

CITY OF CHESTER COMPREHENSIVE FEE SCHEDULE

ADMINISTRATION

FOIA Fees	\$.25 per page (black and white) plus Employee Time (\$25.00/hour) \$5.00 per CD plus Employee Time (\$25.00/hour) \$10.00 Video to CD plus Employee Time (\$25.00/hour)
Filming Permit	\$25 non-refundable application fee. \$150/day, max \$450 See Code for details. Appendix B.
Special Event Permit	\$25.00 non-refundable application fee. If even is in less than 30 days, \$50.00 (Additional Fees may be incurred for Police, Public Works, etc.)
Major Event Deposit*	\$250.00 refundable deposit for all festivals or large-scale events where clean-up is required. *

BUILDING AND DEVELOPMENT FEES

Building Permits	The cost of less than \$200.00 does not require permit unless inspection is required or requested) Permit fee = \$4.50 per \$1000.00 valuation of work or project with a minimum fee of \$35.00. <ol style="list-style-type: none"> 1. Commercial and Residential permit: based on valuation <ol style="list-style-type: none"> a. Valuation is contract cost or estimate from square feet. b. Agriculture structures are calculated \$12 per sq. ft. unless contractor built. 2. Swimming pool permit: based on valuation 3. Fire Sprinklers and other Fire Protection Systems Fee: based on valuation 4. Sign Permit Fee is based on valuation to complete installation of the sign
Plan Review	Residential \$50.00 for project costing \$10,000.00 or more Commercial one half (1/2) the cost of calculated permit fee
Re-inspection Fee	\$35.00 for the 3 rd and subsequent re-inspections for required inspections
Unauthorized Work	Work commencing without required permit Cost of permit times 1.5
Demolition Permit	Residential - \$50.00 Commercial - \$100.00 plus \$0.50 for first 100,000 cubic ft. plus \$0.50 for each additional 1,000 cubic ft. (Note: performance bond requirement for commercial projects over 5,000 sf. per City Code C-2-604.9.) <ol style="list-style-type: none"> 1) Asbestos: Before commencing demolition, you should contact James Hinkle (803)898-7586 with South Carolina DHEC, Asbestos Office to determine whether you are required to obtain a permit from their office. There is a process for having a licensed asbestos inspector view the site, etc., and this will be explained by SC DHEC, if required. A link to the SC DHEC home page can be found at http://www.scdhec.net. This site also has some very useful information regarding asbestos inspection and landfill requirements. 2) Lead Paint: If test for lead is positive, the Generator of the waste is responsible for proper disposal. For information, contact Director of SC DHEC Solid Waste at (803)898-1358. This office deals specifically with lead paint issues, such as disposal. Additional information on lead paint can also be found at the following website: http://www.scdhec.gov/lwm/forms/pbfact4.pdf.

Moving a Structure	Commercial or Residential - \$100.00																																
Mobile or Manufactured Home	Calculated same as "All Permits" with minimum fee no less than \$200.00. plus \$40.00 moving fee plus \$5.00 Decal fee																																
Certificate of Occupancy	\$75.00 (includes inspection for electrical service approval) A certificate of occupancy is required before occupancy of: a. a new commercial or residential building b. an existing commercial building when any business changes owners or types of occupancy, adds to, renovates, or builds c. a new business is established d. vacant or remodeled home is occupied Building and fire code inspections are required and applicable code requirements must be met prior to issuance of a certificate of occupancy and release for electric service.																																
Appeal to Construction Board of Appeals	\$40.00																																
Development Permit Fee	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>ACREAGE OF PLAN COVERAGE</u></th> <th style="text-align: right;"><u>TOTAL FEES</u></th> </tr> </thead> <tbody> <tr> <td>Under 3 acres</td> <td style="text-align: right;">\$ 90.00</td> </tr> <tr> <td>3 to 11 acres</td> <td style="text-align: right;">\$120.00</td> </tr> <tr> <td>11 to 51 acres</td> <td style="text-align: right;">\$205.00</td> </tr> <tr> <td>51 to 100 acres</td> <td style="text-align: right;">\$365.00</td> </tr> <tr> <td>Over 100 acres</td> <td style="text-align: right;">\$475.00</td> </tr> <tr> <td colspan="2"> ESTIMATE CALCULATIONS FOR RESIDENTIAL VALUATIONS</td> </tr> <tr> <td>Residence</td> <td style="text-align: right;">Sq. Footage x \$70.00</td> </tr> <tr> <td>Basement</td> <td style="text-align: right;">Sq. Footage x \$45.00</td> </tr> <tr> <td>Porches</td> <td style="text-align: right;">Sq. Footage x \$45.00</td> </tr> <tr> <td>Garage or storage Bld.</td> <td style="text-align: right;">Sq. Footage x \$35.00</td> </tr> <tr> <td>Carport</td> <td style="text-align: right;">Sq. Footage x \$20.00</td> </tr> <tr> <td>Deck</td> <td style="text-align: right;">Sq. Footage x \$20.00</td> </tr> <tr> <td>Additions</td> <td style="text-align: right;">Sq. Footage x \$70.00</td> </tr> <tr> <td>Ag Use Barn Bld.</td> <td style="text-align: right;">Sq. Footage x \$12.00</td> </tr> <tr> <td>Roofing</td> <td style="text-align: right;">Sq. x \$100.00 (Sq. = 10 x 10)</td> </tr> </tbody> </table>	<u>ACREAGE OF PLAN COVERAGE</u>	<u>TOTAL FEES</u>	Under 3 acres	\$ 90.00	3 to 11 acres	\$120.00	11 to 51 acres	\$205.00	51 to 100 acres	\$365.00	Over 100 acres	\$475.00	 ESTIMATE CALCULATIONS FOR RESIDENTIAL VALUATIONS		Residence	Sq. Footage x \$70.00	Basement	Sq. Footage x \$45.00	Porches	Sq. Footage x \$45.00	Garage or storage Bld.	Sq. Footage x \$35.00	Carport	Sq. Footage x \$20.00	Deck	Sq. Footage x \$20.00	Additions	Sq. Footage x \$70.00	Ag Use Barn Bld.	Sq. Footage x \$12.00	Roofing	Sq. x \$100.00 (Sq. = 10 x 10)
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CODES ENFORCEMENT FEES

Overgrown Lot Cutting (Same Growing Season)	Cost plus \$100.00 for First Offense Cost plus \$200.00 for Second Offense Cost plus \$300.00 for Third Offense Cost plus \$500.00 for Fourth Offense
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Demolition	Cost plus \$250
Secure Structure	Cost plus \$100
Debris clean-up	Cost plus \$100

FINANCE DEPARTMENT FEES

Business License Taxes	See Code Ch 11, Article IV, Section 11-81										
Hospitality Taxes	2% on prepared meals and beverages										
Audit/Budget Preprinted Book Fee	\$15.00										
Evergreen Cemetery Burial Space	<table> <tr> <td>Single Space (Resident)</td> <td>\$860.00</td> </tr> <tr> <td>Single Space (Non-Resident)</td> <td>\$1,300.00</td> </tr> <tr> <td>Burial Permit</td> <td>\$35.00</td> </tr> <tr> <td>Refundable Marker Fee</td> <td>\$200.00</td> </tr> <tr> <td>Annual Perpetual Care Fee</td> <td>\$20.00</td> </tr> </table>	Single Space (Resident)	\$860.00	Single Space (Non-Resident)	\$1,300.00	Burial Permit	\$35.00	Refundable Marker Fee	\$200.00	Annual Perpetual Care Fee	\$20.00
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Returned Check Fee	\$25.00										
Setoff Debt Collection Fee	\$25.00										

MUNICIPAL COURT FEES

Certified Audio Recordings	\$50.00
Certified Copies	\$5.00
Additional Copies of Forms	\$3.00
Other Copies:	\$.20 per page plus Employee Time (\$25/hour)

PARKS AND RECREATION DEPARTMENT FEES

Programs/Activity	
Summer Camp	\$20 registration per child, \$20/week/child
Pool Admission	\$3 per person; age 6 and under free
Weight Room	\$10.00/month
Youth Football	Developmental Flag;\$35, Small Fry & Mite Tackle; \$60
	Early Registration: Developmental Flag; \$25, Small Fry & Mite Tackle \$50
	Registration Fee includes \$25 pant fee for Small Fry & Mite
Youth Cheerleading	Development Flag; \$70, Small Fry & Mite \$70. Registration Fee includes \$40 uniform fee.
Senior Games	\$5 per 3 cards; \$1 extra per card
Senior Exercise	\$1 per class
Stadium Gate Admissions	\$3 per person; age 6 and under free
Contracted Classes	Fee established by instructor. City receives 10% of contracted class registration fees.
Facilities/ Park Rental	Employees allowed to rent once a quarter at the discounted rate
Activity Center	\$100 for first 3 hours; \$25 per hour after; \$50 refundable deposit*
City Pool	\$200 for first 2 hours; \$115 for 3 rd hour; Secure 5 lifeguards at \$10/hour in addition to the rental fee
Joe Collins Stadium	\$400 for first 24 hours with lights; \$300 without;
Park Shelters	\$15 for first 3 hours; \$10 per hour after; \$25 refundable deposit*
Outdoor Amphitheater	\$300.00 per day \$50 security deposit*, special event form and fee
ALCOHOL	Security deposits are double if alcohol is served.

POLICE DEPARTMENT FEES

Incident Report	\$1.00 per page
Accident Report	Accident Reports \$7.00
Vehicle Storage Fee	\$20.00 per day
Security Officers	Hired as off duty security through separate contract with officer \$30.00 an hr. Minimum \$25 per officer for each officer reserved for cancellations.

PUBLIC WORKS DEPARTMENT

Waste Collection	\$21.00 per month for each address with separate water/sewer service												
	Replacement Green Carts \$90												
	Replacement or Additional Recycle Bin \$20												
Special Events	<table border="0"> <tr> <td>Hang Banners, Signs etc.</td> <td>\$25.00</td> </tr> <tr> <td>Street Barricades Deliver/Pickup</td> <td>\$75.00</td> </tr> <tr> <td>Roll Carts (Trash Cans) Deliver/Pickup</td> <td>\$75.00</td> </tr> <tr> <td colspan="2">\$25.00 per hour per person /2Hr Minimum. During and after event (Number of workers to be determined by Public Services Director.)</td> </tr> <tr> <td>Street Sweeper use after events if needed</td> <td>\$100.00</td> </tr> </table>	Hang Banners, Signs etc.	\$25.00	Street Barricades Deliver/Pickup	\$75.00	Roll Carts (Trash Cans) Deliver/Pickup	\$75.00	\$25.00 per hour per person /2Hr Minimum. During and after event (Number of workers to be determined by Public Services Director.)		Street Sweeper use after events if needed	\$100.00		
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1 Skid Steer bucket =20 yards a load													

MISCELLANEOUS

General Event Staffing	\$25/hour (2-hour minimum) concessions, gate keeper, clean-up crew, etc. Paid through payroll and covers WC, FICA, retirement, etc.
General Vehicle Rental	\$150 refundable deposit* Greater of \$0.50/mile or \$25.00/hour per vehicle (one rate calculation) Vehicle equipment props considered separately.

*Deposits are returned after a City inspection of cleanup is complete. The deposit will be refunded within 7 business days if no cause to reduce deposit is found.

KITCHEN

Initial Tour and Consultation	Free, by appointment only – Includes facility tour and overview of services offered.			
Application and Orientation Fee	\$75 one-time fee – This fee covers the required safety and sanitation training provided by THK, which is necessary to use the facility safely.			
Security Deposit	\$100, one-time refundable – This will be applied to any damage or breakage caused by misuse of equipment or facility. This deposit will also cover any costs incurred by TH to clean and sanitize areas which are left in an unacceptable manner.			
Cleaning Deposit	\$100, one time refundable – This amount will pay for cleaning costs for Users who leave the kitchen in an unacceptable manner.			
User Fees	<table border="0"> <tr> <td>Maximum of 6 workers</td> </tr> <tr> <td>1-50 hours of usage - \$25 per hour</td> </tr> <tr> <td>51+ hours of usage - \$18 per hour</td> </tr> </table>	Maximum of 6 workers	1-50 hours of usage - \$25 per hour	51+ hours of usage - \$18 per hour
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Supplies Fees	\$2 per person per kitchen use – Includes cost of cleaning chemicals, towels, mops, brooms, and garbage bags.
Post-Production Fees	\$15 per hour – Ideal for farmers, this fee is for those who wish to only package or carry out any other post-production activities which require minimal use of equipment or kitchen space. This fee requires evaluation by the kitchen manager and will still be regulated by SC DHEC/or SCDA.
Storage Fees	As we grow in capacity, this will be offered free to renters. It will be Determined on a case by case basis.
Mobile Food Units	\$350 monthly fee includes one storage shelf in the cooler, one storage cage in the storage area, and two hours per day of kitchen prep and cooking. More than two hours a day is charged at a normal rate per hour.
Cancellation and No-Show Fees	\$50 per occurrence – Cancellations must be made 24 hours in advance. Failure to do so will result in a cancellation fee. Clients who reserve the kitchen and fail to show up will be billed for the original number of hours the kitchen was reserved for in addition to a no-show fee.
Use of Facility	\$300/3 hours, \$50 for each additional hour without kitchen \$150 additional fee for use of kitchen
Rental Application Fees and Charges Hours of Availability Facility Rental Rules and Regulations Deposit Refunded Agreement	Attached



scanner@chester.sc.g
ov_20181128_123921.



Application for Rental of the Chester Farmer's and Artisan's Market Facility

Today's Date: _____

Dates Requested: _____

Time Requested: _____ to _____ Total # of Hours Requested: _____
(Include set-up, breakdown, and clean-up time)

Minimal rental time is 3 hours. For each additional hour, there will be a \$50 charge. Set up no more than one (1) hour prior to event and one (1) hour after clean up

Applicant/Organization: _____

Name of Contact/Responsible Party: _____

Phone: _____ (Cell) _____ (Home)

Address: _____ City: _____ Zip: _____

***If the event includes outside activities, a special event application MUST be submitted to the Chester Police Department**

Number of People Expected to Attend: _____ Type of Activity: _____

Admission Funds Collected? Yes No

Concession Sold? Yes No

Alcohol Served? Yes No *If yes, you are required to get an event insurance policy

ALL APPLICATIONS MAY BE REVIEWED BY THE CHESTER POLICE DEPARTMENT

EMPLOYEES:

Facility rentals are available one (1) time per quarter free of charge to employees of Catawba Farm and Food Coalition or the City of Chester. Employees are required to pay full price for more than one rental per quarter.

Fees and Charges

\$300/3 hours, \$50 for each additional hour without kitchen

\$150 additional fee for use of kitchen

\$100 Damage/Cleaning Deposit

Catawba Farm and Food Coalition (CFFC) and the City of Chester reserve the right to make changes and adjustments as needed to all times and fees as laws or circumstances change, as well as to deny any application

Fee Amount \$ _____

Deposit Fee \$ _____

AGREEMENTS

The group or individual sponsoring the event and using the facility hereby agrees to hold CFFC and the City of Chester and their officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on the City of Chester property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of CFFC or the City of Chester. The group or individual, as the case may be, agrees to fully reimburse CFFC or the City of Chester for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any are incurred in collection of same. It is the renter's responsibility to inform any and all members of said group of the Rules and Regulations. Failure to abide by the Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

Signature of Applicant

Signature of CFFC Representative

Signature of City Representative

Signature of Police, if Applicable

INTERNAL USE ONLY

Fee:

Deposit:

Approved:

Not Approved:

Receipt #:

Date Received:

HOURS OF AVAILABILITY

8 AM TO 12 MIDNIGHT

All events must be completely cleaned up and clear from the facility by the closing time. Catawba Farm and Food Coalition (CFFC) may extend these times on a case by case basis.

APPLICATION PROCEDURES

- The facility may be scheduled for an individual event or regular meetings
- The facility can be scheduled for up to three (3) months in advance
- Scheduling is on a first come, first served basis
- Telephone inquiries are welcome, but an application and deposit are required to guarantee facility rental
- The individual completing the application must be at least 21 years of age and must be present during the event
- The individual signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the event

PAYMENT PROCEDURES

- A damage/cleaning deposit must be paid at the time of submitting an application for a reservation to secure that facility for the requested date. Deposit will also apply to all building facilities, furnishings, and equipment. To insure the return of the deposit, an individual from Catawba Farm and Food Coalition must check out the facility following the event. If there is no damage or excessive cleaning required, the deposit will be returned within seven (7) to twelve (12) business days.
- Cancellation notice is required at least seven (7) days prior to the scheduled event in order to receive a full refund.
- The rental fee MUST be paid in full ten (10) business days prior to the event. Failure to do so will constitute a cancellation.
- Payments may be made with cash, personal check, or money order.
 - Checks can be made out to Catawba Farm and Food Coalition.

INSURANCE REQUIREMENTS

- Renters may be required to provide a copy of their Liability Insurance to CFFC within 30 days of the activity. Upon written request of CFFC or the City of Chester, a duplicate copy of the policy must be provided as evidence of the insurance protection provided.
- The required insurance policy it to be endorsed to (1) name CFFC, the City of Chester, their officers, employees, agents, and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to CFFC.

Facility Rental Rules and Regulations

1. Rental hours are consecutive and must include time for delivery of supplies, set-up, take down, and clean up.
2. Set-up begins at the specified time on the Facility Reservation Permit given at the time of making the reservation. Early delivery of supplies and set-up are not permitted.
3. All items brought into the facility by the renter are to be removed by the end of the rental period. The rental individual/group is to remove food, materials, equipment, furnishings, decorations, and garbage left after the use of the facilities.
4. All garbage should be placed in the trash can in closed trash bags.
5. City owned equipment made available and used by the rental individual/group must be left clean.
6. All guests should remain within the designated areas.
7. The number of guests may not exceed the allowed occupancy number of the facility at any time during the event.
8. All facility staff will be permitted to enter the premises at any time throughout the event, if needed.
9. Cleaning supplies, including brooms and trash bags are available. Please request the needed items at the time of reservation.
10. Please remember that you have the facility available to you for ONLY THE TIME REQUESTED. There may be other parties using the facility immediately after you. Therefore, please make sure that you have allotted time to set-up and teardown for your function.
11. Decorations may not be attached to the walls due to the age of the building.
12. Use of illegal drugs, tobacco, smoking, and/or gambling is not permitted in/or on the facility.
13. Only the facility specified on the Facility Reservation Permit will be available for use by the rental individual/group.
14. Rental facility is available 8 AM to 12 midnight. Event must conclude at a reasonable time to accommodate cleanup.
15. All minors on the premises must have adequate adult supervision.
16. CFFC and the City of Chester do not assume responsibility for personal property left unattended in the facility.
17. CFFC and the City of Chester cannot be responsible for accident, injury, or loss of property due to event activities.
18. The misuse of the facility or the failure to comply with these regulations will be sufficient reason for denial of future reservations.
19. Event participants must park in the designated parking areas only.
20. CFFC and the City of Chester scheduled events will take precedence over non-city events.
21. Flammable materials are not permitted to be utilized without the written consent of the Fire Marshall.
22. Any event that will include alcohol MUST HAVE an event insurance policy.

Signature of Responsible Party

Date



Deposit Refund Agreement



I _____, agree to leave the facility in the same condition it was in prior to my rental:

- Trash taken out
- Floors swept and mopped if necessary
- Toilets flushed
- Key left in the key box on the manager's table
- Tables and chairs put away
- NO PARKING ON THE GRASS

Failure to comply will result in the loss of the deposit.

Signature of Renter

Date