



# TOWN OF EAST SPENCER

"HOME OF HERITAGE & PROMISE"

## MUNICIPAL PROPERTY USAGE

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_

TOTAL NUMBER OF ANTICIPATED PARTICIPANTS: \_\_\_\_\_

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEW BY POLICE DEPARTMENT:  APPROVED  DECLINED

REVIEW BY DIRECTOR OF OPERATIONS:  APPROVED  DECLINED

### EVENT STATUS:

APPROVED  DECLINED

NUMBER OF SECURITY REQUIRED: \_\_\_\_\_ AMOUNT DUE: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**ALCOHOLIC BEVERAGES, IN ANY FORM, MAY NOT BE SERVED ON THE PREMISES.**

**PLEASE HAVE THIS NOTICE AVAILABLE DURING EVENT.**



# Town of East Spencer User Fee Schedule

www.townofeastspencer.com

ADMINISTRATIVE FEES				
Item	Qty/No.	Type	Other Info	Fee
<b>USER FEES</b>				
Copies	n/a	First Page	\$ .10 each additional page	\$ 1.00
Color Copies	per copy	n/a		\$ 1.00
Floppy Disk	per unit	n/a		\$ 1.00
Cassette Tape	per unit	n/a		\$ 5.00
Compact Disc (CD)	per unit	n/a		\$ 5.00
<b>OTHER FEES</b>				
Non-Sufficient Funds (NSF) Returned Check Fee	per submission	n/a		\$ 35.00
Municipal Development Code	per entire code	n/a		\$ 75.00
<b>MUNICIPAL FACILITIES</b>				
Fire Annex Training Room	per rental	n/a	Depends upon Availability	\$ 50.00
Municipal Conference Room	per rental	n/a	After Hours only	\$ 35.00

PARKS & REC FEES							
Area/Facility	Qty/No.	Restrictions	Insurance & Security Requirement	Resident Fee	Resident Deposit	Non-Resident Fee	Non-Resident Deposit
Royal Giants PARK	12 hrs	Pool, Concessions	Both	\$ 200	\$ 50	\$ 400	\$100
Royal Giants PARK	8hrs	Pool, Concessions	Both	\$ 100	\$ 50	\$ 200	\$100
Royal Giants PARK	4 hrs	Pool, Concessions	Both	\$ 50	\$ 50	\$ 100	\$100
Royal Giants PARK	2 hrs	Pool, Concessions	Waiver	\$ 0	\$ 50	\$ 50	\$ 50
Royal Giants POOL	8 hrs	Concessions	Both	\$ 200	\$ 50	\$ 400	\$ 100
Royal Giants POOL	4 hrs	Concessions	Both	\$ 100	\$ 50	\$ 200	\$ 100
Royal Giants POOL	2 hrs	Concessions	Security/Waiver	\$ 50	\$ 50	\$ 100	\$ 100
Royal Giants BALL FIELD	12 hrs	Concessions	Both	\$ 50	\$ 25	\$ 100	\$ 50
Royal Giants BALL FIELD	8 hrs	Concessions	Waiver	\$ 25	\$ 25	\$ 50	\$ 50
Royal Giants BALL FIELD	4 hrs	Concessions	Waiver	\$12.50	\$ 25	\$ 25	\$ 50
Royal Giants BALL FIELD	2 hrs	Concessions	Waiver	\$ 0	\$ 0	\$ 12.50	\$ 25
Royal Giants BALL COURT	12 hrs	Concessions	Both	\$ 200	\$ 50	\$ 400	\$ 100
Royal Giants BALL COURT	8 hrs	Concessions	Security/Waiver	\$ 100	\$ 50	\$ 200	\$ 100
Royal Giants BALL COURT	4 hrs	Concessions	Security/Waiver	\$ 50	\$ 50	\$ 100	\$ 100
Royal Giants BALL COURT	2 hrs	Concessions	Waiver	\$ 0	\$ 0	\$ 50	\$ 50
Royal Giants COOKOUT AREA	12 hrs	n/a	Waiver	\$ 50	\$ 25	\$ 100	\$50
Royal Giants COOKOUT AREA	8 hrs	n/a	Waiver	\$ 37.50	\$ 25	\$ 75	\$50
Royal Giants COOKOUT AREA	4 hrs	n/a	Waiver	\$ 25	\$ 25	\$ 50	\$50
Royal Giants COOKOUT AREA	2 hrs	n/a	Waiver	\$ 0	\$ 0	\$ 0	\$0

PUBLIC WORKS				
Item	Qty/No.	Type	Other Info	Fee
WORK ORDERS	per hour	General clean-up, grass cutting, tree removal, etc.	Town Ordinance violations	\$ 125

<b>PLANNING / ZONING FEES</b>				
<b>Item</b>	<b>Qty/No.</b>	<b>Type</b>	<b>Other Info</b>	<b>Fee</b>
<b>ZONING MAP AMENDMENT</b>				
<b>PROCESSING FEE</b>	per application			\$ 400
Notification	1-20	Affected Property Owners		\$ 25
Notification	21-50	Affected Property Owners		\$ 75
Notification	51-100	Affected Property Owners		\$ 175
Notification	Over 100	Affected Property Owners		\$ 300
<b>CONDITIONAL USE PERMIT</b>				
		with or without rezoning		\$ 100
Text Amendment	Any			\$ 400
Appeal	Any			\$ 300
Nonconformity Adjustment	Any			\$ 300
Variance	Any			\$ 300
Certification Letter	per certified copy	Notarized by Town Clerk	Floodplain, Watershed, Floodplain, etc.	\$ 5
<b>ZONING CLEARANCE PERMITS</b>				
	per copy			\$ 15
Residential 1F	per copy			\$ 20
Residential 2F & MF	per copy			\$ 15
Residential Accessory				\$ 20
Non-Residential	per copy			\$ 15
Non-Residential Accessory	per copy			\$ 20
Sign	per copy			\$ 15
Temporary Use	per copy		Christmas Trees, Fireworks, etc.	\$ 10
Temporary Construction	per copy		Trailers, etc.	\$ 10
Home Occupation	per copy			\$ 10
Change In Use	per copy			\$ 15
<b>SITE PLAN REVIEW</b>				
	per acre	Multi-Family Residential & Non-Residential	\$ 100 extra per acre	\$ 200
Grading Permit	per site	Without Site Plan	\$ 50 extra per acre	\$ 50
Exception Plat	per site			\$ 0
Minor Subdivision Plat	per site	Original		\$ 50
Minor Subdivision Plat	per site	Revision		\$ 40
Major Subdivision Plat	per site	Preliminary	\$ 30 extra per lot	\$ 400
Major Subdivision Plat	per site	Revision or Minor Adjustment		\$ 50
Final Subdivision Plat	per site	Original		\$ 200
Final Subdivision Plat	per site	Revision		\$ 40
<b>STREET CLOSING FEES</b>				
<b>PROCESSING</b>				\$ 300
<b>PUBLICATION FEES</b>				
Unified Development Ordinance	per copy			\$ 25
Zoning Map	per copy			\$ 10
Land Use Plan	per copy			\$ 25

All fees are due and payable at the time of product delivery or upon initial submittal of any item or items to be reviewed, processed or approved. All fees are non-refundable with the following exceptions: 75% of processing and notification fees for map amendments listed in the Planning / Zoning Fee Schedule may be refunded if an application is withdrawn within seven (7) days following a pre-hearing neighborhood meeting. **ALL ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS FEE SCHEDULE ARE HEREBY REPEALED TO THE EXTENT OF SUCH CONFLICT.**

