



# **City of Overton**

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## **CITY OF OVERTON SCHEDULE OF FEES As amended herein**

Adopting Ordinance – 2014-07-29B  
And All Amendments Thereto  
Amending Ordianance – 2020-01-17B

**CITY OF OVERTON**  
**SCHEDULE OF FEES**  
**CODE OF ORDINANCES - APPENDIX C**

**EFFECTIVE DATE: 1/17/20**

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**CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 1/17/20	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>A</b>	<b>ADMINISTRATION</b>		
A.1	Cemetery Deed Recording Fee - See H.3.5	See H.3.5	2018-02-15A
A.2	Street / Alley Closing or ROW Abandonment Recording Fee <i>Rusk &amp;/or Smith County County Clerk Filing Fees</i>	See V.7.1	2019-01-17B
A.3	Plat Recording Fee <i>Rusk &amp;/or Smith County County Clerk Filing Fees</i>	See V.7.2	2019-01-17B
A.4	Public Information Requests - Copying fees	See Table 2: TX Admin Code	2014-07-29B
A.5.a	Copy Fees - Letter or Legal Size - Single Sided	Black & White - 10¢/page Color - 25¢/page	2019-09-05A
A.5.b	Copy Fees - 8.5" x 17" Size - Single Sided	Black & White - 25¢/page Color - 50¢/page	2019-09-05A
A.5.c	Copy Fees - All Sizes - Double Sided	Double Single Sided Cost	2019-09-05A
A.6	Fax Fees	Sending or Receiving Faxes \$1.00 for the First Page \$2.00 each Additional Page	2014-07-29B
A.7	Non Sufficient Funds Check	\$30.00	2015-09-17D
A.8	Bank Draft Return Fee	\$30.00	2014-07-29B
A.9	Notary Fee	See Table 3 - Notary Fees	2018-02-15A
<b>B</b>	<b>COMMUNITY BUILDING (COMM BLDG)/CLUB HOUSE</b>		
<b>B.1</b>	<b>COMMUNITY BUILDING/CLUB HOUSE DEPOSIT</b>		
B.1.1	Community Building/Club House Deposit (Non-Alcohol Beverage Event)	\$100.00	2014-07-29B
B.1.2	Community Building Deposit (Alcoholic Beverage Event)	\$250.00	2015-01-15A
B.1.3	Reservation Cancellation Fee	Deposit Fee Forfeited	2014-07-29B
<b>B.2</b>	<b>COMMUNITY BUILDING/CLUB HOUSE RENTAL FEE</b>		
B.2.1	Comm Bldg Rental Rate (8am - Midnight) with active City of Overton Utility Account	\$100.00/Day	2019-01-17B
B.2.2	Comm Bldg Rental Rate (8am - Midnight) without active City of Overton Utility Account	\$200.00/Day	2019-01-17B
B.2.3	Reserved	N/A	2019-01-17B
B.2.4	Civic and Non-Profit Clubs - per year (One meeting per week (Monday thru Thursday only) and one annual evening meeting)	\$400.00/Year	2014-07-29B
<i>Community Building Deposit - Cleaning / Damage/ Reservation, Refundable only if building, restrooms and tables are clean and put up, trash removed, and thermostat reset to posted temperature (Deposit Fee as listed above shall be forfeited if reservation is not cancelled at least seven (7) calendar days prior to the reserved date)</i>			

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SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 1/17/20	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>C</b>	<b>PARKS &amp; RECREATION FEES</b>		
<b>C.1</b>	<b>R V PARK RATES</b>		
C.1.1	Daily Rate	\$20.00	2014-07-29B
C.1.2	Weekly Rate	\$100.00	2014-07-29B
C.1.3	Monthly Rate	\$300.00	2014-07-29B
C.1.4	Dump Fee (Wastewater) - Non-RV Park Rental but has Utility Account	\$10.00 each	2019-01-17B
C.1.5	Dump Fee (Wastewater) - Non-RV Park Rental but does not have a Utility Account	\$25.00 each	2019-01-17B
C.2& 3.	<b>SWIMMING POOL RATES (Inactive)</b>	<b>INACTIVE</b>	
<b>C.4</b>	<b>OPEN SPACE RENTAL RATES</b> <b>Downtown lots for Example</b>		
C4.1	Corner of Rusk and Henderson - (Kennamer Square) Qualified non-profit organizations (501(C)3) may be granted a waiver of the fee by City Manager or his designee.	\$100 per day	2015-09-17D
<b>D</b>	<b>LICENSES / PERMITS</b>		
D.1	Sexually Oriented Business License	\$500.00	2014-07-29B
D.2	Junk Yard Licenses/Auto Salvage Yard	\$500.00	2014-07-29B
D.3	New Manufactured Home Park Permit	\$500.00	2014-07-29B
D.4	<b>Interent Vendor Permit</b>		
D.4.1	Application Fee	\$25.00	2014-07-29B
D.4.2	Sales Associate	\$100.00	2014-07-29B
D.4.3	Each Additional Sales Person	\$50.00	2014-07-29B
<b>E</b>	<b>POLICE DEPARTMENT FEES</b>		
E.1	Accident Reports	\$6.00/Report	2014-07-29B
E.2	Offense Reports	\$6.00/Report	2014-07-29B
E.3	Incident Reports	\$6.00/Report	2014-07-29B
E.4	In-Car Video	\$6.00/Video	2014-07-29B
E.5	Animal Impoundment Fee (Animal Contol)	\$15.00/day or fraction of a day	2019-01-17B
E.6	Police Escort (not associated with Relocating a Structure Permit)	\$100.00	2019-05-16B
<b>F</b>	<b>MUNICIPAL COURT FEES</b>		
F.1	Dismissal Fee	\$0.00 - \$20.00	2018-02-15A
F.2	Warrant Fee	\$50.00	2018-02-15A
F.3	Deferral Fee	\$50.00	CA 2018.08.16A
<b>G</b>	<b>PUBLIC INFORMATION REQUEST</b>		
G.1	Requests for Public Information	See Table 2: TX Admin Code	2014-07-29B



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SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 1/17/20	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>H</b>	<b>CEMETERY FEES</b>		
<b>H.1</b>	<b>CEMETERY PLOTS</b>		
H.1.1.a	Full Size Plot - Upper Level (Sections A, A-1, A-2 and A-3)	\$1,000.00 + Filing Fee	2018-03-15A
H.1.1.b	Full Size Plot - Lower Levels (Sections B, C, D, DD, EE, F and G)	\$800.00 + Filing Fee	2018-03-15A
H.1.2.a	X-Large Size Plot - Upper Level (Sections A, A-1, A-2 and A-3)	\$2,000.00 + Filing Fee	2018-03-15A
H.1.2.b	X-Large Size Plot - Lower Levels (Sections B, C, D, DD, EE, F and G)	\$1,600.00 + Filing Fee	2018-03-15A
H.1.2.c	Infant Space - Babyland Only (Infants up to 24 months)	100.00 + Filing Fee	2015-09-17D
<b>H.2</b>	<b>INTERMENT FEE</b>		
H.2.1	Full Size Casket	\$150.00	2016-05-19C
H.2.2	Cremains Vault	\$100.00	2016-05-19C
H.2.3	X-Large Size Casket	\$250.00	2016-05-19C
H.2.4	Infant Casket - Babyland Only (Infants up to 24 months)	\$50.00	2017-01-19A
<b>H.3</b>	<b>OTHER CEMETERY FEES</b>		
H.3.1	Marker Deposit	\$200.00	2017-09-14B
H.3.2	Gravesite Location and Marking Fee (Surveyor Fee)	\$200.00	2018-03-15A
H.3.3	Gravesite Research / Gravesite Marking Fee	\$25.00	2017-09-14B
H.3.4.a	Marker Permit - Upright or Angled (Where Allowed)	\$100.00	2018-03-15A
H.3.4.b	Marker Permit - Ground Level (Flat)	\$50.00	2018-03-15A
H.3.5	Cemetery Deed Recording Fee <i>Rusk County County Clerk Filing Fees</i>	\$25.00 + all applicable Rusk &/or Smith County Filing Fees per the County Clerk's Office	2019-01-17B
H.3.6	Transfer of Cemetery Deed and Recording Fee <i>Rusk County Clerk Filing Fee</i>	\$40.00	2016-05-19C
<b>H.4</b>	<b>OTHER CEMETERY SERVICES</b>		
H.4.1	Cremains Burial by Staff	\$75.00	2019-05-16B
H.4.2	Marker Setting by Staff (up to 2' x 1')	\$150.00	2019-05-16B

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I	DUMPSTER USE FEE (INACTIVE)		
J	UTILITY SERVICE FEES		
J.1.1	Water & Sewer Service Deposit	\$150.00	2018-02-15A
J.1.2	Administrative Fee (New Service)	\$50.00	2018-02-15A
J.1.3	Transfer Fee (Vacation Fee)	\$25.00	2014-07-29B
J.1.4	Broken Lock Fee	\$50.00	2014-07-29B
J.1.5	Curb Stop Replacement Fee	\$60.00	2014-07-29B
J.1.6	Landlord Utility Fee (Unoccupied Residence / Commercial Structure) <i>In the event the meter indicates usage; the account will automatically be reset to "active bill" status and the account will be billed accordingly</i>	\$25.00	2015-01-15A
K	WATER RATES		
K.1	RESIDENTIAL: METER SIZE ≤ 3/4"		
K.1.1	Base Rate - Consumption in billing period 0 to 3,000 gallons	\$22.85	2019-09-05A
K.1.2	Volume Rate per 1,000 galons of consumption in billing period in excess of 3,000 gallons	\$3.70 per 1,000 gallons	2019-09-05A
K.2	COMMERCIAL 1: METER SIZE ≤ Than 2"		
K.2.1	Base Rate - Consumption in billing period 0 to 3,000 gallons	\$23.50	2019-09-05A
K.2.2	Volume Rate per 1,000 galons of consumption in billing period in excess of 3,000 gallons	\$4.20 per 1,000 gallons	2019-09-05A
K.3	COMMERCIAL 2: METER SIZE ≥ 2" But < 6"		
K.3.1	Base Rate - Consumption in billing period 0 to 5,000 gallons	\$37.00	2019-09-05A
K.3.2	Volume Rate per 1,000 galons of consumption in billing period in excess of 5,000 gallons	\$4.35 per 1,000 gallons	2019-09-05A
K.4	COMMERCIAL 3: METER SIZE ≥ 6" (Inside or Outside City)		
K.4.1*	Base Rate - Consumption in billing period of < 1,000,000 gallons	\$7,518.00	RES 2017-03-16
K.4.2*	Volume Rate per 1,000 gallons of consumption in billing period in excess of 1,000,000 gallons	\$4.52 per 1,000 gallons	
* Under terms and conditions stipulated in RESOLUTION NO. 2017-03-16.			
K.5	IRRIGATION 1: METER SIZE ≤ 3/4"		
K.5.1	Base Rate - Consumption in billing period 0 to 3,000 gallons	\$22.85	2019-09-05A
K.5.2	Volume Rate per 1,000 gallons of consumption in billing period in excess of 3,000 gallons	\$3.70 per 1,000 gallons	2019-09-05A
K.6	IRRIGATION 1: METER SIZE ≥ 2"		
K.6.1	Base Rate - Consumption in billing period 0 to 5,000 gallons	\$23.50	2019-09-05A
K.6.2	Volume Rate per 1,000 galons of consumption in billing period in excess of 5,000 gallons	\$4.20 per 1,000 gallons	2019-09-05A
K.7	BULK WATER		
K.7.1	Large Tanker Truck - First 3,000 gallons	\$25.00	2015-09-17D
K.7.2	Large Tanker Truck > 3,000 gallons	\$8.00 per thousand gallons	2015-09-17D
K.7.3	Small Truck with a capacity > 100 gallons but < 1,000 gallons shall pay the same rate and be billed quarterly after reaching 3,000 gallons.	\$25.00	2018-02-15A
K.7.4	After hours hook up fee for bulk water rate to open a fire hydrant	\$10.00	2018-02-15A



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L	UTILITY RATES FOR CUSTOMERS OUTSIDE THE CITY LIMITS Rate is double that of inside the city customers.		
L.1	Water Service - Base Fee	\$45.70	2019-09-05A
L.2	Sewer Service - Base Fee	\$42.00	2019-09-05A
L.3	Garbage Collection Fee - 1 Cart Only*	\$27.00	2019-09-05A
*Sales and use tax applicable to all garbage collection charges. Amount listed is base rate without tax.			
M	ADDITIONAL WATER FEES		
M.1	Residential Utility Service Late Fee	\$10.00	2014-07-29B
M.2	Commercial Utility Service Late Fee	10% of Utility Bill	2014-07-29B
M.3	Scheduled Disconnect / Reconnection Fee	\$25.00	2014-07-29B
N	SEWER RATES		
N.1	RESIDENTIAL: METER SIZE ≤ 3/4"		
N.1.1	Base Rate Fee - for the first 3,000 gallons of water consumed	\$21.00	2019-09-05A
N.1.2	Volume Rate - per 1,000 gallons over 3,000 gallons in a billing period	\$2.95 per 1,000 gallons	2019-09-05A
	Maximum amount charged (9,000 gallons)	\$41.65	2019-09-05A
N.2	COMMERCIAL 1: METER SIZE ≤ than 2"		
N.2.1	Base Rate Fee - for the first 3,000 gallons of water consumed	\$21.00	2019-09-05A
N.2.2	Volume Rate - per 1,000 gallons over 3,000 gallons in a billing period	\$3.25 per 1,000 gallons	2019-09-05A
	Maximum amount charged	No Maximum	2015-09-17D
N.3	COMMERCIAL 2: METER SIZE ≥ 2" but < 6"		
N.3.1	Base Rate Fee - For the first 5,000 gallons of water consumed	\$38.00	2019-09-05A
N.3.2	Volume Rate - per 1,000 gallons over 5,000 gallons in a billing period	\$3.95 per 1,000 gallons	2019-09-05A
	Maximum amount charged	No Maximum	2015-09-17D
N.4	COMMERCIAL 3: METER SIZE ≥ 6"		
N.4.1*	Base Rate - Consumption in billing period of < 1,000,000 gallons	\$8,318.00	RES 2017-03-16
N.4.2*	Volume Rate - per 1,000 galons of consumption in billing period in excess of 1,000,000 gallons	\$4.48 per 1,000 gallons	
* Under terms and conditions stipulated in RESOLUTION NO. 2017-03-16.			
O	RESERVED		

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P	UTILITY TAP FEES*		
P.1	WATER TAPS*		
P.1.1	3/4" Tap	\$750.00 + LEM	2018-02-15A
P.1.2	> 3/4" Tap	\$750.00 + LEM	2018-02-15A
P.1.3	3/4" Meter - Standard	\$200.00	2018-02-15A
P.1.4	3/4" Meter - Smart Meter (Customer Request)	\$350.00	2019-09-05A
P.1.5	Meter Larger than 3/4"	Cost to City + 5%	2019-09-05A
P.2	REGULATORS (if required)		
P.2.1	3/4" Tap	\$75.00	2014-07-29B
P.2.2	1" Tap	\$100.00	2014-07-29B
P.2.3	1 1/2" Tap	\$475.00	2014-07-29B
P.2.4	2" Tap	\$575.00	2014-07-29B
P.3	SEWER TAPS*		
P.3.1	4" Tap	\$750.00 + LEM	2018-02-15A
P.3.2	> 4" Tap	\$750.00 + LEM	2018-02-15A
*If the street has to be cut or a bore has to be made, an additional minimum charge of \$200.00 will be assessed. If actual costs are higher than \$200.00, total cost will be assessed.			



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Q	<b>SOLID WASTE DISPOSAL*</b> (Inside City Limit Customers Only)		
	*Sales and use tax applicable to all garbage collection charges. Amounts listed are base rate without tax.		
Q.1	<b>RESIDENTIAL RATE</b> <i>Residential Cart collection once weekly curbside collection</i>		
Q.1.1	1 Cart	\$13.50	2019-09-05A
Q.1.2	2 Carts	\$17.00	2019-09-05A
Q.1.3	3 Carts	\$20.00	2019-09-05A
Q.1.4	4 Carts	\$23.00	2019-09-05A
Q.1.5	5 Carts	\$26.00	2019-09-05A
Q.2	<b>COMMERCIAL 1: COMMERCIAL CART</b> <i>96 gallon cart for businesses generating &lt; 2 yards per week (and not participating in the dumpster service)</i>		
Q.2.1	1 Cart	\$22.00	2019-09-05A
Q.2.2	2 Cart	\$36.00	2019-09-05A
Q.2.3	3 Cart	N/A	2019-01-17B
Q.2.4	4 Cart	N/A	2019-01-17B
Q.2.5	5 Cart	N/A	2019-01-17B
Q.3	<b>COMMERCIAL 2: COMMERCIAL DUMPSTER = 2 YD</b> <i>Serviced Once A Week</i>		
Q.3.1	1x Weekly	\$63.00	2019-01-17B
Q.4	<b>COMMERCIAL 3: COMMERCIAL DUMPSTER = 3 YD</b> <i>Serviced Once A Week</i>		
Q.4.1	1x Weekly	\$78.00	2019-01-17B
Q.4.2	2x Weekly	\$121.00	2019-01-17B
Q.4.3	3x Weekly	\$168.00	2019-01-17B
Q.5	<b>COMMERCIAL 4: COMMERCIAL DUMPSTER = 4 YD</b> <i>Serviced Once A Week</i>		
Q.5.1	1x Weekly	\$95.00	2019-09-05A
Q.5.2	2x Weekly	\$150.00	2019-01-17B
Q.6	<b>COMMERCIAL 5: COMMERCIAL DUMPSTER = 6 YD</b> <i>Serviced Once A Week</i>		
Q.6.1	1x Weekly	\$117.00	2019-01-17B
Q.7	<b>COMMERCIAL 6: COMMERCIAL DUMPSTER = 8 YD</b> <i>Serviced Once A Week</i>		
Q.7.1	1x Weekly	\$155.00	2019-09-05A
Q.7.2	2x Weekly	\$235.00	2019-01-17B
	3x Weekly	\$317.00	2019-01-17B
Q.7.3	4x Weekly	\$440.00	2019-09-05A
R	RESERVED		
S	RESERVED		
T	FIRE MARSHAL FEES (INACTIVE)		

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<b>U</b>	<b>BUILDING PERMITS &amp; INSPECTION SERVICES</b>		
<b>U.1</b>	<b>RESIDENTIAL BUILDING PERMITS (INACTIVE)</b>		
<b>U.2</b>	<b>COMMERCIAL BUILDING PERMITS (INACTIVE)</b>		
<b>U.3</b>	<b>OTHER BUILDING PERMIT &amp; INSPECTION SERVICES (INACTIVE)</b>		
<b>U.4</b>	<b>FENCE &amp; RETAINING WALL PERMITS</b>		
<b>U.4.1</b>	Residential Fence over 7'	\$50.00	2020-01-17B
<b>U.4.2</b>	Non Residential & Subdivision Fences	\$50.00	2020-01-17B
<b>U.4.3</b>	Retaining Wall Permit over 4'	\$50.00	2020-01-17B
<b>U.5</b>	<b>DEMOLITION NOTIFICATION/INSPECTION</b>		
<b>U.5.1</b>	Residential	\$50.00	2015-09-17D
<b>U.5.2</b>	Non-Residential	\$50.00	2020-01-17B
<b>U.6</b>	<b>SWIMMING POOL &amp; SPA PERMITS (INACTIVE)</b>		
<b>U.7</b>	<b>OTHER PERMITS</b>		
<b>U.7.1</b>	Certificate of Occupancy	\$50.00	2020-01-17B
<b>U.7.2</b>	Penalty for Operating a Business without a Certificate of Occupancy	\$50.00	2020-01-17B
<b>U.7.3</b>	Circus, Carnival or Tent Show Permit	\$50.00	2014-07-29B
<b>U.7.4</b>	Construction Portable Office	N/A	2020-01-17B
<b>U.7.5.a</b>	Relocation of Structure Permit (Permit to move any structure out of City)	\$150.00	2020-01-17B
<b>U.7.5.b</b>	Relocation of Structure Permit (covers all final inspections) (Permit to move any structure to placed within City)	\$150.00	2020-01-17B
<b>U.7.6</b>	Radio or Cell Tower Permit Fee	\$500.00	2014-07-29B
<b>U.7.7</b>	Work Performed without a Permit	N/A	2020-01-17B
<b>U.7.8</b>	Other Permits Not Specifically Listed	N/A	2020-01-17B
<b>U.7.9</b>	Permit Packet Assembly Fee	N/A	2020-01-17B
<b>U.8</b>	<b>INSPECTION FEES (INACTIVE)</b>		
<b>U.9</b>	<b>SITE PLAN REVIEW/INSPECTION (Required on all new construction)</b>		
<b>U.9.1</b>	Residential	\$50.00	2020-01-17B
<b>U.9.2</b>	Commercial	\$75.00	2020-01-17B
<b>U.9.3</b>	Accessory Structure	\$25.00	2020-01-17B



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<b>V</b>	<b>COMMUNITY DEVELOPMENT / PLANNING FEES</b>		
<b>V.1</b>	<b>PRE DEVELOPMENT CASE FEES (INACTIVE)</b>		
<b>V.2</b>	<b>PLATS</b>		
V.2.1	Preliminary Plat - Residential	\$200.00 + \$4.00 per lot	2015-09-17D
V.2.2	Preliminary Plat - Non-Residential & Multi-Family	\$250.00 + \$10.00 per acre	2015-09-17D
V.2.3	Preliminary Plat - Multi-Family	\$250.00 + 10.00 per unit	2015-09-17D
V.2.4	Final Plat - Residential	\$200.00 + \$4.00 per lot	2015-09-17D
V.2.5	Final Plan - Non-Residential & Multi-Family	\$250.00 + \$10.00 per acre	2015-09-17D
V.2.6	Final Plat - Multi-Family	\$250.00 + 10.00 per unit	2015-09-17D
V.2.7	Replat - Residential*	\$250.00 + \$4.00 per lot + LNF	2015-09-17D
V.2.8	Replat - Non-Residential	\$250.00 + \$10.00 per acre	2015-09-17D
V.2.9	Replat - Multi-Family*	\$250.00 + \$10.00 per unit + LNF	2015-09-17D
V.2.10	Amended Plat	\$200.00 + \$4.00 per lot	2014-07-29B
V.2.11	Plat Filing Fees (also see Section V.7.2)	Rusk County & / or Smith County Current Fee	2014-07-29B
V.2.12	Plat Copy Fees <i>County Clerk's office requires seven (7) black &amp; white signed and sealed copies of a plat to be submitted for filing</i>	\$7.00 per copy	2014-07-29B
<b>V.3</b>	<b>VARIANCES</b>		
V.3.1	Subdivision Regulation Variance	\$75.00	2014-07-29B
V.3.2	Zoning Board of Adjustment Variance* (also see Section V.7.3)	\$150.00 + LNF	2015-09-17D
<del>V.3.3</del>	<del>Sign Regulation Variance</del>	N/A	2020-01-17B
V.3.4	Administrative Variance from City Curb, Gutter, and Sidewalk Requirements when on TxDOT or County Road and none currently exist	\$25.00	CA 2018-10-18G
<b>V.4</b>	<b>ZONING &amp; LAND USE</b>		
V.4.1	Annexation Petition (all)*	\$300.00 + LNF	2014-07-29B
V.4.2	Comprehensive Plan Amendment*	\$150.00 + LNF	2015-09-17D
V.4.3	Special Use Permit*	\$150.00 + LNF	2015-09-17D
V.4.4	Special Exception*	\$150.00 + LNF	2015-09-17D
V.4.5	Zoning Change*	\$150.00 + \$25.00 per acre + LNF	2015-09-17D
V.4.6	Zoning /Address Verification Letter	\$25.00	2014-07-29B
V.4.7	Oil & Gas Well Drilling Permit Fee	\$4,000.00	2014-07-29B
V.4.8	Oil and Gas Well Annual Inspection & Re-Inspection Fee	Current Rate as charged by Oil & Gas Well Inspector	2014-07-29B
<b>V.5</b>	<b>LEGAL NOTIFICATION FEES* (LNF)</b>		
V.5.1	Legal Notification of Property Owners within 200' of parcel	\$150.00	2015-09-17D



**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

SECTION	ACTIVITY	FEES, RATES OR CHARGES EFFECTIVE DATE 1/17/20	ORDINANCE/ RESOLUTION/ COUNCIL ACTION NUMBER
<b>V</b>	<b>COMMUNITY DEVELOPMENT / PLANNING FEES (CON'T)</b>		
<b>V.6</b>	<b>RIGHT OF WAY / STREET ABANDONMENT FEES</b>		
V.6.1	Street / Alley / ROW Abandonment Request (also see Section V.7.1)	\$200.00 + <i>Rusk or Smith County Clerk Filing Fees</i>	2014-07-29D
<b>V.7</b>	<b>COMMUNITY DEVELOPMENT RECORDING FEES</b>		
V.7.1	Street / Alley Closing or ROW Abandonment Recording Fee (includes cost to file at appropriate County)	\$25.00 + all applicable Rusk &/or Smith County Filing Fees per the County Clerk's Office	2019-01-17B
V.7.2	Plat Recording Fee (includes cost to obtain Tax Certs and file at appropriate County)	\$25.00 + all applicable Rusk &/or Smith County Filing Fees per the County Clerk's Office	2019-01-17B
V.7.3	Decision of the Board Recording Fee (includes cost to file at appropriate County)	\$25.00 + all applicable Rusk &/or Smith County Filing Fees per the County Clerk's Office	2019-01-17B
<b>W</b>	<b>NEW INFRASTRUCTURE FEES</b>		
<b>W.1</b>	<b>ENGINEER &amp; CONSTRUCTION FEES</b>		
W.1.1	Construction Permit Fee	3% of cost of construction cost of development	2014-07-29D
W.1.2	Inspection Fees	2% of cost of construction cost of development	2014-07-29D
<b>X</b>	<b>ALCOHOL PERMITS (Permits are bi-annual and fee is equal to 1/2 of the TABC Fee)</b>		
<b>X.1</b>	<b>ALCOHOL SALES PERMITS</b>		
X.1.1	Local Beverage Cartage Permit ( E )	\$15.00	2015-12-17A
X.1.2	Local Cartage Transfer Permit (ET)	\$15.00	2015-12-17A
X.1.3	Local Distributor's Permit (LP)	\$100.00	2015-12-17A
X.1.4	Mixed Beverage Permit (MB) Original	\$3,000.00	2015-12-17A
X.1.5	1 <sup>st</sup> Renewal	\$2,250.00	2015-12-17A
X.1.6	2 <sup>nd</sup> Renewal	\$1,500.00	2015-12-17A
X.1.7	3 <sup>rd</sup> & Subsequent Renewals	\$750.00	2015-12-17A
X.1.8	Mixed Beverage Permit w/Food & Bev Cert. (RM) Original	No Fee	2015-12-17A
X.1.9	1 <sup>st</sup> Renewal	\$2,250.00	2015-12-17A
X.1.10	2 <sup>nd</sup> Renewal	\$1,500.00	2015-12-17A
X.1.11	3 <sup>rd</sup> & Subsequent Renewals	\$750.00	2015-12-17A
X.1.12	Mixed Beverage Late Hours (LB)	\$150.00	2015-12-17A
X.1.13	Package Store (P)	\$500.00	2015-12-17A
X.1.14	Package Store Tasting Permit (PS)	\$25.00	2015-12-17A
X.1.15	Wine Only Package Store (Q)	\$75.00	2015-12-17A
X.1.16	Winery Permit (G)	\$75.00	2015-12-17A
X.1.17	Local Distributor's License (BD)	\$75.00	2015-12-17A
X.1.18	Brewpub License (BP)	\$500.00	2015-12-17A
X.1.19	Beer Retailer's Off Premise License (BF)	\$60.00	2015-12-17A
X.1.20	Beer Retailer's On Premise License (BE)	\$150.00	2015-12-17A
X.1.21	Retail Dealer's On Premise Late Hours License (BL)	\$250.00	2015-12-17A
X.1.22	Wine & Beer Retailer's Permit (BG)	\$175.00	2015-12-17A
X.1.23	Wine & Beer Retailer's Off Premise Permit (BQ)	\$60.00	2015-12-17A
X.1.24	Temporary License (BH)	\$15.00	2015-12-17A
X.1.25	Temporary Charitable Auction Permit (CA)	\$12.50	2015-12-17A
X.1.26	Other TABC Permits or Licenses not listed	1/2 OF TABC PERMIT FEE	2015-12-17A

**CODE OF ORDINANCE - APPENDIX C  
CITY OF OVERTON - SCHEDULE OF FEES**

**TABLE 1: COMMERCIAL & MULTI-FAMILY BUILDING PERMIT FEES  
(INACTIVE)**

**INACTIVE**

**CODE OF ORDINANCE - APPENDIX C**  
**CITY OF OVERTON - SCHEDULE OF FEES**

**TABLE 2: TEXAS ADMINISTRATIVE CODE**

TITLE 1: ADMINISTRATION; PART3: OFFICE OF THE ATTORNEY GENERAL;

**CHAPTER 70: COST OF COPIES OF PUBLIC INFORMATION**

**RULE §70.3: Charges for Providing Copies of Public Information**

**The charges in this section to recover costs associated with providing copies of public information are based on estimated average costs to governmental bodies across the state. When actual costs are 25% higher than those used in these rules, governmental bodies other than agencies of the state, may request an exemption in accordance with §70.4 of this title (relating to Requesting an Exemption).**

**a) Copy charge.**

- 1.) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.
- 2.) Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:
  - (A) Diskette--\$1.00;
  - (B) Magnetic tape--actual cost
  - (C) Data cartridge--actual cost;
  - (D) Tape cartridge--actual cost;
  - (E) Rewritable CD (CD-RW)--\$1.00;
  - (F) Non-rewritable CD (CD-R)--\$1.00;
  - (G) Digital video disc (DVD)--\$3.00;
  - (H) JAZ drive--actual cost;
  - (I) Other electronic media--actual cost;
  - (J) VHS video cassette--\$2.50;
  - (K) Audio cassette--\$1.00;
  - (L.) Oversize paper copy (e.g.: 11"x17", green bar , blue bar not including maps and and photographs using special paper. See also §70.9 of this title ) - \$50.00
  - (M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic--actual cost.

**b) Labor charge for programming.**

If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.

- 1) The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate.
- 2) Governmental bodies that do not have in-house programming capabilities shall comply with requests in accordance with §552.231 of the Texas Government Code.



### **RULE §70.3: Charges for Providing Copies of Public Information**

- 3) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of §552.261(b) of the Texas Government Code.
- c) **Labor charge for locating, compiling, manipulating data, and reproducing public information.**
- 1) The charge for labor costs incurred in processing a request for public information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
  - 2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:
    - A) Two or more separate buildings that are not physically connected with each other; or
    - B) A remote storage facility.
  - 3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:
    - A) To determine whether the governmental body will raise any exceptions to disclosure of the requested information under the Texas Government Code, Subchapter C, Chapter 552; or
    - B) To research or prepare a request for a ruling by the attorney general's office pursuant to §552.301 of the Texas Government Code.
  - 4) When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).
  - 5) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of Texas Government Code, Chapter 552, §552.261(b).
  - 6) For purposes of paragraph (2) (A) of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.
- d) **Overhead charge.**
- 1) Whenever any labor charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If a governmental body chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.
  - 2) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).

### **RULE §70.3: Charges for Providing Copies of Public Information**

- 3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, \$15.00 x .20 = \$3.00; or Programming labor charge, \$28.50 x .20 = \$5.70. If a request requires one hour of labor charge for locating, compiling, and reproducing information (\$15.00 per hour); and one hour of programming labor charge (\$28.50 per hour), the combined overhead would be: \$15.00 + \$28.50 = \$43.50 x .20 = \$8.70.

#### **e) Microfiche and microfilm charge.**

- 1) If a governmental body already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the microfiche or microfilm can be released in its entirety, the governmental body should make a copy of the microfiche or microfilm. The charge for a copy shall not exceed the cost of its reproduction. The Texas State Library and Archives Commission has the capacity to reproduce microfiche and microfilm for governmental bodies. Governmental bodies that do not have in-house capability to reproduce microfiche or microfilm are encouraged to contact the Texas State Library before having the reproduction made commercially.
- 2) If only a master copy of information in microfilm is maintained, the charge is \$.10 per page for standard size paper copies, plus any applicable labor and overhead charge for more than 50 copies.

#### **f) Remote document retrieval charge.**

- 1) Due to limited on-site capacity of storage documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by governmental bodies to store current records on-site. State agencies are encouraged to store inactive or non-current records with the Texas State Library and Archives Commission. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.
- 2) If a governmental body has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the governmental body, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed according to subsection (d) (1) of this section.

#### **g) Computer resource charge.**

- 1) The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.
- 2) These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.

### **RULE §70.3: Charges for Providing Copies of Public Information**

- 3) The charges in this subsection are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each governmental body using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly. Type of System--Rate: mainframe--\$10 per CPU minute; Midsize--\$1.50 per CPU minute; Client/Server--\$2.20 per clock hour; PC or LAN--\$1.00 per clock hour.
  - 4) The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is set forth in subsection (d) of this section. No charge should be made for computer print-out time. Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows:  $\$10 / 3 = \$3.33$ ; or  $\$10 / 60 \times 20 = \$3.33$ .
  - 5) A governmental body that does not have in-house computer capabilities shall comply with requests in accordance with the §552.231 of the Texas Government Code.
- h) Miscellaneous supplies.**  
The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.
- i) Postal and shipping charges.**  
Governmental bodies may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.
- j) Sales tax.**  
Pursuant to Office of the Comptroller of Public Accounts' rules sales tax shall not be added on charges for public information (34 TAC, Part 1, Chapter 3, Subchapter O, §3.341 and §3.342).
- k) Miscellaneous charges:**  
A governmental body that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

**These charges are subject to periodic reevaluation and update.**



### **Table 3 - Notary Fee Charges**

**Statute: Tex. Gov't. Code Ann. § 406.024**

<b>Service</b>	<b>Fee</b>
Protesting a bill or note for non-acceptance or non-payment, register and seal	\$4.00
Each notice of protest	\$1.00
Protesting in all other cases	\$4.00
Certificate and seal to a protest	\$4.00
Taking the acknowledgment or proof of any deed or other instrument in writing, for registration, including certificate and seal:	
(1) for the first signature	\$6.00
(2) for each additional signature	\$1.00
Administering an oath or affirmation with certificate and seal	\$6.00
All certificates under seal not otherwise provided for	\$6.00
Copies of all records and papers in the Notary Public's office, for each page	\$0.50
Taking the depositions of witnesses, for each 100 words	\$0.50
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$6.00
All notarial acts not provided for	\$6.00