

**CHAPTER 9  
ESTABLISHMENT OF FEES**

**LATEST REVISION:** March 8, 2021 (Ordinance 2021-010)

**SECTIONS:**

- 9.01 ESTABLISHED.**
- 9.02 PETITIONS.**
- 9.03 MAP FEES.**
- 9.04 AMBULANCE SERVICE FEES.**
- 9.05 ENGINEERING AND PLANNING REVIEW AND INSPECTION FEES.**
- 9.06 ELEVATOR LICENSE FEES.**
- 9.07 FINGERPRINT APPLICANT FEE.**
- 9.08 OVERWEIGHT OR OVERSIZE VEHICLE PERMIT FEES.**

**9.01 ESTABLISHED.**

The fees which follow in this Chapter 9 are hereby established.

**9.02 PETITIONS.**

a) For the filing of the following petitions to the City Council or appropriate departments of the City:

Annexation	\$ 300.00 + \$50.00 for each acre or fraction thereof
Annexation Agreement	\$ 500.00
Text Amendment Unified Development Ordinance	\$250.00
Map Amendment (Rezoning)	\$500.00
Special Use Permit	\$ 500.00
Variance	\$100.00 – Residential \$250.00 – Non-Residential
Appeal	\$100.00
Amendment to Annexation Agreement or Planned Development Agreement	\$250.00
Planned Development Sketch Plan (Concept Plan)	No Fee
Planned Unit Development (Preliminary Plan)	\$ 500.00 + \$50.00 for each acre or fraction thereof
Planned Development	\$ 300.00

(Final Plan)

Subdivision – Minor (up to 3 lots)	\$ 300.00
Subdivision – Major (over 3 lots) (Preliminary Plat)	\$500.00
Subdivisions – Major (over 3 lots) (Final Plat)	\$ 300.00
Vacation of Plat, Street or Alley	\$ 500.00

- b) The fees listed in this Section include the recording fees for documents, which are necessary to complete the process.

### **9.03 MAP FEES.**

- a) The fee to be charged any person desiring copies of the Official Zoning Map, the Official Ward Map, or other City produced maps shall be the currently established price (depending on size, and color) to reimburse the City for the actual cost of production.

### **9.04 AMBULANCE SERVICE FEES**

- a) Fees for ambulance service provided by the City of DeKalb shall be as follows (Effective March 8, 2021):
1. The fees will be increased annually, beginning the first quarter of 2021, then effective January 1 of each year, beginning in 2022, without further City Council action, pursuant to the annual report submitted for the previous year to the Illinois Department of Healthcare and Family Services (HFS) and/or the federal Centers for Medicare and Medicaid Services (CMS) reflecting the actual cost incurred for transport of residents and nonresidents.
  2. Mileage (transport loaded mile) \$ 25.00
  3. Treat, No Transport Billable \$ 250.00
  4. Intercept (billed to requesting agency) \$ 800.00

### **9.05 ENGINEERING AND PLANNING REVIEW AND INSPECTION FEES.**

- a) Review and Inspection Fee Liability: Whenever a proposed development or construction project located within the City, whether a subdivision, planned unit development, building construction or expansion project or other project, requires plan review and/or construction observation or inspection to be performed by a land planner, licensed civil engineer or a person supervised by a land planner or licensed civil engineer, as established either by local, state or federal regulations or as determined by the City Engineer or Community Development Director, the Owner of the project shall be responsible for the land planning and zoning review fees, the civil engineering plan review fees and the construction observation/inspection fees incurred by the City in the course of performing such services. As a condition precedent to the City initiating formal review of any project subject to this requirement, the Owner shall be required to execute

- a Professional Fee Reimbursement Agreement in form and content acceptable to the City Manager and shall be required to post the escrow contemplated in subsection e) below.
- b) Third Party Services Authorized: The City Engineer shall be authorized and directed to determine, on an ongoing basis, whether civil engineering review/inspection projects or portions thereof should be completed by City personnel or by qualified third parties. The City Engineer shall be authorized to select among the then-current list of qualified third party providers which has been approved by the City Council, and the City Manager or designee shall be authorized to execute agreements with such third party providers, without regard to staff spending authority, provided that the expenses incurred by such third party providers are subject to a professional fee reimbursement agreement as described below. With regard to land planning and zoning review services, the Community Development Director shall make the determination as to whether the services should be provided by City personnel or by qualified third parties, and the Community Development Director shall utilize the same process as outlined above for the selection and contracting of the same.
- c) Method of Calculating Fees: Where the services contemplated in a) are provided to the City by a third party, the Owner shall be responsible for the payment of the actual costs incurred by the City, plus a five percent (5%) administrative fee to the City. Where the services contemplated in a) are provided by City personnel, the City Engineer and Community Development Director shall impose charges for such costs using a fee schedule acceptable to the City Manager, which is comparable in charges and rates to the fee schedules utilized by the then-current and approved third party service providers. The fee for such City personnel shall be based on the hourly fee schedule, plus costs, plus a five percent (5%) administrative fee to the City. Charges shall be invoiced on a monthly basis. Any fees incurred hereunder shall constitute a debt due and owing to the City.
- d) Professional Fee Reimbursement Agreement: The City Manager or designee thereof shall be authorized to execute a Professional Fee Reimbursement Agreement with the Owner of any project contemplated in a) above. Such agreement shall provide that the Owner is responsible for establishing an initial fee escrow with the City, out of which the City shall pay expenses associated with the City's provision of land planning and zoning review services and civil engineering services to the project for plan review and construction observation/inspection. Such agreement shall provide that the escrow shall be regularly replenished to replace expenses paid out of the escrow and shall provide remedies for circumstances where the Owner fails to fulfill its obligations, including but not limited to cessation of work on the project and/or the issuance of stop work orders for the project. As such agreement is providing for the payment of expenses by a third party, the City Manager shall be authorized to execute such agreement without regard to otherwise applicable staff spending authority limitations.
- e) Escrow Fund: The Finance Director or designee shall establish a means of aggregating dollars received by the City for project escrow, and accounting for such funds on a project by project basis. Sums received by the City shall be held in escrow, and any interest accruing on such funds shall accrue to the City. The Finance Director or designee shall process payments out of such escrow accounts in accordance with the City's usual and customary bill payment process and shall regularly inform the Owner as to the remaining balance in such project escrow. The Owner shall, at any time upon request of the City, provide additional funding to maintain the escrow account at a level that will ensure funding of all outstanding eligible expenses relating to the project. Upon successful completion of a project, including successful inspection of all items requiring inspection, the issuance of a final certificate of occupancy and the conclusion of any

applicable maintenance or warranty periods for public improvements, the Finance Director shall refund any unused portion of the escrow to the Owner.

1. Initial escrow amounts shall be established as follows:

Number of Acres Affected	Initial Escrow Amount
0 – 0.5 acres	\$ 1,000.00
0.51 – 1.0 acres	\$ 2,000.00
1.01 acres – 5.0 acres	\$ 5,000.00
5.01 acres – 10.0 acres	\$10,000.00
10.01 acres or more	\$15,000.00

2. Upon submission of a plan, permit application or other initiating document and accompanying professional fee reimbursement agreement and escrow, the City Engineer and Community Development Director shall review the initial escrow amount deposited, and based upon the anticipated complexity of the plan, may require the escrow amount to be increased to an amount acceptable to the City Engineer and Community Development Director. Increasing the escrow to a sum in excess of \$20,000.00 shall require the approval of the City Manager.
  3. The payment of the foregoing escrow and execution of a professional fee reimbursement agreement shall obviate the need for payment of a \$1,000 site plan review fee otherwise imposed under City Code, and this Ordinance shall supersede any ordinance imposing a contrary requirement.
- f) Public Projects: The foregoing requirements shall not be applicable to any project constructed by the City of DeKalb or a superior governmental entity. The City Manager is authorized to enter into intergovernmental agreements with other units of local government for the purpose of providing for their establishment of escrow accounts or direct reimbursement or payment of costs associated with the services contemplated in a) above, for projects constructed by such other units of government.

**9.06 ELEVATOR LICENSE FEES.**

- a) The fee for each inspection of an elevator, chair lift and/or escalator shall be as follows:

Installation Inspection	\$90.00
Semi-Annual Inspections	\$42.00
Code Compliance Re-Inspection	\$42.00

- b) In the event an elevator inspection fee is not paid within 30 days of the invoice date, the license fee charged will be double the amount listed above.

**9.07 FINGERPRINT APPLICANT FEE**

- a) The fee for each application for fingerprints shall be in an amount as established by the Chief of Police from time to time, based upon his determination of the appropriate fee to impose. (CPI 7-1-11)

**9.08 OVERWEIGHT OR OVERSIZE VEHICLE PERMIT FEES**

The fee for Overweight or Oversize Vehicle Permits is payable at the time such permit request is made based on the following fee schedule:

**OVERWEIGHT VEHICLES**

<b>Permit Size Weight in Pounds</b>	<b>Fee One-Way*</b>	<b>Fee Roundtrip*</b>	<b>Fee Multiple Trips (April – December)*</b>
73,281 - 80,000	25**	40**	100**
80,001 - 100,000	45	75	150
100,001 - 120,000	65	100	200
120,001 - 160,000	85	125	N/A
Over 160,000	115	150	N/A

**OVERSIZE VEHICLES (Except City Police Escort Required Loads)**

	<b>Fee One-Way*</b>	<b>Fee Roundtrip*</b>	<b>Fee (Multiple)*</b>
<b>Permit Size with Load (No Load Police Escort)</b>	25**	40**	100**

\*If a vehicle requires a permit due to multiple weight and/or dimension issues, the total fee will be based on either the fee for the weight category or the oversize fee, whichever is larger. Vehicles carrying grain shall be exempt from paying permit fees. Loads requiring special review involving engineering loads, such as house moves crossing bridges, will be assessed the actual cost of consultant engineering review fees in addition to these fee schedules. If City police escorts are needed, then contact the DeKalb Police Department for fees they may assess in addition to the above schedules.

\*\*Trucks weighing 24,001- 73,280 pounds using local streets that are not truck routes for other than local deliveries shall pay these overweight permit fees.

**Chapter 9**  
**“Establishment of Fees”**  
**Table of Amendments**

The following table provides for the amendments made to this Municipal Code Chapter since its original effective date of \_\_\_\_\_ (Ordinance \_\_\_\_\_).

<b>Effective Date</b>	<b>Ordinance No.</b>	<b>Description of Amendment</b>
	1974-048	Information will be added when the ordinance is located.
2/23/1976	1976-005	Amending Chapter 9 “Establishment of Fees”, Section 9.01 “Ambulance Fees”.
1/23/1978	1978-005	Amending Chapter 9 “Establishment of Fees” by Removing Section 9.01 “Ambulance Service Fees”.
1/8/1979	1979-001	Amending Chapter 9 “Establishment of Fees”.
3/26/1979	1979-026	Publishing the Official Zoning Map and Establishing a Fee for Copies Thereof.
11/22/1982	1982-077	Amending Chapter 9 “Establishment of Fees” by Inserting New Section 9.06 “Ambulance Service Fees”.
8/13/1984	1984-055	Amending Chapter 9 “Establishment of Fees” by Deleting Section 9.06 “Ambulance Service Fees” and Adding New Section 9.06 “Ambulance Service Fees”.
2/24/1986	1986-012	Amending Chapter 9 “Establishment of Fees”, Section 9.03 by Including a Special Use Permit for Antenna.
8/26/1991	1991-093	Amending Chapter 9 “Establishment of Fees” by Deleting Sections 9.03 and 9.04 and Adding New Sections 9.03 and 9.04.
9/9/1991	1991-097	Amending Chapter 9 “Establishment of Fees”, Section 9.06 “Ambulance Service Fees”, by Increasing Basic Life and Advanced Life Support Fees.
9/26/1994	1994-130	Amending Chapter 9 “Establishment of Fees”, Section 9.03 “Petitions”.
11/9/1998	1998-116	Amending Chapter 9 “Establishment of Fees” by Revising Section 9.05 “Map Fees”, and Section 9.06 “Ambulance Service Fees”, and Inserting a New Section 9.07 “Plan Review and Construction Inspection Fees”.
1/28/2002	2002-003	Amending Chapter 9 “Establishment of Fees”, Section 9.06 “Ambulance Service Fees” by Increasing the Fees for Resident and Non-Resident Service.

<b>Effective Date</b>	<b>Ordinance No.</b>	<b>Description of Amendment</b>
4/8/2002	2002-016	Amending Chapter 9 "Establishment of Fees" by Revising Fees for Building and Various Construction Permits.
4/8/2002	2002-019	Amending Chapter 9 "Establishment of Fees", Section 9.06 "Ambulance Service Fees", by Increasing Fees to Cover the Cost of Medical Supplies.
6/23/2003	2003-062	Amending Chapter 9 "Establishment of Fees", Section 9.05 "Engineering Plan Review and Inspection Fees", by Increasing Fees.
10/25/2004	2004-090	Amending Chapter 9 "Establishment of Fees" by Adding Section 9.07 "Fingerprint Applicant Fee".
7/25/2005	2005-058	Amending Chapter 9 "Establishment of Fees", Section 9.05 "Engineering Plan Review and Inspection Fees".
8/22/2005	2005-073	Amending Chapter 9 "Establishment of Fees", Section 9.06 "Elevator License Fees", by Adjusting Fees.
9/12/2005	2005-074	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
8/28/2006	2006-078	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
2/11/2008	2008-016	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
4/27/2009	2009-026	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
4/27/2009	2009-027	Amending Chapter 9 "Establishment of Fees", Section 9.06 "Elevator License Fees", by Adjusting Fees.
12/14/2009	2009-078	Amending Chapter 9 "Establishment of Fees" by Adding Section 9.08 "Overweight or Oversize Vehicle Permit Fees".
7/12/2010	2010-045	Amending Chapter 9 "Establishment of Fees" by Adding Section 9.08 "Fire Deployment Fees".
7/25/2011	2011-031	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
9/10/2012	2012-075	Amending Chapter 9 "Establishment of Fees", Section 9.07 "Fingerprint Applicant Fee".

<b>Effective Date</b>	<b>Ordinance No.</b>	<b>Description of Amendment</b>
7/13/2015	2015-033	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees" as it Pertains to the Annual Review of Ambulance Fees.
9/14/2015	2015-042	Authorizing a Waiver of Engineering Plan Review and Inspection Fees Contemplated by Chapter 9 "Establishment of Fees", Section 9.05 "Engineering Plan Review and Inspection Fees" for the 3M Expansion Project Located at 1650 Macom Drive.
3/14/2016	2016-004	Amending Chapter 9 "Establishment of Fees", Section 9.05 "Engineering Plan Review and Inspection Fees".
7/25/2016	2016-020	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
1/9/2017	2017-003	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees".
12/18/2018	2018-090	Adopting the Annual Budget of the City of DeKalb for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019 in the Amount of \$96,147,332.00 and Approving Related Regulations Having Financial Impact. (Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees" was amended via this ordinance.)
8/24/2020	2020-054	Amending Chapter 9 "Establishment of Fees" as it Pertains to Modifying the Filing Fees for Annexation, Zoning and Plat Petitions.
3/8/2021	2021-010	Amending Chapter 9 "Establishment of Fees", Section 9.04 "Ambulance Service Fees", in Order to Reflect Actual Costs of Providing Emergency Medical Transportation Service.