

Resolution No. 46-2025

RESOLUTION OF WEST HAVEN CITY AMENDING THE WEST HAVEN CITY CONSOLIDATED FEES AND FINES SCHEDULE; AUTHORIZING THE MAYOR TO SIGN THE RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

SECTION I – RECITALS:

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution; and

WHEREAS, the City Council has previously adopted, by Ordinance No. 26-2023, a consolidated fees and fines schedule; and

WHEREAS, the City Council further provided in that ordinance that amendments to said consolidated fees and fines schedule may be accomplished by resolution of the City Council; and

WHEREAS, it is necessary, from time to time, to update said consolidated fees and fines schedule in order to meet cost increases to the City or to better serve the community; and

WHEREAS, at this time, the City needs to amend the consolidated fees schedule regarding duplicate plan for building permits because of changes to the Utah State Code; and

WHEREAS, to do so will promote the health, welfare, safety and general well-being of the citizens of West Haven City and is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST HAVEN AS FOLLOWS:

SECTION II. AMEND CERTAIN SECTIONS OF THE CONSOLIDATED FEE SCHEDULE:

1. That West Haven City Consolidated Fees and Fines Schedule shall be amended in numerous places as outlined in Attachment "A", attached hereto and incorporated herein.
2. All other provisions of the West Haven City Consolidated Fees and Fines Schedule shall remain in full force and effect unless specifically amended hereby.
3. That the Mayor is authorized to sign this Resolution.

4. This resolution shall be effective immediately as allowed by law.
5. The foregoing Recitals are fully incorporated herein.

SECTION III. PRIOR RESOLUTIONS:

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

SECTION V - SAVINGS CLAUSE:

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative, or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

SECTION VI. DATE OF EFFECT

This Resolution shall be effective immediately upon its passage on the 17th day of September 2025.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this 17th day of September 2025.

WEST HAVEN CITY

Mayor Rob Vanderwood

ATTEST:

Emily Green, City Recorder

Mayor Rob Vanderwood

Yes _____ No _____

Councilmember Carrie Call
Councilmember Kim Dixon
Councilmember Nina Morse
Councilmember Ryan Saunders
Councilmember Ryan Swapp

Yes _____	No _____
Yes _____	No _____
Yes _____	No _____
Yes _____	No _____
Yes _____	No _____

DRAFT

ATTACHMENT “A”

Attached to **Resolution No. 46-2025**
Amended West Haven City Consolidated Fees and Fines Schedule

DRAFT

West Haven City Consolidated Fees & Fines Schedule

Section 1 Fee Policies.

- 1.1 Waiving Fees & Fines.** The City Council delegates authority to the City Manager on a case-by-case basis to pardon, reduce, or rebate a fee to an individual or entity as they deem expedient for services provided to address unusual circumstances and other factors.
- 1.2 Waiving Fees to Other Governmental Entities.** The City Council delegates authority to the City Manager or Department Heads to waive fees as they deem expedient for services provided to other governmental entities.
- 1.3 Disputed Amount Regarding Fees.** Any disputed amount after the individual or entity has conferred with the City Staff may be disputed to the City Manager. The City Manager shall hear the dispute as de novo (meaning starting from the beginning: a new). After hearing the dispute, the City Manager shall determine if the bill was illegal, unequal, or unjust and shall reduce or rebate the bill accordingly. The City Manager is also granted discretion to consider additional factors in the dispute on a case-by-case basis and may pardon, reduce, or rebate their bill to an individual or entity's bill. Aggrieved individuals may appeal the City Manager's decision to the City Council, whose decision shall be final.
- 1.4 Electronic Fund Transfers.** West Haven City will not be responsible for electronically transferred funds until West Haven City receives the transfer.
- 1.5 Delinquent Fees & Financial Penalties Due.** The City shall monitor any amounts due and vigilantly pursue payments due via either a collection agency, small claims court, district court, or other legal remedies. The City may discontinue services for non-payment.
- 1.6 Individual or Entity in Default.** Individuals or entities shall remain in good standing with all amounts due and payable to the City paid as such amounts become due. Individuals or entities that are delinquent in payment of charges to the City shall be deemed in default, and future requests for services shall be delayed until the individual or entity has remedied the default.
- 1.7 Payments Made Under Protest.** Based on the specific circumstances surrounding when a payment is required and due, the City may accept or reject payments from individuals or entities when the payment is made under protest, based on counsel from the City Attorney.
- 1.8 Services Not Rendered.** Unless otherwise stated, if a service is not rendered, a Department Head may recommend that the fees paid by an individual or entity be returned. Thereafter, the City Manager shall decide if it is appropriate to return the fees. Aggrieved individuals may appeal to the City Manager's decision to the City Council.

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

Section 2 Consolidated Fees & Fines Schedule.

BUILDING/ENGINEERING	FINE AMOUNT
Excavation Fees	
<u>Building Permit Fee</u>	<u>Established in WHCC § 151.15 as amended</u>
Basic Application Fee	\$150
Permit Renewal	\$75
Permit Extension	\$75
Reinspection fee	\$50
Working without a permit	\$500
Violation fee	\$1000
Street cut fee	\$2.50 per sq.ft.
Emergency fee (+ application \$150 and street cut fee \$2.50 sq.ft.)	\$500.00
3-10 year old road cut fee (+ application \$150 and street cut fee \$2.50 sq.ft.)	\$125
Bore pit fee (+ \$2.50 sq.ft. for pits 1 sq.ft. or greater)	\$100
Utility pothole	\$50
<u>Residential Plan Review Fee</u>	<u>20% of the building permit fee</u>
<u>Commercial Plan Review Fee</u>	<u>65% of the building permit fee</u>
<u>Identical Plan Fee (to be charged instead of the Plan Review Fee)</u>	<u>30% of the plan review fee</u>
Re-inspection Fees	
Re-inspection fee	\$100
Fine for Scheduling Inspection Without Being Ready for Inspection	\$50
Occupying structure prior to obtaining Certificate of Occupancy	\$300.00 per day
Stop Work Order-Building Projects Started Without a Permit	2X the permit fee
Removal of Building Non-Compliance	\$75
BUSINESS LICENSING	
Home Occupation	\$50
Temporary license (1 to 30 days)	\$50
Solicitor Permit	\$75
Home Day Care	
Level 1 – fewer than 8 children	\$50
Level 2 – 9 to 16 children	\$100
Commercial Day Care	\$200
Home Preschool – 12 students or less per class	\$100

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

Commercial Preschool	\$200
Commercial Business	
Minor – all businesses not classified as major or Big Box	\$200
Major - alcohol, convenience store, mobile home parks, motel, hotel, all businesses in M-1 and M-2 zones	\$1,000
Big Box – over 40,000 square feet gross floor area	\$2,000
Beer Licenses	
Class A – tavern and club	\$500
Class B – off premise - Convenience Store	\$200
Class C – on premise - Restaurants	\$200
Late Fees for all Business Licenses - 50% of price of license after Jan. 31	50% of price of license after January 31
CODE ENFORCEMENT	
Property Clean-up	Actual cost of work or contract
Non-Compliance Citation – may be waived with compliance agreement	\$100
Second citation in same calendar year - Automatic	\$100
Third Citation in same calendar year - Automatic	\$250
Forth Citation in same calendar year - Automatic	\$500
Administrative Cost	\$75
Inspector Cost /re-inspection	\$75
Removal of Lien	\$60
COMMUNITY DEVELOPMENT	
Subdivision	
Preliminary Filing Fee —1 to 5 lots	\$500
Preliminary Filing Fee —6 or more lots	\$500
Preliminary Per Lot Fee —1 to 5 lots	\$50 per lot
Preliminary Per Lot Fee —6 or more lots	\$50 per lot
Final Per Lot Fee – 1 to 5 lots	\$700 + \$25 per lot
Final Per Lot Fee – 6 or more lots	\$700 + \$75 per lot
Inspection Per Lot Fee —1 to 5 lots	\$150
Inspection Per Lot Fee —6 or more lots	\$150
Subdivision amendment	\$200 + \$25 per lot affected
Amended Preliminary Plat	\$200
Design Review Committee (DRC)	\$300
Site Plan	
Apartments	
Preliminary Per Building	\$500 + \$200 per building
Final Per Building	\$500 + \$250 per building
Commercial	
Preliminary Site Plan	\$300 Suggested: One fee \$500 + 50 per acre (0-5) \$1500 + 75 per acre (5.01-10 acres) \$2000 + 100 per acre (10.01-15 acres) \$3000 + 100 per acre (15.01+)

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

Final Site Plan <u>and Improvement Plan</u>	<u>\$500 + 50 per acre (0-5)</u> <u>\$1500+75 per acre (5.01-10 acres)</u> <u>\$2000+100 per acre (10.01-15 acres)</u> <u>\$3000 + 100 per acre (15.01+)\$100</u>
City review of Site Plan	\$250 per plan set
Conditional Use Permit	\$100 plus \$10.00 (1-5 acres) \$20.00 (5.01+ acres)
Zoning Map Amendment	
Residential <u>Zone Request</u>	<u>\$200 (0-1 Acres)</u> <u>\$200 + \$25 per acre (1.01 -5 Acres) + \$5 per</u> <u>acre (5.01 +)</u> <u>\$200</u> <u>for 0-1 acres of project size, plus \$25 per acre</u> <u>on lots 1.01 to 5 acres of project size, or plus</u> <u>\$5 per acre on lots over 5 acres</u>
Commercial <u>Zone Request</u>	<u>\$200 (0-1 Acres)</u> <u>\$200 + \$50 per acre (1.01 -5 Acres) + \$10 per</u> <u>acre (>5)</u> <u>\$200 for 0-1 acres of project size, plus \$50</u> <u>per acre on lots 1.01 to 5 acres of project size,</u> <u>or plus \$10 per acre on lots over 5 acres</u>
<u>Master Development Agreement MDA Modification Application</u> <u>or Concept Review</u>	\$300
Annexation	Cost of postage for noticing
<u>Zoning Verification Letter</u>	<u>\$50</u>
<u>Accessory Dwelling Unit or Short-Term Rental Permit</u>	<u>\$0</u>
GARBAGE COLLECTION SERVICES	
First Garbage Can	\$14.15 per month
Additional Garbage Cans	\$9.95 for each additional can per month, and the customer will be billed for the additional garbage can(s) for a minimum of twelve (12) months.
LEGAL	
Administrative Hearing	\$100
Discovery Fees	
Electronic delivery of media-video, audio, or pictures	\$25
Electronic delivery of Police or other written reports-longer than one page (more than one page citation alone)	\$5
Electronic delivery of citation (with notes)	Free
MISCELLANEOUS FEES	
Community Room Rental	
Resident	\$40 per hour + \$200 refundable deposit
Non-Resident	\$60 per hour + \$200 refundable deposit
Non-profit	\$20 per hour + \$100 refundable deposit
Maps (11" X 17")	\$3 per map
Records Request	\$.25 per page

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

PARKS AND RECREATION	
Cemetery Fees	
Residential Costs	
Plot Purchase (includes perpetual care) – flat area	\$550
Plot Purchase (includes perpetual care) – raised area	\$650
Opening/closing M-F	
Adult	\$400
Infant (2 years and younger)	\$250
Urn	\$200
Opening/closing weekend/holiday	
Adult	\$500
Infant (2 years and younger)	\$300
Urn	\$250
Disinterment	\$500
Non-Residential Costs	
Plot Purchase (includes perpetual care) – flat area	\$1,000
Plot Purchase (includes perpetual care) – raised area	\$1,100
Opening/closing M-F	
Adult	\$625
Infant (2 years and younger)	\$450
Urn	\$300
Opening/closing weekend/holiday	
Adult	\$750
Infant (2 years and younger)	\$550
Urn	\$400
Disinterment	\$800
Deed Reprint	\$35
Deed Transfer Fee	\$25
Monument Moving Fee	
Flat Stone	\$100
Upright Stone	\$250
The Barn Community Center Fees	
Hourly Rental Fee	\$60 per hour with a minimum of two hours + \$250 damage/cleaning deposit ¹
Hourly Non-Resident Rental Fee	\$100 per hour with a minimum of two hours + \$250 damage/cleaning deposit ¹
Day Rental Fee	\$700 per day (9 am to 9 pm, with the event to end promptly at 9 pm and with clean-up completed by 10 pm) + \$250 damage/cleaning deposit ¹
Day Non-Resident Rental Fee	\$1,170 per day (9 am to 9 pm, with the event to end promptly at 9 pm and with clean-up completed by 10 pm) + \$250 damage/cleaning deposit ¹
Facility Viewing Fee	\$25 for 45 minutes between 8:00 am and 8:45 am
Lost Key Fob	\$50
Cancellation Fee	\$25 if a 72-hour notice of cancellation is given. If less than 72 hours' notice is given, no rental fee refund will be granted.

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

Arena Fees	
Yearly Arena Rental (per time slot)	
Junior Posse, 4-H groups	\$400
Adult Horse Groups, no stock	\$500
Adult Horse Group, with stock	\$700
Arena – exclusive use	\$50 per hour
Arena – special events	\$75 damage/cleaning deposit
Additional grooming	\$45 per hr. advanced deposit
Saturday rental (non-profit)	\$250 per time slot
Saturday – stock charge (non-profit)	\$50
Saturday rental (Commercial groups)	\$500 per time slot
Saturday - stock charge (Commercial groups)	\$300
Weeknight rental (non-profit)	\$175
Weeknight – stock charge (non-profit)	\$50
Weeknight (Commercial groups)	\$300
Weeknight - stock charge (Commercial groups)	\$300
City Park Facility Fees	
Concession Building	\$75 per day + \$100 damage/cleaning deposit
Park Pavilion Reservation Resident	\$50 per day + \$75 damage/cleaning deposit
	\$30 per half day + \$75 damage/cleaning deposit
Park Pavilion Reservation Non-Resident	\$100 per day + \$75 damage/cleaning deposit
	\$60 per half day + \$75 damage/cleaning deposit
Park Pavilion Reservation Business and 50+ Parties	\$100 per day + \$75 damage/cleaning deposit
	\$55 per half day + \$75 damage/cleaning deposit
Prevedel Park Facility Fees	
Prevedel Park Camping- Resident	\$20 per night, with a maximum of 2 consecutive nights + \$75 damage/cleaning deposit
Prevedel Park Camping- Non- Resident	\$25 per night, with a maximum of 2 consecutive nights + \$75 damage/cleaning deposit
Field Fees	
Baseball	
League	\$35 per field/day + \$15 per game + \$25 an hour for lights
Tournament	\$35 per field/day + \$20 per game + \$25 an hour for lights
Softball	
League	\$35 per field/day + \$15 per game + \$25 an hour for lights
Tournament	\$35 per field/day + \$20 per game + \$25 an hour for lights
Soccer/Lacrosse	
Youth league/non-profit	No fee
Adult League	\$30 per field/day + \$20 per game
Tournament	\$50 per field/day + \$20 per game
Tennis	\$10 per match
Volleyball	\$20 tournament fee/court + \$5 per match

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

Recreation Program Participant Fees	
Recreation Program Participant Fees	The Parks & Recreation Director, in coordination with the Recreation Supervisor, is authorized to determine and charge the cost of participant fees based on the estimated actual direct costs for each recreation program per estimated program participant numbers
Non-Resident Recreation Program Participant Fees	\$5.00 in addition to the Recreation Program Participant Fee established by the Parks & Recreation Director
STORM WATER	
Storm Water Permit Fees	
Flood Plain Development Permit	\$150
Stormwater Construction Permit Application - General Stormwater Permit for Construction Activity Connected with Single Lot Housing Projects (Common Plan Permit) (CPP).	\$400 + \$50/lot (Same as for prelim subdivisions)
Stormwater Construction Permit Application – General Permit Single Family, not CPP or CGP	\$400
Stormwater Construction Permit Application – General Permit For Stormwater Discharges from Construction Activities (Construction General Permit) (CGP).	\$400
Outsourced Clean-up fee– West Haven City Code Section 155.999	Reimburse contractor costs + 25% of contractor costs as a penalty + Administrative cost of \$75
Control Measure Violation	
“Occurrence” is defined in West Haven Code Section 155.002.	
Working without an approved storm water permit.	\$500 per occurrence
Tracking mud on road.	\$300 per occurrence
Failure to clean up or report spills.	\$250 per occurrence
Failure to conduct storm water inspections.	\$100 per occurrence
Failure to maintain storm water records.	\$100 per occurrence
Failure to use general best management practices, as determined by the authority.	\$500 per occurrence
Administrative Fee	\$75
Illicit Discharge to City Storm Water	\$500 maximum
Violation of City MS4 permit	\$500 maximum
TELECOMMUNICATIONS FRANCHISE FEE	
Telecommunication Franchise Application	\$1,000
TRANSACTION FEES	
<u>EFT Returned Item Basic-Invalid Account number or unable to locate account</u>	<u>\$7.00</u>
<u>EFT Return NSF or Account Closed</u>	<u>\$14.00</u>
<u>EFT Return Stop Payment or Charge Back</u>	<u>\$30.00</u>

WEST HAVEN CITY CONSOLIDATED FEES & FINES SCHEDULE

Note ¹: Fifty percent (50%) of the deposit shall be forfeited if chairs and tables are not taken down at the end of the event and returned to the storage racks, or the entire deposit shall be forfeited if the doors are left open or the facility remains unsecured after the event.