

**JULY 1, 2022**

**CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES**

**REAL ESTATE TAXES:** \$0.70 per \$100 of Assessed Value

The interest rate on real estate taxes is 1.5% per month beginning October 1 and is retroactive to July 1.

**TRAILER/MOBILE HOME TAXES:** \$5.00 per lot per month on each occupied mobile home lot; taxes are payable monthly by the land owner

**PERSONAL PROPERTY TAXES:** \$1.50 per \$100 of Assessed Value

Personal property taxes are assessed and billed throughout the fiscal year by the City as assessment certifications are received from the State Department of Assessments and Taxation. The due date for personal property taxes is not less than 30 days after the billing date. The interest rate on personal property tax is 1.5% and is added monthly to any delinquent amount due.

**NOTIFICATION OF WATER SHUT OFF**

The penalty for Notification of Water Shut-off is 10% of the total amount due or \$20.00, whichever is greater. The penalty is applicable upon notification to the customer regardless of whether the water service is actually terminated.

Water reconnection fee (during normal Water Department working hours) ..... \$20.00  
Water reconnection fee (after normal Water Department working hours) ..... \$35.00

**SUPPLEMENTAL WATER METER READINGS**..... \$10.00

**INSUFFICIENT FUND (CHECK OR ACH) CHARGES**

First Offense ..... \$30.00  
Second and Continuing Offense ..... \$50.00

**REBILLING FEES**

Administrative fee ..... \$10.00 per billing  
Interest..... 1½ % per month on unpaid balance

**ELECTRONIC PAYMENT PROCESSING FEES (For payments processed in person at the Municipal Center at 37 Broadway and online tax payments and utility payments)**

Credit Cards ..... 2.95% of the total transaction amount  
E-Checks (Remitted via the City's website after 12/01/21)..... Transaction fee is paid by the City

**ELECTRONIC PAYMENT PROCESSING FEES (Permit and rental licensing online payments only)**

Credit or debit card ..... 3.25% of the total transaction amount (\$2.00 minimum)

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**ELECTRONIC PAYMENT PROCESSING FEES (Debit or credit card payments through Square only)**

Card presented in person and entered electronically .....3.5%  
Card presented by phone or entered manually .....4.5%

**WATER RATES**

WATER CONSUMPTION IN CITY CUSTOMERS  
0 – 50,000 gallons per billing ..... **\$5.80/1,000 gallons**  
50,001 gallons per billing and over..... **\$11.10/1,000 gallons**

Based on an evaluation of water consumption on an annual basis in February each year, in-city customers who typically consume an average of 1,000,000 gallons per month over a 12 month period are billed for water consumption as follows:

0 – 500,000 gallons per billing ..... **\$5.80/1,000 gallons**  
500,001 gallons per billing and over..... **\$11.10/1,000 gallons**

WATER CONSUMPTION INDIVIDUAL CUSTOMER ACCOUNTS OUTSIDE CITY  
0 – 50,000 gallons per billing ..... **\$8.70/1,000 gallons**  
50,001 gallons per billing and over..... **\$16.65/1,000 gallons**

BULK DELIVERY TO ALLEGANY COUNTY  
All water consumption..... **\$3.97/1,000 gallons**

**SEWER RATES**

Billed based on water consumption ALL CUSTOMERS  
0 – 50,000 gallons per billing ..... **\$11.80/1,000 gallons**  
50,001 gallons per billing and over..... **\$15.25/1,000 gallons**

**WATER SURCHARGE**

Surcharge per unit or equivalent  
In-City Frostburg customers..... \$11.80/month or \$35.40/quarter  
Out of City customers ..... \$11.35/month or \$34.05/quarter  
County customers except Eckhart..... \$9.75/month or \$29.25/quarter  
County customers - Eckhart..... \$3.95/month or \$11.85/quarter

**CSO (Combined Sewer Overflow) SURCHARGE**

Surcharge per unit or equivalent..... \$7.00/month or \$21.00/quarter

**GARBAGE RATES**

Residential customers.....\$38.00 per unit per quarter  
Recycling credit (requires enrollment with Burgmeier’s Hauling)..... \$9.00 per quarter

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**Special Garbage Charges**

A special garbage collection can be scheduled for a prepaid fee of \$50 per load.

An excess trash charge of \$50 will be assessed to the property owner for each load over the first pick-up truck sized load during bulk pick-up.

**SALE OF BULK WATER** – \$100 is due with the Application for Bulk Water. Upon approval by the Director of Public Works, water is billed at \$10 per 1,000 gallons and payable within 30 days. Written documentation of water usage must be provided by the approved user.

**WATER CONNECTIONS**

Fee applicable to in-city and out-of-city connections – credits applicable to in-city connections only

Tap Size	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Water Dept.)	Residential Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. subdivisions))	Commercial Existing Tap Credit (issued if tap to be used is existing and approved by City Engineer (e.g. new shopping center))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure for sprinkler system)
3/4"	\$1,500.00		-	\$1,000.00	\$1,000.00	\$600.00
1"	\$1,800.00		-	\$1,200.00	\$1,200.00	\$800.00
1 1/2"	\$3,000.00		-	\$2,000.00	\$2,000.00	\$1,500.00
2"	\$4,500.00		-	\$2,500.00	\$2,500.00	\$2,500.00
4"	\$6,000.00		-	n/a	\$3,000.00	\$3,000.00
6"	\$9,000.00		-	n/a	\$4,500.00	\$4,500.00
8"	\$12,000.00		-	n/a	\$6,000.00	\$6,000.00
Taps 10" and larger will be priced by City Engineer						

**SEWER CONNECTIONS**

Use Type	Tap & Connection Fee	less applicable connection credit	New Connection Credit (new tap is made to line by City Street Dept.)	Existing Tap Credit (issued if tap is pre-existing (e.g. subdivisions))	Redevelopment Credit (issued when new tap is made to line for <u>existing or razed</u> structure(s))
Single Family Residential (including townhouse & twin family where each unit is on a fee-simple lot)	\$2,000.00		\$ -	\$1,500.00	\$500.00
Two-family & Multi-family *	\$2,500.00		\$ -	\$2,000.00	\$500.00
Commercial *	\$3,000.00		\$ -	\$2,500.00	\$500.00

\* Fee may be higher if actual costs incurred are greater

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**WATER METER FEES complete with 1 check valve and 1 coupling**

<i>Meter size</i>	<i>Meter + Registry</i>	<i>Additional Coupling</i>	<i>Additional Check Valve</i>
Water meter bottom	\$25.00	-	-
≤ 3/4"	\$450.00	\$25.00	\$125.00
1"	\$900.00	\$30.00	\$225.00
1 1/2"	\$1,000.00	\$85.00	Supplier cost plus 10%
2"	\$1,200.00	\$110.00	Supplier cost plus 10%
<i>Meters larger than 2" shall be priced by City Engineer</i>			
Water meter registry only		\$225.00	
Water meter excluding registry	"Meter + Registry" fee above less \$225.00		

**EXTENDED SEWER & WATER TAPS: RESIDENTIAL/COMMERCIAL**

Note: This extended sewer and water tap charge applies to new building and/or conversion building and shall be assessed at the time the building permit is issued.

Add \$0.00 for each additional unit over 1 ..... \$0.00 each (water)

**LAND USE AND BUILDING PERMIT FEES**

*Call City Hall for the number of inspections required as they vary by project. The inspection fee is based on use type.*

Residential Permit Fees

- Single Family ..... \$75.00
- Twin Dwelling/ Two-Family ..... \$100.00
- Renovation (Structural Changes)..... \$25.00
  
- Single and Two-Family Sprinkler Rebate ..... \$500.00

After the Use & Occupancy Permit has been issued by the City following the construction of a new single or two-family home with a sprinkler system (required by State Law), a rebate will be issued to the property owner.

Residential Inspection Fees

- Inspections ..... \$65.00 per inspection
  
- Electric Service
  - 100-200 amp ..... \$100.00 per service
  - 400 amp ..... \$125.00 per service
  
- Plan Review (non-refundable)..... \$100.00 per hour

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Commercial and Multi-Family Permit Fees

Multi-Family Housing .....	\$50.00 per unit
Commercial .....	\$100.00 plus \$0.05 per square foot
Renovation (Structural Changes).....	\$25.00

Commercial and Multi-Family Housing Inspection Fees

Multi-Family .....	\$50.00 per inspection plus cost of electric service
Plan Review (non-refundable).....	\$125.00 per hour
Commercial (retail, assembly, restaurant and similar spaces)	
First 5,000 square feet .....	\$0.75 per square foot
Additional square footage.....	\$0.25 per square foot
Commercial Kitchen – Additional \$0.20 per square foot for the entire area including dining.	
Office Space .....	\$0.50 per square foot
Hotel.....	\$300 per room for first 20 rooms
Additional rooms .....	\$100.00 per room
Electric Service	
100-200 amp .....	\$90.00 per service
400 amp .....	starting at \$125.00 per service
600 amp .....	\$350.00 per service
800 amp .....	\$600.00 per service
1000 amp .....	\$800.00 per service
Transfer Switch - \$25 in addition to service cost	

Commercial re-inspections are minimum of \$95.00 per trip.

Other occupancies, change of occupancy, and remodel prices are determined by the inspector.

Residential and Commercial Accessory Structures and Additions (sq. ft. based on total floor area)

<300 square feet.....	\$10.00
300-899 square feet.....	\$40.00
>900 square feet.....	\$75.00
Fences/Swimming Pools.....	\$25.00
Retaining walls >30" in height .....	\$25.00

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Residential and Light Commercial Photovoltaic Inspection

Price per 3500 watts .....	\$50.00
Inverter .....	\$50.00
Service tie-in 200A or less .....	\$50.00
Each additional 200A .....	\$50.00
Battery < 12 cells .....	\$50.00
Each additional 12 cells .....	\$50.00
Plan Review.....	\$80.00
Site visit in Lieu of Engineer for Structural Assessment .....	\$50.00

Energy/Telecom Structure (per new structure)..... \$50.00  
*Plan review, inspections, and/or grading permit may be required depending on project*

Demolition Permit & Inspection Fees

Demolition.....	\$25.00
Demolition of Structure damaged by fire or other natural disaster, or listed on the Code Enforcement Blighted Property List .....	\$0.00
Inspections (typically 2).....	\$50.00 per inspection

**Emergency or re-inspections if work is not ready for inspection ..... \$50.00**

Grading

*If an Allegany Soil Conservation District review is required, ASCD will charge fees based on the official ASCD fee schedule, in addition to, or in lieu of, City of Frostburg fees.*

Forest Harvest .....	\$25.00
Minor/Standard Plan .....	\$25.00
Major Plan .....	\$100.00
Street Entrance.....	\$25.00
Stormwater Facility .....	\$100.00

Sign Permits (See City Zoning Ordinance § 7 for Signs requiring a Permit)

*Sign area is determined per the City Zoning Ordinance § 7*

Replacement of lettering or light panel on existing sign structure .....	\$0.00
Directional, instructional, or “wayfinding” sign .....	\$0.00
Less than 25 square feet .....	\$30.00
25 to 60 square feet.....	\$45.00
61 to 180 square feet .....	\$75.00
Greater than 180 square feet.....	\$150.00
Electronic Messaging Centers (EMCs) .....	permit fee based on size + \$100.00

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Other Permit Fees

Zoning Certification .....	\$0.00
Home Occupation Permit.....	\$25.00
Residential Occupancy Permit .....	\$0.00
Commercial Use and Occupancy Permit.....	\$25.00

Solicitor Permits

Door to Door (effective for one year from date of issuance) .....	\$25.00
Short-Term Mobile/Temporary Business Unit.....	\$50.00
Seasonal Mobile/Temporary Business Unit.....	\$75.00
Long-Term Mobile/Temporary Business Unit.....	\$150.00
One-Time Special Event.....	\$0.00

Subdivision Review

Consultation Meeting .....	\$0.00
Formal Application (water/sewer/public road available at site).....	\$200.00
Formal Application (review of off-site infrastructure extension included) .....	\$400.00

Board of Zoning Appeals

Special Exception .....	\$250.00
Variance .....	\$250.00
Administrative Error .....	\$150.00

Re-Zoning Request

Zoning Map Error or Map Change.....	\$100.00
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**MISCELLANEOUS PERMIT FEES**

Special Event.....	TBD per Article VI, Section 4 of the City Code
Photographer.....	\$25.00
Transfer of Permit.....	\$1.00
Burning Permit.....	\$0.00
Chicken License.....	\$30.00

**POLICE DEPARTMENT**

Parking Violations

Meter.....	\$15.00
Handicap Only.....	\$50.00
Fire Hydrant Violations .....	\$50.00
All Others .....	\$30.00

Second offense or continuing violations may be doubled.

Late Fee: A fee of \$5 is added when parking tickets are delinquent. Thirty days after delinquency, a ticket may be flagged with MVA and the original fine will be doubled.

Vehicles may be towed if they have accumulated three or more unpaid violations thirty (30) days after the issuance of first violation.

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**POLICE DEPARTMENT** (continued)

Parking Permits (City Place lot)

The permit fee is \$40.00 per month or \$400.00 for an annual permit which is purchased in advance.

Parking Permits (all other City parking lots)

The permit fee is \$20.00 per month or \$200.00 for an annual permit which is purchased in advance.

Copies ..... \$10.00

**RENTAL HOUSING REGISTRATION & INSPECTION**

Initial Rental Registration

Registration per unit, prior to occupancy.....\$40.00

Rental Registration Renewal

Annual Registration per unit, by February 1.....\$40.00

Annual Registration per unit, by March 1..... \$50.00

Annual Registration per unit, by April 1.....\$100.00

Annual Registration per unit, after April 1.....\$40.00 + \$250 citation

Rental units will forfeit any "grandfathering" if not registered and fees paid by June 1<sup>st</sup>.

Rental Housing Annual Registration Fee includes one primary rental housing inspection to occur once every three (3) years by City licensed Rental Housing Inspector.

Re-inspection Fee (if required); to be paid to the Rental Housing Inspector.....\$25.00

**DOCUMENTS**

Zoning Ordinance ..... \$8.00

Subdivision Regulations..... \$5.00

Rental Housing Code.....\$5.00

Rental Unit Verification ..... \$5.00

Comprehensive Plan..... \$5.00

Personnel Policy ..... \$6.00

Miscellaneous copies.....\$0.10 per page

Audit reports ..... \$5.00

Transcripts..... \$35.00 base fee plus \$5.00 for every 20 minutes of recorded speech

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**RECREATION FEES**

	<b>City Resident</b>	<b>Non-City Resident</b>
<b>Community Center</b>	\$300.00/day \$ 40.00/hour	\$350.00/day (\$150.00 Security Deposit) \$ 50.00/hour
<b>Preston Amphitheater</b>	\$300.00/day \$ 40.00/hour	\$350.00/day (\$250.00 Security Deposit) \$ 50.00/hour
<b>City Place</b>		
Hall	\$300.00/day \$ 40.00/hour	\$350.00/day (\$150.00 Security Deposit) \$ 50.00/hour
Meeting Room	\$150.00/day \$ 25.00/hour	\$175.00/day \$ 35.00/hour
<b>Pavilion Rentals</b>	\$ 50.00/day	\$ 65.00/day

Additional charges may apply for damages and police response as set forth in the rental agreement.

<b>Armory Gym Rental</b>	\$ 35.00/hour/month \$ 15.00/hour	\$ 50.00/hour/month \$ 20.00/hour
	\$ 55.00/hour/month \$ 25.00/hour	
Armory Special Event	\$ 40.00/hour	\$ 50.00/hour (\$150.00 Security Deposit)
<b>Field Rental</b>	\$ 75.00/day \$ 25.00/hour	\$ 90.00/day \$ 35.00/hour
<b>Rec Facility Key Deposit</b>	\$40.00/key	\$40.00/key
<b>Special Event Fee</b> (all buildings; events ending after 11:00pm).....		\$50.00 per hour
<b>League Participation Fee</b> (non-City residents) .....		\$5.00 per person

**RECREATION FEES – DAY CAMP**

Daily Rate.....	\$20.00 per child
Weekly Rate (5 day weeks).....	\$95.00 per child
Weekly Rate (4 day weeks).....	\$80.00 per child

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RECREATION FEES – SWIMMING POOL

Daily Pool Admissions

Adults - \$6.00

Children (age 5 – 17) - \$5.00

Children (age 4 and under) – Free with a paying adult

Group Rate (15 or more ages 5 & up) - \$1.00 off each admission

Pool Passes		City Resident	Non-City Resident
Individual Season Pass	1 Pass	\$ 60.00	\$ 70.00
	2 Passes	\$115.00	\$135.00
	3 Passes	\$165.00	\$195.00
	4 Passes	\$210.00	\$250.00
	5 Passes	\$250.00	\$300.00
	6 Passes	\$285.00	\$345.00


Individual Season Passes can only be purchased in increments of 6 or less.

15 Swim Punch Pass:	1 for \$60.00	15 admissions ~	\$4.00/admission
	2 for \$110.00	30 admissions ~	\$3.67/admission
	3 for \$150.00	45 admissions ~	\$3.33/admission
	4 for \$180.00	60 admissions ~	\$3.00/admission

\*If purchasing 4 or more punch passes, each additional 15 swim punch pass is \$45.00 if purchased on the same day. **Punch passes are valid for individual or group entry for up to 15 admissions per pass.**



W. Robert Flanigan, Mayor

ATTEST:   
Elizabeth Stahlman, City Administrator