

**CITY OF CALDWELL IDAHO**  
**Engineering Review And Mapping Fees**  
**RESOLUTION NO. 244-20**

**WHEREAS** the City of Caldwell, Idaho exercises their municipal powers in the review and approval of subdivision plats, land use applications, right-of-way and easement vacations and annexation applications to; and

**WHEREAS** the Mayor and City Council of the City of Caldwell, Idaho, by City ordinance and administrative directive, have assigned the duties of reviewing subdivision plats, land use applications, right-of-way and easement vacations and annexation applications to the City Engineer; and

**WHEREAS** the City Engineer and supporting staff, in fulfilling the requirements of City ordinances and administrative directives, incurs direct and indirect costs associated with review of applications and plans associated with subdivisions, land use permits, easement and right-of-way vacations and annexation applications; and

**WHEREAS** the Engineering and Mapping Departments provide copying, plotting and mapping products to the general public; and

**WHEREAS** the costs of reviewing applications, plans and permits and the costs of copying, plotting and mapping do rightly belong, in whole or in part, to those submitting permits, applications, requests and plans;

**NOW THEREFORE BE IT RESOLVED** that the charges and fees for review by the Engineering Department of submitted applications and plans and for copying, plotting and mapping shall be as follows:

1. **Regular Subdivision Plat - Plans:** Fee for review of improvement plans associated with a subdivision plat by the Engineering Department shall be a base fee of five hundred, eighty-five dollars and no cents (\$585.00) plus an additional nineteen dollars and fifty cents (\$19.50) for each lot included in the plat, collected at the time of plan submittal.
2. **Planned Unit Development Subdivision - Plans:** Fee for review of improvement plans associated with a Planned Unit Development plat by the Engineering Department shall be a base fee of five hundred, eighty-five dollars and no cents (\$585.00) plus an additional nineteen dollars and fifty cents (\$19.50) for each lot included on the plat, collected at the time of plan submittal.

3. **Standard Special Use Permit:** Fee for engineering review for a standard special use permit application shall be as follows:
  - Less than Two Acres: \$80
  - Two to Twenty Acres: \$450
  - More than Twenty Acres: \$1000collected at the time of application.
4. **Manufactured Home Park - Plans:** Fee for engineering review of improvement plans associated with a manufactured home park shall be a base fee of five hundred, eighty-five dollars and no cents (\$585.00) plus an additional nineteen dollars and fifty cents (\$19.50) for each lot included within the park, collected at the time of plan submittal.
5. **Planned Unit Development without Subdivision - Plans:** Fee for engineering review of a planned unit development application without subdivided lots shall be a base fee of five hundred, eighty-five dollars (\$585.00) per application, collected at the time of application.
6. **Preliminary Plat Review:** Fee for engineering review of a preliminary plat application shall be a base fee of five hundred, eighty-five dollars and no cents (\$585.00) plus an additional nineteen dollars and fifty cents (\$19.50) for each lot included on the plat, collected at the time of application.
7. **Final Plat Review:** Fee for engineering review of a final plat application shall be a base fee of two hundred fifty dollars (\$250) per application, plus an additional five dollars and forty-five cents (\$5.45) for each lot included on the plat, collected at the time of application.
8. **Short Plat Review:** Fee for engineering review of a short plat application shall be a base fee of five hundred, eighty-five dollars and no cents (\$750.00) plus an additional nineteen dollars and fifty cents (\$19.50) for each lot included on the plat, collected at the time of application.
9. **Annexation:** Fee for engineering review of annexation applications shall be as follows:
  - Less than Two Acres: \$80
  - Two to Twenty Acres: \$450
  - More than Twenty Acres: \$1000collected at the time of annexation application.
10. **Vacation of Right-of Way or Easement:** Fee for engineering review of vacation applications associated with easement or right-of-way shall be a base fee of four hundred forty dollars and seventy-nine cents (\$440.79), collected at the time of vacation application. Legal notices shall be charged at sixty-three dollars (\$63.00) plus publication cost per notice and letter notices shall be charged *at the current cost of certified mail* for each notice.

**11. Map and Document Reproduction:** Fees and charges for reproductions and copies shall be as follows (with charges plus tax to result in whole dollars for customer convenience):

- a. D&E Size Blue Line           \$ 2.83 + tax = \$3.00
- b. Aerial Blue Line               \$ 3.77 + tax = \$4.00
- c. Master Plan Maps               \$11.32 + tax = \$12.00
- d. A Size Plotter Map             \$ 1.89 + tax = \$2.00
- e. B Size Plotter Map             \$ 2.83 + tax = \$3.00
- f. C Size Plotter Map             \$ 6.60 + tax = \$7.00
- g. D Size Plotter Map             \$ 7.55 + tax = \$8.00
- h. E Size Plotter Map             \$9.43 + tax = \$10.00
- i. 42"-48" Size Plotter Map   \$19.81+ tax = \$21.00
- j. Custom Map                     \$30/hour + Plotter Map Fee
- k. Aerial Paper Copy-1/4 Sec   \$11.23 + tax = \$12.00
- l. Aerial CD Copy-1/4 Sec       \$9.43 + tax = \$10.00
- m. Aerial Mosaic – 2004         \$99.06 + tax = \$105.00
- n. 10+ A & B size Black & White Copies   \$0.10/page

- *Requests for digital copies of documents that can be attached to a single email are no charge.*
- *Requests for digital copies of documents too large to attach to a single email shall be copied to CD(s) or DVD(s) and charged at the corresponding rate for an "Aerial CD Copy-1/4 Sec".*
- *Requests for black and white copies of A and B size documents in excess of 10 copies shall be charged at \$ 0.10 per page.*
- *Requests for black and white copies of larger size documents shall be charged at the corresponding rate for "Blue Line" sheets.*
- *Requests for color copies of documents shall be at the same charge as the corresponding size plotter maps.*
- *Requests to have copied documents mailed shall be charged an amount equal to the costs of packaging and mailing for First Class Mail in addition to reproduction costs listed above.*

**12. Inspection:** Fees and charges for the City providing construction inspection services for community sewer, water, street, storm drain and irrigation facilities in subdivisions, planned unit developments, special use permits and/or building permits shall be as follows:

- a. Water lines                     \$ 0.73/LF
- b. Gravity sewer lines           \$ 0.73/LF
- c. Pressure sewer lines         \$ 0.73/LF
- d. Storm drain lines             \$ 0.73/LF

- e. Pressure irrigation lines \$ 0.73/LF
- f. Sewer lift station \$ 660.56/EA
- g. Storm pond \$ 55.05/EA
- h. Irrigation pump station \$ 330.28/EA
- i. Irrigation well \$ 550.46/EA
- j. Curb and gutter \$ 0.157/LF
- k. Sidewalk \$ 0.157/LF
- l. Paving \$ 0.05/SY

**13. Commercial Plan Review Fees:** Commercial Plan review fees are charged as a percentage of the Engineering Inspection Fees from Section 12 and shall be assessed with/at the same time as said Engineering Inspection Fees. This fee shall be nine percent (9%) of the Engineering Inspection Fees.

**14. Right-of-way Permits:** Right-of-way permits must be secured for any public works construction within the public right-of-way. These permits allow inspection of workmanship to validate compliance with City Standards, notification of emergency responders of potential restrictions, and coordination of construction related activities to minimize inconvenience from such activities to the Citizens of Caldwell. They should also be secured for activities which will occupy, obstruct, or close portions of open public right-of-way (excluding such closures as may be related to portions thereof not containing a road, pedestrian facilities, pathways or any other public utilities or infrastructure). When work covered under a right-of-way permit will obstruct traffic or in the opinion of the City Engineer, create traffic safety concerns, a traffic control plan (including detours as required) may be required for submittal and review. All such traffic control plans shall be created by a professional engineer or persons holding a valid Traffic Control Supervisor certification, or higher, from the American Traffic Safety Services Association, or approved equal as deemed appropriate by the City Engineer. Any activity for which a full closure is necessary requires posting of notification signs at the closure points no less than seven days before the closure is to occur.

<b>Right-of-Way Permit Cost \$</b>			
	<b>Local</b>	<b>Collector</b>	<b>Arterial</b>
<b>No lane closures *</b>	100	100	100
<b>Lane closures with flaggers **</b>	100	100	100
<b>full road closure **</b>	150	175	200
<i>* Total cost of permit/penalty</i>			
<i>** Total cost per day of permit/penalty</i>			

The fee for a right-of-way permits shall be assessed for the number of days with the following fee per day (a refund or credit will generally be issued for work inspected and closed out before the end of the permit period):

- m. Certain roads, depending on road classification and traffic volume, may not be permitted to be closed or may require night work or trenchless construction as shall determined by the City Engineer. Unusual or extenuating circumstances will be reviewed by the City Engineer on a case by case basis to determine specific requirements for a proposed permit. The City Engineer may add special requirements in instances where such are deemed necessary.
- n. When work requiring a right-of-way permit is commenced without first securing a right-of-way permit or is out of compliance with the approved right-of-way permit, a violation fee shall apply (the City Engineer shall have authority to waive this fee where he finds circumstances warranting the same). In cases of violation, a Stop-Work order may also be issued by the City requiring the contractor to cease all work activities at that location until violations have been corrected. Expenses associated with improper work or other flaws arising from the lack of a right-of-way permit shall be borne by the contractor or entity performing the work. Right-of-way permits will not be issued to entities/individuals/contractors who are delinquent on prior right-of-way permit fees until all applicable fees/violations have been paid. Egregious repeat violators may, by the determination of the City Engineer, become ineligible for issuance of future right-of-way permits.
- o. **Violation - Working Outside the Limits of an Approved Permit:** In instances where a contractor, utility company or persons performs work prior to, or after, the dates of their approved right-of-way permit without first having received a revised and approved right-of-way permit from the Engineering Department a violation fee of \$200.00 per day of violation shall apply. The City Engineer shall have authority to waive this fee where he finds unusual circumstances warranting the same. Upon notification of violation said contractor, utility company or persons shall immediately work in an expeditious manner to obtain a revised and approved right-of-permit from the City prior to continuing work. Right-of-way permits will not be issued to contractors/utility companies/persons who are not current on applicable fees and fines or who, in the opinion of the City Engineer and Public Works Director, consistently violate.

p. Fines and Penalties shall be as follows:

	Penalties \$
Work in ROW either before or after permit dates**	200
Work in ROW with no Permit**	1000
<i>* Total cost of permit/penalty</i>	
<i>** Total cost per day of permit/penalty</i>	

q. **FRANCHISE AGREEMENTS REQUIRED:**

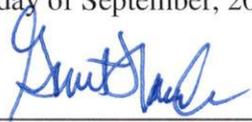
- a. Right-of-way permittees working on behalf of a utility or telecommunications entity will be provided a 30 day grace period after the effective date of this ordinance to secure a Franchise with the City of Caldwell to place utilities within the public right-of-way. Once the grace period has passed, permits will be unavailable to that entity until a franchise agreement is in place. The City Engineer and Public Works Director may extend this grace period or allow permits to be issued when the process of obtaining a franchise agreement is well under way and making active progress toward completion. Such an extension will immediately terminate if evidence of bad faith or intention not to complete the franchise agreement process arises.

**BE IT FURTHER RESOLVED** that each fee collected will be a further and additional fee to any collected by other City departments for the same application and that the disposal of funds for said fee are to defray and reduce the costs allocated among various City general, special use and enterprise funds financially supporting the operation of the Engineering and Mapping Departments in the fiscal year in which they are collected.

**BE IT FURTHER RESOLVED** that said fees will be in effect beginning October 1, 2020, and that all previous resolutions relating to the collection of Engineering and Mapping fees for these purposes are hereby repealed.

**PASSED BY THE COUNCIL** of the City of Caldwell, this 8th day of September, 2020.

**APPROVED BY THE MAYOR** of the City of Caldwell, this 8th day of September, 2020.

By  \_\_\_\_\_  
Mayor

ATTEST:

By *Debbie Meyer*  
City Clerk

