



Ordinance Amendment

Meeting Body: Planning Commission

Meeting Date: July 6, 2026

File Number & Project Type:
OAM2026-001636

Adoption of the 2026-2027 fee schedule

Planner: Curtis Woodward

Key Findings:

- Per Utah Code, planning commission is required as part of the land use fee schedule adoption process.

Staff Recommendation:

Recommendation of approval to the Council

Exhibits:

- A. Explanation Memo
- B. Proposed Fee Schedule

PROJECT DESCRIPTION

Each year, the Council adopts a fee schedule for all fees collected by the MSD in behalf of Kearns, including land use, business license, building permit, code enforcement, and engineering fees. Per Utah Code, fees specific to land use applications must be considered by the planning commission for recommendation prior to the Council taking action to adopt the fee schedule. The adoption of the fee schedule is based on the fiscal budget year (July 1 – June 30).

PUBLIC INPUT

Planning Staff has not received any comments from the public as of the completion of this staff report. Any comments that are received will be forwarded to the Planning Commission for review at the public hearing on July 6.

ANALYSIS AND RECOMMENDATION

Analysis and Summary:

The only change to the “Land Use” application fee section of the fee schedule is to change “Simple Conditional Use Permit” to “Simple Land Use Permit” in the fee table. This is due to the fact that most of the applicable uses on the list are now either permitted uses or are covered under the “temporary uses” chapter of the code.

Recommendation:

Planning staff recommends that the planning commission forward a recommendation for approval to the Council.

PLANNING COMMISSION OPTIONS:

As a recommending body to the Council, the planning commission has the following options:

1. **Approval:** The planning commission recommends approval of the 2026-2027 land use fee schedule as presented.

2. **Approval with changes:** The planning commission recommends approval of the 2026-2027 land use fee schedule with the following changes:
 - a. ...
3. **Denial:** The planning commission recommends approval of the 2026-2027 land use fee schedule as presented.



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Municipal Services District

STAFF REPORT

Date: June 24, 2026

From: Brian Hartsell, Associate General Manager, MSD

RE: Fee Schedule Update

Issue Summary

The MSD administers the County, City and Town fee schedules of its member communities. The fee schedule is reviewed and updated regularly, sometimes annually, then approved by the Council. Often these updates are a result of new legislation that impacts how fees are charged or administered. The core of the fee schedule is common to all entities within the boundaries of the Municipal Services District with customization as desired and approved by each jurisdiction. The commonality where applicable facilitates efficient administration of the schedule.

Last year, after careful review of the land use regulation definition (as provided in 10-9a-103(34)(a)) and upon guidance by the SLCo District Attorney's Office our land use legal team at Smith Hartvigsen, certain fees (such as building permit fees) found in the County, City and Town fee schedules should be considered part of the "land use regulation definition." Therefore, beginning last year fees related to land use were considered by your Planning Commission as provided in 10-9a-302(1)(b) and, after a public hearing at the Planning Commission meeting, a recommendation was brought to City/Town/County council.

Fee Schedule Updates

A few key changes you may have noted in the redline schedule include:

- Updated valuation table used to calculate building permits as provided by the International Code Council (ICC). This is a regular and predictable update to the schedule.
- A change of the re-inspection fee from \$50 to \$100, and the overtime/after-hours inspection fee from \$120 to \$150. These adjustments reflect average actual time, fuel and vehicle costs and to encourage readiness at the initial inspection so that a reinspection or untimely inspection is not even needed.
- Adding "or violating a stop work order" to "building or grading without a permit" as a reason for a fee to be assessed. Also, updating the base fee as requested and clarifying that the 200% reference was to be a double fee, so reworded that section to avoid it being inadvertently



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viewed as a triple fee. A very small base fee may not be seen as a deterrent in some cases. Fees are not intended as a revenue generator, but to encourage compliance.

- Clarification that plan check fees apply to up to four reviews prior to building permit issuance. This helps ensure a single fee is being applied to scenarios where updates to plans are not being made and plan checks are occurring at high volume without a fee increase.
- Clarification that plan check fees “small projects” includes residential solar plan checks.
- Change Simple Conditional Use Permit to “Simple Land Use Permit” since many of these uses are now permitted uses rather than conditional uses due to code or state statute updates.
- Removal of Stormwater Pollution Prevention Plans (SWPPP) oversight inspections fee due to legislative and stormwater permit changes.
- Adding parking violation fee updates where applicable
- Clarification of individual vs non-individual special event violations. Reducing individual fee amount to \$1,000 consistent with UCA 10-3-703 and Title 76-3-301(1)(d).
- Update of engineering fees to include excavation permit fee amounts per Title 14 instead of having the fees buried in the code. Also, eliminating some of the calculations based on a percentage of construction costs and changing to set fees to make fees more modest and consistent with other jurisdictions.

Recommendation

Approve the updated Fee Schedule with an effective date of Jul 1, 2026 at the earliest or the date of the meeting approved in if later. The approval should also authorize the ability for MSD Staff to make non-substantive changes to facilitate formatting, grammar and other changes to support publishing the schedule.



Fee Schedule for the City of Kearns

adopted [TBD by Council](#)

effective date [TBD by Ordinance](#)

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The City of Kearns contracts with the Greater Salt Lake Municipal Services District ("MSD") to provide planning and zoning, building permit, business license, and code enforcement services. The MSD provides these services on behalf of and under the direction of the City of Kearns.

NOTE: Fees and Fines will be applied as approved and set forth in this schedule. The Director of Engineering, Chief Building Official or Director of Planning and Development may on occasion adjust fees/fines in unique circumstances up to \$1,500 per application. The MSD's General Manager may do the same up to \$5,000. These adjustments must be documented and reported on if requested. Adjustments over \$5,000 require approval of the governing body of the jurisdiction to which the application pertains.

Address Fees

Fee Type	Description	Amount
Assignment of Address	Provide address information on recorded subdivision plat and/or individual parcel/building addresses. Ensure assignments meet addressing standards and are suitable for mail delivery, public safety, utility services and general delivery of services.	\$100.00 base fee plus \$40.00 per lot ^a ; for multi-family units, \$40.00 for the first 8 units in addition to base fee and \$5 per unit for each unit over 8 units
Street Name Change	Confirm that petition includes the required signatures. Document street name change and address change for each property along street by filing an affidavit with the Salt Lake County Recorder's Office. Notify the property owner, Public Safety dispatch and the Salt Lake County Treasurer of the address/street name change.	\$250.00 base fee plus \$50.00 per lot

^a The per lot fee does not apply to Accessory Dwelling Units (ADU).

Business License Fees

General Business Licenses

Fee Type	Description	Amount
General Business License - Commercial Business	For commercial business locations. Includes inspections and verification of zoning compliance.	\$150.00
General Business License - Home-Based Business (simple)	For home-based businesses <u>without</u> on-site visitors and customers.	No Fee
General Business License - Home-Based Business	For home-based businesses with on-site visitors and customers. Includes inspections and verification of zoning compliance.	\$150.00
Per-employee Fee	Includes verification of EIN documentation.	\$6.00
Seasonal Business License	For business operations of up to 15 days per year.. Includes inspections and verification of zoning compliance.	\$120.00
Solicitor ID	Includes photograph of applicant and issuance of ID card.	\$65.00
Accessory Dwelling Unit (ADU) License		\$50.00
Administrative Citation	Issued for operating a business without a license or with an expired license.	\$300.00

Notes regarding business license fees:

- Withdrawn applications are subject to a charge of 25% of the fee amount.
- Licenses must be renewed prior to the expiration date.
 - Licenses renewed within 30 days of expiring will not be charged a penalty.
 - Licenses renewed 31-60 days of expiring will be charged a penalty of 25% of the general license fee.
 - Licenses renewed more than 60 days of expiring will be charged a penalty of 100% of the general license fee

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Short-term Rental Licenses

To the extent allowed under Municipal Code the following applies for the City of Kearns:

Fee Type	Description	Amount
Umbrella Short-term Rental License Fee - main license	Primary license for short-term rental management companies with multiple rental units/locations.	\$500.00
Umbrella Short-term Rental License Fee - per unit	Includes inspections and verification of zoning compliance.	\$50.00
Short-term Rental License Fee - homeowner	Short-term rental license for homeowners renting their primary residence. Includes verification of zoning compliance.	\$500.00

Alcohol-Related Licenses

Fee Type	Description	Amount
Off-Premise Beer Retailer		\$250.00
Recreational On-Premise Beer Retailer		\$350.00
Restaurant Liquor		\$500.00
Limited Restaurant Liquor		\$500.00
Beer-Only Restaurant		\$350.00
On-Premise Beer Tavern		\$350.00
Resort		\$500.00
Club Liquor		\$600.00
Banquet & Catering		\$500.00
Single Event		\$150.00
Wholesale Beer		\$300.00
Manufacturing		\$350.00

Alcohol-related business license applications are referred to local communities for consent and approval.

Sexually-oriented Business Licenses

Fee Type	Description	Amount
Sexually Oriented Business - Outcall Services	Includes inspections and verification of zoning compliance.	\$500.00
Sexually Oriented Business - excluding Outcall Services	Includes inspections and verification of zoning compliance.	\$300.00

Building Permit Fees

Building permits include necessary inspections. If additional inspections are required, applicants will be charged the reinspection fee for each additional visit. Most building permits will require a plan check fee in addition to the building permit fee. Plan check fees are listed separately.

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Building permits and mechanical, plumbing & electrical permits will be charged a state surcharge equal to 1% of the permit fee.

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Fee Type	Description	Amount
Building Permit – Minimum Fee		\$70.00
Building Permit - new construction	See below for valuation schedules	Varies ^a

Building Permit - addition or remodel	See below for valuation schedules	Varies ^a
Mobile Home Setup Permit		\$200.00
Mechanical, Plumbing & Electrical Permit	Includes on-site inspection of one system. Additional appliances and fixtures after the first will be charged the per-unit fee listed below.	\$70.00
Fee per additional appliance or fixture	Applies to each additional appliance, fixture, etc. inspected by inspector already on site.	\$20.00
Grading Permit		Varies ^b
Retaining Wall Permit		Varies ^c
Demolition Permit		Varies ^d
Window & Door Replacement – residential	Applies when no other work is being done.	\$70.00
Window & Door Replacement – commercial	Applies when no other work is being done.	Varies ^d
Reroofing Permit Fees		
Reroofing – residential roof with sheathing	Includes inspection of sheathing or decking.	\$125.00
Reroofing – residential roof without sheathing	Shingles only; no decking or sheathing.	\$75.00
Reroofing – small commercial	Commercial roof project under \$10,000 valuation.	\$150.00
Reroofing – medium commercial	Commercial roof project between \$10,000 and \$49,999 valuation.	\$175.00
Reroofing – large commercial	Commercial roof project \$50,000 valuation or higher.	\$250.00
Solar Power System Permit Fees		
Residential/Small Commercial Solar Permit – base fee	Applies to residential and commercial installations up to 20 kW. Does not include fees for required plan check.	\$100.00
Residential/Small Commercial Solar Permit – fee per kW	Additional fee based on size of installation. Does not include fees for required plan check.	\$30.00 per kW
Commercial Solar over 20 kW	Applies to larger commercial installations over 20 kW.	Varies ^e
Battery Storage System	Assumes that inspector is already on site for inspection of installation.	\$2.00 per battery
Additional Inspection Fees		
Reinspection		\$50 100.00
Pre-inspection	Inspections after a fire or disaster to determine extent of damage and permits needed for repairs.	\$70.00
Multi-unit Inspection		\$100.00
Overtime/After-hours Inspection		\$120 50.00 (Per hour)

Administrative Fees		Amount
Cancellation of building permit	Applies when permit is cancelled before work commences	25% of permit fee (\$200 maximum)
Reinstatement Fee - general	Applies when permit has been expired for more than 30 business days:	50% of permit fee
Reinstatement Fee - final inspection	Applies when only final inspection is required, and permit has been expired for more than 30 business days.	50% of permit fee (\$200 maximum)
Building or grading without a permit, or violating a stop work order.	Base fee equal to \$250 for first offense, \$500 for second offense in 12 months, and \$1,000 for third offense in 12 months or 100% of the building permit fee, whichever is greater; , plus daily fees commencing 15 business days after notice of violation has been issued if issue not resolved or permit has not been obtained detained.	Base fee plus per day

^a Permit fees for new construction, additions and remodels are based on calculated square footage and the current ICC valuation tables (see below). When square footage determinations not practical or possible, permit fees will be based on applicant's declared valuation as reasonably determined by Director or Designee.

^b Permit fees for grading are based on the number of cubic yards of earth cut or filled.

^c Base fee is \$243 for cut fill operations under 1400 cubic yards

^d Permit fees for retaining walls are based on the size of the project in lineal feet.

^e Permit fees for demolition and window/door replacement are based on declared valuation.

^e Permit fees for large solar installations are based on applicant's declared valuation as reasonably determined by Director or designee.

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Construction Valuation Tables

The valuations below are used to determine construction valuations for building permit fee calculations. The valuations will be updated automatically as new standards are published by ICC, which is usually twice per year.

Supplemental Construction Valuation Tables

The supplemental valuations below may be updated annually as part of the annual fee approval process.

Construction Type	Unit	Valuation
Basements - Unfinished	Square Foot	As provided in the ICC valuation table footnote above
Basements - Finished	Square Foot	\$41.00
Decks (any type)	Square Foot	\$22.00
Carport/Covered Patio	Square Foot	\$22.00
Roof Conversions	Square Foot	\$22.00
Fence (any type)	Lineal Foot	\$20.00
Retaining Wall (any type)	Lineal Foot	\$59.00
Exterior Finish	Square Foot	\$5.00
Fire Sprinklers	Square Foot	\$6.00
Remodel/Alteration	Square Foot	\$39.00
Basement TI	Square Foot	\$28.00
Grading	Cubic Yard Cut and Fill	Equation
Tenant Improvements	Calculated	35% of the valuation for new construction
Shell Only	Calculated	80% of the valuation for new construction

Building and Inspection Fee Calculation

Building permit fees based on valuation are calculated based on the calculations below.

Construction Valuation	Fee
Less than and including \$2,000	\$70.00
\$2,001 to \$25,000	\$76.50 for the first \$2,000 plus \$16.50 for each additional \$1,000 or fraction thereof, to and including \$25,000. Example: Valuation of \$3,400 would be \$76.50 plus \$33.00 (\$16.50 x 2), or \$109.50
\$25,001 to \$50,000	\$456.00 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$765.00 for the first \$50,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,181.00 for the first \$100,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,781.00 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
Over \$1,000,001	\$6,531.00 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof..

Plan Check Fees

Plan checks for building permits include up to 4 reviews. Additional reviews will be charged the hourly fee listed below.

Fee Type	Description	Amount
Plan Check Fee - residential construction	<u>Provides for up to four reviews prior to building permit issuance. After four reviews or after the permit issuance, additional reviews are subject to the hourly plan check fee.</u>	40% of building permit fee
Plan Check Fee - commercial construction	<u>Provides for up to four reviews prior to building permit issuance. After four reviews or after the permit issuance, additional reviews are subject to the hourly plan check fee.</u>	65% of building permit fee
Plan Check Fee - smaller projects	<u>Includes residential solar plan check</u>	\$150.00
Land Use Review Fee		\$110.00
Card File Plan Check Fee - single-family or duplex	Includes accessory structures.	\$175.00
Card File Plan Check Fee - multi-family residential		\$350.00
Plan Check Fee - hourly		\$80.00 per hour

Stormwater Review & Stormwater Pollution Prevention Plans (SWPPP)

Stormwater Review & Inspection Fees

Fee Type	Description	Amount
Stormwater Review – base fee	Base fee per project.	\$200.00
Stormwater Review – per-acre fee	Additional fee per acre after the first acre; applies when SWPPP required.	\$30.00
Floodplain Development Permit	Permit is required for any development within a mapped floodplain as required by FEMA.	\$75.00

SWPPP Control Measures

All penalties and fines may be doubled for a second or third offense. Violations may be referred to the District Attorney for further action.

Penalty Type	Description	Amount
Working without an approved stormwater permit	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$500.00

Tracking mud on road	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$300.00
Failure to clean up or report spills	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$250.00
Failure to conduct stormwater inspections	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$100.00
Failure to use general best management practices as determined by the authority	Per site, per occurrence and then for each business day beginning the day after the day on which fine was issued	\$250.00

SWPPP Illicit Discharge Fines

The table below lists illicit discharges common to construction and maintenance activities. It is a violation to discharge pollutants. The presence of BMPs does not excuse an illicit discharge.

Penalty Type	Description	Amount
Sediment	Per day per violation.	\$1,000.00
Cementitious Material	Per day per violation.	\$500.00
Paints and Solvents	Per day per violation.	\$500.00
Solid Waste	Per day per violation.	\$500.00
Sanitary Waste	Per day per violation.	\$2,000.00
Fuels	Per day per violation.	\$1,000.00
Fertilizers	Per day per violation.	\$500.00
Organics	Per day per violation.	\$250.00
Cleansers	Per day per violation.	\$500.00
Hazardous materials	Any illicit discharge may be assigned to this category depending on the impact. Per day per violation.	\$5,000.00

Land Use Fees

Permitted and Conditional Uses

Fee Type	Description	Amount
Building permit site plan	Over-the-counter staff review. Permitted uses not requiring separate land use permit.	\$110.00
Change of Use Permit	Over-the-counter staff review. Includes tenant changes and uses subordinate to an existing Conditional Use Permit.	\$110.00
Sign Permit	Over-the-counter staff review.	\$110.00
Business license review	Over-the-counter staff review.	\$110.00
Accessory Dwelling Unit	Includes limited agency review	\$175.00
Site Plan Review (less than 3 acres)	Includes agency review meeting and technical review.	\$990.00
Site Plan Review (3 acres or more)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Minor Site Plan Amendments	Limited agency review	\$175.00
Residential Development (FCOZ)	Includes agency review meeting and technical review.	\$990.00
Simple Land Use Permit	Home daycare/pre-school, mobile store, condominium conversion, similar uses requiring limited staff review.	\$175.00
Other Conditional Use Permits	Commercial uses, residential uses, or signs needing conditional use approval. Includes agency review, technical review and Planning Commission meeting.	\$1,640.00

Subdivision and Land Development Permits

Fee Type	Description	Amount
Minor Subdivision (<5 lots)	Includes agency review meeting and technical review.	\$990.00
Major Subdivision (Single Phase)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Major Subdivision with Multiple Phases (Includes Preliminary Plat and First Phase Final Plat)	Includes agency review meeting, technical review and Planning Commission Meeting	\$1,640.00
Final Plat Approval for Phases Two and Beyond	Includes Technical Review	\$535.00
Planned Unit Development (Preliminary approval and First Phase Final Approval/Plat)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Final Planned Unit Development Approval for Phases Two and Beyond	Includes Technical Review	\$535.00
Subdivision amendments	Includes agency review meeting and technical review. In some cases, a Planning Commission and/or Mayors meeting is required. These fees will be added as needed based on the applicable fees in this fee schedule.	\$990.00
Simple Boundary Adjustment	Includes limited staff review.	\$110.00
Full Boundary Adjustments	Includes limited staff review. Applicable when amended plat not necessary.	\$175.00
Extension of Time	Includes review by Director.	\$275.00

Ordinance Adjustments

Fee Type	Description	Amount
Text Change	Includes Planning Commission meeting and Council meeting.	\$765.00
Zoning Map Change - minor	Changes less than 3 acres. Includes limited staff review, Planning Commission meeting and Council meeting.	\$940.00
Zoning Map Change - small	Changes 3 up to 10 acres. Includes agency review meeting, staff review, Planning Commission meeting and Council meeting.	\$1,755.00
Zoning Map Change - medium	Changes over 10 up to 50 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$1,755.00 plus \$200 per acre
Zoning Map Change - large	Changes over 50 up to 100 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$1,755.00 plus \$300 per acre
Zoning Map Change - Major	Changes over 100 acres.	To be determined by agreement between agency and applicant prior to acceptance of the application.

Other Land Use Applications

Fee Type	Description	Amount
Land Use Hearing Officer	Needed for appeal of decisions, variances, nonconforming use expansions, takings relief petition, etc.	\$1,000.00 ^a
Land Use Hearing Officer	Double fee if construction has started.	\$2,000.00
Administrative Determination	Requires Director review.	\$275.00
Special Exception to have Use violation declared legal	Planning Commission meeting.	\$650.00
Zoning Verification Letter	Base fee plus costs for research time.	\$25.00 base fee plus \$25.00 per hour
General Plan Amendment	Includes limited staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$2,440.00
Agency Review Meeting at applicants' request	Agency Review meeting that includes outside agencies.	\$455.00
Other applications requiring preliminary and/or technical review.	Up to 4 total review sessions. Additional charge if 4 total sessions exceeded for any application type.	\$535.00
Other applications requiring Planning Commission meeting	Planning Commission meeting.	\$650.00
Other applications requiring Council or Mayor's meeting	Council or Mayor's meeting.	\$115.00

^a For appeals, if the Land Use Hearing Officer finds in favor of the appellant then the fee shall be refunded less a \$100.00 administration fee.

Code Enforcement Fees

Fee Type	Description	Amount
Administrative Citation	All minor violations unless specified otherwise.	\$100.00 per violation
Appeal Fee	As provided for in 12.04.530 of Kearns code.	\$375.00 per appeal request
Civil Penalties	All violations of the code other than zoning violations and as otherwise prescribed in the code.	
	Violation per day for first 30 days.	\$100.00 per violation per day CE not enforcing
	Violation per day for days 31-60.	\$150.00 per violation per day CE is enforcing
	Violation per day over 60 days.	\$200.00 per violation per day CE not enforcing
Clean-up Fees	Administrative fee plus costs billed from Public Works or other contracted firm.	\$100.00 plus actual costs

Parking appeal fee	Can be recouped upon successful appeal	Cost of fine(s) on ticket (\$75 or \$150)
Parking Violation – minor	Violations under section 11.20.070, 11.20.080, 11.20.090 or 11.20.140	\$75.00 per violation
Parking Violation – major	Violations under section 11.20.070, 11.20.080, 11.20.090 or 11.20.140	\$150.00 per violation
Short-Term Rental Violations		Amount
Operating short-term rental without a business license		\$650.00 per infraction per day
Operating short-term rental for less than two nights for each stay		\$650.00 per infraction per day
Holding special event at short-term rental - first violation		\$650.00 per infraction per day
<u>Holding special event at short-term rental – subsequent violations (individual)</u>		<u>\$1,000.00 per infraction per day</u>
Holding special event at short-term rental - subsequent violations (non-individual)		\$1,300.00 per infraction per day
Other short-term rental violations	Violations not covered in the above categories.	\$100.00 per infraction per day

Civil Penalties for Violation of Zoning Regulations

Violation of the provisions of Title 19 of the City of Kearns Municipal Code shall result in civil penalties pursuant to the following schedule:

CIVIL PENALTIES FOR VIOLATION OF ZONING REGULATIONS

Type of Zone	Classification of Violation	Fine Per Day (after warning period)
Residential Zones R-1's R-2's R-4-8.5 RMH	Conditional use without a permit Other violations	\$75
	Non-permitted use Violation of permit for approval	\$150
Mixed Zones R-M NMU TC CMU	Conditional use without a permit Other violations	\$100
	Non-permitted use Violation of permit or approval	\$200
Commercial/Manufacturing Zones	Conditional use without a permit Other violations	\$150

C's M's	Non-permitted use Violation of permit or approval	\$300
Agricultural Zones A's	Conditional use without a permit Other violations	\$75
	Non-permitted use Violation of permit or approval	\$150
Other Zones PR PF PI	Conditional use without a permit	\$100
	Other violations	
	Non-permitted use Violation of permit or approval	\$200
Overlay Zones AOZ	Violation of provisions	\$200

Each day a violation is continued or maintained after receipt of notice shall give rise to a separate civil penalty for each day of violation.

Bond Administration Fees

Fee Type	Description	Amount
Bond Processing Fee	Must be paid prior to acceptance of bond.	\$100.00
Bond Forfeiture	Will be called if improvements are not complete by expiration date.	Varies ^a
Deferred Curb and Gutter		Varies ^b
Bond Reinspection	Inspections required for partial bond release or if applicant fails bond inspections twice.	\$100.00
Overtime/After-hours Inspection		\$120.00 (Per hour)

^a Based on bond amount

^b Based on project size

Miscellaneous Service Fees

Fee Type	Description	Amount
Development Agreements		Varies ^a
Hourly Rate	Per hour fees for staff time not covered under specific fee types.	\$80.00 per hour
GRAMA	Time spent on research and compiling.	Actual cost ^b
Material Costs	Copies, maps, CDs, USB drives, etc.	Actual cost ^b
Research	Research related to administrative decisions, zoning compliance letters, or determination of legal status of a lot or parcel.	\$25.00 base fee plus \$25.00 per hour
Health Department Review	Activities performed by the Salt Lake County Health Department.	County fee ^c
Postage	For noticing mailings, postage is charged per meeting.	Actual cost ^b

Newspaper Notices	Notices of meetings before Councils.	Actual cost ^b
Candidate Filing Fee	Fee for Declaration of Candidacy in a Municipal Election	\$50.00

- ^a Development agreements will be determined between local government agency and Applicant prior to acceptance of the application.
- ^b Customer will be charged actual costs of materials per MSD Records and Access and Management Policy.
- ^c Health Department fees will be charged as provided in the Salt Lake County Fee Schedule.

Engineering Fees

The fees below are collected by the MSD on behalf of the Engineering Division.

Right-of-way Improvement Review & Inspection Fees		Amount
Replacement of existing improvements	Replacement of existing curb & gutter, sidewalk, and drive approach improvements in the same configuration.	No charge
Changes to improvements (existing curb & gutter)	Changes to sidewalks and drive approaches where curb & gutter are already present. Includes review and inspection by County. Design and staking by applicant.	\$20.00 base fee plus \$1.00 per linear foot
Changes to improvements (no existing curb & gutter or sidewalk)	Addition of curb & gutter, sidewalks, and/or drive approaches where no curb & gutter or sidewalk are present. Includes review and inspection by County. Design and staking by applicant.	\$150.00 base fee plus \$1.00 per linear foot
Changes to sidewalk (no existing curb & gutter or sidewalk)	Addition of sidewalk only. Includes review and inspection by County. Design and staking by applicant.	\$100.00 base fee plus \$1.00 per linear foot
Changes to drive approach (no existing curb & gutter or sidewalk)	Addition of drive approaches only. Includes review and inspection by County. Design and staking by applicant.	\$100.00 base fee plus \$0.50 per linear foot
Engineering Plan Check Fees		Amount
For Subdivision Development – Master Planning	Engineering check fee, reviewing master planning for subdivision development	\$500 plus \$50/dwelling unit or lot
For Subdivision Development – Final	Engineering check fee, final subdivision fee and plat filing for subdivisions	\$500 plus \$125/dwelling unit or lot
Amended Subdivision Plat		\$400.00
Non-Subdivision Development		\$1,000 plus \$500 per acre

Excavation Permit Fees		Amount
Excavation within asphalt or concrete		\$0.50 per square foot \$250 minimum
Excavation within dirt		\$0.25 per square foot \$125 minimum
Road Closures or		\$50 per day per

Commented [LA1]: Excavation Permit Fees are currently in Municode Title 14.16. We want all the fees in the fee schedule instead of buried in the code.

Obstructions caused by Excavation Permits		lane or partial lane closed or obstructed for more than 72 hours
Permit Extension		Fee equal to one-half of the original fee
Excavation Work Without Permit Penalty	A person found doing work in the public right-of-way without having obtained a permit shall be required to pay a penalty	Penalty Fee equal to two times the normal permit fee

Other Fees		Amount
Road Dedication (non-subdivision development)	Where required for street widening and improvements.	\$150.00
Street Sign	Includes sign and installation by MSD or contracted service provider	\$200.00
Geology/Natural Hazard Review Fees		Amount
Initial Site Assessment	Determination of whether project falls within boundaries of any mapped hazards.	\$200.00
Review of Technical Report	Coordination and review of third-party technical report.	Actual cost of third-party review plus \$300.00 agency review
Traffic Impact Review Fees		Amount
Initial Site Assessment	Determination of whether project meets TIS threshold.	\$200.00
Review of Technical Report	Coordination and review of third-party technical report.	Actual cost of third-party review plus \$100 agency review

Public Works - Engineering Special Events

Special Events within Kearns require the submittal of an application.

Insurance certificates, maps, and fees will need to be submitted to the Permit Specialist before your request can be fully processed. See fee schedule below.

Special Event Permit Fees (for municipalities within the District)	
# of Participants	Fee per day
0 to 100	\$50.00
100 to 200	\$100.00
200 to 400	\$200.00
400 to 600	\$500.00
Over 600	\$1,000.00

Filming Fees	\$200.00
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- Special events or Filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation.
- Special events or Filming held in any canyon may also require an additional permit from United States Department of Agriculture, Forest Service Division.
- Sponsors of block parties will also be required to submit paperwork with the signatures of affected neighbors' concurrence of the road closure. This paperwork should reflect the addresses of each resident, as well as their signature indicating agreement for the road closure. Barricades and security are the responsibility of the applicant.

Glossary of Terms

Condominium Plat: The procedure to review and record a condominium plat is subject to the Condominium Ownership Act (57.8- Utah Code). Staff review includes addressing all units, a review to verify compliance with the zoning ordinance and conditions of approval previously imposed and an engineering review to verify compliance with platting requirements.

Director: The Director of Planning and Development or designee.

General Plan Amendment: Planning Commissions make a recommendation to the Council who must authorize Amendments to a General Plan. A study that includes public involvement is conducted after Council gives the direction to proceed to the Development Services Director.

Home Daycare / Pre-school Application Fees: Although a home daycare or pre-school may be operated out of a private residence, it is not considered or reviewed in the same manner as a home business. Therefore, they are listed separately in the fee schedule and in the ordinance.

Modification to a Recorded Subdivision Plat: Utah Code requires a specific process be followed to amend, vacate or alter a recorded subdivision plat. This involves application, notice, a public hearing before the planning commission and executive (commonly referred to as a 608 hearing/ Mayor's Meeting). Additionally, an engineering review of the preliminary and final plat prior to approval and recording is required. Fees may include Planning Commission Review, Additional Public Body Review, Technical Review.

MSD: Means the Greater Salt Lake Municipal Services District, which the City of Kearns has contracted with to provide planning and zoning, building permit, business license, and code enforcement services

PUD (Planned Unit Development): In those zones which allow development of a PUD they are listed as a Conditional Use, which requires review by the Planning Commission. For developers who intend to sell individual lots within the PUD both the Planning Commission Review, Conditional Use and a Subdivision Preliminary Plat review would be required, and a Technical Review prior to final approval is also required. Per the fee schedule each of these reviews requires separate fee.

Additionally, because more than one review process is required the application would also involve an Agency Review Meeting. Fees may include: Agency Coordination Meeting, Planning Commission Review (Conditional Use), Planning Commission Review (Preliminary Plat), Technical Review.

The conditional use approval (Planning Commission approval) is required prior to preparation of the subdivision preliminary plat to ensure that the recommendations of the Planning Commission are properly incorporated into the preliminary plat.

Re-Zone (Zoning Map Amendment): A request to change the existing zoning (re-zone) requires: review and recommendation from the planning commission (Public Body Review) and final decision by the council (Additional Public Body Review) and technical work (Technical Review) for map and index work).

Signs: Signs vary in the type and complexity of review process required therefore they are listed under several review types. It is intended that the fees are assessed per review process and not per sign. For example, a business that had 2 signs requiring Planning Commission review would be charged for 1 Planning Commission review. However, a business which had 1 sign which required Planning Commission review and another sign which did not would be charged for 1 Planning Commission review and 1 staff review.

Subdivision: A request to subdivide property requires review and approval of a preliminary plat, and a Technical Review of the Final Plat. Additionally, an Agency Review Meeting is required. Note that in the case of a "one-lot" subdivision there might also be an Administrative Review for the proposed Single-Family Dwelling. Fees may include: Agency Coordination Meeting, Planning Commission Meeting, Technical Review, Staff Review of a Site Plan.

Valuation: The estimated construction cost for a project.



Fee Schedule for the City of Kearns

adopted TBD by Council

effective date TBD by Ordinance

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The City of Kearns contracts with the Greater Salt Lake Municipal Services District ("MSD") to provide planning and zoning, building permit, business license, and code enforcement services. The MSD provides these services on behalf of and under the direction of the City of Kearns.

NOTE: Fees and Fines will be applied as approved and set forth in this schedule. The Director of Engineering, Chief Building Official or Director of Planning and Development may on occasion adjust fees/fines in unique circumstances up to \$1,500 per application. The MSD's General Manager may do the same up to \$5,000. These adjustments must be documented and reported on if requested. Adjustments over \$5,000 require approval of the governing body of the jurisdiction to which the application pertains.

Address Fees

Fee Type	Description	Amount
Assignment of Address	Provide address information on recorded subdivision plat and/or individual parcel/building addresses. Ensure assignments meet addressing standards and are suitable for mail delivery, public safety, utility services and general delivery of services.	\$100.00 base fee plus \$40.00 per lot ^a ; for multi-family units, \$40.00 for the first 8 units in addition to base fee and \$5 per unit for each unit over 8 units
Street Name Change	Confirm that petition includes the required signatures. Document street name change and address change for each property along street by filing an affidavit with the Salt Lake County Recorder's Office. Notify the property owner, Public Safety dispatch and the Salt Lake County Treasurer of the address/street name change.	\$250.00 base fee plus \$50.00 per lot

^a The per lot fee does not apply to Accessory Dwelling Units (ADU).

Business License Fees

General Business Licenses

Fee Type	Description	Amount
General Business License - Commercial Business	For commercial business locations. Includes inspections and verification of zoning compliance.	\$150.00
General Business License - Home-Based Business (simple)	For home-based businesses <u>without</u> on-site visitors and customers.	No Fee
General Business License - Home-Based Business	For home-based businesses with on-site visitors and customers. Includes inspections and verification of zoning compliance.	\$150.00
Per-employee Fee	Includes verification of EIN documentation.	\$6.00
Seasonal Business License	For business operations of up to days per year.. Includes inspections and verification of zoning compliance.	\$120.00
Solicitor ID	Includes photograph of applicant and issuance of ID card.	\$65.00
Accessory Dwelling Unit (ADU) License		\$50.00
Administrative Citation	Issued for operating a business without a license or with an expired license.	\$300.00

Notes regarding business license fees:

1. Withdrawn applications are subject to a charge of 25% of the fee amount.
2. Licenses must be renewed prior to the expiration date.
 - o Licenses renewed within 30 days of expiring will not be charged a penalty.
 - o Licenses renewed 31-60 days of expiring will be charged a penalty of 25% of the general license fee.
 - o Licenses renewed more than 60 days of expiring will be charged a penalty of 100% of the general license fee

Short-term Rental Licenses

To the extent allowed under Municipal Code the following applies for the City of Kearns:

Fee Type	Description	Amount
Umbrella Short-term Rental License Fee - main license	Primary license for short-term rental management companies with multiple rental units/locations.	\$500.00
Umbrella Short-term Rental License Fee - per unit	Includes inspections and verification of zoning compliance.	\$50.00
Short-term Rental License Fee - homeowner	Short-term rental license for homeowners renting their primary residence. Includes verification of zoning compliance.	\$500.00

Alcohol-Related Licenses

Fee Type	Description	Amount
Off-Premise Beer Retailer		\$250.00
Recreational On-Premise Beer Retailer		\$350.00
Restaurant Liquor		\$500.00
Limited Restaurant Liquor		\$500.00
Beer-Only Restaurant		\$350.00
On-Premise Beer Tavern		\$350.00
Resort		\$500.00
Club Liquor		\$600.00
Banquet & Catering		\$500.00
Single Event		\$150.00
Wholesale Beer		\$300.00
Manufacturing		\$350.00

Alcohol-related business license applications are referred to local communities for consent and approval.

Sexually-oriented Business Licenses

Fee Type	Description	Amount
Sexually Oriented Business - Outcall Services	Includes inspections and verification of zoning compliance.	\$500.00
Sexually Oriented Business - excluding Outcall Services	Includes inspections and verification of zoning compliance.	\$300.00

Building Permit Fees

Building permits include necessary inspections. If additional inspections are required, applicants will be charged the reinspection fee for each additional visit. Most building permits will require a plan check fee in addition to the building permit fee. Plan check fees are listed separately.

Building permits and mechanical, plumbing & electrical permits will be charged a state surcharge equal to 1% of the permit fee.

Fee Type	Description	Amount
Building Permit – Minimum Fee		\$70.00
Building Permit - new construction	See below for valuation schedules	Varies ^a
Building Permit - addition or remodel	See below for valuation schedules	Varies ^a
Mobile Home Setup Permit		\$200.00
Mechanical, Plumbing & Electrical Permit	Includes on-site inspection of one system. Additional appliances and fixtures after the first will be charged the per-unit fee listed below.	\$70.00
Fee per additional appliance or fixture	Applies to each additional appliance, fixture, etc. inspected by inspector already on site.	\$20.00
Grading Permit		Varies ^b
Retaining Wall Permit		Varies ^c
Demolition Permit		Varies ^d
Window & Door Replacement – residential	Applies when no other work is being done.	\$70.00
Window & Door Replacement – commercial	Applies when no other work is being done.	Varies ^d
Reroofing Permit Fees		
Reroofing – residential roof with sheathing	Includes inspection of sheathing or decking.	\$125.00
Reroofing – residential roof without sheathing	Shingles only; no decking or sheathing.	\$75.00
Reroofing – small commercial	Commercial roof project under \$10,000 valuation.	\$150.00
Reroofing – medium commercial	Commercial roof project between \$10,000 and \$49,999 valuation.	\$175.00
Reroofing – large commercial	Commercial roof project \$50,000 valuation or higher.	\$250.00
Solar Power System Permit Fees		
Residential/Small Commercial Solar Permit – base fee	Applies to residential and commercial installations up to 20 kW. Does not include fees for required plan check.	\$100.00
Residential/Small Commercial Solar Permit – fee per kW	Additional fee based on size of installation. Does not include fees for required plan check.	\$30.00 per kW
Commercial Solar over 20 kW	Applies to larger commercial installations over 20 kW.	Varies ^e
Battery Storage System	Assumes that inspector is already on site for inspection of installation.	\$2.00 per battery
Additional Inspection Fees		
Reinspection		\$100.00
Pre-inspection	Inspections after a fire or disaster to determine extent of damage and permits needed for repairs.	\$70.00
Multi-unit Inspection		\$100.00
Overtime/After-hours Inspection		\$150.00 (Per hour)

Administrative Fees		Amount
Cancellation of building permit	Applies when permit is cancelled before work commences	25% of permit fee (\$200 maximum)
Reinstatement Fee - general	Applies when permit has been expired for more than 30 business days:	50% of permit fee
Reinstatement Fee - final inspection	Applies when only final inspection is required, and permit has been expired for more than 30 business days.	50% of permit fee (\$200 maximum)
Building or grading without a permit, or violating a stop work order.	Base fee equal to \$250 for first offense, \$500 for second offense in 12 months, and \$1,000 for third offense in 12 months or 100% of the building permit fee, whichever is greater; , plus daily fees commencing 15 business days after notice of violation has been issued if issue not resolved or permit has not been obtained.	Base fee plus per day

- ^a Permit fees for new construction, additions and remodels are based on calculated square footage and the current ICC valuation tables (see below). When square footage determinations not practical or possible, permit fees will be based on applicant's declared valuation as reasonably determined by Director or Designee.
- ^b Permit fees for grading are based on the number of cubic yards of earth cut or filled
Base fee is \$243 for cut fill operations under 1400 cubic yards
- ^c Permit fees for retaining walls are based on the size of the project in lineal feet.
- ^d Permit fees for demolition and window/door replacement are based on declared valuation.
- ^e Permit fees for large solar installations are based on applicant's declared valuation as reasonably determined by Director or designee.

Construction Valuation Tables

The valuations below are used to determine construction valuations for building permit fee calculations. The valuations will be updated automatically as new standards are published by ICC, which is usually twice per year.

- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

Supplemental Construction Valuation Tables

The supplemental valuations below may be updated annually as part of the annual fee approval process.

Construction Type	Unit	Valuation
Basements - Unfinished	Square Foot	As provided in the ICC valuation table footnote above
Basements - Finished	Square Foot	\$41.00
Decks (any type)	Square Foot	\$22.00
Carport/Covered Patio	Square Foot	\$22.00
Roof Conversions	Square Foot	\$22.00
Fence (any type)	Lineal Foot	\$20.00
Retaining Wall (any type)	Lineal Foot	\$59.00
Exterior Finish	Square Foot	\$5.00
Fire Sprinklers	Square Foot	\$6.00
Remodel/Alteration	Square Foot	\$39.00
Basement TI	Square Foot	\$28.00
Grading	Cubic Yard Cut and Fill	Equation
Tenant Improvements	Calculated	35% of the valuation for new construction
Shell Only	Calculated	80% of the valuation for new construction

Building and Inspection Fee Calculation

Building permit fees based on valuation are calculated based on the calculations below.

Construction Valuation	Fee
Less than and including \$2,000	\$70.00
\$2,001 to \$25,000	\$76.50 for the first \$2,000 plus \$16.50 for each additional \$1,000 or fraction thereof, to and including \$25,000. Example: Valuation of \$3,400 would be \$76.50 plus \$33.00 (\$16.50 x 2), or \$109.50
\$25,001 to \$50,000	\$456.00 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$765.00 for the first \$50,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,181.00 for the first \$100,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,781.00 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
Over \$1,000,001	\$6,531.00 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof..

Plan Check Fees

Plan checks for building permits include up to **4** reviews. Additional reviews will be charged the hourly fee listed below.

Fee Type	Description	Amount
Plan Check Fee - residential construction	Provides for up to four reviews prior to building permit issuance. After four reviews or after the permit issuance, additional reviews are subject to the hourly plan check fee.	40% of building permit fee
Plan Check Fee - commercial construction	Provides for up to four reviews prior to building permit issuance. After four reviews or after the permit issuance, additional reviews are subject to the hourly plan check fee.	65% of building permit fee
Plan Check Fee - smaller projects	Includes residential solar plan check	\$150.00
Land Use Review Fee		\$110.00
Card File Plan Check Fee - single-family or duplex	Includes accessory structures.	\$175.00
Card File Plan Check Fee - multi-family residential		\$350.00
Plan Check Fee - hourly		\$80.00 per hour

Stormwater Review & Stormwater Pollution Prevention Plans (SWPPP)

Stormwater Review & Inspection Fees

Fee Type	Description	Amount
Stormwater Review – base fee	Base fee per project.	\$200.00
Stormwater Review – per-acre fee	Additional fee per acre after the first acre; applies when SWPPP required.	\$30.00
Floodplain Development Permit	Permit is required for any development within a mapped floodplain as required by FEMA.	\$75.00

SWPPP Control Measures

All penalties and fines may be doubled for a second or third offense. Violations may be referred to the District Attorney for further action.

Penalty Type	Description	Amount
Working without an approved stormwater permit	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$500.00
Tracking mud on road	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$300.00
Failure to clean up or report spills	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$250.00
Failure to conduct stormwater inspections	Per occurrence and then for each business day beginning the day after the day on which fine was issued	\$100.00
Failure to use general best management practices as determined by the authority	Per site, per occurrence and then for each business day beginning the day after the day on which fine was issued	\$250.00

SWPPP Illicit Discharge Fines

The table below lists illicit discharges common to construction and maintenance activities. It is a violation to discharge pollutants. The presence of BMPs does not excuse an illicit discharge.

Penalty Type	Description	Amount
Sediment	Per day per violation.	\$1,000.00
Cementitious Material	Per day per violation.	\$500.00
Paints and Solvents	Per day per violation.	\$500.00
Solid Waste	Per day per violation.	\$500.00
Sanitary Waste	Per day per violation.	\$2,000.00
Fuels	Per day per violation.	\$1,000.00
Fertilizers	Per day per violation.	\$500.00
Organics	Per day per violation.	\$250.00
Cleanders	Per day per violation.	\$500.00
Hazardous materials	Any illicit discharge may be assigned to this category depending on the impact. Per day per violation.	\$5,000.00

Land Use Fees

Permitted and Conditional Uses

Fee Type	Description	Amount
Building permit site plan	Over-the-counter staff review. Permitted uses not requiring separate land use permit.	\$110.00
Change of Use Permit	Over-the-counter staff review. Includes tenant changes and uses subordinate to an existing Conditional Use Permit.	\$110.00
Sign Permit	Over-the-counter staff review.	\$110.00
Business license review	Over-the-counter staff review.	\$110.00
Accessory Dwelling Unit	Includes limited agency review	\$175.00
Site Plan Review (less than 3 acres)	Includes agency review meeting and technical review.	\$990.00
Site Plan Review (3 acres or more)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Minor Site Plan Amendments	Limited agency review	\$175.00
Residential Development (FCOZ)	Includes agency review meeting and technical review.	\$990.00
Simple Land Use Permit	Home daycare/pre-school, mobile store, condominium conversion, similar uses requiring limited staff review.	\$175.00
Other Conditional Use Permits	Commercial uses, residential uses, or signs needing conditional use approval. Includes agency review, technical review and Planning Commission meeting.	\$1,640.00

Subdivision and Land Development Permits

Fee Type	Description	Amount
Minor Subdivision (<5 lots)	Includes agency review meeting and technical review.	\$990.00
Major Subdivision (Single Phase)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Major Subdivision with Multiple Phases (Includes Preliminary Plat and First Phase Final Plat)	Includes agency review meeting, technical review and Planning Commission Meeting	\$1,640.00
Final Plat Approval for Phases Two and Beyond	Includes Technical Review	\$535.00
Planned Unit Development (Preliminary approval and First Phase Final Approval/Plat)	Includes agency review meeting, technical review and Planning Commission meeting.	\$1,640.00
Final Planned Unit Development Approval for Phases Two and Beyond	Includes Technical Review	\$535.00
Subdivision amendments	Includes agency review meeting and technical review. In some cases, a Planning Commission and/or Mayors meeting is required. These fees will be added as needed based on the applicable fees in this fee schedule.	\$990.00
Simple Boundary Adjustment	Includes limited staff review.	\$110.00
Full Boundary Adjustments	Includes limited staff review. Applicable when amended plat not necessary.	\$175.00
Extension of Time	Includes review by Director.	\$275.00

Ordinance Adjustments

Fee Type	Description	Amount
Text Change	Includes Planning Commission meeting and Council meeting.	\$765.00
Zoning Map Change - minor	Changes less than 3 acres. Includes limited staff review, Planning Commission meeting and Council meeting.	\$940.00
Zoning Map Change - small	Changes 3 up to 10 acres. Includes agency review meeting, staff review, Planning Commission meeting and Council meeting.	\$1,755.00
Zoning Map Change - medium	Changes over 10 up to 50 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$1,755.00 plus \$200 per acre
Zoning Map Change - large	Changes over 50 up to 100 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$1,755.00 plus \$300 per acre
Zoning Map Change - Major	Changes over 100 acres.	To be determined by agreement between agency and applicant prior to acceptance of the application.

Other Land Use Applications

Fee Type	Description	Amount
Land Use Hearing Officer	Needed for appeal of decisions, variances, nonconforming use expansions, takings relief petition, etc.	\$1,000.00 ^a
Land Use Hearing Officer	Double fee if construction has started.	\$2,000.00
Administrative Determination	Requires Director review.	\$275.00
Special Exception to have Use violation declared legal	Planning Commission meeting.	\$650.00
Zoning Verification Letter	Base fee plus costs for research time.	\$25.00 base fee plus \$25.00 per hour
General Plan Amendment	Includes limited staff review, Planning Commission meeting, Council meeting, and General Plan fees.	\$2,440.00
Agency Review Meeting at applicants' request	Agency Review meeting that includes outside agencies.	\$455.00
Other applications requiring preliminary and/or technical review.	Up to 4 total review sessions. Additional charge if 4 total sessions exceeded for any application type.	\$535.00
Other applications requiring Planning Commission meeting	Planning Commission meeting.	\$650.00
Other applications requiring Council or Mayor's meeting	Council or Mayor's meeting.	\$115.00

^a For appeals, if the Land Use Hearing Officer finds in favor of the appellant then the fee shall be refunded less a \$100.00 administration fee.

Code Enforcement Fees

Fee Type	Description	Amount
Administrative Citation	All minor violations unless specified otherwise.	\$100.00 per violation
Appeal Fee	As provided for in 12.04.530 of Kearns code.	\$375.00 per appeal request
Civil Penalties	All violations of the code other than zoning violations and as otherwise prescribed in the code.	
	Violation per day for first 30 days.	\$100.00 per violation per day CE not enforcing
	Violation per day for days 31-60.	\$150.00 per violation per day CE is enforcing
	Violation per day over 60 days.	\$200.00 per violation per day CE not enforcing
Clean-up Fees	Administrative fee plus costs billed from Public Works or other contracted firm.	\$100.00 plus actual costs
Parking appeal fee	Can be recouped upon successful appeal	Cost of fine(s) on ticket (\$75 or \$150)
Parking Violation – minor	Violations under section 11.20.070, 11.20.080, 11.20.090 or 11.20.140	\$75.00 per violation
Parking Violation – major	Violations under section 11.20.070, 11.20.080, 11.20.090 or 11.20.140	\$150.00 per violation

Short-Term Rental Violations		Amount
Operating short-term rental without a business license		\$650.00 per infraction per day
Operating short-term rental for less than two nights for each stay		\$650.00 per infraction per day
Holding special event at short-term rental - first violation		\$650.00 per infraction per day
Holding special event at short-term rental – subsequent violations (individual)		\$1,000.00 per infraction per day
Holding special event at short-term rental - subsequent violations (non-individual)		\$1,300.00 per infraction per day
Other short-term rental violations	Violations not covered in the above categories.	\$100.00 per infraction per day

Civil Penalties for Violation of Zoning Regulations

Violation of the provisions of Title 19 of the City of Kearns Municipal Code shall result in civil penalties pursuant to the following schedule:

CIVIL PENALTIES FOR VIOLATION OF ZONING REGULATIONS

Type of Zone	Classification of Violation	Fine Per Day (after warning period)
Residential Zones R-1's R-2's R-4-8.5 RMH	Conditional use without a permit Other violations	\$75
	Non-permitted use Violation of permit for approval	\$150
Mixed Zones R-M NMU TC CMU	Conditional use without a permit Other violations	\$100
	Non-permitted use Violation of permit or approval	\$200
Commercial/Manufacturing Zones C's M's	Conditional use without a permit Other violations	\$150
	Non-permitted use Violation of permit or approval	\$300
Agricultural Zones A's	Conditional use without a permit Other violations	\$75
	Non-permitted use Violation of permit or approval	\$150

Other Zones PR PF PI	Conditional use without a permit	\$100
	Other violations	
	Non-permitted use Violation of permit or approval	\$200
Overlay Zones AOZ	Violation of provisions	\$200

Each day a violation is continued or maintained after receipt of notice shall give rise to a separate civil penalty for each day of violation.

Bond Administration Fees

Fee Type	Description	Amount
Bond Processing Fee	Must be paid prior to acceptance of bond.	\$100.00
Bond Forfeiture	Will be called if improvements are not complete by expiration date.	Varies ^a
Deferred Curb and Gutter		Varies ^b
Bond Reinspection	Inspections required for partial bond release or if applicant fails bond inspections twice.	\$100.00
Overtime/After-hours Inspection		\$120.00 (Per hour)

^a Based on bond amount

^b Based on project size

Miscellaneous Service Fees

Fee Type	Description	Amount
Development Agreements		Varies ^a
Hourly Rate	Per hour fees for staff time not covered under specific fee types.	\$80.00 per hour
GRAMA	Time spent on research and compiling.	Actual cost ^b
Material Costs	Copies, maps, CDs, USB drives, etc.	Actual cost ^b
Research	Research related to administrative decisions, zoning compliance letters, or determination of legal status of a lot or parcel.	\$25.00 base fee plus \$25.00 per hour
Health Department Review	Activities performed by the Salt Lake County Health Department.	County fee ^c
Postage	For noticing mailings, postage is charged per meeting.	Actual cost ^b
Newspaper Notices	Notices of meetings before Councils.	Actual cost ^b
Candidate Filing Fee	Fee for Declaration of Candidacy in a Municipal Election	\$50.00

^a Development agreements will be determined between local government agency and Applicant prior to acceptance of the application.

^b Customer will be charged actual costs of materials per MSD Records and Access and Management Policy.

^c Health Department fees will be charged as provided in the Salt Lake County Fee Schedule.

Engineering Fees

The fees below are collected by the MSD on behalf of the Engineering Division.

Right-of-way Improvement Review & Inspection Fees		Amount
Replacement of existing improvements	Replacement of existing curb & gutter, sidewalk, and drive approach improvements in the same configuration.	No charge
Changes to improvements (existing curb & gutter)	Changes to sidewalks and drive approaches where curb & gutter are already present. Includes review and inspection by County. Design and staking by applicant.	\$20.00 base fee plus \$1.00 per linear foot
Changes to improvements (no existing curb & gutter or sidewalk)	Addition of curb & gutter, sidewalks, and/or drive approaches where no curb & gutter or sidewalk are present. Includes review and inspection by County. Design and staking by applicant.	\$150.00 base fee plus \$1.00 per linear foot
Changes to sidewalk (no existing curb & gutter or sidewalk)	Addition of sidewalk only. Includes review and inspection by County. Design and staking by applicant.	\$100.00 base fee plus \$1.00 per linear foot
Changes to drive approach (no existing curb & gutter or sidewalk)	Addition of drive approaches only. Includes review and inspection by County. Design and staking by applicant.	\$100.00 base fee plus \$0.50 per linear foot
Engineering Plan Check Fees		Amount
For Subdivision Development – Master Planning	Engineering check fee, reviewing master planning for subdivision development	\$500 plus \$50/dwelling unit or lot
For Subdivision Development – Final	Engineering check fee, final subdivision fee and plat filing for subdivisions	\$500 plus \$125/dwelling unit or lot
Amended Subdivision Plat		\$400.00
Non-Subdivision Development		\$1,000 plus \$500 per acre

Excavation Permit Fees		Amount
Excavation within asphalt or concrete		\$0.50 per square foot \$250 minimum
Excavation within dirt		\$0.25 per square foot \$125 minimum
Road Closures or Obstructions caused by Excavation Permits		\$50 per day per lane or partial lane closed or obstructed for more than 72 hours
Permit Extension		Fee equal to one-half of the original fee
Excavation Work Without Permit Penalty	A person found doing work in the public right-of-way without having obtained a permit shall be required to pay a penalty	Penalty Fee equal to two times the normal permit fee

Other Fees		Amount
Road Dedication (non-subdivision development)	Where required for street widening and improvements.	\$150.00
Street Sign	Includes sign and installation by MSD or contracted service provider	\$200.00
Geology/Natural Hazard Review Fees		Amount
Initial Site Assessment	Determination of whether project falls within boundaries of any mapped hazards.	\$200.00
Review of Technical Report	Coordination and review of third-party technical report.	Actual cost of third-party review plus \$300.00 agency review
Traffic Impact Review Fees		Amount
Initial Site Assessment	Determination of whether project meets TIS threshold.	\$200.00
Review of Technical Report	Coordination and review of third-party technical report.	Actual cost of third-party review plus \$100 agency review

Public Works - Engineering Special Events

Special Events within Kearns require the submittal of an application.

Insurance certificates, maps, and fees will need to be submitted to the Permit Specialist before your request can be fully processed. See fee schedule below.

Special Event Permit Fees (for municipalities within the District)	
# of Participants	Fee per day
0 to 100	\$50.00
100 to 200	\$100.00
200 to 400	\$200.00
400 to 600	\$500.00
Over 600	\$1,000.00
Filming Fees	\$200.00

- Special events or Filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation.
- Special events or Filming held in any canyon may also require an additional permit from United States Department of Agriculture, Forest Service Division.
- Sponsors of block parties will also be required to submit paperwork with the signatures of affected neighbors' concurrence of the road closure. This paperwork should reflect the addresses of each resident, as well as their signature indicating agreement for the road closure. Barricades and security are the responsibility of the applicant.

Glossary of Terms

Condominium Plat: The procedure to review and record a condominium plat is subject to the Condominium Ownership Act (57.8- Utah Code). Staff review includes addressing all units, a review to verify compliance with the zoning ordinance and conditions of approval previously imposed and an engineering review to verify compliance with platting requirements.

Director: The Director of Planning and Development or designee.

General Plan Amendment: Planning Commissions make a recommendation to the Council who must authorize Amendments to a General Plan. A study that includes public involvement is conducted after Council gives the direction to proceed to the Development Services Director.

Home Daycare | Pre-school Application Fees: Although a home daycare or pre-school may be operated out of a private residence, it is not considered or reviewed in the same manner as a home business. Therefore, they are listed separately in the fee schedule and in the ordinance.

Modification to a Recorded Subdivision Plat: Utah Code requires a specific process be followed to amend, vacate or alter a recorded subdivision plat. This involves application, notice, a public hearing before the planning commission and executive (commonly referred to as a 608 hearing/ Mayor's Meeting). Additionally, an engineering review of the preliminary and final plat prior to approval and recording is required. Fees may include Planning Commission Review, Additional Public Body Review, Technical Review.

MSD: Means the Greater Salt Lake Municipal Services District, which the City of Kearns has contracted with to provide planning and zoning, building permit, business license, and code enforcement services

PUD (Planned Unit Development): In those zones which allow development of a PUD they are listed as a Conditional Use, which requires review by the Planning Commission. For developers who intend to sell individual lots within the PUD both the Planning Commission Review, Conditional Use and a Subdivision Preliminary Plat review would be required, and a Technical Review prior to final approval is also required. Per the fee schedule each of these reviews requires separate fee.

Additionally, because more than one review process is required the application would also involve an Agency Review Meeting. Fees may include: Agency Coordination Meeting, Planning Commission Review (Conditional Use), Planning Commission Review (Preliminary Plat), Technical Review.

The conditional use approval (Planning Commission approval) is required prior to preparation of the subdivision preliminary plat to ensure that the recommendations of the Planning Commission are properly incorporated into the preliminary plat.

Re-Zone (Zoning Map Amendment): A request to change the existing zoning (re-zone) requires: review and recommendation from the planning commission (Public Body Review) and final decision by the council (Additional Public Body Review) and technical work (Technical Review) for map and index work).

Signs: Signs vary in the type and complexity of review process required therefore they are listed under several review types. It is intended that the fees are assessed per review process and not per sign. For example, a business that had 2 signs requiring Planning Commission review would be charged for 1 Planning Commission review. However, a business which had 1 sign which required Planning Commission review and another sign which did not would be charged for 1 Planning Commission review and 1 staff review.

Subdivision: A request to subdivide property requires review and approval of a preliminary plat, and a Technical Review of the Final Plat. Additionally, an Agency Review Meeting is required. Note that in the case of a "one-lot" subdivision there might also be an Administrative Review for the proposed Single-Family Dwelling. Fees may include: Agency Coordination Meeting, Planning Commission Meeting, Technical Review, Staff Review of a Site Plan.

Valuation: The estimated construction cost for a project.