



Fee Schedules as approved by the Town of Manteo Board of Commissioners  
 Approved at the May 5, 2010 Regular Meeting (updated with Marina Rates on June 5,  
 2013) (update May 2014)

Fee Schedule is referenced in Codified Ordinance as Article II Section 14-63

**Water Department**

Quarterly Water Account Deposit	\$ 200.00
Quarterly Sr. Citizen Water Deposit	\$ 75.00
Monthly Water Account Deposit	\$ 100.00
Monthly Senior Citizen Water Deposit	\$ 50.00
After Business Hours Service Call	
For reconnection by non-payment	\$ 50.00
Reconnection Fee for Non-Payment	\$ 50.00
Account Transfer	\$ 25.00
¾ Water Tap	\$ 4,700.00
1" Water Tap	\$ 4,900.00
1 ½" Water Tap	\$ 6,800.00
2" Water Tap	\$ 7,500.00
Deposit for 2" Tap	\$ 2,500.00
¾ non sequential water only meter within 15 feet of service connection	\$1200.00
Cut on or Off Water Sec. 50-42	\$ 50.00
Meter size reduction from 1" to 3 /4" Sec. 50-36	\$900.00 (After November 5, 2014)
Meter size reduction from 1" to 3 /4" Sec. 50-36	\$350.00 (Until November 5, 2014)
Relocation of water meter requiring a boring Underneath driveway or sidewalk	\$1500.00 (effective May 7, 2014)
Relocation of water meter requiring use of heavy Equipment cost of \$1500 plus \$200 per hour for Use of equipment and labor at \$200 per hour	\$1500.00 (effective May 7, 2014)
Bad Debt Collection fee Sec. 40-44	\$ 50.00

**Administrative Services**

Returned Check Charge	\$ 25.00
Duplicate Privilege Licenses	\$ 10.00
Town Violation for operating a business With an expired Privilege License Or without a license	\$ 50.00 (Effective July 1, 2014 this will be changed to \$25.00)

Copy of Agenda Package	\$ 15.00
black and white copies (8.5x11)	\$ .15 per page
Color pages (8.5 x 11)	\$ .20 per page
Black and white (11x17)	\$ .30 per page
Color pages (11x17)	\$ .40 per page
CD copy	\$ 5.00 or they can supply their own
Copy of Code of Ordinances	Available for purchase online or by contacting Municode 1-850-576-3171
Copy of Zoning Ordinance	Available for purchase online or by contacting Municode 1-850-576-3171
Copy of CAMA Land Use Plan	\$ 25.00
Copy of the Plan Update	\$ 20.00
Copy of the Manteo Way of Building: Guide for development	\$ 20.00
Copy of Roanoke Island Transportation Plan	\$ 20.00
Copy of Zoning Map (22" x34")	\$ 10.00
Copy of Budget Document	\$ 10.00
Copy of Audit Document	\$ 10.00
Sunshine List Annual (sent U.S. Mail)	\$ 10.00
License Plates w/Roanoke Island logo	\$ 2.50 (per 25) must be sold in lots of 25 (Free to all water/sewer customers & taxpayers who own property in Manteo)

**Police Department**

False Alarm Charges for Security Systems	
first occurrence	\$ -0-
second occurrence	\$ 25.00
third occurrence	\$ 50.00
fourth occurrence	\$ 75.00
each additional occurrence	\$ 100.00
Parking Tickets	\$ 25.00
Handicap Parking Violation	\$ 100.00
911- Hang Up Response Charge	\$ 25.00

**Planning**

**Section I Building Permit Fees for New Construction and additions:**

Residential new construction and additions	\$0.50/sq. ft. heated space \$0.25/sq. ft. unheated space
Multifamily, Condominiums, Hotels/Motels	\$100.00 per unit plus

\$ 0.60 per sq. ft. heated  
\$ 0.45 per sq. ft. unheated

Commercial new construction and additions \$ 0.60/sq. ft. heated space  
\$ 0.45/sq. ft. unheated

**Section II Four (4) Building Permit system.**

- A. There shall be four (4) permit system with separate permits issued for:  
Building Permit  
Electrical Permit  
Plumbing Permit  
Mechanical Permit
- B. When a building permit is issued there will be no charge for electrical, plumbing or mechanical permits as outlined above in Section II (A) above.

**Section III. Schedule of Permit Fees for improvements, additions and repairs to include decks, storage areas, garages and utility rooms.**

Alterations and Repairs \$10.00 per \$1,000 based on cost

**Section IV Other fees, not covered in sections above:**

Mobile Homes	\$0.50 per sq. ft. heated space
House Moving (into or within Town)	\$250.00 flat fee
Signs	\$50.00 per sign
Commercial Parking Lots	\$15.00 per space
Swimming Pools	\$300.00 flat fee
Residential detached storage buildings, utility buildings	
Carports and workshops (accessory buildings 80 sq.ft. or less No fee)	\$100.00 flat fee
Gas Pumps	\$250.00 per pump
Structural Demolition	\$200.00 flat fee
Fuel Tanks	\$500.00 per tank
Bulkheads	\$ 1.00 per lineal ft.
Piers	\$ 1.00 per sq. ft.
Re-Inspection Fee	\$ 50.00 flat fee

**Work without a permit- A fee double the amount of the required permit will be charged for any permit acquired after work has been started or completed**

**Electrical Permit fees for repairs or additions are as follows:**

Temporary Service Pole \$ 50.00 flat fee  
Minimum permit fee \$ 50.00 plus following  
schedule:

**SCHEDULE**

Service change or additional service \$ 0.50 per amp  
Duplex receptacle, lights, switches per outlet as follows:

Each additional circuit installed by an Electrician will  
Be charged at: \$ 25.00 per circuit

**Plumbing permit for repairs or additions:**

Minimum fee \$50.00 plus \$20.00 per fixture

**Mechanical permit for repairs or additions:**

Minimum permit fee \$50.00

Plus following schedule:

**SCHEDULE**

Change Air handling unit \$50.00

Change Heat Pump \$50.00

Change boiler \$50.00

**Development Review Fees:**

1. Residential site plan review – Single family
  - a. New Construction \$100.00
  - b. Additions, renovations, & pools \$ 50.00
2. Multi family dwellings, duplexes,  
Condominiums, Townhouses,  
Apartments \$150.00 per dwelling  
unit

3. Motels/hotels	\$50.00 per dwelling unit
4. Commercial parking lots, commercial, business and Multi-family accessory parking areas (other than single Family residence and this fee is in addition to required review fees)	\$15.00 per space
5. All other new development not included elsewhere in fee schedule ( <b>This fee is to be calculated based on the footprint of proposed development</b> )	\$0.50 per square foot
6. Lots in a subdivision	\$100.00 per lot

**Other Planning and Zoning Review and Application Fees:**

1. Text amendment to the Codified Ordinance	\$200.00
2. Text amendment to the Zoning Ordinance	\$200.00
3. Rezoning	\$300.00
4. Change of Use Permit if no site plan change is required	\$100.00
5. Change of Use Permit requiring submittal of a New site plan	\$200.00
6. Conditional Use Permit	\$200.00
7. Zoning Permit for home occupation	\$100.00
8. Zoning Permit	\$ 50.00
9. Board of Adjustment Variance request	\$500.00
10. Combination use application fee	\$750.00
11. Combination use amendment fee	\$375.00
12. Exempt Plat review fees	\$100.00
13. Special Meeting requested by applicant	\$300.00

14. Annexation request

\$500.00

**Site plan approvals expire 12 months after the date of approval by the Planning and Zoning Board. After the expiration date of an approved site plan a charge of 50% of initial review fee shall be paid for a re-submittal when the following conditions are met:**

- a. **A review fee has been paid**
- b. **Site Plan approval has expired**
- c. **No changes are being proposed in the re-submitted site plan**

**Town of Manteo**

**Cemetery Rates effective April 1, 2009**

**Town Resident  
Out of Town County Resident  
Out of County Resident  
Internment Fee**

Gravesites	Cremation sites
\$800.00 per grave site	\$350.00 per grave site
\$1000.00 per grave site	\$500.00 per grave site
\$1600.00 per grave site	\$850.00 per grave site
\$150.00	\$150.00
	Sites 1-16 of the new section are for single
	lot sales

Cemetery rates Adopted by the BOC May 5, 2010

Marina Rates Adopted by the BOC on April 16, 2014 to add TV service to become effective July 1, 2014 (8-11-14 I received new information from Carl Jordan with what he states he is using for fees for the marina. Below is the revised list)

Daily Rate Hi/low season	Weekly Rate	Monthly transients non live aboard	Annual Live aboard	Annual			Annual Svc Fee Live Aboard w/30/50 amp
Per foot +utilities	Per foot +utilities	Per foot +1/2price utilities*/day	Per foot/mo +svc.fee	Per foot/mo Inc. Utilities			Per month
\$1.65/1.40	\$1.40/1.15	\$18.00/15.00	\$10.00 \$10 per month for TV	\$10.00 + \$10 per month for TV			\$100.00/150.00

As per the slip rental agreement slip fees not paid by the tenth of the month are past due and no boat shall be released if payment is late. All unpaid slip fees due to the Town of Manteo shall bear interest at the rate of 1.5% per month prorated for all days the rental is late.