

City of Winston Fee Schedule

Set by Council Resolution 21-1006 November 1, 2021; Amended by Council Resolutions 23-1105 and 23-1108 October 16, 2023; Amended by Resolution 24-1137 June 17, 2024; Amended by Resolution 24-1163 December 2, 2024; Amended by Resolution 25-1210 November 3, 2025.

****All credit card transactions will receive a three (3) percent surcharge****

Verification Letter w/ or w/o Signature	\$50 ea
Animal Permit (Chickens)	25
Business License	50/annually
Lien Search	25 ea
Liquor License Application, New	25
Liquor License Renewal	20
Liquor License, Special Event	25
Returned Checks	25
Inoperative Vehicle Permit	10/yr
Transient Room Tax—Motels & RV Parks less than 29 days	7%

Administration

Public Records

Individual Copies	.25/printed page(pp)
Archival Copies	.50/pp
*Comprehensive Plan	35
*Winston Municipal Code w/o Title XV	35
*Winston Municipal Code Title XV (Land Usage) Only	35
* View/Print for free anytime at www.WinstonCity.org	

Staff Time Reimbursement (STR)

Staff time reimbursement for all departments is equal to the current wage + benefits for the staff member performing the task.

Police Department

Fingerprinting	25/first 2 cards
Police Report	10
Accident Report	12.50
Body Camera Footage	25 + STR
Vehicle Impound	100
Dog Impound	25/dog
2 nd impound (same dog)	50/dog
3 rd impound (same dog)	75/dog
Kennel Fees	15/day

Municipal Court

Payment Plan up to 300	25
Payment Plan 301 +	30
Delinquent Account Fee	10

"Fix It" Ticket	20
Other Associated Court Fees as Outlined in Judge's Order Dated July 8, 2003 and Attached to this Fee Schedule as Exhibit B	

Public Works

Right of Way Access	\$125 ea
Right of Way Access for the purpose of installing mailbox post	50 ea
Grading Permit Application	50 ea
*Flusher Truck	375/hr
*Backhoe	75/hr
*Dump Truck—5 Yd	80/hr
*Dump Truck—F350	100/hr
*Street Sweeper	100/hr
*Pickup	35/hr
*Flatbed Truck	50/hr
*TV Van Inspections	150/hr
*Misc. Handheld Equipment (trimmer/chainsaw, etc.)	25/hr
* Plus Staff Time Reimbursement (STR)	

Monthly Sewer User Rates & Service Fees

Residential/EDU

Base Rate/Inside City Residential	\$59
Base Rate for Discount Qualified Senior Citizens (25% Discount)	44.25
STEP System Surcharge	8.50
Public Safety Fee	8
Plant Upgrade Fee	6
Storm Utility Fee	1
Transportation Utility Fee	1

Commercial

Base Rate (up to 7000 Gallons Water Usage)	59
Public Safety Fee	8/unit
Plant Upgrade Fee	6/unit
Storm Utility Fee	Based on Impervious Sq. Footage
Transportation Fee	Based on Usage

Sewer Connection

New Connection	300 + 700 for each single-family residence; each unit of a multiple family residence or each business unit.
Additional Charge for hook up for more than (4) inches of lateral connecting pipe	700 per (2) inches, or part thereof
Vacancy Rate	15/mo includes Public Safety, Plant Upgrade, and Storm.
Permanent Disconnect	250
Reconnect	100
Private Property Troubleshoot	Actual Cost—1 hr minimum

Lateral Replacement	Cost of Materials
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Parks *(All fees are per day unless otherwise stated)*

Civic Wayside Park Gazebo	50 + 150 dep
Add Electricity	25
Community Park Pavilion	50 + 150 dep
Add Electricity or Water	25 each
Community Park Tennis Courts	25
Riverbend Park Pavilion	100 + 150 dep
Riverbend Park Utilities (water/electricity)	25 ea
Park Lights	50
Concession Stand	50 + 150 dep
Stage	300 + 150 dep
Basketball Court/ 4-hour reservation	25
Skate Bowl/ 4-hour reservation	25
Baseball Diamonds	
Amos R Osborne 2X/Week March – September	125
Small Ballfield 2X/Week March - September	125
1X/Week Amos R Osborne – Small Ballfields	63
Riverbend Park All Facilities	500 + 300 dep
Dry Camping at RB Park <i>(major events only/ designated areas only)</i> RVs/Tents	25/10 per night
***Note: Cleaning/Damage Deposits ARE Refundable	
Cleaning/Damage Deposits are NOT Waivable	

Community Center

Fri-Sun

Mon-Thu

Room/Area	1/2 day/full day	1/2 day/full day
Grand Room Table Seating 200/Sit or Stand 300	330/495	193/275
Ford Room (A) Table Seating 96/Sit or Stand 160	215/303	143/187
Premier Room (B) Table Seating 40/Sit or Stand 80	110/193	83/110
Woods Room (C) Table Seating 40/Sit or Stand 80	110/193	83/110
(B) & (C) Combined Table Seating 80/Sit or Stand 160	215/303	143/187
Wooley Conference Room (D) Seated 8	55/110	55/83
Stage	50/75	50/75
<i>½ Day 8:30am - 2pm and 2:30 - 10pm</i>		
<i>Full Day 8:30am – 10pm</i>		
*Cleaning/Damage Deposit—All Rentals	200	200
***Note: Deposits Refundable, NOT Waivable		

Sign Permits

Basic Sign	50
Commercial Grade	100

Land Use

Address	30
Annexation	750 + cost
Appeals-Planning Commission	250
Appeals-On Record to City Council	350
Planning Clearance Worksheet Review	85
Change of Use/Demolition	50
Comp Plan Amendment—Map/Text	2500 + cost
Conditional Use Permit	500 + cost
Hardship	200
Excavation Permit	50
Fence Review	25
Land Partition—Administrative	500 + cost
Land Partition—Planning Commission	1000 + cost
Property Line Adjustment	525
Major Amendment	50% of original application fee
Manufactured Home Park	1500 + 30/space + cost
Non-Conforming Use Change	200
Overlays	1500 + cost
Planned Unit Development	1500 + 30/lot + cost
Pre-Application Conference	125 - goes toward app
Property Line Vacation	350
Site Plan Review—Commercial	550 + cost
Site Plan Review—Residential	100 + cost
Steep Slopes/Hillside	150 + cost
Subdivision 2-3 lots	450 + 10/lot
Subdivision 4-7	1500 + 40/lot + cost
Subdivision 8-19	1800 + 35/lot + cost
Subdivision 20 +	2500 + 30/lot + cost
Temporary Use Permit	250
Variance—Administrative	350 + cost
Variance—Planning Commission	500 + cost
Zone Change	1500 + cost