



Fee Schedule

**Adopted by Council Action on
February 20, 2023**

ADMINISTRATIVE DEPARTMENT	
COPIES-INCLUDES PUBLIC RECORDS REQUESTS AND PUBLIC COPY REQUESTS	FEE
Regular	\$1.00
Certified (Town Records only - does not include Notarization)	\$5.00 first page \$2.00 each subsequent page
Certified Copies with Numbered Pages	\$6.00 first page \$1.00 each subsequent page
CD or DVD Copies of Documents &/or Pictures	\$5.00 per CD or DVD
FAX SERVICES **ONLY LOCAL FAXES AVAILABLE**	FEE
Send	\$2.00 first page \$1.00 each subsequent page
Receive	\$1.00 per page
Ad Valorem Tax	\$0.42 per hundred
Returned Check Charge	\$35.00
Notary Public Fees	\$10.00 per signature/seal
Meeting notice request—Sunshine List	\$10.00 annually* *Fee waived for email-only notifications
Blackboard Connect© Participation Fee (out-of-town-only)	\$10.00 annually
"Stop Payment" Fee for Misplaced Checks	\$35.00
Fee for Replacement of Lost or Damaged Check	\$5.00
Petition to close a street	\$750.00 per street
Town Hall Property Temporary Parking approval ONLY (Parking without approval will be cited per Code)	\$10.00 per day per vehicle *With written

PLANNING FEES

CERTIFICATES ISSUED BY JOHNSTON COUNTY

Building Permits – Johnston County Building Inspections Department issues building permits following issuance of Zoning permit by the Town of Wilson’s Mills.

Certificate of Occupancy (CO)- Johnston County Building Inspections Department issues upon final building inspections and site plan compliance approval by the Town.

*****All fees and charges relevant to building permits, inspections, and issuance of certificates shall be as adopted by Johnston County's fee schedule.**

ZONING COMPLIANCE PERMITS (Where construction begins without appropriate permits in place, permit cost shall be doubled)	FEE
Single, Two Family structures and mobile homes	\$100
Single Family attached/multi- family (condo, apartments, townhomes, etc.)	\$150
Residential Addition/Accessory structures/Shed/Porch/pool	\$50
Fences	\$25
Non-residential	\$100 + zoning site plan review fee if applicable
Temporary Use/Event Permits	\$100 \$0 for events hosted by charitable organizations that are within the Town's Planning Jurisdiction
Home Occupation Permits	\$50
Conditional Use Permit Application	\$500
Zoning Verification Letter	\$25
Certificate of Non-Conformity Adjustment	\$50
Driveway Permit (2.17) (If Town-owned street)	\$50
Tree Disturbance Permit (11.10)	\$250 admin fee + Actual cost from any outside consultants or professional services review
Excavation and Encroachment	\$100
On-site Land Clearing and Inert Debris (LCID) Landfill Permit – 2.13-4	\$150 admin fee + Actual cost from outside consultant review to determine surety bond amount + bond administration fee
SIGN PERMITS (Only when obtained separately from primary development permits)	FEE
Permanent Sign	\$100
Outdoor Advertising Sign (Billboard)	\$300
Temporary Sign	\$25
Master Sign Plan (When not submitted with site development plan)	\$400
TELECOMMUNICATIONS TOWERS/COLLOCATIONS	FEE
New Tower, Stealth Tower and Collocation Lease Negotiation Fee (Existing Tower)	Conditional use permit application fee + Actual cost from any outside consultants or professional services
ZONING TEXT AND MAP AMENDMENTS	FEE
Text Amendment	\$500
Zoning Map Amendment	\$500 + \$10/Acre
Vested Rights	\$500
Vested Rights Extension	\$150
BOARD OF ADJUSTMENT	FEE
Variance	\$500

Variance (After the fact)	\$1000
Appeal	\$250
ANNEXATIONS	FEE
Voluntary Contiguous Annexation Request	\$0
Voluntary Satellite Annexation Request within the Extraterritorial Jurisdiction (ETJ)	\$0
Voluntary Satellite Annexation Request outside the Extraterritorial Jurisdiction (ETJ)	\$250 + \$250 per ¼ mile outside the Extraterritorial Jurisdiction (ETJ)
COMMERCIAL/MAJOR SITE PLAN DEVELOPMENT	FEE
Site Development Plans	\$500
Construction Drawings	\$500
Final Plat	\$100
SITE PLAN REVIEW (If a 3 rd submittal is required, an additional fee will be collected)	FEE
Major Site Plan/Construction Plans Review (See: 7.7-1(A)(1-4) for definition)	\$500 + \$5 per acre
Minor Site Plan Review – Minor Development	\$250 + \$5/acre
Site Plan Amendment	\$200
3 rd submittal	¼ of original cost
Sketch Plat/Plan Review	\$100 per sheet
Preliminary Plat/Site Development Plan/Construction Plans Review	\$500 + 25 per lot
Preliminary Plat Amendment	\$400
3 rd submittal of Preliminary Plat	¼ of the original cost
Final Plat Review	\$150 per map sheet
3 rd submittal of Final Plat	\$50 per map sheet
MINOR SUBDIVISION REVIEW - 4 lots or less (If a 3 rd submittal is required, an additional fee will be collected)	FEE
Preliminary Plat Review	\$300
Preliminary Plat Amendment	\$100
3 rd submittal of Preliminary Plat	\$50
Construction Drawings	\$500
Final Plat Review	\$150 per map sheet
3 rd submittal of Final Plat	\$50
STORMWATER MANAGEMENT FEES	FEE
Stormwater Plan Review less (If a 3 rd submittal is required, an additional fee will be collected)	\$200 per disturbed acre (\$1000 minimum)
3 rd submittal of Stormwater Review	¼ of the original cost
Stormwater Facilities Operation and Maintenance Agreement Administration	\$200
Stormwater Facilities Inspection (if completed by the Town)	\$2500 per stormwater facility
OTHERS	FEE
Conveyance Plat	\$10 per lot
Exempt/Easement/Recombination Plat	\$50

Floodplain Development Permit (If not part of construction plan review)	\$200
Open Space Fee in Lieu	See Town's Development Ordinance- Section 21.3: Fee in Lieu for calculation formula.
Floodplain Management Document review (Letter of Map Revision (LOMR), Conditional Letter of Map Revision (CLOMR) ect.))	\$150 per form
Transportation Impact Analysis (TIA) Review	Actual Cost from Consulting Engineer Review
Bond Amendment and Reduction Fee	\$100
Bond Administration Fee	\$250
Conditional Use Permit Fee	\$500
Chicken and Fowl Permit	\$100
Chicken and Fowl Inspection	\$40
CONSTRUCTION INSPECTION FEES (Fees to be collected upon approval of construction drawings)	FEE
New Streets (public)	\$1.50 per linear foot
Drainage	\$1.00 per linear foot
As-built Review Fee	\$250

CODE ENFORCEMENT FEES

	FEE
All Nuisance Violations- Administration Fee (per occurrence)	\$200
Nuisance Abatement – Administration Fee	\$300 Administration fee + actual cost for clean-up or removal

ANIMAL CONTROL DEPARTMENT

	FEE
Dog or Cat Registration (Spayed or Neutered)	\$5.00 each year
Dog or Cat Registration (Non-Spayed or Neutered)	\$ 10.00 each year
All Other Animals (Exotic)	\$20.00 each year
Duplicate Animal Registration Tag	\$3.00
Rabies Non-Compliance	\$100.00
Wild Animal Non-Compliance	\$100.00
Reclaim Fee (Domestic)	\$50.00
Reclaim Fee (Exotic)	\$200.00

PARK FEES

	FEE
Community Park Rental	\$15.00 per hour (minimum of 2 hours)
	\$100.00 daily rate (more than 6 hours)

POLICE DEPARTMENT	FEE
Police Report	\$2.00
Amplified Music Permits	\$10.00
Golf Cart	\$25.00 1 st year
	\$10.00 each subsequent year

Civil Penalty Fee & Nonpayment Penalty

In addition to the general penalties provided in the Town's Code, an ordinance may provide that a violation shall subject the offender to a civil penalty (G.S. 14-4). **The civil penalty is \$50.00.** **A nonpayment penalty of \$50.00 for each 30-day period** will be added to all civil penalties not paid by the date due.