



THE CITY OF
Litchfield Park

CITYWIDE FEE SCHEDULE

Effective August 1, 2021

Table of Contents

Section 1 Recreation Services 1
Section 2 Building Safety..... 5
Section 3 Planning..... 9
Section 4 Administrative 13
Section 5 Finance 15
Section 6 Billable Rates 17
Section 7 Engineering 18

Section 1 Recreation Services

Area	Program Name	Current Rates	
		RESIDENT	NON-RESIDENT
Aquatics	Lagartos Swim Team	\$ 69.00	\$ 74.00
	Lagartos Swim Team 2nd Child Discount (\$10)	\$ 59.00	\$ 64.00
	Lagartos Swim Team 3rd Child Discount (\$15)	\$ 54.00	\$ 59.00
	Lagartos Swim Team 4th Child Discount (\$20)	\$ 49.00	\$ 54.00
	Swim Lessons	\$ 36.00	\$ 43.00
	1 to 1 Elite Swim Lessons	\$ 41.00	\$ 49.00
	Parent Tot	\$ 19.00	\$ 22.00
	Red Cross Junior Lifeguard	\$ 36.00	\$ 43.00
	Private Swim Lessons -15 Minutes	\$ 11.00	\$ 13.00
	Private Swim Lessons -30 Minutes	\$ 21.00	\$ 26.00
	Private Swim Lessons -45 Minutes	\$ 32.00	\$ 38.00
	Private Swim Lessons - 60 Minutes	\$ 42.00	\$ 51.00
	Semi Private Swim Lessons -30 Minutes	\$ 16.00	\$ 18.00
	Semi Private Swim Lessons - 45 Minutes	\$ 24.00	\$ 27.00
	Semi Private Swim Lessons - 60 Minutes	\$ 32.00	\$ 36.00
	Aqua Blast Water Aerobics	\$ 34.00	\$ 40.00
	Aqua Blast Water Aerobics Drop In	\$6 per person	
	Gentle Water Exercises	\$ 32.00	\$ 38.00
	Red Cross Lifeguard Certification	\$ 142.00	\$ 168.00
Water Safety Instructor Certification	\$ 200.00	\$ 240.00	
Fitness	Balance & Stretch	\$ 32.00	\$ 38.00
Preschool	ABC Explorers	\$ 180.00	\$ 225.00
	Adventures in Learning	\$ 146.00	\$ 183.00
	Summer Bridge Program	\$ 193.00	\$ 242.00
SPORTS	Youth Sports Leagues	\$ 76.00	\$ 95.00
	Summer Basketball	\$750 per team	
	Adult Kickball	\$300 per team	
	Tennis	\$ 57.00	\$ 70.00
	June Tennis	\$ 74.00	\$ 91.00

Area	Name	Current Rates	
		RESIDENT	NON-RESIDENT
PARKS		All Rentals per hour, 2 hour minimum, including sales tax.	
	Aleppo Park		
	Basketball Court	\$ 10.00	\$ 30.00
	Volleyball Court	\$ 10.00	\$ 30.00
	Open Field	\$ 10.00	\$ 30.00
	Ramadas	\$ 10.00	\$ 15.00
	Camelback Park		
	Open Field	\$ 10.00	\$ 30.00
	Picnic Area	\$ 10.00	\$ 15.00
	Library Lawn		
	Lawn	\$ 10.00	\$ 30.00
	Little Park		
	Open Field	\$ 10.00	\$ 30.00
	Ramadas	\$ 10.00	\$ 15.00
	Memorial Park		
	Gazebo	\$ 20.00	\$ 30.00
	Rose Park		
	Amphitheater	\$ 20.00	\$ 30.00
	Rose Garden	\$ 20.00	\$ 30.00
	Open Field	\$ 10.00	\$ 15.00
	Scout Park		
	Open Field	\$ 10.00	\$ 30.00
	Ramada	\$ 10.00	\$ 15.00
	Staggs Park		
	Baseball Diamond	\$ 10.00	\$ 30.00
	Open Field	\$ 10.00	\$ 30.00
	Ramada	\$ 10.00	\$ 15.00
	Tierra Verde Lake Park		
	Open Space	\$ 10.00	\$ 15.00
	Lake Dock	\$ 20.00	\$ 30.00
	Turtle Park		
	Baseball Diamond	\$ 10.00	\$ 30.00
	Open Field	\$ 10.00	\$ 30.00
Ramada	\$ 10.00	\$ 15.00	

Area	Name	Current Rates	
		RESIDENT	NON-RESIDENT
MEMBERSHIPS	Punch Passes		
	5 Punch	\$ 11.00	\$ 14.00
	10 Punch	\$ 14.00	\$ 24.00
	Weekly Passes		
	Single	\$ 10.00	\$ 12.00
	Family	\$ 20.00	\$ 24.00
	1/2 Month		
	Single	\$ 12.00	\$ 15.00
	Family	\$ 25.00	\$ 30.00
	Monthly		
	Single	\$ 20.00	\$ 24.00
	Family	\$ 40.00	\$ 48.00
	3 Month Special 4th Month Free		
	Single	\$ 60.00	\$ 72.00
Family	\$ 120.00	\$ 144.00	

Area	Name	Current Rates	
		During Open Swim	After Hours
POOL		All Rentals per hour, including sales tax	
	Pool Rentals (number of guests)		
	25 and Under	\$ 60.00	\$ 75.00
	26 to 50	\$ 75.00	\$ 100.00
	51 to 75	\$ 90.00	\$ 115.00
	76 to 100	\$ 120.00	\$ 145.00
	101 to 150	\$ 155.00	\$ 180.00
	Grill Use	\$ 5.00	\$ 5.00
The pool may be used for group parties during open swim or for after hours. Fees are based on party size. Customers are required to remit 50% of the total rental rate at the time of booking.			

General Information on the Recreation Services Department Fees:

The City Manager is authorized to offer special promotional rates, per City Council August 16, 2000 and per Resolution No. 13-349.

Family = Blood relatives and adopted and foster children residing in the same household.

Recreation Center membership is not required to participate in the lessons, classes or sports programs. Passes provide customers with use of the facility including:

- 25-yard outdoor heated lap pool
- Baby pool
- Therapeutic spa
- Outdoor tennis courts
- Outdoor basketball courts
- Weight room

Sales Tax is included on the fees listed for facility rentals per City Tax Code.

Section 2 Building Safety

DESCRIPTION	FEE STRUCTURE
ACCESSORY Structures- Sheds, Storage, Cabanas, etc.	
Structures <120 sq. ft. attached to existing	\$25
If ≥200 sq. ft. detached	BOV-Use valuation tables
APPEAL HEARING APPLICATIONS	\$350
CERTIFICATE of OCCUPANCY/ COMPLETION:	
Commercial	\$ 200 per building
Residential	\$ 100 per building
Multi-Family	\$ 100 per building
Cert. of Completion-Not for Occupancy, per Ste/Bldg/Equip.	\$50
Temporary C/O (extension of existing Temp C/O)	\$ 200 first 30 day period
	\$ 400 -31 to 60 days
	\$ 800 -61 to 90 days
CONVERSION of existing space to livable -	
Residential only- Enclosures, existing under roof; no changes to structure.	50% of Valuation Chart for R3 based on new livable area
DEMOLITIONS	
Accessory Structures	\$ 25
Residential Building	\$ 150
Commercial Building	\$ 200
ELECTRICAL	
Meter clearance w/o repair	\$ 35
Commercial (new construction)	15% of Permit Fee
Repair/Replace/Add Panel ≤ 400 amps	\$ 75
401- 999 amps	\$ 100
Over 1,000 amps	\$ 200
Temporary Power	\$ 100
De-rate	\$ 50
FENCING	
Add to existing height	BOV of \$2 per lin. ft.
Masonry or retaining	BOV of \$5 per lin. ft.
Wrought Iron	BOV of \$2 per lin. ft.
FIRE or WATER DAMAGE RESTORATION	BOV
FIRE ALARM and SPRINKLERS	See GY Fire Fee sheet
FLAG POLE ≤30 ft	\$35
Pole > 30 ft	BOV
GAS LINE	
New	\$ 50
Repair only	\$ 35
Gas test/Clearance only	\$ 35

Cont. DESCRIPTION	FEE STRUCTURE
HVAC	
Residential new unit/ Replacement	\$ 50
W/ new/additional ductwork (add to above fee)	\$ 35
Commercial unit replacement (each)	\$ 50
Hotel Repair/Replacement	\$ 35 per unit
INSPECTIONS	
Residential Elect./Mech./Plumb.	\$ 50
Commercial Elect./Mech./Plumb.	15% of permit fee ea.
After business hours	\$ 100 per hour (min. 2 hours)
3rd Party Inspections	\$ Actual cost
Re-inspection	\$75 after same 2 failures
MECHANICAL	
Residential New Construction	\$50
Commercial New Construction	15% of Permit fee
Repair/Replacement	\$35
PATIO/DECK/RAMADA/GAZEBO	
Metal/'alumawood' patio, lattice or awning	BOV of \$ 7 per sq. ft.
Shade Structure- fabric free-standing	BOV of \$ 5 per sq. ft.
Wood (conventional construction)	BOV of \$15 per sq. ft.
PERMITS	
Permit Extension (for an add'l 180 days) prior to expiration. <small>(No fee if inspections called within the past 180 days)</small>	25% of original permit fee
Permit Expedited	Double permit fee
Permit Expired - Reactivation	50% of original permit fee
PLAN REVIEW	
Interior Remodel Only	BOV
Change / Revisions to approved plans	\$ 100 per hour
Deferred Submittals:	
Residential trusses	\$175
Commercial trusses	\$ 200
Expedited Reviews	Double plan review fee
Plan Review	65% of calculated permit fee
Residential Site Plans (standard SFD and Pool submittals)	\$50 Revisions
Standard Plan Reviews	
Alum. Patio or Awning	\$ 75
Houses	BOV review fee
Pools	\$ 50
Solar- PV or WH	\$ 100
Annual Renewal of standard plans	\$ 50
PLUMBING	
Repair- Residential	\$ 35
Repair- Commercial	BOV
New Residential	\$ 50
New Commercial	15% of permit fee
Water Heater- new/replacement, gas, elect., tank-less	\$ 35
POOL AND SPAS	
In-ground Swimming pool	\$ 500
Spa (in ground) (add for lone unit or in combo w/ pool)	\$ 50
Spa (free-standing) electrical fee if necessary	\$ 50

Semi-public pool	\$ 750
Cont. DESCRIPTION	FEE STRUCTURE
PHOTOVOLTAIC SYSTEMS	
Solar PV System- Commercial	BOV
Solar PV System- Residential	\$ 200
Integrated Roof Systems	BOV
REFUNDS	80% of total permit fee (less plan review, if applicable)
RESIDENTIAL ADDITION	BOV
RESIDENTIAL PATIO ENCLOSURE- GLASS OR SCREEN	BOV of \$15 per sq. ft.
ROOF REPLACEMENT:	
Shingles or tile full replacement only	\$ 25
Sheathing replaced	\$ 50
SHELL BUILDING (grey- no interior improvements)	80% of Valuation Chart
SOLAR WATER HEATER	\$100
STUCCO	\$ 35
TEMPORARY CONSTRUCTION TRAILER	
Trailer (use during project only)	\$ 200
Temporary Electrical/Generator	\$ 50
TENANT IMPROVEMENT:	
Office/Mercantile	BOV of \$ 20 per sq. ft.
Restaurant/Medical	BOV of \$ 40 per sq. ft.
Vanilla Shell	BOV of \$ 20 per sq. ft.
UNFINISHED BASEMENT	BOV of \$15 per sq. ft.
WORK STARTED OR COMPLETED WITHOUT PERMIT	Double permit fee
ALL OTHER PROJECTS NOT LISTED ABOVE	BOV
HOTEL/MOTEL/INNS	
Electrical new or repair	\$ 35 per unit
Plumbing new or repair	\$ 35 per unit
Mechanical new or repair	\$ 35 per unit
SIGNS	
0 to 32 square feet	\$ 60
33 to 48 square feet	\$ 90
More than 48 square feet	\$ 150
Monument or Pylon signs	BOV
Electric connection (new)	\$ 35

Effective July 1, 2021

PERMIT FEES BASED ON VALUATION

Effective 7/1/2019

TOTAL VALUATION	FEE
\$ 1 to \$ 500	= \$ 34
\$ 501 to \$ 2,000	= \$ 34 for the first \$500 plus \$ 5.00 for each additional \$100, or fraction thereof, to and including \$2,000
\$ 2,001 to \$ 25,000	= \$ 98 for the first \$2,000 plus \$19.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$ 25,001 to \$ 50,000	= \$ 554 for the first \$25,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$ 50,001 to \$100,000	= \$ 912 for the first \$50,000 plus \$ 10.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	= \$ 1,408 for the first \$100,000 plus \$ 8.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$ 500,001 to \$1,000,000	= \$ 4,579 for the first \$500,000 plus \$ 7.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,000 and up	= \$ 7,042 for the first \$1,000,000 plus \$ 5.00 for each additional \$1,000 or fraction thereof

Building valuation to be determined by the most current Building Valuation Data as published by the Building Standards Magazine and the International Code Council.

Link to Building Valuation Data <https://www.iccsafe.org/wp-content/uploads/BVD-BSJ-FEB21.pdf>

Section 3 Planning

PLANNING FEES

DESCRIPTION	FEE
First meeting	\$0
Subsequent meetings	Hourly thereafter – Fees from hourly billable rates of City employees and contracted professionals
DESIGN REVIEW	
Residential Design Review	\$330 - New \$220 - Addition
Commercial Design Review-per lot/design	\$1,500 - New \$700 - Addition/Amendment
Commercial/Residential Site Plan Review Only	\$2,000 – New \$700 – Addition/Amendment
Commercial Landscaping Design Review	\$825
Minor Design Review	\$50
Continuance due to applicant's non-attendance at meeting	Additional \$50
VARIANCE	
Variance (Residential)	\$330
Variance (Residential - (Return to Historic Front/Rear Yard Setbacks)	\$50
Variance (Non-Residential)	\$660
Appeals for Single Family Residential - Property Zoned or Used for Single Family Residences	\$330
Appeals for Non-Single Family Residential - All Property that is Not Zoned for Single Family Residences	\$660
CONTINUANCE	
Request for Continuance Applicant Initiated, (Requesting to extend the time of hearing beyond that established by public notice and/or agenda)	Publishing costs and hourly billable rates of City employees and contracted professionals.

DESCRIPTION	FEE
SUBDIVISION	
Preliminary Plat Processing	\$3,000 + \$30/Lot
Re-Plat of Preliminary Plat	One Half of Original Fee
Final Plat Processing	\$2,500 + \$30/Lot
Re-plat of Final Plat (Application to Re-plat Once Final Plat has Been Approved.)	One Half of Original Fee
Lot Split/Minor Land Division	\$1,250 + \$30 per lot created
MISCELLANEOUS PLAN REVIEW	
Landscape Plan Review	\$375 + \$100/hour
Preliminary Drainage Report	\$900–1 st & 2 nd review Subsequent Reviews: Hourly at Employee/Consultant Billable Rate
Preliminary Traffic Report	\$900 – 1 st & 2 nd review Subsequent Reviews: Hourly at Employee/Consultant Billable Rate
Subdivision Off-Site and Right-of-Way Improvements plan review	\$60 + \$250 per sheet – First / Second review \$60 + hourly
Subdivision Off-Site and Right-Of-Way Improvements (inspection)	3.25% of Construction Value
ZONING CLEARANCE/VERIFICATION LETTER	
Zoning Clearance/Verification Letter	\$200

DESCRIPTION	FEE
REZONING	
Residential Request for Rezoning	\$2,000 + \$25/Acre
Multi-family	\$2,000 + \$25/Acre
Non-Residential Request for Rezoning	\$2,000 + \$50/Acre
PAD/PD - Planned Area Development/Planned Development	\$3,000 + \$50per acre
PAD/PD Amendment	½ of Original Fee
Development Agreement	\$5,000 +City Attorney hourly fees
Amendment to Recorded DA	\$4,000 +City Attorney hourly fees
AMENDMENTS	
Zoning Map Amendments	
Residential	\$2,000 + \$25/Acre
Multi Family	\$2,000 + \$25/Acre
Non- Residential	\$2,000 + \$50/Acre
Zoning Text Amendments	\$2,000
General Plan - Major	\$5,000 + \$75/Acre
- Minor	\$2,000
USE PERMITS	
Use Permit (Residential)	\$825
Use Permit (Non-Residential)	\$1,100
Use Permit (Temporary)	\$250
User Permit (Extension/Renewal)	\$500
GROUP HOME/ASSISTED LIVING FACILITY	
Group Home/Assisted Living Facility Application	\$550 + any associated Engineering fees at the hourly rate

DESCRIPTION			FEE
SIGN PERMIT FEES			
Sign Plan Review			\$110
Sign Package Review			\$1,000
Sign Package Review			\$100
TELECOMMUNICATIONS FEES			
<u>Application & Inspection Fees & Annual Rates for Wireless Facilities in City Right-of-Way (ROW)</u>			
New/Replacement poles NOT subject to zoning review	Application Fee		\$750
	Annual Rates		\$50 Use of ROW and \$50 use of City-owned pole
	Inspection Fee		\$125/Hour to a maximum of \$2,400
Colocation on existing support structure	Application Fee		\$100 per facility (up to 5) \$50 per additional facility (above 5, up to 25)
	Annual Rates		\$50 Use of ROW and \$50 use of City-owned pole
	Inspection Fee		\$125/Hour to a maximum of \$1,200
Video Service Providers	License Fee		5% of gross revenues
Interstate Wire placed in City ROW			\$2.10 per lineal foot with automatic adjustment for any consumer price index increase on an annual basis
Dark Fiber placed in City ROW			\$2.10 per lineal foot with automatic adjustment for any consumer price index increase on an annual basis

Section 4 Administrative

DESCRIPTION	FEE STRUCTURE
Licenses	
Liquor License (All Series) – Application	\$400
New Mobile Food Vendor License Fee (includes business License fee)	\$200
Annual Renewal Fee – Mobile Food Vendor (includes business license fee)	\$150
Reproduction Work (Double-Sided copies designate two (2) pages)	
Black Copies	
(8 ½" x 11")	\$0.50 per page
(8 ½" x 14")	\$0.75 per page
(11" x 17")	\$0.90 per page
Color Copies	
(8 ½" x 11")	\$0.60 per page
(8 ½" x 14")	\$0.80 per page
(11" x 17")	\$1.00 per page
City/Zoning Codes	
Hard Copy of Documents	
City Code	\$50 each
Zoning Code	\$50 each
Tax Code	\$35 each
Copy of Documents on CD	
City Code	\$35 each
Zoning Code	\$35 each
Agendas and Minutes	
City Council	
Complete Agenda Packet	\$120 per year
Agenda and Minutes	\$ 40 per year
Agenda Only	\$ 25 per year
Planning & Zoning	
Complete Agenda Packet	\$ 60 per year
Agenda and Minutes	\$ 35 per year
Agenda Only	\$ 25 per year
CD of Recorded Meetings	\$ 5 each

Notary Fees

Acknowledgement or Jurat	\$5 per Notary Public Signature
Copy Certification	\$5 per Page Certified
Oath or Affirmation	\$5 per Notarial Act

Research and Processing Fee *(per person)*

Billable Rates Hourly

Schedule

Section 5 Finance

Tax Rates and Business Codes

Rates effective November 1, 2008

Region Code	Business Code ¹	Description	Rate
LP	018	Advertising	2.80%
LP	012	Amusements	2.80%
LP	213	Commercial Rental, Leasing and Licensing for Use	2.80%
LP	005	Communications	2.80%
LP	016	Contracting- Speculative Builders	4.80%
LP	037	Contracting-Owner-Builders	4.80%
LP	015	Contracting-Prime	4.80%
LP	044	Hotels	2.80%
LP	144	Hotel/Motel (Additional Tax)	1.00%
LP	010	Job Printing	2.80%
LP	027	Manufactured Buildings	2.80%
LP	315	MARRA Amount ²	2.80%
LP	325	Online Lodging Marketplace	2.80%
LP	009	Publication	2.80%
LP	214	Rental, Leasing and Licensing for Use of Tangible Personal Property	2.80%
LP	045	Residential Rental, Leasing and Licensing for Use	2.80%
LP	011	Restaurants and Bars	2.80%
LP	017	Retail Sales	2.80%
LP	062	Retail Sales for Food for Home Consumption	2.80%
LP	019	Severance - Metal Mining	0.10%
LP	020	Timbering and Other Extraction	2.80%
LP	006	Transporting	2.80%
LP	030	Use Tax From Inventory	2.80%
LP	029	Use Tax Purchases	2.80%
LP	004	Utilities	2.80%

¹Business Codes are the reporting codes for the Arizona Department of Revenue

²Code used to report retail amount due on materials purchased exempt from tax and incorporated into a Maintenance, Repair, Replacement or Alteration (MARRA) project. This tax would be based on the location of the job rather than place of material purchase.

Business Licenses

Business License Fee

The annual business license fee is \$35.00 with a one-time application processing fee of \$10.00. The City does not prorate the license fees.

Business License Renewals

The license renewal fee is \$35 due by January 1 and shall be considered delinquent if not received on or before the 15th of January.

Credit Card Fees

Under \$100 – No Charge
\$100 to \$2,500 -- \$5 Fee
\$2,500 and over – Check Required

** These Fees are for all Departments

Section 6 Billable Rates

BILLABLE RATES FOR EMPLOYEES			
		BILLABLE RATE PER HOUR	
		Regular Rate	Overtime
Building Safety			
	Building Official	\$62.34	
	Administrative Assistant	\$30.15	\$45.22
City Clerk			
	City Clerk	\$44.98	\$67.47
	Administrative Assistant I	\$30.15	\$45.22
City Manager			
	City Manager	\$91.81	
	Assistant City Manager	\$73.84	
	Management Assistant	\$64.44	\$96.66
Code Enforcement			
	Code Enforcement Officer (Vacant)	\$0.00	\$0.00
Community and Recreation Services			
	Aquatics Manager	\$31.34	\$47.01
	Office Manager	\$56.68	
	Special Events Coordinator	\$42.11	\$63.17
	Youth Sports Coordinator	\$41.10	\$61.65
	Youth Sports Assistant	\$26.10	\$39.15
	Preschool Teacher	\$30.30	\$45.44
	Preschool Teacher Assistant	\$18.68	\$28.03
	Preschool Aide	\$14.62	\$21.93
	Cashiers (Average)	\$14.96	\$22.44
Court			
	Court Clerk	\$42.66	\$63.99
	Assistant Court Clerk	\$0.00	\$0.00
Finance			
	Director of Budget and Finance	\$74.47	
	Accounting Specialist	\$43.92	\$65.88
Human Resources			
	Director of Human Resources	\$75.24	
	Administrative Assistant II	\$37.30	\$55.94
Planning			
	Director of Planning Services	\$72.38	
Public Works			
	Director of Public Works	\$69.33	
	Public Works Manager	\$56.81	
	Public Works Supervisors	\$46.89	\$70.33
	Maintenance Technicians (Average)	\$35.42	\$53.13

Updated 3/21/19

Section 7 Engineering

Engineering Plan Review

Plan Review (including pre- and final plats and improvement plans)	
First Review (Per Sheet)	\$275
Second Review	Included in fee for first review
Subsequent reviews	Hourly
Report Review (Drainage, Water, Sewer, Traffic)	
First Review	\$900
Second Review	Included in fee for first review
Subsequent Reviews	Hourly
Building Safety Plan Review	
First Review (Per Sheet)	75% of plan check fee
Second Review	Included in fee for first review
Subsequent Reviews	Hourly
Expedited Review	
For ten business day turnaround	Two times above rates

General City Engineering, Planning and Development Coordination Services

	Per Hour
Principal Engineer	\$125
Project Engineer	\$115
Project Planner	\$110
Plan Reviewer	\$100
Associate Engineer	\$100
Senior Planner	\$100
Special Districts Manager	\$100
Construction Manager	\$100
Senior Designer	\$100
Construction Inspector	\$ 95
Planner	\$ 95
CAD Drafter	\$ 90
Drafter	\$ 85
Technician	\$ 80
Clerical	\$ 65