

ORDINANCE NO. 2021-023

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HITCHCOCK, TEXAS ADOPTING THE FISCAL YEAR 2021-2022 COMPREHENSIVE FEE SCHEDULE, ESTABLISHING AND REVISING FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY; AND CONTAINING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City of Hitchcock has adopted numerous ordinances that provide for various fees and charges that are subject to change from time to time; and

WHEREAS, the Local Government Code provides that certain filing fees, permit fees, inspection fees, deposits, and conditions of service may from time to time be established or updated, and

WHEREAS, the City Council of the City of Hitchcock has determined that the cost of providing certain services, such as filing fees, permit fees, inspection fees, and deposits should be required to pay for materials and special services, performed by City staff, are required, where it benefits the individual and not of general benefit, and

WHEREAS, the City Council may adjust fees for certain services from time to time and incorporate all adjusted and/or new fees for services provided into one comprehensive schedule, and

WHEREAS, the City Council has found it necessary to adjust fees for services, and to maintain a comprehensive document which incorporates most or all fees for services provided by the City into one schedule,

WHEREAS, the City has determined that the fees and charges specified herein are reasonable, necessary, fair and designed to fund the various activities to which they pertain; and

WHEREAS, the establishment of new fees or revised fees are hereby established in the Comprehensive Fee Schedule as provided for in Exhibit A; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HITCHCOCK, TEXAS THAT:

Section 1. That the Comprehensive Fee Schedule is hereby adopted as presented in the attached Exhibit A with an effective date of October 1, 2021.

Section 2. Each City ordinance that originally provided a fee, charge, or fine that is mentioned on Exhibit A is hereby amended as shown on Exhibit A.

Section 3. Except as amended in Section 1, above, the FY 2021-2022 Comprehensive Fee Schedule shall remain in full force and effect.

Section 4. All ordinances in conflict herewith are repealed to the extent of such conflict.

Section 5. In the case of a fee listed in another Ordinance but not included in this Comprehensive Fee Schedule, the previous listed fee amount shall apply. This ordinance shall then be amended to include the particular fee.

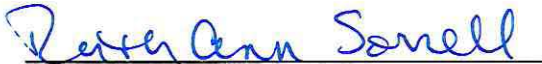
Section 6. This ordinance is severable and, in the event, that any part of this ordinance is stricken by a court of competent jurisdiction, the remainder, not so stricken shall remain in full force and effect.

PASSED AND APPROVED this the 27TH day of September, 2021.



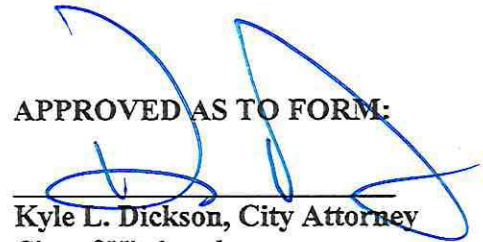
Chris Armacost, Mayor
City of Hitchcock

ATTEST:



Ruth Ann Sorrell, City Secretary
City of Hitchcock

APPROVED AS TO FORM:



Kyle L. Dickson, City Attorney
City of Hitchcock

CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE

Copies (8 1/2 x 11)	\$0.10 per page
Copies (11 x 17)	\$0.10 per page
Color Copies	\$0.25 per page
Certified Copies	\$1.00 per page
Fax Outgoing Same Area Code	\$1.00 per page
Fax Outgoing Long Distance	\$0.50 per page
Fax Incoming	\$1.00 per page
Return Check, ACH and/or credit card charges Fee	\$0.20 per page
Occupational Tax:	
Local Cartage Permit (E)	\$25
Beverage Cartage Permit (PE) Annual	\$30
Caterer's Permit (CB) Annual	\$20
Mixed Beverage Late Hours (LB) Annual	\$500
Package Store Permit (P) Annual	\$150
Wine Only Package Store (Q) Annual	\$500
Beer Retailer Off Premise (BF) License Annual	\$75
Retail Beer & Wine On Premise (BG) Annual	\$60
Retail Beer & Wine Off Premise (BQ) License Annual	\$175
Retail Beer On Premise (BE) Annual	\$60
(FB) Food & Beverage Certificate	\$150
Brewpub License (BP) Annual	\$100
Other Liquor Permits (TX Alcohol Beverage Code)	\$500
Other Beer Licenses	1/2 State Fee/yr
	1/2 State Fee/yr
Mixed Beverage Permit:	
Original	\$3,000
1st Renewal	\$2,250
2nd Renewal	\$1,500
3rd Renewal and All Subsequent Renewals	\$750
Amusement Permits (Annual)	
License Establishment	\$5,000
Device Operation	\$1200.00/machine
Criminal Background Check	\$100/person
5 Devices or less	\$15.00/machine
PID Application Fee	\$100,000
TIRZ Application Fee	\$100,000
Mobile Home/RV Park License	
Mobile Home Park Annual License Fee	\$25.00 per space
RV Park Annual License Fee (less than 10 spaces)	\$50.00 per space
RV Park Annual License Fee (more than 10 spaces)	\$25.00 per space
RV License Transfer	\$100
Peddler License	
Annual Peddler/Solicitor License	\$150
Annual Itinerant Vendor License	\$150
Junk & Second Hand Dealer Permit	\$350

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

Junk Yard	\$350
Sexually Oriented Business Application Fee	\$500
Credit Card Convenience Fee	2.50%
Oil Well & Chemical Transportation	
Drilling Permit (Section 114.7)	\$10,000 plus \$25,000 Cash Bond
Supplemental Permit Deepen Oil Well (114.21)	\$5,000
Oil Well Maintenance, Repair, Modification	\$500
Mineral Exploration Permit (Chapter 111)	\$1,000/mile or any portion
Transportation of Industrial Waste/Chemicals Permit	\$1,500/year
Infrastructure :	
Infrastructure Plan Review Fee	
\$50,000 and less	1% of actual construction cost of the project
\$50,000.01 and up	\$500 for first \$50,000 plus 0.5% of the actual construction cost over \$50,000
Infrastructure Permit Fee (Construction Portion)	
	1% of the actual construction cost of the project.
FRANCHISE FEES (Chapter 117):	
Permit Fee	
New Pipeline Application Fee (Ordinance 2019-022)	\$2,000 plus \$500 for each Street and/or Drainage Ditch Crossing.
ROW or Use of City Property Rental Charge Fee:	
Gathering Line Franchise	
Initial Franchise Fee	\$5,000
First Year, per rod	\$25
Annual Renewal per rod less than 24 inches	\$40 per rod < 24" in nominal diameter
Annual Renewal per rod ≥ 24 inches	\$80 per rod ≥ 24" in nominal diameter
Network Node Activity	
Network Node on Node Support Pole	\$1,000 per application \$500 for up to 5 network nodes per application \$250 for each additional network node
Network Node on Electric or Telephone Utility Pole	\$500 for up to 5 network nodes per application \$250 for each additional network node
Network Node Annual Site Rental Fee	
For Each Network Node not attached to City-owned pole	\$250
For Each Network Node attached to City-owned pole	\$270

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

COMMUNITY DEVELOPMENT

PLATTING:

Minor Plat/Minor Replat*

**Plats administratively reviewed & approved only.*

Single & Two Family Residential	\$500 + \$30/Lot
Non-residential/Mixed Use/Other Residential	\$800 + \$40/acre

Amending Plat*

Plat administratively reviewed & approved only.

Single & Two Family Residential	\$300 + \$30/lot
Non-residential/Mixed Use/Other Residential	\$500 + \$40/acre

Preliminary/Final Plat/Replat*

Consultant Fees & Legal Fees may apply

Single- & Two-Family Residential	
0 to 5 acres	\$500 + \$25/Lot
5+ to 10 acres	\$750 + \$25/Lot
10+ to 20 acres	\$1,000 + \$25/Lot
20+ to 50 acres	\$1,500 + \$25/Lot
50+ acres	\$2,000 + \$25/Lot
Other Residential/Non-Residential/Mixed Use/PUD	\$1,000 + \$50/acre and/or \$25/Lot whichever is greater.

Extension of Plat Approval	\$250
Vacation of Plat	\$1,000
Exemption from Platting	\$500
	Recording Fee + \$25 Administrative Fee. Galveston Co. \$71 plus \$50 for additional pages.
Plat Recordation	

GENERAL FEES:

*** Consultant Fees** -Review of construction plans,reports, drainage studies, TIA's & any other documents associated with plats,site plans, mixed use concept plans or special legal instruments or submittals as necessary per application submitted. Fees include professional fees as billed by engineering and planning consultants or any consultant utilized bt the City to review development applicaions. Fee may be waived by City Administrator if project is minor in nature.

Reimbursement due to City based on actual consultant fees incurred by City plus 15% Administration Fee. \$2,000, minimum as a deposit against consultant fees. Staff may reduce to \$750 against consultants fees if a projects is of a minor nature where limited engineering review is anticipated.

***Legal Fees** -All legal fees incurred by the City in the review, preparation and/or amendment of any legal document associated with a development application, such as, but not limited to Development Agreement or Public Infrastructure Agreement.

Reimbursement due to City based on actual legal fees incurred by the City plus 10% Administration Fee.

Extension of Time -Fee may be waived by the City Commission if the extension is requested prior to any approval expiring & subject to applicant proving cause for the extension. In granting an extension of time, the applicant will be subject to any new regulations and standards adopted by the City.

\$250 per extension

Postponement*
scheduled. Fee may be waived by City Manager at his/her discretion

\$100

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

Zoning:

Re-Zoning Application < 5 acres	\$350 + any required consulting/ legal fees.
Re-Zoning Application > 5 acres	\$350 + any required consulting/ legal fees.
May require Consultant Fees and/or Legal Fees	
Zoning Verification Letter	\$50
Request for Variance	\$100
Board of Adjutment Appeal	\$500 each
Vested Rights Petition or Development Rights Determination	\$500 plus City Attorney Fees
Floodplain Development Permit	\$50 plus Consultant Fees
Draiage Review:	
Commercial	Actual Cost Plus 10%
Residential (Initial and As Built plus 1 resubmission)	\$150
Residential - Additional Submittals	\$75

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

BUILDING PERMITS

Contractor Registration Fee

Contractor/Builder Annual Registration Fee \$50

RESIDENTIAL PERMIT FEE

Fee based upon construction square footage for project.

Consultant fee may apply in addition to Residential Permit Fee

New Single-Family Dwelling, Townhouse, Two-Family Dwelling, Residential Alterations. \$150 Minimum
\$0.75/square foot living
\$0.50/square foot non-living

Garages, Carports, Deck, Porches and Storage Buildings \$150.00 Minimum
\$0.25/square foot non-living

BUILDING PERMIT- OTHER CONST./COMMERCIAL PERMITS

Fee based upon construction square footage for project. Consultant fee may apply in addition to Construction Permit Fee
First 10,000 sq. ft. at \$0.50
10,001 sq. ft. - 15,000 sq. ft. at \$0.35
over 15,000 sq. ft. at \$0.15

House Leveling Permit (Includes one inspection of finish work) \$150

Full Window Frame Replacement Permit (Includes 2 inspections) \$150

PLAN REVIEW FEES

*Charged at time of submittal of a construction permit application for review of application and accompanying documents. Non-Refundable
Any additional plan review will be two hour minimum for commercial projects*

50% of building permit fee
\$50/hour

Non-Compliance fee:

Work started or performed without a permit

2 X Construction Permit Fee Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.

A fee of \$100 assessed for proceeding with any work without first having an approved inspection at the required stage of construction.

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

Re-Inspection Fees:

Work not ready for inspection 1st Time	\$75 per failed inspection
Work not ready for inspection 2nd Time	\$150
Work not Ready for Inspection 3rd Time	\$225

After Hours Inspection (Additional Hour or Portion of Hour) \$100

Administrative fee for cancellation of issued permit 10% of permit fee

Building Permit Extension Fee (Up to 6 months) 50% of original permit fee

Certificate of Occupancy:

Residential	\$50
Commercial	\$100
Temporary	Same as regular
Fire Life Safety Inspection	\$250/per building
Failure to obtain certificate of occupancy prior to occupying	\$200

Moving building permit including temporary structures \$100

Remodel Fee (Residential/Commercial) \$100 minimum up to 100 square feet plus ea. additional sq. ft. \$0.50
Roof Permit \$70

Fence Construction Permit

Residential Fence	\$50
Commercial Fence	\$50

Driveway Permit \$100

Site Inspection/Walk Through Fees:

City Inspector	\$50
Fire Marshall	\$50

Mobile Home Permits

Update Mobile Home on Property or Move-In	
Mobile Home in Park	\$90

RV Park Building Permit \$100 x Number of Spaces

GENERAL FEES:

Moving of any building or structure *
 For movement of structure on City Streets or ROW where city assistance is required.
 *Only for moving structure where no plan review or inspection is required. All others will be charged regular permit and plan review fees. \$100

Demolition Building Permit Fee:

Residential	\$50
Commercial	\$100

Swimming Pools & Hot Tubs Permit Instalation or Removal

Swimming Pool	\$200
Spa/Hot Tub	\$175
Swimming Pool w/Spa	\$250
Swimming Pool or Spa Deck (non-structural)	\$100
Swiimmin Pool Plumbing	\$100
Spa/Hot Tub Plumbing	\$100
Swimminp Pool w/Spa Plumbing	\$150
Swimming Pool Electric	\$100

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

Bulk Head Permit	\$2.50/lineal foot
Plumbing Permit	
Minimum Fee	\$50 minimum \$125 Base Fee + \$25 additional for each additional group. (1 to 4 fixtures/area)
New Construction or Addition	
Mobile Home Plumbing Permit	\$100
RV Plumbing Permit	\$20 x Number of Spaces + cost of 2 inspections
Gas Test Only	\$50
Residential Repairs (Water/Sewer Pipes)	\$125
Commercial Repairs (Water/Sewer Pipes)	\$200
Sewer/Pipe Replacement	\$125 each
Sewer Disconnect	\$100
Water Heater Installation	\$50
Generator Plumbing	\$100
Irrigation Permit	
Residential	\$75
Commercial (Backflow Certification Required)	\$100
Electrical Permit* (New, Repair, Upgrades)	Based on amps \$100 for 125 amps or less \$150 for 150 amps \$200 for 200 amps \$250 for 200 amps or more
T-Pole & TCI	\$50
Mobile Home Electric Permit	\$75
New RV Electric Permit	\$10. X Number of spaces plus cost of 2 inspections
Emergency Generators	
Installation (includes electrical, plumbing, slab)	\$250
Solar Panels (includes Install and electrical)	\$200
Mechanical/HVAC Permit	
Residential New	\$125 each
Residential Repair or Partial Change	\$75 each
Commercial New or Complete Change	\$125 under 4 Ton/each \$150 over 4 Ton/each
Commercial Repair or Partial Change	\$75 each
Mobile Homes	\$100 each
Sign Permit	
Billboard	\$500
All Other Signs	\$100
Fill Grade Permit (Fill Dirt)	
General Fill Grade < 10 cubic yards	Free
General Fill Grade < 1000 cubic yards	\$50
Engineered Fill Grade 1000+ cubic yards, 3 or more	\$500
Site Fill/Grading Permit	\$500

CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE

Concrete Permit (Section 107.4)	
Over 2 yards, 1 inspection	\$125
Large pours requiring multiple inspections such as replacing or new driveways, parking lots, roads etc.	\$75 per additional inspections
Miscellaneous Permits/Inspections	
Access Gates	\$50
Occupant Load Evaluation	\$50
Product Line Inspection	\$200
Underground Storage Tank	\$200
Hot Work (Welding, Asphalt Kettles, Roof Torching)	\$300
Culvert Installation Fee(Section 93.08)	
No Material Added	\$15/lineal foot (\$50 min.)
Material Added	\$25/lineal foot (\$50 min.)
> than 16 lineal foot	City's cost for material and labor
Construct Street Permit Fee (93.04)	\$100 permit fee
Street Excavation Permit (93.28)	\$100 permit fee
Commercial & Multi-Family Construction	
Fire Alarm and/or Sprinkler System Plan Review*	
<i>*Based upon construction valuation</i>	
Less than \$6,250	\$250
\$6,250 to \$250,000	\$375
\$251,000 to \$500,000	\$531
\$501,000 to \$1,000,000	\$690
\$1,001,000 to \$3,000,000	\$1,000
\$3,001,000 to \$6,000,000	\$1,500
\$6,000,000 and up	\$1,500 for the first \$6,000,000 plus \$0.31 for each additional \$1,000.
Commercial & Multi-Family Construction	
Fire Alarm and/or Sprinkler System Inspection*	
<i>*Based upon construction valuation for project</i>	
Less than \$6,250	\$375
\$6,250 to \$250,000	\$531
\$251,000 to \$500,000	\$656
\$501,000 to \$1,000,000	\$845
\$1,001,000 to \$3,000,000	\$1,190
\$3,001,000 to \$6,000,000	\$1,785
\$6,000,000 and up	\$1,785 plus \$0.48 for each additional \$1,000.
Fire Extinguisher Suppression System	\$460 per permit w/1 Inspection
Multi-Family Residential/Hotels/Motels (Annual)	
3-20 Dwelling Units	\$200
21 or more Dwelling Units	\$400
High Hazard Operations (Annual)	
Hazardous Materials Storage Tier I	\$350
Auto Wrecking Yards	\$150
Automotive Repair	\$100
Industrial Ovens	\$225
Lumberyards	\$260
Tire Storage	\$150
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$475
High Pile Storage Level I: 2500 to 20,000 sq. ft.	\$700
Scrap Metal Yards	\$150
Motor Vehicle Fuel Dispensing	\$350
Welding Shops, Iron Works	\$300
Burn Permits	
Residential Burn Permit	\$50
Residential Burn Permit (30 day Extension)	\$25
Commercial Burn Permit	\$200
Commercial Burn Permit (30 day Extension)	\$100

CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE

Indoor Firing Range License Fee	
Initial Permit Fee	\$1,000
Annual Permit	\$125/year
Special Assembly Occupancies	
Carnivals/Circus/Car Shows Etc..	\$400
Temporary Membrane Structures/Tents	\$125
Explosives and Pyrotechnics	
Explosives Use/Storage	\$400
Pyrotechnics Use/Storage	\$300
Fireworks Displays	\$500
Plan Review Miscellaneous	
Automatic Extinguishing System	\$100
Emergency Evacuation Plan	\$25
Access Control (Mag Locks)	\$50 for first, \$10 for every lock after.
Assembly Use Occupancy	
1-99 Person Occupant Load	\$250
99-299 Person Occupant Load	\$350
300 or more Person Occupant Load	\$500
Licensed Facilities Providing Less Than 24 Hour Care	
Licensed for 1-25 Children	\$100
Licensed for 26-49 Children	\$150
Licensed for 50-99 Children	\$200
Licensed for 100-149 Children	\$250
Licensed for 150 or more Children	\$300
Fuel Dispensing Device	\$25.00/nozzle/yr
Group Home Day Care	
Licensed for 1-12 People	\$100
Foster Homes/Group Foster Homes 24 Hour Care	
Licensed for 1-6 Children	\$100
Licensed for 7-12 Children	\$200
Hospitals/Nursing Homes Providing 24 Hour Care	
Licensed for 1-99 Beds	\$300
Licensed for 100-199 Beds	\$400
Licensed for 200-499 Beds	\$500
Licensed for 500 or more Beds	\$600
Other 24 Hour Care Facilities	
Licensed for 1-3 Occupants	\$100
Licensed for 4-16 Occupants	\$175
Licensed for 17-25 Occupants	\$250
Licensed for 26 or more Occupants	\$325

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

Pet License:	
Annual Fee Per Animal	\$5
Three Year Renewal	\$15
Neutered Animal Lifetime	\$15
Dangerous Animal License Annual	\$100 Annual
Running at Large and/or Not Tagged	
Per Citation	\$269
Animal Pet Shop Application Fee	\$150
Police Reports	
Past Department Reports	\$15/hr, 1 hr minimum
Accident Report Copy	\$6
Accident Report Certified Copy	\$8
Police Report Copy	\$0.10 per page
Body and In-Car Camera Footage	
Release of video	\$10
Per each minute of Video	\$1
Wrecker Permit Fees	
Annual Wrecker Company Rotation Permit Fee	\$1,000
Annual Wrecker Rotation Fee Per Wrecker	\$100
Annual Wrecker Driver Resgistration Fee Per Driver	\$100
Alarm Permit Fees	
One Time Residential Alarm Permit	\$25
Annual Commercial Alarm Permit	\$100
Late Fee	\$10
False Alarm Fees (Yearly)	
Between 3 and 5 false alarms (each)	\$50
Between 6 and 8 false alarms (each)	\$75
More than 8 false alarms (each)	\$100
Four or more in a quarter	
Monitoring Company failure to verify alarm	
Appeal Fee	\$25
Use of a non-permitted alarm system	\$100
Use of an alarm during alarm permit suspension	\$200
Golf Cart Fees (per Golf Cart)	
Initial Inspection and Permit Sticker (2 year period)	\$50
Re-Inspection	\$10
Mass Gathering Permit Application Fee	\$200

**CITY OF HITCHCOCK
FY 2022 COMPREHENSIVE FEE SCHEDULE**

UTILITY

Deposit - Residential	\$250
Deposit - Commercial	\$600
Deposit - Multi Unit	2x normal monthly usage
Ambulance Fee	\$3/month
Penalty Fee	10% of delinquent utility charges.
Cut-off Administration Fee	\$50
After Hours Reconnect Fee	\$150
Re-Read Fee	\$5
After Hour Call Out	\$50
Meter replacement due to customer damage	Cost plus 10%
Repair Water/Sewer Service Damaged by Construction	Actual Cost plus 10% \$250 min.
All Special W/WW Services & Special Applications	
Not Covered	Actual Cost

Tampering Fees

First Offense	\$500
Offense after first	\$750
Police reports are made for each offense	

Hydrant Construction Meter

\$500

Bulk Water

In Town Use	\$15/1000 gallons or any part of
Out of Town Use	\$20/1000 gallons or any part of

New Service Fees:

Water Tap Fee

3/4" Meter	\$1,100 plus actual cost & labor*
1" Meter	\$1,500 plus actual cost & labor*
1 1/2" Meter	\$2,000 plus actual cost & labor*
2" Meter (Contracted Out)	\$2,000 plus actual cost & labor*
3" or Larger (Contracted Out)	\$2,000 plus actual cost & labor*
Push	\$25.00/foot

Sewer Tap Fee

Standard 4" Short Service	\$900 plus actual cost & labor*
5' and above	\$900 plus actual cost & labor*
Below 5'	\$1200 plus actual cost & labor*

Industrial Waste Permit

\$2,500

Additional Fee

5/8" x 3/4" Curb Stop (fee for broken valve/ break by customers)	\$60 plus actual cost & labor*
1" Curb Stop (fee for broken valve/breaks by customers)	\$100 plus actual cost & labor*

*Allows for the adjustment of fees in accordance with cost of providing utility service. Commercial accounts- Service fee will be based on actual cost of installation & metering equipment

Solid Waste

Residential Garbage Deposit (Only Garbage)	\$50
Residential Garbage Collection	\$18.77/month
Commercial Garbage Collection	Per Contract

Waste Water Treatment Plant

Septic Tank Waste Disposal	\$0.04/gal.
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