CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626
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RESOLUTION No. 226

(adjusting consolidated fee schedule)

Sponsored by: Jim Haley

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE FOR INCREASE OF 5% OR LESS FOR SPECIFIED FEES, AND BY 5% FOR WATER AND SEWER CONNECTION FEES; ADJUSTING AND INCREASING LAND USE DEVELOPMENT FEES BY MORE THAN 5%; ADDING CLARIFYING LANGUAGE; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that it is in the best interest of the municipal corporation and the community served thereby to review, update, and adjust the city's consolidated fee schedule: and

WHEREAS, Idaho Code 63-1311A states in part that, "No taxing district may make a decision approving a fee increase that is in excess of five percent (5%) of the amount of the fee last collected or a decision imposing a new fee, unless it first holds a hearing upon such proposed fee increase...".; and

WHEREAS, public hearing for this resolution is on the city clerk's schedule for 11 Aug 2026 along with the required public hearing for the FY-2027 Budget; and

WHEREAS, https://www.usinflationcalculator.com/inflation/current-inflation-rates/ (accessed 17 Jun 2026 11:15a mtn) shows US annual inflation rates with an increase of 7% in 2021, 6.5% in 2022, an increase of 3.4% in 2023, an increase of 2.9% in 2024, an increase of 2.7% for 2025, and an increase of 4.2% for the 12 Months ending May 2026 for a cumulative U.S inflation increase to goods and services of 26.7% over this approximately 6 year period (average: 26.7% / 6 = 4.45%); and

WHEREAS, fee increases greater than 5% are proposed for: Water Disconnect Charge (Penalty), Water and Sewer Service Disconnection Fees, Water and Sewer Service Restoration Fees, Water and Sewer Service Restoration Expedite Fees, Land Use Development Fees / Retainers,

WHEREAS, Republic Services requested a 3% increase in solid waste removal (garbage) rates early in the budget process for the City's fiscal year 2027 due to their increased costs of doing business; and

WHEREAS, clarifying language is proposed throughout, including but not limited to, Irrigation, Land Use Development, and Animal Control; and

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WHEREAS, increases of less than 5% were made in the fiscal year 2027 budget for water and sewer rates and water and sewer deposit amounts, which have been included in the proposed consolidated fee schedule; and

WHEREAS, increases of 5% have been added to water and sewer connection fees have been included in the proposed consolidated fee schedule; and

WHEREAS, due to the United States of America no longer minting pennies, effort has been made to round to the nearest nickel with the exception of Garbage Fund related fees (exemption for Garbage Fund related fees is due to interaction between rates, sales and use tax, and franchise fee rounding in Utility Billing System software).

Now, therefore, be it resolved by the Mayor and Council of the City of Greenleaf, Idaho, as follows:

Section 1. The attached "Exhibit A" be adopted as the Consolidated Fee Schedule for the City of Greenleaf.

Section 2. All previous resolutions, orders, or parts thereof in conflict with this Resolution are hereby null and void to the extent of the conflict.

Section 3. If any part of this resolution is declared to be invalid by a court of competent jurisdiction, then the remaining portion shall remain in effect.

Section 4. This resolution is effective for Land Use Development applications immediately upon City Council approval, and on 01 October 2026 with the beginning of Fiscal Year 2027 for all other provisions.

Adopted by the City Council of the City of Greenleaf this 11th day of August, 2026.

Ryan Schnuerle, Mayor

Attest:

Lee C. Belt, City Clerk

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Resolution # DRAFT 003-FY26 – **"EXHIBIT A"**

MUNICIPAL WATER AND SEWER MONTHLY RATES

Residential Potable Water:

Base and Usage Rates: For each water meter reading, a base rate (GC 7-4-20:D:1) of $ 55.45 and a water use (usage) fee (GC 7-4-20:D:3) of $3.55 for each 1000 gallons, per EDU (see equivalent unit table below).

Bond Fee: The bond fee (GC 7-4-20:D:2) is established to pay the principal and interest and bond sinking funds required by law on bonds which are not general obligation bonds and loans obtained to finance the city's water system and water treatment facilities. As applicable, the bond fee is set at $19.15 monthly, per EDU.

Please note that the base & usage rates and bond fee are exclusive, such that all properties in the municipal water system service area are subject to either the base and usage rates, or to the bond fee.

Please note that the city's potable water is sourced from wells and is high in the mineral manganese, which can result in water quality issues, typically discolored water but in some instances including odor. The water quality issue is caused by mineral interaction with chlorine added to the delivery system to prevent bacterial growth (over time, the chlorine can pull the mineral out of solution, resulting in discolored water and/or odor). Customers are encouraged to notify City Hall and let the water run to flush out the private water service line (this typically resolves the water quality within 02-15 minutes, dependent upon length of private water service line). *If reported to City Hall, the city will give a 2000 gallon credit at water use rate* and be able to follow up on the reported issue and consider flushing the water main in that area. Please also note that the anode in hot water heaters can also interact with the mineral content in the potable water system, which can result in a sulfur or 'rotten eggs' odor. Changing to an aluminum anode typically resolves this issue.

Residential Sewer:

Monthly Sewer Fee (GC 7-5-15:B): $98.80 per EDU (see equivalent unit table below) The monthly sewer fee collects funds to cover residential sanitary sewer system operations and maintenance, debt service, and waste strength category I per the following table. This fee may be colloquially referenced as a sewer base rate.

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BOD or TSS Waste Strength Category	Milligrams per Liter	Per 1000 gallons
I	0 to less than 200	$2.25
II	200 to less than 400	$2.33
III	400 to less than 600	$2.49
IV	600 to less than 800	$2.65
V	800 to less than 1,000	$2.81
VI	1,000 to less than 1,500	$3.50
VII	1,500 and greater	Dept. Calculated

Sanitary Sewer Overage Fee GC §7-5-15(B)(3) Established to collect for additional cost of treatment: Assessed at $3.75 per 1000 gallons over 9000 gallons potable water usage.

Please note that the sanitary sewer overage fee is assessed based on metered potable water usage under the concept that potable water delivered to a customer property is subsequently discharged from that property as sanitary sewer effluent. Please also note that utility customers have the option to install a second water system meter for non-potable use per GC §7-4-9(F).

Industrial Sewer: By negotiated agreement recommended to the City Council by the Public Services Director, Waste-water Treatment Plant Operator, and the City Engineer based on testing of effluent to determine biochemical oxygen demand (BOD), total suspended solids (TSS) strength, and other effluent characteristics. The agreement may allow projected effluent characteristics to be used as a basis until industrial operation produces effluent for testing, and designate periodic testing to re-evaluate effluent characteristics and effect on waste-water treatment plant operation.

Commercial users: See equivalent unit table below to determine rates based on residential water and residential sewer rates above. For example:

For monthly municipal water service, a classification with 2.0 EDUs would be charged $110.90 (base rate of $55.45 x 2.0 EDUs) in base rate plus $3.55 (usage fee) for every 1000 gallons used.

For monthly sewer service, a classification with 2.0 EDUs would be charged a base rate of $197.60 (monthly sewer fee of $98.80 x 2.0 EDUs). *The Sanitary Sewer Overage Fee is also applicable, based on water consumption.*

AFTER DISCONNECTION OF UTILITIES FOR NON-PAYMENT, ALL PAST DUE UTILITY BALANCES (WATER, SEWER, GARBAGE) IS REQUIRED BEFORE WATER TURN-ON.

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Equivalent Unit Table

	Classification	Equivalent Units (EDUs)
1	Airport Terminal – For each 2,000 sq. ft.	1.0
2	Apartment	See multi-dwelling unit
3	Assembly Hall or Auditorium – for each 200 seats	1.0
4	Bank or Savings – For each 3,000 sq. ft.	1.0
5	Barbershop, Beauty Salon - additional per station over 2	1.0 0.5
6	Bowling Alley - additional per Lane over 2	1.0 0.2
7	Cafe, per customer seating capacity	See restaurant
8	Campsite - for each Trailer Unit - For each Camp site - Additional for RV dump	 1.0 .046 4.0
9	Car Dealer - no Repair or Wash Facilities - With Wash Bays and/or Stalls - Additional per stall	 1.0 1.0 0.5
10	Car Wash (per bay)	2.0
11	Church - For each 50 seats	1.0
12	Club or Lodge	Same as Church
13	Condominium	See multiple living unit
14	Dentist (per practitioner at site)	2.0
15	Doctor	Same as dentist
16	Department Store	See retail store
17	Drugstore	See retail store
18	Duplex	See multiple living unit
19	Florist – For each 1,500 sq. ft.	1.0
20	Fourplex	See multiple living unit
21	Garage – Per 3 employees	1.0
22	Grocery	See retail food store
23	Hardware store	See retail store
24	Hospital and/or Convalescent Home - Additional per bed	1.0 0.3

25	Hotel / Motel - First Unit - Additional per Unit - Additional per Unit with Kitchen	 1.0 0.5 0.2
26	Industrial Use	Director Calculated
27	Jail - Additional per Bed	1.0 0.5
28	Laundry - Self Service up to 10 machines - Self Service – Additional machines over 10 - Commercial	 4.0 0.25 Director Calculated
29	Mobilehome and Trailer Park – For each Unit	1.0
30	Multiple Living Unit – Per Unit	1.0
31	Office Building – For each 2,500 sq. ft.	1.0
32	Photo Lab / Printing Shop	Director Calculated
33	Post Office	See office building
34	Residential Units	1.0
35	Retail Store – For each 3,000 sq. ft.	1.0
36	Retail Food Store – For each 1,500 sq. ft.	1.0
37	Restaurant – Sit Down – For each Seat (minimum 2.0)	0.1
38	Restaurant – Fast Food – For each Seat (minimum 1.0)	0.05
39	Schools – Per 25 Students	1.0
40	Service Station - Gas and Restroom Only - per Set of Pumps - Full Service	 1.0 See garage
41	Service Station - Convenience Store	See retail food
42	Tire Store	See garage, office
43	Warehouse / Storage Units – For each 10,000 sq. ft.	1.0

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OTHER MUNICIPAL WATER FEES

new water meter charge (7-4-9-a-1):	Double the cost of a new meter
monthly 3rd party billing fee (7-4-8-c / 7-5-16:A):	$ 2.00
shut off fee 7-4-9-e-2 (based on average public works employee hourly cost for 1/2 hour)	$ 21.75
temporary shut off fee 7-4-9-e-4 (based on half of shut off fee)	$ 10.88
stand-by or partial service 7-4-20-f	set by contract with the City Council
metered temporary connection fee 7-4-10-c	One fourth (¼) of the standard connection fee, varying depending on meter size. Please see connection fee chart below.
metered temporary connection water usage fee 7-4-10-c	Same as the monthly water usage rate.
hydrant temp use permit fee (meter loan + install and removal) 7-4-15-d:	$ 50.00
latecomer's fee – 7-4-17-g:	See Greenleaf Code 7-4-17-g
water line extension special permit fee (7-4-17-c)	As may be set by the city per Greenleaf Code 7-4-17-c
repair for damage to water meter and appurtenances 7-4-20-d-4-a	time & materials
electronic fund transfer convenience fees 7-4-20-d-4-b	pass-through of fees from the electronic fund transfer provider

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dishonored / returned check fee 7-4-21-c /7-5-16:D		$ 20.00, per Idaho Code 28-22-105
disconnect charge (penalty) 7-4-21-d-1 / 7-5-16:E:1 (approximately 2x cost of bank fees for average utility billing)		$ 16.00
service disconnection fee 7-4-21-d-2 / 7-5-16:E:2 (based on average public works employee hourly cost for 1/2 hour)		$ 21.75
service restoration fee 7-4-21-d-2 / 7-5-16:E:2 (based on average public works employee hourly cost for 1/2 hour)		$ 21.75
service restoration expedite fee (same day or after hours) 7-4-21-d-2 / 7-5-16:E:3 (based on average public works employee time & a half for 1 hour)		$ 65.25
water diversion / theft of service fee 7-4-21-i		$100.00
deposit (7-4-22-a) (based on 2 months average charges)	garbage service only sewer service only water service only garbage + sewer services garbage + sewer + water	$35.56 $197.60 $111.00 $234.00 $344.15
deposit to re-establish credit on an existing service connection		See 7-4-22-c
repair/replacement of damaged shutoff valve (7-4-14):		time & materials
Connection Fee (7-4-8-e):		See Table Below

Connection Fee – Standard /residential* 0.75 in meter	$5628.25
Connection Fee – Standard /residential* 1.00 in meter	$10,130.00
Connection Fee – Standard /residential* 1.50 in meter	$22,513.60
Connection Fee – Standard /residential* 2.00 in meter	$39,398.20
Connection Fee – Standard /residential)* 3.00 in meter	$90,168.65
Connection Fee – Standard /residential* 4.00 in meter	$157,838.30
Municipal Water Connection Fee – Commercial*	Same as above, per EDU*
Partial connection fees	Per GC 7-4-9-a-d "...the difference in connection fees for the size of the new larger meter installed and the size of the smaller meter replaced."

* Please see equivalent dwelling unit table.

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MINIMUM & MAXIMIM LENGTH OF TIME FOR TEMPORARY SHUT OFF (7-4-9-e-1):
There is no minimum or maximum length of time for temporary shut off. Temporary shut off shall begin upon time of temporary shut-off, and continue until request to restore service is received. Per GC 7-4-9-e-1, the base rate applies during temporary shut off.

BILLING CYCLE (7-4-21-A-2):
The city bills a month in arrears. Meter readings shall be taken near the 20th of each month, dependent upon weather conditions and availability of public services department personnel for this task. Monthly utility billing shall be issued before the end of the month. Monthly utility billing shall be due and payable upon receipt, and considered past due with account subject to disconnect charge (penalty) immediately, and to disconnection at the city's convenience for non-payment after the past-due date.

Please note that per GC 7-4-8(D), applicants and authorized water users are responsible to maintain current contact information, including billing address, with the City at all times. Failure to do so will be grounds for immediate disconnection of the account at the discretion of the Director, subject to all applicable penalties, fees, and charges, including disconnection and reconnection, as if the account were disconnected for non-payment. Unpaid fees shall constitute a lien on the property as provided in section 7-4-21:K of this code.

OTHER MUNICIPAL SEWER FEES

Sewer Service Connection Permit Fee (GC 7-5-15:A – Costs of inspection, administrative costs and the Sewer Service Availability Fee)+	Sewer Service Availability Fee + $231.50 per EDU
Sewer Service Availability Fee (equity buy-in of the new connection – GC 7-5-15:A – Included in the Sewer Service Connection Permit Fee)	$9206.25 per EDU
Sewer Service Availability Fee Additional Fees for Areas Served which Require Additional Sewer Facilities in Order to Facilitate the Availability of the Sewer Service to that Area GC 7-5-15:A – Included in the Sewer Service Connection Permit Fee)+	As set by the Director of the Public Works Department
Non-Residential Sewer Service Availability Fee (GC 7-5-15:A:2)+	Per contractual arrangement with the City

Sewer Line Connection Outside the City Limits Application Fee (GC 7-5-8:A)+	$826.86
Administration of Latecomer's Fee (GC 7-5-13:C:2)	As established in credit agreement

+ Charges applicable to a new connection to the city's sewer system

monthly 3rd party billing fee (7-4-8-c / 7-5-16:A):	$ 2.00
dishonored / returned check fee 7-4-21-c /7-5-16:D	$ 20.00, per Idaho Code 28-22-105
disconnect charge (penalty) 7-4-21-d-1 / 7-5-16:E:1 (approximately 2x cost of bank fees for average utility billing)	$ $16.00
service disconnection fee 7-4-21-d-2 / 7-5-16:E:2 (based on average public works employee hourly cost for 1/2 hour)	$ 21.75
service restoration fee 7-4-21-d-2 / 7-5-16:E:2 (based on average public works employee hourly cost for 1/2 hour)	$ 21.75
service restoration expedite fee (same day or after hours) 7-4-21-d-2 / 7-5-16:E:3 (based on average public works employee time & a half for 1 hour)	$ 65.25

Please note that per GC 7-5-16:B:5, applicants and authorized sewer users are responsible to maintain current contact information, including billing address, with the City at all times. Failure to do so will be grounds for immediate disconnection of the account subject to all applicable penalties, fees, and charges, including disconnection and reconnection, as if the account were disconnected for non-payment.

ACCESSORY DWELLING UNITS (ADUs) UTILITY CONNECTION AND MONTHLY UTILITY USER FEES

Accessory Dwelling Units (ADUs) are dwelling units secondary and incidental to the primary single-family residential structure on the parcel (see GC §9-2-2). ADUs shall be connected to municipal utilities if within utility service areas (see GC §9-7-17:B). ADUs are subject to assignment of equivalent dwelling unit (EDU) status for assessment of connection fees and monthly utility billing in accordance with the chart below (see GC §7-4-9:A:4:d and GC §7-5-7:A:2), if served by the same private service line as the primary residence.

	Two (2) designated bedroom areas or less	*More than two (2) designated bedroom areas*
Equivalent Dwelling Units (EDU)s assessed	Zero (0) additional EDUs	One (1) additional EDU

Note: ADUs served by their own private service lines are assessed as one (1) additional EDU regardless of designated bedroom areas in the ADU.

In the event of disagreement as to how many designated bedroom areas exist in an ADU design, determination shall be made by the Building Official and provided in writing, subject to the provisions of Greenleaf Code Chapter 10, title 1.

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MUNICIPAL SOLID WASTE DISPOSAL (GARBAGE) SERVICE

STANDARD RESIDENTIAL SERVICE:

Service	96-gallon tote	Idaho sales/use tax	Franchise	Monthly Total
$13.45	$2.86	$0.17	$1.30	$17.78

Additional residential 96-gallon totes (up to four total):

$3.25 monthly ($2.86 tote + $0.17 Idaho sales/use tax + $0.22 franchise)

Optional Carry-out Service Fee: $20.00 monthly – Note: Requires documentation from doctor of disability – provides carry-out of tote from house to curb for disposal and subsequent placement of tote back at house.

Standard residential service is emptied one (1) time weekly.
One (1) tote is included in standard service, w/ additional totes available at above rates.

COMMERCIAL / CONTAINER SERVICE: (see table on next page)

FUEL SURCHARGE SCHEDULE (Resolution 156-B): The following schedule is to be implemented on a monthly basis to utility billing based on the per-gallon diesel fuel rate paid by the disposal service franchisee to the franchisee's diesel fuel provider, as follows:

Fuel Rate	Surcharge
$4.50	$0.25
$4.75	$0.37
$5.00	$0.50
$5.25	$0.62
$5.50	$0.75
$5.75	$0.87
$6.00	$1.00

Diesel fuel rates above $6.00 will be extended surcharge in accordance with the pattern set in the table above.

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COMMERCIAL / CONTAINER SERVICE:

Container Size	Emptied	Service	Franchise (8%)	Container	Sales/Use Tax (6%)	Monthly Total
*1 yard**	*1 time/week*	*43.85*	*3.83*	*4.02*	*.24*	*51.94*
*2 yard**	*1 time/week*	*63.88*	*5.43*	*4.02*	*.24*	*73.57*
3 yard	1 time/week	88.31	7.39	4.02	.24	99.96
*4 yard**	*1 time/week*	*113.98*	*9.44*	*4.02*	*.24*	*127.68*
6 yard	1 time/week	155.29	12.74	4.02	.24	172.29
8 yard	1 time/week	216.46	17.64	4.02	.24	238.36

* *New service not offered for this size container; existing customers may keep this service.*

Please note that over-full commercial containers are subject to an overage fee of $22.86 *per yard*, billed directly by Republic Services.

Larger containers and temporary / on-call container services are available and billed directly through Republic Services, with no additional city franchise fee.

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LAND USE DEVELOPMENT FEES

Greenleaf Code §9-1-8 establishes an application fee and a retainer for land use development applications, with the retainer used to pay contract professional Legal and Engineering service fees and any expenses incurred by the city for processing the application. Full-time staff time may be applied to applications filed by non-residents. If the retainer is depleted to 15%, the applicant may be required to provide additional retainer funds to meet an updated estimate of remaining city expenses.

Applicants are encouraged to both have a complete and well-defined vision for their project and to request a pre-application meeting before submitting their application, as the city's expenses for providing clarification and processing changes or revisions are charged against the applicant's retainer.

City Staff will open a land use development project file and account, and collect payment of application fee and retainer upon request for a pre-application meeting or submission of an application. The project will be reviewed and invoiced monthly by the city until the project file is closed through either final action on the application by the city, or through withdrawal of the application by the applicant. Projects with no activity, including non-payment of invoiced charges, for a consecutive 6-month period may be deemed by staff as administratively withdrawn by the applicant through inactivity; Staff shall notify the applicant by mail in the event of the applicant's choice for administrative withdrawal through inactivity.

All required information must be received and any outstanding invoicing must be paid before an application can be deemed complete. Applicant must keep monthly invoicing current or city processing of the application will be stayed until monthly invoicing is either brought current or administratively withdrawn with any outstanding invoicing flagged for collection. Monthly invoicing must be current before final action by the City.

Monthly invoicing must be current before a public hearing date will be scheduled. Failure to appear at, or make invoicing current, prior to a public hearing or final action on the application are grounds for administrative denial of the application.

Greenleaf Code §9-13-08 provides for a late fee / penalty and interest on delinquent land use development accounts. Unless otherwise negotiated with the city as provided under §9-13-08, the late fee / penalty is set at double the cost of the application fee and retainer as given in the listing below, in addition to any other charges, with the late fee / penalty applicable to any monthly invoice generated with a previous outstanding balance. The interest rate is set at 8% APR (annual percentage rate), to be invoiced monthly until paid.

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CATEGORY	COST

Design Review

Application Fee (based on 3 hours of City Clerk time, non-refundable):	$ 150.00
Retainer (Retainer Estimate: 5 hrs legal, 5 hrs engineering)	$ 1,900.00
Application Total:	*$ 2,050.00*
Retainer 15% Treshold = $ 285.00	

Includes the following, additive for applications submitted for parallel processing:

Single Family Residential Design Review

Commercial Design Review

Multi-family Residential Design review

Limited Design Review

Central Business District

Minor Modification—Administrative

Subdivision

Subdivision Standard Project

Application Fee (based on 3 hours of City Clerk time, non-refundable):	$ 150.00
Retainer (Retainer Estimate: 10 hrs legal, 10 hrs engineering)	$ 3,800.00
Application Total:	*$ 3,950.00*
Retainer 15% Treshold = $ 570.00	

Includes the following, additive for applications submitted for parallel processing:

Land Subdivision, any zone (preliminary plat)

Condo or Townhouse (preliminary plat)

Subdivision Construction Drawing Review (Included in Subdivision retainer, with $2,000.00 non-refundable penalty at the city's discretion added for reviews past the 3rd review of the same drawing to discourage use of limited city resources to develop the project)

Subdivision Engineering Inspection (Included in Subdivision retainer, with $2,000.00 non-refundable penalty at the city's discretion for repeat inspections past the 3rd inspection of the same infrastructure to discourage use of limited city resources to develop the project)

Final Plat for Subdivision

Lot Line Adjustment

Vacation

Subdivision Major Project

Application Fee (based on 3 hours of City Clerk time, non-refundable):	$ 150.00
Retainer (Retainer Estimate: 20 hrs legal, 20 hrs engineering)	$ 7,600.00
Application Total:	*$ 7,750.00*

Retainer 15% Treshold = $ 1,140.00

Includes the following, additive for applications submitted for parallel processing:

Annexation

Planned Unit Development (PUD)

PUD Construction Drawing Review (Included in PUD retainer, but subject to $2,000.00 non-refundable penalty at the city's discretion added for reviews past the 3rd review of the same drawing to discourage use of limited city resources to develop the project)

PUD Engineering Inspection (Included in PUD retainer, but subject to $2,000.00 non-refundable penalty at the city's discretion for repeat inspections past the 3rd inspection of the same infrastructure to discourage use of limited city resources to develop the project)

Final Plat for PUD

Changes and Amendments

Application Fee (based on 3 hours of City Clerk time, non-refundable):	$ 150.00
Retainer (Retainer Estimate: 20 hrs legal, 20 hrs engineering)	$ 7,600.00
Application Total:	*$ 7,750.00*

Retainer 15% Treshold = $ 1,140.00

Includes the following, additive for applications submitted for parallel processing:

Comprehensive Plan Change
(including comp plan text amendment or comp plan map amendment)

Zoning Change
(including rezone and zoning ordinance text amendment)

Development Agreement

Development Agreement Amendment

Engineering and Legal Reviews (Included in retainer, but subject to $2,000.00 non-refundable penalty at the city's discretion for repeat review past the 3rd review of the same thing to discourage use of limited city resources to develop the project)

Other Permits

Standard Other Permit

Application Fee (based on 3 hours of City Clerk time, non-refundable): $ 150.00

Retainer (Retainer Estimate: 5 hrs legal, 5 hrs engineering) $ 1,900.00

Application Total: $ 2,050.00

Retainer 15% Treshold = $ 285.00

Includes the following, additive for applications submitted for parallel processing:

Pre-application Meeting & Site Visit

Sign / Off-site Sign

Encroachment in the Public Right-of-Way

Waiver Application

Appeals

Grading Permit

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Major Other Permit

Application Fee (based on 3 hours of City Clerk time, non-refundable):	$ 150.00
Retainer (Retainer Estimate: 10 hrs legal, 10 hrs engineering)	$ 3,800.00
Application Total:	*$ 3,950.00*

Retainer 15% Treshold = $ 570.00

Includes the following, additive for applications submitted for parallel processing:

Conditional or Special Use

Variance Application

Engineering and Legal Reviews (Included in retainer, but subject to $2,000.00 non-refundable penalty at the city's discretion for repeat review past the 3rd review of the same thing to discourage use of limited city resources to develop the project)

Miscellaneous

Fence (based on 1 hour public services + 1 hour city clerk time, rounded)	$ 100.00
Application Fee (based on 3 hours of City Clerk time, non-refundable):	$ 150.00
Land Research (based on 1 hour of City Clerk time):	$ 50.00
Engineering Inspection / Plan Review Retainer (20 hr engineering): Retainer 15% = $555.00	$ 3,700.00
Legal Review Retainer (20 hr legal): Retainer 15% = $585.00	$ 3,900.00
Consultants/professionals	Actual fees and costs billed to the City by consultants / professionals
Bonding/Letter of Credit Incomplete Improvements	$100.00 application fee plus 150% of estimated completion costs
Public meeting or hearing audiotape transcription	Actual cost of certified transcription

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Copy of Land Use Development Ordinance	Actual media cost incurred by the City
Copy of Comprehensive Plan	Actual media cost incurred by the City
Copy of Comprehensive Plan Map	11x17 (color) - $0.40 8.5x11 (color) - $0.20
Copy of Zoning Map (on 8.5 x 11, color)	See "Miscellaneous Fees"
Black & White Photocopies (8-1/2 x 11)	See "Miscellaneous Fees"
Color Photocopies	See "Miscellaneous Fees"
Miscellaneous Costs incurred by the City to process Land Use Applications and Requests	Actual costs incurred by the City
Meeting Recording	Actual media cost incurred by the City
Postage and Overnight Mail	Actual cost incurred by the City

DEVELOPMENT IMPACT FEES:

Pass-through of development impact fees benefitting Caldwell Rural Fire Protection District (CRFPD) per current CRFPD Impact Fee Study and Capital Improvement Plan, with implementation subsequent to approval of a joint powers agreement between the agencies

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BUILDING PERMIT FEES

The Building Permit Fee includes **the valuation fee, the plan review fee, and any other fees that may be applicable** to the permit type.

Applications will not be deemed complete and accepted for processing until all required information is submitted and the application fee paid.

Payment for all fees and any additional fees or costs incurred by the city related to the review and processing of applications, including but not limited to additional review fees, additional inspection fees, or additional time spent on the project by the building official, must be paid before a Certificate of Occupancy will be issued.

Building Permit Application Fee: A $50.00 Building Permit Application Fee shall be due upon submission of all building permit applications. This fee shall be deducted from the total amount due after building permit valuation and fees have been calculated by the Building Official.

Valuation Fee: Valuation shall be set by the Building Official, who may use the most current building valuation data from the International Code Council, as deemed applicable. ***The building valuation data on following pages is given as an example only.***

Plan Review Fee: 65% of the cost of the building permit, except Group R, Division 3 plan reviews shall be assessed at a rate of 30% for structures with less than 2,500 sq. ft. of habitable space (finished or unfinished).

Other Inspections, Reviews and Fees: As follows:

RESCheck energy code plan review Fee (not applicable to all permits)	$150.00
Additional Plan Review Fee (beyond initial plan review)	$ 75.00
Additional Inspection Fee (re-inspections)	$100.00
Additional Building Official time spent on project	$150.00/hr

Penalty for building without a permit: Double the cost of all applicable building permit fees

Example Building Valuation Data

INTERNATIONAL CODE COUNCIL®

People Helping People Build a Safer World™

Building Valuation Data – FEBRUARY 2025

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2025. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
3. $$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a $300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is $30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300{,}000 \times 75\%}{\$30{,}000{,}000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

Permit Fee = Gross Area x Square Foot Construction Cost
X Permit Fee Multiplier

Example

Type of Construction: IIB
Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.
Height: 2 stories
Permit Fee Multiplier = 0.0075
Use Group: B

1. Gross area:
   Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
   B/IIB = $265.76/sq. ft.
3. Permit Fee:
   Business = 16,000 sq. ft. x $265.76/sq. ft x 0.0075
   = $31,891.20

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Example Building Valuation Data

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs [a, b, c]

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	337.41	325.40	315.80	303.35	283.46	275.24	292.98	264.14	254.04
A-1 Assembly, theaters, without stage	309.77	297.76	288.16	275.71	256.07	247.85	265.35	236.75	226.65
A-2 Assembly, nightclubs	269.42	261.52	253.31	243.65	228.21	222.01	235.29	207.53	199.66
A-2 Assembly, restaurants, bars, banquet halls	268.42	260.52	251.31	242.65	226.21	221.01	234.29	205.53	198.66
A-3 Assembly, churches	314.40	302.40	292.80	280.35	260.82	252.61	269.98	241.51	231.40
A-3 Assembly, general, community halls, libraries, museums	264.03	252.03	241.42	229.98	209.33	202.12	219.61	190.01	180.91
A-4 Assembly, arenas	308.77	296.76	286.16	274.71	254.07	246.85	264.35	234.75	225.65
B Business	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
E Educational	282.06	272.26	263.65	252.74	235.87	223.82	244.04	206.65	200.02
F-1 Factory and industrial, moderate hazard	164.17	156.25	146.41	140.89	125.45	119.36	134.33	104.02	96.87
F-2 Factory and industrial, low hazard	163.17	155.25	146.41	139.89	125.45	118.36	133.33	104.02	95.87
H-1 High Hazard, explosives	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	N.P.
H234 High Hazard	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	86.17
H-5 HPM	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
I-1 Institutional, supervised environment	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
I-2 Institutional, hospitals	469.18	458.58	448.25	436.51	411.45	N.P.	426.30	385.65	N.P.
I-2 Institutional, nursing homes	323.68	313.08	302.75	291.01	269.45	N.P.	280.80	243.65	N.P.
I-3 Institutional, restrained	314.93	304.33	294.00	282.26	261.70	252.06	272.05	255.55	223.96
I-4 Institutional, day care facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
M Mercantile	201.08	193.18	183.97	175.31	159.52	154.32	166.95	138.84	131.97
R-1 Residential, hotels	278.14	268.29	258.82	249.16	227.83	221.78	248.64	205.46	198.22
R-2 Residential, multiple family	232.26	222.41	212.94	203.28	183.19	177.15	202.77	160.82	153.58
R-3 Residential, one- and two-family [d]	215.90	210.16	205.11	200.73	194.02	187.11	204.78	180.41	169.09
R-4 Residential, care/assisted living facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
S-1 Storage, moderate hazard	152.17	144.25	134.41	128.89	113.76	107.67	122.33	92.33	85.17
S-2 Storage, low hazard	151.17	143.25	134.41	127.89	113.76	106.67	121.33	92.33	84.17
U Utility, miscellaneous	117.65	110.72	103.00	98.58	87.79	82.02	93.83	69.49	66.20

a. Private Garages use Utility, miscellaneous
b. For shell only buildings deduct 20 percent
c. N.P. = not permitted
d. Unfinished basements (Group R-3) = $31.50 per sq. ft.

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PUBLIC RECORDS REQUEST FEE SCHEDULE

Fees are assessed strictly in accordance with I.C. § 74-102

Resident Request under 10 pages and less than 2 hours labor: Free to the Requestor*

Resident Request over 10 pages or 2 hours labor: Advance deposit required, based on an itemized cost estimate. Unused deposit will be refunded.

Non-Resident Request initial advance deposit required with request: $250.00
(Based on one hour of City Clerk time for processing and one hour of City Attorney time for review, rounded up to the next $50.00.) Additional deposit may be required based on an itemized cost estimate. Unused deposit will be refunded.

Standard Costs:

Labor: Employee cost including payroll expenses

Professional Services (Typically City Attorney): Pass-through of cost to city

B&W Photocopies: See "Miscellaneous Fees"

Color Photocopies: See "Miscellaneous Fees"

Photocopies other than those listed above: See "Miscellaneous Fees"

City Publications: Standard price for purchase by the public, if any, for the publication containing the requested information

Other Media: See "Miscellaneous Fees"

Any other / additional costs: Itemized and passed through to the requestor as allowed by Idaho Public Records Law

Please see the Public Records Request Process (form GL FY08-PU01) for additional detail regarding public records requests.

* Because State Code prohibits the city from charging actual cost below this threshold, cost of fulfillment is paid out of city general funds sourced from the taxpayer.

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MISCELLANEOUS FEES

Fax Service: $1.00 per page or best estimated cost

Insufficient Funds Fee: $20.00 per check returned with insufficient funds

Photocopies:

Black and White (B&W) Photocopies:	8.5 x 11 (letter size):	$0.10 per page
	8.5 x 14 (legal size):	$0.15 per page
	11 x 17 (ledger size):	$0.20 per page

Color Photocopies: Double the cost of B&W copies

Photocopies other than those listed above: Actual costs incurred by the city.

Fees for photocopies include 6% Idaho State Sales Tax.

At their discretion, City Staff may waive charges for 10 or less B&W copies or fax service with 5 pages or less to local phone numbers.

City of Greenleaf Promotional Items:

As set by the City Clerk to cover actual cost, rounded up to the next nearest dollar.

City Publications:

Bound Copies (comb binder):	1/4"	$ 3.00
	3/8"	$ 5.00
	1/2"	$ 6.00
	5/8"	$ 7.00
	3/4"	$ 8.00
	1"	$10.00
	1 1/2"	$15.00

Other media (USB drives, etc.): Actual cost, rounded up to the next nearest dollar

Non-profits: At the City Clerk's discretion, non-profit organizations associated with the Greenleaf community may be charged miscellaneous fees as set by the Clerk to cover actual cost, rounded up to the next nearest dollar.

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IRRIGATION

Irrigation is billed annually in accordance with Idaho Title 50 Chapter 18. The municipal irrigation billing reflects pass-through of water expense from the Wilder Irrigation District on a per-acreage basis, and operations & maintenance (O&M) on a per parcel basis. An administrative fee may be applied in lieu of the O&M for parcels in the system which do not have an irrigation delivery point.

Generally, irrigation billing is sent in late February or early March. The City Council sits as a 'Board of Corrections' to hear requests for irrigation billing adjustment, usually in March. Irrigation billing is due by 01 April.

Irrigation water is usually available through the city system from Wilder Irrigation District sometime in April through sometime in October. The city irrigation system is a gravity-feed system requiring property owners to use their own irrigation pumps to pull water from the system. Irrigation water is in the system for most parts of the city during irrigation season, with availability at any given location at any given time dependent upon demand 'upstream' in the system.

Irrigation Connection Fee: An irrigation connection fee will be charged for all new connections to the city irrigation system based on the actual cost to the city for construction of such new connection, including but not limited to, cost of materials and labor. It is anticipated that this will be applicable primarily to infill connections to the city irrigation system, as new development typically constructs and dedicates an irrigation system to the city as part of the new development process.

Property under development: Annual irrigation toll for parcels with preliminary plat status will include water pass-through for Irrigation District expenses and an administrative fee in lieu of the operation and maintenance (O&M) fee, due to lack of irrigation infrastructure installed by the developer and dedicated to the city for irrigation delivery to final platted lots. After dedication to the city of irrigation infrastructure to deliver water to new lots as a requirement of final plat approval, all final platted parcels in the development will receive annual irrigation toll invoicing for water pass-through and O&M expenses, starting with the next annual irrigation billing. As for all property owners in the municipal irrigation system, the developer of unsold final platted parcels may request billing adjustment from the City Council at Council's annual irrigation 'Board of Corrections' meeting.

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RECREATIONAL VEHICLES

Greenleaf Code Title 9, Chapter 12 regulates parking and temporary use of recreational vehicles. Temporary use of a recreational vehicle on residential property is allowed as a temporary accommodation for guests, or by residents to free living space for use by guests in the primary residence, for up to thirty (30) days in any 12-month period (GC §9-12-2-D). Permits are required for guest accommodation beyond thirty (30) days on residential properties (GC §9-12-2-E), for recreational vehicle use during construction on a residential property (GC §9-12-2-C), and on a case-by-case basis upon demonstrated need on non-residential property.

Administrative Permit – Recreational Vehicle Use on Residential Property

Temporary Accommodation for Guests Beyond Thirty (30) Days:	$ 28.00
Temporary Accommodation for Construction for Six (6) Months:	$ 28.00

Administrative Permit – Recreational Vehicle Use on Non-Residential Property

Temporary Accommodation on Non-Residential Property:	$ 28.00

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ANIMAL CONTROL

Vicious Animal Registration Fee per GC §5-5-8:C		$ 50.00
Vicious Animal Civil Penalty for violation of GC §5-5-8:A, 5-5-9:D, 5-5-9:E per GC §5-5-10:C		$ 500.00
Fee for Impound of Vicious Animal	Triple the impound fee per schedule below per GC §5-5-11:I	
Dog (canine) License / Annual Tag per GC §5-5-14:B:3 , 5-5-15:A, 5-5-15:C, 5-5-17:C	standard spay/neuter	$ 10.00 $ 5.00
Dog (canine) License – Replacement per GC §5-5-14:B:4		$ 3.00
Residential Kennel License (annual tags also required) per GC §5-5-15:A, 5-5-16:C, 5-5-16:E:1:b	new license annual renewal	$ 50.00 $ zero
Commercial Kennel License (annual tags also required) per GC §5-5-15:A , 5-5-17:C, 5-5-17:E, 5-5-17:E:2:a	new license annual renewal	$ 50.00 $ 50.00
Impound (remitted to Wilder Police) per GC §5-5-26:C, 5-5-28:B (note: additional fees may be imposed by Wilder Police)	See Wilder Police Impound Fee Schedule	
Dog (canine) Adoption (annual tags also required) per GC §5-5-30		$ 25.00
Dog (canine) Disposal/turn-in (Remitted to Wilder PD) per 5-5-26:I (note: additional fees may be imposed by Wilder Police) See Wilder Police Disposal/turn-in Fee Schedule		
Animal Facility License Fees per GC §5-5-35:B, 5-5-35:D*, 5-5-35:D:2:a * May be waived by Wilder Police	new license renew license* assignment / transfer	$ 10.00 $ 10.00 $ 20.00
Aquaculture BOD/TSS per GC §5-5-32:B:2	See monthly industrial sewer user	

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