



FEE SCHEDULE (2025-2026)

TOWN OF LIBERTY

Effective: July 1, 2025

All previous fee schedules are obsolete
and these updated fees provide for changes within the any/all applicable Town Ordinance Sections.
Adopted June 16, 2025

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NOTES:

1. These fees, charges and rates are effective as of July 1, 2025. All previous fee schedules are obsolete.

2. Third party review fees: If not explicitly listed, third-party review fees of any category listed below shall be the cost of the review + \$150 administrative fee.

<u>ADULT ESTABLISHMENT / SEXUALLY ORIENTED BUSINESS LICENSE FEES</u>	
Annual Fee	\$3,000
Per partner or corporate officer, director or individual holding 10 percent or more interest in the corporation	\$1,000
Annual Adult Entertainer License Fee	\$1,200

<u>ALCOHOLIC BEVERAGE CONTROL SYSTEM (ABC) PERMITS AND FEES</u>				
§ 105-113.77. City malt beverage and wine retail licenses.				
Malt Beverage			Wine (Fortified and/or Unfortified)	
Location Number	Off Premises	On & Off Premises	Off Premises	On & Off Premises
1	\$5.00	\$15.00	\$10.00	\$15.00
2	\$5.50	\$16.50	\$11.00	\$16.50

<u>CEMETERY FEES AND RATES</u>		
Plot in Fairview	In-Town Resident	\$ 1,000.00
	Out-of-Town Applicant	\$ 1,200.00
Grave Openings	Regular Plot Preparation	\$ 1,200.00
	Cremation Preparation	\$ 600.00

<u>CIVIL PENALTIES</u>	
Civil Penalty fees for failure to acquire proper ABC permit	
1st Offense	\$ 50.00
2nd Offense	\$ 100.00
3rd Offense	Escalated to criminal offense
Civil Penalty fees for violation of Solid Waste ordinance Chapter 54 Liberty Town Code:	
1st Offense	\$ 50.00

2nd Offense	\$ 100.00
3rd Offense	Escalated to criminal offense
Nuisance Vehicles	
Initial Nuisance Vehicle Survey	\$ 25.00
Second survey of same vehicle	\$ 100.00
Third survey of same vehicle	\$ 250.00

Civil penalty fees for violation of Section 130 not otherwise specified in 130.99:	
1st Offense	\$ 50.00
2nd Offense	\$ 100.00
3rd Offense	\$ 150.00
After 3rd Offense, at discretion of Police Chief may be escalated to criminal offense under NCGS 14.4 Time period for offenses must be within twelve months of first offense.	

Civil penalty fees for traffic and/or parking violations, except as noted below:	
Parking (Each Offense)	\$ 50.00 (Section 71.01 (A)(13),(14),(15), (16)
	\$ 20.00 (Section 71.01 (A) (1-12); 71.02 - 71.09
Late Ticket Charge	
More than 30 days of issuance	\$ 50.00
More than 60 days of issuance	\$ 100.00

<u>DEVELOPMENT SERVICES DEPARTMENT</u>	
<i>*Fees calculated by acre is the actual acreage of disturbed/requested area</i>	
**FEE OF ½ THE ORIGINAL FEE SHALL BE CHARGED FOR ADDITIONAL REVIEWS PAST 2 REVIEWS	
ZONING	
Residential Zoning Compliance	\$ 35.00
Multi-Family (4 dwelling units and less, 3 structures or less)	\$ 150.00
Multi-Family (5 dwelling units and more)	\$ 400.00

Non-residential zoning development(s) (site plan)	\$ 400.00 + \$25.00/acre
Accessory Structure and/or additions for non-residential	\$ 100.00
Sign	\$ 35.00
Temporary Sign	\$ 20.00
Change of Occupancy	\$ 35.00
Change of Use	\$ 35.00
Change of Use with site plan review	\$ 275.00
Text Amendment	\$ 300.00
Land Development Plan Amendment	\$ 300.00
Zoning Compliance Letter	\$ 50.00
SUBDIVISION	
Exempt Subdivision	\$150.00
Minor Subdivision Review (5 lots or less)	\$ 275.00
Major Subdivision Review (6+ lots)	
a. Preliminary Plat Review	\$ 500.00 + \$10.00/lot
b. Final Plat Review	\$ 500.00
Recreation Payment in Lieu	\$ 426.00/lot
COUNCIL REVIEW	
General Use Rezoning	\$ 550.00
Special Use Permit / Conditional Zoning	\$ 575.00
Appeals and Variances	\$ 500.00
Special Use Permit & Rezoning simultaneously	\$ 750.00
Special Use Permit/Conditional Zoning amendment (major)	\$ 200.00

<u>FILING FEES (ELECTIONS)</u>	
Mayor	\$20.00
Council	\$10.00

FIRE PREVENTION PERMITS AND FEES

The following required permits are located in Chapter 1 of the North Carolina Fire Prevention Code listed as mandatory. There may be exceptions to some of the following required operational and/or construction permits--each application will be evaluated on an individual basis. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire official.

*All permit fees include plan review, consultations, site visits, and acceptance testing

****PERMIT FEES SHALL BE DOUBLED IF WORK COMMENCES PRIOR TO OBTAINING A PERMIT.**

*****FEE OF ½ THE ORIGINAL FEE SHALL BE CHARGED FOR ADDITIONAL REVIEWS PAST 2 REVIEWS**

Operational Permits:

1. Amusement buildings.
2. Carnivals and fairs.
3. Covered mall buildings, for the following:
 - a. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall
 - b. The display of liquid- or gas- fired equipment in the mall.
 - c. The use of open-flame or flame-producing equipment.
4. Exhibits and trade shows
5. Explosive Materials/Blasting: (Exception: Fireworks allowed by NC General Statute 14-414)
 - a. 30 day
 - b. 60 day
 - c. 180+ day
6. Flammable and combustible liquids.
7. Fumigation and thermal insecticide fogging
8. Liquid-or gas-fueled vehicles or equipment in assembly buildings
9. Private fire hydrants
10. Pyrotechnic special effects material
11. Spraying or dipping
12. Temporary membrane structures, tents and canopies

\$100.00 each

- a. \$100.00
- b. \$200.00
- c. \$300.00

Mandatory Construction Permits:

1. Fixed Fire Suppression systems
2. Compressed gases
3. Fire pumps and related equipment
4. Flammable and combustible liquids, tank installation or removal (per tank)

\$100.00 each

<ul style="list-style-type: none"> 5. Hazardous materials 6. Industrial ovens 7. Private fire hydrants 8. Spraying or dipping 9. Standpipe systems 10. Temporary membrane structures, tents and canopies (per structure) 	
<ul style="list-style-type: none"> • Automatic Sprinkler System Plan Review • Fire Alarm Detection System and related equipment • Smoke Control and Exhaust Systems <ul style="list-style-type: none"> a. Up to 10,000 square feet b. 10,001 to 100,000 square feet c. 100,001 square feet and above 	<ul style="list-style-type: none"> a. \$100.00 b. \$200.00 c. \$300.00
Operational permit fee for Solar Photovoltaic Power Systems	\$100.00
Requested Fire Inspection	\$50.00
Annual Inspection and 1 (one) follow-up (30 days between inspections)	No Charge
3rd inspection (30 days between inspection)	\$100.00
Any additional inspection (15 days between inspections)	\$100.00
Non-Life Safety Violations	\$ 50.00 per violation
Life Safety - Occupancy Violations	\$ 50.00
Life Safety-Locked, Blocked, or Obstructed Exit After 1 (one) Warning	\$ 500.00
Overcrowding	\$ 100 per person over the posted Occupancy Certificate
Plan Review	\$150.00
Any other required or optional permit not listed	\$100.00

<u>GENERAL CHARGES</u>	
Copies	\$.25 per page
Fax Copies	\$ 2.00 per fax (limit 10 pages)
Returned Check Fee (Per NCGS 23-3-506)	\$ 25.00
Code of Ordinances, Zoning Ordinance or other Town Publications	\$ 25.00 or \$.25 / page - whichever is greater
Police Reports / Faxes	\$ 2.00 / report or \$.25 / page - whichever is greater
Property Tax Rate	\$.72 cents per \$100.00 valuation
Municipal Vehicle Tax NCGS § 20-97	\$ 5.00 (Collected via Annual Tax Bill)
Mailing requested copies	No charge for 5 sheets and less Current USPS rate for priority mail in legal size envelopes for 6+ sheets

<u>PARKS & RECREATION FACILITIES</u>		
Park Facility Rentals (Applies to Paul Henry Smith and/or Freedom Parks—See Rental Agreement for additional requirements)		
Rental Cleaning Deposit *Deposits returned after the rental passes a satisfactory inspection **If the rental does not pass a satisfactory inspection, \$20.00 will be deducted from the deposit for each hour spent cleaning the rental, starting at one hour and after rounded to the nearest hour (30 minutes and above rounds to the next hour). If there is a remainder to the deposit, that will be reimbursed to the renter.		\$100.00 -\$20.00 (see ** note)
Baseball Fields	\$ 10.00 / hour	\$ 20.00 / hour with lights
Softball Fields	\$ 10.00 / hour	\$ 20.00 / hour with lights
Basketball Goals	\$ 10.00 / hour	\$ 20.00 / hour with lights
Park Shelter / Farmers' Market	\$ 50.00 / day	
Old Concession Stand - Freedom Park	\$ 55.00 / day	
NOTES: Our parks are public parks and even though several facilities may be rented at the same time, one person/group may not rent all the like facilities; i.e., cannot rent all ball fields, at any one period. Once rented, rental fees will not be refunded. In case of cancellation or inclement weather, the renting parties will be given the opportunity to reschedule the event at no additional charge.		

Under no circumstances may the renting party use public property for the purpose of making a profit.

Other Recreation Fees

Roy C. Reitzel Center Rental

(See Rental Agreement for additional requirements)

Church and recognized Civic Organizations	\$ 20.00
Clubs / other organizations	\$ 28.00
All other groups - Resident	\$ 57.00
All other groups - Non-Resident	\$ 114.00

New Sign Sponsor	\$ 350.00
Renewal Sign Sponsor	\$ 150.00
Youth Athletics	\$ 20.00 - \$60.00
Concession Items - Various	\$.05 - \$6.00

UTILITY FEE SCHEDULE

WATER RATES (IN-TOWN / OUT OF TOWN)

First 3,000 gallons	\$ 26.40 / \$52.80
3,001 - 6,000	\$ 6.15 / \$12.30 per thousand gallons
6,001 - 25,000	\$ 6.70 / \$13.40 per thousand gallons
25,001 and above	\$ 7.15 / \$14.30 per thousand gallons

WASTEWATER RATES (IN-TOWN / OUT OF TOWN)

Base	\$ 17.65 / \$35.30
First 3,000 gallons	\$ 7.30 / \$14.60 per thousand gallons
3,001 - 6,000	\$ 7.75 / \$15.50 per thousand gallons
6,001 - 25,000	\$ 8.30 / \$16.60 per thousand gallons
25,001 and above	\$ 8.75 / \$17.50 per thousand gallons

IRRIGATION RATES

Irrigation Meter	\$ 300.00
First 3,000 gallons	\$ 24.38
3,001 - 6,000	\$ 5.67 per thousand gallons
6,001 - 25,000	\$ 6.17 per thousand gallons
25,001 and above	\$ 6.60 per thousand gallons

HYDRANT METER RATES

Base Rate	\$ 50.00
Rate Per 1,000 gallons	\$ 20.00

OTHER UTILITY FEES

Deposit for In Town Owner or Renter*	\$ 150.00
Deposit for Out of Town	\$ 300.00
<p>A deposit is required for initial service and may be transferred to another residence during continued service within the service area. If service is disrupted, a separate deposit shall be made. If service is discontinued, the deposit shall be applied to the final bill. If any of the deposit is remaining, it will be returned to the account holder.</p> <p>*Renters must show a lease agreement in order to begin service</p>	
Meter Testing Fee	\$ 200.00 Paid if results are within +/- 2.5% accuracy
Temporary Utility Turn On	\$35 per 7 days

Backflow and Cross Connection	
Backflow preventer permit: new install, replacement, removals, relocation, and finding existing	\$100.00
Re-Inspection	\$100.00 per backflow permit per visit
Backflow work started without a permit	\$200.00
Lock and Unlock of Water Meters due to non-compliance of Backflow or Cross Connection	
Locking or unlocking of water meter due to non-compliance	\$75.00
Locking or unlocking of water meter due to will-full non-compliance	\$500.00
Review of plans and inspections of new install	\$150.00

<u>PUBLIC WORKS INSPECTION AND REVIEW FEES</u>	
<p><i>*Fees calculated by acre is the actual acreage of disturbed area</i></p> <p>**FEE OF ½ THE ORIGINAL FEE SHALL BE CHARGED FOR ADDITIONAL REVIEWS AND INSPECTIONS PAST 2 REVIEWS/INSPECTIONS</p>	
Inspection (time on site): <ol style="list-style-type: none"> 1. Less than 30 minutes 2. 31-59 minutes 3. 1 hour +, per staff required on site (max of 3 staff) 	<ol style="list-style-type: none"> 1. \$50 2. \$75 3. \$100
Re-Inspection	\$100.00 per visit
Plan Review	\$250.00 + \$100 per acre
Third-Party/Outsource review: <ol style="list-style-type: none"> 1. Utilizing on-call firm with Town of Liberty 2. Utilizing other firm, not on call with Town of Liberty 	<ol style="list-style-type: none"> 1. Responsible for fees paid directly to on-call firm 2. Responsible for fee charged by on-call firm reviewing plans + \$150.00 administrative fee
Road patching	Cost of labor + \$20 per square foot of patch
Bore	\$600.00
Paving	Contractor rate + \$150 administrative fee
Mobilization / Remediation	\$750.00

BILLING CYCLE:

Bills are mailed on or about the 20th of each month.

Payment is due by 5:00 PM on the 15th of month following the month bills were issued.

If the 15th falls on a weekend, payment is due by 5:00 PM the following Monday.

If the payment is received after the due date, a late fee of \$7.00 will be assessed.

If the payment is not received by close of business the 5th day of the month following the due date, water will be cut off and a \$45.00 fee for non-payment will be assessed.

For Example: The bill for water usage in April and May is mailed to consumers on May 20th. If payment in full is not received by June 15th (or the following Monday if June 15th is on a weekend), a \$7.00 late fee will be assessed and added to the bill. If the full payment, including the \$7.00 late fee is not then paid by July 5th, service will be discontinued to the customer, or cut off, and a \$45.00 fee for non-payment will be assessed. In order to have service restored, the customer must now pay the usage amount, the late fee and the fee for non-payment.

We encourage consumers to use our online bill pay service that can be found on www.Liberty-NC.com.

<u>UTILITY PENALTIES</u>	
Late Payment--penalty added to bills received after 15th of month	\$ 7.00
Fee for Non-Payment	\$ 45.00
Fee for After Hours Restoration of Utility Service	\$ 50.00*
Total amount of bill, penalty and fee for non-payment must be paid prior to reconnection. If after hours, the after hour fee will be added to the next bill.	
Water Theft / Meter Tampering	\$ 500.00
<p>The Town of Liberty may employ the full force of the State of North Carolina General Statutes (GS 14-151) to deter water theft. This law permits the Town of Liberty to charge the perpetrator either \$5000.00, or three times the actual losses and damages, whichever is greater. Enforcement measures may include the levying of fines, discontinuation of existing service, removal of existing service connections, demanding full payment of new service charges for reinstatement of service, the recording of liens for unpaid fines and fees, and/or any other measure allowed by law. In extreme cases, deterrence measures may include the filing of criminal charges.</p> <p>It shall be the responsibility of every Town of Liberty employee to be vigilant for instances of water theft. Authority to implement and interpret this policy is delegated to the Town Manager of the Town of Liberty.</p>	
<u>WATER AND SEWER TAP FEES</u>	
Tap Size	Tap Fee (In Town / Out of Town)
3/4 - inch (Residential)	\$300 / \$600 + cost of the tap*

1 - inch and above	\$600 / \$1,200 + cost of the tap*
*Cost of Tap will be determined by the Public Works Department and reviewed by the Town Manager. All fees for taps must be paid before taps are completed. Once taps are completed, a meter will be set and water service will begin. Fee varies depending on location of water and sewer, the set fees listed cover administration fees.	

<u>WASTEWATER DISCHARGE AT WWTF</u>	
Waste Generated in town	\$45.00 or \$10.00 / gallon whichever is greater
<i>Contractor Dumping--This fee is set up for any septic trucks wanting to dump their waste into our wastewater treatment plant. The plant ORC will be in charge of accepting the waste or not.</i>	

Water and Sewer tap fees shall be paid in accordance with the Fee Schedule for each separate use in a major subdivision. One-half of the total fees shall be paid at the time of approval of the Preliminary Plat, and the remaining one-half at the time of approval from all applicable state agencies. For all other construction, applicable water and sewer tap charges shall be paid prior to the issuance of building permits for the proposed construction.

Payment of tap fees for reserved sewer flow capacity shall be paid at the time of town's approval. If development plans have not been approved and a permit issued by the town within 18 months from the date such capacity is available, the reservation becomes null and void and the town retains the tap fees.

Reserved sewer flow is subject to availability.

<u>SOLID WASTE FEES</u>	
1 Cart	\$17.00 per month
Section 91; Liberty Code of Ordinances This amount is charged for all residential and/or business units qualifying for curbside pickup (churches included) with one container. One additional container may be obtained at \$17.00 per month. The customer should consider contracting for a private dumpster if more than three cans are required.	
Special Collections – with Grapple Truck Brown Goods are the ONLY materials allowed to be picked up (household appliances, excluding TVs)	
2 Scoops per week	Free
Each Additional Scoop Setup more than one time	\$25.00
1 Dump Truck Load	\$400.00
½ Dump Truck Load	\$240.00