



## Chapter 28 - Fees

### ARTICLE I - PURPOSE

Pursuant to Sections 19-401 of the Charter of the City of Winooski, this Chapter of Ordinance shall be adopted to (1) provide for a fine or other penalty for violation of City ordinance; (2) regulate the rate charged for municipal water, sewer, and utility services; and (3) establish other fees.

### ARTICLE II - TABLE OF CONTENTS

Article I	Purpose
Article II	Table of Contents
Article III	Fees
Section 28.01	Building Permits
Section 28.02	City Clerk's Office
Section 28.03	Code Enforcement
Section 28.04	Community Services and Recreation Programs
Section 28.05	Event and Facility Fees
Section 28.06	Police Department
Section 28.07	Public Records Requests
Section 28.08	Rental Rates for Equipment
Section 28.09	Street Department
Section 28.10	Water Rate and Fee Schedule
Section 28.11	Zoning Fees

### ARTICLE II. FEES

#### SECTION 28.01. BUILDING PERMITS

Building Permits	Maintenance of existing fence/porch/roof (residential only): \$35.00
	Up to \$15,000.00 (cost of construction): \$75.00
	\$15,001 to \$30,000: Residential = \$100 plus \$.10/sq. ft.; Commercial = \$100 plus \$.12/sq. ft. (square foot charge based on area under construction)
	\$30,001 to \$80,000: Residential = \$150 plus \$.10/sq. ft.; Commercial = \$150 plus \$.12/sq. ft.
	\$80,001 to \$175,000: Residential = \$250 plus \$.10/sq. ft.; Commercial = \$250 plus \$.12/sq. ft.
	\$175,001 to \$325,000: Residential = \$500 plus \$.10/sq. ft.; Commercial = \$500 plus \$.12/sq. ft.
	Greater than \$325,001: Residential = \$750 plus \$.10/sq. ft.; Commercial = \$750 plus \$.12/sq. ft.



**Winooski Municipal Code  
Chapter 28 – Fees**

**SECTION 28.02. CITY CLERK’S OFFICE**

<b>Trash Hauler License</b>	\$60 + \$35 per truck
<b>Peddler's Fee</b>	\$600 per year.
<b>Itinerant Vendor Fee</b>	\$1,200 within designated downtown \$ 800 on gateway corridors outside downtown
<b>Entertainment Permit</b>	\$25/night with max of \$175 annually
	Entertainment permits are blanket permits issued for a year.
<b>Restaurant License</b>	\$25/year
<b>Sidewalk Usage Fee</b>	\$2.00/sq ft
<b>Chicken Permit</b>	\$10/year
	8 Chickens
	*Section 3.09B of Ordinance
<b>Beehive Permit</b>	\$10/year
	*Section 3.09B of Ordinance
<b>Domestic Quadruped</b>	\$10/year/animal
	*Section 3.09B of Ordinance
<b>Dog Licenses</b>	Before Apr 1
	\$9.00 (s/n) - \$13.00 (non s/n) + State fees per Statute
	After Apr 1 late fee added per State Statute
<b>Marriage License</b>	\$60.00 State fee per Statute Title 32 and Section 1712.
<b>Certified Copies of Vital Records</b>	\$10
<b>Fax Fee</b>	In-state: \$4.00 for the first page, .75 for each additional page
	Out-state: \$5.00 for the first page, \$1.00 for each additional page
<b>Recording Fees/Property Transfer Return</b>	Follow State Statute Title 32 V.S.A. §1671
<b>Title Search/Copy Fees</b>	\$4.00/hour and \$1.00/page

**SECTION 28.03. CODE ENFORCEMENT**

**Four Year Certificate of Fitness and Registry Application Fee** - Pursuant to Section 17.01-17.08, the Registration and Inspection of all rental dwelling units including attached units subject to Minimum Housing Standards will be required in order to issue a (4) Four Year Certificate of Fitness. To comply with the Minimum Housing Standards Inspection Program the property owner shall file the Registry Application each year and pay an annual fee of one hundred dollars (\$100.00) per unit. The fees are due by April 1st, of the programmed year.



**Winooski Municipal Code  
Chapter 28 – Fees**

**Re-inspection Fee for Noncompliance After 90 days** - Re-inspections for noncompliance to Minimum Housing Standards, and re-inspections for Certificates issued for less than the four (4) year cycle shall be assessed a fee of one hundred dollars (\$100.00) per dwelling units each time they are inspected until they obtain a (4) year Certificate of Fitness except when an extension or variance has been granted in writing from the City.

**Time of Sale or out of Cycle Inspections** - Inspection of properties for "Real estate" transactions or inspections requested for properties with current COF shall be one hundred twenty five dollars (\$125.00) per unit.

**Commercial Properties**

A. Certificate of Fitness:

Category I: under 2000 square feet	\$100.00/per year
Category II: 2,001-10,000 square feet	\$250.00/per year
Category III: 10,001-100,000 square feet	\$500.00/per year
Category IV high hazard/service station	\$1,000.00/per year
Category V industrial, manufacturing	\$1,250.00/per year

B. Multi-unit buildings: buildings having a common roof, common corridors, storage areas, exits, fire doors, fire alarms, and sprinkler systems, and which may include separate businesses, recreational areas, parking lots, and related premises, will undergo an annual inspection for the common area. All common areas inspected yearly with a random percentage of units inspected on a 4-year cycle. Other residential uses such as Inn, Boarding Housing Student Housing and Hotels with common areas shall apply based on number of units and mix uses.

Less than or equal to 10 units	\$50.00 per unit
More than 10 units	\$25.00 per unit
Annual inspection of common areas, fire protection systems, and garages/parking areas	\$300.00

**SECTION 28.04. COMMUNITY SERVICES AND RECREATION**

<b>Garden Plots</b>	
Landry	15 x 7 (\$35)
	15 x 15 (\$50)
OCC	4 x 10 (\$10)
West Street	15 x 7 (\$35)
	15 x 15 (\$50)
Senior Center	4 x 10 (\$10)
	15 x 7 (\$35)
	15 x 15 (\$50)
<b>Thrive Afterschool</b>	Established annually by City Council Resolution.
<b>Thrive Summer</b>	Established annually by City Council Resolution.



**Winooski Municipal Code  
Chapter 28 – Fees**

<b>Thrive Vacation camps</b>	Established annually by City Council Resolution.
<b>Myers Memorial Pool Fees</b>	
Family Season Pass (Resident)	\$120.00
Family Season Pass (Non-Resident)	\$150.00
Adult Season Pass (Resident)	\$60.00
Adult Season Pass (Non-Resident)	\$75.00
Youth Season Pass (Resident)	\$45.00
Youth Season Pass (Non-Resident)	\$56.00
Senior (55+) Season Pass (Resident)	\$45.00
Senior (55+) Season Pass (Non-Resident)	\$56.00
Adult Day Pass (Resident)	\$6.00
Adult Day Pass (Non-Resident)	\$7.00
Youth Day Pass (Resident)	\$4.00
Youth Day Pass (Non-Resident)	\$5.00
Senior Day Pass (Resident)	\$4.00
Senior Day Pass (Non-Resident)	\$5.00
Hourly Rate for Pool Rental (Camp Group)	\$90.00/hour for up to 20 participants \$25.00/hour for 1 to 20 additional participants
Hourly Rate for Pool Rental (Resident)	\$100.00/hour for up to 20 participants \$25.00/hour for 1 to 20 additional participants
Hourly Rate for Pool Rental (Non-Resident)	\$125.00/hour for up to 20 participants \$25.00/hour for 1 to 20 additional participants
Myers Pool Community Room Rental (Resident)	\$25.00/hour
Myers Pool Community Room Rental (Non-Resident)	\$50.00/hour
Myers Pool Community Room Rental (Agency/Other)	\$50.00/hour
<b>Partner Programs</b>	Fees set by Partner Agency
<b>Library Overdue fees</b>	N/A (replacement fee for lost/damaged material based on cost of material)
<b>Library copy fees</b>	\$0.10/page

Fees for Community Services and Recreation Programs not otherwise codified in this Chapter shall be determined from time to time by resolution of the City Council.



**Winooski Municipal Code  
Chapter 28 – Fees**

**SECTION 28.05. EVENT AND FACILITY FEES**

<b>Street Closure</b>	
Winooski Falls Way Street Closure	\$500/day
Block Party – Residential Street Closure	\$50/day
<b>Facility Rentals</b>	
Casavant – Meadow	\$200/day
River Walk	\$150/day
Rotary Park	\$200/day
Richards Park	\$25/day
Gilbrook Natural Area	\$150/day
Landry Park	\$150/day
Landry Park Baseball Field	
2 hours	\$25 (resident)
	\$50 (non-resident/agency)
4 hours	\$50 (resident)
	\$100 (non-resident/agency)
All Day	\$100 (resident) + \$25/team for tournament
	\$200 (non-resident/agency) + \$25/team for tournament
Light Usage	\$25/use
Senior center member	\$5/hr
Winooski Resident	\$25/hr
Non-Resident	\$50/hr
501(c)3 Non Profit	\$50/hr
College/University	\$50/hr
Other	\$50/hr
<b>Senior Center - additional Kitchen Use Fee</b>	
Senior center member	\$5/hr
Winooski Resident	\$10/hr
Non-Resident	\$15/hr
501(c)3 Non Profit	\$15/hr
College/University	\$15/hr
Other	\$15/hr

**SECTION 28.06. POLICE DEPARTMENT**



**Winooski Municipal Code  
Chapter 28 – Fees**

Crash Report	\$15.00
FOIA/Public Records Request	\$1 per page/ Free under 10 pages
DUI/DVD	\$40.00
Alarms	N/A
<b>Fingerprinting</b>	\$25 per session
<b>Animal Control</b>	
Impoundment Fee	1st \$25.00 2nd \$50.00 3rd \$75.00  Kennel \$10 per day
Running at Large	1st \$150.00 2nd \$250.00 3rd Court max and min set by statute
Nuisance including noise, dog waste and property damage	1st \$150.00 2nd \$250.00 3rd Court max and min set by statute

Animal Ordinance Waiver Fees

1 <sup>st</sup> offense waiver -	\$50.00
2 <sup>nd</sup> offense waiver-	\$75.00
3 <sup>rd</sup> offense waiver -	\$100.00
4 <sup>th</sup> or more waiver -	\$200.00

**SECTION 28.07. PUBLIC RECORDS REQUESTS**

The following fees will be charged for copying and transmitting of public records if conducted by City Staff. If records are inspected and copied by the requestor, fees associated with copying will be charged per Section 28.02.

Photocopy of Records (including records that require printing and/or scanning for electronic transmission)	\$1.00 per page (No charge for 10 pages or less)
Staff Time to complete the records request	\$0.45 per minute of time after the first 30 minutes
Transmission of records via U.S. Mail or carrier service	Actual cost for postage and handling



**Winooski Municipal Code  
Chapter 28 – Fees**

**SECTION 28.08. RENTAL RATES FOR EQUIPMENT**

The City uses the most recent FEMA "Schedule of Equipment Rates."

**SECTION 28.09. STREET DEPARTMENT**

Right-of-way permit application	\$150
Street excavation	\$15.05/sf (not to exceed \$2,500 for sewer related excavation)
Greenbelt Excavation	\$2.38/sf
Excess Weight Permit	\$5/single \$10/fleet

**SECTION 28.10. WATER RESOURCES RATE AND FEE SCHEDULE**

Wastewater charge	Set annually by the City Council as part of the budget process
Metered water usage charge	Set annually by the City Council as part of the budget process
Industrial Wastewater charge	Set from time to time by City Council Resolution
Fire hydrant user fee	\$200.00
Damaged water meter replacement charge (5/8" or 5/8" x3/4" meter)	\$257.00
Meter test fee	\$100.00
Interim or final meter reading	\$35.00
Off/on (non-delinquent)	\$25 workday /\$37.50 after hours
Off/on (delinquent)	per statute
Water service permit application	\$150
<b>Water and Sewer connection fee</b>	
New water tap connection	\$1,000.00
Sanitary and Stormwater permit application	\$150
New sanitary sewer lateral connection fee	\$1000
New storm sewer connection fee	\$500
Water Allocation Fee	\$4.58/gallon per day (Increases annually on July 1, by Construction Cost Index for previous 12 months)
Wastewater Allocation Fee	\$8.06/gallon per day (Increases annually on July 1, by Construction Cost Index for previous 12 months)



**Winooski Municipal Code  
Chapter 28 – Fees**

**SECTION 28.11. ZONING & LAND DEVELOPMENT FEES**

<b>Administrative Zoning Permit (does not include recording fees – see Section 28.02)</b>	
<b>Residential Development</b>	\$100.00 plus \$.10 per square foot of gross floor area proposed for single unit or duplex development; or \$.12 per square foot of gross floor area proposed for multi-unit residential development (3 or more units); plus recording fees
<b>Non-Residential Development</b>	\$100.00 plus \$.15 per square foot of gross floor area proposed; plus recording fees
<b>Mixed Use or Gateway Development (Form Based Code)</b>	\$100.00 plus \$.25 per square foot of gross floor area proposed; plus recording fees
<b>Change of Use in an existing structure from one permitted use to another permitted use</b>	\$75.00; plus recording fees
<b>Sign Permit (new signs)</b>	\$75.00; plus recording fees
<b>Swimming Pool</b>	\$75.00; plus recording fees
<b>Deck/Patio or accessory structure (no other alterations to existing structures)</b>	\$75.00; plus recording fees
<b>Projects Requiring a Meeting of the Development Review Board</b>	
<b>Public Meeting Warning</b>	\$350.00
<b>Review of Residential Project</b>	\$150.00; plus public meeting warning and administrative permit fees
<b>Review of Non-Residential Project</b>	\$175.00; plus public meeting warning and administrative permit fees
<b>Review of Mixed-Use Project</b>	\$175.00 plus public meeting warning and administrative permit fees
<b>Appeal of a Decision of the Zoning Administrator</b>	\$100.00 for Residential projects \$150.00 for Commercial projects \$150.00 for Mixed Use projects Plus public meeting warning fee
<b>Site Plan Review</b>	Less than \$50k estimated project value = \$200.00; plus recording and public meeting warning fees \$50k and greater estimated project value = \$300.00; plus recording and public meeting warning fees





**Winooski Municipal Code  
Chapter 28 – Fees**

<b>Sub Division or Planned Unit Development</b>	
<b>Sketch Plan Review</b>	No fees
<b>Preliminary Plan Review</b>	\$300.00 each for lots or units 1 and 2 \$150.00 each for lots or units 3 thru 9 \$125.00 each for lots or units 10 and greater Public meeting warning fee Recording Fees
<b>Final Plan Review (or Preliminary/Final Plan Review if Applicable)</b>	\$300.00 each for lots or units 1 and 2 \$150.00 each for lots or units 3 thru 9 \$125.00 each for lots or units 10 and greater Public meeting warning fee Recording Fees
<b>Property File Review and Bianchi Report</b>	
<b>Standard Property File Review and Bianchi Report</b>	\$100.00; plus recording fee
<b>RUSH Property File Review and Bianchi Report (less than 5 business days)</b>	\$150.00; plus recording fee
<b>Demolition Permit</b>	\$100.00 (Staff time to assure ANR/testing is complete, Recycle laws)
<b>Street Space Amenities (as required in the Unified Land Use and Development Regulations)</b>	Establish annually by City Council Resolution

Approved: May 2, 2022  
Effective Date: June 1, 2022