

**ORDINANCE NUMBER 21-2940**Plan Commission Fee Schedule Effective February 7th, 2022

PLANNING AND BUILDING DEPARTMENT

Plan Commission and Board of Zoning Appeals Fees					
Plan Commission and TRC:		Filing Fee			
Preliminary Plat – Major Subdivision ⁵		\$1,000 + \$5/Lot			
Final Plat – Major Subdivision ⁵		\$600 + \$5/Lot			
Preliminary Plat – Minor Subdivision ⁵		\$300			
Final Plat – Minor Subdivision ⁵		\$200			
Waiver of Subdivision Regulations		\$100 per regulation			
Planned Unit Development					
Conceptual		\$1,000 + \$5/Lot			
Detailed		\$1,200 + \$5/Lot			
Site Development Plans		\$825 + \$10/Acre ³			
Plat Vacation		\$125			
Annexation - per petition		\$425			
Rezone - per petition		\$500 + \$10/Acre ³			
Board of Zoning Appeals:		Filing Fee			
Development Standards Variances:					
Residential:		\$100 + \$25 per additional variance on same petition			
Commercial/Industrial ²		\$500 + \$100 per additional variance on same petition			
Use Variance		\$500			
Special Exceptions		\$500			
Administrative Appeal		\$150			
Improvement Location Permits ¹		Sign Permits			
Residential:	\$50	Non-Residential ²	\$50 Review Fee Per Application + \$1.00/ft ²	Residential	\$20
Commercial/Industrial ² :	\$100	Billboards	\$750 + \$1.00/ft ²	Temp. Signs ⁴	\$10
		Pole Signs Taller Than 30 ft	\$250 + \$1.00/ft ²		
Special Meeting Request:					
		When a meeting is requested by the petitioner			
BZA Meeting	\$250	Plan Commission Meeting		\$550	
Documents:					
*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	
Fines:					
Any violation of the Unified Development Ordinance is punishable by a fine up to, but not exceeding, \$2,500 per offence per day.					

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

². Churches, institutional, and multi-family buildings are considered commercial buildings.

³. 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

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

⁵. Major and Minor Subdivision are defined in the City of Shelbyville 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/Industrial²: \$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

Parks and Recreation Impact Fee:

Effective September 18th, 2019 there will be a *Parks and Recreation Impact Fee* assessed to all new residential units at the time that a building permit is issued. The cost of this impact fee will increase slightly each year as depicted in the chart below:

Effective Date	Amount
September 18 th , 2022	\$1,098.19
February 1 st , 2023	\$1,346.00
February 1 st , 2024	\$1,386.38
February 1 st , 2025	\$1,427.97
February 1 st , 2026	\$1,470.81

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