



**ORDINANCE NUMBER 18-2850**

Plan Commission Fee Schedule Est. December 3<sup>rd</sup>, 2018

PLANNING AND BUILDING DEPARTMENT

<b>Plan Commission and Board of Zoning Appeals Fees</b>					
<b>Plan Commission and TRC:</b>			Filing Fee		
Preliminary Plat			\$525 + \$5/Lot		
Final Plat			\$400 + \$5/Lot		
Waiver of Subdivision Regulations			\$100 per regulation		
Planned Unit Development					
Preliminary			\$425 + \$5/Lot		
Detailed			\$425 + \$5/Lot		
Site Development Plans			\$525 + \$10/Acre <sup>3</sup>		
Plat Vacation			\$125		
Annexation - per petition			\$425		
Rezone - per petition			\$425		
<b>Board of Zoning Appeals:</b>			Filing Fee		
<b>Development Standards Variances:</b>					
Residential:			\$75		
Commercial/Industrial <sup>2</sup>			\$225		
Each additional variance on a single petition			\$50		
Use Variance			\$425		
Special Exceptions			\$325		
Administrative Appeal			\$175		
<b>Improvement Location Permits<sup>1</sup></b>		<b>Sign Permits</b>			
Residential:	\$50	Non-Residential <sup>2</sup>	\$50 + \$.50/ft <sup>2</sup>	Residential	\$20
Commercial/Industrial <sup>2</sup> :	\$100	Billboards	\$100 + \$.50/ft <sup>2</sup>	Temporary Sign <sup>4</sup>	\$10
<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 / Page	
Comprehensive Plan	\$20	11 X 17 B&W	Copies	20 cents / Page	
Copies 24X36 color	\$10	8X11 Color	Copies	25 cents / Page	
Copies 24X36 B&W	\$2	11 X 17 Color	Copies	35 cents / Page	
<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.

<sup>3</sup> If the project site acreage is a non-whole number the fee shall be calculated by rounding the acreage up to the nearest whole number

<sup>4</sup> \$10 per placement of the temporary sign in accordance with the time limits established in Article 5 of the City's Unified Development Ordinance

## 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 Committee, Plan Commission Approval, and Final Set. The Final Set is the plans submitted to make sure all corrections are made from the Technical Review Committee 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 the number listed below, 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.