



VILLAGE OF SPARTA
Fee Schedule

Village Park Facilities (Rental Fee)	Resident: No Charge Non Resident: \$50 Application Fee Non-Profit Organization: No Charge
Additional Park Items	
<i>Picnic Tables</i>	<i>\$10.00 each</i>
<i>Trash Cans</i>	<i>\$2.00 each</i>
<i>Portable Bathrooms</i>	<i>\$82.00 each</i>
Property Rezoning (Application breakdown below)	\$125.00 + Costs Incurred
<i>Administration Fee</i>	<i>\$20.00</i>
<i>Mailing Costs</i>	<i>\$5.00</i>
<i>Publication Fee</i>	<i>\$100.00</i>
<i>Cost Incurred by Village</i>	<i>TBD</i>
Zoning Board of Appeals Application (Application breakdown below)	\$125.00 + Costs Incurred
<i>Administration Fee</i>	<i>\$20.00</i>
<i>Mailing Costs</i>	<i>\$5.00</i>
<i>Publication Fee</i>	<i>\$100.00</i>
<i>Cost Incurred by Village</i>	<i>TBD</i>
Planning Commission Application	\$20.00
Site Plan Review	\$20.00 + Cost Incurred
- <i>Costs Incurred by Village</i>	<i>TBD</i>
Special Land Use Permit	\$125.00 + Cost Incurred
- <i>Administration Fee</i>	<i>\$20.00</i>
- <i>Mailing Costs</i>	<i>\$5.00</i>
- <i>Publication Fee</i>	<i>\$100.00</i>
- <i>Cost Incurred by Village</i>	<i>TBD</i>
Village Permits	
Zoning Permit Application	
- <i>Accessory Structure Permit</i>	<i>\$20.00</i>
- <i>Deck Permit</i>	<i>\$20.00</i>
- <i>Fence Permit</i>	<i>\$20.00</i>
- <i>New House Permit</i>	<i>\$20.00</i>
- <i>Pool Permit</i>	<i>\$20.00</i>
- <i>Residential Addition Permit</i>	<i>\$20.00</i>
Curb Cut (Right-of-Way Permit)	\$45.00
Driveway Alteration (Right-of-Way Permit)	\$20.00
Sidewalk Obstruction (Right-of-Way Permit)	\$20.00

Permanent Sign Permit	\$20.00 + Costs Incurred	
- <i>Costs Incurred by Village</i>	<i>TBD</i>	
Temporary Sign Permit	\$20.00	
Circus & Carnival Permits	\$20.00 Exemption to Fee, Section 22-121	
Closing or Distressed Sale Permits	\$50.00	
Exhibition and Traveling Show Permits	\$20.00	
Fire Hydrant Use Permit	See Sparta Water Department	
Floodplain Development Permit	\$20.00	
Home Occupation Permit	\$20.00	
Parade Permit	\$20.00	
Peddlers & Solicitors Permit	\$20.00/Person Per Day	
Secondhand Dealers, Junk Dealers, and Pawnbrokers Permit	\$20.00	
Street Opening, Excavations & Closures	\$20.00	
Temporary Occupancy in a Vehicle Permit	\$20.00	
Utility Service Connection Permit	See Below	
- <i>Water Meter</i>	<i>At Cost</i>	
- <i>Water Connection Fee (Onetime)</i>	<i>Meter Size</i>	<i>Fee</i>
	<i>¾"</i>	<i>\$2,200</i>
	<i>1"</i>	<i>\$3,916</i>
	<i>1 ½"</i>	<i>\$8,800</i>
	<i>2"</i>	<i>\$15,642</i>
	<i>3"</i>	<i>\$35,200</i>
	<i>4"</i>	<i>\$62,568</i>
	<i>6"</i>	<i>\$140,800</i>
- <i>Sewer Connection Fee (Onetime)</i>	<i>Meter Size</i>	<i>Fee</i>
	<i>¾"</i>	<i>\$2,200</i>
	<i>1"</i>	<i>\$3,916</i>
	<i>1 ½"</i>	<i>\$8,800</i>
	<i>2"</i>	<i>\$15,642</i>
	<i>3"</i>	<i>\$35,200</i>
	<i>4"</i>	<i>\$62,568</i>
	<i>6"</i>	<i>\$140,800</i>
- <i>Fire Line Connection Fee</i>	\$2,500	
Non-Sufficient Funds Fee	\$31.00	
Industrial Facilities Tax Exemption	\$600.00	
Township Permit Fees		
Building Permits	See Sparta Township	
Plot Reviews	See Sparta Township	
Electrical Permits	See Sparta Township	
Mechanical (Commercial and Industrial)	See Sparta Township	
Plumbing	See Sparta Township	

Fire Department Cost Recovery	
*All bills are subject to an Administration fee of not less than \$12.00 an hour	
Fire Alarm and Illegal Burns	
Fees double as offense number increases. Offenses are counted up per year (Jan. 1 to Dec. 31)	
- 1 st Offense	\$75.00
- 2 nd Offense	\$150.00
- 3 rd Offense	300.00
- 4 th Offense	\$600.00
Any Alcohol Related Driving Offense/VCSA/HAZMAT/ARSON	
- Chief Vehicle	\$40.00
- Deputy Chief Vehicle	\$40.00
- Engine #3	\$170.00
- Rescue #6	\$170.00
- Platform #5	\$225.00
- Brush Truck #7	\$40.00
- Brush Truck #11	\$40.00
- Tender #8	\$180.00
- Tender #9	\$50.00
- Medic #10	\$40.00
- Private Vehicles	\$25.00
Wages (Per Hour Rate)	
- Chief and Deputy Chief	\$22.00/ Hour
- Captains	\$21.00/ Hour
- Lieutenants	\$20.00/ Hour
- Firefighters	\$18.00/ Hour
- Firefighter – Probationary	\$17.00/ Hour
- Firefighter – In Academy	\$16.00/ Hour
- Firefighter – Candidate	\$15.00/ Hour
Additional	
- Light Tower	\$30.00
- Cribbing Trailer	\$30.00
- Landing Zone Set-Up	\$75.00
- Oil Dry	\$10.00/bag

Village of Sparta FOIA Fee Itemization Form
(Effective July 1, 2015)

Component	Cost Calculations	Total
1. Labor Costs – Search, Location, and Examination of Records*	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination <div style="text-align: right;">\$_____ per hour</div></p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">25%</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier <div style="text-align: center;">\$_____ x 1.25 = \$ _____</div></p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) <div style="text-align: center;">\$_____ + _____ = \$ _____</div></p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment <div style="text-align: center;">\$_____/ 4 = \$ _____</div></p> <p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate <div style="text-align: center;">_1_ x \$ _____ = \$ _____</div></p>	<div style="text-align: right;">\$ _____</div>
2. Employee Labor Costs – Redaction*	<p>If performed by the public body's employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction <div style="text-align: right;">\$_____ per hour</div></p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____ %</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier</p>	

	<p style="text-align: center;">\$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> <p style="text-align: center;">\$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> <p style="text-align: center;">\$ _____ / 4 = \$ _____</p> <p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p style="text-align: center;">_____ x _____ = \$ _____</p>	\$ _____
3. Contracted Labor	<p>Name of contracted person or firm: _____</p> <p>Hourly Wage Charged: _____</p>	\$ _____
4. Paper Copies	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 1/2" x 11") number of sheets ___ x \$0.10 = \$0.10</p> <p>Legal paper (8 1/2" x 14") number of sheets ___ x \$0.10 = \$ _____</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: (11" x 17") number of sheets ___ x \$0.15 = \$ _____</p> <p>(NOTE: Must print double-sided if available and costs less.)</p>	\$ _____
5. Non-Paper Physical Media	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives (8 GB) \$5.29 x number used _____ = \$ _____</p> <p>Computer Discs \$1.00 x number used _____ = \$ _____</p> <p>Other Media \$ _____ x number used _____ = \$ _____</p>	\$ _____

<p>6. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</p>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media $\\$ \underline{\hspace{2cm}}$ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\underline{\hspace{2cm}}\%$</p> <p>Multiply the hourly wage times the fringe benefit multiplier $\\$ \underline{\hspace{2cm}} \times 1.\underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $\\$ \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p> <p>Divide the resulting hourly wage by $\underline{\hspace{2cm}}$ to determine the charge per $\underline{\hspace{2cm}}$ () minute increment $\\$ \underline{\hspace{2cm}} / 4 = \\$ \underline{\hspace{2cm}}$</p> <p>(NOTE: May use any time increment for this category)</p> <p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\times \\$ \underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p>	<p>$\\$ \underline{\hspace{2cm}}$</p>
<p>7. Mailing</p>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p>Cost of mailing: $\\$ \underline{\hspace{2cm}}$</p> <p>Cost of least expensive form of postal delivery confirmation: $\\$ \underline{\hspace{2cm}}$</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p>	

Waivers and Reductions	<p>Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines.</p> <p>Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$_____</p> <p>The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)</p>	-\$_____
Deposit	Subtract any good-faith deposit received: \$_____	-\$_____
	Total Due	\$_____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.