

Fee and Fine Schedule

City of Urbandale, Iowa

Adopted by Resolution 204-2025

Effective September 1, 2025



This fee and fine schedule denotes most fees and fines that the City of Urbandale charges for services or for violations of certain provisions of the City's Municipal Code. This schedule may be supplemented by Resolution of the City Council. This schedule may be updated annually.

The City of Urbandale has established a process for appeal of obligor debt, see Appendix B. In summary, if any invoice or statement was sent to you regarding an unpaid debt payable to the City, and you believe either the debt has been paid or is not owed by you, you have the right to appeal. Appeals must be submitted in writing to the City. Deadlines for submitting an appeal are:

1. 45-days from the original invoice date for mowing violations
2. 60-days from the original invoice date for sidewalk repair fees
3. 60-days from the original invoice date for all other debt (fines or fees)

The City of Urbandale reserves the right to determine accounts in good standing for the provision of at-will services. An at-will service is any non-essential service requested by a customer, rendered and billed by the City. Any customer of the City must maintain all City accounts in good standing in order to request additional at-will services. Accounts in good standing are those that do not carry an unpaid balance of more than 15 days past due from the original invoice's due date. A customer is defined as any business, person or entity requesting at-will service from the City. This includes entities that may operate under different names or subsidiaries, but are under an umbrella of, whole or in part, common management, ownership, investment group(s), or operations. If a customer account in any department of the City is not in good standing, the City reserves the right to withhold further at-will services until all accounts are made current.

Service Area	Amount	City of Urbandale Code Reference
ADMINISTRATIVE SERVICES		
<u>After Hours Business</u>		
License Fee	\$250.00 / per location	115.09
Renewal License Fee	\$200.00 / per location	115.10
<u>Cigarette Permit Fees</u>		
Issued July-September	\$100.00	111.04 (Iowa Code 453A.13)
Issued October-December	\$75.00	111.04 (Iowa Code 453A.13)
Issued January-March	\$50.00	111.04 (Iowa Code 453A.13)
Issued April-June	\$25.00	111.04 (Iowa Code 453A.13)
<u>Cigarette Penalty</u>		
First Violation	\$300.00	111.99 (Iowa Code 453A.22)
Second Violation	\$1,500.00 OR 30 Day Suspension	111.99 (Iowa Code 453A.22)
Third Violation	\$1,500.00 AND 30 Day Suspension	111.99 (Iowa Code 453A.22)
Fourth Violation	\$1,500.00 AND 60 Day Suspension	111.99 (Iowa Code 453A.22)
<u>Delinquent Account Administrative Fee</u>	25% of unpaid debt	
<u>Documents & Records</u>		
Black & White (8.5x11 or 8.5x14)	\$0.00 / first 2 copies	
Each additional page	\$0.10 / per page	
Black & White (11x17)	\$0.00 / first 2 copies	
Each additional page	\$0.20 / per page	
Color (8.5x11 or 8.5x14)	\$0.50 / per page	
Color (11x17)	\$0.75 / per page	
Reproduction of larger format sizes	\$3.00 / per page	
Any Storage Device (City provides)	As Billed / Requestor to pay actual cost charged to the City	
Documents Scanned to Email	\$0.10 / per page after 5 th page	
<u>Supplemental Document Fees</u>		
Records Copying	\$0.00 / first 30 minutes or any portion thereof \$15.00 / each additional 30 minutes or any portion thereof same day and/or non-contiguous day(s)	
Records Examination	\$0.00 / No charge when record(s) is in physical possession of the City, on-site and examination is not supervised	
Records Supervision	\$0.00 / first 30 minutes or any portion thereof \$15.00 / each additional 30 minutes or any portion thereof same day and/or non-contiguous day(s)	
Search and Retrieval to fulfill request	\$0.00 / first 30 minutes or any portion thereof \$15.00 / each additional 30 minutes or any portion thereof same day and/or non-contiguous day(s)	
Off-site records management cost related to request	As Billed / Requestor to pay actual cost charged to the City	
Legal costs of City Attorney to review if record(s) are confidential	As Billed / Requestor to pay actual cost charged to the City	
Shipping & handling	As Billed / Requestor to pay actual cost charged to the City	

Service Area	Amount	City of Urbandale Code Reference
<u>Insufficient Funds / Return Check Fee</u>	\$30.00 / per transaction	
<u>Pawnbrokers License Fee</u>	\$250.00 / per location	114.02
<u>Solicitor/Peddler License Fee</u>		
Per applicant	\$25.00 / a day	112.05
	\$75.00 / a week	112.05
	\$500.00 / 90 days	112.05
<u>Secondhand Dealers License Fee</u>	\$125.00 / per location	113.04
<u>Urbandale Flag</u>	Total cost incurred by the City to produce.	

COMMUNITY DEVELOPMENT AND BUILDING SERVICES[^]

[^]Effective July 1, 2024, there shall be no waiver of Community Development and Building Services fees except for those projects owned by the City of Urbandale as part of the action approving Resolution 172-2024.

Board of Adjustment Appeal and Application Fees

Appeal for a variance from the terms of the Zoning Ordinance		
Residential use	\$100.00	160.64
Nonresidential use	\$125.00	160.64
Conditional use permit	\$175.00	160.63
Appeal of Zoning Admin's decision	\$175.00	160.62

Board of Appeals Petitioner Fee

Residential property appeal	\$50.00	150.03
Commercial property appeal	\$100.00	150.04

Building Permit Fees*

150.03 & 150.04

Total Valuation	Fee
\$1 to \$500	\$20.07
\$501 to \$2,000	\$20.07 for first \$500, plus \$3.10 for each additional \$100 valuation or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$66.57 for first \$2,000, plus \$14.03 for each additional \$1,000 valuation or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$389.26 for first \$25,000, plus \$9.36 for each additional \$1,000 valuation or fraction thereof, to and including \$50,000
\$50,001 to 100,000	\$623.26 for first \$50,000, plus \$6.49 for each additional \$1,000 valuation or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$947.76 for first \$100,000, plus \$5.99 for each additional \$1,000 valuation or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,343.76 for first \$500,000, plus \$5.52 for each additional \$1,000 valuation or fraction thereof, to and including \$1,000,000

Service Area

Amount

City of Urbandale Code Reference

Building Permit Fees (cont'd)*

150.03 & 150.04

\$1,000,001 to \$2,000,000	\$6,103.76 for first \$1,000,000, plus \$4.66 for each additional \$1,000 valuation or fraction thereof, to and including \$2,000,000
\$2,000,001 and greater	\$10,763.76 for first \$2,000,000 Million, plus \$2.70 for each additional \$1,000 valuation or fraction thereof

* Adjusted by CPI annually on or after March 1st

Other Building Permit Fees

150.03 & 150.04

Type of Permit	Fee
Fences	\$30.00
Storage tanks	\$30.00 per tank / per removal or installation
Temporary structure (includes tents, canopies, membrane structures and similar structures)	\$25.00
Failure to obtain a permit before work	Double fee – max \$750

Fire Prevention Review Fees – Fire Sprinkler Review

Square Footage	Fee
Sprinkler System, <12,000 sq ft	\$250
Sprinkler System, 12,001 – 50,000 sq ft	\$500
Sprinkler System, 50,001 – 100,000 sq ft	\$750
Sprinkler System, 100,001 – 200,000 sq ft	\$1,000
Sprinkler System, 200,001 – 300,000 sq ft	\$1,500
Sprinkler System, 300,001 – 400,000 sq ft	\$2,000
Sprinkler System, >400,000 sq ft	\$2,500
Modification to existing system, <10,000 sq ft	\$150
Modification to existing system, >10,001 sq ft	\$250
Fire Pump for fire suppression	\$250

Fire Prevention Review Fees – Fire Alarm Detection/Notification System Review

Square Footage	Fee
Fire Alarm System, <12,000 sq ft	\$250
Fire Alarm System, 12,001 – 50,000 sq ft	\$500
Fire Alarm System, 50,001 – 100,000 sq ft	\$750
Fire Alarm System, 100,001 – 200,000 sq ft	\$1,000
Fire Alarm System, 200,001 – 300,000 sq ft	\$1,500
Fire Alarm System, 300,001 – 400, 000 sq ft	\$2,000
Fire Alarm System, >400,000 sq ft	\$2,500
Modification to existing system, <10,000 sq ft	\$150
Modification to existing system, >10,001 sq ft	\$250

Fire Prevention Review fees, Other

Review Type	Fee
Alternative Fire Suppression System Review	\$150
Modification to Alternative Fire Suppression System	\$150
Commercial Hood System, each	\$150

Other Inspection Fees

150.03 & 150.04

Inspection Type	Fee
Additional plan review required by changes,	\$50 per hour ⁽¹⁾
Residential Plan Review fee for canceled permit application (single-family and townhome)	\$150

Other Inspection Fees (cont'd.)

150.03 & 150.04

For use of outside consultants for plan checking and inspections, or both	Actual costs, plus administrative and overhead costs
Inspections for which no fee is specifically indicated	\$50 per hour ⁽¹⁾
Inspections outside of normal business hours – 2-hour minimum charge	\$75 per hour ⁽¹⁾
Re-inspection fees assessed under the provisions of §109 as amended	\$50 per hour ⁽¹⁾
⁽¹⁾ Or the total hourly cost to the City, ; when greater, if this cost more accurately reflects the cost of the particular inspection provided: this cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Demolition of Buildings

Bond	\$0.00	150.17
Fee	\$50.00	150.20
Penalty Fee	\$50.00	150.20

Electrical Permit Fees

Failure to obtain a permit before work	Double fee below – Max \$100.00	152.03
Basic fee*	\$35.00	152.03
* (N/A to new single-family detached or townhouses)		
1 st through 10 th circuit	\$3.75/per circuit	152.03
11 th and each additional circuit	\$2.00/per circuit	152.03
Single-family or townhouse unit	\$175.00 (flat fee)	152.03
Fees for other than the aforementioned Flat Fee:		
First meter	\$10.00	152.03
Second and additional meter	\$4.50	152.03
Fixed appliances	\$6.00	152.03
Minimum Fee	\$5.00	152.03
Service Panel Update	\$35.00	152.03

Housing Code Inspections

Each single-family dwelling or first unit in a duplex	\$60.00	151.03
The second dwelling unit in duplex	\$20.00	151.03
Multi-family building (includes common areas):		
First unit per building	\$60.00	151.03
Each additional unit(s)	\$20.00/per unit	151.03
Second and subsequent		
Re-inspections	\$20.00/per unit	151.03
Rental Housing Complaint Form	\$0.00	151.03 (I)

Mechanical Permit Fees

Basic fee*	\$35.00	153.03
* (N/A to new single-family detached or townhouses)		
Single-family or townhouse unit	\$110.00 (flat fee)	153.03
Fees for other than the aforementioned Flat Fee:		
Air conditioner	\$15.00/per unit	153.03
Appliance vent	\$10.00/per vent	153.03

Service Area	Amount	City of Urbandale Code Reference
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Mechanical Permit Fees (cont'd.)

Boiler	\$12.00/per unit	153.03
Fireplace/solid fuel burning appliance	\$15.00/per unit	153.03
Furnace or heater	\$15.00/per unit	153.03
Gas piping	\$5.00/per outlet	153.03
Hood	\$20.00/per unit	153.03
Ventilation fan	\$5.00/per unit	153.03
Water heater	\$7.00/per unit	153.03
Supply Ductwork Modifications	\$10.00	153.03
Return Ductwork Modifications	\$10.00	153.03

Moving of Buildings

Bond	\$0.00	150.41
Fee	\$50.00	150.40

Mobile Food Unit

Permit	\$30.00	160.67
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Plumbing Excavation in the City R.O.W. or Other Public Property Permit Bond:

Cash bond	\$3,000/per excavation (OR)	155.03
Performance bond	\$10,000	155.03

Property Maintenance Violation – Tall Weeds & Grass:

Administrative fee	\$50.00	154
Mowing ^	As Billed / Requestor to pay actual cost charged to the City	154

^appeal must be received within 45 days of original invoice date.

Property Maintenance Violation Civil Penalty on Court Order:

First offense	\$750.00 / maximum	154.99
Second and subsequent offense	\$1,000.00 / maximum	154.99

Plumbing Fees:

Failure to obtain permit before work	Double fee below	155.03
New single-family or townhouse unit	\$140.00 (flat fee)	155.03
Fees for other than the aforementioned Flat Fee:		
Basic fee	\$35.00	155.03
Gas piping	\$5.00/per outlet	155.03
Sewer service line	\$15.00	155.03
Storm sewer service line	\$10.00	155.03
Street excavation	\$20.00	155.03
Water service line	\$15.00	155.03
All other fixtures	\$7.00/per fixture	155.03
Grease interceptors	\$15.00/per unit	155.03

<u>Site Plan Amendment Fee:</u>	\$25.00	157.08
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Site Plan Application Fees:

Standard site plan	\$250.00	157.09
Minor site plan	\$125.00	157.09

Service Area	Amount	City of Urbandale Code Reference
<u>Signs – Electronic Message Centers</u>		
Special Permit Fee	\$500.00	158.47
Surety Bond	\$5,000 minimum	158.47
<u>Sign Contractors License Fee</u>	\$50.00	158.95
<u>Sign Contractors Insurance</u>	\$1,000,000 minimum	158.98
<u>Sign Permit Fees:</u>		
Wall sign	\$75.00	158.79
Ground sign (except directory sign)	\$125.00	158.79
Directory sign	\$175.00	158.79
Temporary sign:		
Initial application	\$30.00	158.79
Renewal or extension*	\$15.00	158.79
*(of the same sign without consideration of copy changes within the same calendar year, as allowed by Code)		
Public building/churches/civic**	\$0.00	158.79
**(civic events, celebrations, or festivals recognized by the City Council)		
Off-Premise sign	\$175.00	158.79
Tenant panel replacement	\$10.00	158.79
<u>Subdivision Fees:</u>		
Preliminary Plat – Major	\$375.00	159.13
Preliminary Plat – Minor	\$175.00	159.13
Final Plat – Major	\$550.00	159.13
Final Plat – Minor	\$275.00	159.13
Plat of Survey	\$125.00	159.13
Acquisition Plat*	\$150.00	159.13
*(if proposed by a person having the power of eminent domain and not a governmental entity; none required for a governmental entity)		
Auditor’s Plat	\$250.00	159.13
Inspection of Improvements	Total hourly cost to the City	159.13
Easement Vacation	\$150.00	
<u>Urban Chickens:</u>		
Annual permit	\$30.00	160.68
<u>Zoning Amendment Fees:</u>		
Rezoning to P.U.D.		
Administrative Fee	\$530.00	160.64
Per acre Fee	\$7.50 / per acre or fraction of	160.64
Publication & Postage Change	Actual costs over \$200	160.64
Substantial Modification to a P.U.D.		
Administrative Fee	\$300.00	160.64
Per acre Fee	\$7.50 / per acre or fraction of	160.64
Publication & Postage Change	Actual costs over \$200	160.64
Rezoning to any type other than P.U.D.		
Administrative Fee	\$310.00	160.64
Per acre Fee	\$7.50 / per acre or fraction of	160.64
Publication & Postage Change	Actual costs over \$200	160.64

Zoning Fees: Issued in conjunction with Building Permit

New attached or detached SFD unit	\$20.00	160.64
Additions, remodeling, other improvements to existing SFD unit	\$15.00	160.64
Building or structure accessory to SFD unit (i.e. fences, sheds, pools, garages)	\$15.00	160.64
New multi-family and nonresidential buildings or structures	\$50.00	160.64
Nonresidential and multi-family additions and accessory structures	\$40.00	160.64
Nonresidential tenant finishes and remodeling, and any other type needed	\$30.00	160.64
Hold Harmless Agreement	\$50.00 / per agreement	

Zoning Fees: Temporary Use Permits

Initial application	\$30.00 / each calendar year	160.38.a
Renewal or extension	\$15.00	160.38.a

Letters of Assurance or certifications of compliance with Zoning or other applicable codes, ordinances and regulations for existing structures and property uses

Detached single-family residence	\$40.00 / each	160.64
Attached single-family residence	\$75.00 / each	160.64
Multi-family residential or nonresidential property	\$150 + \$50 for each hour of staff time greater than 2 hours.	160.64

ECONOMIC DEVELOPMENT

Standard Development Agreement Fees

Expenses related to agreement:		
– less than \$1,500	100% City paid	
– greater than \$1,500	50% City / 50% Developer paid	

ENGINEERING AND PUBLIC WORKS SERVICES

Bulk Item Collection Service Fees

Small Item Collection:		
First Item	\$15.00	57.33
Additional Item	\$2.00 / per item	57.33
Large Item Collection:		
First Item	\$30.00	57.33
Additional Item	\$10.00 / per item	57.33
Appliance Collection:		
Normal Collection Dates	\$30.00 / per appliance	57.33

Construction Site Erosion and Sediment

Control Ordinance Inspection	\$50.00 / per visit	54.03.C.1
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Service Area	Amount	City of Urbandale Code Reference
<u>Log and Limb Collection Service Fees</u>		
Trip Charge (includes first partial or full load)	\$75.00	57.33
Each Additional Partial or Full Load	\$75.00	57.33
<u>Premium Yard Waste Service Fees</u>		
Initial Account Set Up Fee	\$25.00	57.33
Annual Sticker Fee	Set by Metro Waste Authority	57.33
<u>Private Collector's Fees</u>		
Private Collector Permit	\$20.00 / per permit	57.32
Vehicle Permit	\$10.00 / per vehicle	57.32
Insurance Minimums – Bodily Injury	\$500,000 / per person	57.32
Insurance Minimums – Bodily Injury	\$500,000 / per occurrence	57.32
Insurance Minimums – Property	\$500,000	57.32
<u>Public Improvement Inspection</u>	Total cost incurred by the City (may include staff hours, supervision hours equipment and any other associated costs)-	
<u>Regulation of Industrial Wastewater, Commercial Wastewater, Discharges of Fat, Oil and Grease; and Hauled Waste Fees</u>	See Appendix A	52
<u>Right-of-Way (ROW)</u>		
ROW permit fee	\$105.00 / per permit	58.03
ROW pavement core fee	\$200.00 / per pavement core	58.05
<u>Roadway Load & Weight Restrictions</u>		
Violation of Weight Restrictions	\$100.00 / per violation	72.03/11.05
<u>Sidewalk Application Permit Fees</u>		
Sidewalk Permit Fee	\$25.00	99.082
Driveway Approach	\$25.00	
<u>Solid Waste Collection Fees</u>		
Residential Base Fee	\$14.50 / per month	57.33
Additional Container – Initial Fee	\$75.00 / per container	57.33
Initial/New Resident Container (30-days or fewer from move-in):		
Annual Fee:	\$0.00	
Delivery Fee:	\$0.00	
Additional Container – Annual Fee:		
Issued January – March	\$108.00 + container fee	57.33
Issued April - June	\$81.00 + container fee	57.33
Issued July - September	\$54.00 + container fee	57.33
Issued October - December	\$27.00 + container fee	57.33
Container Fee:		
One-Time Container Fee	\$75.00 / per container	57.33

FIRE SERVICES

E911 Surcharge Fee – Polk County \$1.00 / per line / per month

EMS Assist Fees

ALS Treat, no-transport fee	\$250	
EMS Assist/Service Call, no-transport, residential	\$500	
EMS Assist/Service Call, no-transport, facility	\$500	
EMS Transport, facility transport fee	\$500	

Emergency Medical Transport Fees

BLS Non-Emergency	\$450.00	
BLS Emergency	\$700.00	
ALS Non-Emergency	\$525.00	
ALS Emergency	\$825.00	
ALS Level 2	\$1,200.00	
Mileage Fee (per loaded mile)	\$15.00	

EMS Stand-By Fee \$125.00 / per hour / per apparatus

Excessive False Alarm Fees

First False Alarm	\$0.00	116.05
Second False Alarm	\$100.00	116.05
Third False Alarm	\$200.00	116.05
Fourth /Subsequent False Alarm	\$400.00	116.05
False Alarm Invoice Delinquent Fee	\$50.00 / per invoice	116.05
Onsite Employee Causation Fee	\$250.00	116.05
Not Reporting After Notice Fee	\$100.00	116.05

Fire Administrative Service Fees*

Fire/EMS Report	\$10.00 / per report (10 single sided pages or less in B&W)	
Each Additional Page(s)	\$0.10 / per single sided page	
Color printing (8.5x11 & 8.5x14)	\$0.50 / per page	
Electronic Copies		
PDF/Email	\$10.00 / per file	
Scanned written records	\$0.00 / first 30 minutes or any portion thereof	
	\$15.00 / each additional 30 minutes or any portion thereof same day and/or non-contiguous day(s)	

* See Administrative Services – Supplemental Document Fees for additional services and fees.

Fire Code Fees

Operational Permit

Fee	\$0.00	92.04
Hourly Rate	\$0.00	92.04

Construction Permit

Fee	\$0.00	92.04
Hourly Rate	\$0.00	92.04
Hourly Rate – After Hours	\$0.00 / per inspector	92.04

Fire Code Fees (cont'd.)

Re-Inspection Fees

First	\$0.00	92.04
Second	\$100.00	92.04
Third	\$200.00	92.04
Fourth	\$400.00	92.04
Fifth and Subsequent	\$800.00	92.04

Hazardous Materials/Motor Vehicle Crash/Rescue Response Fees*

Heavy Response Apparatus (with 4 personnel)

Minimum Fee (1-Hour)	\$377.42	Iowa Code 455B.392
Quarter Hour Fee (After 1-Hour)	\$94.36	Iowa code 455B.392

Light Response Apparatus (with 2 personnel)

Minimum Fee (1-Hour)	\$300.79	Iowa Code 455B.392
Quarter Hour Fee (After 1-Hour)	\$75.20	Iowa code 455B.392

Extra Response Personnel

\$29.09	Iowa Code 455B.392
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Expended Materials

Actual Cost Incurred	Iowa Code 455B.392
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Equipment Repair/Cleaning

Actual Cost Incurred	Iowa Code 455B.392
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Damaged Equipment/Property

Actual Cost Incurred	Iowa Code 455B.392
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Other/Miscellaneous Items

Actual Cost Incurred	Iowa Code 455B.392
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* Rate established annual by Iowa Fire Service Hazardous Materials Response Fee Structure

Mitigation Reimbursement Fees*

Heavy Response Apparatus (with 4 personnel)

Minimum Fee (1-Hour)	\$377.42	92.04
Quarter Hour Fee (After 1-Hour)	\$94.36	92.04

Light Response Apparatus (with 2 personnel)

Minimum Fee (1-Hour)	\$300.79	92.04
Quarter Hour Fee (After 1-Hour)	\$75.20	92.04

Extra Response Personnel

\$29.09	92.04
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Expended Materials

Actual Cost Incurred	Iowa Code 455B.392
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Equipment Repair/Cleaning

Actual Cost Incurred	92.04
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Damaged Equipment/Property

Actual Cost Incurred	92.04
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Other/Miscellaneous Items

Actual Cost Incurred	92.04
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* Adjusted by CPI annually on or after January 1st

General Offenses – Fireworks

Penalty	\$625.00	133.02
Insurance Minimums – Personal Injury	\$500,000.00 / per person	133.02
Insurance Minimums - Property	\$500,000.00	133.02
Insurance Minimums – Total Exposure	\$2,000,000.00	133.02

Municipal Infraction – Civil Penalty

First Offense	\$750.00	11.05 (Iowa Code 364.22)
Repeat Offense	\$1,000.00	11.05 (Iowa Code 364.22)
Special Civil Penalty	\$1,000.00	11.05 (Iowa Code 364.22)

PARKS AND RECREATION SERVICES

Dog Park Annual Pass (January 1st – December 31st)

Resident	\$20.00	
Non-Resident	\$45.00	

Cemetery Plots

Resident	\$400.00 / per plot	91.08
Non-Resident	\$500.00 / per plot	91.08

Columbarium Niches

Resident	\$1,100.00 / per niche	91.08
Non-Resident	\$1,200.00 / per niche	91.08
Niche Flower	\$50.00 / per niche	91.08

Facility Rental Rates

Non-Resident Surcharge

Enclosed facility	\$40.00 / per rental	
Open shelter	\$20.00 / per rental	

Lions Park Ralph Whitten Shelter House

Monday - Sunday

8:00 am – 3:00 pm	\$130.00 + deposit	
4:30 pm – 10:30 pm	\$130.00 + deposit	
8:00 am – 10:30 pm	\$225.00 + deposit	
Deposit	\$200.00 (refundable)	

Community Room at Senior Recreation Center

Friday

4:30 pm – 10:30 pm	\$300.00 + deposit	
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Saturday, Sunday & Holidays

8:00 am – 3:00 pm	\$350.00 + deposit	
4:30 pm – 10:30 pm	\$300.00 + deposit	
8:00 am – 10:30 pm	\$600.00 + deposit	
Deposit	\$200.00 (refundable)	

Walker Johnston Park Giovannetti Community Shelter

Monday – Friday

8:00 am – 4:00 pm	\$40.00 / per hour / 3-hour minimum + deposit	
4:30 pm – 10:30 pm	\$450.00 + deposit	

Saturday, Sunday & Holidays

8:00 am – 3:00 pm	\$525.00 + deposit	
4:30 pm – 10:30 pm	\$450.00 + deposit	
8:00 am – 10:30 pm	\$925.00 + deposit	
Deposit	\$200.00 (refundable)	

Open Shelters

All Except WCRP

8:00 am – 10:30 pm	\$75.00 + deposit	
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Open Shelters (cont'd.)

Walnut Creek Regional Park (WCRP)

8:00 am – 10:30 pm \$150.00 + deposit

Lions Park Court Rentals – Pickleball and Tennis

Daily

7:00 am – 9:00 pm \$10.00 / per hour resident, \$15.00 / per hour non-resident
2-hour maximum

Miracle League Rentals

Urbandale Little League \$0.00 and must coordinate with Parks & Recreation
School Districts within the City \$0.00 – 5 hours maximum per week
Disability focused organizations \$10.00 per hour + \$50.00 deposit
All other groups and individuals \$35.00 per hour + \$200 deposit

Park Penalty Fees

First Offense \$25.00 + 24-hour eviction 98.99
Second Offense \$100.00 + 48-hour eviction 98.99
Third and Subsequent Offense \$200.00 + eviction and ban 98.99

Recreation Games and Equipment

Rental Fee \$10.00 / per game / 3-day rental
Deposit \$20.00 / per rental

Softball Field Rentals - Walker Johnston Park

Tournament (Friday-Sunday only):

Friday (4:00 – 10:30 p.m.) \$380 for 4 fields
Saturday (8:00 a.m. – 10:30 p.m.) \$575 for 4 fields
Sunday (8:00 a.m. – 4:00 p.m.) \$575 for 4 fields
Security/Damage Deposit \$400 per tournament (refundable)

Non-Tournament (Sunday-Thursday):

Non-Lighted Field Rental \$37.00 / per field / per hour
Lights Usage (Lights turned on) \$22.00 / per field / per hour
Scoreboard Usage \$10.00 / per field / per hour

POLICE SERVICES

After Hours Business Violations

First Offense \$100.00 115.13
Second Offense \$300.00 115.13
Third & Subsequent Offense \$1,000.00 115.13

Animal Adoptions

As Established by Furry Friends Refuge

Animal Impoundment Fees

As Established by Furry Friends Refuge 90.39

Animal Impoundment Boarding Fee

As Established by Furry Friends Refuge 90.39

Animal Pick Up & Disposal Fee

\$10.00 / per animal 90.39

Service Area	Amount	City of Urbandale Code Reference
<u>Animal Protection and Control Violations</u>		
First Offense	\$100.00	90
Second Offense	\$300.00	90
Third & Subsequent Offense	\$1,000.00	90
<u>Fire Lane Violation Fines</u>	\$50.00 / per offense	74.09
<u>Noise Control Violations</u>		
First Offense	\$100.00	96
Second Offense	\$300.00	96
Third & Subsequent Offense	\$1,000.00	96
<u>Parking Regulation Violation Fines</u>	\$35.00 / per offense	74.01 through 74.07
<u>Parking Schedule Violation Fines</u>	\$35.00 / per offense	78
<u>Pawnbroker Violations</u>		
First Offense	\$100.00	114
Second Offense	\$300.00	114
Third & Subsequent Offense	\$1,000.00	114
<u>Peddler, Solicitor & Panhandling Violations</u>		
First Offense	\$100.00	112
Second Offense	\$300.00	112
Third & Subsequent Offense	\$1,000.00	112
<u>Persons with Disability Parking Violation Fines</u>	\$200.00 / per offense	74.10
<u>Pet License Fees</u>		
Dog – Altered	\$19.00	90.52
Dog – Unaltered	\$29.00	90.52
Cat – Altered	\$17.00	90.52
Cat – Unaltered	\$24.00	90.52
Late Fee (May 1 st or later)	\$25.00 / per license	90.53
Service Animal	\$0.00 / Waived	90.52.A
Duplicate/Lost Tag Fee	\$4.00 / per tag	90.61
Microchip Reduction in Fee	\$5.00 / One-time	90.52.C
<u>Police Administrative Service Fees*</u>		
Fingerprint Cards	\$15.00 / per card	
Police Report	\$5.00 / per report (10 single sided pages or less in B&W)	
Each Additional Page(s)	\$0.10 / per single sided page	
Vehicle Impound Administrative Fee	\$20.00 Non-Vehicle Property Storage Fee \$5.00 / per day	
Compact Disc or Video	\$14.00 / each	
Photograph(s)	\$5.00 / per page (up to 4 photographs per page)	

* See Administrative Services – Supplemental Document Fees for additional services and fees.

Service Area	Amount	City of Urbandale Code Reference
<u>Secondhand Dealer Violations</u>		
First Offense	\$100.00	113
Second Offense	\$300.00	113
Third & Subsequent Offense	\$1,000.00	113
<u>Snow Removal Violation Fine</u>	\$35.00 / per offense	74.08
<u>Special Bow Hunting of Antlerless Deer Violations</u>		
First Offense	\$100.00	94
Second Offense	\$300.00	94
Third & Subsequent Offense	\$1,000.00	94
<u>Vehicle Impound & Preservation Fee</u>	\$20.00	70.45
<u>Vehicle Impoundment Fee</u>		
City Storage	\$5.00 / per day	76.06
Contracted Private Storage	Actual cost, pursuant to contract	76.06
<u>Vicious Animal</u>		
Vicious Animal Minimum Liability Insurance	\$100,000.00 / per person/incident	90.06
Vicious Dog License Minimum Liability Insurance	\$100,000.00/ per person/incident	90.06
Vicious Dog License Minimum Bond	\$100,000.00	90.06

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Appendix A:

Fees for the Regulation of Industrial Wastewater, Commercial Wastewater;
Discharges of Fat, Oil and Grease; and Hauled Waste

52.020 - FEES

A. All users shall be subject to the following fees and charges:

1. The one-time wastewater discharge permit application fee shall be \$200.00 for a class A permit and, \$100 for a class B permit.
2. The annual fee for a class A wastewater discharge permit including annual inspection of permitted users, shall be \$1,500.00.
3. The annual fee for a class B wastewater discharge permit, including annual inspection of permitted users if completed or applicable, shall be \$750.00.
4. The fee paid by each industrial user when an accidental discharge or slug load occurs shall be the total of all costs incurred by the WRA as a result of said discharge or load. Said fee may be charged by the WRA separately from and in addition to a civil penalty of up to \$1,000.00 charged to the user under Chapter 52 related to said discharge or load.
5. The trip charge for sampling or inspecting a user's discharge shall be \$50.00 per event. An equipment fee of \$50.00 per event shall also apply when using a WRA-owned automatic sampler. When a sampling or inspection event must be rescheduled due to failure of the user's sampling equipment, a sampler seal (used to detect sample tampering) being broken, monitoring facilities not being readily accessible or operational, or any other reason beyond the control of the WRA, a trip charge of \$50.00 shall be assessed.
6. Fees for rescheduling a scheduled inspection with WRA personnel, with less than 24 hours' notice or if appropriate facility managers are unavailable at the scheduled time of inspection, annual or biannual inspections of permitted users shall be \$100.00 per rescheduled inspection.
7. Prohibitive waste charges for each pollutant discharged in excess of permit or ordinance limits shall be \$50.00 per violation for class B permit holders and \$100.00 per violation for class A permit holders. Charges shall double if discharges exceed slug threshold values. Payment of fees does not preclude other enforcement action and may not be paid in lieu of compliance with discharge limitations.
8. At the WRA's discretion, administrative cost recovery fees may be assessed separately to a user or added to a user's disposal fee for actions or occurrences subject to Chapter 52 which result in the need for additional labor, equipment, and/or materials from the WRA or its contractors, including but not limited to cleanup of spills, infrastructure maintenance, improper scale transactions, improper disposal, and waste source verification. Fees shall be assessed based on the actual costs incurred by the WRA, or on the estimated costs incurred by the WRA rounded down to the nearest multiple of twenty based on actual rates for labor, materials, and equipment with a minimum fee of not less than \$20.00. Fees will be charged in addition to charges, fines, fees, or



Appendix A:

Fees for the Regulation of Industrial Wastewater, Commercial Wastewater;
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other costs associated with rejected, unapproved, or atypical wastes under 52.098 and 52.099 of this chapter.

9. Laboratory analysis fees for those analyses performed by the WRA shall be as follows:

Test	Cost / Sample
BOD	\$20
Calcium Carbonate Equivalent	\$15
COD	\$20
Cyanide	\$30
Arsenic	\$20
Selenium	\$20
Mercury	\$25
Other Metals (per parameter)	\$15
BETX (OA-1)	\$40
TPH (OA-1)	\$40
BETX & TP1-I (OA-1)	\$45
Nitrogen, Ammonia	\$15
Nitrogen, Nitrate	\$15
Oil & Grease - Total	\$35
Oil & Grease - Mineral/Non-mineral	\$35
pH	\$5
Phenols	\$28
Phosphorous - Total	\$25
Potassium	\$12
Soil Analysis, Each Pollutant	\$20
TKN	\$30
Total Organic Carbon (TOC)	\$20
TSS	\$10
USEPA Test:	
608 Organochlorine Pesticides and PCBs	\$70
624 Volatile Organic Compounds	\$140
625 Base/Neutral Organic Compounds	\$290
625 Acid/Organic Compounds	\$290

10. Fees for analysis performed by laboratories other than the WRA laboratory shall be the full cost of each analysis.
11. Fees for copying and mailing documents shall be \$1 for the initial page and \$0.25 for each additional page plus postage. No charges shall be assessed for requests for copies received from individuals or agencies served by the WRA, provided the number of pages requested does not exceed ten.



Appendix A:

Fees for the Regulation of Industrial Wastewater, Commercial Wastewater;
Discharges of Fat, Oil and Grease; and Hauled Waste

12. Fees for past due reminders sent each 30 days that a balance remains unpaid shall be \$5.
 13. At the WRA’s discretion, administrative cost recovery fees may be assessed separately to a user or added to a user’s disposal fee for actions or occurrences subject to Chapter 52 which result in the need for additional labor, equipment, and/or materials from the WRA or its contractors, including but not limited to cleanup of spills, infrastructure maintenance, improper scale transactions, improper disposal, and waste source verification. Fees shall be assessed based on the actual costs incurred by the WRA, or on the estimated costs incurred by the WRA rounded down to the nearest multiple of twenty based on actual rates for labor, materials, and equipment with a minimum fee of not less than \$20.00. Fees under this section (l) will be charged in addition to charges, fines, fees, or other costs associated with rejected, unapproved, or atypical wastes under sections 52.098 and 52.099 of this chapter.
 14. A treatment fee pursuant to section 52.099 shall be charged per pound of hauled waste disposed of at the WRF and assessed based on the waste type, pollutant loading, approved disposal location, and location of the source material. The fee for treatment shall include electrical, chemical, labor, equipment, fuel, maintenance, and any capital costs associated with the treatment processes utilized. The treatment fee shall reflect a total cost per gallon or per pound of hauled waste equaling the sum of the total cost of pollutants per gallon or per pound plus, if applicable, total cost of flow per gallon, based on: (1) the parameters of chemical oxygen demand (COD), estimated biochemical oxygen demand (BOD), total suspended solids (TSS) and/or total solids (TS), volatile solids (VS), total Kjeldahl nitrogen (TKN), oil and grease (O&G), and, if applicable, total phosphorus (TP) contained in trucked waste to the WRF; (2) net weight of the wasteload in pounds; and (3) the treatment surcharge component rate per pound of pollutant as found in section 52.020 of this division. Wasteloads disposed of at an unapproved location at the WRF, or containing pollutant concentrations different from typical pollutant concentrations or from original disclosures made during the wasteload approval process, may be subject to additional costs: treatment fees, charges, or fines may also be applied pursuant to section 52.020(1)(l).
- B. All users contributing wastewater in excess of the following concentrations shall be assessed a surcharge, which shall be in addition to the rates and charges ordinarily billed to those users for sewer use. Commencing October 1, 2022 until June 30, 2025, surcharges shall be assessed in accordance with the following rate schedule:

Pollutant	Surcharge per Pound of Pollutant for the Period:		
	10/1/2022 – 6/30/2023	7/1/2023 – 6/30/2024	7/1/2024 – 6/30/2025
Total suspended solids in excess of 250 mg/l	\$ 0.18	\$ 0.20	\$ 0.22



Appendix A:

Fees for the Regulation of Industrial Wastewater, Commercial Wastewater;
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BOD or CBOD in excess of 200 mg/l	0.14	0.17	0.21
TKN in excess of 30 mg/l	0.55	0.49	0.42
Oil and grease in excess of 100 mg/l	0.08	0.10	0.11

Commencing on July 1, 2025, surcharge rates listed in the above table shall be annually adjusted as of July 1 of each year to increase two percent per annum rounded to the nearest whole cent.

Chemical oxygen demand (COD) in excess of 300 mg/l may be used at the discretion of the WRA Director in lieu of CBOD. In this case the excess COD concentration shall be multiplied by the known CBOD/COD ratio or by a ratio of two-thirds to establish an equivalent CBOD concentration.

Ammonia nitrogen (NH₃-N) in excess of 15 mg/l may be used at the discretion of the WRA Director in lieu of TKN by multiplying the excess NH₃-N concentration times two to establish an equivalent TKN concentration.

- C. The establishment and imposition of new or different fees or charges, in addition or in substitution for those provided above in this section, shall be by ordinance amending this chapter. The amounts of the fees and charges established in this section shall be and remain in effect until a time as the WRA Board shall by resolution revise the fee amounts. The revised fees and charges shall take effect after the Board causes the resolution to be sent to this City Council and thereafter causes same to be published in a newspaper of general circulation in each county in which participating communities are located.

D.

SCHEDULE OF ADMINISTRATIVE PENALTIES

for Industrial Pretreatment Ordinance Violations Relating to Regulation of Hauled Waste

VIOLATION	PENALTY	
	First Violation within 12 months	Second & Subsequent Violations within 12 months
Sec. 52.091 Failure to obtain a license	\$ 100	\$200
Sec. 52.092 Failure to pay application fee or provide bond.	\$100	\$200
Sec. 52.093		



Appendix A:

Fees for the Regulation of Industrial Wastewater, Commercial Wastewater;
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Failure to comply with vehicle and equipment standards.	\$100	\$200
Sec. 52.094 Improper disposal of hauled wastes.	\$100	\$200
Sec. 52.095 Failure to provide source and disposal information.	\$100	\$200
Sec. 52.096 Improper mixture of waste types and/or sources.	\$100	\$200
Sec. 52.097 Failure to comply with disposal standards	\$100	\$200
Sec. 52.098 Failure to remove or dispose of rejected wastes	\$100	\$200
Sec. 52.099 Failure to pay treatment fees or other charges	\$100	\$200

SCHEDULE OF ADMINISTRATIVE PENALTIES

**for Industrial Pretreatment Ordinance Violations Relating to Regulation
of Fat, Oil and Grease Discharge by Food Service Establishments**

VIOLATION	PENALTY	
	First Violation within 12 months	Second & Subsequent Violations within 12 months
Sec. 52.063 Failure to install, operate or maintain grease interceptor/trap	\$ 100	\$200
Sec. 52.065 Failure to comply with WRA director order	\$100	\$200
Sec. 52.066 Inadequate installation of grease interceptor/trap	\$100	\$200
Sec. 52.067 Failure to operate, maintain and clean grease interceptor/trap	\$100	\$200
Sec. 52.068 Failure to maintain records	\$100	\$200
Sec. 52.069 Failure to provide, operate and maintain accessible monitoring facilities and allow inspections	\$100	\$200



Appendix A:

Fees for the Regulation of Industrial Wastewater, Commercial Wastewater;
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Sec. 52.3070		
Failure to pay charges, fines, or fees.	\$100	\$200

52.043 – REVOCATION OF DISCHARGE PERMIT; TERMINATION OF SEWER SERVICES

Upon receipt of the certification of costs, the WRA Director shall forward to the user whose service was disconnected by registered mail return receipt requested, certified mail or personal service a bill for the cost of making the disconnection, including all costs for labor and materials, and a service charge of \$500 for WRA supervision.

52.045 – REINSTATEMENT OF SERVICE

Upon payment to the WRA of any delinquency in full, supervision fee of \$500.00, and an inspection by the WRA director to determine whether the original cause for termination has been corrected, the WA will issue a permit for reconnection of the building service line to the POTW. Such reconnection costs, plus inspection fees for the city in accordance with this Code, shall be at the sole expense of the user.

52.61 – TRIP CHARGES

The fees for inspection of an FSE shall be as provided in section 52.020 and shall be paid within 30 days of the date of the invoice for such fees. A trip charge of \$50.00, as referenced in section 52.020, shall be assessed in conjunction with the violation of any requirement of Chapter 52 which results in the need for WRA personnel to reschedule such inspection of grease interceptor/trap or food service establishment, and shall be paid within 30 days of the date of the invoice for such charge.

52.092 – ISSUANCE OF LICENSE

The waste hauler’s license application shall require the payment of a fee of \$60 for each vehicle used by the applicant and the posting of a bond with reasonable surety in the penal sum of \$10,000 for the faithful compliance, including prompt payment of fees, fines and damages.

Appendix B

City of Urbandale



Process for Appeal of Obligor Debt

Your Rights*

If an invoice or statement was sent to you regarding an unpaid debt payable to the City of Urbandale, and you believe either the debt has been paid or the debt is not owed by you, you have the right to appeal.

The Process

If you wish to dispute the debt owed, you must submit your request in writing to the City of Urbandale, Finance Department at 3600 86th Street, Urbandale, IA, 50322. *Please include any supporting documentation you have and explain why you believe you do not owe the debt.*

You may send an appeal at any time after receipt of an invoice or statement; however, the timeline and process differ based on the nature of the debt owed.

The deadline for submitting an appeal is as follows:

Mowing Violations – appeal must be received within 45 days of the original invoice date

Sidewalk Repair Fees – appeal must be received within 60 days of the original invoice date

All Other Debt – appeal must be received within 60 days of the original invoice date

After the noted deadlines, an appeal will no longer be accepted or reviewed.

Review

Your case will be reviewed and a response will be provided, in writing, within 15 days of receipt of your appeal. Once you receive this decision, it is final. If you lose the appeal and you choose not to pay the debt, your account will be turned over to the City's collection agent and a 25% fee will be added to your account.

This debt may also be placed into the Iowa Setoff Program and the amount owed will be withheld from any subsequent tax refund that you receive. For further information regarding the Iowa Setoff Program, please visit the website for the Iowa Department of Revenue at: <https://tax.iowa.gov/collections-information>.

**Note – This right to appeal does not supersede any appeal process already provided for within Iowa Code or City of Urbandale Municipal Code. Please refer to the City of Urbandale Fee Schedule at <https://www.urbandale.org/DocumentCenter/View/1493/City-of-Urbandale-Fee-and-Fine-Schedule?bidId=>.*