

RESOLUTION #2023-04

**ESTABLISHMENT OF THE FISCAL YEAR 2024
CAROLINE COUNTY GOVERNMENT FEE SCHEDULE**

WHEREAS, the Commissioners have carefully reviewed the schedule of fees, rents, subscriptions, and other non-tax charges (collectively hereafter “County fees”) for County services and use of County assets and properties; and

WHEREAS, these County fees are part of the schedule of estimates of revenues prepared by the Budget Director and are therefore adopted with the FY2023 Caroline County Government Operating and Capital Budgets.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE COUNTY COMMISSIONERS OF CAROLINE COUNTY, MARYLAND, that

- A. The Fiscal Year 2024 Caroline County Government Fee Schedule, included in this Resolution as Attachment A, is adopted and approved; and
- B. All previous fee schedules adopted by the County Commissioners are repealed and replaced by this Fiscal Year 2024 Caroline County Government Fee Schedule, and all previous County fees are superseded by the County fees contained herein.

ADOPTED: May 16, 2023

EFFECTIVE: July 1, 2023

ATTEST:

**COUNTY COMMISSIONERS OF
CAROLINE COUNTY, MARYLAND**

Kaleigh Leager, Executive Assistant
(SEAL)

James Travis Breeding, President

Larry C. Porter, Vice President

Norman Franklin Bartz, III, Commissioner

ATTACHMENT A:

FISCAL YEAR 2024 CAROLINE COUNTY GOVERNMENT FEE SCHEDULE

SECTION 1. GENERAL – COUNTYWIDE

Copies	
Electronic copies provided free of charge wherever possible. If fees for copies or certified copies of any public record are specifically set forth by a law other than this fee schedule or the Maryland Public Information Act General Provisions Article, §§ 4-101 to 4-601, Annotated Code of Maryland (the "Act"), the requestor shall be charged the prescribed fee. In accordance with the Act, the County may require advance payment of copying fees.	
Black and White 8.5 x 11 8.5 x 14 11 x 17* 24 x 36* 36 x 48*	Per page \$0.25 (No charge if less than \$5) \$0.35 \$0.50 \$10.00 \$15.00
Color 8.5 x 11 8.5 x 14 11 x 17* 24 x 36* 36 x 48*	Per page \$0.30 (No charge if less than \$5) \$0.40 \$0.55 \$20.00 \$30.00
Certification of Copies	\$1.00 per page
* Printing capability for large format prints limited to the Department of Planning and Codes	

Records Search and Preparation	
Fees charged under this section shall comply with the provisions of the Act and the requester shall confirm willingness to pay estimated fees prior to commencement of work. The County may require advance payment of any fees set forth herein.	
Search for requested public records Review requested records for potential disclosure Prepare public records for inspection and copying	Each employee's salary, prorated on an hourly basis, times the actual time attributable to the search, review, and preparation; minus the cost of two hours of time for the highest paid employee involved with the record production
Postage	Actual Cost, Paid by the Requester
USB Drive or Other Device for Transfer	Actual Cost, Paid by the Requester
* Printing capability for large format prints limited to the Department of Planning and Codes	

SECTION 2. PLANNING AND CODES

Building Permits	
Note: Inspection agency fees for building inspection, energy code inspection, and plan review also apply and are set by the independent inspection agency.	
RESIDENTIAL	
Single-family, Two-family, Multi-family & Accessory Dwellings Modular & Manufactured Dwellings Additions, Decks, Porches, Basements & Attached Garages	\$50.00 minimum fee OR \$0.17 per sq ft on the measurement of all buildings at all levels (rounded to the nearest dollar amount)
Interior and Exterior Renovations & Alterations (structural changes only)	\$50.00 minimum fee OR \$0.17 per sq ft on the measurement of all buildings at all levels (rounded to the nearest dollar amount)
Window and Door Replacements	\$50.00
Roof Repairs or Replacement (structural work only)	\$50.00
Foundation Repair or Replacement	\$50.00
Fireplaces	\$30.00
Residential Accessory Structures (over 200 square feet)	\$50.00 minimum fee OR \$0.12 per sq ft on the measurement of all buildings at all levels (rounded to the nearest dollar amount)
In-Ground Swimming Pools	\$100.00
Above-Ground Swimming Pools	\$50.00
Shoreline Projects	\$100.00
Retaining Walls – Non-Shoreline	\$50.00
30-Day Procedural Letters – Singlewide Manufactured Homes & Accessory Dwellings	\$10.00 per letter
COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL	
New Construction, Renovations & Alterations, Accessory Structures (over 120 square feet) Up to \$20,000 value \$20,001 to \$100,000 value \$100,001 and above value	\$100.00 \$5.00 per thousand dollars of value \$4.00 per thousand dollars of value
Signs (new only)	\$100.00
AGRICULTURAL	
Agricultural Buildings, Poultry Houses, Manure Storage Sheds, Barns, and Greenhouses Up to \$10,000 value \$10,001 to \$20,000 value \$20,001 to \$100,000 value \$101,001 to \$500,000 value \$500,001 and up	\$50.00 \$5.00 per thousand dollars of value \$4.00 per thousand dollars of value \$3.00 per thousand dollars of value \$2.00 per thousand dollars of value
MISCELLANEOUS	
Residential Accessory Solar	\$50.00 roof-mount \$100.00 ground-mount

Re-Inspection Fee	\$50.00
Temporary Certificate of Occupancy	\$50.00
Final Certificate of Occupancy	No Charge
Work Begun Before Permit Issued	Double the Required Fee

Development Impact Fees	
Single Family Dwellings – Public School Construction	\$5,000 per dwelling unit
Multifamily Dwellings – Public School Construction	\$5,000 per dwelling unit
Age-Restricted (55 and over) Dwellings – Fire Protection/Emergency Medical Services	\$2,000 per dwelling unit

Zoning Certificates	
Home Occupation, Change of Use, Land Use Only, Temporary Display Tents (where a building permit is not issued)	\$50.00
Surface Mining, Mineral Extraction, Borrow Pits	\$100.00 per acre of disturbed area
Work Begun Before Permit Issued	Double the Required Fee

Board of Zoning Appeals	
Administrative Adjustment Application	\$150.00
Administrative Variance Application	\$150.00
Variance Application (BZA)	\$300.00
Special Use Exception Application	\$500.00
Appeal or Interpretation	\$400.00
Advertising Costs	Paid by Applicant
“After the Fact” Applications	Double the Required Fee

Planning Commission	
Critical Area Growth Allocation	\$500.00
Water and Sewer Plan Amendment	\$200.00
Annexation	\$250.00, plus \$25.00 per acre
Zoning Text Amendment Request	\$200.00
Mobile/Manufactured Home Park Request – New or Expansion	\$250.00 per individual site
Rezoning Application	\$250.00, plus \$25.00 per acre
Advertising Costs	Paid by Applicant

Stormwater Management	
Standard Plan Application (Residential & Agricultural)	\$50.00
Waiver	\$100.00
Detailed Plan Review – Non-Structural & Structural	\$250.00 minimum, OR

	Direct reimbursement of all costs for outside professional plan review and inspection
Performance Surety	Cost of construction estimate plus fifteen percent (15%)

Forest Conservation	
Forest Conservation Ordinance	\$12.00 plus postage, if mailed
Forest Conservation Manual	\$15.00 plus postage, if mailed
Forest Conservation Plan	\$300.00
Simplified Forest Stand Delineation	\$100.00
Intermediate Forest Stand Delineation	\$200.00
Full Forest Stand Delineation	\$300.00
Tree Planting Surety Bond	\$475.00 per acre plus 20% or approved estimate
Non-Compliance Fine	\$0.30 per square foot of disturbed area

Subdivision Plats	
Minor Plat (4 lots or fewer)	\$350.00 per lot
Minor Plat – Critical Area (4 lots or fewer)	\$450.00 per lot
Major Plat (5 lots or more)	\$350.00 plus, \$350.00 per lot
Major Plat – Critical Area (5 lots or more)	\$350.00, plus \$450.00 per lot
Additions, Modifications, Corrections and Resubdivisions	\$200.00
Construction of Improvements (Major Subdivision)	\$250.00, plus one percent (1%) of the amount of the initial bond, escrow, or letter of credit
County Road Construction Plan Review and Inspection	\$250.00, plus \$0.50 per center-line foot

Site Plan Review	
Minor Site Plan	\$200.00
Major Site Plan	\$400.00

Licenses and Exams	
Electrician	
Master (valid for 2 years)	\$100.00
General (valid for 2 years)	\$70.00
Limited (valid for 2 years)	\$50.00
Shelved (valid for 2 years)	\$40.00
Inspection Agency (valid for 2 years)	\$150.00
Master Exam	\$200.00
General Exam	\$150.00
Limited Exam	\$100.00

Re-Examination	Same as Original Examination Fee
Plumber	
Note: Must have valid Maryland State License.	
Master (valid for 2 years)	\$100.00
Journeyman (valid for 2 years)	\$50.00
Salvage Yard	
Annual License	\$250.00

Board of License (Liquor) Commissioners	
Annual Licenses	
Note: These fees are set by State Legislature	
Class A – Beer, 7-Day Off Premise Sales	\$250.00
Class A – Beer & Light Wine, 6-Day Off Premise Sales	\$600.00
Class A – Beer, Wine & Liquor, 6-Day Off Premise Sales	\$1,250.00
Class A – Beer, Wine & Liquor, 7-Day Off Premise Sales	\$1,600.00
Class B – Beer, 7-Day On/Off Premise Sales	\$250.00
Class H – Beer & Light Wine, 7-Day On Premise Sales	\$500.00
Class B – Beer, Wine & Liquor, 6-Day On Premise Sales	\$1,000.00
Class B – Beer, Wine & Liquor, 7-Day On Premise Sales	\$1,250.00
Class C – Beer, 7-Day On Premise Sales	\$250.00
Class C – Beer, Wine & Liquor, 7-Day On Premise Sales	\$1,000.00
Class D – Beer, 6-Day On/Off Premise Sales	\$300.00
Class D – Beer & Light Wine, 6-Day On/Off Premise Sales	\$500.00
Class D – Beer, Wine & Liquor, 6-Day On Premise Sales	\$1,250.00
Class D – Beer, Wine & Liquor, 7-Day On Premise Sales	\$1,600.00
Class GC – Beer, Wine & Liquor, 7-Day On Premise Sales	\$1,600.00
Class BB – Beer, Wine & Liquor, 7-Day On Premise Sales	\$500.00
Caterer	\$250.00
Temporary Licenses	
Note: These fees are set by State Legislature	
Class BWT – Beer & Wine Tasting/Sampling	\$50.00 per day
Per Diem (One-Day)	\$50.00 per day
Annual Multiple Event License:	
10 Events per Year	\$250.00
20 Events per Year	\$500.00
30 Events per Year	\$750.00
40 Events per Year	\$1,000.00
Permits	
Note: These fees are set by State Legislature	
Refillable Container Permit – Draft Beer	\$500.00
Nonrefillable Container Permit – Draft Beer	\$500.00
Wine Corkage	No Charge
Miscellaneous	
Application Fee (New or Transfer)	\$175.00
Advertising Costs	Paid by Applicant
TiPS Alcohol Awareness Certification Class (includes workbook)	\$40.00 (4-year certification)
Note: These fees are set by State Legislature	
Transfer Fees (any change requiring the reprinting of a license):	
New Ownership or Location	\$20.00
Change Trade/Corporation Name	\$20.00

Change Licensee's Name	\$20.00
Club (change of officers)	\$20.00

Maps and Publications	
Note: See Countywide copy schedule for a list of copying fees.	
Comprehensive Plan	\$25.00
Comprehensive Water & Sewer Plan	\$50.00
Groundwater Protection Plan	\$25.00
Critical Area Plan	\$25.00
Map Preparation	\$35.00 per hour after the first half hour

SECTION 3. ANIMAL CONTROL

Dog Licenses	
Note: Length of license eligibility based on length of rabies vaccine.	
Un-Neutered / Un-Spayed	\$10.00 one year \$30.00 three years
Neutered / Spayed	\$3.00 one year \$9.00 three years
Multiple Dog License	\$25.00 per year
Commercial Animal Establishment/Kennel License	\$150.00 per year \$75.00 per year
Breeding / Selling Two (2) Litters or Less Per Year	
Breeding / Selling Three (3) or More Litters Per Year	

SECTION 4. CORRECTIONS

Inmate Charges	
Weekenders	\$30.00 per weekend
Work Release	\$55.00 per week
Home Detention	\$20.00 per day

SECTION 5. EMERGENCY SERVICES

Departmental Charges	
Ambulance Subscription Plan	\$25.00 \$45.00 \$75.00 \$100.00 \$150.00 \$200.00
Individual	
Two-Person Household	
Three-Person or More Household	
Business – Up to 10 Employees	
Business – 11 to 25 Employees	
Business – More than 25 Employees	

CPR Cards	Each
Health Care Provider Card	\$5.00
CPR Health Care Provider Book	\$19.00
Heartsaver Card	\$20.00
CPR/AED/First Aid Cards	\$20.00
CPR/AED/First Aid Book	\$5.00
CPR K-12Card	\$3.00
First Aid Card	\$20.00
Ambulance Transport Charges	
BLS Transport	\$550.00
ALS Transport	\$650.00
ALS 2 Transport	\$750.00
Transport Mileage	\$19.00/mile
NOTE: The Director of Emergency Services is hereby authorized to increase these fees during the Fiscal Year to the maximum rates allowed by insurance.	
Local 911 Fee	\$ 1.50 per line, per month

SECTION 6. PUBLIC WORKS

Departmental Fees and Charges	
Trash Collection Site Convenience Fee	\$100.00 per year
Mosquito Control Spraying Fee	Per year/mosquito season
Residential – County Individual Property	\$165.00
Municipal Government	\$1.60 per acre
State Government	\$4.00 per acre
Commercial Properties	\$4.00 per acre
Jonestown Water System	
Connected Properties	\$300 per year
Unconnected Properties within the Water Service Area	\$150 per year
Central Shop Rate (for County Departments)	\$50.00 an hour, plus 5% parts/materials
(Other Partner Agencies)	\$60.00 an hour, plus 15% on parts/materials
Utility Permits for ROW Inspection	\$300.00
The Director of Public Works is authorized to set the service charge for fuel provided to partner agencies authorized to access the County pump station on an ongoing basis.	

SECTION 7. RECREATION AND PARKS

Programs, Events, Parks, Marinas, and Buildings	
The Director of the Department of Recreation and Parks is hereby authorized to set fees and surcharges for Departmental programs and events, as well as rental rates for County parks, buildings, and capital assets under the Department’s control on an ongoing basis. Such fees and rents shall be based on the cost of the program, plus reasonable charges for administrative and marketing costs. The 4-H Park Board shall recommend the rental rates for the use of County Park known as the 4-H and Youth Park to the Director of the Department of Recreation and Parks.	

All charges authorized under this section shall be clearly listed on the respective program or event registration, rental agreement, or other relevant document.

Boat Ramp Permits	
Daily Permit	\$10.00
Annual Permit	\$25.00

SECTION 8. MISCELLANEOUS

Miscellaneous Fees, Surcharges, Subscriptions, and Other Costs		
Department	Description	Cost
Tax Office	Administrative Fee to Town Governments for Tax Collection	1% of tax revenue, not to exceed \$15,000
Economic Development	Small Business Loan Program Application Interest Rate Late Fee	\$50.00 Discretionary Based on Risk 5% of Regular Quarterly Payment