



City of Lilburn
Lilburn, Georgia

Resolution
#2022-12

STATE OF GEORGIA

COUNTY OF GWINNETT

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF LILBURN TO ESTABLISH THE FEE SCHEDULE FOR FY 2022-2023**

Date of Reading and Adoption: June 13, 2022
At the regular meeting of the Lilburn City Council

WHEREAS: The Mayor and City Council of the City of Lilburn wish to adopt a Resolution establishing a fee schedule for city services, administrative and regulatory fees, license fees, permit fees, and rental fees which are established for the purposes of financing, in whole or in part, the City's operating expenses for the fiscal year 2022-2023; and

WHEREAS: The Mayor and City Council of the City of Lilburn have studied and reviewed the City's cost to provide various services including but not limited to plan review, permitting, building inspections, business and alcohol licensing, sanitation, public street lighting, public facility rental, and special event permitting and have established a fee schedule to cover the cost of the services.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Lilburn, Georgia, sitting in regular session on June 13, 2022, that the fee schedule for fiscal year 2022-2023 is established in Exhibit A.

SO RESOLVED this 13th day of June, 2022.

APPROVED:

Tim Dunn, Mayor

ATTEST/AUTHENTICATED:

Melissa L. Penate, City Clerk
(Seal)

**City of Lilburn
2022 Fee Schedule**

Plan Reviews

DEVELOPMENT PLAN REVIEW Residential

Concept or Sketch Plan	\$250
Preliminary, Exemption or Minor Subdivision Plat -Land Subdivision only- (1 Site Visit)	\$500
Site Development Review	\$950
Final Plat	\$500
Amendments - full set, sheet, or hydro study, following approval	\$100

DEVELOPMENT PLAN REVIEW Non-Residential and Multi-Family Residential

Concept Plan	\$100
Preliminary Plat- Land sub-division only	\$250
Preliminary Plan w/construction documents	\$250
Site Development Review	\$950
Final Plat	\$500
Amendments-Full set, sheet or hydrology study, following SDP approval	\$100

BUILDING PLAN REVIEW (NEW OR ADDITION)

≤ 20,000 SF	\$250
20,001-100,000 SF	\$500
>100,000 SF	\$1,000
Amendments	\$100

BUILDING PLAN REVIEW (SHELL, INTERIOR FINISH, RENOVATION, ALTERATION) or WALL

Plan Review	\$100 per trade	TBD
Minor Review Fee		\$100
Engineered retaining wall (engineering services required)		\$400
Amendments		\$100

WAIVER OF DEVELOPMENT REGULATIONS

Waiver Fee	\$300
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Development Permits

BASE FEE	* 2% Art Fee Applies (unless noted otherwise)	TOTAL
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LAND DISTURBANCE (clearing, grubbing, limited grading only)

Clearing, Grubbing	\$ 40 Per disturbed acre (rounded up to 10th of acre)	TBD
NPDES PERMIT FEE**	\$ 80 Per disturbed acre (rounded up to 10th of acre)	TBD

** \$40/ac to Lilburn, \$40/ac to EPD - provide EPD receipt w/NOI, no Art Fee

DEVELOPMENT PERMIT*

Residential	\$50/lot or \$100/acre (min. 1 ac.), whichever is greater	\$51/lot or 102/acre
Multi-Family	\$40/unit or \$100/acre (min. 1 ac), whichever is greater	\$41/unit or 102/acre
Non-Residential	\$100/acre, (min. 1 ac), includes Clearing/Grubbing if 1 phase	\$102/acre

**City of Lilburn
2022 Fee Schedule**

Building Permits	BASE FEE	* 2% Art Fee Applies (unless noted otherwise)	TOTAL FEE
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BUILDING PERMIT MINIMUM*

Residential	\$100		\$102
	+ \$50 CO/CA if applicable		\$51
Commercial	\$150		\$153
	+ \$75 CO/CA if applicable		\$76

BUILDING PERMIT*, unless minimum applies, CA/CO is in addition to building permit fees.

\$6 per \$1000 of value (multiplier =.006)

New construction	\$6 per \$1000 Calculated (ICC) const.cost		TBD
	*Art Fee multiplier 0.0075 for bldg cost >\$750K		TBD
Addition	\$6 per \$1000 of higher of ICC OR Given Const. Cost		TBD
Shell/Spec/White Box Bldg	\$6 per \$1000 Calculated (ICC) const.cost -20%		TBD
Alteration/Renovation/IF	\$6 per \$1000 of given const. cost		TBD

TRADE PERMIT* (Mechanical, Electrical, Plumbing, Utility Connect, Temp. Power Pole, and Roof Repair

Residential	\$50		\$51
Commercial	\$125		\$127

CERTIFICATES OF OCCUPANCY/COMPLIANCE/CERTIFICATE OF APPROVAL*

Residential CO or CA	\$50		\$51
Commercial CO or CA	\$75		\$76
Compliance Inspection -	\$100		\$102
New Tenant/Use, Business Name/Ownership Change			
Temporary CO	\$50		\$51
Short Term Rental CC	\$100		\$102
STR Re-Inspection Fee	\$75		\$76

DEMOLITION PERMIT*

Residential Demo	\$100		\$102
Commercial Demo	\$175		\$178
Demo Plan Review Fee	\$200 Commercial Only, no Art Fee		\$200

Telecommunications Facility Fees

Tall Structure Permit/Communication Tower NEW TSP	\$6,000		\$6,000
Annual Registration of Communication Towers	\$100 per tower 1st annual registration; \$50 per tower per year for each annual registration thereafter		TBD
Small Wireless Facility: Colocate on existing pole (non-city pole) in City ROW	\$105.06 application fee; 2022 ROW occupancy fee \$105.06		TBD
Small Wireless Facility: Colocate on existing pole (city pole) in City ROW	\$105.06 application fee; 2022 ROW occupancy fee with attachment fee for colocation on city pole \$147.09		TBD
Small Wireless Facility: On replacement pole (non-city pole) in City ROW	\$262.65 application fee; 2022 ROW occupancy fee \$105.06		TBD
Small Wireless Facility: On replacement pole (city pole) in City ROW	\$262.65 application fee; 2022 ROW occupancy fee with attachment fee for replacement city pole \$147.09		TBD
Small Wireless Facility: On new pole (non-City pole) in City ROW	\$1,050.63 application fee; 2022 ROW occupancy fee \$210.13		TBD
Small Wireless Facility: On new pole (City pole) in City ROW	\$1,050.63 application fee; 2022 ROW occupancy fee with attachment fee on city pole \$252.15		TBD

**City of Lilburn
2022 Fee Schedule**

OTHER PERMITS/FEES	BASE FEE	* 2% Art Fee Applies (unless noted otherwise)	TOTAL
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SIGN PERMITS*

Wall Signs

Non-Electric <=32 sf	\$25		\$25
Non-Electric > 32 sf	\$75		\$76
Electric	\$175		\$178

Ground/Monument Signs

Non-Electric <= 32 sf	\$75		\$76
Non-Electric > 32 sf	\$125		\$127
Electric/Add Lighting	\$225		\$229

Oversized/Billboard Signs

Only Variable Message	\$500	Requires continuous space in normal daily sequence for city at no cost. Distance requirements apply.	\$510
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Temporary Signs

Banner/Flag (Sec.113-10, 1-3)	\$25		\$25
Subdivision sign* (Sec.113-17, 10)	\$125		\$127

*not exempt per Sec. 113-12(11) real estate sign

TEMPORARY USE PERMITS*

Temp Use Permit	\$50	Temp. structures, tents, or events - may require inspection, does not include added temp signs	\$51
Food Truck Permit	\$25	Per food truck for temp use permit only	\$26

RE-PERMITTING*

After Expiration Date	Re-Permit Full	TBD
No Activity after six months	Re-Permit Full	TBD

RE-INSPECTION

1st Re-inspection	\$50
2nd Re-inspection (same violation)	\$75
3rd Re-inspection or more (same violation)	\$100
Special Inspection (necessary/requested same day)	\$65

REPLACEMENT PLACARD

Replacement Placard Fees	\$25
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BUILDING WITHOUT A PERMIT

Penalty for any construction/installation prior to Permit issuance	100% of Permit
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VACANT BUILDING

Vacant/Foreclosed Property Registration Fee	\$100
Boarding Up Permit Fee	\$100

**City of Lilburn
2022 Fee Schedule**

LAND USE APPLICATIONS

REZONING

Less than 1 acre	\$500
1.0 to 4.9 acres	\$1,000
5.0 to 9.9 acres	\$1,250
10.0 to 19.9 acres	\$1,500
20.0 to 24.9 acres	\$1,750
25 acres or greater	\$2,000
Change In Conditions	\$400

SPECIAL USE PERMITS

Less than one acre	\$500
1 – 5 acres	\$750
6 – 10 acres	\$1,000
Change In Conditions	\$400

VARIANCES

Administrative	\$100 + \$25 additional on same property	TBD
Public Hearing Required	\$500 + \$25 additional on same property	TBD
Modification of DR	\$100 per modification requested	TBD

ZONING CERTIFICATION LETTER

Fee may be waived for Lilburn residents or business owners	\$25
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ANNEXATION APPLICATION

Property Owner's Request	\$100
Initiated by City of Lilburn	No Fee

BUSINESS LICENSES

OCCUPATIONAL TAXES

Class 1	.05% gross receipts, min. \$50 + \$75 annual admin fee	TBD
Class 2	.06% gross receipts, min. \$50 + \$75 annual admin fee	TBD
Class 3	.07% gross receipts, min. \$50 + \$75 annual admin fee	TBD
Class 4	.08% gross receipts, min. \$50 + \$75 annual admin fee	TBD
Class 5	.09% gross receipts, min. \$50 + \$75 annual admin fee	TBD
Class 6	.10% gross receipts, min. \$50 + \$75 annual admin fee	TBD

*If paid after March 31, a 10% late fee applies. If paid after May 1, admin fee increases to \$200 plus 1.5% penalty per month.

*Occupational Tax transfer fee is \$20.

LICENSES/PERMITS

Professional License	\$400
Financial Institution Tax	.25% gross receipts, min. \$1,000 TBD
Insurance Business License (out of state)	\$75
Solicitor License	\$25
Permit to Sell Precious Metal	\$25
Alcohol Server Permit	\$25
Alcohol Delivery Permit	\$50
CSTTOM Agent Permit	\$150
Taxi Operating License	\$100
Adult Entertainment License*	\$300 application fee + \$750 annual regulatory fee TBD
Pawn Broker Permit*	\$25 annual admin fee + \$100 annual license fee \$125
CSTTOM License*	\$75 annual admin fee + \$2,500 annual regulatory fee \$2,575
Pain Management License*	\$75 annual admin fee + \$750 annual regulatory fee \$825
Hookah Bar/Lounge License*	\$75 annual admin fee + \$100 annual regulatory fee \$175
Temporary Use Permit	\$50

*Business owner must pay annual occupational taxes in addition to the stated license/permit fees.

**City of Lilburn
2022 Fee Schedule**

ALCOHOL LICENSES AND TAXES

ALCOHOL LICENSES

Retail Package - Beer	\$250 application fee + \$850 annual license fee	TBD
Retail Package - Wine	\$250 application fee + \$850 annual license fee	TBD
Retail Package - Beer & Wine	\$250 application fee + 1,700 annual license fee	TBD
Retail Package - Beer, Wine, Distilled Spirits	\$500 application fee + \$6,000 annual license fee	TBD
Retail Package - Distillery	\$200 application fee + \$500 annual license fee	TBD
On-Premise Consumption - Beer	\$500 application fee + \$850 annual license fee	TBD
On-Premise Consumption - Wine	\$500 application fee + \$850 annual license fee	TBD
On-Premise Consumption - Beer & Wine	\$500 application fee + 1,700 annual license fee	TBD
On-Premise Consumption - Beer, Wine, Distilled Spirits	\$500 application fee + \$7,200 annual license fee	TBD
On-Premise: Distillery Tasting Room	\$500 application fee + \$500 annual license fee	TBD
On-Premise: Personal Service License	\$200 application fee + \$300 annual license fee	TBD
On-Premise: Art Shop License	\$200 application fee + \$300 annual license fee	TBD
Retail Package & On-Premise: Brewery	\$200 application fee + 500 annual license fee	TBD
Retail Package & On-Premise: Growler	\$250 application fee + \$850 annual license fee	TBD
Outside Temporary Event License		\$100
Special Event Alcohol License	*Businesses in Old Town get 50% discount	\$100

*Alcohol license renewals are due Nov 30th. A 20% late fee applies if paid Dec 1 - 30. After Jan 1, licensee must reapply.

*At time of application, an additional license for a secondary location is \$5.00.

ALCOHOL EXCISE TAXES

Malt Beverage by the Barrel	\$6 per 15.5 gal container	TBD
Malt Beverage by Bottle of Can	\$0.05 per 12 ounces	TBD
Wine by Package	\$0.22 per liter	TBD
Distilled Spirits	\$0.22 per liter	TBD
Per Drink Excise Tax (distilled spirits)	3% retail price of drink	TBD

Wholesalers must pay by the 10th of each month to avoid late penalty of \$100 per month.

On-premise consumption licensees selling distilled spirits must pay per drink excise tax by the 20th of each month to avoid late penalty of \$100 per month.

FRANCHISE FEES

Telecomm Franchise Fee - Phone/Fiber	3% gross receipts	TBD
Telecomm Franchise Fee - Cable	5% gross receipts	TBD
Telecomm Franchise Fee - Gas	XXXX	TBD
Sanitation Franchise Fee - Residential	3% gross receipts	TBD
Sanitation Franchise Fee - Commercial	6% gross receipts	TBD

2022 FEES FOR CITY SERVICES

Residential Sanitation Fee	Admin fee is \$18/yr; Collection & disposal fee is \$199.32/yr	\$217.32/year
Street Light Fee	\$0.43 per linear foot of public road frontage per year	TBD
Transaction Fees for Online Payments	Up to 6% of transaction amount	TBD
Election Qualifying Fee - Mayor		\$150
Election Qualifying Fee - Council		\$105
PD Accident/Incident Report	\$5.00 + \$0.10/page if over 10 pages; \$10 for CD	TBD
Fingerprinting Fees		\$10
Background Checks		\$12.50

**City of Lilburn
2022 Fee Schedule**

Bad Check Fees	\$30 or 5%, whichever is greater	TBD
False Alarm Fees	1st false alarm	\$0
	2nd false alarm	\$25
	3rd false alarm	\$50
	4th false alarm or more	\$100
Open Records Request	\$0.25/page + admin cost of lowest paid FT employee	TBD
Filing Fee (appeal a decision to City Manager)		\$100
Filing Fee (appeal a decision to City Council)		\$500
FiFa Charge - Add or Remove lien		\$10

RENTALS *10% discount on hourly rental rate for schools, churches, nonprofits

GARTRELL NASH PAVILION

Whole Pavilion (resident)	\$100 deposit + \$110 for 1st two hours; \$55/hr thereafter	TBD
Whole Pavilion (non-city resident)	\$100 deposit + \$160 for 1st two hours; \$80/hr thereafter	TBD

MEETING ROOMS

PRESTON ROOM	\$25 for 1st hour, \$15/hr thereafter	TBD
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Other Events *10% discount on park use permit for schools, churches, nonprofits outside city limits

5K Run/Walk Event	Application Fee: \$25 non-refundable Deposit: \$300 refundable 5K Run/Walk Fee: \$300 + Cost of Off-Duty Police Officer
Co-Sponsored Event	Application Fee: \$25 non-refundable Deposit: \$250 per day refundable Co-Sponsored Event Fee Attendance < 2,000: \$1,000 + 50% cost of staff Co-Sponsored Event Fee Attendance between 2,000 and 4,999: \$1,500 + 50% cost of staff Co-Sponsored Event Fee Attendance > 5,000: \$2,500 + 50% cost of staff

*City staff fees include fees for Police (min. 4 hours), Public Works, Event Planning, and/or Park Attendants (min. 2 hours).

*Insurance required at \$1M single-limit coverage per occurrence for both bodily injury and property damage with endorsement naming City of Lilburn as additional insured under the policy.