

VILLAGE OF LIBERTYVILLE

ORDINANCE 22-O-25

AN ORDINANCE AMENDING
THE LIBERTYVILLE MUNICIPAL CODE
REGARDING THE ANNUAL FEE ORDINANCE

Adopted by the
President and Board of Trustees
Of
the Village of Libertyville
Lake County, Illinois
This 26th day of April, 2022.

Published in pamphlet form by
Direction and authority of the
Village of Libertyville
Lake County, Illinois
This 27th day of April, 2022.

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REGARDING THE ANNUAL FEE ORDINANCE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LIBERTYVILLE, COUNTY OF LAKE, STATE OF ILLINOIS AS FOLLOWS:

SECTION ONE: Adoption of Schedule of Fees. Pursuant to and in accordance with Section 1-19 of the Libertyville, Illinois Municipal Code, this ordinance and the schedule of Fees/Permits/Licenses attached hereto and by this reference incorporated herein and made a part hereof as Exhibit A (the “Schedule”) shall be and they hereby are adopted as and for the Fee Ordinance of the Village of Libertyville effective May 1, 2022.

SECTION TWO: Applicability. Each fee, charge, rate, or regulatory measure set forth in the Schedule attached hereto as Exhibit A shall apply to the provisions of the corresponding section of the Libertyville, Illinois Municipal Code or other ordinances in which reference is made to the “Annual Fee Ordinance”. Whenever any provision of the Libertyville, Illinois Municipal Code or other ordinance refers to the “Annual Fee Ordinance” but no corresponding fee, charge, rate or regulatory measure is set forth in the Schedule attached hereto as Exhibit A, the fee, charge rate or regulatory measure shall be the fee, charge, rate or regulatory measure most recently in effect prior to the adoption of this ordinance, notwithstanding any prior repeal of the ordinance imposing such fee, charge, rate or other regulatory measure. This ordinance shall not apply to nor have any effect on any fee, charge, rate or regulatory measure, or any other amount for which there is no express reference to the “Annual Fee Ordinance”.

SECTION THREE: Periodic Review. The fees, charges, rates, and regulatory measures set forth in the Schedule attached hereto as Exhibit A shall be periodically reviewed, no less frequently than annually, by the President and Board of Trustees of the Village of Libertyville. Accordingly, some or all of the provisions of this ordinance and the Schedule attached hereto as Exhibit A may be amended from time to time. Each provision of this ordinance and the Schedule

attached hereto as Exhibit A shall remain in full force and effect unless expressly amended or repealed by subsequent ordinance.

SECTION FOUR: Repealer. Ordinance No. 22-O-20, approved by the Village Board of Trustees on April 12, 2022, is hereby repealed in its entirety and is of no further force or effect.

SECTION FIVE: Short Title. This ordinance shall be known as the "Annual Fee Ordinance" while it is in full force and effect as provided herein.

SECTION SIX: Effective Date. This ordinance shall be in full force and effect on May 1, 2022 after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 26th day of April, 2022.

AYES: Adams, Garrity, Hickey, Krummick, Love, Connell

NAYES: None

ABSENT: None

APPROVED this 27th day of April, 2022.



Donna Johnson, President

ATTEST:



Luke Stowe, Village Clerk

Exhibit A

Schedule of Fees

EXHIBIT A – FY 2022-2023 Fee Schedule

ADMINISTRATION AND FINANCE DEPARTMENT	
Birth Certificate, first copy	10.00
Each additional copy	5.00
Death Certificate, first copy	12.00
Each additional copy	8.00
Data Entry Fee - Death Certificate	15.00
Raffle License	60.00
Code Book	75.00
NSF Check Returned	25.00
<u>Solicitors – to be paid concurrently:</u>	
Individual	10.00
Organization, per year	50.00
<u>Commuter Parking:</u>	
Daily Fee	2.00
Residential Annual Permit	475.00
Non-resident Annual Permit	575.00
Convenience Permit	40.00
Replacement Permit	5.00
<u>Employee Parking:</u>	
Annual Permit	30.00
Newberry Lot Only	15.00
Replacement Permit Only	5.00
<u>Downtown Resident Parking:</u>	
Annual Permit	25.00
Replacement Permit	5.00
Valet Parking Per Location:	125.00
Photocopying, per page (after 50 pages)	.15
Certification of Document	2.00
Recycling/Environmental Fee (monthly)	1.00
Motor Vehicle Licenses	
Passenger vehicles and trucks having a gross weight less than eight thousand (8,000) pounds	30.00*
Trucks having a gross weight greater than eight thousand (8,000) pounds and motor buses	30.00*
Motorcycles/Motor Scooters	15.00*
Senior Citizen/Disabled	15.00*
Senior Benefit Access Program	5.00*
Antique Vehicle (displaying IL antique vehicle plate)	15.00*
<i>*The above listed fees are valid if paid by April 30th of each year. Beginning May 1, the fees increase by \$20.00</i>	
Fleet Rate (single owner with more than 40 vehicles)	1,000.00
Six (6) months or less new resident or vehicle after November 1 st	15.00
Transfer Fee/Replacement Sticker	1.00
<u>Liquor Licenses:</u>	
Class A	2,500.00
Class A-1	2,500.00
Class B	2,050.00
Class C	1,600.00
Class D	1,150.00
Class E	1,600.00
Class F	2,100.00
Class G	850.00

Liquor Licenses cont.	
Class G-1	1,000.00
Class H	50.00
Class I	No Fee
Class J	500.00
Class K	2,300.00
Class L BYO	500.00
Class L BYO2	250.00
<u>Tasting Permit:</u>	
Level 1 - 72 days per year	500.00
Level 2 - 12 days per year	125.00
Level 3 – Unlimited use of wine station	1,000.00
Initial Application Fee (non-refundable, will be credited toward applicant's license)	250.00
Initial License if issued Jan. 1-Apr. 30	50% of fee for Class
<u>Amusement Devices:</u>	
Per location	100.00
Plus, per amusement facility	50.00
<u>Water/Sanitary Sewer/Stormwater Sewer Service:</u>	
Water Service Deposit	200.00
Water Fixed Bi-monthly fee	28.06
<u>Tiered Rate Structure per 1,000 gallons:</u>	
Tier 1 – Up to 4,000 gallons	2.99
Tier 2 – 4,000 to 8,000 gallons	5.99
Tier 3 – Over 8,000 gallons	8.98
Water Senior/handicapped discount per two-month billing period	5.57
Sanitary Sewer Fixed Bi-Monthly Fee	11.34
Sanitary Sewer Unit Rate per 1,000 gallons	7.00
Lake County Sewer Agreement charge per 1,000 gallons (included in unit rate above)	0.44
Sanitary Sewer Senior/handicapped discount per two-month billing period	9.60
Utility service late payment penalty: Upon request 1 late fee may be waived per fiscal year	10%
Water Shut off Fee	50.00
Water Re-connection Fee	50.00
<i>Note: Non-Village residents shall be charged double the identified water and sewer rates above</i>	
Metered use from hydrants shall be charged at double the applicable minimum per thousand-gallon water rates above, plus an administrative fee of:	15%
Stormwater Sewer Bi-monthly fee per Equivalent Runoff Unit (ERU)	\$13.00
Stormwater Sewer Bi-monthly fee per Intensity of Development Factor (IDF)	\$13.00
Stormwater Sewer Senior discount per two-month billing period	5% of total bi-monthly stormwater utility fee assessment
<u>Small Cell Wireless Facility Application:</u>	
Application Fee (Up to Five on Existing Structure)	500.00
Application Fee for each SWF, in excess of five located on existing structure	100.00
New Pole	1,000.00
<u>Public Alley Vacation Application Fee:</u>	
Application Fee	\$200.00

COMMUNITY DEVELOPMENT DEPARTMENT	
Planning:	
Variation: Residential district	300.00
Commercial, office, industrial or special district	550.00
Text Amendment	550.00
Map Amendment: One (1) acre or less	550.00
Plus each additional acre	275.00
Special Use Permit and amendments: one (1) acre or less	550.00
Plus each additional acre	275.00
Planned Developments – Final plans, amendments one (1) acre or less	550.00
Plus each additional acre	275.00
Planned Developments – Adjustments to final plan	550.00
Site Plan Permits, amendments one (1) acre or less	300.00
Plus each additional acre	275.00
Annexation Agreement, amendment to annexation agreement: one (1) acre or less	550.00
Plus each additional acre	275.00
Preliminary subdivision plats five (5) acres or less	250.00
More than five (5) acres, up to ten (10) acres	350.00
More than ten (10) acres, up to twenty (20) acres	450.00
More than twenty (20) acres	550.00
Developer's Agreement	3,100.00
Plats of Consolidation	250.00
Staff review of exterior design applications	60.00
ARC – signage, rooftop screening, fencing, canopies, and awning applications	100.00
All other exterior design applications	200.00
Exterior design application & signage	300.00
Payment in lieu of required parking, per required space	20,000.00
Hawkers and Peddlers	200.00
Transient Merchants and Itinerant Merchants	200.00
Open Air Sales Permit	75.00
Building Division:	
Plan Review Fees:	
General review fee shall be the ICC/VOL average estimated construction cost of all labor and material based on ICC construction type and square foot area multiplied by:	0.0012
Minimum Fee	65.00
2 nd Review	No charge
3 rd review and each subsequent review, of original fee	50%
Special – elevator, lift, technical, etc. consultants fee, only, plus	65.00
Permit Fees:	
General permit fee shall be the ICC/VOL average estimated construction cost of all labor and material based on construction type and square foot area multiplied by:	0.013
Minimum fee per discipline	65.00
Renewal/cancellation (percent of original fee)	20%
Sign permit – minimum fee	65.00
Demolition permit for principal structure	2,500.00
Work without permit will double the general permit fee – minimum fee added	130.00
Inspection Fees:	
All Standard Inspections full or partial approval. First disapproval, per discipline	No charge
Second and each subsequent disapproval, per discipline	130.00
Not ready/Non-cancellation fee	130.00
Special inspection: elevator or technical consultant fee, plus	65.00
Hardscape and patio lot coverage	65.00
Bond inspection/administration fee	65.00

Inspections requested/required w/o active construction permits, per discipline minimum	130.00
Miscellaneous Fees:	
Stop work orders: Placard shall be removed only after this fee is paid	250.00
Building or temporary occupancy bond minimum	500.00
Work requiring certificate of occupancy (minimum)	1,500.00
Principal structure, new or demo (minimum)	5,000.00
Temporary certificate of occupancy monthly renewal (minimum)	250.00
Principal structure, new first, renewal	500.00
Second and each subsequent renewal	1,000.00
Electrical contractor registration fees: application (includes examination)	60.00
Registration (includes certificate)	40.00
Annual renewal of registration	100.00
Annual renewal late fee	60.00
Downtown garage dumpster maintenance fee	875.00
PUBLIC WORKS DEPARTMENT	
Water and sewer sanitary fees: for water service upgrades, the following fees apply according to the fee schedule outlined below:	
<ul style="list-style-type: none"> • Water service connection upgrade fee is equal to the connection fee for the proposed service size minus a credit based on the size of the existing service (as measured at the water meter). For an existing 5/8" service, this credit shall be \$1,200.00. For an existing 3/4" service, the credit shall be \$1,465.00. Exceptions to this are as follows: <ul style="list-style-type: none"> I. A water connection upgrade fee will not be charged to the property owner for the voluntary elimination of 3/4" or 5/8" lead water service to upgrade to a maximum 1.5-inch copper service from the b-box to the home. Furthermore, if a property owner upgrades the water service, for the purpose of voluntarily eliminating the entire lead service line (from the waterman to the residence), the upgrade water connection fee will not be charged. This applies up to a maximum 1.5-inch copper service. The property owner shall be responsible for any construction costs and permit fees associated with the upgrade. II. Property owner will be charged water connection upgrade fee in the case of an addition and/or teardown of the property or an upgrade to a larger than 1.5" copper service as determined by the Village Administrator. • Sanitary sewer connection upgrade fee is equal to the sewer connection fee for the proposed water service size minus a sewer connection credit based on the size of the existing water service (as measured at the water meter). For an existing 5/8" water service, this sewer connection credit shall be \$1,095.00. For an existing 3/4" water service, the sewer connection credit shall be \$1,315.00. Dwelling units not served with separate water service pipes: 	
Water connection – per dwelling unit	850.00
Sewer connection – per dwelling unit	850.00
One inch: water connection	1,950.00
One inch: water tap-in charge	400.00
One inch: sewer connection	1,750.00
One and one-half inch: water connection	2,825.00
One and one-half inch: water tap-in charge	540.00
One and one-half inch: sewer connection	2,625.00
Two inch: water connection	4,570.00
Two inch: water tap-in charge	700.00
Two inch: sewer connection	4,370.00
Three inch: water connection	5,660.00
Three inch: administrative fee	30.00

Three inch: sewer connection	5,360.00
Four inch: water connection	9,050.00
Four inch: administrative fee	30.00
Four inch: sewer connection	8,850.00
Six inch: water connection	20,400.00
Six inch: administrative fee	30.00
Six inch: sewer connection	20,200.00
Water meter and construction use (5/8"x3/4" or 1/2") Sensus I-Pearl Water Meter	282.00
3/4" Sensus I-Pearl Water Meter	340.00
1' Sensus I-Pearl Water Meter	375.00
1 1/2' Sensus Omni C2 water meter	1,513.00
2" Sensus Omni C2 water meter	1,710.00
3" Sensus Omni C2 water meter	2,139.00
4" Sensus Omni C2 water meter	3,538.00
6" Sensus Omni C2 water meter	5,970.00
<u>Lake County Sewer Connection Fee:</u> New sanitary connections (in accordance with the provisions of the Agreement for Sewage Disposal under Ordinances 10-O-102 and 16-O-01)	1,580.00 per RCE For southeast central service area
<u>Unmetered Water Fee for Construction:</u> Single Family Dwelling Multi-family building, per unit Commercial/industrial, per sq. ft.	30.00 20.00 .03
<u>RPZ Fire Hydrant Meter Deposit, Refundable:</u>	3,000.00
<u>Water Sample Collection & Analysis:</u> Two (2) minimum required samples Each additional sample	292.00 146.00
<u>Engineering Division:</u>	
Site development permit/watershed development fees: Permit filing fee – per acre	275.00 minimum
Plan review fees are based on a total estimated construction cost* of improvements to be inspected: (a) Minimum (for projects where estimated cost is less than \$10,000) (b) When the estimated cost is between \$10,000 and \$50,000 (c) When the total estimated cost exceeds \$50,000	200.00 2.2% of estimated cost \$1,100 plus 1.6% of the portions of estimated cost over \$50,000
Inspection fees are based on total estimated construction cost* of improvements to be inspected: (a1) For major development: when the estimated cost is less than or equal to \$500,000 (a2) For minor development: when the estimated cost is less than or equal to \$500,000	3.2% of estimated cost 2.80% of estimated cost

(b) When the estimated cost is more than \$500,000 and less than or equal to \$1,000,000	16,000 plus 2.65% of the portion of estimated cost over \$500,000
(d) When the estimated cost is more than \$1,000,000	29,250 plus 2.15% of the portion of estimated cost over \$1,000,000
*Plan Review and Inspection Fee calculations are based on the submitted cost information plus a contingency (10% is added to a contract cost amount, 25% is added to an Engineer's Estimate amount)	
<u>Engineering permit fees (for site work and right-of-way work that does not require a SDP/WDP):</u>	
Permit application fee (waived for the following projects):	130.00
<ul style="list-style-type: none"> • No work in the public right-of-way • Only repair/maintenance within the public right-of-way 	
Appendix P plan review fee (for required detention volume)	130.00
Inspection fee	75.00 each
Re-inspection fees (for more than one inspection)	75.00 each
<u>Minimum refundable cash deposit amount:</u>	
- Street/Pavement	2,500.00
- Curb	1,500.00
- Sidewalk	500.00
- Parkway	250.00
Minimum refundable cash deposit amount for residential new construction	5,000.00
Minimum refundable cash deposit amount for commercial site construction	5,000.00
<i>Cash deposits are held in accordance with the terms and conditions of the Engineering Division permit.</i>	
Petitions to vacate rights-of-way	200.00
Plan Commission ZBA/Engineering Review:	
Plan review fee is the average estimated construction cost of all labor and materials based on fair market value multiplied by:	0.0013
Minimum fee	150.00 (100.00 per acre-not to exceed 1,300)
Re-review	No Charge
Review, second and each subsequent	50% of original fee

FIRE DEPARTMENT	
Annual Permit or event:	
Air-supported structure, temporary	60.00
Aerosol products, flammable and combustible	60.00
Assembly use groups (50 or more persons)	60.00
Amusement events (outdoors) per event	60.00
Automotive service station and repair garages	60.00

Bowling establishment pin refinishing and lane resurfacing	60.00
Calcium carbide storage	60.00
Combustible fibers storage	60.00
Combustible liquids, storage and handling	60.00
Combustible materials storage	60.00
Compressed gases, storage and handling	60.00
Corrosives	60.00
Crop ripening	60.00
Cryogenic liquids	60.00
Daycare Centers	60.00
Dust producing materials, explosion hazards	60.00
Education Use Groups	60.00
Explosives, ammunition and blasting agents	60.00
Fireworks (pyrotechnic display)	100.00
Flammable finishes, spraying application	60.00
Flammable finishes, dipping operations	60.00
Flammable liquids, storage and handling	60.00
Flammable solids	60.00
Fumigation and thermal insecticidal fogging (per event)	60.00
Licensed Group Homes	60.00
Hazardous materials, storage and handling	60.00
Hazardous production material facilities	60.00
Health hazard materials, storage and handling	60.00
Irritants	60.00
Liquefied petroleum gases, storage and handling	60.00
Lumber yards	60.00
Marine Service and Repair Garages	60.00
Matches, manufacture or storage of	60.00
Materials storage facilities	60.00
Open burning (ecological purposes)	60.00
Organic coatings, process	60.00
Organic peroxides	60.00
Ovens and furnaces, industrial type process	60.00
Oxidizers, liquid and solid	60.00
Pesticides, storage and handling	60.00
Pyrophoric materials	60.00
Radioactive materials	60.00
Recreational and sport vehicle service repair	60.00
Sensitizers	60.00
Tents, temporary (per tent)	60.00
Toxic solids and liquids and highly toxics	60.00
Unstable (reactive) chemicals, storage and handling	60.00
Vehicle wrecking yards	60.00
Waste material handling facilities	60.00
Water-reactive materials, storage and handling	60.00
Welding and cutting operations, electric or gas	60.00
Woodworking industrial facilities	60.00
Consolidated permit – one permit fee shall be required for each specific location that may be required	60.00
Contractor Certificate of Fitness Registration (valid for two (2) years: installation, repair maintenance and testing of fire alarm systems	125.00
Installation, repair maintenance and testing of fire pumps	125.00
Installation, repair maintenance and testing of fire suppression systems	125.00
Installation, repair, maintenance, recharging and testing of portable fire extinguishers	125.00

Installation, repair, maintenance and testing of elevators, escalators and platform lifts	125.00
Installation, removal, repair, maintenance and testing of above ground hazardous materials storage tanks	125.00
Installation, removal, repair, maintenance and testing of below ground hazardous material storage tanks	125.00
Handling of explosives	125.00
Installation, repair, maintenance and testing of hood and duct fire extinguishing system and components for cooking facilities	125.00
Towing vehicles from water or remote areas	1,200.00
<u>Certificate of Fitness:</u>	
The use of any explosive material	125.00
Installation, removal, or repair of above ground or underground storage tanks	125.00
Fire alarm or fire communications systems	125.00
Fire pumps	125.00
Fixed fire suppression systems/hood and duct systems	125.00
Hazardous materials storage or use	125.00
Portable fire extinguishers	125.00
<u>Fire Protection Systems:</u>	
Complete automatic fire detection system plan review, inspections and tests, per square foot of area coverage. Minimum fee \$200.00	.10
Complete automatic fire sprinkler system plan review, inspections and tests, per sf of area coverage. Minimum fee \$200.00	.10
Fire sprinkler system, per water flow alarm	150.00
Dry pipe fire sprinkler system, per system	150.00
Pre-action of deluge fire sprinkler system, per system	350.00
Water-spray fixed system, per system	150.00
Carbon dioxide extinguishing system, per system	150.00
Foam extinguishing system, per system	150.00
Halogenated extinguishing system, per system	150.00
Wet-chemical range hood extinguishing system, per system	150.00
Specialized extinguishing system, per system	150.00
Standpipe hose system, per floor	150.00
Manual Fire Alarm System (pull boxes), per floor (no limit on number of devices or detectors)	150.00
Smoke duct detectors, per each air distribution system (no limit on number of devices or detectors)	150.00
Individual area/local detectors or devices, per floor (no limit on number of devices or detectors)	150.00
All 13D residential systems	150.00
Site Plan – New Development	150.00
<u>Life Safety Review:</u>	
New construction/large scale remodel (greater than 15,000 square feet)	150.00
Small scale tenant finish/remodel (less than 15,000 square feet)	100.00
<u>Alarm Fees</u>	
Direct maintenance fee, per year	492.00
Direct connection fee, per connection	250.00

Radio Service Charge (in lieu of maintenance fee)	180.00
False alarms, per year:	
1-2	No Charge
3	50.00
4	75.00
5	100.00
6	125.00
7	150.00
8	175.00
9	200.00
10 or more	500.00
False alarms at government facilities 1-5	No Charge
6 or more, each	25.00
Trouble alarms at government facilities 1-5	No Charge
6 or more, each	10.00
False alarms caused during the use of governmental facility, each	100.00
<u>Inspection Fees for Occupancy Inspections and Tests of New Fire Alarm, Fire Suppression, and/or Tank Installations:</u>	
First visit	No Charge
Second visit	75.00
Third visit	100.00
<u>Annual Inspection Fees:</u>	
First inspection	No Charge
First re-inspection	No Charge
Second re-inspection	75.00
Third re-inspection	150.00
Fourth re-inspection	300.00
Fifth re-inspection	600.00
<i>Note: Fees shall continue to double with each additional re-inspection that is required until compliance is met</i>	
<u>Ambulance Transportation Fees:</u>	
<u>Resident of Village or Fire District</u>	
BLS:	750.00
ALS1:	850.00
ALS2:	950.00
<u>Non-Resident</u>	
BLS:	1,150.00
ALS1:	1,250.00
ALS2:	1,350.00
Fire/Rescue Reports, per page	2.00
Photographs, per request plus cost of photos	5.00
Video tape, per tape	12.00
Ambulance Transportation Mileage Fees	11.00 per mile

POLICE DEPARTMENT	
Regular accident, per report	5.00
Fatal accidents, per report	5.00
Pictures, plus cost of photo	5.00 (per CD)
Copies of video	12.00 (per DVD)

Tickets: Park on street, wrong side of street, parked where signs prohibit, private property contrary to signs, parked on sidewalk, parked on parkway, double parked and blocking driveway, parked too far from curb, backed into space, outside space markings, parked in parks after hours, running at large, no animal license, no rabies tag, no parking-yellow curb, other	25.00
Late Fee – if not paid within 10 days of date of issuance (plus original ticket cost)	75.00
Illegally parked in handicapped zone	250.00
Parking infringements committed within districts zoned C1 of those in violation of section 23-74 of this Code, in which case the fee shall be, for the first, second, third & fourth offenses, each	25.00
Late Fee – if not paid within 10 days of date of issuance (plus original ticket cost)	75.00
No valid Village vehicle sticker (ticket will be reduced to \$50 if vehicle sticker is purchased prior to ticket due date)	100.00
Vehicle impoundment/immobilization device fee, per vehicle	100.00
Administrative fee when vehicle must be towed and contents inventoried	500.00
Private property traffic and ordinance enforcement agreement; preparation and recording	75.00
Fingerprinting: on request by resident or Libertyville business employee	No Charge
On request by non-resident	20.00
When required for licenses, permitting or ordinance compliance, with fee equal to amount charged by Illinois State Police for fingerprint check	20.00
Electronic fingerprinting and submittal to Illinois State Police pursuant to 105 ILCS 5/34-18.4 (schools, criminal history records checks) fee charged by IL State Police for fingerprint check plus	5.00
Massage Therapy License	50.00

PARKS AND RECREATION

Fees for parks and recreation programs and facility rentals are established by the publication of each seasonal registration guide.

MISCELLANEOUS FEES:

Copies of:	
Zoning Code	30.00
Subdivision Code	25.00
Comprehensive Plan	50.00
Zoning Map	10.00
Village Maps	1.50
8x11, 8x14 copy – Per side	.15
Oversize copy – Per side	.15
Plats, plans – Per page	Actual Cost