attorney to perform this review and other necessary services to assure that any project meets the requirements and best interest of the Town.
2.	Remainder of the subdivision fee will be due at final plan approval.	Balance Due = $_____**	**After Approval of Final Site Plan by Town Council.

NOTE: (1) NO REVIEW OR APPROVAL WILL BE MADE UNTIL RECEIPT OF THE 20% ESCROW.

(2) ADDITIONAL FEES MAY BE REQUESTED BY THE TOWN OF THE APPLICANT SHOULD THE FUNDS PLACED IN ESCROW BE DEPLETED.

SUBDIVISION DEFINITION: The division of a lot, tract or parcel of land into two or more lots, sites, units, or other divisions of land for the purpose, whether immediate or future, of sale building development; if a new street, public or private, is involved, any division of a parcel of land. Subdivision also includes development, resubdivision, and where appropriate to the context, relates to the process of subdividing or to the lands or territory divided.

TOWN OF MILLVILLE

DEVELOPMENT REVIEW ESCROW ACCOUNTS

The Town of Millville requires an escrow account in the amount of 20%* of the total Subdivision Review Fee to cover the review costs of proposed development, including subdivisions, site plans, and rezoning applications. Fees are used to cover cost incurred by the Town's planning and engineering consultant and Town Attorney to perform this review and other necessary services to assure that any project meets the requirements and best interests of the Town. The cost of this review is borne by the developer/applicant and not the Town taxpayer since all development will create future financial and physical impacts to the Town.

Funds held in escrow are used to cover costs associated with the following planning services and tasks:

- The services include the review of Concept Plans, Preliminary Plans, Final Subdivision Plans, and Site Plans for consistency with the Town's Comprehensive Plan, Subdivision Regulations, Zoning Ordinance, and other specifications and codes.

- Additional tasks conducted by our consultants may include contacting various Federal, State and County agencies to assure all requirements regarding the proposal have been met or to assist and expedite approval on behalf of the Town. Also, general questions regarding Town ordinances or standards by developers and their associates regarding the specific project are also received and fielded by our consultants on behalf of the Town.

Depending on the type of plan, the degree of complexity, unique characteristics of the project and the number of times a plan or issues associated with the project are reviewed, review fees may exceed the initial escrow amount and additional fees may be required to be deposited with the Town to replenish the required escrow amount.

*No review or approval will be made until receipt of the 20% escrow.

DB: Development Review Escrow Accounts
12/2010

I (We) hereby apply to the TOWN OF MILLVILLE, for a Subdivision Approval on the property described above. I (We) certify that all the information and attached documentation provided by me (us) in this application is correct and I (We) further understand that a Public Hearing will not be scheduled until this application is complete as determined by the Millville Administrative Official.

_____	_____
Current Owner/Applicant	**Current Owner/Applicant**
_____	_____
Current Owner/Applicant	**Current Owner/Applicant**

FOR TOWN COUNCIL

Approved/Date:_____ _____

Mayor

Denied/Date:_____ _____

Secretary

Town of Georgetown, DE
Monday, November 25, 2013

Chapter 98. FEES

§ 98-3. Application fee schedule.

[Amended 9-22-2004 by Ord. No. 2004-3; 10-27-2004 by Ord. No. 2004-5; 7-13-2005 by Ord. No. 2005-8]

A. The following fee schedule is hereby adopted for applications to the Boards and Commissions of the Town of Georgetown:

(1) Site plans.

(a) Schedule.

Site Plans (by square footage of new building space)	**Base Application Fee**	**Concept**	**Preliminary**	**Final**
Under 2,300 square feet	$250	$0	$1,500	$1,500
Between 2,300 and 10,000 square feet	$250	$1,200	$2,000	$1,500
Between 10,000 and 49,9000 square feet	$250	$1,500	$2,600	$2,000
Between 50,000 and 100,00 square feet	$500	$2,500	$3,200	$2,000
Over 100,000 square feet	$500	$2,500	$4,000	$2,000
Multifamily, townhouse: 20 or fewer units	$500	$2,500	$3,200	$2,000
Multifamily residential: over 20 units	$500	$2,500	$4,000	$2,000

(b) The base application fee shall be payable each time a plan is resubmitted to correct for submittal deficiencies. Fees for review of major revisions to approved site plans shall be determined by the Director of Planning and Zoning. Site plan review fees shall be in addition to any professional fees, i.e., Town Engineer, Town Solicitor, etc.

(2) Administrative plan review fees.

(a) Category 2 site plan: $500 plus professional fees.

(b) Exterior alterations, additions: to be determined by Director of Planning and Zoning.

(c) Change of use: $500, plus professional fees.
(d) Lot line adjustments: $500, plus professional fees.
(e) Conversions of deeded lots to parcels: $500, plus professional fees.
(f) Revisions to approved plans: to be determined by Director of Planning and Zoning.

(3) Minor subdivisions: $500, plus $120 per lot in plat, plus professional fees.
[Amended 8-26-2009 by Ord. No. 2009-13]

(4) Major subdivisions.
(a) Concept stage.
[1] Four or fewer lots: $1,000.
[2] Between five and 24 lots: $1,200.
[3] Between 25 and 100 lots: $2,200.
[4] One hundred one or more lots: $3,500.
(b) Preliminary stage: $120 per lot for subdivisions of four or fewer lots; $200 per lot for each lot over four up to 24; $50 per lot for each lot over 24.
(c) Final stage.
[1] Four or fewer lots: $500.
[2] Between five and 24 lots: $1,200.
[3] Between 25 and 100 lots: $2,600.
[4] One hundred one or more lots: $3,500.
(d) Subdivision plan review fees shall be in addition to any professional fees, i.e., Town Engineer, Town Solicitor, etc.

(5) RPC
(a) Base fee of $250, plus applicable concept, preliminary and final review fees as provided for herein:
[1] For commercial components of the RPC, the fee shall be based on the square footage of new development using the fee categories provided in the "Site Plan" schedule above.
[2] For multiple-family residential components of the RPC, the fee shall be based on the number of new units using the categories provided in the "Site Plan" schedule above.
[3] For single-family residential components of the RPC, the fee shall be based on the number of new units or lots using the categories for new lots provided in the "Major Subdivision" schedule above.
(b) RPC fees shall be in addition to any professional fees, i.e., Town Engineer, Town Solicitor, etc.

(6) Other fees.
(a) Board of Adjustments: $750, plus professional fees.
[Amended 4-22-2009 by Ord. No. 2009-8]
(b) Annexation: $1,500, plus professional fees.
[Amended 4-22-2009 by Ord. No. 2009-8]
(c) Zoning Map amendment: $1,200, plus professional fees.
(d) Zoning text amendment: $600, plus professional fees.
(e) Utility review fee: $75, plus professional fees.
(f) Historic District review: $25, plus professional fees.
[Added 8-10-2005 by Ord. No. 2005-9; amended 4-22-2009 by Ord. No. 2009-8]
(g) Conditional use application: $600 plus professional fees, and site plan fees as outlined in § **98-3**, Application fee schedule.

[Added 9-10-2008 by Ord. No. 2008-18; amended 12-10-2008 by Ord. No. 2008-20]

(h) Demolition application: $100 plus professional fees.

[Added 1-26-2011 by Ord. No. 2011-3]

B. Professional fees will be billed as encumbered throughout the process and must be paid prior to the issuance of a building permit. All unpaid professional fees are subject to a penalty of 5% per month for each month or fraction thereof.

[Amended 4-22-2009 by Ord. No. 2009-8]

§ 98-4. Service performed by Town employees.

[Amended 10-27-2004 by Ord. No. 2004-5]

The following fee schedule is hereby adopted for application for Town services of the Town of Georgetown:

Application Type	Fee
Meter flow test	$50.00
Meter flow test	
One-inch line	$100.00
Over two-inch line	$200.00
Water reconnection fee	
First occurrence	$100.00
Each occurrence	$150.00
Water administration reconnection fee	$20.00
Utility valve shutoff (after hours)	$50.00 per man-hour (1 hour minimum)
Inspection fee, public works	$35.00 per man-hour (1 hour minimum)
Reinspection fee, public works	$50.00 per man-hour
Town services	$100.00 per man-hour (1 hour minimum)
Return check service	$30.00
Code enforcement reinspection	$50.00
Code enforcement reinspection (habitual offender)	$300.00 per inspection

[Added 11-14-2007 by Ord. No. 2007-18]	
Police officer service **[Amended 1-10-2007 by Ord. No. 2007-1]**	$65.00 per man-hour (1 hour minimum)
Police reports	$25.00 plus postage or SASE
Background checks	$20.00
Subdivision/site plan inspection fee **[Amended 7-12-2006 by Ord. No. 2006-6; 11-14-2007 by Ord. No. 2007-18]**	7.5% of construction cost for water, sewer, streets an storm drain installations within the public right-of-way or easement ($150,000 maximum)

FEE DESCRIPTION	AMOUNT
Annexation Application	$1,500 + Professional Fees
Background Check	$20.00
Board of Adjustment Application	$750.00 + Professional Fees
Building Permit	See Chart
Business Licenses	
General Business 1-10 Employees	$78.00
General Business 11-50 Employees	$180.00
General Business 51 + Employees	$270.00
Ice Cream Peddler	$30.00
Out of Town Business	$120.00
Rental Room	$12.00 per unit ($60 minimum)
Rental Unit	$65.00 per unit
Storage Unit	$2.40 per unit ($270 maximum)
Category I Plan Review	Chapter 98 Fees
Category II Plan Review	$500.00 + Professional Fees
Conditional Use	$600.00 + Prof Fees + Site Plan Fees(Ch 98)
Copies (Black & White Only)	$.30 Each
Demolition Application	$100.00 + Professional Fees
Emergency Services Fee	0.001 (up to $99,999)
(times materials & labor)	0.003 ($100,000 to $499,999)
	0.005 ($500,000 & over)
Fire Sprinkler Impact Fee 2" Line	$2,500.00
Fire Sprinkler Impact Fee 4" Line	$3,000.00
Fire Sprinkler Impact Fee 6" Line	$3,500.00
Fire Sprinkler Impact Fee 8" Line	$4,000.00
Fire Sprinkler Impact Fee 10" Line	$6,000.00
G.R.E.A.T. Fund	0.001 (up to $99,999)
(times materials & labor)	0.003 ($100,000 to $499,999)
	0.005 ($500,000 & over)
Historic District Review	$25.00 + Professional Fees
Major Subdivision	Chapter 98 Fees
Minor Subdivision	Chapter 98 Fees
Project Inspection	.075 x Total Cost of Bldg. & Materials
Sewer Connection Fee	$600.00 Minimum
Sewer Impact Fee	$7,277 per EDU
Utility Review Fee	$75.00
Water Connection Fee	$600.00 Minimum
Water Impact Fee	$1,544.00 per EDU
Zoning Map Amendment	$1,200.00 + Professional Fees
Zoning Text Amendment	$600.00
Due AR	
Suspense	
Taxes - Annually (May)	$3.19 per $100 Assessed Value
Utilities - Quarterly per 30,000	Water $35 Avail, $3.10 per 1,000 usage
	Sewer $27 Avail, $6.01 per 1,000 usage
	Trash $64.00

Effective 5/01/13

COMPLETION GUARANTY ESCROW AGREEMENT

THIS AGREEMENT made and executed this _____ day of _____, 2013 by and between the TOWN OF GEORGETOWN (hereinafter called "Town"), a political subdivision, party of the first part and _____(hereinafter called "Owner or Developer") party of the second part.

WHEREAS, _____ is the owner of an approved and recorded commercial site plan commonly known and referred to as _____and proposes to construct _____ located within the limits of the Town of Georgetown, Sussex County, Delaware;

WHEREAS, Owner has agreed to construct certain infrastructure improvements, as defined in a Public Works Agreement for _____ Infrastructure Agreement [No. PC-2013-XX-XX] (hereinafter, "Public Works Agreement" or "PWA"), approved by Town Council on the ___ day of _____,20XX (the "Improvements").

WHEREAS, the Public Works Agreement requires that Owner provide a completion guaranty, which may be in the form of a deposit of funds in escrow, in the amount of 150% of the costs of the required Improvements, as defined in the Public Works Agreement, and shown on ATTACHMENT A on letter dated _____.

WHEREAS the Town has agreed, per Town Code and the PWA, to hold such funds in escrow, in a non-interest bearing account with _____ Bank, and to release funds as further defined in this agreement and in compliance with the terms of the PWA; and

WHEREAS, in order to more fully set forth each party's rights and responsibilities, the parties enter into this Completion Guaranty Escrow Agreement as follows, to wit:

Owner to submit cashier's check, payable to the Town of Georgetown in the amount of _____ Dollars ($XX,XXX) representing 150% of contractors _____Dollars ($X,XXX) estimate of the cost of completing the required Improvements as outlined in the PWA.

Town shall hold said funds in an escrow account identified as such for the benefit of Town and Developer (the "Escrow Account"). As Improvements are made to the property as more fully described in the PWA and only after such Improvements have been acknowledged with written acceptance by the Town, and all applicable Releases of Liens have been submitted and approved by the Town, the Town may, at its discretion, periodically release to the Developer funds equivalent to a maximum of 90% of the escrowed amount for the accepted Improvements. Ten percent (10%) of the initially escrowed funds shall be retained for a period of one (1) year, following completion of all Improvements, as a maintenance guaranty. The one

(1) year maintenance period shall begin after ALL Improvements described above have been completed and accepted by the Town. At the end of the one (1) year, the remaining funds in the Escrow Account shall be released to Owner.

In the event that Owner has not completed the Improvements within 270 days of the date of execution of this document and said failure is not due to the unavailability of materials or other unforeseen problems beyond the reasonable control of Owner, then the Town is authorized without liability to release such funds from the Escrow Account as are necessary for the completion of the Improvements.

In the event the parties cannot agree as to the disbursement of the funds in the Escrow Account or there is any controversy or claim with respect to release of the escrowed funds between the parties hereto, it is agreed that all disputes shall be settled by a third party to be agreed upon by the parties. In the event the parties cannot agree upon a third party arbitrator then each shall choose an arbitrator and the arbitrator shall choose a third arbitrator and by majority vote whose decision shall be final.

Nothing contained in this Escrow Agreement shall modify or amend any term of the PWA and, in the event of any conflict, the terms of the PWA shall control.

_____, LLC

By: _____

Attest: _____

_____, LLC

By: _____

Attest: _____

THE TOWN
OF GEORGETOWN

By: _____
Michael R. Wyatt, Mayor

Attest: _____
Steven M. Hartstein, Secretary

City of Harrington

FEES

A. Various municipal fees. **[Amended 7-16-2007 by Ord. No. 07-09; 10-15-2007 by Ord. No. 07-14; 12-15-2008 by Ord. No. 08-07; 5-18-2009 by Ord. No. 09-01; 6-21-2010 by Ord. No. 10-02[1]; 6-20-2011 by Ord. No. 11-02; 9-20-2011 by Ord. No. 11-06; 3-5-2012 by Ord. No. 12-03; 4-16-2012 by Ord. No. 12-09; 6-4-2012 by Ord. No. 12-11; 8-6-2012 by Ord. No. 12-19]**

City of Harrington Fee Categories	Total Owed	Base Fee	Escrow Account Amount	Subject to Professional Fees
Administrative fee, per certified mail letter/notice	$25	$25	N/A	N/A
Board of Adjustment variances	$750	$400	$350	Yes
Annexation application	$3,000	$1,200	$1,800	Yes
Category A conceptual site plan review	$1,200	$250	$950	Yes
Category A final site plan review	$1,300	$250	$1,050	Yes
Category A preliminary site plan review	$1,500	$250	$1,250	Yes
Category B administrative plan review	$700	$200	$500	Yes
Professional fees*	Billable to applicant	Varies	Varies	Yes
Rezoning	$1,900	$700	$1,200	Yes
Utility review	$150	$150	N/A	Yes
Community impact fee (per unit)	$1,000	$1,000	N/A	N/A
Business licenses:				
All other trades, businesses or occupations	$50	$50	N/A	N/A
Distributors, 1 to 49 employees	$250	$250	N/A	N/A
Distributors, 50 or more employees	$500	$500	N/A	N/A
Gas, light, power, cable, TV, phone, IT	$825	$825	N/A	N/A
Hotels, per room	$10	$10	N/A	N/A
Hotels, per suite	$15	$15	N/A	N/A
Manufacturers, 1 to 49 employees	$250	$250	N/A	N/A
Manufacturers, 50 or more employees	$500	$500	N/A	N/A
Mobile home park, per space	$25	$25	N/A	N/A
Motel, per room	$10	$10	N/A	N/A
Motel, per suite	$15	$15	N/A	N/A

[1] **Editor's Note: This ordinance also provided an effective date of 7-1-2010.**

Town of Dagsboro Fee Schedule:

Site Plan Review Fees:

$500 Application Fee *(non-refundable)*
$2,500 Site Plan engineering professional review escrow payment (to be replenished upon depletion)
$2,500 Site Plan legal professional review escrow payment (to be replenished upon depletion)

Subdivision Fees:

$500 Major Subdivision Application Fee
$2,500 Major subdivision engineering professional review escrow payment (to be replenished upon depletion)
$500 Major subdivision legal professional review escrow payment (to be replenished upon depletion)

$250 –Minor Subdivision
$500 Minor subdivision engineering professional review escrow payment (to be replenished upon depletion)
$500 Minor subdivision legal professional review escrow payment (to be replenished upon depletion)

$250 Partitioning Application
$500 Partitioning engineering professional review escrow payment (to be replenished upon depletion)
$500 Partitioning legal professional review escrow payment (to be replenished upon depletion)

$250 – Combining Application

Annexation Fees:

All parcels zoned Residential (AR, MR, HR, and RPC) by Sussex County

4.99 acres or less	$300
5.0 acres to 9.99 acres	$1,000
10.0 acres to 24.99 acres	$2,000 and all professional fees
25.00 acres or more	$3,000 and all professional fees

All other non-residential zoned parcels and for parcels that are non-conforming commercial uses in a residential district

4.99 acres or less	$600
5.0 acres to 9.99 acres	$2,000
10.0 acres to 24.99 acres	$4,000 and all professional fees
25.00 acres or more	$6,000 and all professional fees

Change of Use Fees:

$500 Application Fee (*non-refundable)*
$1,250 Change of use engineering professional review escrow payment (to be replenished upon depletion)
$500 Change of use legal professional review escrow payment (to be replenished upon depletion)

Board of Adjustment Fees:

$500 Board of Adjustment Application Fee: (non-refundable)
$1,250 Board of Adjustment engineering professional review escrow payment (to be replenished upon depletion)
$1,250 Board of Adjustment legal professional review escrow payment (to be replenished upon depletion)

Impact Fees:

Water Impact Fee	$3,000 per EDU
Capital Improvement Impact Fee	$1,500 per EDU
Fire Department Impact Fee	.25% of Total Construction Cost
Ambulance Service Impact Fee	.25% of Total Construction Cost

Business License Fees:

Resident Merchant	$75 per year
Outside Contractor	$75 per year
Rental License	$75 per year
Late Fee	$45 per year

Vending machines:

Each drink, food or candy machine:	$34 per year
Each ice machine:	$34 per year
Each cigarette machine:	$56 per year
Each newspaper/ U.S. postage stamp machine:	$22 per year
Each dispensing machine other than those above:	$34 per year
Each music machine:	$66 per year
Each Amusement machine	$222 per year
Each Child's riding amusement machine:	$40 per year

Building Permit Fees:

(Minimum $50)	
New Residential & Commercial	Total Square Footage X $85 X 1.25%
All others	1.25% of Construction Cost, rebuilding, or renovation work
Moving of buildings	$75 plus security deposit $1,000
(Security Deposit shall be refunded at the time of completion by satisfactory inspection by the Building Official)	

Rental Tax Fee:	3% of Annual Gross Rental Income
Survey Plot Certification:	$150
Sign Permit Application:	$50
Comprehensive Sign Plan:	$1,000
Certificate of Compliance (Restaurants)	$350
Copies:	$0.25 per page
Fax:	$2 first page/$1 per additional page
Copy of Town Code:	$150
Return Check Fee:	$25