



CITY OF CREEDMOOR  
**2018-2019**  
**FEE AND RATE SCHEDULE**

Effective July 1, 2018 – June 30, 2019

*Adopted June 5, 2018*  
*Revised September 4, 2018*

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## BUILDING PERMITS AND INSPECTIONS

### RESIDENTIAL AND COMMERCIAL BUILDING PERMITS AND INSPECTIONS

*The Granville County Inspections Department performs building permitting and inspections for the residents and businesses of Creedmoor.*

#### Granville County Inspections Department Contact Information

122 Williamsboro Street  
P.O. Box 877  
Oxford, NC 27565  
(P) (919) 603-1326  
(F) (919) 693-6794

<http://www.granvillecounty.org/businesses/building-inspections/>

Office Hours: Monday-Friday // 8:00 a.m. – 5:00 p.m.

Permit Hours: 8:30 – 11:00 a.m. or 2:00 – 4:00 p.m.

## COMMUNICATIONS FEES

### WIRELESS COMMUNICATIONS

#### New Telecommunications Tower or Substantial Modification

Application Fee	\$2,000.00 + \$500 per revision
Consulting Fee	Actual Cost

#### New Microcell, Small, Concealed, Co-Location, or Upgrade Other than Substantial Modification

Application Fee (1 – 5 permits)	\$100.00 each
Application Fee (6 – 25 permits)	\$50.00 each
Consulting Fee (if necessary)	\$500.00 each

## CONSTRUCTION INSPECTION FEES

*Assessed by the City Engineer (Developer shall bear any additional cost incurred by the City over the fees listed below). This fee is to be paid upon construction drawing approval.*

### PLAN REVIEW

*Plan Review Fees shall apply to the extent of any revisions made to plans previously reviewed.*

Roadway (public and/or private)	\$0.95 per linear foot
Parking/Loading Areas (including access)	\$0.04 per square foot
Storm Drainage	\$1.00 per linear foot

### CONSTRUCTION ADMINISTRATION

*Note: Fees to be collected upon approval of construction drawings.*

Roadway (public and/or private)	\$1.05 per linear foot
Storm Drainage	\$1.00 per linear foot

## LAW ENFORCEMENT SERVICES / FINES / FEES

### FINGERPRINTING

Fingerprinting (up to two cards)	\$10.00
Fingerprinting of Children (Fingerprint cards for parents to maintain for identification)	Free

### NOISE VIOLATIONS

Noise Fine	\$25.00 [1 <sup>st</sup> Offense within 12 months]
	\$50.00 [2 <sup>nd</sup> Offense within 12 months]
	\$100.00 [3 <sup>rd</sup> Offense within 12 months]
	\$250.00 [Each offense above 3 within 12 months]

### FALSE ALARMS

False Business or Residential Alarm Fine	Warning [1 <sup>st</sup> – 3 <sup>rd</sup> Offense within 12 months]
	\$50.00 [4 <sup>th</sup> Offense within 12 months]
	\$100.00 [Each offense above 4 within 12 months]

### PARKING FINES

Parking Fine	\$10.00 [1 <sup>st</sup> Offense within 12 months]
	\$25.00 [2 <sup>nd</sup> Offense within 12 months]
	\$50.00 [3 <sup>rd</sup> Offense within 12 months]
	\$100.00 and vehicle removal [Each offense above 3 within 12 months]

### POLICE REPORTS

Copies of Police Reports	\$5.00
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### PRECIOUS METALS DEALER PERMIT

Precious Metals Annual Dealer Permit Fee	\$180.00
SBI Fingerprint Processing Fee	\$38.00 (Pass-thru fee that goes to SBI)
Precious Metals Employee Application Fee	\$10.00
Precious Metals Employee Annual Renewal Fee	\$3.00

## MISCELLANEOUS CHARGES AND FEES

*“Actual cost” will be agreed upon before the work is done and is calculated based on number of pages at per page copy rate. Printing is done at material cost to the City to provide the service.*

### PRINTS AND COPIES

#### Copies

CD	\$1.00
Copies (letter/legal/ledger)	\$0.10 per page (current & archived files)
Minutes	Actual cost
Official Transcripts	Actual cost
Other Maps, Studies, & Reports	Actual cost

#### Manuals

Creedmoor Development Ordinance	Actual cost
Land Use Plan	Actual cost
Code of Ordinance	Actual cost
Design Manual & Standard Specs	Actual cost

#### Maps + Large format

*Plotting type determined by GIS Administrator*

Official Zoning District Map	Actual cost
Land Use Plan Map	Actual cost
Copies (Plat/Plan Size)	Actual cost
Basic Plotting (36" plain paper)	\$1.57 per roll foot
Image Plotting (36" plain paper)	\$4.46 per roll foot
Presentation Plotting (36" photo paper)	\$9.28 per roll foot

### PENALTIES AND ADMINISTRATIVE FEES

Returned Check	\$25.00 or maximum allowed by state law
Remote Payment Convenience Fee	\$1.50 per transaction

*Applicable to credit card payments made via phone and all online transactions.*

## PLANNING AND ZONING FEES

*Planning and Zoning fees for zoning, subdivision, and site activity assessed by the Planning Department. If a third submittal is required an additional review fee will be collected. Note: Handicap access ramp additions to single-family residential structures are exempt from zoning and building permit/inspection fees.*

### ANNEXATION PETITIONS

*Annexation petitions include initial zoning process at no charge.*

Annexation Petition	No Charge
Annexation Petition & Zoning (areas outside the ETJ)	No Charge

### APPEALS/VARIANCES

Appeal/Variance to Board of Adjustment	\$400.00
Appeal of Planning Board Decision to Board of Commissioners	\$400.00

### PLAN REVIEW

*Fee paid with application; If a third submittal is required, a new fee must be paid.*

<b>Site Plan Review</b>	
Sketch Plan	\$100.00 per sheet per session
Site Plan	\$600.00 + Sketch Plan review fee

<b>Major Subdivision Review</b>	
Sketch Plat/Plan Review	\$100.00 per sheet per session
Preliminary Plat Review (Minor) – 5 lots or less	\$450.00
Preliminary Plat Review (Major) – More than 5 lots	\$500.00 + \$10.00 per lot
Preliminary Plat – Minor Revision	\$250.00
Preliminary Plat – Major Revision	\$450.00
Final Plat Review – Major Subdivision	\$175.00 per map sheet + water/sewer capacity fees for each lot platted
Letter of Credit Review (includes partial release requests)	\$2,500.00

<b>Minor Subdivision Review</b>	
Final Plat Review	\$50.00 per map sheet

<b>Miscellaneous Services</b>	
Conveyance Plat	\$10.00 per lot
Recombination Plat	No Charge
Time Extension for Plat Approval	\$150.00

### SIGN PERMITS

Permanent Sign	\$100.00
Temporary Sign (where permit is required)	\$25.00 per sign

## ZONING COMPLIANCE PERMITS

Conditional Use Permit	\$800.00
Single/Two Family Structures/Mobile Homes	\$75.00
Single Family Attached/Multi-Family	\$100.00
Residential Addition/Accessory Structure/Shed/Deck	\$75.00
Commercial/Institutional/Industrial	\$100.00 (without site plan review)
Temporary Construction Trailers	\$75.00
Temporary Use Permits	\$75.00
Fence Permit	\$20.00

## ZONING STUDIES, VERIFICATIONS, AND CERTIFICATES OF NON-CONFORMITY

Zoning Verification Letter	\$100.00
Certificate of Non-Conformity	\$100.00

## ZONING TEXT AND MAP AMENDMENTS

Initial Zoning (after annexation)	No Charge
Text Amendment (including a land use plan amendment)	\$700.00
Vested Rights Procedure	\$600.00
Vested Rights Extension	\$150.00
Zoning Map Amendment	\$700.00

## OTHER

Home Occupation Permits	\$100.00
<b>Peddlers</b>	
Food Truck (per location)*	\$100.00
Solicitor and Transient Vendor Registration Fee (e.g., ice cream truck, door to door sales, etc.)**	\$25.00 Annually
*Requires a <i>Zoning Compliance Permit Application</i> .	
**Requires a <i>Peddler Registration Form</i> .	

## PENALTIES

Code Enforcement Administrative Fee	10% of past due or unpaid fines (including remediation costs, legal expenses, etc.)
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## RECREATION FACILITIES AND RENTAL FEES

*For more information, call Creedmoor City Hall at (919) 528-3332, Option 0.*

### BATTLE C. ROBERTS BALL FIELDS

*Address: 108 East Wilton Avenue, Creedmoor // Hours: 8:00 a.m. to Dark*

#### Family Recreation

Family Reunions & Other Activities [both fields, all day]	\$50.00 (+ \$100.00 Refundable Deposit)
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#### Youth/Adult Sports

Field 1 [Small Field] or Field 2 [Large Field]	\$10.00 (per hour)
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### GYMNASIUM AND ACTIVITY CENTER RENTAL

*Hours: Monday - Friday 5:30 p.m. to 10:30 p.m. // Saturday 9:00 a.m. to 10:30 p.m. // Sunday 1:00 p.m. to 10:30 p.m.*

2-hour minimum required	\$40.00
Each additional hour	\$20.00
Clean-up Fee (for groups of 20+ or when food will be served)	\$20.00

**NOTE:** City of Creedmoor residents may utilize the current gymnasium at no charge only for basketball play for a maximum of two (2) hours on Saturday mornings between the operating hours of 9 am – 12 noon. A rental reservation form and photo identification must be submitted and all rental rules remain in effect as with a paid rental. (1/2018).

### LAKE ROGERS PARK

**PARK HOURS:** *Sunrise – Sunset*

**CONCESSION STAND HOURS:** *Mid-April thru October (Fridays, Saturdays, Sundays, & Holidays) 10:00 a.m. - 7:00 p.m. Boat rental (photo ID required) &/or launch fees payable at City Hall or at the concession stand during regular operating hours.*

#### Boat Launch

	Creedmoor Resident	Non-Resident	Creedmoor Resident Senior Citizen (65+)	Non-Resident Senior Citizen (65+)
Daily	\$4.00	\$6.00	\$3.00	\$5.00
Annual (Valid Jan 1 to Dec 31)	\$25.00	\$50.00	\$20.00	\$40.00

#### Boat Rental

##### Jon Boats with Oars\*

	Creedmoor Resident	Non-Resident	Creedmoor Resident Senior Citizen (65+)	Non-Resident Senior Citizen (65+)
Per Hour	\$3.00	\$5.00	\$2.00	\$4.00
5+ Hours	\$10.00	\$15.00	\$8.00	\$12.00

*\*Boaters are permitted to bring and use their own trolling motors.*

##### Pedal Boats and Nucanoes

	Creedmoor Resident	Non-Resident	Creedmoor Resident Senior Citizen (65+)	Non-Resident Senior Citizen (65+)
Per Hour	\$5.00	\$8.00	\$4.00	\$7.00

#### Shelter Rental

*Shelter reservations only available at City Hall during normal business hours.*

<b>Large Shelter</b> [2-hour minimum required]	\$20.00
Each additional hour	\$10.00
All day rate	\$70.00
<b>Small Shelters #2, #3, or #4</b> [2-hour minimum required]	\$14.00
Each additional hour	\$7.00
All day rate	\$40.00

### HARRIS PARK

#### Shelter Rental

*Shelter reservations taken at City Hall during regular business hours.*

Picnic Shelter [2-hour minimum required]	\$14.00
Each additional hour	\$7.00
All day rate	\$40.00

#### Horse Shoe Pits

<i>Horse shoe rental available at City Hall during normal business hours</i>	\$20 Returnable Deposit
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## STORMWATER MANAGEMENT FEES

### STORMWATER MANAGEMENT SERVICES AGREEMENT

Stormwater Maintenance Agreement	Attorney Fees + \$10%
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### STORMWATER PLAN REVIEW FOR NEW CONSTRUCTION

Stormwater Quality (BMP) and/or Stormwater Detention Facilities Permit Application	\$250 each plus Engineering Review Costs
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### CONSTRUCTION ADMINISTRATION

Stormwater Quality (BMP) and/or Stormwater Detention Facilities	\$500 each
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### STORMWATER UTILITY RATES

*Calculated by the Stormwater Administrator and billed by Granville County Tax Office.*

*For Businesses, the fee is calculated by BASE FEE + IMPERVIOUS + ACREAGE.*

*For Single Family Homes the fee is based on the acres in the parcel and can be looked up in the table below.*

*For vacant land the fee is BASE FEE + ACREAGE FEE.*

<b>Business (Base Fee + Impervious + Acreage)</b>	
Base Fee	\$12.00 per year
Impervious Surface Fee	\$70.00 per 2,600 Square Feet of impervious surface
<i>Acreage Fee</i>	
1 – 1.99 Acres	\$25.00 per year
2 – 9.99 Acres	\$50.00 per year
10 – 99.99 Acres	\$75.00 per year
100+ Acres	\$100.00 per year

<b>Single Family Home</b>	
Lot < 1.99 Acres	\$107.00 per year
Lot 2 Acres – 9.99 Acres	\$132.00 per year
Lot 10 Acres – 100 Acres	\$157.00 per year

<b>Vacant Land (Base Fee + Acreage)</b>	
Base Fee	\$12.00 per year
1 – 1.99 Acres	\$25.00 per year
2 – 9.99 Acres	\$50.00 per year
10 – 99.99 Acres	\$75.00 per year
100+ Acres	\$100.00 per year

### YARD DEBRIS

#### Yard Debris Removal

*Residential service only. City provides one (1) free pick-up per month.*

*Yard debris must comply with the [City's Debris Pickup Policy](#). Tree limbs with a diameter of **3 inches or less must be cut to 10 foot lengths** (or less) and be **stacked in the same direction**. Limbs **over 3-inches in diameter** (but less than 10 inches in diameter) must be **cut to 3 foot lengths** or shorter. Soil or inorganic material cannot be included with the yard debris. Additional details can be found at [www.cityofcreedmoor.org/yarddebris](http://www.cityofcreedmoor.org/yarddebris).*

Each additional pickup per month	\$20.00
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## UTILITY SERVICES

### WATER & SEWER SERVICES

*The South Granville Water & Sewer Authority (SGWASA) provides water & sewer services to the residents and businesses of Creedmoor.*

#### SGWASA Contact Information

415 Central Avenue, Suite B  
Butner, NC 27509  
(P) 919.575.3367  
(F) 919.575.4547  
[www.sgwasa.org](http://www.sgwasa.org)

Office Hours: Monday –Friday // 8:00 a.m. - 5:00 p.m.

### TRASH & RECYCLING COLLECTION SERVICES

*Waste Industries provides trash & recycling collection services to the residents and businesses of Creedmoor.*

#### Waste Industries Contact Information

241 Vanco Mill Road  
Henderson, NC 27536  
(P) 252.438.5333 or 919.693.8669  
(F) 252.431.1635  
[www.wasteindustries.com](http://www.wasteindustries.com)

Office Hours: Monday - Friday // 8:00 a.m. – 5:00 p.m.