



CITY OF CREEDMOOR
2020-2021
FEE AND RATE SCHEDULE

Effective July 1, 2020 – June 30, 2021

Adopted June 17, 2020

TABLE OF CONTENTS

BUILDING PERMITS AND INSPECTIONS

Granville County Permitting and Inspections Information	3
---	---

COMMUNICATIONS FEES

Wireless Communications	3
-------------------------------	---

CONSTRUCTION INSPECTION FEES

Plan Review	4
Construction Administration.....	4

LAW ENFORCEMENT SERVICES, FINES, & FEES

Fingerprinting	4
Noise Violations	4
False Alarms	4
Parking Fines	4
Police Reports.....	4
Precious Metals Dealer Permit	4

MISCELLANEOUS CHARGES AND FEES

Prints and Copies	5
Penalties & Administrative Fees.....	5

PLANNING AND ZONING FEES

Annexation Petitions.....	6
Appeals/Variances	6
Plan Review.....	6
Sign Permits.....	6
Zoning Compliance Permits	7
Zoning Studies, Verifications, and Certificates of Non-Conformity	7
Zoning Text and Map Amendments	7
Other (<i>Home Occupation Permits and Peddler Fees</i>)	7
Code Enforcement Administrative Fee.....	7

RECREATION FACILITIES AND RENTAL FEES

Rec Card Fees	8
Creedmoor Community Center	
BC Roberts Field and Gymnasium	8
Event Room and Meeting Rooms	9
Lake Rogers Park.....	10
Harris Park.....	11

STORMWATER MANAGEMENT FEES

Stormwater Management Services Agreement	12
Stormwater Plan Review for New Construction.....	12
Construction Administration.....	12
Stormwater Utility Rates	12
Yard Debris Collection Policy and Rates	13

UTILITY SERVICES

Water/Sewer Services	13
Trash/Recycling Collection	13

BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL AND COMMERCIAL BUILDING PERMITS AND INSPECTIONS

The Granville County Inspections Department performs building permitting and inspections for Creedmoor residents and businesses.

Granville County Inspections Department Contact Information

122 Williamsboro Street
P.O. Box 877
Oxford, NC 27565
(P) (919) 603-1326
(F) (919) 693-6794

<http://www.granvillecounty.org/businesses/building-inspections/>

Office Hours: Monday-Friday // 8:00 a.m. – 5:00 p.m.
Permit Hours: 8:30 – 11:00 a.m. or 2:00 – 4:00 p.m.

COMMUNICATIONS FEES

WIRELESS COMMUNICATIONS

New Telecommunications Tower or Substantial Modification

Application Fee	\$2,000.00 + \$500 per revision
Consulting Fee	Actual Cost

New Microcell, Small, Concealed, Co-Location, or Upgrade Other than Substantial Modification

Application Fee (1 – 5 permits)	\$100.00 each
Application Fee (6 – 25 permits)	\$50.00 each
Consulting Fee (if necessary)	\$500.00 each

CONSTRUCTION INSPECTION FEES

Assessed by the City Engineer (developer shall bear any additional cost incurred by the City over the fees listed below). This fee is to be paid upon construction drawing approval.

PLAN REVIEW

Plan Review Fees shall apply to the extent of any revisions made to plans previously reviewed.

Roadway (public and/or private)	\$0.95 per linear foot
Parking/Loading Areas (including access)	\$0.04 per square foot
Storm Drainage	\$1.00 per linear foot

CONSTRUCTION ADMINISTRATION

Note: Fees to be collected upon approval of construction drawings.

Roadway (public and/or private)	\$1.05 per linear foot
Storm Drainage	\$1.00 per linear foot

LAW ENFORCEMENT SERVICES / FINES / FEES

FINGERPRINTING

Fingerprinting (up to two cards)	\$10.00
Fingerprinting (each additional card after two)	\$5.00
Fingerprinting of Children (Fingerprint cards for parents to maintain for identification)	Free

NOISE VIOLATIONS

Noise Fine	\$25.00 [1 st offense within 12 months]
	\$50.00 [2 nd offense within 12 months]
	\$100.00 [3 rd offense within 12 months]
	\$250.00 [each offense above 3 within 12 months]

FALSE ALARMS

False Business or Residential Alarm Fine	Warning [1 st – 3 rd Offense within 12 months]
	\$50.00 [4 th Offense within 12 months]
	\$100.00 [Each offense above 4 within 12 months]

PARKING FINES

Parking Fine	\$10.00 [1 st Offense within 12 months]
	\$25.00 [2 nd Offense within 12 months]
	\$50.00 [3 rd Offense within 12 months]
	\$100.00 and vehicle removal [Each offense above 3 within 12 months]

POLICE REPORTS

Copies of Police Reports	\$5.00
--------------------------	--------

PRECIOUS METALS DEALER PERMIT

Precious Metals Annual Dealer Permit Fee	\$180.00
SBI Fingerprint Processing Fee	\$38.00 (Pass-thru fee that goes to SBI)
Precious Metals Employee Application Fee	\$10.00
Precious Metals Employee Annual Renewal Fee	\$3.00

MISCELLANEOUS CHARGES AND FEES

“Actual cost” will be agreed upon before the work is done and is calculated based on number of pages at per page copy rate. Printing is done at material cost.

PRINTS AND COPIES

Copies	
CD	\$1.00
Copies (letter/legal/ledger)	\$0.10 per page (current & archived files)
Minutes	Actual cost
Official Transcripts	Actual cost
Other Maps, Studies, & Reports	Actual cost

Manuals	
Creedmoor Development Ordinance	Actual cost
Land Use Plan	Actual cost
Code of Ordinance	Actual cost
Design Manual & Standard Specs	Actual cost

Maps + Large format	
<i>Plotting type determined by GIS Administrator</i>	
Official Zoning District Map	Actual cost
Land Use Plan Map	Actual cost
Copies (Plat/Plan Size)	Actual cost
Basic Plotting (36" plain paper)	\$1.57 per roll foot
Image Plotting (36" plain paper)	\$4.46 per roll foot
Presentation Plotting (36" photo paper)	\$9.28 per roll foot

PENALTIES AND ADMINISTRATIVE FEES

Returned Check	\$25.00 or maximum allowed by state law
Remote Payment Convenience Fee	\$1.50 per transaction
<i>The convenience fee is charged by the credit card processing companies and is applicable to all credit card payments made via phone and online transactions. Payments for facility rentals where a set non-refundable application fee is charged are exempt from this fee.</i>	

PLANNING AND ZONING FEES

Planning and Zoning fees for zoning, subdivision, and site activity are assessed by the Community Development Department. If a third submittal is required, an additional review fee will be collected. Note: Handicap access ramp additions to single-family residential structures are exempt from zoning and building permit/inspection fees.

ANNEXATION PETITIONS

Annexation petitions include initial zoning process at no charge.

Annexation Petition	No Charge
Annexation Petition & Zoning (areas outside the ETJ)	No Charge

APPEALS/VARIANCES

Appeal/Variance to Board of Adjustment	\$400.00
Appeal of Planning Board Decision to Board of Commissioners	\$400.00

PLAN REVIEW

Fee paid with application; If a third submittal is required, a new fee must be paid.

Site Plan Review

Sketch Plan	\$100.00 per sheet per session
Site Plan	\$600.00 + Sketch Plan review fee

Major Subdivision Review

Sketch Plat/Plan Review	\$100.00 per sheet per session
Preliminary Plat Review (Minor) – 5 lots or less	\$450.00
Preliminary Plat Review (Major) – More than 5 lots	\$500.00 + \$10.00 per lot
Preliminary Plat – Minor Revision	\$250.00
Preliminary Plat – Major Revision	\$450.00
Final Plat Review – Major Subdivision	\$175.00 per map sheet
Letter of Credit Review (includes partial release requests)	\$2,500.00

Minor Subdivision Review

Final Plat Review	\$50.00 per map sheet
-------------------	-----------------------

Miscellaneous Services

Conveyance Plat	\$10.00 per lot
Recombination Plat	No Charge
Time Extension for Plat Approval	\$150.00

SIGN PERMITS

Permanent Sign	\$100.00
Temporary Sign (where permit is required)	\$25.00 per sign
Master Sign Permit	\$350.00

ZONING COMPLIANCE PERMITS

Conditional Use Permit	\$800.00
Single/Two Family Structures/Mobile Homes	\$75.00
Single Family Attached/Multi-Family	\$100.00
Residential Addition/Accessory Structure/Shed/Deck	\$75.00
Commercial/Institutional/Industrial	\$100.00 (without site plan review)
Temporary Construction Trailers	\$75.00
Temporary Use Permits	\$75.00
Fence Permit	\$20.00

ZONING STUDIES, VERIFICATIONS, AND CERTIFICATES OF NON-CONFORMITY

Zoning Authorization (for Granville County Inspections)	\$25.00
Zoning Verification Letter	\$100.00
Certificate of Non-Conformity	\$100.00

ZONING TEXT AND MAP AMENDMENTS

Initial Zoning (after annexation)	No Charge
Text Amendment (including a land use plan amendment)	\$700.00
Vested Rights Procedure	\$600.00
Vested Rights Extension	\$150.00
Zoning Map Amendment	\$700.00

OTHER

Home Occupation Permits	\$100.00
Peddlers	
Food Truck (per location)*	\$100.00
Solicitor and Transient Vendor Registration Fee (e.g., ice cream truck, door to door sales, etc.)**	\$25.00 Annually
*Requires a <i>Zoning Compliance Permit Application</i> . **Requires a <i>Peddler Registration Form</i> .	

PENALTIES

Code Enforcement Administrative Fee	10% of past due or unpaid fines (including remediation costs, legal expenses, etc.)
-------------------------------------	--

RECREATION FACILITIES AND RENTAL FEES

City residents (must live within Creedmoor city limits), senior citizens, military, 501(c)(3) non-profits, and city employees are eligible for 25% discount on base rental fees. Proof of eligibility is required at time of reservation and again at time of rental (e.g., government-issued photo identification, federal EIN# for non-profits, etc.). For-profit organizations charging attendees for any part of the event (admission, food, beverage, services, etc.) will be charged an additional 25% on base rental fees. Discount or surcharge is not applied to the non-refundable application fee or other fees which may be incurred due to rental usage.

For more information, call the Creedmoor Community Center at (919) 528-3332.

CREEDMOOR COMMUNITY CENTER

REC CARD

All community center users are required to have a current Rec Card. Online payment and registration are available at www.cityofcreedmoor.org/RecCard.org or through a public kiosk located at the community center. Community center staff cannot accept any form of payment. In-person payments via cash or credit card for Rec Cards, program registration, or facility rentals are accepted only at Creedmoor City Hall during normal business hours.

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents
Each User	\$5	\$25
<i>Children under the age of 16 are free with parent/guardian account; A separate registration is required for each child.</i>		

B.C. ROBERTS FIELD

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
2-Hour Minimum	\$15	\$20	\$25
Each Additional Hour	\$7	\$10	\$12
After-Hours Fee*	\$15 Per hour	\$15 Per hour	\$15 Per hour
Field Lighting Fee	\$20	\$20	\$20
Convenience Fee <i>Credit card phone & online payments</i>	\$1.50	\$1.50	\$1.50

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

GYMNASIUM

The gymnasium is open for public use during normal operating hours except for the days and times listed below when it is reserved for private reservations. Other days and times may be available by special request. If you wish to use the facility for open play, please call prior to arrival to learn if the space has been reserved.

Gymnasium Rental Periods Available		
<i>Monday (6 – 8 pm)</i>	<i>Friday (6 – 8 pm)</i>	<i>Saturday (after 1 pm)*</i>
<i>Wednesday (6 – 8 pm)</i>	<i>Saturday (8 – 10 am)</i>	<i>Sunday (after 1 pm)*</i>

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
2-Hour Minimum	\$30	\$40	\$50
Each Additional Hour	\$15	\$20	\$25
After-Hours Fee*	\$15 per hour	\$15 per hour	\$15 per hour
Convenience Fee <i>Credit card phone & online payments</i>	\$1.50	\$1.50	\$1.50

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

EVENT ROOM

Half-day or full day rentals are available. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Maximum occupancy is 153 persons. Seating arrangements with tables can accommodate approximately 112. Other features are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
Half-Day Base Rental	\$131	\$175	\$218
Full-Day Base Rental	\$262	\$350	\$437
After-Hours Fee*	\$15 per hour	\$15 per hour	\$15 per hour
Application Fee**	\$25	\$25	\$25
Kitchen Fee	\$15	\$15	\$15
Cleaning/Damage Deposit ^	\$250	\$250	\$250

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

**Non-refundable.

^ Conditionally refundable.

SMALL MEETING ROOMS I & II

Half-day or full day rentals are available. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Small meeting rooms accommodate 19- 20 persons. Other features and available equipment are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
Half-Day Base Rental	\$18	\$25	\$31
Full-Day Base Rental	\$37	\$50	\$62
After-Hours Fee*	\$15 per hour	\$15 per hour	\$15 per hour
Application Fee**	\$15	\$15	\$15
Cleaning/Damage Deposit ^	\$50	\$50	\$50

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

**Non-refundable.

^ Conditionally refundable.

LARGE MEETING ROOM

Half-day or full day rentals are available. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Large meeting room accommodates up to 39 persons. Other features and available equipment are described in the Creedmoor Community Center Rules and Regulations or can be viewed at www.cityofcreedmoor.org/recreation.

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
Half-Day Base Rental	\$37	\$50	\$62
Full-Day Base Rental	\$75	\$100	\$124
After-Hours Fee*	\$15 per hour	\$15 per hour	\$15 per hour
Application Fee**	\$15	\$15	\$15
Cleaning/Damage Deposit ^	\$50	\$50	\$50

*After-hours fee imposed for rentals after 8:00 pm (Monday – Friday) or after 1:00 pm (Saturday and Sunday).

**Non-refundable.

^ Conditionally refundable.

LAKE ROGERS PARK

PARK HOURS: Sunrise – Sunset

CONCESSION STAND HOURS: Mid-April thru October (Fridays, Saturdays, Sundays, & Holidays) 10:00 a.m. - 7:00 p.m.
Boat rental (photo ID required) &/or launch fees payable at City Hall or at the concession stand during regular operating hours.

BOAT LAUNCH

	City Resident, Senior Citizen, Military, & City Employees	Non-Residents
Daily Pass	\$4	\$6
Annual Pass (Valid Jan 1 to Dec 31)	\$37	\$50
Convenience Fee <i>Credit card phone & online payments</i>	\$1.50	\$1.50

BOAT RENTAL

Jon Boats with Oars*

	City Resident, Senior Citizen, Military, & City Employees	Non-Residents
Per Hour	\$3	\$5
5+ Hours	\$11	\$15

*Boaters are permitted to bring and use their own trolling motors.

Pedal Boats and Nucanoes

	City Resident, Senior Citizen, Military, & City Employees	Non-Residents
Per Hour	\$5	\$7
5+ Hours	\$15	\$20

SHELTER RENTAL

Shelter reservations only available at City Hall during normal business hours.

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
Large Shelter #1			
2-Hour Minimum	\$30	\$40	\$50
Each Additional Hour	\$11	\$15	\$18
All Day	\$75	\$100	\$125
Convenience Fee <i>Credit card phone & online payments</i>	\$1.50	\$1.50	\$1.50
Small Shelters #2, #3, or #4			
2-Hour Minimum	\$15	\$20	\$25
Each Additional Hour	\$7	\$10	\$12
All Day	\$37	\$50	\$62
Convenience Fee <i>Credit card phone & online payments</i>	\$1.50	\$1.50	\$1.50

HARRIS PARK

PARK HOURS: *Sunrise – Sunset*

SHELTER RENTAL

Shelter reservations only available at City Hall during normal business hours.

	City Resident, Senior Citizen, Military, 501(c)(3) Non-Profit, & City Employees	Non-Residents	For-Profit Organizations
Picnic Shelter			
2-Hour Minimum	\$15	\$20	\$25
Each Additional Hour	\$7	\$10	\$12
All Day	\$37	\$50	\$62
Convenience Fee <i>Credit card phone & online payments</i>	\$1.50	\$1.50	\$1.50

HORSE SHOE PITS

Horse shoe rental available at City Hall during normal business hours.

Refundable Deposit	\$20
--------------------	------

STORMWATER MANAGEMENT FEES

STORMWATER MANAGEMENT SERVICES AGREEMENT

Stormwater Maintenance Agreement	Attorney Fees + \$10%
----------------------------------	-----------------------

STORMWATER PLAN REVIEW FOR NEW CONSTRUCTION

Stormwater Quality (BMP) and/or Stormwater Detention Facilities Permit Application	\$250 each plus Engineering Review Costs
---	--

CONSTRUCTION ADMINISTRATION

Stormwater Quality (BMP) and/or Stormwater Detention Facilities	\$500 each
--	------------

STORMWATER UTILITY RATES

Calculated by the Stormwater Administrator and billed by Granville County Tax Office.

For Businesses, the fee is calculated by BASE FEE + IMPERVIOUS + ACREAGE.

For Single Family Homes the fee is based on the acres in the parcel and can be looked up in the table below.

For vacant land the fee is BASE FEE + ACREAGE FEE.

Business (Base Fee + Impervious + Acreage)

Base Fee	\$12.00 per year
Impervious Surface Fee	\$70.00 per 2,600 Square Feet of impervious surface
<i>Acreage Fee</i>	
1 – 1.99 Acres	\$25.00 per year
2 – 9.99 Acres	\$50.00 per year
10 – 99.99 Acres	\$75.00 per year
100+ Acres	\$100.00 per year

Single Family Home

Lot < 1.99 Acres	\$107.00 per year
Lot 2 Acres – 9.99 Acres	\$132.00 per year
Lot 10 Acres – 100 Acres	\$157.00 per year

Vacant Land (Base Fee + Acreage)

Base Fee	\$12.00 per year
1 – 1.99 Acres	\$25.00 per year
2 – 9.99 Acres	\$50.00 per year
10 – 99.99 Acres	\$75.00 per year
100+ Acres	\$100.00 per year

YARD DEBRIS COLLECTION

Yard Debris Policy

Residential service only. City provides one (1) free pick-up per month. Yard debris must comply with the [Debris Pickup Policy](#).

- **NEW!** Residents are strongly encouraged to place their yard debris in biodegradable bags. Beginning January 1, 2021, biodegradable bags will be required and pick-ups will not occur unless biodegradable bags are used.
- **NEW!** Residential yard debris is limited to 4 cubic yards (approximately one pickup truck load) per household per debris pick-up day. Additional pick-ups on the same or subsequent day(s) within the same month will incur a \$30 charge for each pick-up. Failure to pay the \$30 will result in no further debris pick-up service until payment is made.
- All tree limbs **must be cut to 3-foot lengths** (or less) and be **stacked in the same direction**.
- Soil or inorganic material cannot be included with the yard debris.
- Additional details can be found at www.cityofcreedmoor.org/yarddebris.

One residential yard debris pick-up per month <i>Limitation of 4 cubic yards (approx one pickup truckload)</i>	Free
Each additional pick-up <i>Additional pick-up on same day due to excessive debris greater than 4 cubic yards or additional pick-up scheduled on subsequent pick-up day.</i>	\$30.00

UTILITY SERVICES

WATER & SEWER SERVICES

The South Granville Water & Sewer Authority (SGWASA) provides water & sewer services to the residents and businesses of Creedmoor.

SGWASA Contact Information

415 Central Avenue, Suite B
Butner, NC 27509
(P) 919.575.3367 (F) 919.575.4547
www.sgwasa.org
Office Hours: Monday –Friday // 8:00 a.m. - 5:00 p.m.

TRASH & RECYCLING COLLECTION SERVICES

Waste Industries provides trash & recycling collection services to the residents and businesses of Creedmoor.

Waste Industries Contact Information

241 Vanco Mill Road
Henderson, NC 27536
(P) 252.438.5333 or 919.693.8669 (F) 252.431.1635
www.wasteindustries.com
Office Hours: Monday - Friday // 8:00 a.m. – 5:00 p.m.