

City of Roberts
Resolution No. 2026-0901

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROBERTS, IDAHO
REPLACING AND ESTABLISHING A CITY FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS
AND ESTABLISHING POLICIES FOR COLLECTING FEES**

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Roberts Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Roberts; and

WHEREAS, each department within the City of Roberts organization has quantified the costs of processing and administering each application specific to that department;

WHEREAS, the City of Roberts adopted Resolution 2023-0808 establishing the first citywide fee resolution on August 22, 2023;

WHEREAS, the City of Roberts adopted Resolution 2024-0827, on August 27, 2024, replacing the previous fee resolution;

WHEREAS, the City of Roberts adopted Resolution 2025-0826, on August 26, 2025, replacing the previous fee resolution;

WHEREAS, Resolution 2026-0901 adopted on September 01, 2026, replaces the previous fee resolution;

WHEREAS, the effective date of this resolution shall be October 1, 2026; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Roberts, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the effective date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

SECTION 1: PLANNING AND ZONING DEPARTMENT FEES

Section 1-A: Planning and Zoning Fees

LAND USE	
Zone Change	\$275.00
Special Use Permit	\$275.00
Variance Request	\$275.00
Preliminary Plat	\$500.00 + \$15.00 per lot
Final Plat	\$100.00
BUILDING PERMITS	
Building Permit Application Review	\$25.00
Fences (includes application review)	\$25.00 per 600 feet in combined length per parcel
Site Improvement / Flat Work Permit	\$25.00
Building Permits	\$.80 per square ft ²
Permit Extension 1	25% of Permit
Permit Extension 2	50% of Permit
Certificate of Occupancy	\$50.00
Demolition of Permanent Structures	\$50.00

Remove or Place Structure	\$50.00
RIGHT-OF-WAY PERMITS	
Right-of-Way Permit	\$50.00
Permit Administration Fee	\$600.00
BUILDING CODE VIOLATION PENALTIES	
1 st Offense	Building permit + \$100
2 nd Offense	Building permit + \$500
3 rd & Subsequent Offenses	Current Idaho Code penalty for misdemeanor
UTILITY CONNECTIONS	
Drinking Water	\$2000.00 + material costs and labor per connection
Sewer	\$2000.00 + material costs and labor per connection
ROBERTS FIRE DISTRICT IMPACT FEES	
New Construction Residential	\$500.00
New Construction Commercial	\$0.05 per square foot per structure

SECTION 2: PARKS DEPARTMENT FEES

Section 2-A: Parks Shelters and Facility Rentals

Shelter Rental	\$75.00/per day (9am-10pm)
Cleaning Deposit (for all shelters)	\$100/day (refundable)
Extra Picnic Tables	\$10 each
Extra Folding Chairs	\$1 each
Non-Shelter Rental Deposit for Tables and Chairs	\$100/day
Damages left by User	Deposit will not be refunded, plus all costs incurred to repair damages

Section 2-B: Park Event Policy

Public or community events shall not be held in City parks unless the City of Roberts is an official partner in the event.

Section 2-C: Sponsors and Booths

Market Lake Day	
Information/Commercial Booth	\$50.00-75.00
Electric add-on (Information/Commercial Booths only)	\$10.00
Food vendors	\$100.00
Sponsorships	
Level 1 Sponsor	\$125.00
Level 2 Sponsor	\$250.00
Level 3 Sponsor	\$500.00
Event Sponsor	\$1000.00+

SECTION 2-D: Cancellation/Refund Policy

After reservations have been made for park and recreational activities, events, and programs:

- Cancellations of park facilities, such as shelters, are nonrefundable unless contract is voided by the City.
- Refunds for sponsors and booths may be issued at the sole discretion of the City Administrator for extenuating circumstances and conditions.

SECTION 3: PUBLIC WORKS DEPARTMENT FEES

Section 3-A: Monthly Charges for City Utility Services

Service	Rate
Metered Water Service	\$54.00 per EDU plus \$1.00/1,000 gallons of metered usage
Sewer	\$90.00 per EDU
Sanitation	\$15.45 per container

Notes to Section 3-A

1. Water and sewer charges shall be based upon the number of Equivalent Dwelling Units (EDUs) assigned to the property or account.
2. The water base rate includes a \$13.00 Water Bond payment per EDU.
3. The sewer base rate includes a \$21.00 Sewer Bond payment per EDU.
4. Sanitation does not include a bond payment.

Section 3-B: Hydrant Fill Permits

Hydrant Fill	Fee
Up to 1,000 gallons	\$10.00 per fill
Up to 4,000 gallons	\$25.00 per fill

A Hydrant Fill Permit shall be obtained prior to use of any City hydrant. Permits may be purchased in advance and in bulk quantities.

Section 3-C: Additional Sanitation Regulations

Additional residential container(s) may be requested and terminated, in writing, at City Hall. There will be an additional fee of \$15.45 per month per residential container added.

Section 3-D: Delinquent Accounts

1. Payment is past due the last day of each billing month.
2. Late fee of \$30 per month 10 days after delinquency per Ordinance No 521 Section 11(6b).
3. Interrupted services will be charged an Involuntary Water/Sanitation Disconnection Fee per Ordinance No 521 Section 11(6e)
4. Payment arrangements may be made per Ordinance No. 521 Section 9(7).
5. Restoration of service after discontinuance for nonpayment of bills shall be made after payment of current and past due charges plus a service charge and posting a deposit as hereinbefore provided, as per Ordinance 521 Section 14.
6. Any customers with delinquent accounts from past or current services shall pay the entire balance of their delinquent account(s) prior to initiation of any new utility services.

Section 3-E: Restoration of Services Deposits

1. Deposits for Involuntary Disconnection of Delinquent Accounts:
 - a. **Formula for Deposit:** Restoration Deposit = (Water Base Rate × Number of EDUs) + 5,000 Gallons of Water Usage + (Sewer Base Rate × Number of EDUs) + (Sanitation Rate × Number of Containers at Disconnection).
 - b. Deposits will be held for one year and credited to the customer's account if there are no further service interruptions, but will be forfeited and applied to the balance if another disconnection occurs within that time.

Section 3-F: Disconnection/Reconnection/Termination Fees (Voluntary or Involuntary)

1. **Involuntary Water/Sewer/Sanitation Disconnection/Reconnect:** \$50.00. This fee is charged for delinquent accounts.
2. **Voluntary Disconnection/Reconnection:** A \$25.00 fee shall be charged when a property owner requests voluntary disconnection of water service. A \$50.00 fee shall be charged to reconnect water service following a voluntary disconnection.
3. Required sanitation service may not be voluntarily terminated while utility service remains active, except upon sale or transfer of the property. Additional sanitation containers may be terminated upon written request.

Section 3-G: VACANCIES

1. There will be no allowances for temporary vacancies of residential rental property.
2. Residential customers may voluntarily disconnect and reconnect water service subject to the applicable fees established in Section 3-F.

Section 3-H: Returned Payments and Chargebacks

1. Returned payments, including returned checks and payment chargebacks, shall be subject to the fee established in Section 4-F of this Resolution.

Section 3-I: Miscellaneous Fees

Equipment	
Backhoe	\$120.00 per hour
De-Icing Machine	\$20.00 per hour
Lawn Equipment	\$50.00 per hour
Labor Per Man-Hour	\$40.00 per hour
After-hours Labor Per Man-Hour	\$70.00 per hour
Parts	At Cost
Contractor labor	At Cost
Abatement fee	\$100.00

SECTION 4: FINANCIAL DEPARTMENT FEES

Section 4-A: Animal License Fees

One-Year Animal License	
Individual Animal License	\$15.00
Replacement Dog License for lost/misplaced licenses	\$2.00

Section 4-B: Impound Fees

Impound Fee: 1st time --- \$20.00, plus daily boarding fee
2nd time --- \$50.00, plus daily boarding fee
3rd+ time ---\$100.00, plus daily boarding fee
Board Fee: \$20.00 per day
Non-owner adoption fee-\$60.00

Section 4-C: Business License

Annual New	\$25.00
Annual Renewal	\$20.00
Late Fee	\$20.00 per month
Appeal Fee	\$50.00

Section 4-D: Beer and Liquor Licenses and Related Permits

License & Permit	Fee
Beer-Retail (sales-off premise consumption)	\$ 50.00
Beer-Retail (sales-on premise consumption)	\$ 100.00
Liquor by the Drink includes beer and wine	\$175.00
Alcohol Catering Permit	\$20.00/day
Wine-Retail (sales-off premise consumption)	\$ 50.00
Wine-Retail (sales-on premise consumption)	\$ 200.00

Section 4-E: Facility Rental

Facility	Fee
City Council Chambers*	\$20.00 for first hour; \$10.00 each additional hour
Roberts Community Center	\$100.00 per 4-hour block + \$100.00 refundable deposit per event

*City Council Chambers are available for rental only during regular business hours.

Section 4-F: Miscellaneous Fees:

Type	Fee
Returned Payment, Stop Payment, or Chargeback	\$25.00
Copies or Printouts – Single-Sided	\$0.10 per page
Copies or Printouts – Double-Sided	\$0.25 per page
Failure to Obtain or Renew a License or Permit (Excludes Planning & Zoning)*	\$25.00

*A Failure to Obtain or Renew a License or Permit fee may be assessed when a required license or permit is not obtained or renewed, unless otherwise provided by ordinance.

SECTION 5: LIBRARY FEES**Section 5-A: Overdue**

Regular Book	\$0.50 per item per day*
Holiday Collection	\$0.75 per item per day*
Audiobooks	\$0.50 per item per day*
Reference Books	\$0.75 per item per day*
DVD	\$0.50 per day*
Learning Kits	\$0.75 per day*

*Up to original retail cost plus \$5.00

Section 5-B: Card Fee

City Residents	Free
Non-Residents	\$50.00 per household

Section 5-C: Lost or Damaged Items

Lost Item	Library replacement cost plus \$5.00
Lost or Damaged Barcode	\$1
Lost or Damaged Jacket Cover	\$2
Torn Page in Book	\$2
Lost or Damaged Spine Label	\$1
Lost or Damaged DVD	Library Replacement cost plus \$5
Lost or Damaged Audiobook CD	Library Replacement cost plus \$5
Lost or Damaged Learning Kits	Library Replacement cost plus \$5

Section 5-D: Copies and Printing

Black & White	
One sided 8.5x11" copy	\$0.10 per page
Double sided 8.5x11" copy	\$0.25 per page
One sided 8.5x14" copy	\$0.15 per page
Double sided 8.5x14" copy	\$0.30 per page
Color	
One sided 8.5x11" copy	\$0.25 per page
Double sided 8.5x11" copy	\$0.50 per page
One sided 8.5x14" copy	\$0.30 per page
Double sided 8.5x14" copy	\$0.60 per page

Lamination	
Small	\$1.00 per pouch
Medium	\$1.50 per pouch
Full Page	\$2.00 per pouch

SECTION 6: CITY CLERK DEPARTMENT FEES

Section 6-A: Public Records Requests pursuant to Idaho Code 74-102

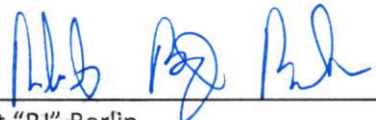
Copying Fee, up to 100 sheets	No charge
Copying Fee, more than 100 sheets	\$0.10 per sheet of 8.5"x 11" paper, black and white only
Labor Fee, up to two (2) hours	No charge
Labor Fee, more than two (2) hours	Pursuant to Idaho Code 74-102(10)
Materials Fee	Pursuant to Idaho Code 74-102(10)
Records Research Per hour	Pursuant to Idaho Code 74-102(10)

Other costs and fees associated with a Public Records Request not itemized in this section shall be charged to the requester according to Idaho Code 74-102.

This Resolution will be in full force and effect on October 1, 2026.

PASSED AND ADOPTED BY MAYOR AND CITY COUNCIL OF THE CITY OF ROBERTS, IDAHO, this
01 day of SEPTEMBER, 2026.

CITY OF ROBERTS


 Robert "BJ" Berlin
 Mayor

ATTEST:


 April Galbraith
 City Clerk/Treasurer