

CHAPTER I. ADMINISTRATIVE

ARTICLE A. MISCELLANEOUS

Section 1. City Code of Ordinances/History Books/Public Notice of Special Meetings/Standard Specifications and Detail Manual/Administrative Manual - Stormwater Management Ordinance.

Description	Fee
Annual Supplement to City Code of Ordinances	\$25
City Code of Ordinances Book	\$75
City of Monroe Standard Specifications and Detail Manual	\$50
City of Monroe Standard Specifications and Detail Manual on CD Rom	\$20
Update to City of Monroe Standard Specifications and Detail Manual (CD Rom and copies)	\$20
"Looking Back at Monroe" History Books	\$15
Public Notice of Special Meetings of City Council (Annually)	\$10
Administrative Manual – Stormwater Management Ordinance	\$25
Returned Item Charge – Tax Payments	*(a)

*(a) Maximum allowed by North Carolina Law (G.S. 105-357)

Section 2. Copying Fees.

Description	Fee
Certified	
First Page	\$3
Each Additional Page	\$1
Police Records	\$1 per page
Media on CD Rom	\$2/CD
Uncertified	
Up to 10 Pages	No Charge
11 Pages and Above	\$0.10 per page

Section 3. Tax on Gross Receipts Derived from Retail Short-Term Lease or Rental of Vehicles.

One and one-half percent (1.5%) of the gross receipts derived from the short-term lease or rental of vehicles at retail to the general public.

Section 4. Tax on Gross Receipts Derived from Retail Short-Term Lease or Rental of Heavy Equipment.

Eight-tenths percent (0.8%) on the gross receipts from the short-term lease or rental of heavy equipment by a person whose principal business is the short-term lease or rental of heavy equipment at retail.

Section 5. Credit Card, Debit Cards, and eCheck Convenience Fees.

An applicable convenience fee may be charged on credit card, debit card, and eCheck payment transactions.

Effective July 1, 2020.

Section 6. Cemeteries.

Description	Fee
Cremation and Infant Vault Burials	
Resident	\$250
Non-Resident	\$400
Deed Recording Fee	\$30
Grave Spaces – Full Plots	
Resident	\$650
Non-Resident	\$950
Grave Spaces – Available Half Plots	
Resident	\$325
Non-Resident	\$425
Opening and Closing	
Resident-Weekdays	\$650
Non-Resident-Weekdays	\$850
Resident-Weekends and Holidays	\$800
Non-Resident-Weekends and Holidays	\$1,000

Section 7. Residential Utility Deposits.

Description	Fee
Electric	\$300
Gas	\$150
Sewer	\$100
Sewer Only – Inside Rates	\$135
Sewer Only – Outside Rates	\$250
Water	\$75

*Effective July 1, 2025***Section 8. Commercial and Industrial Utility Deposits.**

Commercial and Industrial customers in good credit standing shall pay a deposit equal to the estimated average monthly bill for the past 13-month period (available history), or a comparable business, or a minimum of:

Description	Fee
Electric	\$350
Gas	\$200
Sewer	\$200
Water	\$150

Effective July 1, 2025

The Customer Service Manager, or his or her designee, may require a deposit equal to two (2) times the average monthly charges for a location if they feel that the minimum deposit as listed above is excessive. Commercial and Industrial customers in “not good” credit standing shall pay a deposit equal to two (2) times estimated average charges for the past 13 month period.

Section 9. Miscellaneous Utility Fees.

Description of Service	Fee
Utility Application Fee	\$35
Credit Reporting Fee – Commercial/Industrial/Non-Profit	\$25
Credit Reporting Fee – Residential	\$5
Delinquent Utility Payment Penalty Per Month (for balances over \$10.00)	1% or Min. of \$5
Existing Natural Gas Seasonal Reconnect Fee	8 Times Monthly Basic Charge Plus \$50
Field Tech Visit by Request	\$30
Meter Re-read – After Initial Visit	\$30
Meter Reset Fee (per occurrence)	\$300
Meter Test – AMR	\$75
Meter Test – Lab – Non AMR	\$50
Meter Test – On-Site – Non AMR	\$25
Restore Service – After 4:00 p.m.	\$55
Restore Service – At Pole or Underground after 4:00 p.m.	\$90
Restore Service – At Pole or Underground before 4:00 p.m.	\$70
Restore Service – At Pole or Underground on Weekends/City Holidays	\$110
Restore Service – Weekends/City Holidays	\$75
Returned Item Charge	*(a)
Same-Day Connection	\$30
Subject to Disconnection Fee	\$30

*(a) Maximum allowed by North Carolina Law (G.S. 25-3-506)

Effective July 1, 2025

Section 10. Map (Plot) Copies.

Description – Black and White Including Topographic and Planimetric	Fee
8 ½" x 11" Photocopy	First Copy Free *
8 ½" x 14" Photocopy	First Copy Free *
11" x 17" Photocopy	First Copy Free **
18" x 24" Photocopy	\$0.50
24" X 36" Maps	\$0.75
30" X 42" Maps	\$1

*First copy free, \$0.10 for additional copies

**First copy free, \$0.15 for additional copies

Description – Color	Fee
8 ½” x 11” Print	First Print Free*
8 ½” x 14” Print	First Print Free*
11” x 17” Print	First Print Free **
18” x 24” Maps	Cost for 3 rd Party
24” X 36” Maps	Cost for 3 rd Party
30” X 42” Maps	Cost for 3 rd Party
34” X 44” Maps	Cost for 3 rd Party

*First print free, \$0.15 for additional prints

**First print free, \$0.20 for additional prints

Section 11. Digital Mapping.

Description	Fee
Additional Utility Layer (Electric, Gas, Water or Sewer)	Cost of Copy Medium
City Standard Details	Cost of Copy Medium
City Topographic Map	Cost of Copy Medium
Special Requests	To Be Determined
Street Base Map	Cost of Copy Medium

Notes: 1) Street Base Map required for use with utility layer.

2) Requesting party has option of providing copy medium.

3) Hourly rates for Special Requests to be determined at time services are requested.