

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION SUBJECTING ESTABLISHING A FEE SCHEDULE  
FOR THE TOWN OF OCEAN VIEW**

**WHEREAS**, the Town Council pursuant to Chapter 3, Fees, Section 3-1, Fee Schedules, the Town Council is authorized to establish a schedule of fees for all administrative actions or services, applications, licenses, permits, impact fees, professional fees, financial security, performance, surety and utility bonds, rental licenses, Police Department fees, and such other fees as required by the Ocean View Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF OCEAN VIEW:**

Section 1. The Fee Schedule for the Town of Ocean View shall be as attached hereto and made a part here of as Exhibit A.

Section 2. This resolution shall become effective upon its adoption by a majority of the members elected to the Town Council of Ocean View on May 1, 2026.

**TOWN COUNCIL OF OCEAN VIEW**

By: \_\_\_\_\_  
Mayor

(Seal)

ATTEST: \_\_\_\_\_  
Town Clerk

Adopted: \_\_\_\_\_

**TOWN OF OCEAN VIEW, DELAWARE**  
**FEE SCHEDULE**  
**Effective May 01, 2026**

<b>ADMINISTRATIVE</b>
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Document Copies

See FOIA section for cost of copies.

Labels & Lists

❖ Current Business License Holders – mailing labels	\$ 150.00
❖ Property owner names and addresses – mailing labels:	
○ All parcels within Town of Ocean View	\$ 175.00
○ A subdivision up to 100 units	\$ 30.00
○ Each additional 100 units in a subdivision	\$ 30.00
❖ Business License Holders – current list	\$ 50.00
❖ Property owner names & addresses:	
○ All parcels within Town of Ocean View	\$ 100.00
○ A subdivision up to 100 units	\$ 25.00
○ Each additional 100 units in a subdivision	\$ 25.00
❖ Tax list	\$ 175.00

FOIA (Freedom of Information Act) Fees

❖ 20 pages single side copies & first hour search	Free
❖ Over 20 black & white single sided pages for 8.5"x11", 8.5"x14", and 11"x17" sized paper (two-sided copies shall be considered as two copies)	\$ .10
❖ Color copies/printouts single sided pages for 8.5"x11", 8.5"x14", and 11"x17" sized paper (two-sided copies shall be considered as two copies)	\$ 1.00
❖ Color copies/printouts single sided pages larger than 11"x17"	\$ 2.00
❖ Oversized copies/printouts single sided 24"x36"	\$ 3.00
❖ Oversized copies/printouts single sided larger than 24"x36"	\$ 1.00 per square foot
❖ Other FOIA information and associated fees, such as labor costs for request requiring more than 1 hour of staff time to process are outlined in Resolution 15-7.	

Other Administrative Fees

❖ Credit card / electronic payment fee (charged by processor)	2.95%
❖ Fax service	\$ 1.00 per page
❖ Interest on past due invoices	1.5% per month / 18% annual
Such as reimbursable expenses and service fees.	
❖ Recordation of documents in Recorder of Deeds Office, in Sussex County	\$ 100.00
❖ Returned check	\$ 35.00
❖ Election Filing Fee	\$ 50.00

## APPLICATIONS

### Annexation Request

❖ Up to 1 acre	\$ 100.00
❖ 1 acre to 4.99 acres	\$ 300.00
❖ 5 acres to 9.99 acres	\$1,000.00
❖ 10 acres to 24.99 acres*	\$2,000.00
❖ 25 acres or more*	\$3,000.00
❖ Appeal of decision as enumerated in Town Code	\$ 250.00
❖ Rezoning application	\$ 900.00

NOTE: Annexations are subject to professional fees.

### Board of Adjustment

❖ Appeal of decision	\$1,000.00
❖ Variance	\$1,000.00
❖ Additional Variance on same application (per request)	\$ 100.00
❖ Special exception	\$1,500.00
❖ Administrative variance	\$ 200.00
❖ Penalty for violation of terms/conditions of variance granted	\$ 750.00

### Planning & Zoning Commission

❖ Land Development / Site plan review	\$1,500.00
❖ Site plan review for outside seating	\$ 500.00
❖ Modification to previously approved site plan	\$ 500.00
❖ Subdivision:	
○ 1 lot into 2 or combining 2 lots into 1	\$ 500.00
○ 3 to 5 lots	\$1,000.00
○ Greater than 5 lots	\$1,000 plus \$150 per lot in excess of 5 lots
❖ Rezoning Application	\$1,500.00

NOTE: Planning & Zoning Commission meetings are subject to professional fees.

## FINANCIAL SECURITY; PERFORMANCE and SURETY BONDS

- ❖ Financial security equal to 125% of the cost of completion of all infrastructure improvements required by the approved final plans, as outlined in Town Code Chapter 187-6L, Streets & Sidewalks
- ❖ Performance bond as outlined in Town Code Chapter 140-129B, Land use
- ❖ Bond with surety assuring completion as outlined in Town Code Chapter 140-82, Land use
- ❖ Surety bond for movement of oversized vehicles through the Town \$4,000
- ❖ Utility bond as outlined Chapter Utility Control Ordinance - Surface Type:
  - Bituminous concrete pavement \$ 190.00 per square yard
  - Surface treated (chip seal) pavement \$ 40.00 per square yard
  - Unpaved area within right-of-way \$ 10.00 per square yard
- ❖ Performance bond as outlined in Town Code Chapter 140-74A, Land use for landscaping.
- ❖ Completion and maintenance bond as outlined in Town Code Chapter 140-98F, Land use

**IMPACT**

For proportionate share of capital costs (as set out in Town Code Chapter 136-1A)

- ❖ Upon issuance of building permit, per unit, new construction \$1,436.00

For the benefit of volunteer fire & emergency services (as set out in Town Code Chapter 136-1B)

- ❖ Upon issuance of building permit, per unit, new construction \$ 500.00

Surcharge for emergency services enhancement funding program (as set out in Town Code Chapter 15)

- ❖ Upon issuance of building permit: not less than .25% and not more than .50% of the construction value shown on the building permit application.

**JOHN WEST PARK AMENITIES**

NOTE: Fees apply to the use of John West Park amenities. Deposits, if not used, will be refunded.

	<u>Rental</u>	<u>Deposit</u>
❖ Group w/ membership comprised entirely of Ocean View property owners/residents.	\$ 0.00	\$ 50.00
❖ Organization w/ member who is an Ocean View property owner/resident.	\$ 50.00	\$ 50.00
❖ Personal use by an Ocean View property owner/resident	\$ 0.00	\$ 50.00
❖ Personal use by non-Ocean View property owner/resident.	\$ 50.00	\$ 50.00
❖ Organizational or Nonprofit organizational use by non-Ocean View property owner/resident.	\$ 100.00	\$ 50.00
❖ Governmental agency	\$ 0.00	\$ 50.00
❖ Nonprofit organization with member who is an Ocean View resident.	\$ 0.00	\$ 50.00
❖ Youth organization. One hour of community service requested per 4 hours of use. Verification required.	\$ 0.00	\$ 50.00

**COMMUNITY CENTER @ 32 WEST AVENUE**

NOTE: Fees apply to the use of the Community Center. Deposits, if not used, will be refunded.

	<u>Rental</u>	<u>Deposit</u>
❖ Group w/ membership comprised entirely of Ocean View property owners/residents.	\$ 50.00	\$ 50.00
❖ Organization w/ member who is an Ocean View property owner/resident.	\$ 75.00	\$ 50.00
❖ Personal use by an Ocean View property owner/resident	\$ 75.00	\$ 50.00
❖ Personal, Nonprofit organizational or organizational use by non-Ocean View property owner/resident.	\$ 125.00	\$ 50.00
❖ Governmental agency	\$ 0.00	\$ 50.00
❖ Nonprofit organization with member who is an Ocean View resident.	\$ 0.00	\$ 50.00
❖ Youth organization. One hour of community service requested per 4 hours of use. Verification required.	\$ 0.00	\$ 50.00

<b>LICENSES</b>
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**NOTE:** Licenses are non-refundable, non-transferable and are not eligible for prorating.

- ❖ Business
  - Annual, calendar year (1/1 – 12/31) \$ 200.00
- ❖ Temporary, 30 consecutive days (2 per calendar year) \$ 75.00
- ❖ Event, per approved event for up to 3 consecutive days \$ 50.00
- ❖ Peddling, soliciting, and canvassing \$ 100.00
- ❖ Rental agent: independent contractors. \$ 100.00  
Annual, calendar year (1/1 – 12/31) (Excludes agents paid as an employee.)
- ❖ Rental: each commercial or residential unit rented or offered \$ 150.00  
for rent. Annual, calendar year (1/1 – 12/31).
- ❖ Late fee for all license types postmarked after due date (1/1) \$ 40.00

<b>PERMITS</b>
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**NOTE:** Permit fees are non-refundable and non-transferable.

**Building**

- ❖ Principal and accessory structures:
  - Gross floor area of each story for all uses, all covered porches and entryways and improvements to an existing open deck or patio by adding walls and roof for the purpose of creating additional enclosed living space. \$ 1.50 per square foot
  - Improvements to principal and accessory structures by adding walls and/or roof that increase the gross floor area. \$ 1.50 per square foot
- ❖ Open decks and/or patios:
  - Gross floor area of attached or unattached open deck, patio or similar structure with a floor area free from enclosed walls and/or roof. \$ 1.00 per square foot
- ❖ Repairs and renovations (for work identical or substantially the same):
  - 1% of Contract Cost or \$ 100.00 Minimum, whichever is greater.
- ❖ All others:
  - Dumpster placement (subject to town approval) \$ 0.00
  - Dumpster placement (not associated with a permit) \$ 100.00
  - Fence, sidewalk, and driveway \$ 100.00
  - Demolition of any structure or building \$ 100.00
  - Moving any structure or building in or through Town \$ 100.00
  - Note:** Police escort required @ additional costs.
  - Swimming pools (in and above ground) \$ 1.00 per square foot
- ❖ Minimum charge for any building permit \$ 100.00
- ❖ Administrative Fee – Reissue of voided permit \$ 50.00
- ❖ Failure to obtain permit before work is performed penalty.
  - Penalties as specified in Town Code 140 (Land Use).

Sign

- ❖ Illuminated, direct or indirect \$ 4.00 per square foot
- ❖ Non-Illuminated \$ 2.00 per square foot
- ❖ Subdivision, permanent \$ 500.00 per sign
- ❖ Minimum sign permit \$ 100.00

Utility

- ❖ Base permit \$ 175.00
- ❖ Utility permit (all based on as-built)
  - Boring under paved road, per boring \$ 100.00
  - Cut in paved street \$ 10.00 per square foot
  - Trenching outside edge of pavement \$ 1.00 per linear foot

Other

- ❖ Fee for the installation, repair or replacement of all other types of structures not otherwise covered in the categories above (e.g. antennas, solar panels, elevators, tanks, mechanical systems, etc).
  - 1% of Contract cost or \$100.00 minimum, whichever is greater.

Single Lot Development Grading plan review

- ❖ For improvements subject to 140-100 of the Town Code  
Includes review of site grading plan & as-built survey by Town Engineer. Fee collected at time of permit issuance \$ 550.00

Community Activities in Town Parks and Town-owned Property (time restriction 8am to 8pm)

- Assembly of 50 people or more \$ 25.00
- Additional fees for security, traffic control, sanitation and cleanup may apply
- For any violation of the permit, a fine shall be assessed in the amount of \$250 and / or revocation of the permit.
- Fee waivers are available for indigent applicants and nonprofit organizations.

**POLICE**

Road construction and escort to move structures through the streets of Ocean View

*NOTE: Minimum 2-hour charge. Charges may vary if specified in state contract.*

- ❖ Per officer as set by State contract
- ❖ Additional town expenses (employee benefits & vehicle costs) \$ 30.00 per hour

Special Duty Officer (or other Town staff)

- ❖ Officer or other Town employee Employees hourly rate plus applicable payroll taxes.  
Note: if employee brought in on day off cost will be 1 ½ x hourly rate plus applicable payroll taxes.
- ❖ Administrative fee 10% of employee's hourly rate plus applicable payroll taxes.
- ❖ Additional town expenses (employee benefits & vehicle costs) \$ 30.00 per hour
- ❖ *Exception for service funded by a grant which specifies payment terms.*

Other Charges

- ❖ Police report copy \$ 25.00
- ❖ Fingerprints\* \$ 50.00

\* Property owners & residents of Ocean View are exempt from this fee.

**PROFESSIONAL FEES**

Legal

- ❖ Attorney collection letter, Municipal lien filing, Municipal lien satisfaction filing, Municipal lien renewal filing and legal reviews for compliance (fee charged plus administrative fee of 10%)

Reviews/inspections/approvals by professionals and consultants

- ❖ The Town may need to draw upon the expertise of engineering and legal professionals/consultants in order to process applications before the Planning & Zoning Commission, Board of Adjustment, and/or Town Council. These applications include, but are not limited to, land development site plans and subdivision plans (and any modifications) submitted to the Planning & Zoning Commission, applications for variances and special exceptions before the Board of Adjustment, and rezoning and annexation matters before Town Council. Town consultants may provide services such as meeting attendance, correspondence, plan review, official written overviews and reports, site visits, inspections, etc. on behalf of, and at the request of, the Town. Applicants are responsible for any fees charged by our outside professionals and consultants, plus a 10% administrative fee.
- ❖ Site Compliance Reviews: Inspect all phases of improvements as necessary to include, but not limited to, the following: Installation of drainage pipe and drainage basins, installation of water and sewer utilities, grading for roads, sidewalks, driveways and common areas, placement of GABC for roadways, sidewalks, and driveways, bituminous pavement for roadways, portland concrete cement for parking areas, sidewalks, curb, gutter, and driveways, traffic control devices and pavement markings, landscaping and shared use paths, sediment, and stormwater features

**STIPENDS – as set by Town Council**

*NOTE: Fees are per member.*

❖ Board of Adjustment, per application at meeting	\$ 30.00
❖ Board of Assessment, per appeal	\$ 30.00
❖ Board of Elections per election when voting polls are necessary	\$ 100.00
❖ Board of Elections to certify results of unopposed election	\$ 30.00
❖ Planning & Zoning Board, per hearing at meeting	\$ 30.00

**TAXES**

Gross Rental Receipts Tax

- ❖ On all rental property income 6%
  - January 1 – June 30 of calendar year: due by August 31 of same year
  - July 1 – December 31 of calendar year; due by February 15 of following year
- ❖ Gross Rental Receipts Tax late payment fee \$ 25.00 per month

Real Estate Tax (as set out in annual budget ordinance adopted in April for the upcoming fiscal year)

- ❖ Property Tax rate per \$100 of assessed valuation, as set by Town Assessor
  - Billed in May of each calendar year, due by August 31 of same year

Real Property Transfer Tax (as set out in Town Code Chapter 195)

- ❖ Value of property. 1 ½%

<b>VIOLATIONS/FINES</b>
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Animals (as set out in Town Code Chapter 68)

- ❖ Barking and howling dogs,
  - 1st offense \$ 50.00
  - 2<sup>nd</sup> offense & each subsequent offense \$ 100.00
- ❖ Domesticated animal at large nuisance (Ordinance 373) \$ 100.00

Disorderly Conduct (as set out in Town Code Chapter 107)

- ❖ Sleeping in public, mandatory Court appearance and Court fees may also apply
  - 1<sup>st</sup> offense \$ 100.00
  - 2<sup>nd</sup> offense & each subsequent offense \$ 200.00

Property Maintenance (as set out in Town Code Chapter 169)

- ❖ Removal of grasses, weeds and other vegetative growth as defined in Town Code,
  - On lots less than or equal to ½ acre \$ 100 1<sup>st</sup> offense, \$200 each subsequent offense within a calendar year
  - On lots greater than ½ acre \$ 100 1<sup>st</sup> offense, \$200 each subsequent offense within a calendar year plus cost of private contractor to cut.
  - Property maintenance on rights-of-way \$ 100 1<sup>st</sup> offense, \$200 each subsequent offense within a calendar year