

ORDINANCE NO. 2024-22
OF THE TOWN COUNCIL OF THE TOWN OF ZIONSVILLE, INDIANA
AN ORDINANCE AMENDING THE TOWN OF ZIONSVILLE, INDIANA
FEE SCHEDULE

WHEREAS, under Indiana law, the Zionsville Town Council (the "Town Council") of the Town of Zionsville, Indiana (the "Town") has the authority to impose user fees and service charges that are not greater than the costs reasonably related to reasonable and just rates and charges for such services; and

WHEREAS the Town Council has previously adopted several ordinances setting forth and amending a schedule of fees for Town user fees and service charges (the "Fee Schedule"); and

WHEREAS, due to rising costs to the Town, Town departments were asked by the Mayor to do a thorough review of the Fee Schedule to ensure the fees were in line with the Town's rising costs;

WHEREAS, the review of current Town fees has identified several fees that need to be revised and certain new fees which need to be added; and

WHEREAS, the Town Council now determines that it is in the best interest of the Town and the citizens of the Town of Zionsville to adopt the revised Town Fee Schedule, attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, be it ordained by the Town Council of the Town of Zionsville, Indiana:

Section 1: The amended Town of Zionsville Fee Schedule, attached hereto as Exhibit A and incorporated herein, is hereby adopted.

Section 2: Any existing Ordinances, or portions thereof, conflicting with the attached Town of Zionsville Fee Schedule are hereby repealed.

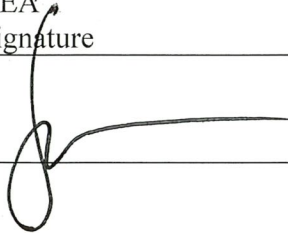
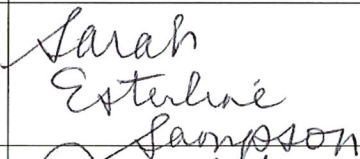
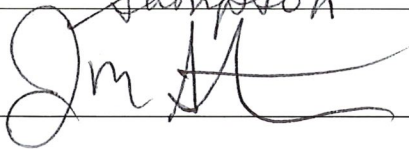
Section 3: Duration and Effective Date. The provisions of this Ordinance shall take effect following the date of its passage and action by the Town Council and the Mayor in the manner prescribed by Reorganization section ZR2A18 and shall remain in full force and effect until amended or repealed by ordinance of the Town Council.

Introduced and filed on the 19th day of August, 2024. A motion to consider on First Reading was sustained by a vote of 6 in favor and 0 opposed, pursuant to Ind. Code § 36-5-2-9.8.

Ordinance 2024-22

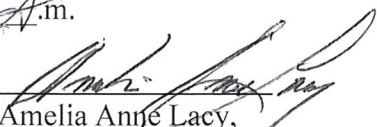
SO ORDAINED, this 3rd day of September, 2024, by the Town Council of the Town of Zionsville, Boone County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE TOWN OF ZIONSVILLE,
BOONE COUNTY, INDIANA**

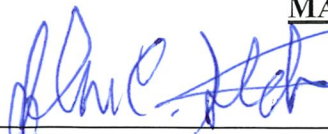
	YEA Signature	NAY Signature
Jason Plunkett, President		
Brad Burk, Vice- President		
Tim McElderry, Member		
Craig Melton, Member		
Evan Norris, Member		
Sarah Esterline Sampson, Member		
Joseph Stein, Member		

I hereby certify that the foregoing Ordinance was delivered to the Town of Zionsville Mayor John Stehr on the 4th day of September, 2024, at 9:00 A.m.

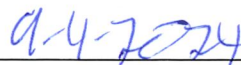
ATTEST:


Amelia Anne Lacy,
Municipal Relations Coordinator

MAYOR'S APPROVAL



John Stehr, Mayor



Date

This Ordinance was prepared by Jon Oberlander, Chief Legal Counsel, on 8/7/2024 at 2:35 p.m. No subsequent revision to this Ordinance has been reviewed by Mr. Oberlander for legal sufficiency or otherwise.



EXHIBIT A

Town of Zionsville Fee Schedule

Zionsville Police Department		
Copies of Cases/Incidents	No Fee if under 20 pages, \$5 thereafter	\$34.02; IC5-14-3-8
Accident Reports	\$12	\$34.02; IC 9-26-9-3
Solicitor Permit–10 Day Permit	\$50 + \$23 license/criminal history fee per solicitor	\$110.04
Solicitor Permit–30 Day Permit	\$100 + \$23 license/criminal history fee per solicitor	\$110.04
Solicitor Permit-120 Day Permit	\$150 + \$23 license/criminal history fee per solicitor	\$110.04
Golf Cart Registration Fee	\$50/two-year/golf cart	\$76.06(B)
Law Enforcement Recording	1 - 30 minutes: \$50 30 -60 minutes: \$100 Over 60 minutes: \$150	

Zionsville Fire Department – Fire Prevention		
Second Re-inspection (approx. 15 days)	\$100	\$51.046
Third and All Subsequent (approx. 5 days)	\$250	\$51.046
All Subsequent Acceptance Tests (all types)	\$75	\$51.046
Fire Department Occupancy Permit	\$75	\$51.046
Construction/Building Plan Review	\$.10/square feet (\$75 minimum)	\$51.046
Construction/Building Plan Review-Big Box perimeter	(L*2+W*2) \$.50	\$51.046
Automatic Sprinkler System Per NFPA 13	Number of Risers or Systems x \$100	\$51.046
Fire Alarm System Per NFPA 72	Number of Fire Alarm Annunciation Zones per NFPA 72 x \$100	\$51.046
Special Hazard System (i.e. Hood Suppression System)	Number of Systems x \$100	\$51.046
Modification to an Existing System	Item Being Modified (i.e. Riser) x \$75	\$51.046
Construction or Installation w/o a Fire Protection Permit	Stop work Order + 5x Normal Permit Fee	\$51.046
Failed new construction inspection	\$100/first failed inspection \$250/second failed inspection \$500/all subsequent failed inspections	\$51.046
Failure to Implement a Required Fire Watch	\$350/day/person-IDHS notified	\$51.046

Occupancy Without Occupancy Permit	\$250/day	\$51.046
False/Faulty Alarms (alarms 4-6 in a calendar year)	\$75/occurrence	\$51.046
False/Faulty Alarms (alarms 7-10 in a calendar year)	\$150/occurrence	\$51.046
False/Faulty Alarms (alarms 11+ in a calendar year)	\$250/occurrence	\$51.046
Tampering with a Life Safety System	\$500/occurrence-IDHS and ZPD notified	\$51.046
Fire Extinguisher Training	\$80/Instructor \$25/Supplies	

Zionsville Fire Department-Reports		
Run Report	\$5	
Run Report with Digital Images (if available)	\$30	

Zionsville Fire Department - Program Fees		
CPR Student Book	\$5 to purchase, no charge to use for class	
Card Replacement	\$12/card	
CPR Classes-HeartSaver CPR/AED full class and skills	\$50/person	
CPR Classes-HeartSaver CPR/AED with First Aid full class and skills	\$75/person	
CPR Classes-Healthcare Provider CPR/AED full class and skills	\$100/person	
CPR Classes-Friends and Family CPR full class and skills (no certification)	\$35/person	
CPR Non-Certification Class	\$30/person	
CPR Certification Class	\$60/person	
CPR and First Aid Non-Certification Class	\$35/person	
Large Group hands only CPR Non-Certification Class (No restriction on attendance)	\$500	
CPR Classes-HeartSaver CPR/AED skills only	\$30	
CPR Classes-HeartSaver CPR/AED/First Aid skills only	\$30	
CPR Classes-Healthcare Provider skills only	\$30	
CPR Classes-ACLS	\$65	
CPR Classes-PALS	\$65	
Explorer Program participation	\$125/person/year	
First aid training kits	\$5/kit	
PLS transmitter if not returned	\$500	

Initial Response of a fire truck/apparatus	\$250	
Initial Response of a command vehicle	\$100	
Hourly on-scene assistance of a fire truck/apparatus	\$150/hour	
Hourly on-scene assistance of a command vehicle	\$50/hour	
Expendable materials (absorption materials, emulsifiers or other agents used in the cleanup process)	Actual cost of materials used	

Zionsville Fire Department – EMS I.C. 16-31-5-1		
BLS Emergency – Resident	\$810	
BLS Emergency – Non-Resident	\$1200	
ALS Emergency – Resident	\$1,005	
ALS Emergency – Non-Resident	\$1,400	
ALS2 Emergency – Resident	\$1,250	
ALS2 Emergency – Non-Resident	\$1,650	
No Transport – T/R Resident	\$400	
No Transport – T/R-Non-Resident	\$400	
Mileage – Resident	\$18/loaded mile	
Mileage – Non-Resident	\$18/loaded mile	
BLS Non-Emergency – Resident	\$810	
BLS Non-Emergency – Non-Resident	\$1200	

***Annual COLA Increase.** On January 1 of each year, beginning in 2025, a three percent (3%) Cost of Living Adjustment (“COLA”) shall be added to all Zionsville Fire Department’s rates and charges. This COLA shall occur automatically each year unless and until such time that the Zionsville Town Council amends or adjusts the percentage of the COLA increase for the next fiscal year.

Meeting Rooms		
Small Rooms (103, 105, 202, 203, 204, 205)	\$25/up to 4 hours	
Large Room (207)	\$50/up to 4 hours	

No charge for non-profit organizations, private citizens, municipal, state, or federal government use. Room sponsors may use their named room at no cost.

Meeting Rooms Cleaning Fee		
Light Clean Small Rooms (103, 105, 202, 203, 204, 205)	\$75	
Light Clean Large Room (207, Common Corridors)	\$150	
Heavy Clean Small Rooms (103, 105, 202, 203, 204, 205)	\$250	
Heavy Clean Large Rooms (207, Common Corridors)	\$500	

A cleaning fee is only incurred when Town staff or vendors must complete a light clean, heavy clean, or repair damage. Groups or individuals are not allowed to reserve or use meeting rooms until all incurred cleaning fees are paid.

Light Clean: light sweeping, cleaning table and counter surfaces, repositioning furniture to original locations.

Heavy Clean: includes all of light clean plus cleaning carpets due to spills or stains and cleaning walls and windows.
 *Additional fees may be assessed as deemed necessary as a result of extensive carpet, drywall, paint, or property damage.

Special Events		
Application Fee	\$100/application	
Traffic Cone Replacement	\$16/cone	Fee assessed only if item isn't returned
Barricade Replacement	\$100/barricade	Fee assessed only if item isn't returned
On-Duty Police Officer	\$60/hour/person (minimum 2-hour shift)	
EMT/Firefighter	\$60/hour/person (minimum 2-hour shift)	
Basic Life Support Equipment	\$50/event (requires minimum 1 EMT/FF)	
Basic Life support Medic 98	\$50/event (requires minimum 2 EMT/FF)	
Basic Life Support Ambulance	\$50 for first hour; \$25 for additional hours (requires minimum 2 EMT/FF)	
Advanced Life Support Ambulance	\$70 for first hour; \$30 for additional hours (requires minimum 1 EMT/FF and 1 FF/Paramedic)	
Fire Suppression Apparatus	\$125 for first hour; \$75 for additional hours (requires minimum 3 EMT/FF)	

The special events no longer have the \$100/day-use fee, rather, event sponsors can reserve a space based on Parks Department Fees. Events sponsors formerly paid Fire and/or Police personnel directly now they will pay the Town one invoice and the officers will be on-duty for the assignment.

The Town will provide services and support for the following events at no charge to the Event Sponsor:

1. The Zionsville Chamber of Commerce Brick Street Market
2. Zionsville Fourth of July at Lions Park
3. The Zionsville Chamber of Commerce Taste of Zionsville and Street Dance
4. Lions club fall festival and parade
5. Zionsville Chamber of Commerce Christmas in the Village
6. Zionsville Chamber of Commerce Night on the Bricks
7. Zionsville Cultural District Lincoln Park Concert Series

**Planning and Building Department
Miscellaneous Fees**

Fee Description	Fee
Home Occupation Registry	\$50
Zoning Confirmation	\$90 form letter on Zionsville letterhead
Zoning Determination	\$100 includes two (2)hours of research time, docket search, etc.
Research	\$50/hour for every hour over initial two (2) hours
Permit Extensions	\$50 one time, up to six (6) months
Expired Permit Notification/Renewal	\$250
Consultant	Additional Plan Review/Comment Rate Determined by Agreement or Contract
Alley Vacation	\$350

**Planning and Building Department
Encroachment Agreements**

Fee Description	Fee
Encroachment – right of way	\$65 application fee
Encroachment – air	\$65 application fee
Encroachment – easement	\$65 application fee

**Planning and Building Department
Land Use Petitions**

Fee Description	Fee
Administrative Appeal	\$320.00
Zoning Map Change	
Residential Districts	\$640 + \$100 /acre or any portion thereof
Business, Institutional, Industrial Districts	\$1,000 + 50/acre or any portion thereof
PUD District	\$2,190 + 80/acre or any portion thereof
Use Variance	
Residential use	\$870 + \$220/add'l variance
Non-Residential Use	\$1,200 + \$300/add'l variance

Development Standards Variance	
Residential Districts	\$380 + \$95/add'l variance
Non-Residential Districts	\$800 + \$200/add'l variance
Special Exception	\$700
Amendment or termination of commitments of a variance or special exception	\$1,000
Development Plans	

Development plan	\$1,030 + \$100/Acre
Modification or termination of development plan	\$800 + \$100/acre
Waivers	
Residential	\$380 + \$100/add'l Waiver
All Other Districts	\$690 + \$160/add'l Waiver
Text Amendments	
PUD	\$1,000
Commitment	\$350
Subdivision Plats	
Residential Zoning Districts	
Major / Primary	\$980 + \$70/Lot
Major / Secondary	\$640/section + \$80/lot
Minor / Primary	\$550 + \$20/lot
Minor / Secondary	\$550/section + \$20/lot
Amendment, Replat	\$550 + \$100/additional lot
Non-Residential Zoning Districts	
Major / Primary	\$1,080 + 70/lot
Major / Secondary	\$640/section + 80/Lot
Minor / Primary	\$1,000 + \$20/lot
Minor / Secondary	\$550/section + \$20/lot
Amendment, Replat	\$500 + \$100/ additional lot

Planning and Building Department
Improvement Location Permits – Residential (Building Permit Fee Included)

Fee Description	Fee
Single or two family dwellings	
New building	\$700 + \$.10/square foot (includes 5 inspections)
Exterior and interior remodeling	\$360 + \$.10/square foot if over 400 square feet of exterior remodeling (includes 4 inspections)
Addition to an existing single or two family dwelling	\$360 + \$.10/square foot if over 400 square feet (includes 4 inspections)
Accessory Uses	
Detached accessory buildings – large (garage, carports)	\$200 + \$.10/square foot if over 200 square feet of total floor area (includes 2 inspections)
Detached accessory buildings – small	\$100 *structure shall be 200 square feet or less
Swimming pools, hot tubs (above or below grade)	\$350 + \$.10/square foot of total pool and deck or hot tub dimension (includes 2 inspections)
Decks – floor height of 0-30 inches above grade	\$75 requires structural plan review and final inspection (includes 1 inspection)
Decks – floor height greater than 30 inches above grade	\$175 plans required for verification with Indiana Code requirements (includes 3 inspections – footing, framing, final)
Demolition	\$100 + \$50/additional building
Other residential	\$75 includes roofing, patio and electrical permits

Additional certificate of occupancy fee applies to most permits (see details below). No ILP is required and no fees are charged for fences. Square footage is considered gross area, above grade (as further clarified on the improvement location permit application form).

Planning and Building Department
Improvement Location Permits – Commercial (Building Permit Fee Included)

Fee Description	Fee
Multifamily dwellings	
Primary buildings	\$500 + \$100/unit (includes 6 inspections per unit)
Accessory buildings/structures	\$350 + \$.10/building/structure per square foot if over 400 square feet (includes 3 inspections)
Business, industrial or special use	
New building	\$500 + \$.17/square foot of total floor area (includes 5 base inspections)
Addition to an existing building	\$500 + \$.17/square foot of total floor area added (includes 4 inspections)

Parking lot construction or remodeling (as a primary use or an expansion or remodeling of an existing parking lot)	\$5/parking space (includes 2 inspections)
Accessory buildings/structures	\$350 + \$.17/square foot of total floor area over 100 square feet (includes 3 inspections)
Interior remodel/tenant finish	\$350 + \$.17/square foot (includes 3 inspections)
Demolition	\$200 + \$100/additional building
All other improvements	\$90 (includes 1 inspection)

Planning and Building Department Other Improvement Location Permits

Fee Description		Fee
Amended ILP application (residential)		\$125
Amended ILP application (commercial/industrial)		\$150
Duplicate permit		\$25
Re-inspection fees (commercial)		\$150
Re-inspection fees (residential)		\$75
Sewer Repair – Residential	\$100 (\$25 per § 52.018 + \$75 Residential inspection fee)	
Sewer Repair – Commercial	\$200 (\$50 per § 52.018 + \$150 Commercial Inspection Fee)	

Planning and Building Department Signs

Fee Description		Fee
Application fee		\$25 does not count against permit fee
Final inspection fee		\$50
On-premise freestanding identification (ground or pylon) – up to 24 square feet in area		\$200
On-premise freestanding identification (ground or pylon) – over 24 square feet in area		\$200 + \$1/square foot of sign area
On-premise building identification (wall, projecting, awning, canopy)		\$100 + \$1/square foot of sign area
On-premise incidental (any type) No permit required		\$0
On-premise suspended		\$100.00
Off-premise (advertising)		\$390 + \$1.00 per Square foot of sign area

Planning and Building Department Clearance of Land/Grading Permit

Fee Description	Fee
2.00 ac. (gross) or less in size	\$50 + \$25/ac
2.01 ac (gross) or larger in size	\$125 + \$5/ac

Planning and Building Department Certificate of Occupancy/Temporary Certificate of Occupancy

Fee Description	Fee
Primary Use/Building/Structure	
Residential (single or two family)	\$50
Residential (multifamily)	\$50/unit
Business/industrial/special use	\$50/leased area/tenant space
All other	\$25
Accessory use/building/structure in any district	\$25

Planning and Building Department Alternate Fees

Municipal and School Fees

The fees listed in this section shall not be applicable to all Zionsville Community School Corporation buildings, structures or facilities with the exception of commercial building inspection fees, which shall be reduced by one-half. All required inspections are to be scheduled with the Town. The waiver of these improvement location permit fees exempts neither the Zionsville Community School Corporation from compliance with all provisions of this zoning code.

Other Fees

For churches and other not-for-profit organizations, all fees listed in this section shall be reduced by one-half, including all required building inspection fees. Documentation of charitable (501c3) status shall be submitted with the petition or request for an improvement location permit in order to verify an organization's not-for-profit status. All required inspections to be scheduled with the Town.

Fees for Improvement Location Permit Obtained After Commencement of Work

If work for which an improvement location permit is required has commenced in violation of the provisions of the zoning code, the improvement location permit fee shall be five times the applicable amount stated in this section, however, the maximum fee incurred under this section shall be \$5,000 plus the amount of the normal fee for the permit.

Late Fees on Inspections

The following fees will be assessed when construction has been performed beyond a required inspection, i.e., pouring concrete prior to a footing inspection, insulating prior to the rough-in inspection and using or occupying new construction prior to a certificate of occupancy. Upon receipt of the late fee, the missed inspection must be scheduled and performed before work can resume.

Fee Description	Fee
Single or two family dwellings new building	\$350
Commercial new building	\$500
Residential other	\$150

Commercial other	\$250
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Consultant Fees

For purposes of reviewing construction and/or development plans for compliance with local Town codes and ordinances, the Town may seek certain professional, technical, and/or specialized services of an independent contractor to assist in performing such work. In this event, the Town may assess a fee equivalent to the cost incurred by the Town for procuring such services. The fee shall be payable to the town, in full, prior to the earlier of:

- A public hearing of the Town Board of Zoning Appeals or Plan Commission if the project is subject to such hearing; or
- Issuance of an improvement location permit and/or building permit if the project is subject to such permit.

Planning and Building Department

Improvement Location Permit – Additional Department/Municipality Fees

The following may be applicable when obtaining an improvement location permit.

Fee Description	Fee
Residential single family	
Road impact fee	Per §53.35 <i>et seq</i>
Park impact fee	Per §98.15 <i>et seq</i>
Sewer connection and permit fee	Per §52.065 <i>et seq</i>
Stormwater individual lot permit	Per §50.090 <i>et seq</i>
Right of Way Permit	Per §53.02
Commercial	
All fees listed above in Residential	Varies per project – consult Town Staff
Fire protection permit	Varies *Fire Department
Boone County Economic Development Fee-applicable to all commercial, industrial, office or retail development	
0-19,999 square foot building	\$100.00
20,000 – 49,999 square foot building	\$250.00
50,000 – 149,000 square foot building	\$500.00
150,000 – 249,000 square foot building	\$1,000.00
250,000 (and above) square foot building	\$2,000.00
Multi-Family Development	\$50.00/Living unit

Planning and Building Department

Improvement Location Permit – Additional Department/Municipality Fees

The following permits, if applicable, must be obtained before submitting the improvement location permit to the Town Planning and Building Department.

Fee Description	Info
Driveway permit	
Boone County Highway Department	765-482-4550 1955 Indianapolis Ave, Lebanon, IN 46052
State of Indiana Highway Department	765-362-3700 PO Box 667, Crawfordsville, IN 46933
Septic/sewer and well/water	

Boone County Health Department	765-483-4458 116 W Washington, Room B201, Lebanon, IN 46052
Clay Township Regional Waste Dis.	317-844-9200 10701 N College Ave, Ste A, Indianapolis, IN 46280
Whitestown Municipal Sewers	317-733-8584 6210 Veterans Dr, Whitestown IN 46075
Stormwater drainage permit	
Boone County Surveyor	765-483-4444 116 W Washington, Room 102, Lebanon, IN 46052

Public Works Department

Land Use Petition Engineering Review Fees

Payable at the time that the petition is filed.

<u>Fee Description</u>	<u>Fee</u>
Zoning Map Change – Engineering Review	
Residential Districts	\$750 + \$5/acre or portion thereof
Business, Institutional, Industrial Districts	\$750 + \$5/acre or portion thereof
PUD District	\$2,500 + \$5/acre or portion thereof
Development Plans – Engineering Review	
Development plan review (includes Initial Review plus - Review of Two Revisions)	\$1500 + \$25/acre
Development Plan – Additional Reviews	\$300 each
Modification of Development Plan	\$750 + \$25/-affected acre
Construction Plans – Engineering Review	
Construction plan review (includes Initial Review plus Review of Two Revisions)	\$1500 + \$25/acre
Construction Plans – Additional Reviews	\$300 each
Subdivision Plats-Engineering Review	
Major / Primary	\$1,500 + \$10/lot
Major / Secondary	\$500/section + \$2.50/lot
Minor / Primary	\$1,000
Minor / Secondary	\$500
Plat Amendment, Replat	\$500 + \$50/-lot

**Public Works Department
Engineering Inspection Fees**

Payable at the time that the Pre-Construction Meeting is scheduled.

Fee Description	Fee
Zoning Map Change	
<u>Subdivision Construction Inspection</u>	\$5,000 + \$3/ft of Sanitary Sewer \$3/ft of Storm Sewer \$1/ft of Storm Underdrain (excluding curb underdrains) \$3/ft of Street Centerline \$7,500 per Sanitary Lift Station
<u>Commercial Site Development Inspection</u>	\$3,000 + \$500/acre

The Department of Public Works Engineering Review and Inspection fees listed in this section shall not be applicable to all Zionsville Community School Corporation projects, buildings, developments, or redevelopments.