



Schedule Name: **COMPREHENSIVE FEE SCHEDULE**
Schedule #: SCH-2025-001
Original Adoption Date: 6-13-2023 **Revision Date(s)** 6/30/2025
Original Effective Date: 7-01-2023 **Revised Page(s)** all

Summerfield fees span three main departmental categories: administrative, planning, and parks and recreation. This document consolidates all town fee schedules and rates as identified by the current budget ordinance and/or those that may otherwise be in practical use. It provides a singular fee source for easy reference by employees and the public, although separate rental applications and/or agreements have additional details that affect fees (e.g., rules regarding cancellations, refunds, etc.). Designated staff make determinations regarding fees outlined in this schedule.

ADMINISTRATION FEES

Photographic Copies – Black and White:

Letter, 8.5"x11" (or smaller) ----- 10¢ per page
 Legal, 8.5"x14" ----- 10¢ per page
 Tabloid 11"x17" ----- 20¢ per page

Photographic Copies – Color:

Letter, 8.5"x11" (or smaller) ----- 25¢ per page
 Legal, 8.5"x14" ----- 25¢ per page
 Tabloid, 11"x17" ----- 50¢ per page

Large Format Printing – Black and White or Color:

Larger than 11"x17" ----- \$6.00 per 42"x42" square

Current plotter uses 42" roll paper; price is per 42"x42" square output required to process job (not trim size). Example: a 36"x60" finished document requires two squares of paper coverage and costs \$12, while a 24"x18" output costs \$6.

FOIA or Public Records Requests: May involve a "special service charge" as allowed per current Public Records Request Policy and North Carolina General Statutes.



PLANNING FEES

Planning Board Fees plus engineering review hourly fee as required (see *Other Fees and Services*)

Rezoning up to 5 acres-----	\$750
Rezoning over 5 acres-----	\$1,500
Request for closing or renaming any street or extinguishing a public easement -----	\$500
Any other request for public hearing(s), e.g., a text amendment -----	\$750
Voluntary annexation -----	No fee
Negotiated Development Agreement (NDA) -----	\$1,000 base + mailing/notice fees

Development Agreements are complex. Such agreements should follow the framework of NCGS 160D-1001 through NCGS 160D-1012.

Board of Adjustment Fees plus engineering review hourly fee as required (see *Other Fees and Services*)

Variance -----	\$1,500
Special use permit-----	\$1,500
Appeal of Zoning Administrator decision-----	\$1,500

Site Plan Review Fees plus engineering review hourly fee as required (see *Other Fees and Services*)

Multi-family residential -----	\$1,000 + \$50 per individual dwelling unit
Non-residential, minor (less than 10 acres)----	\$1,000 + \$100 per 1,000 ft ² of gross floor area
Non-residential, major -----	\$2,000 + \$200 per 1,000 ft ² of gross floor area
Sketch plan (when required by Ordinance)-----	\$500 flat rate

Development Clearance Certificate Fees plus engineering review hourly fee as required (see *Other Fees and Services*)

New single-family home-----	\$150
Addition, accessory structure, or alteration to existing single family-----	\$50
Multi-family/non-residential -----	\$300 per building
Change in use with no site plan requirement -----	\$50
Any development within floodplain -----	\$750

Subdivision Fees

Exempt subdivision (per statutory definition)-----	\$50 per plat
Minor subdivision (1-4 lots, including new residual parent lot) -----	\$500 + \$100 per lot
Major subdivision (single family residential)-----	\$1,000 + \$200 per lot/unit
Major subdivision (mixed used, multi-family, and/or non-residential) --	\$2,000 + \$200 per lot/unit



Sign Fees

Review of master sign plan (as required by Ordinance)-----	\$350
Sign permit -----	\$50 per sign
Street name sign fee (collected at preliminary plat) -----	\$200 per sign
Street renumbering-----	\$500

Other Fees and Services

Zoning verification letter-----	\$25
Temporary event permit-----	\$25
Custom mapping (on limited basis, half hour minimum)-----	\$100 per hour
Watershed/stormwater/floodplain or other engineering-----	\$300 per hour
Stream determination-----	\$300 per hour

Building Permits, Septic, and Wells

While the Town of Summerfield provides its own planning and zoning services, building permits for new residential and commercial construction are processed, permitted, and inspected by the Guilford County Planning and Development Department. Likewise, septic systems and wells are processed by the Guilford County Health Department.

PARKS & RECREATION FEES

Summerfield Community Park (SCP)

SCP has two outside areas available for rental during park hours and one inside area available from 8 a.m. to 10 p.m., seven days a week. All SCP rentals require separate rental applications and/or agreements (available online or directly from Town Hall) and cleaning deposits. Rental rates are based on the applicant’s town resident status as determined by the town. Each area has a minimum rental time.

SCP Picnic Shelter (open-sided 30’x60’)

Cleaning fee (at P&R Director’s discretion based upon group size and activity)-----	\$35
Resident rate for 2-hour block (minimum)-----	\$35 (+\$20 each add’l hour)
Non-resident rate for 2-hour block (minimum) -----	\$50 (+\$25 each add’l hour)

SCP Amphitheater (adjacent restrooms and playground can be used, but are also available to public)

Resident rate for 3-hour block (minimum)-----	\$150 (+\$50 each add’l hour)
Non-resident rate for 3-hour block (minimum) -----	\$300 (+\$100 each add’l hour)
Security deposit -----	\$50
Cleaning fee (non-refundable regardless of rental activity) -----	\$50



Rental Charges and Security Deposit Policy

Within 30 Days of Event: Rental charges must be paid in full at the time of booking, along with an approved rental application, to secure the reservation.

More Than 30 Days Before Event: A security deposit is required to reserve a date more than 30 days in advance. This deposit will be applied toward the total rental charges.

Cancellation Policy: If the event is canceled at least 30 days prior to the scheduled date, the security deposit will be refunded in full. Cancellations made less than 30 days before the event are not eligible for a refund of the deposit.

Summerfield Community Center (inside, upstairs)

Resident rate for 3-hour block (minimum)-----	\$150
Non-resident rate for 3-hour block (minimum) -----	\$200
Resident rate for 6-hour block -----	\$225
Non-resident rate for 6-hour block -----	\$325
Resident rate for full day (8:00 a.m.–10:00 p.m. maximum)-----	\$325
Non-resident rate for full day (8:00 a.m.–10:00 p.m. maximum) -----	\$475
Security deposit -----	\$50

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More Than 30 Days Before Event: A security deposit is required to reserve a date more than 30 days in advance. This deposit will be applied toward the total rental charges.

Cancellation Policy: If the event is canceled at least 30 days prior to the scheduled date, the security deposit will be refunded in full. Cancellations made less than 30 days before the event are not eligible for a refund of the deposit.

See additional details in the *Application & Rental Agreement for Summerfield Community Center*.

Summerfield Athletic Park (SAP)

SAP has three areas available for rental during park hours:

- Athletic fields - one multi-purpose field and three baseball/softball fields, available during spring and fall playing seasons
- Field House room for small-capacity needs
- Outdoor shelter

Facility Rental Policies and Requirements

SAP and Athletic Field Rentals

All SAP facility rentals require a signed rental agreement. Rentals for athletic fields also require a completed application and approval from the Parks & Recreation Director. Approval will be based on intended use, availability, and other relevant factors.



Athletic Fields

Athletic fields are in high demand, particularly among leagues and organized groups. Rental rates are determined by the residency status of participants. To qualify for the resident rate, at least 60% of an organization's participants must be Summerfield residents. Rosters may be requested to verify residency.

Additional services and amenities include:

- **Field Lighting:** Available on all fields for an additional hourly fee.
- **Field Lining & Preparation:** Available on all fields for an additional fee.
- Charges for lighting, lining, and field preparation are fixed and do not vary based on residency or rental classification.
- **Tournaments:** Use of all three baseball/softball fields for tournaments may be permitted based on scheduling availability.

SAP Field House Room Rental

The Field House meeting room is available for rent at the discretion of the Parks & Recreation Director. Availability and intended use will be considered during the approval process.

- Maximum occupancy is 25 persons.
- A minimum two-hour rental is required.
- Rental rates are based on the applicant's residency status.

SAP Picnic Shelter (open-sided 24'x36')

Cleaning fee (at P&R Director's discretion based upon group size and activity)	-----	\$25
Resident rate for 2-hour block (minimum)	-----	\$25
(+ \$15 each additional hour)		
Non-resident rate for 2-hour block (minimum)	-----	\$40
(+ \$20 each additional hour)		

SAP Field House Room

Cleaning deposit (refundable dependent upon left condition)	-----	\$25
Resident rate for 2-hour block	-----	\$50 (+ \$20 each additional hour)
Non-resident rate for 2-hour block	-----	\$75 (+ \$30 each additional hour)

SAP Athletic Fields

Field #1 (multi-purpose, 360'x240')

Resident rate, per hour	-----	\$25
Non-resident rate, per hour	-----	\$35

- Field #2** - Baseball/softball (225' fence; bases at 50', 55', 60'), or
- Field #3** - Baseball/softball (310' fence; bases at 50', 55', 60', 70', 80, 90'), or
- Field #4** - Baseball/softball (275' fence; bases at 60', 65', 70')

Resident rate, per hour	-----	\$25
Non-resident rate, per hour	-----	\$35



Baseball/Softball Tournaments on Field #2, Field #3, or Field #4

Resident rate, per field, per day-----	\$225
Non-resident rate, per field, per day-----	\$250
Tournament staffing fee, flat rate per hour-----	\$20

Field Lighting

Resident rate, per hour, per field-----	\$15
Non-resident rate, per hour, per field -----	\$25

Field Lining and Prep:

Practice game on Fields 2, 3, and 4; per field, per occurrence-----	\$10
Game prep on Fields 2, 3, and 4; per field, per occurrence-----	\$60
Tournament on Fields 2, 3, and 4; per field, per occurrence-----	\$60
Game prep on Multi-Purpose Field, per occurrence*-----	\$50
Practice game prep on Multi-Purpose Field, per occurrence*-----	\$35
Turf, per bag, per field-----	\$10
Temporary fence set-up rate, per field, per occurrence-----	\$50

*Other lining and prep charges may apply at the discretion of Parks & Rec Director.