



TOWN OF SHELBY

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2026 Amended Fee Schedule

Office Charges:

•General Copies/Fax.....	\$0.25/Page
•Research Records (includes Freedom of Information Act requests).....	\$0.25/Page
•Poll Records.....	\$0.25/Page
•Non-Sufficient Funds Fee.....	\$30.00
•Request for Special Assessments.....	\$10.00/Req.
(add \$20.00 for requests received less than 48-hours in advance)	
•Request for Utilities.....	\$20.00/Req.
(add \$20.00 for requests received less than 48-hours in advance)	
•Request for Special Utility Read.....	\$20.00/Req.
•Request for Special Billing.....	\$20.00/Req.
•Processing Fee for Online Payments.....	\$3.99/Min.
•Tax Bill Reprint/Copies.....	\$0.25/Page

Pets & Pet Licensing:

•Cat License.....	\$8.00/Lic.
•Spayed/Neutered Dog License.....	\$13.00/Lic.
•Unspayed/Unneutered Dog License.....	\$24.00/Lic.
•Application to Exceed Two-Dogs Fee.....	\$10.00/Req.
•Late Fee for Cat License	\$25.00/Lic.
•Mailing Fee	\$2.00/Req.

Shelter Rentals:

•Mormon Coulee Community Center.....	\$150.00 Fee*
(\$100.00 Deposit) *Plus Sales Tax – 5.5%	
•Mormon Coulee Park Open Shelter.....	\$75.00 Fee*
(\$75.00 Deposit) *Plus Sales Tax – 5.5%	

Tobacco/Alcohol Licenses:

•Class B Beer License.....	\$100.00
•Class B Liquor License.....	\$325.00
•Cigarette License.....	\$20.00
•Cabaret License.....	\$100.00
•Beer Garden License.....	\$100.00

•Soda Water License.....	\$5.00
•Operator License.....	\$20.00/Lic.*
*Includes Cost of Background Check for 2026	
•Publication Fee.....	\$20.00

Town Ordinance Fees & Permits:

•New Sign Permit.....	\$50.00
•Rebuild/Replace Sign Permit.....	\$25.00
•Well Abandonment Permit.....	\$50.00
•Parking and Location of Mobiles Homes.....	\$100.00
• Mobile Homes Monthly Fee (1-50 Homes).....	\$100.00
• Mobile Homes Monthly Fee (51-100 Homes).....	\$200.00
• Mobile Homes Monthly Fee (101-150 Homes).....	\$300.00
• Mobile Homes Monthly Fee (151-200 Homes).....	\$400.00

Ordinance Violations: (Fee per Violation)

•Open Burning Violations.....	\$150.00
*Plus Costs of Dispatching Fire Department and Costs of Fire Suppression	
•Fire Inspection Violations.....	\$100.00
•Parking Violations.....	\$40.00
•Firearms Violations.....	\$100.00
•Encroachment on Roadways or Easements Violations.....	\$100.00
*Plus costs associated with cleanup.	
•Driveway Violations.....	\$100.00
•Animal Violations.....	\$50.00-\$200.00
•Curfew Violations.....	\$40.00
•Barbed Wire Fence Violations.....	\$100.00
•Outdoor Solid Fuel Furnace Violations.....	\$150.00
•Electric Vehicle Violations.....	\$100.00
•Outdoor Advertising Violations.....	\$100.00
•Health and Sanitary Violations.....	\$100.00
•Sewer Connection Violations.....	\$200.00
•Trash and Recycling Violations.....	\$100.00-\$150.00
•Disposition of Sludge Violations.....	\$150.00
•Storage of Personality Violations.....	\$100.00
•Cross-Connection Control Violations.....	\$100.00
•Well Abandonment Violations.....	\$100.00
•Deer Feeding Violations.....	\$40.00/Day
•Smoking Violations.....	\$40.00/Violation
•Wellhead Protection Violations.....	\$100.00-\$5,000.00
•Town Owned Property and Parks Violations.....	\$250.00/Violation

•Subdivision Ordinance Violations.....	\$1,500.00-\$2,500.00
•Condominium Control Violations.....	\$1,000.00-\$5,000.00
•Erosion Control Violations.....	\$100.00-\$5,000.00
•Building Code Violations.....	Variable
(Double the Permit Cost)	
•Parking and Location of Mobile Homes Violations.....	\$100.00
• Mobiles Homes Monthly Fee Violations.....	\$150.00
• Liquor License Violations.....	\$100.00

Subdivision Plats:

•Certified Survey Map (CSM) Review.....	\$100.00
•Approved (CSM) Lots.....	\$700.00/Lot
•Preliminary Plat Review.....	\$500.00
•Final Plat.....	\$250.00/Lot

Public Works Fees & Permits:

•Driveway Permit (Resurfacing).....	\$25.00
•Driveway Permit (New/Rebuild).....	\$50.00
•Right-of-Way Permits:	
Excavation.....	\$50.00
Obstruction.....	\$25.00
•Fire Numbers New Sign.....	\$60.00
•Fire Number Sign Replacement	\$55.00
•Fire Numbers Post Installation.....	\$40.00
•Water or Sewer Hook-Up Permit.....	\$50.00
Plus City Fee(s) for Sewer.....	Variable
•Lateral Installation Charge.....	Variable
(Actual cost of installation of the lateral)	
•Water Reconnection Charge (8am-4pm).....	\$25.00
•Water Reconnection Charge (After Hours).....	\$37.50
•Standby Sewer Charge.....	\$25.00/Year
•Standby Water Charge.....	\$32.00/Year
•Weight Limit Variance.....	\$50.00
•Street Sweeping.....	\$150.00/Hour
(Incidental or for another Municipality)	
•Bulk Water.....	\$25.00
(Plus, water volume charge, labor, and equipment charges).....	
•Quarterly Water Meter Charge.....	\$42.00-\$330.00
• Water Volume Rate	\$7.80/1,000 Gallons
•Quarterly Sewer Rate.....	\$130.00

Refuse/Recycling:

- Trash and Recycling Violations.....\$100.00-\$150.00
- Trash and Recycling Pickup (per residence)..... \$175.00
- Green Bag Tags.....\$15.00/Page
- Additional Equipment.....Variable

Call Hilltopper (608) 783-6727

Mowing Violations:

- Small Mower.....\$65.00/Hour
- Large "Boom" Mower.....\$110.00/Hour
- Brush Hog.....\$85.00/Hour

Amounts are contingent upon which machine is necessary to complete the job

- Building Permits – see attached
- Large Item Drop Off – see attached