

RESOLUTION 2025-102

RESOLUTION AMENDING THE CITY OF WEST BRANCH SCHEDULE OF FEES

WHEREAS, the City Administrative Staff has made recommendations for new administrative fees listed on Exhibit "A"; and

WHEREAS, Council has determined that the fees included in the West Branch Schedule of Fees are appropriate and are reasonably related to the purpose for which such fees are charged.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the fees set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 15th day of September, 2025.


Roger Laughlin, Mayor

Attest:


Alycia Horras, City Clerk



SCHEDULE OF FEES

Updated September 26, 2025

MONTHLY RESIDENTIAL SERVICE FEES

Water Chapter 92.02	\$10.92 per 1000 gallons (Ord 814)
Sewer Chapter 99.01	\$18.36 per 1000 gallons (Ord 811)
Recycling Chapter 107.08	\$4.75 per month
Trash Collection Chapter 106.08	\$12.75 / 35 gallon \$14.75 / 65 gallon
Storm Water Utility Chapter 102.08	\$3.00

OTHER SERVICE CHARGES

Late Payment Penalty Chapter 92.04(3)	10% of total delinquent bill
Insufficient Funds Charge Chapter 1.15	\$30
Water Service Deposit Chapter 92.09	\$200.00 (refundable)
Disconnect Fee for non-payment Chapter 92.05(4)	\$50 (between 6:30 a.m. to 3:30p.m.) \$75 (after 3:30 p.m.)
Temporary Vacancy Disconnect Chapter 92.10	\$50
Testing of Meters Chapter 91.10	\$50
Water Meter Replacement Chapter 91.06, 91.07	actual cost to replace
Barricades Resolution 1726	\$50 up to 4 (refundable deposit)
Road cones Resolution 1726	\$50 up to 10 (refundable deposit)

MISCELLANEOUS ADMINISTRATIVE FEES Resolution 1726

Photocopies	\$0.10 per page - black/white \$.50 per page – color
Fax Services	\$1.00 1 st page, \$0.50 per page after
Recording Fees (any type)	actual costs
Notary Service	No Charge
Lost Key Fee	\$15



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WEST BRANCH MUNICIPAL CEMETERY FEES

Cemetery Interment Rights (cemetery lots)

Upright & Upright West Section	\$250 (sold in multiples of 2)
Memorial Section	\$100 (sold individually)
All other sections	\$100 (sold in multiples of 2)

Traditional Interments (burials Monday – Friday)	\$650
Cremation	\$200
Infant	\$150
Saturday service	\$150 extra
Sunday & Holidays service	\$250 extra
If conditions require gas (winter)	\$40

Disinterment – Cost varies according to size and location:

Suitcase Type (baby)	\$100
Half-sized Vault (child)	\$175 - \$400
Full-sized Vault (adult)	\$400 - \$700

PEDDLER PERMIT FEES Chapter 122

Application Fee	\$10
One day permit	\$25
One week permit	\$50
Up to six (6) months	\$100
One year of major part thereof	\$175

VENDOR FEES

West Branch Resident Nonprofit	\$10
West Branch Commercial Business	\$25
Non-Resident Nonprofit	\$25
Non-Resident Commercial Business	\$50

ANIMAL REGISTRATION FEES

Cats	\$5 per cat, per year
Dogs	\$10 per dog, per year
Non-spayed or neutered pet	\$25 per pet, per year
Level 3 Animals (Resolution 949)	\$75 per pet, per year
Level 4 Animals (Resolution 949)	\$200 per pet, per year

DOG PARK FEES Resolution 1228

Single Day Pass	\$5
Dog Park Tag	\$15 per year (resident)
Dog Park Tag	\$20 per year (non-resident)

WEST BRANCH POLICE DEPARTMENT FEES

Per Resolution 1593 & 1726

Administrative fee records request	\$15 + postage if applicable
Document redaction (minimum 1 hour)	\$15/hour
Video redaction (outside source)	Actual Cost
USB Storage device	Actual Cost
CD/DVD	\$5
Reserve officer event stand-by (minimum 1 hour)	\$30/hour
Police patrol vehicle stand-by (minimum 1 hour)	\$100/hour
Certified Officer	\$45 per hour
Parking Fines Chapter 70.03	\$15
Disabilities Parking Fines Chapter 70.03	\$200 — Ord. 757
Impoundment of Vehicles Chapter 80.05	\$35 for the 1 st 5 days — Ord. 758
	\$1 for each subsequent day

FALSE ALARMS Chapter 37.02

False Alarm (residential)	\$50 per violation within 12 months
False Alarm (commercial)	\$500 per violation

BUILDING INSPECTION FEES

(When no current building permit is active or by request of property owner)

Inspections outside of normal business hours (Minimum charge – two hours)	\$50 per hour
Re-inspection fees assessed under provisions of Section 305.8	\$50 per hour
Inspections for which no fee is specifically indicated (Min. charge – 1/2 hour)	\$50 per hour
Additional plan review required by changes, additions and inspections, or both (Minimum charge – 1/2 hour)	\$50 per hour
For use of outside consultants for plan checking and inspections, or both	Actual Costs

BUILDING PERMIT FEES (based on project valuation)

Valuation	Fee
Up to \$500	\$23.50
\$501 to \$2000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2001 to \$25,000	\$69.25 for the first \$2000 plus \$14 for each additional \$1000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$391.25 for first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each Additional \$1,000, or fraction thereof.

RESIDENTIAL SITE PLAN REVIEW Resolution 1577

Site plan review (required)	Actual costs for city engineer's review
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WASTEWATER LIFT STATION CONNECTION FEE Chapter 100.03

Calculated by City Engineer – See Exhibit B on file at City Hall

WATER & SEWER CONNECTION FEES

Residential Water Service (new construction) Chapter 90.06	\$402
Residential Sewer Service (new construction) Chapter 96.02	\$402

ELECTRICAL, MECHANICAL AND PLUMBING PERMIT FEES

Dollar Volume of Work

\$1 - \$5,000

\$5,001-\$25,000

\$25,001-\$50,000

\$50,001-\$75,000

\$75,001-\$100,000

\$100,001-\$125,000

Add \$25.00 per every \$25,000 of valuation thereafter

Permit Fee

\$50

\$75

\$100

\$125

\$150

\$175

OTHER PERMIT FEES

Demolition Permit

\$100

Fence Permit

\$50

Sign Permit (Historic District only) Chapter 25.09(4)

\$10

Street Boring Permit Chapter 135.09(12)

\$100

House Mover Permit Chapter 123.06

\$100

SUBDIVISION FEES

REZONING FEE Chapter 165.20 (5)

Rezoning Fee

\$300 + Actual costs incurred for engineering review

SITE PLAN FEE Chapter 167.08

Site Plan Application Fee

\$200 + Actual costs incurred for engineering review

PLATTING FEE Chapter 166.03(1)

Preliminary Plat

\$300

Final Plat

\$300

Engineering Review of plats

Actual costs, billed as incurred

NUISANCE ABATEMENT MUNICIPAL INFRACTION FEES

Violations of Chapter 50.02(10) grass mowing and Chapter 136.03 snow removal from sidewalks, fees are billed to the property owner as follows per violation: Per Resolution 874

Operator	\$38 / per hour
Utility tractor	\$35 / per hour
Dump truck	\$35 / per hour
Pick-up	\$25 / per hour
6 foot mower	\$10 / per hour
Bat wing mower	\$20 / per hour
Riding lawn tractor	\$20 / per hour
Chain saw	\$15 / per hour
Trailer	\$10 / per hour
String trimmer	\$5 / per hour
Push mower	\$7 / per hour
3 rd party expenses	billed at cost
Snow removal	\$50 / per sidewalk
Administrative Fee	\$40 / per billing

Nuisance Abatement Civil Fees in addition to the above services:

First Offense	\$500
Second Offense	\$750
Each Offense Thereafter	\$1000