

**TOWN OF PINE RIDGE  
MASTER FEE SCHEDULE**

| <b>Section I - Miscellaneous Fees</b>                 |                                  |  |                             |
|---|----------------------------------|--|-----------------------------|
| <b>Item/Description</b>                               | <b>Basis</b>                     | <b>Fee</b>                                     | <b>Reference</b>            |
| Mailing Fee   | Per Occurance - 10 pages or less | 0.40 (in addition to copy & postage fee)       | Ordinance 2019-30           |
| Mailing Fee   | Per Occurance - 10 pages or more | 0.40 for each 10 pages over the first 10 pages | Ordinance 2019-30           |
| Fax Services  | Per Occurance - up to 20 pages   | 7.00   | Ordinance 2019-30           |
| Certified Copies                                      | Per Page                         | 1.00 (in addition to copy fee)                 | Ordinance 2019-30           |
| Black & White Copies - Letter size                    | Per Copy                         | 0.25   | Ordinance 2019-30           |
| Black & White Copies - Legal size                     | Per Copy                         | 0.40   | Ordinance 2019-30           |
| FOIA-Black & White Copies                             | Per Copy                         | 0.25   | Ordinance 2019-30           |
| FOIA- CD Copy   | Per Disc                         | 10.00  | Ordinance 2019-30           |
| FOIA - Staff time for Research, Copies, Review*       | Per Hour                         | 20.00  | Ordinance 2019-30           |
| FOIA - Staff time for Research, Copies, Review*       | Per 1/2 Hour Minimum             | 10.00  | Ordinance 2019-30           |
| FOIA-Audio transcript of Council/Planning/BZA meeting | Per Copy                         | \$10.00 plus actual cost                       | Ordinance 2019-30           |
| Election Fees - Mayor                                 | Per Election per Candidate       | 50.00  | Town Ordinance §1-207(b)    |
| Election Fees - Council                               | Per Election per Candidate       | 30.00  | Town Ordinance §1-207(b)    |
| Administrative - NSF Returned Check Fee               | Per Check                        | 30.00  | Ordinance 2019-30           |
| Smoking - Penalties & Enforcement                     | Per Occurance                    | 25.00  | Town Ordinance §2-106(h)(3) |
| Floodplain - Penalties & Enforcement                  | Per Occurance                    | \$500.00 plus court cost                       | Town Ordinance §2-501(j)    |
| Chargeback Refund - not our error                     | Per Occurance                    | 5%   | Ordinance 2019-30           |

\*Staff time fees may be higher if the lowest paid employee is not qualified to complete the request.

| <b>Section II - Police Department Fees</b>      |  |  |                   |
|---|--|--|-------------------|
| <b>Item/Description</b>                         | <b>Basis</b>                           | <b>Fee</b>                                     | <b>Reference</b>  |
| Credit Card Chargeback Fee                      | Per Occurrence                         | 30.00  | Ordinance 2019-30 |
| Mailing Fee                                     | Per Occurance - 10 pages or less       | 0.40 (in addition to copy & postage fee)       | Ordinance 2019-30 |
| Mailing Fee                                     | Per Occurance - 10 pages or more       | 0.40 for each 10 pages over the first 10 pages | Ordinance 2019-30 |
| Fax Services                                    | Per Occurance - up to 20 pages         | 7.00   | Ordinance 2019-30 |
| Certified Copies                                | Per Page                               | 1.00 (in addition to copy fee)                 | Ordinance 2019-30 |
| Black & White Copies - Letter size              | Per Copy                               | 0.25   | Ordinance 2019-30 |
| Black & White Copies - Legal size               | Per Copy                               | 0.40   | Ordinance 2019-30 |
| Fingerprinting - Resident                       | Per Set                                | 5.00   | Ordinance 2019-30 |
| Fingerprinting - In Town Businesses             | Per Set                                | 5.00   | Ordinance 2019-30 |
| FOIA-Police Report (No fee for victim)          | Per Report up to 3 pages plus per page | \$5.00 + .25 cents per page above 3            | Ordinance 2019-30 |
| FOIA-Accident Report                            | Per Report up to 3 pages plus per page | SCDOT  | Set by SCDOT      |
| FOIA-Photographs, Audio or Video Recordings     | Per Request plus actual cost           | \$20.00 plus actual cost                       | Ordinance 2019-30 |
| FOIA - Audio Transcripts                        | Per Disc                               | \$10.00 plus actual cost                       | Ordinance 2019-30 |
| FOIA - Staff time for Research, Copies, Review* | Per Hour                               | 17.30  | Ordinance 2019-30 |

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|---|----------------------|--------------------------|-----------------------------|
| FOIA - Staff time for Research, Copies, Review* | Per 1/2 Hour Minimum | 8.65                     | Ordinance 2019-30           |
| Alarm Permit -                                  | Per Property         | 0.00                     | Town Ordinance §6-304(3)(a) |
| Alarm Permit - Failure to Update Information    | Per Occurance        | \$500.00 plus court cost | Town Ordinance §6-304(3)(d) |
| Alarm Permit - False Alarm 3rd                  | Per Occurance        | 50.00                    | Town Ordinance §6-304(6)(a) |
| Alarm Permit - False Alarm 4th                  | Per Occurance        | 75.00                    | Town Ordinance §6-304(6)(a) |
| Alarm Permit - False Alarm 5th                  | Per Occurance        | 100.00                   | Town Ordinance §6-304(6)(a) |
| Alarm Permit - False Alarm 6th-9th              | Per Occurance        | 150.00                   | Town Ordinance §6-304(6)(a) |
| Alarm Permit - False Alarm 10th                 | Per Occurance        | 300.00                   | Town Ordinance §6-304(6)(a) |
| Alarm Permit - Failure to Register              | Per Occurance        | 100.00                   | Town Ordinance §6-304(6)(a) |
| Alarm Permit - Reconnection Fee                 | Per Occurance        | 25.00                    | Town Ordinance §6-304(10)   |
| Alarm -Penalties & Enforcement                  | Per Occurance        | \$500.00 plus court cost | Town Ordinance §6-304(13)   |
| Ordinance Summons                               | Per Occurance        | \$500.00 plus court cost | Town Ordinance §3-109       |
| Contempt of Court                               | Per Occurance        | \$500.00 plus court cost | Town Ordinance §3-110       |
| Parade Permit                                   | Per Occurance        | 0.00                     | Town Ordinance §6-503       |
| Parade - Penalties & Enforcement                | Per Occurance        | \$500.00 plus court cost | Town Ordinance §6-513       |

\*Staff time fees may be higher if the lowest paid employee is not qualified to complete the request.

**Section III - Business License Fees**

| Item/Description            | Basis         | Fee                        | Reference               |
|-----------------------------|---------------|----------------------------|-------------------------|
| Penalty - Failure to renew  | Per Month     | 5%                         | BL Ordinance §4-401(12) |
| Penalty - Failure to obtain | Per Occurance | \$1092.50 max-\$100.00 min | BL Ordinance §4-401(19) |

**Business License Tax Schedule**

| Rate Class                  | Income: \$0 - \$2,000                  | Income Over \$2,000                    | Reference                  |
|-----------------------------|--|--|----------------------------|
|                             | Minimum Tax                            | Rate per Thousand or fraction thereof  |                            |
| 1                           | \$35.00 (R) & \$70.00 (NR)             | \$1.40 (R) & \$2.80 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 2                           | \$40.00 (R) & \$80.00 (NR)             | \$1.45 (R) & \$2.90 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 3                           | \$45.00 (R) & \$90.00 (NR)             | \$1.50 (R) & \$3.00 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 4                           | \$50.00 (R) & \$100.00 (NR)            | \$1.55 (R) & \$3.10 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 5                           | \$55.00 (R) & \$110.00 (NR)            | \$1.60 (R) & \$3.20 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 6                           | \$60.00 (R) & \$120.00 (NR)            | \$1.65 (R) & \$3.30 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 7                           | \$65.00 (R) & \$130.00 (NR)            | \$1.70 (R) & \$3.40 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 8.1 - Contractors           | \$45.00 (R) & \$90.00 (NR)             | \$1.50 (R) & \$3.00 (NR) + Minimum Tax | BL Ordinance §4-401(21)(b) |
| 8.1A - One Job License      | One Location & up to \$1k ONLY \$35.00 | One Location & up to \$1k ONLY \$35.00 | BL Ordinance §4-401(21)(b) |
| 8.1B - Limited Year License | Up to \$50k - \$200.00                 | \$1.50 (R) & \$3.00 (NR) + \$200.00    | BL Ordinance §4-401(21)(b) |
| 8.2 - Railroad Companies    | Set by state statute                   | Set by state statute                   | BL Ordinance §4-401(21)(b) |
| 8.3 - Telephone Companies   | MASC Telecommunications                | \$ set by state statute                | BL Ordinance §4-401(21)(b) |

**TOWN OF PINE RIDGE  
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ORDINANCE 2019-30

|   |  |   |                            |
|---|--|---|----------------------------|
| 8.41 - Satellite Install/Junk Dealers                             | \$60.00 (R) & \$120.00 (NR)  | \$1.65 (R) & \$3.30 (NR) + Minimum Tax    | BL Ordinance §4-401(21)(b) |
| 8.42 - Pawn Brokers   | \$250.00   | \$4.00 + Minimum Tax                      | BL Ordinance §4-401(21)(b) |
| 8.5 - Automotive, Motor Vehicles, Boats, Farm Machinery or Retail | \$250.00   | \$4.00 + Minimum Tax                      | BL Ordinance §4-401(21)(b) |
| 8.61 - Peddlers, Solicitors, Canvassers, Door-To-Door Sales       | \$60.00 (R) & \$120.00 (NR)  | \$1.65 (R) & \$3.30 (NR) + Minimum Tax    | BL Ordinance §4-401(21)(b) |
| 8.62 - Seasonal activities  | \$35.00 (R) & \$70.00 (NR)   | \$1.40 (R) & \$2.80 (NR) + Minimum Tax    | BL Ordinance §4-401(21)(b) |
| 8.7 - Insurance Companies   | MASC Insurance   | \$ set by state statute                   | BL Ordinance §4-401(21)(b) |
| 8.81 - Amusement Machines, coin operated (except gambling)        | \$12.50 + \$12.50 per machine  | \$ set by state statute                   | BL Ordinance §4-401(21)(b) |
| 8.82 - Distributor selling or leasing machines                    | \$45.00 (R) & \$90.00 (NR)   | \$1.50 (R) & \$3.00 (NR) + Minimum Tax    | BL Ordinance §4-401(21)(b) |
| 8.83 - Amusement Machines, coin operated, non-payout              | \$12.50 + \$180.00 per machine   | \$ set by state statute                   | BL Ordinance §4-401(21)(b) |
| 8.84 - Distributor selling or leasing machines                    | \$45.00 (R) & \$90.00 (NR)   | \$1.50 (R) & \$3.00 (NR) + Minimum Tax    | BL Ordinance §4-401(21)(b) |
| 8.91 - Bingo halls, parlors                                       | \$250.00   | \$4.00                                    | BL Ordinance §4-401(21)(b) |
| 8.92 - Carnivals and Circuses                                     | \$250.00   | \$4.00                                    | BL Ordinance §4-401(21)(b) |
| 8.93 - Drinking Places, bars, lounges, cabarets                   | \$250.00   | \$4.00                                    | BL Ordinance §4-401(21)(b) |
| 8.10 - Billiard or Pool Rooms, all types                          | \$ 250.00 + \$5.00 per table/stamp   | \$4.00                                    | BL Ordinance §4-401(21)(b) |
| Single Site (Adopted 3/8/05)                                      | See Annexation & Economic Development Incentive Policy   | 3.25 times the normal rate for each class | BL Ordinance §4-401(21)(b) |
| Resident Business License   | For Income earned outside of Pine Ridge on which Business License fees were not paid to another municipality | \$0.50                                    | BL Ordinance §4-401(21)(b) |

**Section III - Planning/Zoning Fees**

| Item/Description                                | Basis                             | Fee                        | Reference                 |
|---|-----------------------------------|----------------------------|---------------------------|
| Addressing                                      | Each                              | 10.00                      | Ordinance 2019-30         |
| Administrative Appeal - BZA                     | Each                              | 250.00                     | Zoning Ordinance §1201(b) |
| Any Plat Requiring Planning Commission Approval | Base fee + per Lot                | \$75.00 + \$8.00 per lot   | Ordinance 2019-30         |
| Conditional Use Permit                          | Each                              | 250.00                     | Zoning Ordinance §601(2)  |
| Conservation Design MPD - Site Plan             | Map Amendment +Base fee + per Lot | \$150.00 + \$16.00 per lot | Ordinance 2019-30         |
| Conservation Design MPD - Bonded Plat           | Base fee + per Lot                | \$100.00 + \$8.00 per lot  | Ordinance 2019-30         |
| Conservation Design MPD - Final Plat            | Base fee + per Lot                | \$75.00 + \$8.00 per lot   | Ordinance 2019-30         |
| Conservation Design MPD - Major Change          | Each                              | 250.00                     | Ordinance 2019-30         |
| Conservation Design MPD - Minor Change          | Each                              | 250.00                     | Ordinance 2019-30         |
| Exempt Sub-Divisions                            | per Lot                           | 25.00                      | Ordinance 2019-30         |
| Floodplain Appeal                               | Each                              | 250.00                     | Ordinance 2019-30         |
| Floodplain Development Site Plan                | Each                              | 250.00                     | Ordinance 2019-30         |

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ORDINANCE 2019-30

|   |                                   |                            |                            |
|---|-----------------------------------|----------------------------|----------------------------|
| Floodplain Variance                                   | Each                              | 250.00                     | Ordinance 2019-30          |
| Group Development - Site Plan                         | Base fee + per Lot                | \$150.00 + \$16.00 per lot | Ordinance 2019-30          |
| Group Development - Final Plat                        | Base fee + per Lot                | \$75.00 + \$8.00 per lot   | Ordinance 2019-30          |
| Major Sub-Divisions - Site Plan                       | Base fee + per Lot                | \$150.00 + \$16.00 per lot | Ordinance 2019-30          |
| Major Sub-Divisions - Bonded Plat                     | Base fee + per Lot                | \$100.00 + \$8.00 per lot  | Ordinance 2019-30          |
| Major Sub-Divisions - Final Plat                      | Base fee + per Lot                | \$75.00 + \$8.00 per lot   | Ordinance 2019-30          |
| Map Amendment - Property Rezoning                     | Each                              | 250.00                     | Zoning Ordinance §1101(b)  |
| Minor Sub-Divisions One/Two Lots                      | Base fee + per Lot                | \$25.00 + \$8.00 per lot   | Ordinance 2019-30          |
| Minor Sub-Divisions - Three/Four/Five Lots            | Base fee + per Lot                | \$75.00 + \$8.00 per lot   | Ordinance 2019-30          |
| Mixed Use Planned Development (MPD)- Site Plan        | Map Amendment +Base fee + per Lot | \$150.00 + \$16.00 per lot | Ordinance 2019-30          |
| Mixed Use Planned Development (MPD)- Bonded Plat      | Base fee + per Lot                | \$100.00 + \$8.00 per lot  | Ordinance 2019-30          |
| Mixed Use Planned Development (MPD)- Final Plat       | Base fee + per Lot                | \$75.00 + \$8.00 per lot   | Ordinance 2019-30          |
| Mixed Use Planned Development (MPD)- Major Change     | Each                              | 250.00                     | Ordinance 2019-30          |
| Mixed Use Planned Development (MPD)- Minor Change     | Each                              | 250.00                     | Ordinance 2019-30          |
| Mobile Home Park Site Plan                            | Each                              | 250.00                     | MHP Ordinance Article 2.1  |
| Mobile Home Park Penalties                            | Each                              | \$500.00 plus court cost   | MHP Ordinance Article 19.1 |
| Re-Survey Plats                                       | per Lot                           | 25.00                      | Ordinance 2019-30          |
| Sexually Oriented Business Permit                     | Annually                          | 500.00                     | Zoning Ordinance §600.4.2  |
| Sign Enforcement Appeal - BZA                         | Each                              | 100.00                     | Zoning Ordinance §909.2    |
| Sign Impoundment Recovery                             | Each                              | 50.00                      | Zoning Ordinance §908.3(2) |
| Sign Permit - Civic, Charitable, Religious & Athletic | Each                              | 0.00                       | Ordinance 2019-30          |
| Sign Permit - Electrical over 40sq feet               | Per Square Foot, Each Face        | 0.35                       | Zoning Ordinance §907.3    |
| Sign Permit - Electrical up to 40sq feet              | Each Face                         | 50.00                      | Zoning Ordinance §907.3    |
| Sign Permit - Non-Electrical over 40sq feet           | Per Square Foot, Each Face        | 0.35                       | Zoning Ordinance §907.3    |
| Sign Permit - Non-Electrical up to 40sq feet          | Each Face                         | 50.00                      | Zoning Ordinance §907.3    |
| Sign Permit - Temporary                               | Each                              | 25.00                      | Zoning Ordinance §907.3    |
| Sign Violation Penalties                              | Each                              | \$500.00 plus court cost   | Zoning Ordinance §908.4    |
| Special Exception - BZA                               | Each                              | 250.00                     | Zoning Ordinance §1101(b)  |
| Temporary Use Permit                                  | Each                              | 250.00                     | Zoning Ordinance §407      |
| Text Amendment  | Each                              | 250.00                     | Zoning Ordinance §1101(b)  |
| Variance - BZA  | Each                              | 250.00                     | Zoning Ordinance §1101(b)  |
| Zoning District Map - Color Legal                     | Each                              | 15.00                      | Ordinance 2019-30          |
| Zoning Verification/Compliance Letter                 | Each                              | 35.00                      | Ordinance 2019-30          |