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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** MATT ANASTASIA, FINANCE DIRECTOR  
**SUBJECT:** RESOLUTION: AMENDING ZONING, SUBDIVISION, BUILDING PERMITS AND OTHER CHARGES FOR FY2023-2024  
**AGENDA:** APRIL 18, 2023 REGULAR BOARD MEETING  
**DATE:** APRIL 10, 2023

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**ISSUE**

Shall the Village Board approve a Resolution amending Zoning, Subdivision, Building Permit fees and other charges.

**DISCUSSION**

At the final budget workshop held at the Board meeting on March 21<sup>st</sup> the Board packet included a draft Resolution amending the Zoning, Subdivision, Building Permits and Other Charges for FY2023-2024. The Board had request additional information from Community Development that was not fully provided, therefore, the Board asked that this be brought back at another Board meeting prior to the end of the fiscal year.

Since then, I have conducted a survey that was sent out to roughly 25 communities regarding their building permit fees, of which I have responses from 11 surrounding communities. These communities' fees have been compiled and compared in relation to the Village's current fee schedule.

Attached is a redlined version of the Resolution with the proposed changes for FY2023-2024. The main changes are as follows:

- Updates to the time & cost required to complete inspections and permitting process, as well as the different type of inspections included within each fee.
- The list of items requiring a permit were reviewed – recommendations were made to add/delete items.
- Water Meter Sales fees were adjusted accordingly to the most recent cost proposal provided from our vendor for 2023, this both increased some but also decreased the price of some sizes.

- Village Staff Reimbursement Rates were increased to cover current salary and salary-related expenses. These have not been adjusted in over 8+ years, prior to the last update in FY2019.

## **COST**

A reduction in building permit revenue of \$30,000 was already included in the approved FY23-24 budget. If the proposed redline were to be adopted, the estimated loss in revenue would be roughly \$17,000 after basing this off the average permits over the last 4 years.

## **RECOMMENDATION**

That the Village Board approve Resolution #20230418D amending Zoning, Subdivision, Building Permits and Other Charges and direct Staff on recommendations.



VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS  
Resolution No. ~~20230404D~~20230418D

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Resolution Setting Zoning, Subdivision and Building  
Permit Fees and Other Charges

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Adopted by the  
Village President and Board of Trustees  
of the Village of Sugar Grove  
Kane County, Illinois  
this ~~4<sup>th</sup>~~18<sup>th</sup> day of April, 2023

Published in Pamphlet Form  
by authority of the Village President and Board of Trustees  
of the Village of Sugar Grove  
Kane County Illinois  
this ~~4<sup>th</sup>~~18<sup>th</sup> day of April, 2023

RESOLUTION NO. ~~20230404D~~20230418D

**A RESOLUTION SETTING ZONING, SUBDIVISION AND BUILDING PERMIT FEES AND OTHER CHARGES**

**WHEREAS**, the Village of Sugar Grove has in effect ordinance regulating zoning, subdivision and improvement of land, and building permits; and,

**WHEREAS**, said adopting ordinance provide by their respective terms that zoning, subdivision and building permit (including inspection and certificate of occupancy) fees and other charges shall be set by Resolution from time to time by the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED**, by the President and Board of Trustees that effective May 1, 2023 the Village of Sugar Grove Zoning, Subdivision and Building Permit Fees and Other Charges shall be and they are hereby set as described in Exhibit A, attached hereto and made a part hereof by this reference.

**REPEALER**

All resolutions or portions thereof in conflict with this resolution are hereby repealed.

**SEVERABILITY**

Should any provision of this resolution be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and affect the same as if the invalid provision had not been a part of this resolution.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this ~~4<sup>th</sup>~~-18<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Jennifer Konen, Village President

ATTEST: \_\_\_\_\_  
Alison Murphy, Village Clerk

	Aye	Nay	Absent	Abstain
Trustee Heidi Lendi	___	___	___	___
Trustee Matthew Bonnie	___	___	___	___
Trustee Sean Herron	___	___	___	___
Trustee James F. White	___	___	___	___
Trustee Ryan Walter	___	___	___	___
Trustee Michael Schomas	___	___	___	___
Village President Jennifer Konen	___	___	___	___

## Exhibit A

### **SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND OTHER LAND IMPROVEMENT CHARGES**

#### **Zoning & Subdivision Filing Fees**

<b>Zoning Filing Fees:</b>	
<b>Annexation Petition</b>	\$1,025.00 + \$20 for each acre <sup>a</sup>
<b>Preliminary Planned Unit Development</b>	\$305.00 + \$20 for each acre <sup>a</sup>
<b>Final Planned Unit Development</b>	\$765.00 + \$20 for each acre <sup>a</sup>
<b>Administrative Variance</b>	\$255.00
<b>Standard Variance</b>	\$510.00
<b>Rezoning Petition</b>	\$765.00
<b>Special Use Petition</b>	\$765.00
<b>Appeal</b>	\$765.00
<b>Zoning Certificate</b>	\$255.00
<b>Zoning Text Amendment</b>	\$765.00
<b>Other Zoning Amendments</b>	\$765.00
<b>Special Accessory Use</b>	\$255.00
<b><del>Special Events</del> Temporary Use Permit</b>	<del>\$6550.00</del> <sup>b</sup>

<sup>a</sup> Any fraction of an acre less than one-half (1/2) or more shall be counted as one acre

<sup>b</sup> ~~Only those requiring Village Board approval by Ordinance~~

<b>Subdivision Filing Fees:</b>	
<b>Pre-Concept Plan:</b>	
<b>Initial Filing</b>	\$765.00 + \$40 per acre
<b>Subsequent filings for the same parcel     by same petitioner</b>	\$1,530.00
<b>Preliminary Plats</b>	\$305.00 + \$20 for each lot
<b>Final Plat</b>	\$305.00 + \$20 for each lot

#### **Plan Review and Inspection Costs Escrow**

It shall be the obligation of any applicant to pay for all expenses incurred related to the processing of a request for land development and/or expansion, including, but not limited to, administrative expenses, professional consulting fees, reimbursement for staff time, recording, public hearing expenses (including re-hearings or re-publications and signage), and court reporter fees, which are incurred by the Village in processing and acting upon petitions for said requests. To that end, any person making such request shall be required to submit an escrow deposit with the Village in

accordance with the provisions set forth herein. The amount required for said deposit is based upon an estimate of expenses to be incurred and the applicant shall not be relieved of the obligation to pay any accrued fees in full if such fees exceed the escrow deposit amount.

### **1. Non-Transferrable**

Escrow deposits shall be non-transferrable. Should the subject property be transferred or sold, the new owner and/or developer must establish a separate escrow account with the Village.

### **2. Escrow Deposit Required**

#### **a) Determination of Amount of Escrow Deposit**

Beginning with the presentation of the concept plan, the owner/developer shall pay to the Village, with submission of information for a proposed annexation, zoning action, planned development, site plan review, or subdivision, a plan review deposit which shall be credited towards the Village's legal, engineering, professional staff, and other consultants as may be needed, fees and costs arising from the development up to and including final plan approval. The amount of the deposit shall be determined by the Village Administrator and shall not be less than \$7,500 or more than \$100,000.

#### **b) Administration**

The Village Administrator shall designate the means and measures for tracking staff time, the durational increments in which time should be tracked, and the hourly rate for charging staff time in separate policy memo, which may be updated from time to time.

#### **c) Other Fees**

The required escrow deposit does not affect the amount of nor the manner of payment of other required Village fees, including, but not limited to building permit fees and connection fees.

### **3. Inspection Requirements**

Any and all improvements made pursuant to the provisions of this Chapter shall be subject to inspection by the Village and/or its consultants. The applicant shall bear the cost of all inspections and testing, which shall be tracked and invoiced by the Village.

### **4. Escrow Account Refunds**

Upon final review by the Village and the determination that all improvements have been satisfactorily completed in accordance with the Village Code of Ordinances and any other governing standards, any balance remaining at the completion of the Project will be refunded.

### **5. Additional Deposit Required**

If the balance of an escrow account falls below fifty percent (50%) of the original deposit amount, the applicant shall receive notification from the Village on its monthly invoice and no additional processing or review of the request will take place until said balance is replenished to its original amount. No Certificate of Occupancy shall be issued until all other outstanding invoices have been paid.

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## Subdivision Construction Inspection Deposit

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In consideration of the expenses incurred by the Village, both in professional and consulting fees (but not including material, material inspection costs or snowplowing), and in time expended by Village employees inspecting subdivision improvements and administering the subdivision process after final plan approval, the subdivider shall pay to the Village a deposit equal to three and one-half percent (3.5%) of the estimated cost (as approved by the Village) of construction of the land improvements in the phase of the subdivision being constructed. Such deposit shall be paid prior to the recording of the final plat. Reimbursement to the Village for expenses incurred prior to final plan approval shall follow the procedure in subsection B of this section.

The Village shall document its costs and draw upon the deposit until the deposit reaches fifty-percent (50%) or less of the initial deposit. The subdivider shall replenish the deposit at or before the fifty-percent (50%) level is reached. If the escrow account shall go below fifty-percent (50%) of the initial deposit at any time, the Village shall cease any work on the project, including, but not limited to: consultant reviews, staff reviews, processing of applications or plans, issuance of building permits, inspection of improvements or building construction. Said escrow threshold may be increased or decreased by the Village based on billing trends for the project. Fees that are not paid within thirty (30) days after the date they become due and payable shall bear interest at the rate of eighteen-percent (18%) per annum and there shall be no further obligation on the part of the Village to continue any work or progress on any project on which such fees are not paid.

If excess funds are in the escrow account after acceptance of the improvements by the Village and the expiration of the warranty period for said improvements and after all outstanding bills have been paid, the excess funds shall be refunded to the subdivider without interest. Any shortage shall be billed to the subdivider and paid in accordance with the preceding paragraph.

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## Building Permit Fees

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### 1. Type 1 Permits

Type 1 permit fees shown below do not include the cost of engineering and other consultant services which may be needed during the review of the application or inspections during or after construction, the cost of which will be added to final cost of permits. **Non-Residential Building Permits will include a flat fee for Engineering Review Service, any additional costs above the fee will be added to the final building permit costs.** For purposes of calculating the fee, the overall area of each floor, including basement area, crawl space and garage floor space, shall be included.

RESIDENTIAL	
Addition, Residential	\$0.31 per square foot, <del>\$630</del> <u>\$300</u> minimum
<del>Basement Finish</del>	<del>\$0.31 per square foot, \$180 minimum</del>
<del>Basement Finish, with Plumbing</del>	<del>\$0.31 per square foot, \$450 minimum</del>
Fire Restoration, Residential	\$0.31 per square foot, \$355 minimum

<b>New Residential, Attached Single-Family</b>	\$0.31 per square foot, \$1,135 minimum
<b>New Residential, Detached Single-Family</b>	\$0.31 per square foot, \$1,135 minimum
<b>New Residential, Multiple-Family</b>	\$0.31 per square foot, \$1,685 minimum

<b>RESIDENTIAL ENGINEERING REVIEW</b>	
<b>Single-Family Dwelling</b>	\$490.00
<b>Multiple Family Building, 8 Units or Less</b>	\$1,735.00
<b>Multiple Family Building, 9-40 Units</b>	\$4,135.00
<b>Multiple Family Building, 41-80 Units</b>	\$7,760.00
<b>Multiple Family Building, 81+ Units</b>	\$11,230.00

<b>NON-RESIDENTIAL</b>	
<b>Addition, Non-Residential</b>	\$0.50 per square foot <sup>1</sup> , \$630 minimum
<b>Fire Restoration, Non-Residential</b>	\$0.50 per square foot, \$355 minimum
<b>New Non-Residential</b>	\$0.50 per square foot <sup>1</sup> , \$1,380 minimum
<b>Non-Residential, Build-Out</b>	\$0.50 per square foot, \$690 minimum
<b><u>Non-Residential, without Plumbing</u></b>	<b><u>\$0.50 per square foot, \$420 minimum</u></b>
<b><u>Non-Residential, with Plumbing</u></b>	<b><u>\$0.50 per square foot, \$690 minimum</u></b>

<b>NON-RESIDENTIAL ENGINEERING REVIEW</b>	
<b>Non-Residential less than 1 Acre</b>	\$1,735.00
<b>Non-Residential 1 to less than 5 Acres</b>	\$4,135.00
<b>Non-Residential 5 to less than 10 Acres</b>	\$7,760.00
<b>Non-Residential 10 Acres or More</b>	\$11,230.00

<b>OTHER</b>	
<b><u>Deck - Gas &amp; Electrical Additional</u></b>	<del>\$0.31 per square foot,</del> <del>\$230</del> <del>minimum</del> <b><u>\$125.00</u></b>
<b><u>Garage - Includes HVAC &amp; Electrical; Plumbing Additional</u></b>	<del>\$0.31 per square foot,</del> <del>\$230</del> <del>minimum</del> <b><u>\$230.00</u></b>
<b><u>Gazebo - Gas &amp; Electrical Additional</u></b>	<del>\$0.31 per square foot,</del> <del>\$230</del> <del>minimum</del> <b><u>\$230.00</u></b>
<b><u>Screened Porch, Three-Season Room - Includes HVAC &amp; Electrical; Plumbing Additional</u></b>	\$0.31 per square foot, <del>\$300</del> <b><u>\$630</u></b> minimum

Square footage calculations shall be rounded up for any fraction of a square foot

<sup>1</sup>Add Life Safety fee of \$25 for each new parking space

## 2. Type 2 Permits

Type 2 Permit fees shown below do not include the cost of engineering and other consultant services which may be needed during the review of the application or inspections during or after construction, the cost of which will be added to final cost of the permit.



ANTENNAE	
Antenna, Excluding Cell Tower	\$135.00
Cell Tower	\$510.00

YARD IMPROVEMENTS	
<del>Artificial Ponds/Water Gardens</del>	<del>\$245.00</del>
Fence	<del>\$150.00</del> 100.00
Lawn Sprinkler Systems	<del>\$175.00</del> 225.00
Lawn Sprinkler RPZ Relocation/Annual Install	<del>\$95.00</del>
Pergola	<del>\$160.00</del> 125.00
Sheds - <del>Electrical Additional</del>	<del>\$155.00</del> 100.00
Swimming Pools, <del>Above Ground</del> Hot Tubs & Spas – Includes Electrical	<del>\$245.00</del> 175.00
Swimming Pool, In-Ground – Includes Gas, Electrical & Fence	<del>\$460.00</del> 275.00
Other Accessory Structures	<del>\$135.00</del> 125.00

EXTERIOR BUILDING IMPROVEMENTS	
Gutter & Downspouts	<del>\$95.00</del> 50.00
Other Exterior Remodeling	<del>\$125.00</del> 125.00
Re-Roof/New Roof	<del>\$95.00</del> 100.00
Residing	<del>\$125.00</del> 75.00
<del>Sump Line</del> Solar Installation	<del>\$95.00</del> 150.00
Window or Door Replacement	<del>\$95</del> 75.00

BUILDING CLIMATE	
Gas Line	<del>\$215.00</del> \$75.00 + Plumbing, if req.
HVAC, Water Heater, AC, Furnace Replace	<del>\$125.00</del> \$75.00 + Plumbing, if req.
HVAC, Water Heater, AC, Furnace Replace Non-Residential	<del>\$225.00</del> \$75.00 + Plumbing. If req.
Radon	<del>\$135.00</del> 100.00

INTERIOR BUILDING IMPROVEMENTS	
Elevator, Lifts	\$355.00
Remodeling – Residential	\$165.00 + Plumbing, if req.
<del>Basement Finish</del>	<del>\$165.00</del>
<del>Remodeling – Non-Residential</del>	<del>\$420.00</del>
<del>Remodeling – Residential with Plumbing</del>	<del>\$450.00</del>
<del>Basement Finish with Plumbing</del>	<del>\$450.00</del>
<del>Remodeling – Non-Residential with Plumbing</del>	<del>\$630.00</del>
<del>Spa/Hot Tub</del>	<del>\$245.00</del>

HARD/FLAT SURFACES	
Concrete Slab	\$ <del>125.00</del> 75.00
Decorative Brick Pavers	\$ <del>125.00</del> *100.00 <sup>1</sup>
Driveway	\$ <del>125.00</del> 100.00
Driveway with Curb and/or <del>Public</del> Side Walk	\$ <del>185.00</del> 195.00
Masonry Mailboxes	\$ <del>125.00</del> <sup>2</sup> 75.00 <sup>2</sup>
Parking Lot – New or Expansion	\$ <del>320.00</del> 225.00 <sup>3</sup>
Parking Lot – Striping or Resurface	\$125.00 <sup>3</sup>
Patio	\$125.00
Service Walks	\$ <del>125</del> 100.00
Public Walks	\$ <del>125</del> 100.00
Driveway Curb Cuts	\$95.00

DEMOLITION & MOVING STRUCTURES	
Demolition	\$ <del>155.00</del> 125.00
Demolition with Utilities	\$ <del>265.00</del> 125.00
Moving or Raising a Structure	\$125.00

SIGNS	
Sign	\$ <del>165.00</del> 100.00
Temporary Sign	\$ <del>45.00</del> 50.00

GENERAL	
Electrical	\$125.00
Commercial Light System Conversion to LED	\$250.00
Plumbing	\$ <del>255</del> 65.00 + Below:
<u>Inspections for Medical, Dental, Food Establishments, Other Non-Residential 10,000 Square Feet or Greater</u>	<u>\$85.00</u>
<u>Re-Inspection</u>	<u>\$65.00</u>
<u>Consultations</u>	<u>\$65.00</u>
<u>Same-Day Inspections</u>	<u>\$125.00<sup>5</sup></u>
Foundation – Site Work Only	\$ <del>355.00</del> 350.00
Generator	\$125.00
Temporary Trailer	\$125.00
Utility Connection (Water/Sewer)	\$ <del>95.00</del> 75.00

<sup>1</sup>Storage sheds are up to 200 square feet in area; garages are greater than 200 square feet in area

<sup>2</sup>Add \$140 for recording required deed restriction

<sup>3</sup>Add \$140 for recording required release

<sup>4</sup>Excluding one- and two-family dwellings

<sup>5</sup>Same-day Inspections are any inspections not scheduled at close of previous

day of business and are subject to availability.

### 3. Occupancy Permits

Each Certificate of Occupancy, Temporary, Final or Change of Use for new Residential, Non-Residential, or additional square footage	\$100.00 plus any unpaid balances due to Village for Engineering, Consultant and Other Charges
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## Other Fees & Charges

### 1. Water Meters:

Water meters for each residential unit and non-residential building will be assessed on an individual basis and charges by the size of the meter approved. The amount charged for each meter size is listed below:

WATER METERS	
¾-Inch Meter	<del>\$495.00</del> 442.00
1 ½-Inch Meter	<del>\$1,005.00</del> 1,502.00
2-Inch Meter	<del>\$1,150.00</del> 705.00
3-Inch Meter	<del>\$2,210.00</del> 118.00
4-Inch Meter	<del>\$3,779.00</del> 548.00
6-Inch Meter	<del>\$5,910.00</del> 6,003.00

### 2. Inspections

During construction or remodeling work, inspections of the work performed shall be made on a periodic basis to inspect the various components of the construction. In the event that the building official and/or his or her assignee determines, after a requested inspection, that the work fails to meet the requirements imposed by Village Ordinances or State Statutes and a second inspection of the same work is required a \$90.00 re-inspection fee will be charged. If a re-inspected item fails again, the reinspection fee is doubled. The re-inspection fee will be collected before the next regular inspection or re-inspection will be allowed.

### 3. Fee Waiver

If construction, alteration or addition is being made for any public governmental body; there shall be no fee for permit, other than Village out-of-pocket costs and charges by outside agencies or consultants for reviews and/or inspections.

### 4. Structures Differ

When a permit is issued but the structure for which the permit is issued is not the same as the permitted structure, the applicant shall pay an additional \$175.00.

### 5. Final Inspections/Occupancy

Final inspection of any component or property is not a basis for occupancy of any home, unit, building or structure. Occupancy will not be allowed until the Village issues a certificate of occupancy after review of all prior inspection reports and inspection of the property for purpose of issuance of such certificate of occupancy permit and all required Village fees are paid.

## 6. Reservation of Rights

The Village reserves the right to retain services for independent consultants, when it is deemed necessary, for plan review, inspections or consultation. All costs and fees associated with the performance of special professional inspections or professional plan review or consultation shall be borne by the permit applicant at the time of permit issuance or prior to the issuance of the certificate of occupancy for any inspection or consultant services incurred.

## 7. Fines & Penalties

### A. Permit Not Issued/Applied for (a/k/a Work Without a Permit)

Where work for which a permit is required by Title 11 (Zoning Ordinance) or Title 9 (Building Code), is started or proceeded with, prior to obtaining said permit, by one who knows or should have known the requirement for said permit, a penalty shall be assessed to the person(s) performing such work as follows:

	RESIDENT	CONTRACTOR
1 <sup>st</sup> Offense:	\$130.00	\$250.00
2 <sup>nd</sup> Offense:	\$250.00	\$500.00
3 <sup>rd</sup> Offense:	\$375.00	\$750.00

The penalty is in addition to the required building permit fee. The payment of such penalty shall not relieve any persons from fully complying with the requirements of the building code and zoning ordinance in the execution of the work, nor from any other penalties prescribed herein.

### B. Zoning Violations

Any person who violates, disobeys, omits, neglect or refuses to comply with, or who resists the enforcement of any of the provisions of Title 11 (Zoning Ordinance) shall, upon conviction, be fined not less than twenty-five dollars (\$25.00), nor more than seven hundred fifty dollars (\$750.00) for each offense for each day the violation exists.

## 8. Village Staff Hourly Rates

When reimbursement for Village staff time is required, the following rates shall be applied:

STAFF HOURLY RATES	
Administration/ <del>Finance</del>	<del>\$81</del> 00.00
Public Works	<del>\$79</del> 0.00
<del>Engineering</del>	<del>\$90.00</del>
Police	<del>\$709</del> 0.00
Community Development	<del>\$79</del> 0.00