



# Buncombe County Government

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## Planning and Development

46 Valley Street  
Asheville, NC 28801  
(828) 250-4830

**Jon E. Creighton**

*Assistant County Manager/Planning Director*

## Fee Schedule

*\*Denotes Changes 7/1/2014*

### Adult Establishment Licenses:

Business License	\$1,000.00
Entertainer License	\$1,000.00

### Certification of Compliance:

#### *Zoning*

Single-Family ( <i>attached and detached</i> ) and duplex units	\$ 50.00 <i>per unit</i>
Residential Addition/Accessory	\$ 25.00
Commercial/Office/Industrial Development	\$125.00
Multi-Family Development (3 or more units per building)	\$125.00 <i>per building shell</i>
Steep Slope/High Elevation or Protected Ridge Overlay	additional \$ 50.00
Beaverdam Zoning District Review	additional \$ 50.00

#### *Subdivision*

Hillside Development Individual Lot Plan Review	additional \$ 50.00
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#### *Retaining Wall*

Single Family Residential Wall	\$ 50.00
Multi Family, Commercial, Office, or Industrial	\$125.00

#### *Re-inspection or re-review of plans due to failure or inadequacy*

Hillside Lot, Retaining Wall, or Zoning	\$ 25.00
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**Copies:**

Black & White, letter or legal size	\$ 0.05/page
Color, letter or legal size	\$ 0.10/page
Black & White, plotted	\$ 1.50/page
Color, plotted	\$15.00/page

**Erosion & Sedimentation Control\*:**

Lots in Subdivisions Subject to Sec. 70-68, Hillside	\$400.00 for 0.25 to <1 acre
All Properties, One Acre or Greater Disturbance	\$525.00/acre, prorated**

*\*Plan Review fees shall be double the normal fee if land disturbing activities begin prior to obtaining a permit.*

*\*\*Example: 1.125 acres disturbed x \$525=\$590.63*

**Floodplain Development:**

***Residential Development***

Utility Change-Out on Existing Structure	\$ 25.00
Single Family Residential Manufactured Home	\$150.00
Single Family Residential Stick Built or Modular Duplex	\$250.00
Duplex	\$350.00
Other Single Family Residential Development (Fill, Non-habitable Buildings, Infrastructure)	\$100.00
Lateral Addition to Existing Building	\$150.00
Multiple Residential Lots: Land/Site Development	\$400.00

***Commercial Development***

Utility Change-Out on Existing Structure	\$ 25.00
Commercial Structure	\$350.00
Commercial Structure Non-habitable (i.e. shed, garage)	\$200.00
Lateral Addition to Existing Building	\$250.00
Single Commercial Lot: Land/Site Development	\$350.00
Multiple Commercial Lots: Land/Site Development	\$500.00

**Junkyard Permit:**

Annual Registration Fee	\$200.00
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### **Manufactured Home Park Permit:**

Minor (19 spaces or fewer)	\$150.00
Major (20 spaces or greater)	\$250.00

### **Sign Permit:**

Off-Premise Sign Permit	\$100.00
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### **Stormwater Management\*:**

One Acre	\$525.00
Greater than One Acre	\$525.00/acre, prorated**

*\*Plan Review fees shall be double the normal fee if land disturbing activities begin prior to obtaining a permit.*

*\*\*Example: 1.125 acres disturbed x \$525=\$590.63*

### **Subdivision Application Review Fees:**

Plat Review	\$ 25.00
Special and Exempt Subdivisions (2-3 lots)	No additional charge (aside from Plat Review above)
Minor Subdivisions (4-10 lots) Hillside Development	\$ 75.00 plus \$10.00/Lot additional \$50.00
Major Subdivisions (11 lots or more) Hillside Development	\$175.00 plus \$15.00/Lot additional \$100.00
Resubmittal of Major and Minor Subdivisions due to initial plan deficiencies	\$ 25.00
Revised Plan Review, Minor Subdivision	\$ 25.00
Revised Plan Review, Major Subdivision	\$ 50.00
As-Built Drawing Review	\$ 25.00
Re-inspection of Subdivision Infrastructure	\$ 50.00

*\*Plan Review fees shall be double the normal fee if development or subdivision occurs prior to obtaining preliminary plan approval.*

### **Wireless Communications Facility:**

Application Review and Processing Fee	\$5,000.00
Annual Renewal	\$ 250.00

**Zoning Application Review Fees:**

Zoning Confirmation Letter	\$ 15.00
Zoning Text Amendment	\$ 500.00
Zoning Map Amendment	\$ 350.00
More than One Lot	\$ 25.00 per each additional lot
More than 25 Acres	\$ 200.00 per each additional 25 acres
<i>Maximum fee per owner</i>	<i>\$1,000.00</i>
Conditional Use Permit	\$ 250.00
More than One Lot	\$ 25.00 per each additional lot
More than 25 Acres	\$ 200.00 per each additional 25 acres
<i>Maximum fee per owner</i>	<i>\$1,000.00</i>
Variance	\$ 250.00
More than One Lot	\$ 25.00 per each additional lot
More than 25 Acres	\$ 200.00 per each additional 25 acres
<i>Maximum fee per owner</i>	<i>\$1,000.00</i>
Appeal of Zoning Administrator Decisions	\$ 500.00

*Make checks payable to Buncombe County Planning Department.*

*A fee of \$25.00 will be charged for returned checks.*

***Fees listed above are effective July 1, 2014.***

**2014 BUNCOMBE COUNTY  
EMPLOYEE RETIREMENT INCENTIVE PLAN**

- A. The 2014 Buncombe County Employee Retirement Incentive Plan will be effective July 1, 2014 – September 30, 2014.
- B. To participate in this plan, an employee must:
1. Be eligible to receive an early (reduced) or service (unreduced) retirement benefit from the North Carolina Local Governmental Employees' Retirement System; and
  2. Submit a letter of voluntary resignation to their department head by August 22, 2014; and
  3. Receive approval of proposed resignation date from the department head; and
  4. Sign the 2014 Buncombe County Employee Retirement Incentive Plan Agreement & Waiver by August 22, 2014; and
  5. Leave employment on or before September 30, 2014;
- C. The 2014 Buncombe County Employee Retirement Incentive Plan includes:
1. One year of the employee's annual salary to be paid out on a bi-weekly basis over three years. Any remaining payments shall terminate upon the retiree's death and any remainder shall not be paid out to the retiree's beneficiary or estate.
  2. Employees with 18 or more years of service **with Buncombe County** may choose one of the two options as follows:
    - a. **Medicare Supplement Purchase Plan:** Upon the attainment of age 65 and eligibility for Medicare, the County of Buncombe shall purchase a monthly Medicare Supplement Plan F coverage and monthly Medicare Part D Prescription Plan for the remainder of the retiree's life. As future Medicare revisions and reforms take effect, should the current benefits of the Medicare Supplement Plan F and/or Medicare Part D no longer be offered, the County of Buncombe will provide the Medicare Supplement Plan and prescription drug plan that most closely mirrors the benefits of the Medicare Supplement Plan F and Medicare Part D. The purchase of all coverage shall be from an authorized carrier of the County's choice.
    - b. **Medicare Supplement Payment Plan:** Upon the attainment of age 65 and eligibility for Medicare, the County of Buncombe shall pay a monthly sum of \$268.00 (minus taxes) for the purpose of purchasing a Medicare Supplement and assisting in prescription drug costs. This amount shall be paid to the retiree for the remainder of the retiree's life. The amount of \$268.00 shall not be decreased or increased as future Medicare reforms and revisions take effect. Any and all payments shall terminate upon the retiree's death.
  2. A. Employees with less than 18 years of service **with Buncombe County** may receive the above **Medicare Supplement Purchase Plan** at a cost of \$100 per month.
  3. Employees covered by the County group medical/hospitalization plan for the three years immediately preceding retirement, shall be eligible to remain in the County group medical/hospitalization plan. The cost of such group medical/hospitalization insurance shall be paid entirely by the County for the employee only and shall be paid only until attainment of age sixty-five by the employee.
  4. Employees accepting the 2014 Buncombe County Employee Retirement Incentive Plan will be able to continue health insurance coverage for their dependents at the same premium that active employees pay for dependent coverage. Coverage for dependents may be continued until age 65 and/or Medicare coverage entitlement in the case of the spouse/domestic partner and until attainment of age 26 in the case of children.
- D. The 2014 Buncombe County Employee Retirement Incentive Plan shall not be retroactive to any employees who retired prior to July 1, 2014.

- E. Any employee accepting the 2014 Buncombe County Employee Retirement Incentive Plan will not be eligible for the Retirement Incentive Options found in the Personnel Ordinance, Article VII Section 4. H.
- F. Only those general county employees within departments under the authority and control of the County Manager shall be eligible for the 2014 Buncombe County Employee Retirement Incentive Plan. Employees within departments not under the authority and control of the County Manager such as those with appointed boards or elected officials shall be eligible only as follows:
1. The Departmental Chairman of the Board and Departmental Director or the Elected Official shall agree in writing that once the eligible employee has retired, the incumbent's former position shall be subject to the requirements outlined in this 2014 Buncombe County Employee Retirement Incentive Plan. The hiring rate/starting salary of new hired employees will be at the minimum rate established for the class at the lowest rate of the first quintet on the salary schedule. Appointments above this must receive approval of the County Manager.
  2. Non-general fund departments will have to pay the projected lifetime cost immediately to allow their employees to participate. The County Manager is authorized to arrange a multi-year payment plan where two or more employees accept this offer.
- G. This plan requires that any position vacated due to acceptance of the 2014 Buncombe County Employee Retirement Incentive Plan be placed in a job freeze bank and be subject by the County Manager to the following **cost reduction** reviews and actions:
1. The vacated position or an alternate comparable position or positions that total to the position costs, whose substitution shall be first approved by the County Manager, shall remain frozen for the period necessary to total the position costs of the incentive payment. Each position shall be reviewed by the County Manager for **possible position elimination** or **cost cutting** position reclassification downgrade. The County Manager is authorized to work out other cost reduction strategies with each department.
  2. The County Manager shall have the authority to release positions to be filled **prior** to the end of the total cost of the incentive payment.
  3. The County Manager may make substitutions and work with departments to ensure that all regulatory staffing is maintained in those areas that are required to work in ratio.
  4. Any employee accepting the 2014 Buncombe County Employee Retirement Incentive Plan will **not** be eligible for reemployment with Buncombe County in any capacity.
  5. The County Manager has the authority to approve a one-time temporary return to work of retired employees for "Mission Critical" positions for up to 90 days.
- H. In order to encourage future retirements and possible position eliminations and/or cost cutting initiatives, approval of this 2014 Buncombe County Employee Retirement Incentive Plan shall amend the Buncombe County Personnel Ordinance, Article VII Section 4. Deferred Compensation to include: "Any employee retiring on or before January 1, 2020 and having completed a minimum of 28 years of service with Buncombe County (15 continuous years for those employees required to be appointed by the Buncombe County Board of Commissioners) and having contributed to the North Carolina Local Governmental Employees' Retirement System for a minimum of 28 years (15 continuous years for those employees required to be appointed by the Buncombe County Board of Commissioners) shall upon retirement be eligible for the retirement benefit options in accordance with the requirements outlined in this 2014 Buncombe County Employee Retirement Incentive Plan to be referenced in the Personnel Ordinance in Appendix M. Any employee accepting the 2014 Buncombe County Retirement Incentive Plan will not be eligible for the Retirement Incentive Options found in the Personnel Ordinance, Article VII Section 4. H".
- I. In lieu of severance pay as provided in Article VIII of the Buncombe County Personnel Ordinance, the 2014 Buncombe County Employee Retirement Incentive Plan shall be offered to any employee whose position is eliminated due to a Reduction-In-Force in FY 2015 if such employee is eligible to receive an early (reduced) or service (unreduced) retirement benefit from the North Carolina Local Governmental Employees' Retirement System as of the effective date of such Reduction-In-Force.



# BUNCOMBE COUNTY MSW HAULER REBATE PROGRAM Overview and Administrative Procedures

## Introduction

The Buncombe County MSW Hauler Rebate Program will pay approved high-volume MSW haulers a rebate for each ton of Buncombe County MSW delivered to the Buncombe County Solid Waste Management Facility (Landfill) or the Buncombe County Transfer Station. The 2014 and 2015 MSW Hauler Rebate Program is \$4 per ton of MSW delivered to the above facilities during each calendar year.

## Rebate Program Administration

The Buncombe County Solid Waste Department will make Rebate Request Forms available, verify rebate requests submitted, issue the rebate payments on an annual basis, and respond to rebate-related inquiries. The Department will also work with the County Manager and Buncombe County Planning and Development to determine which haulers are eligible for the rebate program. Buncombe County may modify program procedures as necessary. Contact information is available at the end of this document.

## Rebate Eligibility

To receive a rebate, a hauler must:

- Deliver a minimum of 23,000 tons of MSW collected in Buncombe County to the Buncombe County Solid Waste Management Facility (Landfill) or the Buncombe County Transfer Station;
- Comply with State and County regulations and ordinances;
- Remit on a timely basis the payment of Buncombe County Tipping Fees invoiced at the current tipping fee rate (\$43/ton at the Landfill; \$47/ton at the Transfer Station); and
- Complete and submit a Rebate Request Form to the Buncombe County Solid Waste Department.

Haulers that have not fully complied with all items above are not eligible for a rebate. Buncombe County reserves the right to modify program procedures as necessary and may withhold payment of a rebate until the County deems a hauler eligible for rebate payment.

## Rebate Request Form

To receive a rebate, an eligible hauler must submit a completed Rebate Request Form and all required documentation by January 31<sup>st</sup> of each calendar year to the Buncombe County Solid Waste Department. The Department will make Rebate Request Forms available to approved haulers.

The Rebate Request Form contains the following elements:

Line	Item	Description
1.	<b>Report Month &amp; Year</b>	Month and year during which MSW was delivered to the Landfill or Transfer Station. (One year per form.)
2.	<b>Hauler Name</b>	Name of the entity as it appears on monthly tipping fee invoices.
3.	<b>Federal Tax ID No.</b>	Federal Tax ID Number is required to make the rebate payments.
4.	<b>Mailing Address</b>	Mailing address to which the rebate payment should be sent.
5.	<b>Contact Name</b>	Name of the primary contact person for rebate payment issues.

- 6. Contact Phone Number** Primary contact person's telephone number.
- 7. Contact email Address** Primary contact person's telephone email address.
- 8. Total Rebate Tons** Actual number of tons of MSW collected within Buncombe County that was delivered to the Landfill or Transfer Station during the calendar year.
- 9. Certification** Certification shall be signed by a representative of the hauler who is knowledgeable of the hauling operations and who is authorized by the Licensee to sign the Rebate Request Form.

Haulers must submit a separate, completed Rebate Request Form for each calendar year. Haulers must also submit a copy of monthly invoices and receipts to substantiate the tonnage claimed as being delivered on the Rebate Request Form. The Rebate Request Form and required documentation may be submitted by US Mail or by emailing the form in a PDF file. The Federal Tax ID Number must be provided and the form must be signed to be considered complete. Forms must be submitted by January 31st following the calendar year of the report. Rebates will be processed as soon as Buncombe County verifies the MSW tonnage claimed and the amount of the rebate due to the hauler.

Haulers are to submit Rebate Request Forms by one of the following means:

Mail to: **Buncombe County Solid Waste Management**  
**81 Panther Branch Road**  
**Alexander, NC 278701**  
**Attn.: Hauler Rebate Program**

Email: [jon.creighton@buncombecounty.org](mailto:jon.creighton@buncombecounty.org)  
**Buncombe County Planning and Development**

### **Records Retention, Review and Audit**

Haulers are encouraged to review their recordkeeping procedures to ensure that all information necessary to support their rebate requests is readily available. Buncombe County may request the hauler provide additional supporting documentation at any time. If a hauler does not provide the requested supporting documentation, Buncombe County will not issue payment for the period covered by the Rebate Request Form.

Haulers must keep good business records related to the Rebate Program, and in accordance with generally accepted accounting practices, shall maintain those records for at least five (5) years following the submission of a Rebate Request Form.

### **Verifying the Rebate Request**

The Buncombe County Solid Waste Department will process rebate requests in a timely manner upon receipt. Buncombe County will verify the information submitted on a Rebate Request Form by reviewing such records as may be necessary. Buncombe County's "WasteWorks" Material Analysis Reports will be used to verify rebate requests. Rebates will apply only to MSW generated in Buncombe County and verified as delivered to the Landfill or Transfer Station. Such verification may result in an adjustment of the rebate amount issued. Submission of false information will result in forfeiture of a rebate for that reporting period, and may result in criminal prosecution.

### **Rebate Payment**

Buncombe County will issue to any eligible hauler a rebate in the form of a check for \$4 per ton of qualifying MSW reported on a Rebate Request Form and subsequently verified. Buncombe County will mail rebate checks to the address of the hauler as shown on the Rebate Request Form.



## **Right to Appeal**

Haulers have the right to appeal a decision by Buncombe County that results in a reduction in or denial of a rebate request. To appeal a rebate decision, a hauler must submit the following to Buncombe County:

1. A statement requesting review of the reduction or denial of a rebate request; and
2. Any and all documents necessary to support the appeal.

A hauler must submit a request for appeal and supporting documents within 30 days of the rebate issuance date. Buncombe County will issue written responses to all rebate appeals that will include an explanation as to why the appeal was granted or denied.

## **Questions?**

Call the Director of the Buncombe County Solid Waste Department at (828) 250-5462 or email Jon Creighton, Assistant County Manager, at [jon.creighton@buncombecounty.org](mailto:jon.creighton@buncombecounty.org).



# MSW HAULER REBATE REQUEST FORM BUNCOMBE COUNTY

## Report Information:

1.	Report Year:	
2.	Hauler Name:	
3.	Federal Tax ID Number:	
4.	Mailing Address:	
5.	Contact Name:	
6.	Contact Phone Number:	
7.	Contact Email Address:	
8.	Total Rebate Request:	
	January	
	February	
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	

## Certification:

9.	I certify that this document was prepared under my direction or supervision; and that the information is true, accurate, and complete to the best of my knowledge as supported by the attached monthly tipping fee invoices and receipts paid in full by this entity.	
a.	Printed Signature:	
b.	Signature:	
c.	Date:	

To receive a rebate, an eligible hauler must submit a completed Rebate Request Form and all required documentation by January 31<sup>st</sup> of each calendar year to the Buncombe County Solid Waste Department. Haulers must submit a separate, completed Rebate Request Form for each calendar year. Haulers must also submit a copy of monthly invoices and receipts to substantiate the tonnage claimed as being delivered on the Rebate Request Form.

The Certification must be signed by a representative of the hauler who is knowledgeable of the hauling operations and who has been authorized by the hauler to sign the form. **Forms must be signed to be considered complete.**

Haulers are to submit Rebate Request Forms by one of the following means:

Mail to: **Buncombe County Solid Waste Management**  
**81 Panther Branch Road**  
**Alexander, NC 278701**  
**Attn.: Hauler Rebate Program**

Email: [jon.creighton@buncombecounty.org](mailto:jon.creighton@buncombecounty.org)  
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