



Engineering Division 2016-2017 Annual Fees

May 25, 2016

The Honorable Mayor Ellison and
Members of the City Commission:

The engineering division has reviewed the fees charged for wastewater collection system, right-of-way permits, contaminated sewage discharge permits, private property paving permits, site plan reviews, reproduction and storage of documents and the cash performance guaranty rates schedule for these permits. The rates calculations for the fees and bonds as well as the amounts are shown in Attachment I. The annual fees and bonds summaries, Table I and Table II, respectively are shown in Attachment II. Wastewater collection system fees are annually updated in accordance with city code 740. All other fees are updated to reflect the actual labor, material, equipment, and administrative costs of the particular activity for fiscal year 2016/2017. This fee schedule will take effect July 1, 2016.

The following resolution is recommended for approval:

Be it resolved, the city commission hereby approves that the fees listed on Table I shall be required by the City of Royal Oak for wastewater collection system revisions, right-of-way permits, contaminated sewage discharge permits, private property paving permits, site plan reviews, and reproduction of maps and plans for fiscal year 2016/2017 to take effect July 1, 2016.

Be it further resolved, the city commission hereby approves that the charges for performance guarantees listed on Table II shall be required by the City of Royal Oak for all work within the city's right-of-way for fiscal year 2016/2017 to take effect on July 1, 2016.

Respectfully submitted,
Matthew J. Callahan, P.E.
City Engineer

Approved,

Donald E. Johnson
City Manager

Table I – Annual fee schedule		
A. Wastewater collection system fees		
1.	District A	\$1,370 per sanitary use factor
2.	District B	\$1,565 per sanitary use factor
3.	District C	\$2,103 per sanitary use factor
B. Utility pavement and sidewalk cut fees		
1.	First pavement cut – major street	\$1,056
2.	Each additional pavement cut – major street	\$601
3.	First pavement cut – local street	\$777
4.	Each additional pavement cut – local street	\$551
5.	Sidewalk cut per flag	\$180
B. Right-of-way (ROW) permit fees		
1.	a. Permit fee	\$130 per permit
	b. Inspection fee	\$106 per hour
	c. Penalty Fee	\$210 per violation
D. Contaminated sewage discharge permit fees		
1.	Permit fee	\$307 per permit
2.	Inspection fee	\$106 per hour
E. Engineering site plan review fees		
1.	Work order preparation fee	\$107 per work order
2.	Review fee	\$107 per hour
3.	Easement preparation/ filing fee	\$341 per easement
4.	License agreement preparation/ filing fee	\$321 per license agreement
F. Private property paving permit fees		
1.	Permit fee	\$107 per permit
2.	Inspection fee	\$117 per hour
G. Notary, reproduction and storage of maps and plans fees		
1.	Notary Services	\$10 per document
2.	Scanning and e-storage fee of site plans	\$2 per plan sheet
3.	Reproduction fee	\$20 for first copy; \$5 for each additional copy

Table II – Performance guarantee schedule		
A. Right-Of-Way (ROW) construction		
1. Commercial/non-residential work		
a.	Cash bond or ILOC	125% of cost for the proposed work in ROW
2. Utility Improvement Work		
a.	Cash bond or ILOC	<ul style="list-style-type: none"> • 125% of cost for the proposed ROW work • \$10,000 for directional boring for up to 5 locations and \$2,000 for every additional boring location
3. New house construction/major renovation		
a.	Cash bond or ILOC	<ul style="list-style-type: none"> • \$5,000 for 60 ft. or less lot frontage; and • \$7,500 for over 60 ft. frontage or corner lot
4. Sidewalk and/or curb cut/ driveway approach construction		
a.	Cash bond or ILOC	<ul style="list-style-type: none"> • \$1,000 per permit; and • \$2,000 for both sidewalk and curb cut/ driveway approach permits
5. Sewer tap work		
a.	Cash bond or ILOC	<ul style="list-style-type: none"> • \$2,000 for work in the roadway; or • \$1,000 for work entirely outside the roadway
6. Private water service work		
a.	Cash bond or ILOC	<ul style="list-style-type: none"> • \$2,000 for work in the roadway; or • \$1,000 for work outside entirely the roadway
B. Private property paving		
1.	Cash bond or ILOC	20% of cost for the proposed work

Attachment I

I. Annual fee schedule:

The following tabulations indicate the actual costs to be incurred by the engineering division for fiscal year 2016/2017:

A. Wastewater collection system fees:

There are presently three (3) wastewater collection districts (District A, B, and C) within the city where developments, renovations or additions that propose to generate additional wastewater flow must pay a fee to reimburse the city for the cost of using excess capacity provided in the city’s wastewater collection system. The fee for each district is to be adjusted annually in accordance with Section 740-19 of city code 740, which states: “*The wastewater collection system fee shall be adjusted annually at the end of each fiscal year in an amount equal to the most recent consumer price index published by the United States Bureau of Labor Statistics.*” The increase in the index for the past fiscal year was 0.9 percent.

Recommended wastewater collection system fees:

<u>District A</u>	\$1,370 per sanitary use factor
<u>District B</u>	\$1,565 per sanitary use factor
<u>District C</u>	\$2,103 per sanitary use factor

B. Utility pavement and sidewalk cut fee schedule:

The pavement and sidewalk cut fee for the replacement of pavement and sidewalk removed by a contractor/builder for utility repair, installation, or replacement is for labor, material, equipment, traffic control items, inspection, and administrative costs associated with the pavement and/or sidewalk replacement.

First pavement cut (5 feet by 6 feet) major streets

Contractual cost for pavement replacement	\$860
Design and construction engineering	90
Inspection fee (1 hour)	82
Vehicle rental fee (includes mobile phone)	10
Administration charge	14
Total	<u>\$1,056</u>

Each additional pavement cut (5 feet by 6 feet) major streets

Contractual cost for pavement replacement	\$503
Design and construction engineering	45
Inspection fee (1/2 hour)	41
Vehicle rental fee (includes mobile phone)	5
Administration charge	7
Total	<u>\$601</u>

First pavement cut (5 feet by 6 feet) local streets

Contractual cost for pavement replacement	\$581
Design and construction engineering	90
Inspection fee (1 hour)	82
Vehicle rental fee (includes mobile phone)	10

Administration charge	14
Total	<u>\$777</u>

Each additional pavement cut (5 feet by 6 feet) local streets

Contractual cost for pavement replacement	\$453
Design and construction engineering	45
Inspection fee (1/2 hour)	41
Vehicle rental fee (includes mobile phone)	5
Administration charge	7
Total	<u>\$551</u>

Sidewalk cut (5 feet by 5 feet) per flag

Contractual cost for sidewalk replacement	\$120
Inspection fee (1/2 hour)	41
Vehicle rental fee (includes mobile phone)	5
Administration charge	14
Total	<u>\$180</u>

Recommended pavement cut fees: \$1,056 first cut – major streets
 \$601 each additional cut – major streets
 \$777 first cut – local streets
 \$551 each additional cut – local streets

Recommended sidewalk cut fees: \$180 per flag of sidewalk

Note: The above pavement and sidewalk cut fees are based on the publicly bid unit prices for Royal Oak Contract SW1601. Fees may only be refunded if the applicant obtains the proper right-of-way permit and completes the work at their own expense.

C. Right-of-way (ROW) permit fees:

- Permit application processing fee:
 The right-of way permit processing fee for activities/blockages in city right-of-way including construction performed by private contractors and developers within the commercial and industrial zone areas is based on the city's cost to process the permit including reviewing contractor activity plans, bonds and insurance documents:

Civil engineer III (one hour)	\$93
Administration charge	37
Total	<u>\$130</u>

Recommended permit application processing fee: \$130 per permit

- ROW construction inspection fees:

Inspection fee: The construction inspection fee is estimated by the engineering division based on the inspection hours needed for the construction work in city right-of-way. A minimum of 1 hour inspection fee shall be applied depending on

the proposed work. The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection hourly rate	\$82
Vehicle hourly rental rate (includes mobile phone)	10
Administration charge	14
Total	\$106

Recommended inspection fee: \$106 per hour

The estimated inspection fees will be added in conjunction with this permit. After the work activities in the right-of-way are completed, the Permittee can be reimbursed for any inspection fee monies not used upon request. If more inspection fee money is required than was collected when the permit was issued, the Permittee is billed for the additional inspection in accordance with the terms of the permit.

Inspection Fee schedule:

- a. Utility Companies: The following general inspection fees that are applied to permits issued to utility improvement in city's right-of-way done by private contractors and utility companies: A minimum of **2 hours** inspection fee shall be applied. The inspection fee calculation summary is listed in 2 above.
- b. Curb cut and/or driveway approach work: The following general inspection fees that are applied to permits done by private contractors performing only curb and approach work in city's right-of-way: A minimum of 1 hours inspection fee shall be applied for a single location and 1/2 hour inspection fee shall be applied for an additional locations. The inspection fee calculation summary is listed in 2 above.
- c. Sidewalk work: The following general inspection fees that are applied to permits done by private contractors performing only sidewalk work in city's right-of-way: Based on the average sidewalk inspection of 200 square feet of sidewalk replacement or construction, the cost incurred is 53 cents per square foot with the estimated square footage to be provided by the permittee.
- d. Sewer taps: The following general inspection fees that are applied to permits done by private contractors performing only private sewer utility work in city's right-of-way: A minimum of 1 hour inspection fee shall be applied. The inspection fee calculation summary is listed in 2 above. The utility pavement and sidewalk cut fees will be added in conjunction with this permit in accordance with B above.
- e. Private water service: The following general inspection fees that are applied to permits done by private contractors performing only private water service repairs utility work in city's right-of-way: A minimum of 1 hour inspection fee shall be applied. The inspection fee calculation summary is listed in 2 above. The utility pavement and sidewalk cut fees will be added in conjunction with this permit in accordance with B above.

f. New house construction ROW improvement: The following general inspection fees that are applied to permits done by private contractors performing new residential home construction or major renovation that can impact the city's right-of-way: Permits are issued in 90-day increments to limit impacts and expedite reconstruction. A minimum of 4 hour inspection fee will be applied for the first 90-day permit period; and a minimum of 2 hour inspection fee for each additional 90-day permit extension. An additional of 2 hour inspection fee will be applied if roadway paving will be performed under this permit

3. Penalty fee: A penalty fee for failing to obtain a required ROW permit prior to beginning any work within the city right-of-way:

Discovery & notification (1 hour inspection time w/ vehicle)	\$92
Civil engineer III (1 hour)	93
Administration charge	25
Total	\$210

Recommended penalty fee: \$210 per violation

D. Contaminated sewage discharge permit fees:

1. Permit fee: The permit fee for contaminated sewage discharges into city sewers done by property owners, private contractors, and environmental consultants is based on the city's cost to process the permit:

Civil engineer III (3 hours)	\$279
Administration charge	28
Total	\$307

Recommended permit fee: \$307 per permit

2. Inspection fee: The inspection fee is estimated by the engineering division based on the inspection hours needed for monitoring the volume of contaminated sewage discharges. The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection hourly rate	\$82
Vehicle hourly rental rate (includes mobile phone)	10
Administration charge	14
Total	\$106

Recommended inspection fee: \$106 per hour

The estimated inspection fees will be added in conjunction with this permit. After the work activities in the right-of-way are completed, the permittee can be reimbursed for any inspection fee monies not used upon request. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

E. Engineering site plan review fees:

1. Work order preparation fee: The work order preparation fee for engineering site plan review for public road, sidewalk, water main, storm sewer, and storm water retention facilities is based on the city's cost to prepare the work order and review the developer's site improvement information:

Civil engineer III (1 hour)	\$93
Administration charge	14
Total	<u>\$107</u>

Recommended site plan work order preparation fee:

\$107 per work order

2. Review fee: The engineering division cost for reviewing and directing the correction of site plans to comply with City of Royal Oak policies, regulations, standards, and ordinances will be included in the site plan review work order. The site plan hourly review fee will be estimated by the engineering division based on the engineering hours needed for the work. The fee is estimated based on engineering division hourly rates and administrative costs as follows:

Civil engineer III (1 hour)	\$93
Administration charge	14
Total	<u>\$107</u>

Recommended site plan review fee:

\$107 per hour

After the engineering division site plan review is completed, the developer or architect/engineer can be reimbursed for any site plan review fee monies not used upon request. If more site plan review fee monies are required than were collected when the site plan review work order was issued, the developer or architect/engineer will be billed for the additional site plan review fee monies in accordance with the terms of the site plan review work order.

3. Easement preparation/filing fee: The engineering division cost for preparation and distribution of documents for easements.

Civil engineer III (3 hours)	\$279
County recording fee	20
Administration charge	42
Total	<u>\$341</u>

Recommended easement preparation/filing fee:

\$341 per easement

4. License agreement preparation/filing fee: The engineering division cost for preparation and distribution of documents for license agreements.

Civil engineer III (3 hours)	\$279
Administration charge	42
Total	<u>\$321</u>

Recommended license agreement
Preparation/filing fee:

\$321 per license agreement

F. Private property paving permit fees:

1. Permit fee: The permit fee for paving parking lots on private property is based on the city's cost to process the permit including reviewing contractor plans and performance bond.

Civil engineer III (1 hour)	\$93
Administration charge	14
Total	<u>\$107</u>

Recommended paving permit:

\$107 per permit

2. Inspection fee: The inspection fee is estimated by the engineering division based on the inspection man-hours needed for inspection of the pavement construction work of parking lots on private property. The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection hourly rate (Civil engineer III)	\$93
Vehicle hourly rental rate (includes mobile phone)	10
Administration charge	14
Total	<u>\$117</u>

Recommended inspection fee:

\$117 per hour

The estimated inspection fees will be added in conjunction with this permit. After the paving is completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the Permittee is billed for the additional inspection in accordance with the terms of the permit.

G. Notary, reproduction and storage of maps and plans fees:

The fee for notarizing documents, reproduction, scanning, and electronically storing (e-storage) of maps and plans sold to or received from the public is based on the city's cost to reproduce, scan and e-storing the maps and plans:

<u>Notary Services</u>	
Notarizing private and official documents, per sheet (same fee as city clerk)	\$10
<u>Site plan review plans</u>	
Large plan scanning and e-storage fee per sheet	\$2
<u>First copy of map or plan</u>	
Engineering drafter (1/4 hour)	\$17
Administration charge	3
Total	<u>\$20</u>

<u>Additional copies of maps or plans (after first)</u>	
Engineering drafter (3 minutes)	\$4
Administration charge	1
Total	<hr/> \$5

- Recommended Notary service fee: \$10 per document;
- Recommended Electronic storing fee: \$2 per sheet of large plan scanning;
- Recommended Reproduction fees: \$20 first copy of map or plan
\$5 each additional copy of maps or plans

II. Performance guarantee:

The following bond amounts are performance guarantee requirements for all work within the city right-of-way. Performance guarantees in the form of cash or irrevocable letters of credit (ILOC) are acceptable in accordance with city policy (city attorney). Performance guarantees will be reimbursed or relinquished to the permittee at the time of closure of the permit. Any incomplete or non-compliant work that has not been corrected by the permittee at a given time will be completed by a city contractor and payment for the work will be drawn from the cash bond or ILOC of the permit, however, the remaining balance of unused cash bond or ILOC will be reimbursed back or returned to the permittee.

A. Private property paving: The performance guarantee required for paving parking lots on private property is 20 percent of the estimated cost for the proposed work.

B. Right-of-way (ROW) construction:

1. Commercial property work: The performance guarantee required for any construction or improvement in city's ROW within the commercial and industrial zone areas is 125 percent of estimated cost for the proposed restoration or improvement work within the city's ROW.
2. Utility improvement work: The performance guarantee required for any utility improvement in city's ROW done by private contractors or utility companies is 125 percent of estimated cost for the proposed restoration or improvement work within the city's ROW. A performance guarantee in the amount of \$10,000 will be applied for underground pipe installation work by directional boring method or by any non-open cut construction for up to 5 locations. In excess of 5 locations, \$2,000 cash bond will be applied for every additional location.
3. New house construction/major renovations: The performance guarantee required for total improvement in city's ROW adjacent to residential property with a maximum 60-foot wide lot frontage is \$5,000. Corner lots or lots over 60-foot wide require \$7,500 performance guarantee.
4. Sidewalk, curb cut, and driveway approach construction: The performance guarantee required for public sidewalk, curb cut, and driveway approach construction is \$1,000; \$2,000 for both sidewalk and curb cut/ driveway approach.

5. Sewer tap work: The performance guarantee required for private sewer lead and public sewer tap construction within the city's ROW is \$2,000. The performance guarantee will be reduced to \$1,000 if the work is entirely outside the roadway.
6. Private water service work: The performance guarantee required for private water service construction or repair work within the city's ROW is \$2,000. The performance guarantee will be reduced to \$1,000 if the work is entirely outside the roadway.

