

CITY OF ROBERTS
ORDINANCE NO. 2026-572A

AN ORDINANCE AMENDING ORDINANCE NO. 2026-572 RELATING TO THE REGULATION OF CONSTRUCTION, REPAIR, AND EXCAVATION WITHIN PUBLIC RIGHTS-OF-WAY; REQUIRING DOOR-TO-DOOR NOTICE TO AFFECTED PROPERTY OWNERS; ESTABLISHING A PERMIT ADMINISTRATION FEE WITH MAYOR OR STAFF WAIVER AUTHORITY; PROVIDING FOR ADJUSTMENT OF FEES BY RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Roberts previously adopted Ordinance No. 2026-572 regulating construction, repair, and excavation within public rights-of-way; and

WHEREAS, the City Council finds it necessary to provide an alternative method of covering costs associated with permitted work while simplifying administration and ensuring proper notice to affected property owners; and

WHEREAS, the City Council deems it in the best interest of the City and its residents to require door-to-door notice and implement a Permit Administration Fee based on whether a Certificate of Occupancy (CO) is required for the project;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROBERTS, IDAHO:

SECTION 1: DOOR-TO-DOOR NOTICE REQUIRED

The permittee shall provide written, door-to-door notice to all residents, occupants, or property owners whose access, utilities, or use of property may be affected by the proposed construction, repair, or excavation. Such notice shall be delivered not less than ten (10) calendar days prior to the commencement of work and shall include:

1. A description of the work;
2. Anticipated start date and estimated duration;
3. Contact information for the permittee.

SECTION 2: AMENDMENT TO SECTION 6 – PERMIT FEES

Section 6 of Ordinance No. 2026-572 is hereby amended by adding subsections (2) and (3) to read as follows:

2. Permit Administration Fee
In addition to any other permit fees required under this Ordinance, the permittee shall pay a Permit Administration Fee at the time of permit issuance.
 - a. For projects that require a Certificate of Occupancy (CO), the fee shall be determined according to the City of Roberts Building Code.
 - b. For projects not requiring a CO, the fee shall be a non-refundable six hundred dollars (\$600.00). This fee is intended to cover City costs associated with review, permitting,

administration, inspections, utility locate requests (including Digline fees), engineering, legal, surveying, and related expenses. Any unused portion of the fee shall be retained by the City. If actual costs reasonably exceed the fee, the permittee shall reimburse the City for the excess.

3. Fee Adjustments

The City Council may, from time to time by resolution, adjust the amount of the Permit Administration Fee established in subsection (2), or any other fees related to permits issued under this Ordinance. Any such adjustment shall take effect on the date specified in the adopting resolution. The Mayor, or a City staff member designated by the Mayor, may waive the Permit Administration Fee in whole or in part at the time of permit issuance if deemed appropriate.

SECTION 3: OTHER PROVISIONS

All other provisions of Ordinance No. 2026-572 (insurance, safety, backfilling, restoration, warranties, enforcement, and repeal clauses) remain in full force and effect unless inconsistent with this Ordinance.

SECTION 4: REPEALER CLAUSE Any ordinances or parts thereof which are in conflict herewith are hereby repealed.

SECTION 5: SEVERABILITY CLAUSE Should any part or provision of this Ordinance be declared unconstitutional or invalid by the courts, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 6: EFFECTIVE DATE; SUSPENSION OF RULES

This Ordinance shall be in full force and effect immediately upon its passage and publication of a Summary of this Ordinance according to law. The City Council hereby dispenses with the rule requiring that ordinances be read on three different days, as authorized by law, so that this Ordinance may take effect immediately.

PASSED Under suspension of rules upon which roll call vote was taken duly enacted an ordinance of the City of Roberts, Jefferson County, Idaho at a convened meeting of the City of Roberts held on the ____ day of _____, 2026.

CITY OF ROBERTS