



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #23-06-21-001

TOWN OF KNIGHTDALE, NORTH CAROLINA ANNUAL OPERATING BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2024

BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and charges schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Summary

General Fund	\$ 29,659,162
Storm Water Fund	1,718,006
Capital Projects Funds	
General Capital Reserve Fund	<u>2,072,373</u>
 Total Annual Operating Budget Ordinance	 <u>\$ 33,449,541</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-Valorem Taxes	\$ 11,939,300
Local Option Sales Tax	6,764,000
Other Taxes and Licenses	370,500
Unrestricted Intergovernmental Revenues	1,177,000
Restricted Intergovernmental Revenues	4,083,314
Permits and Fees	490,000
Sales and Services	
Sanitation Revenues	1,176,000
Parks and Recreation Revenues	279,350
Investment Earnings	416,500
Miscellaneous	252,750

Other Financing Sources:

Vendor Financing	230,000
Interfund Transfers In	2,113,373

Fund Balance Appropriated

Undesignated Fund Balance	<u>367,075</u>
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Total Revenues and Other Financing Sources	<u>\$ 29,659,162</u>
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Authorized Expenditures by Department:

Administration	\$ 1,117,257
Legislative	431,918
Community Relations	512,966
Human Resources	977,614
Finance	1,008,318
Information Technology	567,455
Public Safety	
Police	6,684,638
Fire	6,466,946
Public Works	
Grounds Maintenance	994,510
Streets – Powell Bill	586,500
Sanitation	1,335,150
Operations	1,529,084
Development Services	2,133,963
Parks, Recreation, and Cultural Programs	2,174,038
Debt Service	2,471,805

Other Financing Uses:

Interfund Transfers Out	<u>667,000</u>
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Total Expenditures and Other Financing Uses	<u>\$ 29,659,162</u>
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Section 2: Storm Water Fund - Fund 60**Anticipated Revenues by Category:**

Sales and Services	\$ 1,306,421
Investment Earnings	41,800

Fund Balance Appropriated

Undesignated Fund Balance	<u>369,785</u>
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Total Revenues and Other Financing Sources	<u>\$ 1,718,006</u>
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Authorized Expenditures:

Storm Water	<u>1,718,006</u>
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Total Expenditures	<u>\$ 1,718,006</u>
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Section 3: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:

Other Taxes and Licenses	\$	150,000
Permits and Fees		125,000
Investment Earnings		50,000

Other Financing Sources:

Interfund Transfers In		1,219,475
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Fund Balance Appropriated		<u>527,898</u>
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Total Revenues and Other Financing Sources	\$	<u>2,072,373</u>
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Other Financing Uses:

Interfund Transfers Out		<u>2,072,373</u>
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Total Expenditures and Other Financing Uses	\$	<u>2,072,373</u>
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Section 4: Levy of Taxes

There is hereby levied, for Fiscal Year 2024, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2023 for the purpose of raising the revenue from Ad Valorem Taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

This rate of tax is based on an estimated assessed valuation of \$2,660,822,222

General Fund	\$	<u>0.45</u>
Total Rate per \$100 of Valuation of Taxable Property	\$	<u>0.45</u>

Section 5: Fees and Charges

There is hereby established, for Fiscal Year 2024, various fees and charges as contained in Attachment A located in the appendix section of this document.

Section 6: Budget Officer Restrictions and Special Authorizations

The Budget Officer shall not have any authority to appropriate fund balance or to increase total appropriations. All interfund and interdepartmental transfers, except as noted below, shall be accomplished only with specific advance approval of the Knightdale Town Council.

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergencies.

- C. The Budget Officer shall be authorized to execute interdepartmental transfers within the same fund provided the amount does not exceed ten percent of the appropriated monies for the department whose allocation is needed.

Section 7: Re-Appropriation of Funds Encumbered in Fiscal Year 2023

Operating funds encumbered on the financial records as of June 30, 2023, are hereby re-appropriated to Fiscal Year 2024.

Section 8: Classification and Pay Plan

There is hereby established for Fiscal Year 2024, certain positions, job titles and salary ranges for all authorized Town employees, as included in Attachment B. The Town Manager is authorized to fill such positions at the grade stated for each position and within the first twenty steps. The Town Council shall approve any deviation in advance.

There is hereby established for Fiscal Year 2024, certain limited service positions, job titles and pay rates as included in Attachment C. The Town Manager is hereby authorized to fill such positions at the hourly rate stated for each position.

Section 9: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Knightdale during the 2023-2024 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Section 10: Funding of the General Capital Reserve Fund

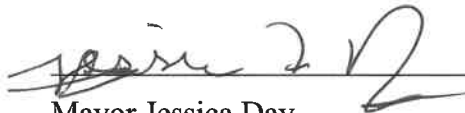
- A. Following the delivery of the audited financial statements to the Town Council, the Finance Director will calculate the fund balance available (FBA) for appropriation in the General Fund by the same method used by the Local Government Commission (LGC). Any amount above forty percent shall be transferred to the General Capital Reserve Fund for future capital needs.
- B. The amount calculated by the Finance Director to equal two cents of the tax rate shall be transferred to the General Capital Reserve Fund for future capital needs. It shall be identified as "General Fund Contribution to Capital Improvement Plan."
- C. The amount calculated by the Finance Director to equal one half cent of the tax rate shall be transferred to the General Capital Reserve Fund for future maintenance of parks and greenways. It shall be identified as "General Fund Contribution to Capital Maintenance Funding."
- D. It shall be the policy of the Town to place the proceeds of the sale of assets and "windfall" income, unbudgeted or unexpected revenue, from any source into the General Capital Reserve Fund for future capital needs when such amounts exceed \$100,000.

Section 11: Town Manager Contract Authorization Limit

The Town Manager (or designee) is hereby authorized to approve and sign contracts up to \$100,000 without prior Town Council approval.

The Finance Director shall establish and maintain all records, which are in consonance with this ordinance, and the appropriate Statutes of the State of North Carolina.


Adopted this 21st day of June, 2023.



Mayor Jessica Day



Town Manager/Budget Officer William R. Summers



Town Clerk Heather M. Smith

FY24 Town of Knightdale Fee Schedule

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Taxes & Fees

TAXES

Property Tax	\$0.45 per \$100 of assessed valuation
Vehicle Tax	\$30.00
Beer and Wine Licenses	
Wine - Off Premises	\$10.00
Beer – Wholesalers	\$37.50
Wine – Wholesalers	\$37.50
Beer & Wine - Wholesalers by Same License	\$62.50

FEES

Stormwater Fees

Residential Single-Family Homes (flat fee monthly)	\$6.75
Commercial (per 2200 square feet of impervious surface)	\$6.75

Solid Waste & Recycling Fees

Solid Waste (monthly)	\$12.50
Recycling (monthly)	\$5.00

Golf Cart Fees

Registration	\$100.00
Replacement Decal	\$20.00

Miscellaneous Fees

Copies

No personal copies made for the public. Costs are per page.

8.5 X 11	\$0.15
8.5 X 14	\$0.25
11 X 17	\$0.25
Certified Copy	\$2.00

Copies of Documents

*Per NC Public Records laws, certain information will not be available to the public.
Special record requests will be addressed following the completion of daily and routine duties.*



Standard Specifications and Construction Details	\$30.00
Budget Proposal	\$30.00
Audit Report (CAFR) - available on-line at no charge	\$20.00
Town Code of Ordinances	\$75.00
Supplement to Town Code of Ordinances	\$10.00
Comprehensive Plan	\$35.00
Unified Development Ordinance	\$35.00
Meeting Notice Request, per year	\$10.00
Lien of Property Fee	\$100.00
Election Filing Fee	\$50.00

Billings and Collections

- All fees are due within thirty (30) days of the invoiced date.
- Fees not paid within thirty (30) days shall accrue an interest charge of 0.75% per month on the unpaid balance, which is 9% annual interest.
- The Town shall be reimbursed for its expenses of collection, including court costs and legal fees.

Public Safety

Police Department

Fire Lane Parking Infraction	\$50.00
Handicapped Parking (State Citation)	\$100.00 plus costs of court
Handicapped Parking (Town of Knightdale Ordinance)	\$50.00
Various Parking Infractions - General No Parking	\$15.00
Solicitor Fee	\$25 per person for 3 days
Off-Duty Officer Rate (3-hour minimum)	\$60 per hour



Fire Department

All businesses and buildings in the Town of Knightdale and its extraterritorial jurisdiction (ETJ) subject to the North Carolina Fire Code shall be inspected by the Town.

Fire Code Inspections

Square Footage		Fee
0	999	\$25.00
Group Home		\$25.00
Multi-Residential Common Areas		\$50.00
1,000	2,499	\$50.00
2,500	4,999	\$60.00
5,000	9,999	\$100.00
10,000	24,999	\$150.00
25,000	49,999	\$200.00
50,000	199,999	\$250.00
200,000	299,999	\$300.00
300,000	399,999	\$400.00
Greater than 399,999		\$500.00

Note: Fees do not apply for Foster Homes

Life Safety Violations

\$250.00 per violation per day

Re-Inspections (Periodic Fire Inspections)

First	\$25.00
Second	\$50.00
Third	\$100.00
Fourth and Beyond	\$200.00
Final Re-Inspection (All Violations Corrected)	\$25.00



Certificate of Occupancy (minimum charge)

- Certificate of Occupancy inspections are charged on a per hour basis. \$50.00 per hour
- Any additional time past each hour will be rounded up to the next hour.

Re-inspection charges will be at the same rate as annual re-inspection fees.

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Fire Permits

Bowling Alley Resurfacing	\$75.00
Carnivals and Fairs	\$100.00
Combustible Dust Producing Operations	\$75.00
Compressed Gases	\$75.00
Cutting and Welding	\$75.00
Dry Cleaning Plants	\$50.00
Exhibit and Trade Shows	\$100.00

Explosives / Blasting

48 Hours	\$75.00
90 Days	\$200.00
Trip Charge*	\$50.00
Closure of a Right-of-Way (when required)	\$250.00

** If blasting will be done within 500 feet of a structure and/or within 250 feet of a roadway, a Knightdale fire official is required to be on site for the blasting. A trip charge will be assessed for each trip to the construction site. This fee may be adjusted by the Fire Chief based on the nature of the structure and unique circumstances.*

Flammable and Combustible Liquids	\$75.00
Flammable Finishes	\$75.00
Hazardous Chemicals	\$75.00
High Piled Combustible Stock	\$75.00
Insecticide Fogging	\$75.00
Vehicles and Assembly	\$100.00
Pyrotechnics and Fireworks	\$150.00
Spraying or Dipping	\$100.00



Tents, Per Tent	\$100.00
Tank Removal / Installation	\$200.00 per tank
Burning Permit (Ceremony or Bonfire)	\$100.00
Burning Permit* Land Clearing (30 day permit)	\$200.00

** Department and North Carolina Forestry Service. Burning permits are issued for site development with a distance requirement of 500 feet to the nearest structure. This fire may generally be started between 9 a.m. and 6 p.m. and no combustible material may be added to the fire between 6 p.m. and the end of the workday.*

Sprinkler Systems

Sprinkler System Installation	\$200.00 or \$0.014 per square foot whichever is greater
Fire Pump Installation	\$200.00
Standpipe System Installation	\$100.00
Hood Suppression System Installation	\$100.00
Fire Hydrant Flow Test	\$100.00

Fire Alarms

Fire Alarm Installation	\$200.00 or \$0.014 per square foot whichever is greater
Re-Review/Permit Renewal of any Fire Protection System	½ of Original Fee



Parks Recreation & Cultural Programs

Athletic Programs and Fees

Youth Sports

	Resident	Non-Resident
Basketball	\$45.00	\$65.00
Tee Ball (Age 4)	\$25.00	\$40.00
Modified Tee Ball (Ages 5-6)	\$25.00	\$40.00
Coach Pitch Baseball (Ages 7-8)	\$45.00	\$65.00
Baseball (Ages 9-15)	\$45.00	\$65.00
Softball (Ages 7-8)	\$45.00	\$65.00
Softball (Ages 9-12)	\$45.00	\$65.00
Sport Academies (Ages 7-15)	\$25.00	\$45.00

Adult Sports

Registration fees are calculated based on the number of teams and service level provided in each league. Registration fees are intended to cover the actual cost (equipment/supplies, officials, maintenance) of the program.

	Resident	Non-Resident
Softball (Men's League)	\$40.00	\$60.00
Sports (Coed)	\$40.00	\$60.00
Basketball 3 on 3	\$30.00	\$50.00

Knightdale Community Pool

Admission fee per visit.

	Resident	Non-Resident
Under Age 1	No Charge	No Charge
Ages 1-5	\$2.00	\$3.00
Ages 6-12	\$4.00	\$5.00
Ages 13 and older	\$5.00	\$6.00
Late Admissions (5:00pm to close)	\$3.00	\$3.00

Summer Pass

100 pool days during the calendar season only and includes Memorial Day and Labor Day.

Individual (Ages 1-5)	\$50.00	\$60.00
Individual (Ages 6-12)	\$75.00	\$85.00



	Resident	Non-Resident
Individual (Ages 13 and older)	\$100.00	\$110.00
Family Package (3 or more)	\$150.00	\$160.00
Seniors (Ages 55 and older)	\$50.00	\$60.00

Water Aerobics

Price based on instructor cost and session length

Facility Rentals

- *Knightdale Parks, Recreation and Cultural Programs offers multiple locations for rent.*
- *Facilities are rented hourly with a 2-hour minimum and 6-hour maximum unless noted.*
- *All facility and field rentals require a \$50.00 security deposit that will be refunded upon completion of post event check out.*
- *Full deposit or any portion may be retained to cover damage or clean up fees post event.*
- *Two-week advance registration required.*
- *Additional Staff charges to include police officers, public works, and recreation staff may apply.*
- *All for-profit rental fees will be 2 times the amount listed below.*

Event Staffing

\$30.00 per hour per staff member

Knightdale Community Pool Cabana

Package includes 2 hours and 10 pool passes

Resident	Non-Resident
\$60.00	\$80.00

Recreation Center Rooms

All rates are per hour

	Resident	Non-Resident
Box Car: Room 404 (35 person max)	\$40.00	\$65.00
Cabin: Room 406 (35 person max)	\$40.00	\$65.00
Box Car and Cabin: Rooms 404 & 406 (70 person max)	\$70.00	\$95.00
Conductor: Meeting Room (35 person max)	\$40.00	\$65.00
Kitchen	\$20.00	\$35.00

Recreation Center Gym Rental

	Resident	Non-Resident
Athletic Events (per hour)	\$50.00	\$75.00
Non-Athletic Events (per hour)	\$100.00	\$125.00

Rentals

Field Preparation

\$50.00 per preparation



Resident Non-Resident

Community Park Baseball Complex

Baseball / Softball Fields (per hour for each field)	\$40.00	\$60.00
Baseball / Softball Fields (flat fee for 1/2-day rental of 4-6 hours)	\$150.00	\$160.00
Baseball/Softball Fields (flat fee for rental for over 6 hours)	\$225.00	\$250.00
KCP-Flat Rate Game/Tournament Full Complex Rental (per day)	\$1,600.00	\$1,600.00
KCP-Flat Rate Game/Tournament Single Field Rental (per day)	\$400.00	\$400.00

Fee includes lights if needed

Knightdale Station Park Soccer Fields *(Per hour for each field usage)*

KSP - Soccer Field - Adult Programs	\$60.00	\$85.00
KSP - Soccer Field - Youth Programs	\$40.00	\$60.00
KSP - Soccer Field - Lights (per hour)	\$30.00	\$40.00

Knightdale Elementary School Fields *(Per hour)*

KES 1 – T-Ball/Kickball	\$15.00	\$30.00
KES 2 – Little League Baseball/Softball	\$15.00	\$30.00
KES 3 – Multipurpose Field (Baseball/Football)	\$15.00	\$30.00
KES 4 – Multipurpose Field	\$15.00	\$30.00

Access to Lights – Add \$15.00 per hour

Forestville Road Soccer Field *(Per hour for each field usage)*

KRC Soccer Field - Youth Football	\$30.00	\$40.00
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Knightdale Station Park Shelter Rentals

*Rentals are available in 3 hour blocks – either 10 am-1pm or 2pm -5pm
Winter Months (December, January, & February) rate are ½ price*

Resident Non-Resident

Picnic Shelter (PSNC Energy Shelter) per hour	\$40.00	\$65.00
Wilder Plaza Full Shelter Pavilion	\$100.00	\$125.00
YMCA Picnic Shelter	\$40.00	\$65.00



Knightdale Station Park Amphitheater Non-Profit Rentals

*One fundraiser per group allowed per calendar year
Other fees may apply*

	Resident	Non-Resident
Amphitheater Stage, Restrooms, and Reserved Lawn Area	\$800.00	\$1,000.00

Knightdale Partnership Programs

Knightdale Station Park Brick Paver Program

(Includes 4" X 8" brick with up to 3 lines engraving)

\$100.00

Christmas Parade Participation

Floats / Vehicles (with advertisements)

\$75.00

Marchers (schools, businesses, etc.)

\$25.00

Antique Vehicles/Scouts/Non-Profits/Marching Bands

Free

Food Truck/Vendor and Other Vendor Participation

- *Knightdale offers multiple opportunities for food truck and other vendors to participate in local events.*
- *Please contact the Recreation Department at (919) 217-2232 for more information.*
- *Note that vendor coordination of Town events may be outsourced to a third-party agent.*

Food Truck/Vendor Standard Event (Deposit)

\$75.00

Food Truck/Vendor Large Event (Deposit)

\$200.00

Non-Food Vendor (per single-size booth and per event)

\$50.00

Food Truck/Annual Permit Fee

\$150.00

Knightdale Community Park Sign / Banner Sponsorship Program

Fence Sign Program (4' x 8', full color) – 2 Year Program

\$350.00

Field Score Box Sign Program (2' x 3', full color) – 2 Year Program

\$250.00



Development Services

- Please note that certain fees listed below are collected on behalf of Wake County.
- Contact the Wake County Inspections Department (919)856-6310, for questions regarding Wake County fees. Those fees are listed here as information for developers and citizens.
- If Wake County adjusts these fees, no formal action is required by the Knightdale Town Council to update the information here.
- **All fees are due upon submission of application, unless otherwise noted.**

Amendment Petition Fees

Amendment to Zoning Map

General Use District \$600.00

Conditional Use District \$600.00

Amendment to Unified Development Ordinance \$600.00

Amendment to Comprehensive Plan \$600.00

Special Use/Planned Unit Development Permit Fees

Residential Use \$600.00

Plus per acre fee \$50.00

Nonresidential \$600.00

Special Use Permit Modification \$600.00

Master Plan Application Fees

With Site Plan Review (flat fee plus per acre fee) \$600.00

With Site Plan Review (per acre fee) \$50.00

Land Use Review Board Fees

Variances \$600.00

Appeals or Interpretations \$600.00

Development Permit Fees

Annexation Petition \$500.00

Utility Allocation/Developer Agreement \$500.00

Zoning Compliance Permit

Without Site Plan Review \$100.00



Zoning Verification Letter	\$100.00
(submittal fee plus up to one hour research preparation)	
Additional Fee Per Hour	\$50.00
Sign Permit	\$75.00
Banner Permits (per application)	\$25.00
Final Plats	
Exempt	\$200.00
Recombination	\$200.00
Right-of-Way Dedication	\$200.00
Boundary Survey	\$200.00
Minor Subdivision / Family (plus per lot fee)	\$200.00
Major Subdivision (plus per lot fee)	\$300.00
Additional Lot Fee	\$10.00
 Petition to Close a Right-of-Way	 \$100.00

Printed Maps

11" x 17"	\$5.00
Large Format Maps, if feasible (per square foot)	\$1.00

Custom Maps

<i>Produced by the Development Services Department, if feasible (per hour, 1 hour minimum)</i>	\$60.00
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Engineering and Legal Review Fees

- *Payments for engineering, consulting and legal review services will be due upon invoice.*

Engineer Review

Actual Costs

- Payment for review of plans, specifications, and Traffic Impact Analysis by the Town's Consulting Engineer shall be the responsibility of the project developer.
- A pre-application conference will be held to determine the scope and cost of the services to be provided by the consultant.
- The project developer will be billed directly by the consultant and all invoices must be paid prior to project Construction Improvement Plan (CIP) issuance by the Town.



Legal Review

Actual Costs

- Reimbursement of costs incurred by the Town, which are outside those services covered by the retainer agreement between the Town and the Town Attorney, including, but not limited to, review of legal documents, preparation for court cases and attendance at meetings.

Sketch Plan Review (Site Plan & Subdivision Courtesy Review)

Fees are due prior to formal submittal for special use permit, zoning compliance or major subdivision.

Submittal Fee	\$300.00
Engineer (per hour)	\$100.00
Senior Planner (per hour)	\$80.00

Construction Plan Review

Construction Plan Submittal Fee	\$700.00
Engineer (per hour)	\$100.00
Planner II (per hour)	\$80.00

Urban Service Area Site Review Fees

Review by Town Staff for areas within the Urban Service area, but not within the current Knightdale corporate limits or extraterritorial jurisdiction.

Engineer (per hour)	\$100.00
Planner (per hour)	\$80.00

Payments In Lieu of Recreation Fees

Lots recorded on or after July 1, 2000 (per dwelling unit)	\$2,500.00
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NOTE: Unit fees are due upon plat approval for new residential subdivisions or upon application for building permit, whichever occurs first. Fees are due for all lots within the Knightdale Planning Jurisdiction. Payment in lieu of construction of recreation for family subdivisions is due upon application for a building permit.

Actual Costs

Payments In Lieu of Street Construction

NOTE: Fees are due upon issuance of a Construction Improvement Permit or upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first. Actual costs are as approved by the Town's Engineering consultant.



Transportation Development Fees

- Fees are consistent with the Town’s Capital Improvement Plan (CIP)
- Fees are calculated per square foot.
- Fees due upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first.
- Fees are due for all lots within the Knightdale Planning Jurisdiction.

Residential

Single Family	\$400.00
Multi-Family and Attached Residential (per unit)	\$300.00
Hotel / Motel (per room)	\$313.00

Industrial

Charged based on greater fee of per 1,000 square feet versus per acre.

Industrial / Manufacturing / Agricultural Processing

Per 1,000 Square Feet	\$181.00
Per Acre	\$1,835.00

Warehouse / Wholesale / Distribution / Transfer / Storage

Per 1,000 Square Feet	\$302.00
Miniwarehousing - Per 1,000 Square Feet	\$80.00

Office, Hospitals and Medical Care Facilities

Per 1,000 Square Feet (less than 100,000 sf)	\$543.00
Per 1,000 Square Feet (100,000 to 199,999 sf)	\$438.00
Per 1,000 Square Feet (greater than 200,000 sf)	\$334.00

Institutional

Group Quarters (per bed)	\$80.00
Churches (per 1,000 square feet)	\$135.00
Day Care Facilities (per licensed enrollee)	\$83.00
Elementary & Middle Schools (per student)*	\$32.00
High Schools (per student)*	\$43.00
Cemetery (per acre)	\$127.00

** A standard based on students refers to the total student capacity of either any new school or an addition to an existing school. Twenty-five students is the student capacity set for each temporary classroom.*



Retail

Per 1,000 Square Feet (less than 50,000 sf)	\$1,092.00
Per 1,000 Square Feet (50,000 to 99,999 sf)	\$982.00
Per 1,000 Square Feet (100,000 to 199,999 sf)	\$1,247.00
Per 1,000 Square Feet (200,000 to 299,999 sf)	\$1,148.00
Per 1,000 Square Feet (greater than 300,000 sf)	\$950.00
Outdoor Retail Display Areas as Primary Use (per acre) <i>A standard based on acreage refers to the total land and water surface area of any lot or lots on which any primary, accessory or incidental use or portion thereof is located.</i>	\$1,939.00
Retail Delivery Pumps (per pump) <i>For retail uses that include the sale of motor fuels to the public. Note: This fee is eligible for a credit subject to an approved developer agreement.</i>	\$190.00
Parking, In-Town Center Overlay District <i>Fees due upon final plat approval for new subdivisions and upon application for building permit for existing lots of record.</i>	\$500.00

Site & Public Infrastructure Inspection Fees – Public Infrastructure

The same fees will apply for any development projects requiring infrastructure inspections by the Town which are in the Urban Service Area but not in the Town's corporate limits or ETJ.

Storm Drainage (per linear foot)	\$1.00
Streets (per linear foot)	\$1.00
Subdivision Final Re-Inspection <i>Inspection at conclusion of warranty period</i>	\$400.00
Sidewalks (per linear foot)	\$1.00
Curb & Gutter (per linear foot)	\$1.00
Greenway (per linear foot)	\$1.00
Tree Protection Fence (per linear foot)	\$0.025

Weekend Inspection Fee (Knightdale Employee) \$300.00

Building Permit Administration and Review Fee \$100.00
Due upon application for building permit

Trade Permit Administration Fee
Due upon application for trade permit

Residential & Commercial	30.00
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Zoning Inspection Fees (Knightdale Fees)

Fees due upon application for building permit

Residential & Minor Commercial (Upfit)

Setback	\$25.00
Driveway/Sidewalk	\$25.00
Plot Plan-Field Verification	\$25.00
Certificate of Occupancy	\$25.00
Re-Inspection	\$75.00

Commercial Construction – New or Major Alteration

Setback	\$150.00
Certificate of Occupancy– Base Fee	\$150.00
Plus Per Acre Fee	\$50.00
Re-Inspection Fee	\$100.00

Violations

First Day

Unified Development Ordinance	\$250.00
Sign Ordinance (first offense)	\$100.00
Sign Ordinance (second offense within six months)	\$250.00
Landscaping (per violation)	\$50.00
Plus per square foot area of vegetation	\$2.00
Lighting	\$50.00
Environmental Protection	\$250.00
Occupancy of Building without CO	\$500.00
Occupancy of Building after Expiration of Temporary CO	\$500.00

Each Succeeding Day Until Corrected

Penalties are assessed on a per day basis

Unified Development Ordinance	\$50.00
Sign Ordinance	\$25.00
Landscaping	\$50.00
Lighting	\$50.00
Environmental Protection	\$250.00
Occupancy of Building without CO	\$100.00
Occupancy of Building after Expiration of Temporary CO	\$100.00



Code Enforcement / Nuisance Vegetation Abatement

First Hour (or fraction thereof)	200.00
Each Additional Hour (or fraction thereof)	100.00
Contractor Clearance	Actual Costs

Residential Building Permit Fees

Wake County residential permit fees includes all trades and temporary electrical construction pole, if needed.

** Gross floors are finished within the inside perimeter of the exterior walls with no deduction for garage, corridors, stairs, closets, or other features. Finished area is that portion of building served by either electrical, mechanical, or plumbing systems and suitable for occupant's use.*

New One & Two Family Dwellings

Includes Single Family, Duplex, or Townhouses.

Per Dwelling Fee Base Fee	\$75.00
Plus Per Square Foot of Gross Floor Area*	\$0.25

Manufactured, Modular, Houses Moved

Includes all trades required.

Per Dwelling Fee	\$75.00
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Alterations, Additions, Accessory Buildings & Structures

Includes residential additions, alterations, repairs, sheds, attached/detached garages, retaining walls, porches, decks, solar panels, closed crawlspaces, etc.

Permit Base Fee	\$75.00
Plus Per Square Foot of Gross Floor Area*	\$0.25

Demolition

Permit Fee	\$75.00
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Swimming Pools, Hot Tubs, & Spas

Includes all trades and 2 electrical grounding inspections.

Above-Ground Pools, Hot tubs, Spas	\$75.00
In-Ground Pools	\$300.00

Trade Permits

Single permit fee for electrical, mechanical, and plumbing regardless of number of trades involved.

Permit Fee	\$75.00
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Non-Residential Building Permit Fees

Fees include both Wake County and Knightdale portion thereof.

Includes non-residential/commercial new buildings, additions, alterations, demolition, trade permits, and multi-family.

Fees calculated per project cost for EACH required trade.

Range		Fee
\$0	\$1,500	\$83.00
\$1,501	\$2,500	\$155.00
\$2,501	\$25,000	\$225.00
\$25,001	\$50,000	\$450.00
\$50,001	\$100,000	\$900.00
\$100,001	\$200,000	\$1,800.00
\$200,001	\$350,000	\$3165.00
\$350,001	\$500,000	\$4,150.00
\$500,001	\$750,000	\$5,600.00
\$750,001	\$1,000,000	\$7,000.00

Add 0.15% for each million dollars over \$1,000,000 or portion thereof (multiply by 0.0015)

Amend Permit Fee (Wake County) \$60.00

An Administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums and construction plans requiring two or more reviews.

Re-Inspection Fee (Wake County) \$60.00

Fee is charged for each extra trip necessary to approve a required inspection. Must be paid prior to scheduling a re-inspection.

Administrative Change Fee (Knightdale) \$50.00

Per permit fee applied to add/change of contractor or permit revisions after issuance.

Homeowner Recovery Fee \$10.00

Assessed when a licensed General Contractor applies for a permit to construct or alter a single-family dwelling.

Farm Animals

- *Farm animals include but are not limited to the following: cattle, horses, sheep, goats, mules, swine and fowl.*
- *Permit Requires 200-foot buffer from all adjacent properties.*

Permit Application Fee to Keep Farm Animals \$50.00



Encroachments (irrigation, landscaping, non-utility)

Encroachment Permit Fee	\$100.00
Encroachment Inspection Fee	\$75.00

Erosion and Sediment Control

Land Disturbance Permit	\$250.00 per acre or part thereof
Plan Review Fee (per disturbed acre or portion)	\$250.00 per acre or part thereof
Plan Resubmission Fee (at second and subsequent submissions)	\$100.00
Plan Review Fee (Permit expired and renewal one more year)	\$125.00 per acre
Plan Review Fee (Permit expired and renewal two more years)	\$250.00 per acre
Plan Amendment Fee	\$150.00
Individual Lot Plan Review	\$100.00 per lot
Plan Transfer	\$150.00
Re-Inspection Fee	\$60.00

Permit Fees: \$250 per acre of disturbance for grading permit. Fees include plan review, permit issuance, and inspections for a 2-year period. Example: \$500 x 0.4 acres = \$200.

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager – Administration	10070	1	39	134,568	200,353	A
Assistant Town Manager – Operations	10070	1	39	134,568	200,353	A
Town Clerk	10080	1	24	64,729	96,373	A
Deputy Town Clerk	-	1	19	50,717	75,511	
		<u>5</u>				
COMMUNITY RELATIONS						
Community Relations Director	-	1	36	116,245	173,072	A
Communications & Marketing Manager	-	1	27	74,932	111,564	A
		<u>2</u>				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	36	116,245	173,072	E
Senior Planner	20475	4	26	71,364	106,251	
Planner	20470	2	22	58,711	87,413	
Planning Technician	20465	1	19	50,717	75,511	
		<u>8</u>				
FINANCE						
Finance Director	10120	1	36	116,245	173,072	E
Assistant Finance Director	-	1	30	86,743	129,149	A
Business Analyst	20060	1	26	71,364	106,251	A
Accountant	20010	1	22	58,711	87,413	
Accounting Technician	20040	1	18	48,302	71,915	
Customer Service Clerk - Finance	20305	1	17	46,002	68,491	
		<u>6</u>				

Effective 07/01/2023

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
FIRE						
Fire Chief	10130	1	37	122,057	181,726	E
Battalion Chief	30085	3	29	82,613	122,999	
Fire Marshal	30130	1	29	82,613	122,999	
Fire Captain	30080	12	26	71,364	106,251	
Fire Lieutenant	30120	12	24	64,729	96,373	
Firefighter	30100	21	22	58,711	87,413	
Administrative Assistant - Fire	20600	1	17	46,002	68,491	
		<u>51</u>				
HUMAN RESOURCES						
Human Resources Director	10150	1	36	116,245	173,072	A
Human Resources Analyst	20460	1	24	64,729	96,373	
Human Resources Technician	20080	2	21	55,916	83,251	
		<u>4</u>				
PARKS, RECREATION & CULTURAL PROGRAMS						
Parks & Recreation Director	10220	1	36	116,245	173,072	E
Assistant Parks & Recreation Director	-	1	30	86,743	129,149	E
Recreation Supervisor	20520	1	23	61,647	91,784	
Athletic Supervisor	20510	2	23	61,647	91,784	
Administrative Assistant – Parks & Rec	20600	1	17	46,002	68,491	
		<u>6</u>				
POLICE						
Police Chief	10170	1	37	122,057	181,726	E
Deputy Police Chief	30250	1	33	100,416	149,506	E
Police Captain	30160	2	31	91,081	135,607	E
Police Lieutenant	30275	4	29	82,613	122,999	
Police Sergeant	30270	5	27	74,932	111,564	
Police Corporal	-	4	25	67,966	101,192	

Effective 07/01/2023

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
POLICE CONTINUED						
Detective	30210	3	24	64,729	96,373	
Accreditation Manager	-	1	22	58,711	87,413	A
Police Officer	30260	25	21	55,916	83,251	
Evidence Custodian	-	1	20	53,253	79,286	
Records Clerk	30220	1	17	46,002	68,491	
Administrative Assistant - Police	20610	1	17	46,002	68,491	
		49				
PUBLIC WORKS						
Public Works Director	10210	1	36	116,245	173,072	E
Assistant Public Works Director	-	1	30	86,743	129,149	E
Stormwater Program Manager	20744	1	28	78,679	117,142	
Grounds Maintenance Supervisor	20450	1	25	67,966	101,192	E
Operations Supervisor	20670	1	25	67,966	101,192	E
Stormwater Technician	20747	1	22	58,711	87,413	
Construction Inspector	20320	1	22	58,711	87,413	
Team Leader	-	1	21	55,916	83,251	
Customer Service Clerk – Public Works	20305	1	17	46,002	68,491	
Maintenance Worker	20430	10	15	41,725	62,123	
		19				
TOTAL NUMBER OF POSITIONS		150				

NOTES:

- Starting salary up to Step 20 with the Town Manager’s approval. Starting salaries over Step 20 require Town Council approval.
- There is a 3% COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. Merit funding is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- Revisions for FY24 include:
 - Addition of 3 new positions:
 - Fire Marshal
 - Evidence Custodian
 - Team Leader

Effective 07/01/2023

POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment B

- Addition of 1 new Planner position
- Addition of 6 new Police Officer positions (2 for summer/fall 2023, 4 for spring/summer 2024)

Effective 07/01/2023

LIMITED SERVICE POSITION CLASSIFICATION PLAN
Budget Ordinance 23-06-21-001 Attachment C

<u>Department/Title</u>	<u>Grade</u>	<u>Hourly Rate</u>	<u>Department/Title</u>	<u>Grade</u>	<u>Hourly Rate</u>
ADMINISTRATION			PARKS, RECREATION & CULTURAL PROGRAMS		
Intern	29	\$16.77	Recreation Assistant	16	\$12.64
COMMUNITY RELATIONS			Recreation Assistant Supervisor	23	\$15.00
Intern	29	\$16.77	Park Attendant	23	\$15.00
DEVELOPMENT SERVICES			Parks Maintenance Worker	29	\$16.77
Intern	29	\$16.77	POLICE		
FINANCE			Intern	29	\$16.77
Intern	29	\$16.77	PUBLIC WORKS		
FIRE			Intern	29	\$16.77
Firefighter Trainee	16	\$12.64	Maintenance Worker	29	\$16.77
Firefighter I	36	\$18.82			
Firefighter II	38	\$19.41			
Firefighter III	39	\$19.71			
Fire Inspector	75	\$30.39			
Data Administrator	77	\$30.98			
Assistant Fire Marshal	82	\$32.48			
Deputy Fire Marshal	89	\$34.57			
Training Chief	89	\$34.57			

NOTES:

- All positions listed are classified as non-exempt based on the Fair Labor Standards Act.
- Revisions for FY24 include:
 - 3% COLA
 - Addition of Intern for Community Relations Department
 - Addition of Parks Maintenance Worker for Parks, Recreation & Cultural Programs Department.

Effective 07/01/2023