



**ORDINANCE NUMBER 17-2826**

Plan Commission Fee Schedule Est. November 20th, 2017

Planning and Building  
Department

<b>Plan Commission Fees and Permits</b>			
<b>Technical Review Committee and Plan Commission Submittal Fees</b>			
<b>Preliminary Plat</b>	\$500 + \$5/Lot		
<b>Final Plat</b>	\$400 + \$5/Lot		
<b>Waiver of Subdivision Regulations</b>	\$100 per regulation		
<b>Planned Unit Development</b>			
Preliminary	\$400 + \$5/Lot		
Detailed	\$400 + \$5/Lot		
<b>Site Development Plans</b>	\$500 + \$10/Acre		
<b>Plat Vacation</b>	\$100		
<b>Annexation - per petition</b>	\$400		
<b>Rezone - per petition</b>	\$400		
<b>Extra Reviews</b>	\$100 first extra review, \$50 fee increase after		
<b>Improvement Location Permits<sup>1</sup></b>		<b>Sign Permits</b>	
Residential:	\$50	Residential	\$20
Commercial/Industrial <sup>2</sup> :	\$100	Commercial/Industrial <sup>2</sup>	\$50 + \$.50/ft <sup>2</sup>
		Billboards	\$100 + \$.50/ft <sup>2</sup>
		Temporary Signs	\$10
<b>Board of Zoning Appeals</b>			
<b>Dev. Standards Variances:</b>		<b>Use Variances:</b>	\$400
Residential	\$50	<b>Special Exceptions:</b>	\$300
Commercial/Industrial <sup>2</sup>	\$200	<b>Administrative Appeals:</b>	\$150
Additional Variances on One Petition	\$50		
<b>Special Meeting Request</b>	-	When a meeting is requested by the petitioner	
BZA Meeting	\$125		
Plan Commission Meeting	\$175		
<b>Documents</b>	*All electronic copies, through website or email, are free		
Zoning Map 24X36	\$20	8X11 B&W	Copies 10 cents
Comprehensive Plan	\$20	11 X 17 B&W	Copies 20 cents
Copies 24X36 color	\$10	8X11 Color	Copies 25 cents
Copies 24X36 B&W	\$2	11 X 17 Color	Copies 35 cents
<b>Fines</b>			
Any violation of the Unified Development Ordinance is punishable by a fine up to, but not exceeding, \$2,500 per offence per day.			

<sup>1</sup> Upon concluding all applicable or required approval processes, the review time for Improvement Location Permits is up to five (5) business days.

<sup>2</sup> Churches, institutional, and multi-family buildings are considered commercial buildings.

## Outsourcing Engineer Review:

- In a case where the Plan Commission needs to outsource the engineering review, the petitioner shall be subject to additional fees. The additional fee will be 100% of the cost of the review by the outsourced engineer. This fee should be paid within 30 days after an invoice is sent to the petitioner or before a Certificate of Occupancy is requested, whichever occurs earlier.

## Additional Review Fees:

- **Expedited Improvement Location and Building Permit Review:**
  - Residential: \$125 (+\$65/hour for reviews over 1 hour)
  - Commercial/Industrial<sup>2</sup>: \$250 (+\$65/hour for reviews over 1 hour)

*Response will be received within one (1) business day upon the conclusion of all applicable approval processes and filing of all required materials for an Improvement Location and Building Permit.*
- **City Engineer Reviews:** In the circumstance that a project takes more than five (5) hours for the City Engineer to review, a fee of \$35/hour will be charged for every hour over the allotted review time.
- **Extra Plan Reviews:** Each Planning Process is granted a certain amount of reviews by the Plan Commission Staff and the City Engineer. The typical reviews for when plans are submitted are Technical Review, Plan Commission Approval, and Final Set. The Final Set is the plans submitted to make sure all corrections are made from the Technical Review and Plan Commission step. The processes in the chart below show the number of normal reviews that should be conducted by the staff. Sketch Plan reviews are not included in these numbers. If any other review must occur after that number, the applicant is subject to extra review fees. The first extra review fee is \$100, and then the fee increases by \$50 for each review required after that. That fee must be paid when submitting plans for review.
  - Number of Reviews Allowed for each project:

Preliminary Plats	3
Final Plats	2
Planned Unit Developments	3
Site Development Plans	3
Plat Vacation	2
Construction Plans (Roads and Infrastructures)	3

\*This fee schedule will eliminate any previously established engineer review fees found in the Plan Commission's Developer Handbook.