

RESOLUTION NO. 2026-1300

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING MODIFICATIONS TO THE CONSOLIDATED FEE SCHEDULE; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chino Valley Town Code § 32.40 allows the Mayor and Common Council of the Town of Chino Valley (the “Town Council”) to adopt fees by resolution; and

WHEREAS, since implementing the new consolidated fee schedule on May 13, 2025, via Resolution No. 2025-1282, the Town has identified additional fees that require inclusion therein; and

WHEREAS, following analysis and review by Town staff, the recommendations of which are set forth in the report attached hereto as Exhibit A and incorporated herein by reference, fee amounts were determined to ensure service sustainability, quality, accessibility, and cost recovery; and

WHEREAS, the Town has met the requirements of A.R.S. § 9-499.15 to add or increase fees for individuals and businesses; and

WHEREAS, the Town Council desires to replace the Town’s current consolidated fee schedule with the consolidated fee schedule attached hereto as Exhibit B and incorporated herein by reference (the “Consolidated Fee Schedule”).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. The Consolidated Fee Schedule is hereby adopted in substantially the form attached hereto as Exhibit B.

Section 3. The Consolidated Fee Schedule will take effect on March 1, 2026.

Section 4. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

Section 5. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 6. The Mayor, the Town Manager, the Chief Financial Officer, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this resolution.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 27th day of January 2026.



Tom Armstrong, Mayor

ATTEST:



Erin N. Deskins

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:



Andrew J. McGuire, Town Attorney
Gust Rosenfeld, P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1300 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 27, 2026, and that quorum was present thereat and that the vote thereon was 7 ayes, 0 nays, and 0 abstentions. 0 Council members were absent or excused.

Erin N. Deskins

Erin N. Deskins, Town Clerk

EXHIBIT A
TO RESOLUTION NO. 2026-1300

[Recommendations]

See following pages.



Town of Chino Valley FEE MODIFICATIONS REPORT

November 2025

MODIFICATIONS – Townwide

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Add	Retail merchandise, supplies, or promotional items	N/A	N/A	N/A	Per Item	Actual cost + 10%-150% markup	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Not previously codified
Add	Concession Items	N/A	N/A	N/A	Per Item	Actual cost + 50%-300% markup (generally rounded to \$1 increments)	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Not previously codified
Add	Special Event Rentals at Old Home Manor	N/A	N/A	N/A	Per Event	Variable	Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.	To establish authority to charge for special events
Add	Special Event Rentals at Fred Harvey Property	N/A	N/A	N/A	Per Event	Variable	Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.	To establish authority to charge for special events at the newly acquired property
All Room/Building Rentals								
Add	Lost (Not Returned) Key Card - Public	N/A	N/A	N/A	Per Lost/Not Returned Key Card	20.00		To cover the hard cost and administrative cost of issuing a new key card

The above proposed fee additions establish standardized fee markups for miscellaneous sales and replacement costs that have not been previously codified within the Town’s consolidated fee schedule. These items reflect operational practices that are already occurring at a minimal scale within various departments (e.g., Police, Community Services) but lack formal authorization or consistency in pricing methodology. Establishing these items ensures transparency, cost recovery, and compliance with statutory requirements for fee adoption. New items include special event rentals and include a mechanism for evaluating these rentals on a per event basis to ensure the Town is able to act quickly should event opportunities arise.

1. Retail Merchandise, Supplies, or Promotional Items

Proposed Fee: Actual cost plus a 10%–150% markup per item

Justification: The Town occasionally sells tangible items such as promotional merchandise, leashes and collars in the animal shelter, apparel, or commemorative items at community events and facilities. These sales are intended to recover the cost of goods and related handling or administrative expenses, not to generate profit.

The proposed markup range allows flexibility for small and large items while maintaining affordability and ease of pricing. The percentage accounts for variable administrative burdens such as procurement, inventory management, sales tax processing, and card transaction fees.

Basis for Change: This fee was not previously codified. Adopting a cost-plus formula provides a consistent, Council approved methodology that allows staff to adjust prices within a defined range as suppliers' costs fluctuate.

2. Concession Items

Proposed Fee: Actual cost plus a 50%–300% markup per item (generally rounded to \$1.00 increments)

Justification: The Town operates seasonal concession stands, primarily at the Aquatic Center, offering low-cost snacks and beverages for the convenience of patrons. Pricing is designed to be simple (typically \$1.00 increments) and affordable, while still covering the Town's direct costs of product purchase, storage, spoilage, and waste.

Because concession items vary widely in cost (frozen treats, bottled drinks, chips), a broader markup range ensures operational flexibility without the need for frequent Council action. The upper limit allows recovery of ancillary costs such as refrigeration, packaging, and point-of-sale supplies.

Basis for Change: This fee was not previously codified. The markup range provides a transparent, formula-based approach consistent with best practices for municipal concession operations.

3. Special Event Rentals at Old Home Manor

Proposed Fee: Variable - Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.

Justification: Old Home Manor remains a key focus area for the Town as plans move forward for site improvements, recreational amenities, and attracting new tenants. As these projects develop, the property may also serve as a venue for special events such as rodeos, festivals, tournaments, or limited dry-camping activities. Each event could involve different levels of Town support, including staff time, site preparation, sanitation, and utilities. Establishing a flexible, event-specific fee allows the Town to recover those actual costs while keeping the site available for community and economic opportunities. This approach promotes responsible use of public resources and ensures that private or special-interest events are not subsidized by general tax revenues.

Basis for Change: This item was not previously included in the fee schedule. It is being added at this time to allow the Town to charge appropriately should a special event opportunity arise at Old Home Manor.

4. Special Event Rentals at Fred Harvey Property

Proposed Fee: Variable - Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.

Justification: The recently acquired Fred Harvey Property at Del Rio Springs holds significant historical and cultural value for the community. As remediation and stabilization efforts are completed, the site may become suitable for limited special events such as historical tours, cultural gatherings, or educational programs. Each event will have unique requirements for Town support, including staffing, site preparation, traffic control, and utilities. Establishing a variable fee structure provides flexibility to recover actual costs associated with each event while allowing the Town to responsibly manage public access and promote community engagement with this important landmark.

Basis for Change: This is being added due to the recent purchase of the property. This will give authority to the Town to charge appropriately should a special event opportunity arise at the Fred Harvey Property once remediation and stabilization have been completed.

5. Lost (Not Returned) Key Card

Proposed Fee: \$20.00 per lost or not returned key card

Justification: Recently the Town switched building access for most Town facilities from standard keys to key cards. These key cards will also be utilized for building entry or room rentals. When cards are lost or not returned, the Town incurs replacement and administrative costs for deactivation, reissuance, and programming of a new card. The proposed \$20 fee is based on the average replacement cost of a key card plus staff handling time and a premium to discourage losing the card.

Basis for Change: This item was not previously included in the fee schedule as the Town did not utilize key cards. The fee ensures recovery of the direct and indirect costs associated with issuing replacements while encouraging proper return of issued cards.

In summary, these updates are intended to create consistency in how the Town recovers costs and manages fees while allowing flexibility where needed. They outline clear methods for pricing items sold or replaced by the Town and set a process for evaluating and approving special event rentals on a case-by-case basis. This approach gives the Town the ability to act quickly when opportunities arise, such as events at Old Home Manor or the Fred Harvey Property, while maintaining proper oversight and fiscal responsibility. Overall, the changes establish a fair and practical framework that supports long-term sustainability, keeps services affordable, and ensures that event and retail activities cover their own costs rather than relying on general fund revenues.

MODIFICATIONS – Public Works: Cemetery

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Cemetery Services								
Add	Opening and Closing – Single Depth	N/A	N/A	N/A	Per Interment	475.00	Includes excavation and backfill.	For cost recovery of cemetery services
Add	Opening and Closing – Double Depth	N/A	N/A	N/A	Per Interment	525.00	Includes excavation and backfill.	For cost recovery of cemetery services
Add	Opening and Closing – Urn/Cremains	N/A	N/A	N/A	Per Interment	50.00	Includes excavation and backfill.	For cost recovery of cemetery services

The above proposed fee additions establish standardized charges for cemetery services now being transitioned from the Chino Valley Cemetery Association (CVCA), a volunteer-run nonprofit, to direct Town management. The proposed fees are limited to the opening and closing of graves, as no plot purchase fees will be implemented at this time. Establishing these service fees provides a consistent, transparent mechanism for cost recovery while aligning with regional practices observed among peer Arizona communities.

1. Opening and Closing – Single Depth

Proposed Fee: \$475.00 per interment

Justification: The proposed rate reflects the average cost of excavation and backfill for a standard burial, including labor, equipment use, and site restoration. Comparative analysis shows that other Arizona municipalities charge between \$400 and \$600 for single-depth openings (e.g., Cottonwood, Show Low, and Quartzsite). The Town’s proposed amount falls within the lower-middle range of peer pricing, ensuring that the fee is reasonable for residents while sufficient to recover direct operational costs.

Basis for Change: This is a new fee. The Town’s assumption of operations necessitates a formalized cost structure to sustain service delivery and maintain the historic cemetery site.

2. Opening and Closing – Double Depth

Proposed Fee: \$525.00 per interment

Justification: Double-depth burials require deeper excavation, specialized equipment handling, and additional time to ensure site stability and safety. The fees in other jurisdictions generally range from \$500 to over \$700, depending on depth and soil conditions (e.g., Mesa, Cottonwood). The proposed rate represents a cost-recovery level appropriate for Town operations while maintaining affordability for residents.

Basis for Change: This is a new fee. Adoption ensures consistent recovery of the higher service cost associated with double-depth interments.

3. Opening and Closing – Urn/Cremaains

Proposed Fee: \$50.00 per interment

Justification: The proposed rate reflects the minimal excavation and time required for cremains burials. Comparable communities charge between \$50 and \$150 (e.g., Cottonwood, Show Low, and Flagstaff). The Town’s proposed rate is positioned at the low end of this range to maintain accessibility for residents while still recovering the modest labor and equipment costs involved.

Basis for Change: This is a new fee. Establishing this rate allows the Town to recover direct costs for cremains services without imposing undue financial burden on families.

In summary, these additions for cemetery services formalize and standardize the fees necessary to support cemetery operations, ensuring both cost recovery and alignment with regional norms. The proposed charges are consistent with rates observed in peer Arizona jurisdictions. The Town’s rates are intentionally set at the lower end of the range to balance fiscal responsibility with community accessibility. Adoption of these fees ensures that the Town’s cemetery services are financially sustainable and transparent.

EXHIBIT B
TO RESOLUTION NO. 2026-1300

[Consolidated Fee Schedule]

See following pages.



Town of Chino Valley Consolidated Fee Schedule

Effective March 1, 2026

Table of Contents

Department/Division	Page
Community Services	
Aquatics	1
Library	2
Recreation	3
Senior Center	4
Development Services	
Building	5
Planning	9
Municipal Court	11
Police	12
Public Works	
Cemetery	13
Engineering	14
Utilities - Water	15
Utilities - Wastewater	17
Town Clerk	18
Townwide	19

Community Services: Aquatics

Fee Description	Unit of Measure	Amount	Notes	Authorization
Daily Use/Admission				
Ages 0-2 Child	Per Day	No Charge		Resolution 2025-1282
Ages 3-54	Per Day	3.00		Resolution 2025-1282
Ages 55 and Over	Per Day	2.00		Resolution 2025-1282
Family – 5 Immediate Family Members	Per Day	10.00		Resolution 2025-1282
Season Passes				
Ages 0-2 Child	Per Season	No Charge		Resolution 2025-1282
Ages 3-54	Per Season	100.00		Resolution 2025-1282
Ages 55 and Over	Per Season	85.00		Resolution 2025-1282
Family – 5 Immediate Family Members	Per Season	300.00		Resolution 2025-1282
Family – Additional Members	Per Season	50.00		Resolution 2025-1282
Learn to Swim				
Swim Lessons	Per 8 Sessions	45.00	8 sessions, 30 minutes each	Resolution 2025-1282
Fitness Program Lessons	Per 12 Sessions	45.00	12 sessions, 1 hour each	Resolution 2025-1282
Aquatic Facility Rental				
Aquatic Facility Party Room Only	Per 2 Hour Period	75.00	Party package	Resolution 2025-1282
Aquatic Facility (1-200 Guests)	Per 2 Hour Period	300.00	Includes required lifeguards	Resolution 2025-1282
Aquatic Facility (201-400 Guests)	Per 2 Hour Period	400.00	Includes required lifeguards	Resolution 2025-1282

Community Services: Library

Fee Description	Unit of Measure	Amount	Notes	Authorization
General				
Black and White Printing – Public Access Computers Self Service	Per Page	0.10		Resolution 2025-1282
Color Printing – Public Access Computers Self Service	Per Page	0.50		Resolution 2025-1282
Library Card - New	Per Card	No Charge		Resolution 2025-1282
Library Card – Replacement	Per Card	3.00		Resolution 2025-1282
Overdue Items	Per Day	0.10		Resolution 2025-1282
Lost/Destroyed Items	Per Item	Actual Cost +5.00		Resolution 2025-1282

Community Services: Recreation

Fee Description	Unit of Measure	Amount	Notes	Authorization
Community Center/Activity Center Rental				
Deposit	Per Reservation	300.00	Refundable	Resolution 2025-1282
Room Rental (Half Day)	Per Half Day	150.00		Resolution 2025-1282
Room Rental (Full Day)	Per Full Day	300.00		Resolution 2025-1282
Community Center/Activity Center Rental – Non-Profit Organizations				
Non-Profit Room Rental (Half Day)	Per Half Day	75.00		Resolution 2025-1282
Non-Profit Room Rental (Full Day)	Per Full Day	150.00		Resolution 2025-1282
Park Ramada Reservation				
Ramada (Half Day)	Per Half Day	75.00		Resolution 2025-1282
Ramada (Full Day)	Per Full Day	150.00		Resolution 2025-1282
Athletic Fields				
Deposit – Youth League/Tournaments	Per Season/Event	500.00	Refundable; forfeit if tournament cancelled less than 14 days prior to event	Resolution 2025-1282
Youth League (Baseball/Softball)	Per Season	3,000.00		Resolution 2025-1282
Youth League (Other)	Per Season	2,000.00		Resolution 2025-1282
Athletic Tournaments (Off Season)	Per Day	1,000.00	Includes set up, cleaning, fence	Resolution 2025-1282
Deposit – Field Rental – Private	Per Rental	200.00	Refundable	Resolution 2025-1282
Field Rental - Private	Per Day	200.00	Includes set up and cleaning	Resolution 2025-1282
Temporary Fence Setup	Per Rental	250.00		Resolution 2025-1282
Lights	Per Hour/Field	25.00	Excludes league and tournaments	Resolution 2025-1282
Concession Stand				
Deposit	Per Reservation	500.00	Refundable	Resolution 2025-1282
Concession Stand – Community Center Park	Per Day	100.00	Excludes leagues	Resolution 2025-1282
Special Events				
Application Filing Fee	Per Event	25.00		Resolution 2025-1282

Community Services: Senior Center

Fee Description	Unit of Measure	Amount	Notes	Authorization
Facility Rental – Non-Profit Organizations				
Building Use - Shared	Partial Day	No Charge		Resolution 2025-1282
Building Use - Private	Per Full Day	150.00	Private use	Resolution 2025-1282
Facility Rental				
Deposit	Per Reservation	300.00	Refundable	Resolution 2025-1282
Building Use (Half Day)	Per Half Day	150.00		Resolution 2025-1282
Building Use (Full Day)	Per Full Day	300.00		Resolution 2025-1282
Van Transportation Fees				
Trip Fees	Per Trip/Person	Varies	Fee calculated depending on trip details and actual trip cost	Resolution 2025-1282
Meals				
Congregate Meals (Under Age 60)	Per Meal/Person	6.00	Suggested donation – NOT REQUIRED	Resolution 2025-1282
Congregate Meals (Over Age 60)	Per Meal/Person	4.00	Suggested donation – NOT REQUIRED	Resolution 2025-1282

Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
Building Fees – Valuation Based (Use Building Valuation Table)				
Single Family Residence	Valuation Per Square Foot	80.00		Resolution 2025-1282
Unfinished Basement	Valuation Per Square Foot	45.00		Resolution 2025-1282
Arizona Room	Valuation Per Square Foot	20.00		Resolution 2025-1282
Agricultural Buildings – Wood/Metal	Valuation Per Square Foot	15.00	Pole Barns; Barns	Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Wood	Valuation Per Square Foot	15.00		Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Metal	Valuation Per Square Foot	12.00		Resolution 2025-1282
Carports – Wood	Valuation Per Square Foot	15.00		Resolution 2025-1282
Carports – Metal	Valuation Per Square Foot	12.00		Resolution 2025-1282
Covered Decks – Wood	Valuation Per Square Foot	20.00		Resolution 2025-1282
Covered Decks – Metal	Valuation Per Square Foot	17.00		Resolution 2025-1282
Decks	Valuation Per Square Foot	12.00		Resolution 2025-1282
Conversion – Garage to Habitable	Valuation Per Square Foot	60.00		Resolution 2025-1282
Conversion – Patio to Habitable	Valuation Per Square Foot	65.00		Resolution 2025-1282
Garages – Masonry, Metal, Wood	Valuation Per Square Foot	20.00		Resolution 2025-1282
Gazebos – Wood/Metal	Valuation Per Square Foot	12.00		Resolution 2025-1282
Fences Over Six Feet in Height – Concrete or Masonry	Valuation Per Linear Foot	12.00		Resolution 2025-1282
Fences Over Six Feet in Height – All	Valuation Per Linear Foot	9.00		Resolution 2025-1282
Foundations Only	Percentage of Planned Structure Valuation	25%		Resolution 2025-1282
Ramadas (Structure Over Manufactured Home)	Valuation Per Square Foot	15.00		Resolution 2025-1282
Residential Remodel or Addition	Valuation Per Square Foot	100.00		Resolution 2025-1282
Retaining Walls Over Four Feet	Valuation Per Linear Foot	12.00		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Metal	Valuation Per Square Foot	7.00		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Wood	Valuation Per Square Foot	9.00		Resolution 2025-1282
Tenant Improvements	Valuation Per Square Foot	14.00		Resolution 2025-1282

Development Services: Building Valuation Table

Minimum Value	Maximum Value	Base Rate*	Plus*	For Every Additional (or fraction thereof)
0.00	500.00	91.14	0.00	0
501.00	2,000.00	91.14	4.63	100
2,001.00	25,000.00	160.59	21.27	1,000
25,001.00	50,000.00	603.04	15.34	1,000
50,001.00	100,000.00	977.69	10.63	1,000
100,001.00	500,000.00	1,509.50	8.51	1,000
500,001.00	1,000,000.00	4,912.06	7.21	1,000
1,000,000.00	and Up	8,515.13	4.78	1,000

Authorization: TBD

*Increase by CPI each year on July 1 starting in 2026.

Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
Building Fees – Flat Rate				
Commercial Hoods – Type 1 and 2	First Hood	220.00		Resolution 2025-1282
	Per Each Additional Hood	110.00		Resolution 2025-1282
Demolition – Commercial	Per Permit	100.00	No plan review fee	Resolution 2025-1282
Demolition – Residential	Per Permit	100.00	No plan review fee	Resolution 2025-1282
Fireplaces/Free Standing Stoves	Per Fireplace/Stove	95.00	Excluding new construction	Resolution 2025-1282
Pools Requiring a Permit	Per Pool	400.00		Resolution 2025-1282
Plumbing, Electrical, and Mechanical Fee	Per Permit Type	110.00		Resolution 2025-1282
Roof Structure Replacement	Per Roof	180.00		Resolution 2025-1282
Solar – Ground Mount	Per System	220.00	No plan review fee	Resolution 2025-1282
Solar – Roof Mount	Per System	220.00	No plan review fee	Resolution 2025-1282
Solar – Labor Values <5,000	Per System	220.00	No plan review fee	Resolution 2025-1282
Underground Storage Tanks Over 5,000 Gallons	Per Tank	154.00		Resolution 2025-1282
Inspections/Other				
Inspections Outside of Normal Business Hours	Per Inspection	200.00	Includes first two hours; No plan review fee	Resolution 2025-1282
	Per Additional Hour (or portion thereof)	100.00	Applies to each hour or portion thereof in excess of two hours	Resolution 2025-1282
Reinspection Fees	Per Inspection	140.00	No plan review fee	Resolution 2025-1282
Additional Plan Review Required by Changes to Approved Plans	Per Hour	50.00		Resolution 2025-1282

Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
Plan Review				
Single Family Residence	Percentage of Permit Fee	65%		Resolution 2025-1282
Unfinished Basement	Percentage of Permit Fee	65%		Resolution 2025-1282
Arizona Room	Percentage of Permit Fee	65%		Resolution 2025-1282
Agricultural Buildings – Wood/Metal	Percentage of Permit Fee	65%	Pole Barns; Barns	Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Carports – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Carports – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Commercial Hoods – Type 1 and 2	Percentage of Permit Fee	65%		Resolution 2025-1282
Covered Decks – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Covered Decks – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Conversion – Garage to Habitable	Percentage of Permit Fee	65%		Resolution 2025-1282
Conversion – Patio to Habitable	Percentage of Permit Fee	65%		Resolution 2025-1282
Decks	Percentage of Permit Fee	65%		Resolution 2025-1282
Garages – Masonry, Metal, Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Gazebos – Wood/Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Fences Over Six Feet in Height – Concrete or Masonry	Percentage of Permit Fee	65%		Resolution 2025-1282
Fences Over Six Feet in Height – All Other	Percentage of Permit Fee	65%		Resolution 2025-1282
Fireplaces/Free Standing Stoves	Percentage of Permit Fee	65%	Excluding new construction	Resolution 2025-1282
Foundations Only	Percentage of Permit Fee	65%		Resolution 2025-1282
Plumbing, Electrical, and Mechanical Fee	Percentage of Permit Fee	65%		Resolution 2025-1282
Pools Requiring a Permit	Percentage of Permit Fee	65%		Resolution 2025-1282
Ramadas (Structure Over Manufactured Home)	Percentage of Permit Fee	65%		Resolution 2025-1282
Residential Remodel or Addition	Percentage of Permit Fee	65%		Resolution 2025-1282
Retaining Walls Over Four Feet	Percentage of Permit Fee	65%		Resolution 2025-1282
Roof Structure Replacement	Percentage of Permit Fee	65%		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282

Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
Tenant Improvements	Percentage of Permit Fee	65%		Resolution 2025-1282
Underground Storage Tanks Over 5,000 Gallons	Percentage of Permit Fee	65%		Resolution 2025-1282
Other				
Additional Plan Review Required by Changes to Approved Plans	Percentage of Permit Fee	65%		Resolution 2025-1282

Development Services: Planning

Fee Description	Unit of Measure	Amount	Notes	Authorization
General				
Advertisement Fee	Per Ad	115.00	For legal or other required ads	Resolution 2025-1282
Zoning Maps (8.5" x 11")	Per Map	5.00		Resolution 2025-1282
Zoning Maps (11" x 17")	Per Map	10.00		Resolution 2025-1282
Zoning Maps (24" x 36")	Per Map	25.00		Resolution 2025-1282
Zoning Maps (36" x 48")	Per Map	30.00		Resolution 2025-1282
Land Divisions				
Lot Split, Consolidation, or Lot Line Adjustment Application Fee	Per Application	300.00	Per lot fee is in addition	Resolution 2025-1282
Subdivision Preliminary Plat – Application Fee	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	Resolution 2025-1282
Subdivision Final Plat – Application Fee	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	Resolution 2025-1282
Minor Subdivision Final Plat – Application Fee	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	Resolution 2025-1282
Lot Fee	Per Lot	50.00	Applicable on all land divisions	Resolution 2025-1282
Penalty	Per Lot Split	1,500.00	Applied to lot splits recorded without Town approval	Resolution 2025-1282
Annexations				
Annexations Application Fee	Per Application	500.00	Per acre fee and advertisement fee are in addition	Resolution 2025-1282
Annexations Per Acre Fee	Per Acre	75.00		Resolution 2025-1282
Pre-Annexation Development Agreement	Per Agreement	10,000.00		Resolution 2025-1282
Land Use				
Rezone Application – Residential	Per Application	1,500.00	Per acre fee and advertisement fee are in addition	Resolution 2025-1282
Rezone Acre Fee – Residential	Per Acre	20.00		Resolution 2025-1282
Rezone Application – Commercial	Per Application	1,200.00	Per acre fee and advertisement fee are in addition	Resolution 2025-1282
Rezone Acre Fee – Commercial	Per Acre	30.00		Resolution 2025-1282
Signs - Temporary	Per Month	5.00		Resolution 2025-1282
Signs - Permanent	Per Sign	125.00		Resolution 2025-1282
Site Plan Review	Per Review	250.00		Resolution 2025-1282
Conditional Use Permit Application	Per Application	1,000.00		Resolution 2025-1282
Conditional Use Permit Acre Fee	Per Acre	20.00		Resolution 2025-1282
Land Use Permit	Per Permit	75.00	Fence, <200sqft shed, ancillary structures, and metal storage containers	Resolution 2025-1282
Variance	Per Variance	500.00	Advertisement fee is in addition	Resolution 2025-1282

Development Services: Planning

Fee Description	Unit of Measure	Amount	Notes	Authorization
Zoning Code				
Text Amendment	Per Amendment	500.00	Advertisement fee is in addition	Resolution 2025-1282
Zoning Verification Letter	Per Letter	200.00		Resolution 2025-1282
Interpretation Letter	Per Letter	800.00		Resolution 2025-1282
Written Interpretation Appeal	Per Appeal	1,500.00	Advertisement fee is in addition	Resolution 2025-1282
General Plan				
General Plan Amendment – Minor	Per Amendment	5,000.00	Advertisement fee is in addition	Resolution 2025-1282
General Plan Amendment – Major	Per Amendment	10,000.00	Advertisement fee is in addition	Resolution 2025-1282
Development Agreements/Improvement Districts				
Development Agreement – Minor	Per Agreement	2,500.00		Resolution 2025-1282
Development Agreement – Major	Per Agreement	5,000.00		Resolution 2025-1282
Maintenance Improvement District	Per District	2,500.00		Resolution 2025-1282

Municipal Court

Fee Description	Unit of Measure	Amount	Notes	Authorization
Reports and Services				
Record Duplication Fee	Per Record	25.00	Set by State; ARS §22-404	Resolution 2025-1282
Research in Locating a Document Fee	Per Case	25.00	Set by State; assessed to requests for extensive records searches, case file copying, copying of recorded court proceedings	Resolution 2025-1282
Minimum Clerk Fee	Per Case	25.00	Set by State; ARS §22-404	Resolution 2025-1282
Case File Copies	Per Page	0.50	Set by State; assessed to any non-party request for copies of a case, except governmental agencies	Resolution 2025-1282
CD Fee	Per CD	3.00	For audio recording excluding criminal appeals	Resolution 2025-1282
NSF Service Fee	Per NSF	48.00	Assessed to cases where payment by check is returned by financial institution for insufficient funds	Resolution 2025-1282
Court Fees				
Court Improvement Fee	Per Case	40.00	Assessed to all Court Cases	Resolution 2025-1282
Warrant Fee – Pre-Adjudication	Per Case	100.00	Assessed to cases when a new arrest warrant is issued; no warrant on long form complaint	Resolution 2025-1282
Warrant Fee – Post Adjudication	Per Case	150.00	Assessed to cases when a new arrest warrant is issued	Resolution 2025-1282
Default Civil Traffic and Code Violations Fee	Per Charge	20.00	This is per charge	Resolution 2025-1282
Traffic Case Processing Fee	Per Case	20.00	Assessed to violations of the State Transportation statute or Town traffic code relating to traffic movement or control	Resolution 2025-1282
Deferred Prosecution Fee	Per Case	150.00	Assessed when a defendant enters a deferred prosecution agreement	Resolution 2025-1282
Indigent Defense Fee	Per Case	0.00-500.00	Represented in court by a public defender	Resolution 2025-1282
Jail Reimbursement Fee	First Day	150.00	Set by County; pursuant to Town Code §34.22(1), this fee is assessed to any person convicted of a misdemeanor and sentenced to a term of incarceration in the county jail or other detention facility	Resolution 2025-1282
	Each Day Thereafter	70.00		

Police

Fee Description	Unit of Measure	Amount	Notes	Authorization
Reports and Services				
Police Report Copy	Per Report	10.00		Resolution 2025-1282
Statistical Report	Per Report	20.00		Resolution 2025-1282
Fingerprinting – Non-Profit/Government	Per Card	5.00		Resolution 2025-1282
Fingerprinting – All Other	Per Card	10.00		Resolution 2025-1282
Level 1 VIN Inspection – On-Site	Per VIN	10.00		Resolution 2025-1282
Level 1 VIN Inspection – Off-Site	Per VIN	20.00		Resolution 2025-1282
Background Check – Non-Profit/Government	Per Person	5.00		Resolution 2025-1282
Background Check – All Other	Per Person	10.00		Resolution 2025-1282
Digital Recordings				
Video/Body Camera Footage	Per Video Hour Reviewed	46.00	Set by ARS §39-129	Resolution 2025-1282
CVPD Video Recordings	Per Video Hour	40.00	Excludes body camera footage	Resolution 2025-1282
Animal Control				
Dog License – Altered	Per Year	8.00		Resolution 2025-1282
Dog License – Unaltered	Per Year	36.00		Resolution 2025-1282
Late Fee	Per License	8.00		Resolution 2025-1282
Impound Fee	Per Occurrence	30.00	Additional boarding fees may apply	Resolution 2025-1282
Boarding Fee	Per Day	12.00		Resolution 2025-1282
Biting Dog Retrieval Fee	Per Dog/Per Incident	50.00		Resolution 2025-1282
Adoption				
Canine – Up to 6 Months	Per Animal	250.00		Resolution 2025-1282
Canine – 6 Months to 1 Year	Per Animal	175.00		Resolution 2025-1282
Canine – Over 1 Year	Per Animal	150.00		Resolution 2025-1282
Feline – Up to 6 Months	Per Animal	125.00		Resolution 2025-1282
Feline – Over 6 Months	Per Animal	100.00		Resolution 2025-1282

Public Works: Cemetery

Fee Description	Unit of Measure	Amount	Notes	Authorization
Cemetery Services				
Opening and Closing – Single Depth	Per Interment	475.00	Includes excavation and backfill.	Resolution 2026-1300
Opening and Closing – Double Depth	Per Interment	525.00	Includes excavation and backfill.	Resolution 2026-1300
Opening and Closing – Urn/Cremaains	Per Interment	50.00	Includes excavation and backfill.	Resolution 2026-1300

Public Works: Engineering

Fee Description	Unit of Measure	Amount	Notes	Authorization
Engineering Services				
Engineering Reports: Drainage, Water, Sewer, Traffic	Per Hour	150.00	4 hour minimum; includes 1 st and 2 nd review	Resolution 2025-1282
Engineering Plan Review	Per Sheet	375.00	Applicable to 1 st and 2 nd review; each review billed separately	Resolution 2025-1282
	Per Sheet	100.00	3 rd and subsequent reviews; each review billed separately	Resolution 2025-1282
Third Party Engineering Services	Per Review/ Inspection	Actual Cost +5%	Plan/report review; inspection of utility lines/streets	Resolution 2025-1282
As-Built Plans	Per Sheet	100.00		Resolution 2025-1282
Construction Inspection: Utility Lines (Water, Sewer, Storm Drain & Channels, Gas, Electric, Etc.)				
0 to 2,500 Linear Feet	Per Linear Foot	1.00		Resolution 2025-1282
2,501 to 5,000 Linear Feet	Per Linear Foot	0.90		Resolution 2025-1282
5,001+ Linear Feet	Per Linear Foot	0.80		Resolution 2025-1282
Construction Inspection: Streets				
0 to 7,000 Square Yards	Per Square Yard	1.00		Resolution 2025-1282
7,001 to 14,000 Square Yards	Per Square Yard	0.90		Resolution 2025-1282
14,001+ Square Yards	Per Square Yard	0.80		Resolution 2025-1282
Right-of-Way Permits				
Base Rate	Per Permit	150.00	Includes 1 st inspection	Resolution 2025-1282
2 nd & Subsequent Inspections	Per Inspection	100.00		Resolution 2025-1282
Driveway Culvert Installation and Driveways	Per Permit	70.00	Includes inspections	Resolution 2025-1282
Grading Plan Review				
0 to 200 Cubic Yards	Per Plan	150.00		Resolution 2025-1282
201 to 1,000 Cubic Yards	Per Plan	280.00		Resolution 2025-1282
1,001 to 10,000 Cubic Yards	Per Plan	550.00		Resolution 2025-1282
10,001+ Cubic Yards	Per Plan	1,100.00		Resolution 2025-1282
Grading Permit Construction Inspection				
0 to 200 Cubic Yards	Per Permit	150.00		Resolution 2025-1282
201 to 1,000 Cubic Yards	Per Permit	280.00		Resolution 2025-1282
1,001 to 10,000 Cubic Yards	Per Permit	550.00		Resolution 2025-1282
10,001+ Cubic Yards	Per Permit	1,100.00		Resolution 2025-1282

Public Works: Utilities - Water

Fee Description	Unit of Measure	Amount	Notes	Authorization
Base Charges				
Residential and Commercial ¾" Meter	Per Meter/Month	7.10		Resolution 2025-1282
Residential and Commercial 1" Meter	Per Meter/Month	11.87		Resolution 2025-1282
Commercial 1 ½" Meter	Per Meter/Month	23.68		Resolution 2025-1282
Commercial 2" Meter	Per Meter/Month	37.88		Resolution 2025-1282
Commercial 3" Meter	Per Meter/Month	71.08		Resolution 2025-1282
Commercial 4" Meter or Larger	Per Meter/Month	118.59		Resolution 2025-1282
Volume Charges				
Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	5.79		Resolution 2025-1282
Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	7.24		Resolution 2025-1282
Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	9.06		Resolution 2025-1282
Tier 4: 20,001+ gallons	Per 1,000 Gallons	11.77		Resolution 2025-1282
Country West (Per 2001 Agreement)	Per 1,000 Gallons	0.84	Increases to 1.01 on 12/14/2031; no base fee	Resolution 2025-1282
Buy-In Fees				
Residential ¾" & 1" Meter	Per Meter	5,067.08		Resolution 2025-1282
Multi-Family Residential ¾" & 1" Meter	Per Unit	4,598.37		Resolution 2025-1282
Hotels/Motels	Per Room	3,871.25		Resolution 2025-1282
RV Park	Per Space	4,598.37		Resolution 2025-1282
Mobile Home Park	Per Space	4,598.37		Resolution 2025-1282
Commercial ¾" Meter	Per Meter	5,067.08		Resolution 2025-1282
Commercial 1" Meter	Per Meter	8,449.36		Resolution 2025-1282
Commercial 1 ½" Meter	Per Meter	17,016.52		Resolution 2025-1282
Commercial 2" Meter	Per Meter	27,221.62		Resolution 2025-1282
Commercial 3" Meter	Per Meter	51,062.24		Resolution 2025-1282
Commercial 4" Meter	Per Meter	85,119.35		Resolution 2025-1282
Commercial 6" Meter	Per Meter	170,186.76		Resolution 2025-1282
Commercial 8" Meter	Per Meter	272,317.57		Resolution 2025-1282
Commercial 10" Meter	Per Meter	391,482.63		Resolution 2025-1282
Commercial 12" Meter	Per Meter	731,861.22		Resolution 2025-1282

Public Works: Utilities - Water

Fee Description	Unit of Measure	Amount	Notes	Authorization
Water Resource Fee				
Water Resource Fee	Per Meter/ Month	2.12		Resolution 2025-1282
Standpipe Rate (Fill Station)				
Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	14.64	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	16.52	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	18.88	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Tier 4: 20,001+ gallons	Per 1,000 Gallons	22.41	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Other Fees				
Deposit	Per Account	75.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Resolution 2025-1282
Service Fee	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	Resolution 2025-1282

Public Works: Utilities - Wastewater

Fee Description	Unit of Measure	Amount	Notes	Authorization
Base Charges				
Residential (All Meter Sizes)	Per Meter/Month	63.38		Resolution 2025-1282
Multi-Family Residential	Per Fixture Unit/Month	3.17	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU)	Resolution 2025-1282
RV Park	Per Space/Month	50.70		Resolution 2025-1282
Mobile Home Park	Per Space/Month	50.70		Resolution 2025-1282
Commercial ¾" Meter	Per Meter/Month	63.38		Resolution 2025-1282
Commercial 1" Meter	Per Meter/Month	106.06		Resolution 2025-1282
Commercial 1 ½" Meter	Per Meter/Month	210.82		Resolution 2025-1282
Commercial 2" Meter	Per Meter/Month	337.83		Resolution 2025-1282
Commercial 3" Meter	Per Meter/Month	634.02		Resolution 2025-1282
Commercial 4" Meter	Per Meter/Month	1,056.70		Resolution 2025-1282
Buy-In Fees				
Residential	Per Meter	7,600.62		Resolution 2025-1282
Commercial and Multi-Family Residential	Per Fixture Unit	380.03	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU)	Resolution 2025-1282
RV Park	Per Space	7,600.62		Resolution 2025-1282
Mobile Home Park	Per Space	7,600.62		Resolution 2025-1282
Other Administrative Fees				
Deposit	Per Account	125.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Resolution 2025-1282
Service Fee	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	Resolution 2025-1282

Town Clerk

Fee Description	Unit of Measure	Amount	Notes	Authorization
General				
Photocopy	Per Page	0.50	For black and white or color pages, front and back	Resolution 2025-1282
Digital Media Recordings	Per Item	15.00	CDs, DVDs, USB Flash Drives	Resolution 2025-1282
U.S. Mailing	Per Item	Actual Cost		Resolution 2025-1282
Commercial Request	Per Request	Actual Cost	Includes staff time and cost	Resolution 2025-1282
Notary	Per Signature	2.00	Capped by Arizona Administrative Code §2-12-1102 at 10.00 per signature	Resolution 2025-1282
Argument Submittal	Per Argument	80.00	For voter election information pamphlet	Resolution 2025-1282
Business License				
Initial General Business License	Per Application	85.00	Includes initial year and one-time application processing; Applicable to Bingo licenses	Resolution 2025-1282
General Business License Renewal Fee	Per Year	50.00	Applicable to Bingo licenses	Resolution 2025-1282
Late Fee/Operating without License	Per License	100% of applicable license fee	Town Code §110.99	Resolution 2025-1282
Transient Merchants	Per Location/Year	50.00	Town Code §112.02	Resolution 2025-1282
Peddler/Solicitors	Per Day	50.00	Town Code §112.21	Resolution 2025-1282
Sexually Oriented Business Licenses				
Application/Investigation Fee	Per Application	1,062.00	Town Code §115	Resolution 2025-1282
Annual Fee	Per Business and Employee	1,062.00	Town Code §115	Resolution 2025-1282
Liquor Licenses				
Permanent Liquor License	Per Application	250.00	Application and processing	Resolution 2025-1282
Temporary Liquor License	Per Application	100.00	Application and processing	Resolution 2025-1282

Townwide

Fee Description	Unit of Measure	Amount	Notes	Authorization
Retail merchandise, supplies, or promotional items	Per Item	Actual cost + 10%-150% markup	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Resolution 2026-1300
Concession Items	Per Item	Actual cost + 50%-300% markup (generally rounded to \$1.00 increments)	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Resolution 2026-1300
Special Event Rentals at Old Home Manor	Per Event	Variable	Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.	Resolution 2026-1300
Special Event Rentals at Fred Harvey Property	Per Event	Variable	Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.	Resolution 2026-1300
All Room/Building Rentals				
Lost (Not Returned) Key Card - Public	Per Lost/Not Returned Key Card	20.00		Resolution 2026-1300

