

**COUNCIL FOR THE TOWN OF INDIAN HEAD**

ORDINANCE NO: 04-01-23  
INTRODUCED BY: Mayor and Council  
DATE INTRODUCED: April 20, 2023  
PUBLIC HEARING: April 20, 2023  
DATE ADOPTED: May 1, 2023  
DATE EFFECTIVE: July 1, 2023

**AN ORDINANCE ADOPTING THE TOWN FINANCIAL PLAN AND BUDGET AND SETTING THE TAX RATE, SCHEDULE OF FEES FOR VARIOUS PERMITS, THE MAJOR FACILITIES FEES, WATER, SEWER AND TRASH REMOVAL AND DISPOSAL RATE FOR THE FISCAL YEAR 2024.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF INDIAN HEAD, MARYLAND, THAT:

**Section I.** The Financial Plan and Budget for the Town of Indian Head for fiscal year beginning July 1, 2023 and ending June 30, 2024, shall be indicated in the document attached hereto, entitled "FINANCIAL PLAN AND BUDGET FOR FISCAL YEAR 2024".

**Section II.** The Town of Indian Head tax rate on real property having location within the corporate limits of the Town of Indian Head is set at \$0.30 per \$100 of full-market value. Corporate and personal property taxes are set at \$.80 per \$100 of state assessed value.

**Section III.** Plat, Permit and Inspection Fees

The schedule of fees for issuance of the specific permits as listed in this section shall be as follows:

**A. Subdivision Plat, Site Plan Fees**

1. Subdivision plats (including revised plats and minor subdivision): one hundred dollars (\$100.00) per plat, plus twenty-five dollars (\$25.00) per lot.
2. Plan Review: The fee for all PROPOSED improvement plans, including water, sewer, and streets, will be one percent (1%) of the construction costs, limited to a maximum fee of ten thousand dollars (\$10,000). These fees will be collectable with submission of plans to the Town for review.
3. Site Plan Review Fee - \$400, plus additional costs to the referenced fee associated with the review including; consultant fees for engineering, fire protection, stormwater management, forestry, Critical Areas, and others that may be identified. At the discretion of the Town Manager a deposit may be required to cover these additional costs.
4. Stormwater Management Plans: The fee for reviewing said plans submitted to the Town of Indian Head shall be the total cost incurred by the Town for consultant review of said plans plus \$200.00. The Town will require a deposit for review of said plans with the amount determined by the Zoning Administrator with final settlement of cost prior to final plat approval.
5. Forest Stand Delineation & Conservation Plan: The fee for reviewing said plans submitted to the Town of Indian Head shall be the total cost incurred by the Town for consultant review of said plans plus \$200.00. The Town will require a deposit for review of said plans with the amount determined by the Zoning Administrator with final settlement of cost prior to final plat approval.

- 6. Critical Area Plans: The fee for reviewing said plans submitted to the Town of Indian Head shall be the total cost incurred by the Town for consultant review of said plans plus \$200.00. The Town will require a deposit for review of said plans with the amount determined by the Zoning Administrator with final settlement of cost prior to final plat approval.
- 7. HOA/Condo Document Review: The fee for reviewing such documents submitted to the Town of Indian Head shall be the total cost incurred by the Town for consultant review of said documents plus \$200.00. The Town will require a deposit for review of said documents with the amount determined by the Zoning Administrator with final settlement of cost prior to final approval.

Note: All fees are subject to additional out-of-pocket costs incurred by the Town associated with the review and decision regarding the final site plan. Costs in addition to the above referenced fee may be charged to the applicant are: record transcription costs; attorney fees; and any other costs associated with the review of the plan.

B. Building permit application fees for construction, additions, alterations, moving, and demolition:

1. Construction Plan Review Fees:

\$0.075/sq. ft. With a \$140.00 minimum for plan review for apartments, single family homes, single family additions, manufactured, and mobile homes and townhouses, and attached garages; and new commercial structures and new commercial additions.

\$0.075/sq. ft. With \$140.00 minimum for interior alterations, detached garages, accessory structures, pools, decks, demolition, sheds, signs, special events, sales trailers, farm buildings, fuels tanks.

Residential Permits:

Single Family Dwellings (SFD)	\$1800.00 per home
Townhouses (TH)	\$2025.00 per home

All other permits are \$125.00 per required inspection (with the exclusion of electrical permits and plumbing which fees will be determined and collected by a State licensed inspection agency).

Commercial Permits:

Commercial permits are \$125.00 per required inspection (with the exclusion of electrical and plumbing permits which fees will be determined by a State licensed inspection agency). All commercial inspection fees to be collected by a State licensed inspection agency.

- 2. A re-inspection fee will be charged if re-inspection is required due to failure to comply with codes or failure to be at a stage of building completion suitable for inspection. Cancellation for inspections must be made one (1) day in advance of scheduled inspections. Re-inspection fees will be determined and collected by a State licensed inspection agency prior to re-scheduling of the inspection.
- 3. Use and Occupancy Permits will be issued by the Town after final inspection at a cost of thirty-five dollars (per unit) \$140.00.
- 4. Grading Permit (per unit) \$50.00, non-residential \$50.00 per 5,000sq ft of grading area.

5. If construction begins prior to obtaining a permit, then the cost of the permit will be double.

C. Sign Permit Application Fees:

<u>SIZE OF SIGN</u>	<u>FEE</u>
0-19 sq. ft.	\$ 35.00
20-24 sq. ft.	\$ 45.00
25-49 sq. ft.	\$ 60.00
50-99 sq. ft.	\$ 80.00
Over 100	\$100.00

D. Administrative Fee of \$100.00 with Building Permit - \$50.00 each for water and sewer (Chapter 43, Code of the Town of Indian Head)

E. Meter Charge (Water) and Appurtenances

1. The Town will sell to the builder a water meter and appurtenances at the current cost of actual purchase by the Town plus \$20.00 and installation costs.
2. This meter fee shall be paid at the time the building permit fees are collected.
3. Destruction/Damage of water meter will result in a fee for a new meter install at fair market value.

F. Parks and Recreation Impact Fee

1. Pursuant to Article I, Chapter 84, of the Code of the Town of Indian Head, the fees per dwelling unit are:

<u>Residential Unit Type</u>	<u>Fee</u>
Single Family Detached	\$ 750.00
Town House	\$ 750.00 (per unit)
Multi-Family	\$ 750.00 (per unit)

2. This fee shall be collected upon application for a building permit.
3. Waterfront District - Pursuant to Article III, Chapter 84, of the Code of the Town of Indian Head, the fees per dwelling unit are:

Residential Properties	\$3,250 (per dwelling unit)
Commercial Properties	\$1.00 (per square foot)

G. All new residential units constructed in the Town of Indian Head are subject to the Charles County School Construction Excise Tax.

H. Returned Check Charge.

Each returned check, credit card chargeback and/or returned E-check to the Town of Indian Head shall be subject to a twenty-five dollar (\$25.00) handling charge.

I. Payments and Penalties

Bills for water, sewer and trash charged are payable within thirty (30) days from the billing date. A bill which is not paid within thirty (30) days becomes delinquent and shall be charged a 10% penalty as established by the Town. A bill which remains unpaid ten (10) days after the due date will result in termination of services to the premises.

J. On/Off Charge

- 1. The charge for a "water turn-on" after service was "turned off" for nonpayment shall be \$30.00.
- 2. Payment of the On/Off Charge shall be made prior to the service being performed along with payment of unpaid balance.
- 3. Re-read meter or on-site leak test shall be subject to a twenty-five dollar (\$25.00) fee.

K. Administrative Charge – After Hours Service Call

- 1. If a complaint is received after normal office hours that require a response from Town of Indian Head forces, and the complaint is of a private, not public nature, the caller shall be subject to the costs associated with the response from the Town.
- 2. The Town Manager, after investigation, shall have the power to waive this charge.

L. Code Enforcement Fees

Cancellation for Code Enforcement appointment must be made one (1) day in advance of the scheduled appointment. The fee for not canceling the appointment in advance is \$25 per cancelled appointment.

**Section IV.** Water and Sewer Capital Contribution Fees

A. Residential – Individual and Multiple Connections

Capital Contributions fee of \$9,685.00 shall be collected with the building permit fee for each unit, residential or non-residential.

B. Non-residential water and sewer capital contribution fees shall be based upon average daily water consumption, \$29.35 per gallon of average daily use. Average daily usage shall be based upon the following schedule:

<u>USE</u>	<u>RATE</u>
Office Buildings.....	gross sq.ft. x 0.09 = gpd
Medical Office Buildings.....	gross sq.ft. x 0.62 = gpd
Warehouses.....	gross sq.ft. x 0.03 = gpd
Retail Stores.....	gross sq.ft. x 0.05 = gpd
Supermarkets.....	gross sq.ft. x 0.20 = gpd
Drug Stores.....	gross sq.ft. x 0.13 = gpd
Beauty Salons.....	gross sq.ft. x 0.35 = gpd
Barber Shops.....	gross sq.ft. x 0.20 = gpd
Banks.....	gross sq.ft. x 0.04 = gpd
Service Stations.....	gross sq.ft. x 0.18 = gpd
Laundries & Cleaners.....	gross sq.ft. x 0.31 = gpd
Car Wash with wastewater re-circulation equipment.....	gross sq.ft. x 0.30 = gpd
Car Wash without wastewater re-circulation equipment.....	gross sq.ft. x 4.90 = gpd
Hotels & Motels.....	gross sq.ft. x 0.25 = gpd
Industrial.....	gross sq.ft. x 0.10 = gpd
Shopping Centers.....	gross sq.ft. x 0.18 = gpd
Restaurant, Lounge.....	gross sq.ft. x 0.25 = gpd

Excessive Biochemical Oxygen Demand (BOD) loadings may require adjustments to the fee.

If the use does not appear in the schedule, the rate shall be the same as for similar uses. Average daily consumption will be reviewed after a period of one year for all non-residential customers. If the average water usage exceeds that established by the schedule, an additional fee shall be charged for the excess usage. The additional fee will be \$29.35 per gallon of average daily usage in excess of the schedule.

The initial fee shall be collected with the issuance of a Building Permit. In the case of a new use in an existing structure, the capital contribution fee shall be based upon increased usage as identified in the above schedule and due upon either the issuance of a Building Permit or the Use and Occupancy Permit if a Building Permit is not required.

#### **Section V.** Front-Foot Benefit Charges

- A. Strauss Avenue/Commercial District Annexations (Water) – Assessment in the form of front-foot benefits charge for the water lines associated with the annexation shall be \$0.95 per front foot for residential rate and \$1.43 per front foot for commercial rate. The charge will be an annual charge billed in September of each year, due no later than December 1 of the same year and will be collectable for the life of the loan (September 1, 2010). See Resolutions 3-A-75 and 7-A-79).

- B. Knott's Subdivision New Construction Charge-  
In addition to the stated capital contribution fee stated in Section IV, construction in Knott's Subdivision shall have an additional \$2,000 construction charge levied at the time of the issuance of a building permit to cover the cost of the sewer holding tank and lateral from the main line.

The property owner shall be responsible for providing a Deed of Easement and plat showing the easement to the Town, at the property owner's expense, prior to the commencement of work on the sewer connection. Further, any work exceeding 35 linear feet of sewer lateral shall be billed to the property owner on a time and material basis. This will be in addition to the above stated charge.

- C. Teates Annexation (Water) – Assessment in the form of front foot benefits charge for the water lines associated with annexation shall be \$0.82 per front foot for the rate. The charge will be an annual charge billed in September of each year, due no later than December 1 of the same year and will be collectable for 30 years (September 1, 2029).

Teates Annexation (Sewer) – Assessment in the form of front foot benefits charge for the sewer line associated with the annexation shall be \$0.64 per front foot for the rate. The charge will be an annual charge billed in September of each year, due no later than December 1 of the same year and will be collectable for 30 years (September 1, 2029).

- D. Non-payment of front-foot benefits charge shall cause the Town to discontinue water service or to place a lien against said property, or both.

**Section VI. Water Sewer Usage Charges**

- A. Quarterly Residential/Multiple Residential Water/Sewer Rate – minimum rate for all residential customers - \$75.00 per unit plus \$7.00 per 1,000 gallons.
- B. Quarterly Commercial/School Water/Sewer Rate – a minimum rate of \$217.00 plus \$7.00 per 1,000 gallons.
- C. For meters not registering usage, an amount equivalent to the average usage is used.
- D. Knott's Subdivision Sewer holding tanks – no fee for pumping every three (3) years – fee of \$125.00 each service if more frequent.
- E. All other septic tank pumping services are \$125.00.
- F. Appointment cancellation for meter repair or replacement must be made one (1) day in advance of the scheduled work. The penalty for not canceling the appointment in advance is \$25 per cancelled appointment.

Note: There will be no reduction on the sewer portion of your bill for swimming pool fills

**Section VII. Trash Rates**

- A. Residential Rate \$90.00 to be billed quarterly for two curbside pickups, and one (1) recyclable products pickup per week.
- B. Multiple Residential Rate - \$90.00 to be billed quarterly for two curbside pickups, and one (1) recyclable products pickup per week.
- C. Commercial Rate –
 

Category I	Four Cubic Yard Dumpster	\$500.00 quarterly
Category II	Maximum 2 Cans	\$100.00 quarterly
	Each Additional Can	\$ 48.00 quarterly
- D. Bulk Trash pickups will be done on Wednesdays and charged a fee of \$50.00 per flatbed truckload, paid in advance. Pickups will be pre-scheduled.
- E. All residential and commercial units within the Town of Indian Head shall avail themselves of the weekly Town curb-side refuse collection service.

**Section VIII. Zoning Ordinance Fees**

- A. Occupancy Permits. .... \$ 35.00
- B. Special Exception.....\$150.00
- C. Variance.....\$150.00
- D. Zoning map Amendment and/or General Development Plan.....\$400.00
- E. Zoning Text Amendment.....\$400.00
- F. CBCA Growth Allocation Application.....\$400.00
- G. Appeal Application.....\$150.00

H. Zoning Determination.....\$ 30.00

Note: All zoning fees are subject to additional out-of-pocket costs incurred by the Town associated with the review and decision of a zoning case. Costs in addition to the above zoning fee that may be charged to the applicant are: advertising costs, record transcriptions costs; attorney fees; consultant fees; and any other costs associated with the review of the zoning case. At the discretion of the Town Manager a deposit may be required to cover these additional costs.

**Section IX. Pavilion Usage Fees**

- A. Hourly Rate: \$150.00 first hour  
\$125.00 each additional hour
- B. 5 Hours: \$600.00  
\$100.00 each additional hour
- C. 10 Hours: \$900.00  
\$75.00 each additional hour
- D. Non-profit organizations will be charged half of regular rates.

Rates include table and chairs set-up by Town personnel (desired set-up outline must be submitted by applicant at least ten (10) days prior to event date, breakdown of tables and facility clean-up.

It will be the responsibility of the user to clear tables of all food and decorations, remove decorations from walls and other areas of the facility, dispose of all trash into trash receptacles located in the pavilion.

A minimum \$100.00 deposit is required in advance. Partial kitchen use requires a \$200.00 deposit and full kitchen use requires \$250.00 deposit. The deposit will be returned upon inspection of the facility for damage. Failure to return facility to original condition after usage will result in forfeiture of deposit.

Prospective applicants can be penciled in for requested date for seven (7) days from the date of initial inquiry. Reservations are taken on a first-come, first-serve basis. Application and deposit must be received before the seven day hold time expires. The total usage fee must be paid at least thirty (30) calendar days prior to reserved event dates.

**Section X. Other Fees:**

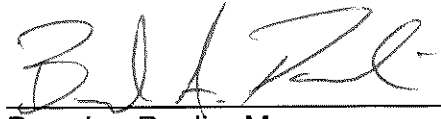
- A. Solicitors, per day, per person.....\$100.00

**Section XI.** The Town Council, with the exception of Section III., H., Returned check, shall have discretion, after a Public Hearing held for that purpose, to abate or reduce any of the fees in Section III through Section IX, for good cause shown.

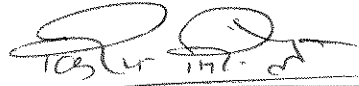
**Section XII.** Be it further resolved that all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

**Section XIII.** This ordinance shall be in full force and effect on the 1st day of July, 2021.

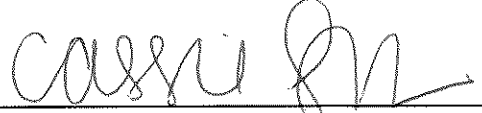
INDIAN HEAD TOWN COUNCIL



Brandon Paulin, Mayor



Ron Sitoula, Vice Mayor



Cassandra Grumbine, Councilwoman

ATTEST:



Andrea Brady, Town Clerk

5/1/23

Date



FINANCIAL PLAN AND BUDGET FOR FISCAL YEAR 2024

GENERAL FUND REVENUES

Local Taxes	\$ 1,135,597	
State Revenues	\$ 633,441	
Licenses & Permits	\$ 8,000	
Rental Fees – ATM	\$ 6,000	
Service Fees	\$ 106,996	
County Grants	\$ 14,000	
Community Activities	\$ 2,150	
Misc. Revenues	\$ 1,875	
Prior Year Balance	\$ 0	
		\$1,908,059

GENERAL FUND EXPENDITURES

Town Council	\$ 58,405	
Finance Office	\$ 191,839	
Town Manager	\$ 189,942	
Election Dept	\$ 0	
Professional Services	\$ 16,200	
Town Hall	\$ 173,987	
Economic Development	\$ 1,000	
Planning and Zoning	\$ 62,225	
Traffic Control	\$ 10,900	
Code Enforcement	\$ 80,390	
Public Safety	\$ 33,800	
Public Works	\$ 486,878	
Streets & Sidewalks	\$ 249,941	
Stormwater Management	\$ 45,000	
Community Affairs	\$ 53,350	
Municipal Parks	\$ 153,344	
Senior/Community Center	\$ 27,320	
Youth Enrichment Center	\$ 20,302	
General Administration	\$ 46,736	
Safety Committee	\$ 6,500	
		\$ 1,908,059

Balance \$ -0-

FINANCIAL PLAN AND BUDGET FOR FISCAL YEAR 2024

ENTERPRISE FUND REVENUES

Trash Fund Revenues	\$ 658,360	
Water/Sewer Fund Revenues	\$ 1,445,074	
		\$ 2,103,434

ENTERPRISE FUND EXPENDITURES

Trash Fund Expenditures	\$ 658,360	
Water/Sewer Fund Expenditures	\$ 1,445,074	
		\$ 2,103,434

Balance \$ -0-

SPECIAL FUND REVENUES

Parks/Pavilion Fund	\$ 513,744	
---------------------	------------	--

SPECIAL FUND EXPENDITURES

Parks/Pavilion Fund	\$ 513,744	
---------------------	------------	--

Balance \$ -0-