

Chapter 60 – Fees and Bonds Required

60.01 Schedule Established.

The fee required to be paid to obtain any license to engage in the operation; conduct or carrying on of any trade, profession, business or privilege for which a license is required by the provisions of this code shall be as hereinafter provided. No license shall be issued to any applicant unless he first pays to the City Clerk the fee and posts a bond or evidence of insurance coverage in the amount required for the type of license desired.

(Rev. 03-17-2003)

60.02 Fees for Licenses and Other Transactions.

The Troy City Council shall establish the fees for licenses and other transactions, categorizing each one by City department and under the business, trade, occupation or privilege to be licensed. The City of Troy Fee Schedule shall be a separate document, which is incorporated herein by reference, and which will be prominently posted on the City's website and available at the Troy City Clerk's office, and may be posted in other locations. The City of Troy Fee Schedule shall be reviewed and/or adjusted by the Troy City Council on an annual fiscal year basis, based on the City's costs for providing the services and other relevant factors.

(Rev. 07-24-2023; Eff. 08-10-2023)

60.03 Fees in Escrow for Professional Review.

Any application submitted to the Planning Department for an activity or use regulated by Chapters 39 or 41 of this Code and as further set forth in Section 60.04 of this ordinance, may require the deposit of fees to be held in escrow in the name of the applicant. The escrow fee is an additional fee above the non-refundable application fee which shall be used to pay professional review expenses of outside consultants such as community planners, engineers, and any other professionals who shall review the application at the request of the Planning Director. The Planning Director may request outside consultants to review an application based on the following factors: the proposed project's size, location, or complexity, which may create an identifiable and potential negative impact on public roads, water or sewer services, other infrastructure or services, the environment, or adjacent properties. The applicant shall receive a report of any outside consultants hired by the Planning Director and a statement of expenses for the professional services rendered, if requested by the applicant.

The applicant must deposit an escrow fee with the City of Troy Treasurer before the Planning Director will process the applicant's application.

If actual outside consultant costs exceed the amount of an escrow, the applicant shall pay the balance due prior to issuance of any approval issued by the City of Troy. The City of Troy may request additional escrow fees to cover estimated costs when the amount in escrow is less than \$500 and it appears additional professional services will be required.

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Any unused fee collected in escrow shall be returned to the applicant once a final determination on an application has been made, or the applicant withdraws the request, and once all charges from the outside consultants are paid.

(Rev. 02-16-2009)