

Town of Milton  
115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
Phone: 302-684-4110  
Fax: 302-684-8999

**RESOLUTION 2016-009**

**TO RATIFY ADOPTION OF THE FISCAL YEAR 2017 FEE SCHEDULE**

**WHEREAS**, the Town Charter of the Town of Milton, Delaware ("Town") provides in Section 29, that, "the Town Council is vested by this Charter with the following powers, to be exercised by the Town Council in the interest of good government, and the safety, health and public welfare of the Town, its inhabitants and affairs"; and

**WHEREAS**, Section 29 authorizes the Town Council to license, tax, and collect fees for any and all municipal purposes;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Milton that a public hearing for the fiscal year 2017 budget and fee schedule was duly noticed and held at the Milton Library, on Monday, August 15, 2016 at 6:30 p.m.; and during that duly noticed and held Town Council meeting the fiscal year 2017 fee schedule was adopted by Town Council, and the fee schedule is hereby ratified and made effective on October 1, 2016.

**I, JAMES C. GARDE**, Secretary of the Town Council of the Town of Milton, do hereby certify that the above resolution was passed at the meeting of the Town Council, duly called and convened, held on the 3rd day of October, 2016, at which a quorum was present and voting throughout and that same is still in full force and effect.

**TOWN OF MILTON**

BY: James C. Garde  
**SECRETARY OF TOWN COUNCIL**

DATE: 10/25/2016

**TOWN OF MILTON FEE SCHEDULE - FISCAL YEAR 2017**

Annexation Fee			\$ 8,000.00	per acre
Announcement Sign Fee			\$ 150.00	
Application for Historic Preservation			\$ 50.00	
Application for Subdivision** (\$25.00 per lot and application)			\$ 100.00	*Plus initial Escrow of \$2,500.00
Application for Conditional Use			\$ 400.00	*Plus initial Escrow of \$1,000.00
Application for Site Plan Review/Special Permitted Use			\$ 100.00	*Plus initial Escrow of \$1,000.00
Application for Variance			\$ 400.00	*Plus initial Escrow of \$1,000.00
Application for Zoning Change			\$ 400.00	*Plus initial Escrow of \$3,000.00
Application for Annexation			\$ 400.00	*Plus initial Escrow of \$5,000.00
Boat Dock Rental (per month - minimum)		Summer Months	\$ 120.00	April to September
		Winter Months	\$ 80.00	October to March
	Paid in advance	Full Year	\$ 980.00	January to December
Building Permit - based on cost of job		\$0 - \$300	\$0.00	
Building Permit - based on cost of job		\$301-\$3,000	\$30.00	
Inspection fees will be added if applicable		\$3,000 +	1.25%	
Alterations and additions of existing buildings will be 1.25% of construction costs as calculated by the Town of Milton				
New Construction Building permit fee will be 2.25% of the signed contract price (construction only; not including land value)				
Code - Non-Cancellation Fee			\$ 100.00	PER OCCURRENCE
CD copies			\$ 10.00	unless otherwise noted
Copy of Charter, Comprehensive Plan, Zoning Regs (ea)			\$ 50.00	PAPER OR CD COPY
Copy of Subdivision Ordinance			\$ 50.00	PAPER OR CD COPY
Copy of Zoning Sections, Map, Ordinance Sections (ea)			\$ 10.00	PAPER OR CD COPY
Demolition Permit			\$ 50.00	
Engineering, Legal and Consulting Services Administrative			Actual cost plus 10%	
Faxes per page			\$ 1.00	
Freedom of Information Request- Standard copy fees apply- also refer to Town of Milton FOIA				
Removal/Abatement of Unregulated Growth/Nuisance			\$ 200.00	PER HOUR
Inspection Fee -Water & Code			\$ 50.00	PER INSPECTION
Installation of Meter/Connection Fee			\$50.00	PER METER
Lien Certificate			\$35.00	
Lien Certificate (add'l charge for expedited)			\$50.00	
Mercantile License (Restricted to Municipal Parking Lot)			\$ 50.00	
NSF Check - 1st time returned			\$ 35.00	
NSF Check - 2nd time returned			\$ 45.00	
Park Security Deposit - Group of 100 or more attendees			\$ 100.00	
Park Security Deposit - Group of 50 to 99			\$ 50.00	
Park Security Deposit - Group of less than 50 attendees			\$ 35.00	
Park Usage Fee - Group of 100 or more			\$ 150.00	
Park Usage Fee - Group of 50 to 99 attendees			\$ 75.00	
Park Usage Fee - Group of less than 50			\$ 25.00	
Park Usage Fee - Residents of the Town of Milton and IRS 501(c) non-profit			\$ -	
Photocopies per page			\$ 0.50	For the first 20 pages
			\$0.35 for every page after the first 20 pages	
Police Staff Fee, per hour			\$ 40.00	
Police Report			\$ 35.00	
Street Excavation/Replacement			Actual Cost to Repair	
Street Permit			\$ 200.00	
Structural Engineer Report			Cost of Report plus 2% Administrative Fee	
Sewer Permit and Inspection Fee			\$ 650.00	
Utility Discontinuance Fee			Actual Cost to Repair	
Water Impact Fee			\$ 1,450.00	
Water Meter and/or Water Pit,Lid, and Frame			Actual cost plus 10% Administrative Fee	
Water Disconnect			\$ 50.00	per occurrence
Water Reconnect			\$ 50.00	per occurrence
Water Tap Labor/Equipment (1 1/2")			\$ 750.00	
Water Tap Labor/Equipment (1")			\$ 600.00	
Water Tap Labor/Equipment (2")			\$ 800.00	
Water Tapping Fee			\$500.00 or cost of tap	
<b>Licenses below are required yearly, Issued January 1st - December 31st</b>				
Amusement License (each machine)			\$ 25.00	
Business License			See Separate Fee Schedule	
Rental License - Residential (per unit)			\$ 150.00	
Rental License - Commercial (per unit)			\$ 150.00	

**Quarterly Utility Billing**

Utility Rates:	Water	\$35.00	Availability Fee	\$3.00	per 1,000 gals
	Trash	\$57.00			
	Out of Town Water	\$70.00	Availability Fee	\$3.00	per 1,000 gals

**Annual Property Taxes Quarterly Utility Billing**

**Rate: \$.24 per \$100.00 of assessed fair market value (2009). Taxes are billed in January and due March 31st.**

\*=Escrow funds are required by the applicant to cover Professional Fees, including but not limited to Engineering and Legal. Escrow funds shall be placed in an escrow account. A monthly statement will be given to the applicant detailing how the funds have been charged. The applicant will have 30 days to dispute any charges. At the completion of the said project/application process, any remaining balance will be refunded to the applicant. The Town may, at its own discretion, increase the initial required escrow funds upon review of the application and determining that the particular application is likely to substantially exceed the standard initial escrow amount. If the escrow funds are depleted below \$250.00 and the project is ongoing, the Town shall require in writing, additional escrow funds of an amount reasonably calculated as needed to complete the application's process, and the Applicant shall remit the required escrow funds within 15 days of receipt of the Town's writing. If the required funds are not remitted within said time, any further review, work, meetings, or approvals will be delayed until the Town has received the funds requested.

\*\*= includes minor and major subdivisions, partitions, and lot line adjustments. Any application for a revision or amendment of an approved application shall bear the same fees as an original application of that type.