



## InterOffice Memorandum

**Date:** October 15, 2010  
**To:** All Governmental Entities and Not-For-Profit Organizations  
**From:** Valerie J. Dehner, Community Development Director  
**CC:**  
**Subject:** Application for Reduction of Permit Fees Under \$500

**\*\*\* EFFECTIVE IMMEDIATELY \*\*\***

Ordinance 97-62 allows for the reduction of permit fees for governmental entities as well as not-for-profit organizations. This ordinance also allows the City of Rolling Meadows to be reimbursed for any actual and out-of-pocket expenses incurred during the building process.

**For projects with building permit fees under \$500:**

1. The entire permit fee will need to be paid at the time of permit issuance. The building permit fee will be deposited and kept in an escrow account.
2. The Community Development Department will track the actual hours worked by the inspectors on the project.
3. This amount will be charged against the escrowed building permit deposit.
4. At the end of the project, the escrow account will be reconciled. If there is a balance left over after all charges are made, the Exempt Entity will receive the remainder of the deposit.

**For projects with building permit fees over \$500:**

1. The request for reduction of permit fees will be forwarded to the City Council for their consideration. The organization making the request will need to have a representative present at the City Council meeting for any questions that may be asked.
2. The process will follow that which is identified in Ordinance 97-62.

CITY OF ROLLING MEADOWS  
COMMUNITY DEVELOPMENT DEPARTMENT  
3600 KIRCHOFF ROAD  
ROLLING MEADOWS, IL 60008  
(847) 506-6030

APPLICATION FOR REDUCTION OF PERMIT FEES

Governmental Entity       Not-For-Profit

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Description: \_\_\_\_\_

Not-for-profit organization to attach one of the following:

1. Copy of corporate charter as a not-for-profit corporation from the Illinois Secretary of State's Office and Certificate of Good Standing issued by the Secretary of State's office.
2. Internal Revenue Service tax exemption letter pursuant to Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code.

As a duly authorized representative of the aforementioned organization, I hereby request waiver of all eligible and applicable permit fees in connection with the stated project. I have read and understand the terms and conditions for such waiver and the organization agrees to abide by said terms and conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Approved

Denied

Forward to City Council

Comments: \_\_\_\_\_

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit #

ORDINANCE 97-62

25. Waiver of Building Permit Fees: Building permit fees associated with projects undertaken by governmental entities, including, but not limited to, Park Districts, School Districts, Townships, Rolling Meadows Library, Cook County, and the State of Illinois, or organizations that are chartered as not-for-profit organizations or entities that have been determined by the Internal Revenue Service to be exempt from taxation pursuant to Section 501 (c) (3) or 501 (c) (6) of the Internal Revenue Code (hereinafter "Exempt Entity") may be eligible for waiver of building permit fees as follows:

- a) The Building and Zoning Officer is authorized to waive building permit fees that do not exceed five hundred dollars (\$500.00) for an Exempt Entity. Any denial of a waiver of fees by the Building and Zoning Officer is subject to appeal to the Rolling Meadows City Council; and
- b) The Rolling Meadows City Council may approve a waiver of building permit fees for an Exempt Entity that exceeds five hundred dollars (\$500.00). Under this program, an Exempt Entity must submit to the Building and Zoning Officer a letter requesting a waiver. The matter will be submitted to the City Council on the Consent Agenda segment of the Council meeting. Adoption of the Consent Agenda, which contains the request for waiver of building permit fees, shall be approval of the building permit fee waiver. If the Council members wish to debate the merits of the request, the request shall be removed from the Consent Agenda and considered by the Council under the new business portion of the Council meeting. If the waiver of some or all of the building permit fees is approved by the City Council, the following would occur:
  1. The Exempt Entity would deposit with the City an amount equivalent to fifty percent (50%) of the building permit fees and pay for all direct out-of-pocket expenses incurred by or due to the City as a result of the project (e.g. use of outside plan reviewers, engineering costs, water meter purchases, utility tap-on charges);
  2. The Building Department would track actual hours worked by the inspectors on the project;
  3. The City hourly wage and benefit expense of the individual Building Department inspectors associated with inspections of the project would be charged against the escrowed building permit deposit and paid to the City; and
  4. At the end of the project, the escrow account would be reconciled. If there is a balance left over after all charges are made, then the Exempt Entity would receive the remainder of its deposit. If the actual expenses exceed the escrow amount, then the Exempt Entity would be billed for the excess balance by the City which would then be promptly paid to the City by the Exempt Entity. The maximum amount that the Exempt Entity would pay would not exceed 75% of the value of the total building permit fees that would have been paid had the Exempt Entity not been eligible for the waiver.

**CITY OF ROLLING MEADOWS  
REIMBURSEMENT OF FEES AGREEMENT**

By signing below, the petitioner and owner acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they hereby agree to comply with the provisions of said Section 78-67 concerning "reimbursement of fees" and each agrees to comply with the terms set forth therein. Further, by signing below, each warrants that he/she/it possesses full authority to so sign. The owner and petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the City of Rolling Meadows Municipal Code.

Please print the following information:

Location of Property: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_ Phone: \_\_\_\_\_

Person to be billed: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date

**AN ORDINANCE AMENDING CHAPTER 78 "PLANNING"**

WHEREAS, Article 3, "City Plan" of Chapter 78, "Planning," of the Code of Ordinances provides regulations for amendments to the Official City Plan; and

WHEREAS, the City Council has determined that it is desirable and in the best interest of the City to provide for the reimbursement of professional fees and direct expenses in connection with any request for a variation from the City Code or Zoning Code, a special use, a planned unit development, subdivision or other improvement or development upon real property.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Rolling Meadows, as follows:

**SECTION 1:** The Code of Ordinances, City of Rolling Meadows, Illinois, is hereby amended by adding a section to be numbered 78-67, which said section reads as follows:

**Sec. 78-67. Reimbursement of Professional Fees and Expenses.**

- (1) In the event that it is necessary for the City to retain the services of a professional, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or other consultants, in connection with any petitioner's request for the City to consider or otherwise take action upon any zoning change, special use, planned unit development, variation from the City Code, subdivision or other improvement or development upon real property, then the petitioner and the owner of the property shall be jointly and severally liable for payment of such professional fees and reimbursement shall be made to the City within thirty (30) days of receipt of an invoice for same. Further, any professional fees incurred as a result of the petitioner, owner or other agent requesting an opinion or otherwise requesting relief or assistance from the City, whether or not related to real property, shall be reimbursed in accordance with this Section if, in the discretion of the City, a professional opinion is desired.

- (2) Any expenses incurred, including, but not limited to, mailing and copying, as a result of any such request, application, or development application, shall be reimbursed to the City.
- (3) At the time the petitioner requests action from the City, he or she will be required to execute a Reimbursement of Fees Agreement.
- (4) Failure to reimburse the City in accordance with this Section may, in the City's discretion, result in the refusal of any board, committee or the City Council to consider or take action upon any pending or further requests from the petitioner or owner who has failed to pay in full all amounts due under this Section. Further, the City may deny any application for a grading, building or other permit if such amounts have not been paid in full and the City may elect to file a lien against any real property associated with such a petitioner's request. Interest in the amount of one and one-half percent (1-1/2%) per month shall accrue on all sums outstanding for thirty (30) days or more.

**SECTION 2.** This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

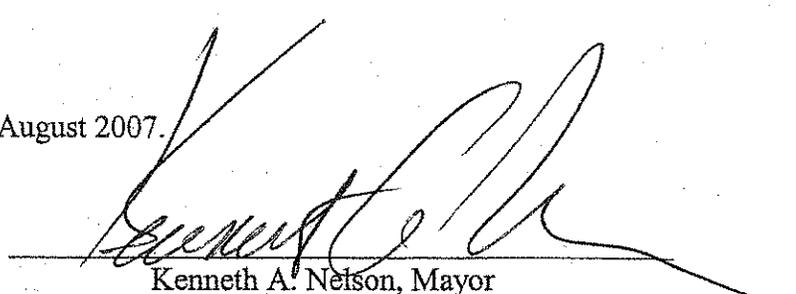
**SECTION 3.** This Ordinance shall be printed and published in pamphlet form by order of the City Council of the City of Rolling Meadows.

YEAS: Pitzaferrero, Lusk, Buske, Rooney, Adams, Kwandras, Larsen

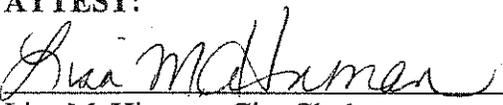
NAYS: 0

ABSENT: 0

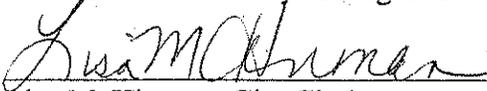
Passed and Approve this 28<sup>th</sup> day of August 2007.

  
Kenneth A. Nelson, Mayor

**ATTEST:**

  
Lisa M. Hinman, City Clerk

Published this 29<sup>th</sup> day of August 2007.

  
Lisa M. Hinman, City Clerk