

**City of Roberts**  
**Resolution No. 2025-0826**

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, Resolution 2025-0826 adopted on August 26, 2025 replaces the previous fee resolution;

WHEREAS, the effective date of this resolution shall be October 1, 2025; 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**

Building Permit Application Review	\$25.00
Building Permit per Project Cost	Fee
Fences (includes application review)	\$25.00 per 600 feet in combined length per parcel
\$1 - \$4999	\$50.00
\$5000 - \$99,000	\$75.00
\$100,000+	\$200.00 for the first \$100,000 plus \$2.00 per \$1000 thereafter
Zone Change Application	\$275.00
Special Use Permit	\$275.00
Variance Request	\$275.00
Mobile Home Park/Subdivision Application	
Preliminary Plat	\$500.00 + \$15.00 per lot
Final Plat	\$50.00
Certificate of Occupancy	\$50.00
Demolition of Permanent Structures	\$50.00
Remove or Place Mobile Home	\$50.00

Utility Connects/Impact fee	
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 1-B: Building Permit Fee Policies Application Required.**

Complete application for all permits for all services listed in Table 1-A shall be submitted to the City of Roberts prior to any review taking place by the City. Complete applications shall be included in the completed application form, all information and additional documents or materials required by ordinance and the application form, application fee, and any other information as required by ordinance or by the City Planner, City Engineer, or City Administrator. In their sole discretion, the City Planner or City Administrator may return any application deemed incomplete.

## **SECTION 2: PARKS DEPARTMENT FEES**

### **Section 2-A: Park s Shelters 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: Sponsors and Booths**

<b><u>Market Lake Day</u></b>	
Information/Commercial Booth	\$50.00
Electric add on	\$10.00
Food vendors	\$100.00 includes power
<b><u>Sponsorships</u></b>	
Level 1 Sponsor	\$125.00
Level 2 Sponsor	\$250.00
Level 3 Sponsor	\$500.00
Event Sponsor	\$1000.00+

### **SECTION 2-C: 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**

<b>1. Monthly Single Family Attached/Detached, Mobile Home, Duplex (per unit):</b>	
<b>SERVICE</b>	<b>RATE</b>
Metered Water Service	\$51.50 <sup>1</sup> plus \$0.80/1,000 gallons usage rate
Sewer	\$87.89 <sup>1</sup>

Sanitation	\$15.45
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#### NOTES TO SECTION 2-A

1. The Base Rates for water and sewer include the following charges:  
Monthly base sewer rate which includes a Sewer Bond payment of \$21.00 per ERU. - Water Bond payment is \$13.00 per connection or business. - Sanitation does not have a bond payment.

### Section 3-B: Commercial Metered Water Rates

1. Meter Water Usage Rate: \$51.50 plus 0.80/1000 gallons usage rate
2. Metered rates include commercial/professional office spaces/churches/seminaries/hotels/motels/ rooming houses/rest homes/extended care facilities/Laundromats/schools/storage unit facilities/apartment/single-family residential units (3 or more units).
3. Hydrant Fill Permits
  - a. Hydrant Fill Fees for a single fill-up:
    - i. Tanker Fill up to 4,000 gallons \$25.00 per fill
    - ii. Tanker Fill up to 1,000 gallons \$10.00 per fill
4. Hydrant fill permit must be obtained prior to utilizing any hydrants. Permits may be purchased in advance and in bulk quantities.

### Section 3-C: Additional Sanitation Regulations

1. 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. Current Water base rate plus 5000 gallons plus current sewer base rate plus number of garbage totes on most recent updated utility application.
  - b. Formula for Deposit: (water base+5000gal+sewer base+(15.45•#of totes)=Deposit.
  - c. Deposits will be held for one year and credited to the customer's account if there are no further service interruptions, but it is forfeited and applied to the balance if another disconnection occurs within that time.

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

1. \$50.00 Involuntary Water/Sewer/Sanitation Disconnection, including reconnect. This fee is charged for delinquent accounts.
2. Sanitation Service Involuntary Termination and Involuntary Re-installment (NO voluntary termination allowed.)

3. \$25.00 Discontinuance Disconnect for property owners leaving permanently – IE foreclosures, permanent move-outs. (Account must be paid in full and current to receive this courtesy fee. If the same property owner requests a reconnect of the water, there will be a \$50.00 connection fee).

### **Section 3-G: VACANCIES**

1. There will be NO allowances for temporary vacancies of residential rental property.
2. Residential customers will be able to pay a disconnect/reconnect fee to temporarily suspend service, if they desire.

### **Section 3-H: Returned Check**

1. Return check fees or chargebacks shall be charged pursuant to the returned check fee resolution as adopted by the City Council.

### **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	\$30.00 per hour
After-hours Labor Per Man-Hour	\$60.00 per hour
Parts	At Cost
Contractor labor	At Cost
Abatement fee	100

## **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: 1<sup>st</sup> time --- \$20.00, plus daily boarding fee  
 2<sup>nd</sup> time --- \$50.00, plus daily boarding fee  
 3<sup>rd</sup>+ 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**

Fees

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**

1. City Council Chambers: \$20.00 for 1<sup>st</sup> hour, \$10.00 for additional hours. Available only during regular business hours.
2. Roberts Community Center \$100 per 4-hour block plus \$100 refundable deposit per event.

#### **Section 4-F: Miscellaneous Fee Policies:**

1. Charge back, Stop Payment or Non-sufficient Funds (Returned) Check Fee \$25.00
2. Copies or printouts: Single-sided .10 per page; Double-sided .25 per page
3. Failure to Obtain or Renew a License or Permit (EXCLUDES PLANNING & ZONING): A fine of \$25.00 may be assessed to any applicant or prospective applicant who fails to obtain or renew any license or permit, unless otherwise defined.

### **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**

1. Residential, free
2. Non-Residential, \$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**

<b>Black &amp; White</b>	
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
<b>Color</b>	
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
<b>Lamination</b>	
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

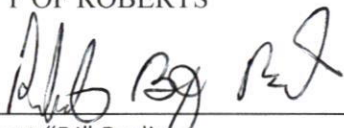
Copying Fee, up to 100 sheets	No charge
Copying Fee, more than 100 sheets	\$0.10 per sheet of 8.5"x 11" paper, black and white only
Labor Fee, up to two (2) hours	No charge
Labor Fee, more than two (2) hours	Pursuant to Idaho Code 74-102(10)
Materials Fee	Pursuant to Idaho Code 74-102(10)
Records Research 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, 2025.

PASSED AND ADOPTED BY THE CITY OF ROBERTS MAYOR AND CITY COUNCIL 26 of September, 2025.

CITY OF ROBERTS

  
 Robert "BJ" Berlin  
 Mayor

ATTEST:

  
 April Galbraith  
 City Clerk/Treasurer