

# **CITY OF ELIZABETH CITY**

## **FY 2016-17 FEE SCHEDULES**

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# CITY OF ELIZABETH CITY BUILDING INSPECTION FEE SCHEDULE

## 6.6 Permit/Inspection Fees Schedule

### 6.6.1 Building

Building permit valuations shall include total cost of the job (including materials and labor) such as building, electrical, plumbing, mechanical, gas, fire protections and other service systems. If a job appears to be under estimated, the inspector may estimate the proposed work at fair market values. One and/or two family dwellings shall be estimated at a minimum **\$42.00**/square foot, for permitting purposes. Minimum 24 hours notice requested for inspections.

1. First \$1,000 of estimate cost (minimum fee)	\$	50.00, <u>plus</u>
Per \$1,000 after the first (round up to the next \$1,000)	\$	5.00/\$1,000
2. Swimming Pool	\$	40.00
3. Building Demolition	\$	75.00
4. Daycare, ABC License Inspections, Etc.	\$	50.00
5. Moving a building and/or Approved, labeled Modular unit	\$	250.00
6. Manufactured (Mobile) Home (includes building, electrical plumbing, and mechanical fees)	\$	150.00

### 6.6.2 Insulation

1. Minimum permit fee applies to <u>each</u> dwelling unit and/or tenant space.	\$	50.00
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### 6.6.3 Plumbing

1. Minimum Permit Fee applies to <u>each</u> dwelling unit and/or tenant space.	\$	50.00, <u>plus</u>
Per fixture, trap or similar device	\$	5.00
( <u>Sprinkler</u> permits are issued by the Fire Marshal)		

### 6.6.3 Gas

1. Minimum Permit Fee applies to <u>each</u> dwelling unit and/or tenant space.	\$	35.00, <u>plus</u>
Per gas outlet/connection	\$	5.00

**6.6.4 Mechanical**

- |  |                                  |
|--|----------------------------------|
| 1. Walk-in cooler or freezer; Commercial cooking hood  | \$ 50.00 <u>each</u>             |
| 2. Heating, Air-conditioning and/or combination unit per fire, radiation and/or smoke damper | \$ 50.00, <u>plus</u><br>\$ 5.00 |
| 3. Minimum Permit Fee  | \$ 40.00, <u>plus</u>            |
| <u>Non</u> -walk in cooler, freezer, and/or other equipment                                  | \$ 10.00 <u>each</u>             |

**6.6.5. Electrical**

- |  |                       |
|--|-----------------------|
| 1. Temporary Service   | \$ 40.00              |
| 2. Temporary Service with construction site trailer  | \$ 50.00              |
| 3. Approved/Labeled Modular  | Per service size      |
| 4. 0-200 Ampere Service  | \$ 75.00, <u>plus</u> |
| per ampere above 200   | \$ .50                |
| 5. Minimum Permit Fee  | \$ 40.00, <u>plus</u> |
| (Waive <u>minimum</u> permit fee, if associated work is performed in conjunction with new service and/or service change.)                              |                       |
| a. Openings 1-100 (each receptacle, switch or fixture = an opening)  | \$ 25.00, <u>plus</u> |
| For each additional opening  | \$ .10                |
| b. Sub panel, Transformer, Generator   | \$ 40.00 <u>each</u>  |
| c. In ground Swimming Pool   | \$ 10.00              |
| d. Baseboard Heaters (per Thermostat)  | \$ 6.00 <u>each</u>   |
| Signs, Fuel dispensers, "freestanding" Parking light poles, Manufactured Home Pedestals  |                       |
| e. Exhaust fans/hood, range, oven, dryer, dishwasher   | \$ 6.00 <u>each</u>   |
| garbage disposal, water heater, spa, hot tub, whirlpool, window A/C, thru the wall heat pump, motors and other equipment/machinery not specified, etc. |                       |

Note: In addition to each individual service, applicable items a - e also apply to each dwelling unit and/or tenant space.

**6.6.6 Administrative and/or Negligence Fees**

- 1. Permit refund \$ 50.00
- 2. Permit transfer \$ 100.00
- 3 Negligence fee and/or re-inspection \$ 50.00 per trade
- 4. Starting work without a permit \$ 100.00 plus cost of Permit
- 5. Rental registration fee per year per individual Dwelling unit, apartment and/or rooming unit  
 1-3 unites = \$15.00                      4-19 unites = \$25.00                      Revised per Senate Bill 683  
 20 units or more = \$50.00
- 6. Condemnation Abatement \$ 200.00, plus cost of abatement
- 7. Homeowners Recovery Fee \$ 10.00

**Revised 9-21-2011**

**6.7 Water and Sewer Impact Fee Schedule**

The City of Elizabeth City hereby adopts this fee schedule effective September 12, 2005 for all commercial and residential construction, which may request both a building permit and city water and/or sewer connections from the city on or after effective date. Payment shall be made at the time of purchasing a building permit.

**Section I.**

**Water Service Impact Fees**

Residential single family and multi-family fees are \$3,000 for each dwelling unit.

Commercial, industrial and institutional fees are:

<u>Tap Size</u>	<u>Fee</u>
¾ inch	\$ 7,500
1 inch	\$ 10,500
2 inch	\$ 15,000
3 inch	\$ 24,000
4 inch	\$ 36,000
6 inch	\$ 42,000
8 inch	\$ 48,000
10 inch	\$ 54,000
12 inch	\$ 60,000

**Sewer Service Impact Fees**

Residential single family and multi-family fees are \$3,000 for each dwelling unit.

Commercial, industrial and institutional sewer fees are also based on the water tap size.  
See Tap Size Chart Above

**Resort Hotel/Motel Fee**

All hotels/motels shall pay a fee of \$1,250 per sleeping room.

**Section II.**

This fee shall be in addition to other fee schedules in effect, including but not limited to any tap fee, security deposit and/or monthly minimum.

**Section III.**

This fee shall not apply if there presently exist a sewer tap to a sanitary sewer or a water tap to the City's distribution system, allowed by City code in combination where there is no change to existing water tap size or type of service to serve the new construction. However, if a service is converted from residential to commercial, industrial to institutional, the individual requesting service shall be credited for the impact fee for residential use, but shall pay the established impact fee for commercial, industrial or institutional fee. In addition, this fee schedule recognizes prior contractual obligations of the City and specific motions of City Council, whereas University Plaza, Old Oak Subdivision, Fairway Estates Subdivision and Elizabeth City Gardens Apartments are exempt from sewer impact fees. However, water impact fees are still applicable for these four (4) sites.

**Section IV.**

By adoption of this fee schedule, Council recognizes that in the future it may enter into agreements with persons to share in the costs to extend sewer lines to land proposed for construction. Nothing in this fee schedule shall preclude the completion of those agreements.

**Section V.**

There is hereby created a Water and Sewer Capital Improvement Fund where all impact fees shall be deposited. Said fund shall be used to pay for major capital improvements throughout the City. Prior to the creation of the Water and Sewer Capital Improvement Fund, all impact fees were deposited in the Water and Sewer Operating Budget. To insure adequate funding in the operating budget, the Finance Director is hereby authorized to transfer \$150,000 from the Water and Sewer Capital Improvement Fund to the Water and Sewer Operating Fund, which represents occurring capital needs, which are not considered major capital improvement projects.

**The above was ADOPTED September 12, 2005**

## **Sections VI.**

The Electrical Availability fee was initiated in order to recover the electrical utility installation cost for the Hunters Lake & Millbrooke subdivisions only, as a result of the original developers failing to reimburse the City for the subject installation. It will be charged to Cash Code 32 and collected each time a building permit is issued for a new dwelling within said subdivisions. The original fee is \$1,600 per lot and will increase by 2.5 percent each budget year until built out.

**This section was ADOPTED August 22, 2011**

**Revised 9/21/2011**

## **BUSINESS REGISTRATION/SPECIAL PERMITS**

### **BUSINESS REGISTRATION**

1. City Business Registrations are issued for the period from October 1<sup>st</sup> to September 30<sup>th</sup> each year. Business Registrations are based on state law and city ordinances.
2. All businesses that operate within the city limits of Elizabeth City must have a permit prior to opening a business or conducting any type of work within the City unless they are exempt.
3. When a customer applies for a Business Registration, a Business Registration Application form must be completed.
4. An automatic renewal system is utilized for renewal businesses. A Business Registration application will be mailed to each renewal business each year and must be completed and returned to our office. The customer may cancel at any time by sending a written letter advising same. If the customer goes out of business or no longer operates in our area, they must contact our office immediately in order that they may be removed from this automatic renewal listing. Failure to notify our office indicates that they are still operating within city limits.
5. Once the application is completed, it must be approved by the Planning Department. Depending on the type of business that is being operated, there may be other departments such as the Police Department, Fire Department and Finance Department that must review the application for approval.
6. If a business discontinues business during the year, a refund is not issued.
7. A separate registration is required for each place of business operated by the same person or business entity.
8. If a business is sold and operated under the same name, the business should notify the Customer Service Department in writing, stating the names of the new owners. If the business operates under the same name, conducting the same type of business, a new registration is not required.
9. If a business changes the location during the registration period, notification of this change should be made within ten (10) days after the change has been made. The original registration issued will be valid for the remainder of the registration year.
10. If a business operates without a Business Registration, legal action may be sought against that business or person operating that business.

## **SPECIAL PERMITS**

### **TAXI CAB**

1. City Taxi Cab permits are issued for the period from September 1<sup>st</sup> to August 31<sup>st</sup> each year. All taxi cab owners and operators must have a special permit from the City Clerk and Police Department prior to obtaining a permit.
2. Taxicab operators are approved by City Council.
3. All renewal applications for the taxicab are processed through the Police Department. The Police Department makes contact with the taxicab operators and has additional requirements that must be followed prior to the permit being issued.

### **PEDDLERS AND ITINERANT MERCHANTS**

The City has a special ordinance for peddlers and itinerant merchants. There are several important steps to follow prior to receiving an itinerant merchant permit.

1. Written application must be made to the Finance Director twenty (20) days prior to date of sale.
2. The application must obtain a minimum of \$5,000 bond or 10 percent of anticipated sales.
3. The fee for the license is \$200 and must be renewed annually.
4. The applicant must provide written consent of the owner of the land upon which applicant proposes to conduct business.
5. The applicant must provide a certified copy of Charter of Articles of Incorporation and a copy of authority to do business in North Carolina.
6. The applicant must provide the inventory of goods or merchandise which will be offered for sale to include quantity, wholesale cost and prices at which items are to be sold.
7. The applicant must provide a statement of gross receipts for all sales in the City in the previous five (5) years, including the dates.
8. The applicant must provide a list of previous employers during preceding ten (10) years.
9. The applicant may not operate their business until they receive their permit and must have this permit in their possession at all times.

## **SPECIALITY PEDDLER PERMIT**

Operation of pushcarts, food trucks and trailers in the central business district.

1. Specialty Permits are issued for the period from September 1<sup>st</sup> to August 31<sup>st</sup> each year.
2. For the purposes of this section, the term “pushcarts” shall be defined as a manually maneuvered cart or a self-propelled cart operating within the central business district.
3. The operator of a vehicle at outdoor locations on public property as described in this section shall first apply for and obtain a specialty peddler’s permit issued by the city manager under the provisions of this section.
4. The fee for a specialty peddler’s permit shall be in the amount of \$250.00 to be paid by the permittee at the time of issuance and annually thereafter on September 1<sup>st</sup> of each year.
5. The city manager is authorized to require, in accordance with the issuance of the permit under this section, evidence of adequate insurance for the protection of the general public in connection with the operation of the vehicle.
6. Upon approval of the permit application and payment of the fee, the applicant shall be issued a permit which should be affixed to the vehicle in a conspicuous place at all times.
7. Permits issued under the authority of this article shall be nontransferable either as to individuals, location or item
8. It shall be unlawful to sell novelties, souvenirs or any merchandise other than food or cut flowers from a vehicle.
9. The director of parks and recreation or his designated representative shall have the authority to determine if the aesthetic value of the pushcart is in conformity with regulation.
10. Food containers shall remain inside the vehicle at all times and under no circumstances are to be placed on city streets or sidewalks. At no time shall cut flowers be sold from a stand, table or any other type vehicle than described.
11. Permittee shall have posted on the vehicle, on both sides, the prices of all food items or flowers being sold and no item may be sold for more than the posted price
12. No vehicle shall be left unattended for more than 30 minutes.

13. The city manager is authorized to designate the number of vehicles and the location of same within the allowed geographical area
14. The permittee of a vehicle shall be responsible for the removal of all garbage generated by the operation of the vehicle.
15. Noise making devices such as, but not limited to, bells, whistles and gongs may not be used to advertise or announce sales.
16. The city manager is authorized to impose additional conditions and limitations on the issuance of such permit as may be necessary to protect the safety and well being of the citizens of the city.
17. Any permit issued hereunder shall be revoked by the city manager for any violation by the holder, of any provision of this Code or any other ordinance of the city or whenever there is a violation by the holder of any condition, provision or qualification set forth in this section.

### **SPECIAL FESTIVAL**

This special fee is charged to vendors during downtown city festivals. The ordinance was amended on the section dealing with Itinerant Merchants such that a one-time only, up to three (3) day permit can be issued to the entity or body organizing a city-wide festival or special event. This applies only to citywide festival days and peddlers and itinerant merchant permits shall not be issued for these days. Any business who has a permanent permit issued, who operates a business year round, would not have to purchase this permit. They would be required to have in their possession a copy of their annual permit.

An application must be completed on the Special Festival Application form and submitted to the Customer Service Department. The applicant cannot operate until they have been issued a permit.



**CITY OF ELIZABETH CITY**  
**BUSINESS REGISTRATION APPLICATION**  
 FOR YEAR OCTOBER 1, \_\_\_\_\_ THRU SEPTEMBER 30, \_\_\_\_\_

Application Date: \_\_\_\_\_ Customer #: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Business Type: (circle one): Individual Partnership Corporation Other  
 Business Location: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Federal ID/SSN: \_\_\_\_\_  
 Description of Business: \_\_\_\_\_

Is this business regulated by a state occupational licensing board? \_\_\_\_\_  
 If so, please provide state and state registration number: \_\_\_\_\_

Permit Information			
_____ 700	Business Registration	\$20.00	
_____	Duplicate /Changes	\$5.00	Total _____

Under penalty perscribed by law, I hereby affirm that the information provided on this application, is true to the bestof my knowledge and belief.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

SS #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Amt Rec'd: \_\_\_\_\_

This application must be filed with the Customer Service office prior to opening a new business and renewed annually, thereafter. Upon receipt of payment and approval of application, a permit will be issued. Permit should be posted at your business location. The fee is to be paid by the permittee at the time if issuance. The initial fee shall be pro-rated to coincide with the City's billing cycle. This application must be filed with the Customer Service office prior to opening a new business.

No person, unless exempted, may conduct any business within the city without first paying the fee required by the City Code or without a valid permit issued pursuant to the Chapter 14, Article IV, Business Registration, City of Elizabeth City Code of Ordinances.

FOR OFFICE USE ONLY	
ZONING	
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
SIGNED	_____
DATE	_____
POLICE	
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
SIGNED	_____
DATE	_____
FIRE DEPARTMENT	
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
SIGNED	_____
DATE	_____



# CITY OF ELIZABETH CITY

Application for Taxicab/Beer/Wine Permit  
FOR YEAR SEPTEMBER 1, \_\_\_\_\_ THRU AUGUST 31, \_\_\_\_\_

**FOR OFFICE USE ONLY**

**ZONING**

APPROVED   
DENIED   
SIGNED \_\_\_\_\_  
DATE \_\_\_\_\_

**POLICE**

APPROVED   
DENIED   
SIGNED \_\_\_\_\_  
DATE \_\_\_\_\_

**FIRE DEPARTMENT**

APPROVED   
DENIED   
SIGNED \_\_\_\_\_  
DATE \_\_\_\_\_

Application Date: \_\_\_\_\_ Customer #: \_\_\_\_\_  
Office Use Only

Business Name: \_\_\_\_\_

Business Type: (circle one): Individual Partnership Corporation Other

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal ID/SSN: \_\_\_\_\_

Description of Business: \_\_\_\_\_

**Permit Information**

_____ 369	*Taxicab		\$15.00
_____ 381	Retail Beer - On Premises	<b>NCGS 105-113.77</b>	\$15.00
_____ 382	Retail Beer - Off Premises	<b>NCGS 105-113.77</b>	\$5.00
_____ 383	Retail Wine - On Premises	<b>NCGS 105-113.77</b>	\$15.00
_____ 384	Retail Wine - Off Premises	<b>NCGS 105-113.77</b>	\$10.00
_____ 385	Wholesale Beer	<b>NCGS 105-113.77</b>	\$25.00
_____ 386	Wholesale Wine	<b>NCGS 105-113.79</b>	\$25.00
_____ 387	Wholesale Beer & Wine	<b>NCGS 105-113.79</b>	\$50.00

Total: \_\_\_\_\_

\*Chapter 86, Article II, Taxicabs, of City of Elizabeth City Code of Ordinances

Under penalty perscribed by law, I hereby affirm that the information provided on this application is true to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

SS #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Amt Rec'd: \_\_\_\_\_

This application must be filed with the Customer Service office prior to opening a new business and renewed annually, thereafter. Upon receipt of payment and approval of application, a permit will be issued. Permit should be posted at your business location. The fee is to be paid by the permittee at the time if issuance. The initial fee shall be pro-rated to coincide with the City's billing cycle.

No person, unless exempted, may conduct any business within the city without first paying the fee required by the City Code or without a valid permit issued pursuant to the City Code.



# CITY OF ELIZABETH CITY

## PEDDLER/ITINERANT MERCHANT PERMIT

<b>FOR OFFICE USE ONLY</b>	
<b>ZONING</b>	
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
SIGNED	_____
DATE	_____
<b>POLICE</b>	
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
SIGNED	_____
DATE	_____
<b>FIRE DEPARTMENT</b>	
APPROVED	<input type="checkbox"/>
DENIED	<input type="checkbox"/>
SIGNED	_____
DATE	_____

Application Date: \_\_\_\_\_ Customer #: \_\_\_\_\_  
Office Use Only

Business Name: \_\_\_\_\_

Business Type: (circle one): Individual Partnership Corporation Other

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal ID/SSN: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Gross Sales: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

**Permit Information**

_____ 329	*Peddler Permit	\$200.00
_____ 245	*Itinerant Merchant	\$200.00

Total: \_\_\_\_\_

**\*Chapter 14, Article V, Peddling and Solicitation, of City of Elizabeth City Code of Ordinances**

Under penalty prescribed by law, I hereby affirm that the information provided on this application, is true to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

SS #: \_\_\_\_\_ Date of Birth : \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Amt Rec'd: \_\_\_\_\_

This application must be filed with the Customer Service office prior to conducting business and renewed annually, thereafter. Upon receipt of payment and approval of application, a permit will be issued. Permit should be posted at your business location. The fee is to be paid by the permittee at the time of issuance.

No person, unless exempted, may conduct any business within the city without first paying the fee required by the City Code or without a valid permit issued pursuant to the City Code.



# Application for Specialty Peddler's Permit for the Operation of Pushcarts, Food Trucks and Trailers in the Central Business District

Issued under Section 14-169 of the City of Elizabeth City Code of Ordinances (attached)  
(Please print clearly)

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Business Information

Business name: \_\_\_\_\_  
(To be listed on Permit)

Type of Business: \_\_\_\_\_

Number of Employees \_\_\_\_\_ SSN or FID \_\_\_\_\_

### Disclaimer and Signature

*The undersigned certifies that the information provided herein is accurate and true to the best of his/her knowledge and belief and is in compliance with all City ordinances and zoning requirements. I have received a copy of Section 14-169 of the City's Code of Ordinances and shall comply with all provisions contained therein.*

*Certifying signature must be by Owner/Officer/Registered Agent or legal representative of the business.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Notify the City of Elizabeth City of any changes in the registered business name, address, ownership or closure prior to action.*

The fee for a specialty peddler's license shall be \$250.00 per year, to be paid by the permittee at the time of issuance and annually thereafter on September 1 of each year. The initial fee shall be pro-rated to coincide with the City's billing cycle.

Approval by City Manager:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Received \_\_\_\_\_ Date: \_\_\_\_\_



For Office Use Only	
Received:	_____
Receipt No:	_____
Approved	
City Manager:	_____
Cust Ser Mgr:	_____

**City of Elizabeth City**  
 PO Box 347  
 Elizabeth City, NC 27907-0347

**SPECIAL CITYWIDE FESTIVAL  
 APPLICATION FOR PERMIT**

Customer Number: \_\_\_\_\_  
 Name of Organizing Body: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

If Individual or Partnership, list name(s) and address(es); if Corporation, name and address of President and Secretary:

(A) \_\_\_\_\_  
 (B) \_\_\_\_\_

Telephone Number: Business (\_\_\_\_) \_\_\_\_-\_\_\_\_ Other (\_\_\_\_) \_\_\_\_-\_\_\_\_

DATE(S) OF PROPOSED FESTIVAL: \_\_\_\_\_

LOCATION OF CITYWIDE FESTIVAL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

BRIEF DESCRIPTION OF EVENT: \_\_\_\_\_

**ORDINANCE Chapter 14, Article V, Section 14-159.**

- a) Pursuant to G.S 160A-178 it shall be unlawful for any itinerant merchants, salesmen, promoters, drummers, peddlers or hawkers to engage in any business activities, as hereinafter defined, within the city unless permitted to do so as provided in this article.
- b) A one-time only, up to 3 days permit shall be issued to the entity or body organizing a "special citywide festival" or event. Said permit shall authorize the participation of itinerant vendors engaging in business activities within the geographical area covered by the festival during the festival's operation.
- C Only those merchants as described in section 14-160 shall be counted in determining the number of vendors.

This application along with documents required must be filed with the City Customer Service Department prior to the scheduled date of festival.

Upon receipt of completed form, the application will be reviewed for approval. If the applicant appears to be of good and reputable business character and has met all requirements of the City Ordinance, a permit will be processed.

**Payment will be due as follows based on the number of for-profit vendors participating (a listing of all for-profit and non-profit vendors must be attached):**

_____ (357) 1-10 vendors \$100.00	_____ (358) 11-20 vendors \$200.00
_____ (359) 21-30 vendors \$300.00	_____ (353) 31 vendors and up \$400.00

Permit should be displayed the day(s) of festival at the festival location.

If you have any questions concerning this application form, please call the CUSTOMER SERVICE OFFICE at (252) 338-3981.

No person, unless exempted, may conduct any business within the City without first paying the fee required by the City Code or without a valid permit issued pursuant to the City Code.

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## RESIDENTIAL SERVICE - RS1

**APPLICABILITY** - This schedule is available only to residential Customers in residences, condominiums, mobile homes, or individually metered apartments.

**TYPE OF SERVICE** - The City of Elizabeth City will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point mutually satisfactory to the City and the Customer, 60 cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**RATES** - Monthly charges will be calculated as follows:

Basic Facilities Charge:           \$ 12.48    per month

Energy Charge:                   \$ .1094    cents per KWH for all KWH

**SALES TAX AND PURCHASE COST ADJUSTMENT** - To the above charges will be added any applicable North Carolina Sales Tax and Purchase Cost Adjustment.

**PAYMENT** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% late penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date, the account will be considered for disconnection. If utilities are disconnected for non-pay, a \$25.00 reconnection fee will be charged to restore power.

Effective: July 2016 Billing

Approved by City Council: June 27, 2016

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## RESIDENTIAL SERVICE TIME OF USE RATE - RS2

**APPLICABILITY** - This schedule is available to any residential Customer electing to receive service hereunder who contracts for alternating current electricity, except that it is not available for resale or parallel operation.

**TYPE OF SERVICE** - The City will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point mutually satisfactory to the City and the Customer, 60 cycle alternating current, single-phase 2 or 3 wires, or three-phase 4 wire at City's standard voltage of 240 volts or less. If the customer requests another voltage, additional costs incurred by the City will be recovered by a separate Facilities Charge. (See Extra Facilities)

**CONTRACT PERIOD** - Each Customer shall enter into a contract to purchase electricity from the City for an original term of years to be agreed upon by the City and Customer based upon the circumstances and requirements of service, and thereafter from year to year upon the condition that either party can terminate the contract at the end of the original term, or at any time thereafter, by giving at least sixty (60) days' prior notice of such termination in writing.

### RATES - Monthly Charges

- A) Basic Customer Charge:  
Monthly Charge.....\$ 14.65
- B) Demand Charge on Peak:  
All KW of Demand, per KW.....\$ 19.50
- C) Energy Charge:  
All KWH, per KWH.....\$ .0474
- D) Excess Demand Charge:  
All KW of Demand, per KW.....\$ 3.15

**DETERMINATION OF KW DEMAND** - The on peak KW demand shall be the highest average KW measured in any sixty-minute interval during the following times:

PERIOD	CALENDAR MONTHS	HOURS
Winter	December - February	06:00 - 10:00
Spring	March - April	07:00 - 09:00 and 16:00 - 20:00
Summer	May – September	13:00 - 18:00
Fall	October – November	07:00 - 10:00 and 14:00 - 19:00

**RESIDENTIAL SERVICE TIME OF USE RATE - RS2 (Continued)**

**DETERMINATION OF ENERGY** - The KWH of energy shall be the sum of all energy used during the billing month, as indicated by watt-hour meter readings.

**DETERMINATION OF EXCESS DEMAND** - The excess KW demand shall be the highest 30 minute KW demand measured during the current and preceding eleven billing months or the Contract Demand, whichever is higher, less the On Peak KW demand during the current billing month.

**SALES TAX AND PURCHASE COST ADJUSTMENT** - To the above charges will be added any applicable North Carolina Sales Tax and Purchase Cost Adjustment.

**EXTRA FACILITIES** - At the request of the Customer, the City will furnish, install, own and maintain facilities which are in addition to those necessary for delivery of service at one point, through one meter and at one voltage, and a monthly "Extra Facilities Charge" equal to 1.7% of the installed cost of the facilities, but not less than \$25, shall be paid by the Customer in addition to the monthly charges as stated in the Rates.

**PAYMENT** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% late penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to disconnect date the account will be considered for disconnection. If utilities are disconnected for non-pay, a \$25.00 reconnection fee will be charged to restore power.

**Effective: July 2016 Billing**

**Approved by City Council: June 27, 2016**

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## GENERAL SERVICE - GS1

**APPLICABILITY** - This schedule is available to any nonresidential Customer. This schedule is not available for resale, breakdown or parallel operation.

**TYPE OF SERVICE** - The City of Elizabeth City will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point mutually satisfactory to the City and the Customer, 60 cycle alternating current electricity of the phase and voltage desired by the Customer, provided electricity of the phase and voltage desired by the Customer is available generally in the area in which service is desired.

**RATES** - Monthly charges will be calculated as follows:

Basic Facilities Charge: \$ 25.00 per month

Demand Charge: No charge for the first 30 KW of billing demand  
\$ 15.40 per KW for all over 30 KW of billing demand

Energy Charge: \$.1093 per KWH for the first 3,000 KWH  
\$.0585 per KWH for all over 3,000 KWH

**DETERMINATION OF BILLING DEMAND** - The demand for billing purposes each month shall be the highest average KW measured in any 30-minute interval during the month. The City will install a permanent demand meter when the average monthly consumption of the Customer exceeds 3,000 KWH for any six-month period.

**SALES TAX AND PURCHASE COST ADJUSTMENT** - To the above charges will be added any applicable North Carolina Sales Tax and Purchase Cost Adjustment.

**PAYMENT** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% late penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date the account will be considered for disconnection. If utilities are disconnected for non-pay a \$100.00 reconnection fee will be charged to restore power.

Effective: July 2016 Billing

Approved by City Council: June 27, 2016

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## GENERAL SERVICE TIME OF USE RATE - GS2

**APPLICABILITY** - This schedule is available to any commercial Customer electing to receive service hereunder that contracts for alternating current electricity, except that it is not available for resale or parallel operation.

**TYPE OF SERVICE** - The City will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point mutually satisfactory to the City and the Customer, 60 cycle alternating current, three phase 4 wire, voltage of 208/120, 480/277, 600 and 12470/7200 volts grounded wye. If the Customer requests another voltage, additional costs incurred by the City will be recovered by a separate Facilities Charge. (See Extra Facilities)

**CONTRACT PERIOD** - Each Customer shall enter into a contract to purchase electricity from the City for an original term of years to be agreed upon by the City and Customer based upon the circumstances and requirements of service, and thereafter from year to year upon the condition that either party can terminate the contract at the end of the original term, or at any time thereafter, by giving at least sixty (60) days' prior notice of such termination in writing.

**RATES** - Monthly charges will be calculated as follows:

- A) Basic Customer Charge:  
     Monthly Charge.....\$ 35.00
  
- B) Demand Charge on Peak:  
     All KW of Demand, per KW.....\$ 20.25
  
- C) Energy Charge:  
     All KWH, per KWH.....\$ .0605
  
- D) Excess Demand Charge:  
     All KW of Demand, per KW.....\$ 3.95

**DETERMINATION OF KW DEMAND** - The on peak KW demand shall be the highest average KW measured in any sixty-minute interval during the following times:

<u>PERIOD</u>	<u>CALENDAR MONTHS</u>	<u>HOURS</u>
Winter	December - February	06:00 - 10:00
Spring	March – April	07:00 - 09:00 and 16:00 – 20:00
Summer	May - September	13:00 - 18:00
Fall	October – November	07:00 - 10:00 and 14:00 - 19:00

**GENERAL SERVICE TIME OF USE RATE-GS2 (Continued)**

**DETERMINATION OF ENERGY** - The KWH of energy shall be the sum of all energy used during the billing month, as indicated by watt-hour meter readings.

**DETERMINATION OF EXCESS DEMAND** - The excess KW demand shall be the highest 30 minute KW demand measured during the current and preceding eleven billing months or the Contract Demand, whichever is higher, less the On Peak KW demand during the current billing month.

**DETERMINATION OF RKVA DEMAND** - The RKVA demand shall be the highest average RKVA measured during any sixty-minute interval during the current billing month. The RKVA demand shall be billed only where the KW demand is 1000 KW or more.

**SALES TAX AND PURCHASE COST ADJUSTMENT** - To the above charges will be added any applicable North Carolina Sales Tax and Purchase Cost Adjustment.

**EXTRA FACILITIES** - At the request of the Customer, the City will furnish, install, own and maintain facilities which are in addition to those necessary for delivery of service at one point, through one meter and at one voltage, and a monthly "Extra Facilities Charge" equal to 1.7% of the installed cost of the facilities, but not less than \$25, shall be paid by the Customer in addition to the monthly charges as stated in the Rates.

**PAYMENT** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date the account will be considered for disconnection. If utilities are disconnected for non-pay a \$100.00 reconnection fee will be charged to restore power.

**Effective: July 2016 Billing**

**Approved by City Council: June 27, 2016**

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## GENERAL SERVICE INTERACTIVE TIME OF USE RATE - GS3

**APPLICABILITY** - This schedule is available to any commercial or industrial Customer electing to receive service hereunder that contracts for alternating current electricity, except that it is not available for resale or parallel operation.

**TYPE OF SERVICE** - The City will normally supply the equipment necessary and will deliver to the Customer through one meter at one delivery point mutually satisfactory to the City and the Customer, 60 cycle alternating current, three phase 4 wire, voltage of 208/120, 480/277, 600 and 12470/7200 volts grounded wye. If the Customer requests another voltage, additional costs incurred by the City will be recovered by a separate Facilities Charge. (See Extra Facilities)

**CONTRACT PERIOD** - Each Customer shall enter into a contract to purchase electricity from the City for an original term of years to be agreed upon by the City and Customer based upon the circumstances and requirements of service, and thereafter from year to year upon the condition that either party can terminate the contract at the end of the original term, or at any time thereafter, by giving at least sixty (60) days' prior notice of such termination in writing.

**RATES** - Monthly charges will be calculated as follows:

- A) Basic Customer Charge:  
     Monthly Charge.....\$ 175.00
  
- B) Demand Charge on Peak:  
     All KW of Demand, per KW.....\$ 24.10
  
- C) Energy Charge:  
     All KWH, per KWH.....\$ .0527
  
- D) Excess Demand Charge:  
     All KW of Demand, per KW.....\$ 3.25

**DETERMINATION OF KW DEMAND** - The on peak demand will be the demand during the sixty-minute interval of the current billing month which is coincidental with Carolina Power & Light Company's (CP&L) system monthly Peak Demand as defined in the Power Coordination Agreement between NCEMPA and CP&L dated July 30, 1981. The times have been within the following ranges:

<u>PERIOD</u>	<u>CALENDAR MONTHS</u>	<u>HOURS</u>
Winter	December – February	06:00 - 10:00
Spring	March – April	07:00 - 09:00 and 16:00 - 20:00
Summer	May – September	13:00 - 18:00
Fall	October – November	07:00 - 10:00 and 14:00 - 19:00

## **GENERAL SERVICE INTERACTIVE TIME OF USE RATE-GS3 (Continued)**

**DETERMINATION OF ENERGY** - The KWH of energy shall be the sum of all energy used during the billing month, as indicated by watt-hour meter readings.

**DETERMINATION OF EXCESS DEMAND** - The excess KW demand shall be the highest 30 minute KW demand measured during the current and preceding eleven billing months or the Contract Demand, whichever is higher, less the On Peak KW demand during the current billing month.

**SALES TAX AND PURCHASE COST ADJUSTMENT** - To the above charges will be added any applicable North Carolina Sales Tax and Purchase Cost Adjustment.

**EXTRA FACILITIES** - At the request of the Customer, the City will furnish, install, own and maintain facilities which are in addition to those necessary for delivery of service at one point, through one meter and at one voltage, and a monthly "Extra Facilities Charge" equal to 1.7% of the installed cost of the facilities, but not less than \$25, shall be paid by the Customer in addition to the monthly charges as stated in the Rates.

**PAYMENT** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date the account will be considered for disconnection. If utilities are disconnected for non-pay a \$100.00 reconnection fee will be charged to restore power.

### **NOTIFICATION TO THE CITY**

The City will use diligent efforts to predict the monthly system peak and notify the Customer in advance. However, the City is not able to guarantee an accurate prediction and that notice will be provided. Notification by the City will be provided to the Customer by direct telephone communications or automatic signal, as mutually agreed. The Customer will hold the City harmless in connection with its response to notification. Information on the City's experience in predicting the system peak and the hours of load management is available from the Electric Department.

The Customer assumes responsibility for and shall indemnify, defend, and hold the City harmless against all liability, costs, and expenses for injury, including personal injury or property damage to Customer and their employees due to the use of load control or load control devices furnished by the City.

Effective: July 2016 Billing

Approved by City Council: June 27, 2016

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## GENERAL SERVICE ECONOMIC DEVELOPMENT COINCIDENT PEAK RATE – GS4

**AVAILABILITY** - This Schedule is available for nonresidential electric service when the Customer's Contract Demand is at least 30 kilowatts. Any Customer wishing to be served under this Schedule shall complete a written Electric Service Agreement supplied by the City for a term of five years. At the end of this five year period, this economic development rate shall expire and the Customer will be placed on the applicable standard rate schedule.

This Schedule is available to a Customer that represents new load that has not been served by the City prior to January 1, 2004, except as necessary to maintain a minimum level of service prior to full operation. Customer new load usage must be individually metered.

The Customer is allowed to use generation for load management purposes in accordance with the City's Qualified Generation Allocation Policy.

This Schedule is not available for resale or temporary service. The City's Electric Load Management Rider Number 1 is not available with service under this Schedule.

All electric service rendered by the City is subject to the City's Regulations, as updated and amended from time to time, and generally accepted utility operating practices.

**APPLICABILITY** - This Schedule is applicable to all electric service supplied to the Customer's premises at one point of delivery.

**TYPE OF SERVICE** - The types of service to which this Schedule is applicable are alternating current, 60 hertz, 3-phase, 4 wires at one of the City's standard voltages of 208/120 volts or 480/277 volts.

**CONTRACT DEMAND** - The Contract Demand shall be the kilowatts of demand specified in the Electric Service Agreement.

**RATE** – Monthly charges will be calculated as follows:

A) Basic Customer Charge:	
Monthly Charge.....	\$ 160.45
B) Energy Charge:	
All KWH, per KWH.....	\$ .0396
C) Demand Charge:	
Coincident Peak Demand, per CP KW.....	\$ 21.75
D) Excess Demand Charge	
Per Excess KW.....	\$ 3.45

**GENERAL SERVICE ECONOMIC DEVELOPMENT COINCIDENT PEAK RATE–GS4  
(Continued)**

**BILLING DEMAND** - The Coincident Peak Demand shall be the average kilowatt demand measured in the 60-minute interval which is used by the North Carolina Eastern Municipal Power Agency (NCEMPA) for wholesale billing purposes during the calendar month of power use. When the coincident peak period initially identified by NCEMPA is changed, the Customer's bill will be adjusted based on the amended peak hour.

The Excess Demand shall be the Customer's maximum 30-minute demand during the billing month or the Contract Demand, whichever is greater, less the Coincident Peak Demand.

**NOTIFICATION BY CITY** - The City will use diligent efforts to predict the Coincident Peak hour each month and notify the Customer in advance. However, the City is not able to guarantee an accurate prediction and notice will be provided. Notification by the City will be provided to the Customer by direct telephone communication or automatic signal, as mutually agreed. The Customer will hold the City harmless in connection with actions taken in response to notification.

**SALES TAX** - North Carolina Sales Tax will be added to the above charges, if applicable.

**PURCHASED POWER ADJUSTMENT CLAUSE** - Any purchased power cost adjustments including energy adjustment riders, surcharges, fuel charges and other unrecovered costs or adjustments will apply to all service under this schedule.

**PAYMENTS** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% late penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date, the account will be considered for disconnection. If utilities are disconnected for non-pay, a \$100.00 reconnection fee will be charged to restore power.

**Effective: July 2016 Billing**

**Approved by City Council: June 27, 2016**

# **CITY OF ELIZABETH CITY GENERAL SERVICE - GS1**

## **ELECTRIC LOAD MANAGEMENT RIDER NUMBER 1**

**AVAILABILITY-Credits are available under this Rider for demand reduction during the monthly system peak. This Rider is available in conjunction with the City's General Service Schedule.**

**The availability of credits is contingent upon the Customer's load reduction resulting in a corresponding reduction in the City's billing demand from the North Carolina Eastern Municipal Power Agency (NCEMPA). (Credits will be applicable only for load management efforts approved and coordinated with the City.)**

**Customers electing this Rider will enter into a separate agreement with the City and pay metering costs incurred by the City above the following amounts for implementation of the Rider. The City will pay \$500 of the metering costs if the Customer enters into a one-year contract or fifty percent of the metering costs if the contract is for two years.**

**MONTHLY CREDIT-The customer will receive a monthly credit for reduction in demand during the 60-minute interval of the billing month which is coincidental with Duke Energy Progress Peak Demand as defined in the Power Coordination Agreement between NCEMPA and CP&L dated July 30, 1981. The Monthly Credit will be \$8.00 per kw multiplied by the estimated reduction in demand by the customer during the CP&L System Monthly Peak.**

**DETERMINATION OF DEMAND FOR CREDIT-The reduction of KW demand will be determined solely and exclusively by the City from the Customer's integrated kilowatt demand during the 60-minute interval of the CP&L System Monthly Peak and estimated demand without load management.**

**The City retains exclusive rights to determine the Customer's load reduction. No credits will be applicable for months in which the calculated demand for credit is negative or when load management is not initiated during the CP&L System Monthly Peak. If, in the City's determination, the Customer has manipulated power use to overstate demand reduction, the Customer will receive no credit.**

**NOTIFICATION BY THE CITY-The City will use diligent efforts to predict the monthly system peak and notify the customer in advance. However, the City is not able to guarantee an accurate prediction and that notice will be provided. Notification by the City will be provided to the Customer by direct telephone communications or automatic signal, as mutually agreed. The Customer will hold the City harmless in connection with its response to notification. Information on the City's experience in predicting the system peak and the hours of load management is available from the City's Energy Officer.**

**The customer assumes responsibility for and shall indemnify, defend, and hold the City harmless against all liability, costs and expenses, including personal injury or property damage incurred by the Customer or its employees attributable to load control, load control devices furnished by the City, and this rider.**

**Effective: October 5, 1993**

**Approved by City Council: January 4, 1993**

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## BILATERAL METERING FOR RENEWABLE ENERGY GENERATION RIDER – RESIDENTIAL SERVICE-RE1

**AVAILABILITY** - This Rider is available in conjunction with the City's Residential Service electric rate tariff for Customers operating a solar/photovoltaic system, without battery storage, located and used at the Customer's primary residence, where part or all of the electrical requirements of the customer can be supplied from the Customer's generating system.

Rated capacity of the generating system shall not exceed the lesser of the Customer's estimated maximum monthly kilowatt demand or 10 kW for residential systems. The generating system that is connected in parallel operation with service from the City and located on the Customer's premises must be manufactured, installed, and operated in accordance with governmental and industry standards and must fully conform with the City's applicable renewable energy interconnecting interface criteria.

This Rider is available on a first-come, first-serve basis, except that the aggregate capacity of the Customer generator shall not exceed 5% of the City's retail peak load for the prior calendar year. If a Customer's proposed installation results in exceeding the limit, the Customer will be notified that service under this Rider will not be allowed. In no event will energy delivered to the City be used to offset purchases in a different period or a different season.

**TYPE OF SERVICE** - This Rider is applicable to single phase residential electric service of the same available type supplied to Customer's premises at one point of delivery.

**ADDITIONAL METER CHARGE** - The Customer shall pay an additional meter charge of \$3.07 per month for meter reading and account servicing.

**MONTHLY CREDIT** - Energy measured as kilowatt-hours at the renewable energy generator meter shall be credited at \$0.0519 per kWh effective as of August 1, 2015 in increments of the nearest kWh units. Said rate shall be reviewed annually and/or at such time as a wholesale rate increase is received by the City.

Customers with qualified systems are encouraged to also apply for NCGP credits through the NC Green Power Program <http://www.ncgreenpower.org/>

### **SPECIAL CONDITIONS**

1. Customer must fill out and submit an "Application for Interconnecting a Residential Photovoltaic Facility – Page 1", a \$100 non-refundable processing fee, and a "Certificate of Completion for Residential Photovoltaic Facility – Page 2" form prior to receiving service under this Rider. Agreement shall include the renewable energy generator interconnection standards for systems up to 10 kilowatts capacity for residential systems that describes the conditions related to interconnection of with City's electrical system.

**BILATERAL METERING FOR RENEWABLE ENERGY GENERATION RIDER**  
**RESIDENTIAL SERVICE-RE1 (Continued)**

2. Customer's service installation and transaction shall be a bilateral arrangement with two standard residential meters, one of which will measure all energy provided by the City for energy consumed by the customer, and the other meter to measure the output of the customer's generator.

3. In the event City determines that it is necessary to install a dedicated transformer or other equipment to protect the safety and adequacy of electric service provided to other customers, Customer shall pay a Monthly Facilities Charge of 2% of the installed cost of said additional facilities. The minimum Monthly Facilities Charge shall not be less than \$25.00.

4. Customer grants City the right to install, operate, and monitor special equipment to measure Customer's load, generating system output, or any part thereof and to obtain any other data necessary to determine the operating characteristics and effects of the installation. Customer also grants City the right to utilize Customer's telephone line to transmit data from City's meter and special equipment.

5. The City reserves the right to test the Customer's equipment for compliance with the applicable interconnection standards. Should the City determine that the equipment is in violation of the interconnection standards, the City shall disconnect the equipment and it shall remain disconnected until the equipment is repaired to the satisfaction of the authority responsible for inspection of the installation.

**CONTRACT PERIOD** - Contract Period for service under this Rider shall be one year and thereafter shall be renewed for successive one-year periods. After the initial period, Customer may terminate service under this Rider by giving at least sixty (60) days previous notice of such termination in writing to the City. The City may terminate service under this Rider at any time upon written notice to Customer. In the event that Customer violates any of the terms or conditions of this Rider, or operates the generating system in a manner which is detrimental to the City or its customers, service under this Rider may be terminated immediately.

**Effective: July 2016 Billing**

**Approved by City Council: June 27, 2016**

# CITY OF ELIZABETH CITY ELECTRIC RATE SCHEDULE

## OUTDOOR LIGHTING SERVICE - A01, A02, A03, A04, A99

**APPLICABILITY** - This schedule is applicable to any Customer for outdoor lighting service except where installations are prevented by any public authority having jurisdiction or are otherwise unlawful.

### MONTHLY RATE

#### A. Watchlite, Area, and Roadway Lighting Service

<u>Approximate Lumens</u>	<u>Type</u>	<u>Input Wattage</u>	<u>Monthly KWH</u>	<u>Rate Per Unit per month</u>	<u>Rate Code</u>
6,500 - 150 Watt	High Power Sodium	175	65	\$ 9.87	A01
12,500 - 250 Watt	High Power Sodium	297	100	\$11.72	A02

#### B. Directional Lighting Service

<u>Approximate Lumens</u>	<u>Type</u>	<u>Input Wattage</u>	<u>Monthly KWH</u>	<u>First Unit per Pole</u>	<u>Each Additional Unit On Same Pole</u>	<u>Rate Code</u>
50,000 – 400 Watt	High Power Sodium	465	160	\$ 23.43	\$ 13.58	A03
140,000 – 1000 Watt	Power Flood Metal Hylide	1080	360	\$ 30.83	\$ 20.97	A04

**BILLING** - The City shall have the option of monthly or bi-monthly billing.

**SALES TAX AND PURCHASE COST ADJUSTMENT** - To the above charges will be added any applicable North Carolina Sales Tax and Purchase Cost Adjustment.

**PAYMENT** - Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the 2nd day following a Customers' due date. A 5% late penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date the account will be considered for disconnection. If utilities are disconnected for non-pay a \$25.00 reconnection fee will be charged to restore power.

**TERMS AND CONDITIONS** - The complete installation is to be furnished, maintained and operated by the City and will remain the property of the City. The type of fixture and method of installation shall be in accordance with City's standards. Normally, overhead lights will be installed on City wood poles or on other wood poles on which the City has installed standard attachments. Installations on buildings or structures belonging to the Customer or to others will not be permitted.

## **OUTDOOR LIGHTING SERVICE (Continued)**

**The City shall not be obligated to construct or own any line extension or other facilities to provide outdoor lighting service, the cost of which shall exceed four times the continuing annual revenue, excluding Approved Fuel Charge revenue, anticipated from any such line extension. If the cost of installing the line extension or other facilities is in excess of four times the anticipated continuing annual revenue, excluding Approved Fuel Charge revenue, the Customer will pay to the City in advance of the construction of the extension or other facilities an amount equal to the excess cost.**

**When the City is requested by the Customer to install underground units for outdoor lighting service outside the areas designated by the City as underground distribution areas, the City will make such an installation provided the Customer pays to the City in advance the amount by which the cost of the installation exceeds four times the continuing annual revenue, excluding Approved Fuel Charge revenue, anticipated from the installation. The Customer, however, shall install, own and maintain all fixed items such as conduit, pads, handholes and pole foundations. Poles will not be considered fixed items. Within the areas designated by the City as underground distribution areas, the City shall not be obligated to construct or own any facilities beyond the property line of the Customer.**

**The Customer shall report to the City, as promptly as possible any and all lights that are out or not burning properly. The City will endeavor to replace or repair such lights on the next regular working day.**

**Effective: July 2016 Billing**

**Approved by City Council: June 27, 2016**

**CITY OF ELIZABETH CITY  
ELECTRIC RATE SCHEDULE**

**SPORTS FIELD LIGHTING SERVICE**

**AVAILABILITY-**This Schedule is available for continuous year-round service to Customer-owned lighting systems for outdoor athletic fields. Service may not be used for breakdown, standby or supplementary power supply, or for resale.

The City will provide power through one delivery point at a mutually satisfactory location on the Customer's premises.

**TYPE OF SERVICE-**Electric power will be supplied at one of the City's standard distribution voltages available in the area service is requested, or at another voltage by mutual agreement. Service provided by the City is sixty-hertz alternating current electricity, either single-phase two wires or three-phase three or four wires.

**SERVICE FACILITIES-**The Customer will reimburse the City for all costs incurred in providing service, other than metering. Costs will include the cost of all materials for any line extension, poles, transformation, and other facilities; labor; transportation; equipment use and administration allocation.

**MONTHLY RATE**

Basic Service: .....\$ 21.75

Energy:.....\$ .0536 per kwh

Demand Charge:.....\$ 2.10 per kwh

North Carolina Utility Sales Tax and Purchase Cost Adjustment, if any, will be added to charges.

**BILLING DEMAND-**Billing Demand will be the maximum demand registered in any fifteen-minute interval of the billing month.

**PAYMENTS-**Bills are due and payable 15 days from the billing date. An account is considered delinquent if payment has not been received by 2:00 PM on the second day following the due date. A 5% late penalty is added to each account that becomes delinquent. Once an account becomes delinquent, it is the policy of the City to mail each Customer a delinquent notice. If payment is not made prior to the disconnect date, the account will be considered for disconnection. If utilities are disconnected for non-pay, a \$100.00 reconnection fee will be charged to restore power.

**MINIMUM TERM OF SERVICE-**Service is available under this Schedule for continuous year-round use for a minimum term of twelve months. However, the Customer may discontinue service in less than twelve months by paying any basic service and minimum billing demand charges for the remaining months.

Effective: July 2016 Billing

Approved by City Council: June 27, 2016



## ELECTRIC SERVICE EQUIPMENT RATES AND COSTS

The City of Elizabeth City Electric Department will schedule after-hours on-demand cut on/off for commercial customers to City of Elizabeth City electric utility service at rate of \$150.00 per hour. A minimum two-hour amount will be billed for after-hours callbacks/appointments.

Upon written request by a City of Elizabeth City electric utility customer, the Electric Department will test meters without charge, provided that such tests are not made more frequently than once in a twelve (12) month period. If test of a meter by a customer is made more frequently than once in a twelve (12) month period, the customer shall be charged based on the following rate:

1. \$50.00 for single phase meters operating in 240 volts or less, up to and including 30 amperes rated capacity of the meter element.
2. \$100.00 for single phase meters with current transformers, and for polyphase meters, with or without instrument transformers, for each such test, refundable only if the percentage registration of the meter exceeds 102%.

The City of Elizabeth City Electric Department must maintain its public utility infrastructure, including repair to any damage to City meters, poles, service wires, service structures or any other City owned electric equipment. Repair costs associated with damage will be billed to the person or entity directly involved with the damage at the following rate:

Line/Bucket Truck		
Including two Linemen	.....	\$120.00 per Hour
½ Ton/¾ Ton Trucks	.....	\$ 20.00 per Hour
Trencher/Tractor	.....	\$ 30.00 per Hour
All Trailers		
Including Pole, Materials and Flat	.....	\$ 10.00 per Hour
Brush Chipper	.....	\$ 25.00 per Hour
Labor Rate (Two Linemen)	.....	\$ 60.00 per Hour

The impact of major or catastrophic emergencies can impact the demand on and use of City of Elizabeth City Electric Department resources, including personnel and equipment. The work most often performed in times of crisis is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. When the City of Elizabeth City Electric Department must perform Emergency Work at the request of a person or entity, the rate charged will be in accordance with the above schedule. However, consideration will be given to the currently adopted Department of Homeland Security Federal Emergency Management Agency (DHS FEMA) Schedule of Equipment Rates. Private contractors engaged by the City of Elizabeth City to complete Emergency Work rates may apply.

**CITY OF ELIZABETH CITY  
FIRE DEPARTMENT FEES SCHEDULE**

*Permits and fees.* Applications for permits required pursuant of Chapter 1 of the North Carolina State Building Code, Fire Prevention Code shall be made to the Fire Marshal on forms provided by the City. All applications shall be accompanied by the applicable permit fee as established by the City. The required permit fees shall be set out in a fee schedule. Printed schedules of the permit fees shall be available to the public at the Fire Marshal’s office and shall be on file in the City Clerk’s office. The Fire Marshal is authorized to waive the permit fee for governmental, religious and charitable organizations.

**USE PERMIT**

**Occupancy/Hazard Involved**

Automotive Service Stations.....	\$ 35.00
Places of Assembly (Large).....	35.00
Places of Assembly (Small).....	25.00
Junkyard or Waste Handling.....	35.00
Cellulose Nitrate Plastic.....	35.00
Combustible Fibers (Textile Operations Included).....	30.00
Compressed Gas.....	30.00
Dry Cleaning Establishments.....	25.00
Flammable Finishing Operations.....	35.00
Flammable & Combustible Liquids	
-Residential in excess of 3 gallons – Class I.....	10.00
(Does not include 1 or 2 family dwellings)	
-Business in excess of 6 gallons inside or 10 gallons outside.....	15.00
Fireworks, Class C (For sale or distribution).....	200.00
(Fee is valid for the duration of the mandatory inspection schedule)	
Fireworks, Holiday Permit (for sale or distribution: permit is good for 30 days previous and 30 days post holiday) .....	50.00
Hazardous Occupancy .....	75.00
Lumber Storage Use and/or Fabrication .....	35.00
Industrial Occupancy (not covered under any other permit) .....	35.00
Repair Garages	
-Over 5,000 square feet.....	35.00
-Up to and including 5,000 square feet.....	25.00
All Other Permits Required by NC State Fire Code.....	25.00
Hazardous Chemicals (Storage, handling or use of any amounts covered by the Fire Code).....	75.00

All permits or permit provisions required by the Fire Code or City Code may be combined into a single permit. In the event an occupancy requires more than one use permit or permit provision, then the highest fee required for any one of these permits per the fee schedule shall be charged. For each other permit or provision required, a charge of ten dollars (\$10.00) for each shall be added with the total amount not to exceed one hundred dollars (\$100.00). Exception: For occupancies required to have a permit for the sale or distribution of Class C fireworks, the total amount of the permit shall not exceed two hundred twenty-five dollars (\$225.00). Renewal of permits shall coincide with the mandatory state inspection schedule for all occupancies.

**Special Use Permit for Specific Event of Time Period**

Fireworks for public display .....	\$ 35.00
Burning Permit	
-Residential .....	5.00
-Commercial .....	15.00
Tents or Air Structures.....	10.00
Temporary Kiosks or Displays for Merchandising.....	10.00
Insecticide Fogging & Fumigation .....	10.00
Blasting Permits (Explosive)	
-48 hours .....	25.00
-90 Days.....	75.00
Special assemblies such as gun shows, craft shows, etc.	
Any other special function requiring inspection & approval from the Fire Marshal’s Office .....	10.00

**Special Tests, Inspections and Services**

Fire flow test .....	100.00
Copies of Fire Reports .....	3.00
Sprinkler System Renovation (existing system).....	15.00
Fire Alarm Renovation (existing system).....	15.00
Standpipe Certification Test (existing system).....	15.00
Grease Removal Test (existing system).....	15.00
Fixed Fire Suppression System (existing) .....	15.00
Certificate of Occupancy Inspections .....	15.00
Storage Tanks	
- Removal (per tank) .....	25.00
- New Installations (per tank) .....	50.00
New Sprinkler Systems; Minimum Permit fee .....	50.00
-PLUS per sprinkler head .....	1.00
Standpipes .....	25.00
New Alarm Systems .....	25.00
Fixed Fire Suppression Systems .....	25.00

**Administrative and/or Negligence Fees**

Negligence fee and/or re-inspection .....	50.00
Starting work without a permit .....	100.00

There shall be no initial fee for fire inspections of Level I, II, or III properties requiring inspection under the mandatory inspection schedule. Thirty (30) days following the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. If all violations of the fire code have not been corrected, a second notice to comply shall be issued and a fee of thirty-five dollars (\$35.00) shall be imposed. Seven (7) days following the issuance of the second notice to comply, the fire official shall return for a re-inspection. If all violations have not been corrected, a final notice shall be issued and an additional thirty-five dollar (\$35.00) fee shall be imposed. Seven (7) days following the issuance of the final notice, the fire official shall return for a re-inspection. If all violations have not been corrected and all fees paid at this time, a two hundred dollar (\$200.00) fine shall be imposed and criminal proceedings shall be initiated by the fire official, if necessary, to bring the establishment within compliance with the fire code.

Revised 03/26/08

**ELIZABETH CITY and CAMDEN COUNTY  
FIRE MARSHAL'S OFFICE  
FEE SCHEDULE**

Section 34-1(e)

New Fire Alarm System	\$ 25.00
Fire Alarm System Renovations	\$ 15.00
New Fixed Fire Suppression System	\$ 25.00
Fixed Suppression System Renovations	\$ 15.00
**New Sprinkler System Renovation	
**Fire Sprinkler System Renovation	
Storage Tank Installation/Removal	\$ 50.00 per tank
Fire Flow	\$ 100.00 per flow test

\*\*Please contact the Fire Marshal's Office prior to sending payment for a job being review. Upon completion and approval of the plans, a total cost, including permit fees and per head fees, will be available at that time.



## City of Elizabeth City GIS Fee Schedule (Adopted July 14, 2008)

### Copies of Plans/Plats:

Size	Cost
8 ½" x 11" or 11" x 17"	\$ 2.00
24" x 36"	\$15.00
36" x 48"	\$25.00

### City GIS Base Maps:

(Includes parcels, centerlines, zoning, hydrology, city limits, railroads, subdivisions, etc. Attribute data will also be available with the requested map information.)

Size	Base Map	with Orthos	Photo Paper
11" x 17"	\$10.00	\$20.00	\$25.00
24" x 36"	\$25.00	\$35.00	\$40.00
36" x 48"	\$35.00	\$45.00	\$50.00

**Customization of maps: \$40.00/hr (1 hour minimum)**

### Information in Digital Format CD or DVD:

Type	Complete	with Utilities Data
Base Map w/attribute data	\$250.00	\$350.00
Base Map w/ Orthos & attribute data	\$400.00	\$450.00

### DISCLAIMER:

**"Users of the data are hereby notified that public primary information sources should be consulted for verification.**

**The City of Elizabeth City assumes no legal responsibility for the information contained herein or on the media."**

**The data set(s) and any updates cannot be resold or redistributed to third parties for any reason.**

**CITY OF ELIZABETH CITY  
OTHER FEE SCHEDULE**

Residential Electric Deposit.....	\$200.00	
Non-Residential Electric Deposit.....	Two times the monthly average bill with a \$200.00 minimum	
Water Deposit.....	\$10.00	
Returned Check Charge.....	\$25.00	
Reconnection after disconnection for nonpayment		
Residential	8:00 a.m. to 4:30 p.m.....	\$25.00
	4:30 p.m. to 11:00 p.m.....	\$45.00 (Includes \$20.00 after-hours fee)
Non-Residential.....		\$100.00
Turn-on Fee.....	\$25.00	
Landlord Electrical Service Turn-on Fee.....	\$ 25.00	
Special Festival Utility Service.....	\$20.00	per user
Meter Tampering Investigation Charge.....	\$50.00	
Broken Meter.....	\$90.00	
Delinquent Fee, for payments after due date.....	5%	
(but before disconnection)		
Meter Test Charge (First test free each year).....	\$10.00	
Temporary Construction Service Charge .....	\$30.00	

**Note: Amounts do not include any applicable state sales tax.**



## **PARKING RENTAL**

The City of Elizabeth City owns two parking lots that have parking spaces available to rent on a monthly basis. The rental fee for a parking space is \$25.00 per month. The parking lots are located as follows:

- **Fearing Street Parking Lot** – this parking lot is located on the corner of Fearing Street and South Martin Luther King Drive. This parking lot contains 68 rental spaces.\*
- **N Martin Luther King, Jr. Drive Parking Lot** – this parking lot is located near the southeast corner of North Martin Luther King, Jr. Drive and East Elizabeth Street. This parking lot contains 21 rental spaces.

Please contact the Customer Service Department if you are interested in renting a parking space. If the parking lot is at full occupancy, a waiting list is maintained for future vacancies.

The customer is required to sign a lease agreement and is required to give a thirty-day (30) advance notice to terminate their rental space. Invoices are mailed on a quarterly basis and are billed on the 10<sup>th</sup> day of the month.

*\* The Fearing Street Parking Lot has a total of 112 parking spaces. The City of Elizabeth City Department of Police and Department of Fire are assigned 44 of the total spaces. Of the 68 remaining rental parking spaces, 20 spaces are under a 10-year lease agreement due to expired December 2025.*

**Amended June 13, 2016 to be effective July 1, 2016**



**ACTIVITY/FACILITY****FEES/CHARGES****Picnic & Fish Fry Shelters**

Charles Creek Picnic Shelter	\$ 50.00 per use
Key Deposit	\$ 20.00 (refundable)
Fish Fry Shelter	\$ 100.00 per use
Key Deposit	\$ 50.00 (refundable)
Waterfront Park Pavilion	\$ 75.00 per use
Fun Junktion Pavilion	\$ 75.00 Half Day (10-2 or 3-7) + \$25 Refundable Deposit
	\$ 125.00 Whole Day (10-7 or 10-5 winter)
	+ \$25 Refundable Deposit

**Fun Junktion**

Tent Rentals	\$ 75.00
Paddleboats	\$ 5.00 per boat
Driving Range	\$ 4.00 Small Bucket
	\$ 6.00 Medium Bucket
	\$ 8.00 Large Bucket

**Knobbs Creek Recreation Center**

1 Clubroom, non-profit (Mon-Fri)	\$ 40.00 per use
1 Clubroom, for profit (Mon-Fri)	\$ 75.00 per use
2 Clubrooms, non-profit (Mon-Fri)	\$ 80.00 per use
2 Clubrooms, for profit (Mon-Fri)	\$ 150.00 per use
Serving Area, non-profit (Mon-Fri)	\$ 50.00 per use
Serving Area, for profit (Mon-Fri)	\$ 100.00 per use
Clubrooms & Serving Area, non-profit (Sat, Sun, or Holidays)	\$ 200.00 per 6 hours use \$ 50.00 (each additional hour of use)
Clubrooms & Serving Area, for Profit (Sat, Sun, or Holidays)	\$ 400.00 per 6 hours use \$ 50.00 (each additional hour of use)
Gymnasium, non-profit (Mon-Fri)	\$ 250.00 per use
Gymnasium, for profit (Mon-Fri)	\$ 500.00 per use
Gymnasium, non-profit (Sat, Sun, or Holidays)	\$ 300.00 per use
Gymnasium, for profit (Sat, Sun, or Holidays)	\$ 550.00 per use
Gymnasium, Church Group	\$ 50.00 per hour
Gymnasium with Clubroom rental	\$ 50.00 per hour
Entire Center, non-profit (Mon-Fri)	\$ 400.00 per use
Entire Center, for profit (Mon-Fri)	\$ 825.00 per use
Entire Center, non-profit (Sat, Sun, or Holidays)	\$ 500.00 per use
Entire Center, for profit (Sat, Sun, or Holidays)	\$ 950.00 per use

**ACTIVITY/FACILITY****FEES/CHARGES**

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**Physical Exercise Programs**

Fitness Classes	\$ 2.50 per class
Tae Kwon Do	\$ 3.50 per class
Tae Kwon Do Camp	\$ 45.00

**Soccer**

Adult Soccer League	\$ 250.00 per team
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**Softball**

Men's Open, 40 & Over League & Summer League (Approx. 20 games)	\$ 350.00 per team
Fall League (Approx. 12 games)	\$ 200.00 per team
Umpire Fees	\$ 20.00 per game
Ladies Open league (Approx. 20 games)	\$ 350.00 per team
Umpire Fee	\$ 20.00 per game
Youth Girls League (7-16)	\$ 35.00 per player (includes shirt, visor, insurance, patches, etc.)
Boys & Girls T-Ball League	\$ 20.00 per player

**Tennis**

Lessons	\$ 7.00 per class
Tennis League	\$ 50.00 per player
Singles Events (tournaments)	\$ 20.00 per player
Doubles Events (tournaments)	\$ 10.00 per player
Tennis Camp	\$ 45.00

**Volleyball**

Ladies' Fall League	\$ 100.00 per team
Ladies' Winter League	\$ 100.00 per team
Men's Open League	\$ 100.00 per team
Spring Mixed League	\$ 100.00 per team
Friday Night Co-Ed	\$ 100.00 per team
Umpires	\$ 12.00 per team
Volleyball Camp	\$ 50.00 (includes ball, T-shirt, picture)

**Wrestling**

Wrestling Camp	\$ 50.00
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**Chair Rental**

1-25 Chairs	\$ 25.00 per use
26-49	\$ 35.00 per use
50+ Chairs	\$ 45.00 per use

**ACTIVITY/FACILITY****FEES/CHARGES**

A small fee will be charged to help speed up the set-up time for various shows and events. This is a fee that will be charged for the time that the facility is unable to provide the regular scheduled activities. One day of set-up time will be provided at no cost. Each additional day will be subject to the following charges:

<b><u>Set-Up Fee</u></b>	<b>(Mon-Sun)</b>	
Gymnasium		\$ 100.00 per day
Clubrooms		\$ 50.00 per day
Gymnasium		\$ 150.00 per day

**THERE ARE ADDITIONAL FEES THAT ARE NOT LISTED IN THE ABOVE. THEY MAY VARY BECAUSE OF THE LENGTH OF INSTRUCTION OR COST TO THIS DEPARTMENT.**

**Out-of-County Fees for Participants in the  
Elizabeth City Parks and Recreation Programs  
Effective July 1, 2016**

**Adults**

Individual Participants	\$25/session/program
Team or League Sport	\$25/individual with out of town residency

**Youth**

Individual Participants (Includes all camps)	\$15/session/program
Team Sports (Youth Basketball), (Tee-Ball)	\$15/individual with out-of-county residency
Franchised Sport	
AYSO Soccer (Pasquotank, Camden, Perquimans)	No Charge
ELCIPACA Baseball (Pasquotank and Camden)	
Dixie Softball (Pasquotank and Camden)	
Senior Citizens	No Charge
Joint use agreement with other Counties that have a Senior Center	

(All listed fees are in addition to the normal registration fee for the particular program.)

**Resident:** Residents of Elizabeth City and Pasquotank County or anyone who owns REAL PROPERTY (6,000 sq. ft. minimum) in Pasquotank County.

*Dependents of the above residents will also be permitted to participate, other family members that are not dependents are ineligible.*



## City of Elizabeth City Planning and Zoning Fee Schedule

APPLICATION/ACTION	FEE AMOUNT
<b>Board-Evaluated Applications:</b>	
Rezoning	600.00
Protest Petition	No Charge
Text Amendment	500.00
Certificate of Appropriateness	20.00
Conditional Use Permit	500.00
Special Use Permit	500.00
Variance	500.00
Administrative Decision/Interpretation Appeal	500.00
<b>Staff-Evaluated Applications:</b>	
Home Occupation Permit	100.00
Sandwich Board Sign Permit	30.00
Sign Permit – Standard (Wall, Window, Awning, On-Premises)	100.00
Sign Permit – Billboard	500.00
Zoning Permit	100.00
Minor Subdivision and Recombination Plat	300.00
<b>TRC-Evaluation Site Plan &amp; Subdivision Applications:</b>	
Site Plan Review – Technical Review Committee	500.00
Site Plan Review – Administrative Review	300.00
Project Inspection	300.00
Re-inspection(s)	50.00
Sketch Plans	100.00
Preliminary Plats	100.00 or 15.00/lot (Whichever is greater)
Final Plats	100.00 or 15.00/lot (Whichever is greater)

Application and inspection fees are collected at the time the request or petition is filed. Payments should be made payable to: City of Elizabeth City.

Duplications of the Unified Development Ordinance are no longer published by the Department of Planning & Community Development. However, the official Ordinance is available on the *Charter and Ordinance* section of our website. Updates are posted within 30 days of Council adoption. Contact the Planning Division for a list of recent amendments.



## City of Elizabeth City Police Department Fee Schedule

<b>Copy of Incident Report</b>	<b>\$3.00 per record</b>
<b>Copy of Accident Report</b>	<b>\$5.00 per record</b>
<b>Request for Fingerprinting</b>	<b>\$5.00 per set of fingerprint cards</b>
<b>Special Interest Restoration Vehicle Fee</b>	<b>\$25.00</b>

Revised June 13, 2016 to be Effective July 1, 2016



# Public Records Duplication Fees

## Photocopies

Service	Fee
Photocopies (black and white, per page)	.10
Photocopies (color, per page)	.25
Minimum mail order charge for copies	\$2.00
Certification of document	\$1.00
Oversized book copy (these items must be scanned)	\$4.00 per page
Oversized drawing copies (black and white)	\$3.00 per page
Oversized drawing copies (color)	\$5.00 per page

(If the total charge is less than \$2.00, the copies shall be provided free of charge.)

## Digital Files Production

Service	Fee
Digital image of paper based materials (pages from bound volumes, maps, etc.)	\$4.00 per scan
Audio or video	\$4.00 per item
Any item that cannot be digitized in house	Vendor price

## Prints or Copies of Digital Materials

Service	Size	Fee
Black and White Prints	Any	\$3.00 each
Color prints	Smaller than 11" x 17"	\$5.00 each
Color prints	Larger than 11" x 17"	\$5.00 per square foot

## Delivery Method for Digital Materials

Delivery Item	Cost
CD/DVD	\$1 per disk
Jewel case	\$1 per case

If the cost of the medium is less than \$2.00, the record shall be subject only to Digital File Production Fee.

If records exist in a digital format and are provided electronically, i.e. by use of a single email, the record will be provided free of charge.

## Extensive Use of Technology/Labor

If the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, then the City may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services. The fact that a large number of copies has been requested is not by itself sufficient to invoke the provisions of this section. The City Attorney's Office shall be consulted before invoking the provisions of this section.

Approved by the City Council on June 13, 2016 to be effective July 1, 2016.

**CITY OF ELIZABETH CITY  
TAXICAB  
Schedule of Rates**

**Adopted July 1, 2005 (As Amended January 22, 2007)**

Central School (1 or 2*)	\$5.00	Albemarle Hospital (1 or 2)	\$5.00
Northeastern		Knobbs Cr. Bridge to COA (1)	\$5.00
High School (1 or 2*)	\$5.00	COA to Shell Station (1)	\$5.00
Chesterfield Heights	\$5.00	Amarest Trailer Court	\$5.00
Oxford Heights	\$5.00	Pine Lakes	\$6.00
Winslow Trailer Court	\$5.00	Golf Club	\$6.00
Oak Grove	\$5.00	Lover's Lane	\$7.00
Meadow Land	\$5.00	Shillington Road	\$7.00
Spaulding Park	\$5.00	Forbes Mobile Park	
Brookridge Terrace (1 or 2*)	\$5.00	(17 North)	\$7.00
Chappell Garden	\$5.00	Berkley Trailer Court	\$8.00
Forest Park	\$5.50	Northside School	\$9.00
Edgewood	\$5.50	Zoom-In	\$10.00
Winslow Acres	\$6.00	McPherson Trailer Park	\$10.00
Hickory Village	\$6.00	Super Wal-Mart	\$8.00
Brite Meadows	\$6.00	Additional Stops	\$1.00
Heritage Care	\$6.00		
Trinkaloe Road	\$6.00	Single Call (1 or 2*)	\$5.00
Whistling Pines	\$7.00	(All Over 2 - \$.50 ea.)	
Albemarle Academy	\$7.00		
Narron Trailer Park		Round Trips in Town	\$8.00
(17 South)	\$8.00		
D. T. Whitehurst Road	\$8.00	Waiting and Cruising Time	
Simpson Ditch Road	\$8.00	Per Hour	\$15.00
Coast Guard Air Station			
Outside Gate	\$7.00	Small Children	
Inside of Gate	\$9.00	(under 6)	Free with Adult
Elizabeth City Airport	\$9.00	(Limit 2) each additional	\$.50 each
IXL	\$11.00	Passengers with Groceries	\$5.00
Truck Stop (Woodville)	\$9.00	Packages (Pick-up &	
Woodville	\$12.00	Delivered by Driver)	\$6.00

**ALL OUT OF TOWN TRIPS \$2.00 PER MILE**

(\*1or2=persons)

# CITY OF ELIZABETH CITY

## RESIDENTIAL AND COMMERCIAL SANITATION RATE SCHEDULE

The following rates are effective July 1, 2014

	Rate Code	Amount
Residential Refuse (weekly pick up, maximum 2 containers)	RR1 & RR2	\$ 22.00
Commercial Refuse (weekly pick up per container, maximum 2 containers)	TF3	\$ 22.00
Refuse Container (90 gallon)		\$ 60.00
Recycle Container		\$ 12.50
CODES 42/44	TAX \$ 4.05 AND \$ .84	

Adopted June 23, 2014

# **CITY OF ELIZABETH CITY**

## **RESIDENTIAL AND COMMERCIAL STORMWATER RATE SCHEDULE**

**The following rates are effective July 1, 2007**

**Residential Stormwater Fee - \$36.00 per residential parcel**

**Commercial Stormwater Fee - \$.01 per square foot of impervious area per commercial parcel with minimum of \$36.00**

**(A credit of 25 percent shall be given to any commercial property who maintains their own Stormwater retention pond.)**

**Approved by City Council: June 12, 2007**

**CITY OF ELIZABETH CITY**  
**RESIDENTIAL WATER & SEWER RATES**

The following rates are effective July 1, 2016

	INSIDE CITY		OUTSIDE CITY		
	Water W01 W22	Sewer S01 S22	Outside Water WO2	Outside Sewer SO2	Sewer Avail Fee
Basic Charge 1st 1m Gal	22.44	13.88	22.44	13.88	7.00
Over 1m Gals (per m gals)	6.63	3.74	6.63	3.74	3.74

INSIDE CITY	BASIC CHARGE	OUTSIDE CITY
Water      Sewer 1m @ 22.44 + 13.88 = 36.32		Water      Outside Sewer      Sewer Availability Fee 1m @ 22.44 + 13.88 + 7.00 = 43.32

Approved by City Council: June 27, 2016

**CITY OF ELIZABETH CITY**  
**WATER & SEWER RATES BY PIPE SIZE**

The following rates are effective July 1, 2016

	INSIDE CITY							
	3/4"		1"		2"		4" & OVER	
	WO3	SO3	WO4	SO4	WO5	S05	WO6	SO6
	W23	SR3		SR4	W25	SR5		SR6
Basic Charge (No Usage)	22.44	13.89	37.19	29.44	51.97	44.92	66.70	60.46
Usage (per m gals)	6.63	3.74	6.63	3.74	6.63	3.74	6.63	3.74

Approved by City Council: June 27, 2016

**CITY OF ELIZABETH CITY**  
**WATER & SEWER RATES BY PIPE SIZE**

The following rates are effective July 1, 2016

OUTSIDE CITY

	3/4"		1"		2"		4"		6"	
	W10	S10	W11	S11	W12	S12	W14	S14	W07	S07
	SR10		SR11		SR12		SR14		SR07	
Basic Charge (No Usage)	33.67	20.93	48.43	36.43	63.18	51.92	77.93	67.43	100.05	90.63
Usage (per m gals)	13.32	7.54	13.32	7.54	13.32	7.54	13.32	7.54	13.32	7.54

Approved by City Council: June 27, 2016

**CITY OF ELIZABETH CITY**  
**WATER & SEWER RATES BY PIPE SIZE**

The following rates are effective July 1, 2016

	Pasquotank County W08	Camden County W09
Usage (per m gals)	4.83	2.74
Usage over 4,500 m (per m gals)	4.83	3.55

Approved by City Council: June 27, 2016

**City of Elizabeth City  
Water & Sewer Tap Fee Schedule  
And Laboratory and Consultation Fees  
Effective July 1, 2005**

**Section I. Water and Sewer Tape Fees.**

The purpose of these fees is to recover the cost incurred by the City for the installation of water and sewer service lines and associated appurtenances.

**A. Water Tap Fees:**

1. ¾ inch	\$ 1,150.00
2. 1 inch	\$1,400.00
3. 2 inch	\$1,800.00
4. 4 inch	\$2,200.00 *
5. 6 inch	\$2,600.00 *
6. 8 inch	\$3,000.00 *
7. 10 inch	\$3,500.00 *
8. 12 inch	\$4,000.00 *

\*These sizes do not include the cost of the meter and/or vault. Meter & vaults shall be charged based on actual cost plus ten percent.

**B. Sewer Tap Fees:**

1. 4 inch	\$ 1,150.00
2. 6 inch	\$2,200.00
3. 8 inch	\$3,000.00
4. 10 inch	\$3,500.00
5. 12 inch	\$4,000.00

**Section II. Laboratory and Consultation Fees.**

The purpose of these fees is to recover the cost of performing standard water and wastewater laboratory analysis and system consultation for area water districts.

**A. Laboratory Analysis:**

Chlorine Residual	\$15/sample
Ammonia	\$15/sample
Coliform Bacteria	\$25/sample
Heterotrophic Plate Count	\$30/sample
Total Trihalomethane	\$40/sample
Lead & Copper	\$30/sample
Asbestos	\$150/sample
BOD, 5 day	\$25/sample
TSS	\$15/sample
Ammonia-Nitrogen	\$18/sample
Fecal Coliform	\$22/sample
Conductivity	\$15/sample
Temperature	\$12/sample
DO	\$17/sample

**B. Consultation Fees:**

**Regulatory compliance and/or routine sampling, operation & maintenance - \$40/hr.  
ORC/State reporting/on-site inspection - \$50/hour.**

**C. Special Services:**

**These fees shall include, but not limited to leachate disposal, washdown water, septic tank pumpage, and recreational vehicles. The minimum rate shall be fifteen dollars per thousand gallons. Leachate acceptance fees are determined after an analysis of the leachate is evaluated for specific pollutants. Individual leachate disposal and washdown water agreements shall be required for each facility utilizing the City's Wastewater facilities.**

**Revised May 31, 2005 for effective date of July 1, 2005**