



Fees and Charges Report

Date: March 5, 2026

To: Audit, Finance, and Enterprise Committee

Through: Marc Heirshberg, Assistant City Manager

From: Nana Appiah, Development Services Director
Susan Lu, Fiscal Analyst

Subject: Development Services Department Update to Schedule of Fees and Charges, Citywide

Purpose and Recommendation

The purpose of this report is to reorganize the Development Services Fees and Charges Schedule to enhance clarity, align terminology with the current Zoning Ordinance, and revise the introduce fees to more accurately reflect the cost of services while ensuring transparency and affordability. If approved by City Council, the revised Fees and Charges will take effect on July 1, 2026.

Background

The Development Services Department consists of eight divisions: Historic Preservation and Archeology, Planning, Building Division, Customer Service and Permitting, Civil Plan Review, Development Agreements Management and Administration, Fiscal and Data Management, and General Administration. Fees are charged for land development processes administered by the Development Services Department. Fees are reviewed regularly to ensure description clarity and that costs accurately reflect services provided

Discussion

DEVELOPMENT SERVICES (Exhibit A)

The Development Services Department is proposing the following fee changes:

1. Remove Code Compliance Fee Schedule section.

Code Compliance was previously a division within the Development Services Department. In Fiscal Year (FY) 2021/22, the division was restructured into a standalone department. All fines listed under the Code Compliance section of the Fee Schedule are administered by the Code Compliance Department. To reduce confusion and improve transparency, the Code Compliance Fee Schedule will be removed from the Development Services Department fee schedule. A separate Code

Compliance Fee Schedule will be established to include all Code Compliance–related fees and charges. No Fiscal Impact.

PLANNING SERVICE FEES (Exhibit B)

The Development Services Department is proposing the following description modifications:

1. Add new “Employment Opportunity District” fee.

The proposed addition of the “Employment Opportunity District” fee is a type of rezoning fee. The department currently does not collect fees for Employment Opportunity (EO) district rezoning plan reviews by staff. EO District plans require more detailed reviews, similar to the Infill Development District 2. Addition of the fee is to recover cost of providing the staff review.

The current Development Services Department Planning Services fees are structured by the approval bodies required for each application type, such as various Planning Boards. The proposed updates reorganize the fees by service category, making them easier for customers to understand. All listed fees pertain to rezoning. Fiscal Impact is estimated at \$5,000.

2. Rename “Site Plan Review/Site Plan Modification” to “Development Plan Review/Development Plan Modification.”

The proposed update reflects recent changes to the process which combines the Site Plan Review and Design Review processes. No Fiscal Impact.

3. Rename “Combined Rezoning & Site Plan Review/ Site Plan Modification” to “Combined Rezoning & Combined Rezoning & Development Plan Review/Development Plan Modification.”

The proposed update to the name of the combined services fee will standardize language used to refer to site plans and other combined fees’ names. No Fiscal Impact.

4. Rename “Combined Development Incentive Permit & Site Plan Review/Site Plan Modification” to “Combined Development Incentive Permit & Development Plan Review/Development Plan Modification.”

The proposed update to the name of the combined services fee will standardize language used to refer to site plans as development plans and other combined fees’ names. No Fiscal Impact.

5. Increase fees and rename “Combined Substantial Conformance Improvement Permit & Site Plan Review/Site Plan Modification” to “Combined Substantial Conformance Improvement Permit & Development Plan Review/Development Plan Modification”.

This fee consolidates Substantial Conformance Improvement Permit with the Development Plan Review/Development Plan Modification services. The proposed \$1,000 increase in the base fee across all districts reflects the increase to the Development Plan Review/Development Plan Modification fee. Currently, the fees are charged separately. Combined, the total fee charged equals the new rate, therefore this fee update does not have a financial impact.

The proposed update to the name of the combined services fee will standardize language used to refer to site plans as development plans and other combined fees' names.

6. Remove "Design Review Board" fee categories.

The current Development Services Department Planning Services fees are structured by the approval bodies required for each application type, such as various Planning Boards. The proposed update removes all Design Review Board related fees as plans can be reviewed administratively, per Planning Ordinance text amendments. All fees under this category have been relocated to other appropriate fee categories. The reorganization makes fees easier for customers to understand. No Fiscal Impact.

7. Remove "Design Review Application" fee.

Per updated Planning Ordinance text amendments, this service is no longer applicable as this review can be done administratively. Applicable fees are listed under "Administrative Review" fee category. No Fiscal Impact.

8. Remove "Design Review Application Submitted concurrently with a Rezoning or Site Plan Review Application" fee.

The proposed update will eliminate a fee that is obsolete. This service is charged with "Development Plan Review/Development Plan Modification". No Fiscal Impact.

9. Increase fee to match other fees associated with "Administrative Review" fees and rename removing the word "Fee" from "Administrative Use Permit".

The proposed increase in the Administrative Use Permit fee from \$25 to \$648 is intended to standardize the fee for all administratively reviewed applications. No Fiscal Impact.

10. Add a "Map of Dedication" fee.

Map of Dedication were previously processed through the City's Real Estate Office and approved by City Council. Since the approval of the Land Division text amendments, Maps of Dedication are now administratively approved by

Planning Division through the Land Division review process. The proposed addition of the fee of \$100 will recover costs associated with the service provided by the Planning Division. Fiscal Impact is estimated at \$500.

11. Remove “Group Home” header, rename the “Group Home Registration Fee” to “Community Residence Registration Fee”, and rename “Annual Renewal” fee to “Community Residence Annual Renewal”.

The proposed update will allow terms within the Fees and Charges Schedule to mirror language used within City Ordinances. No Fiscal Impact.

12. Add “Planning Resubmittal” fee

On occasion, applicants may resubmit plans for Planning Staff review multiple times. Adding Planning Resubmittal Fee will allow the City to recover the cost of the additional services provided for plans resubmitted for fourth review and beyond. The proposed fee is to be twenty (20) percent of the original application fee, calculated at the current fee schedule rates. Fiscal Impact is estimated at \$13,000

Methodology

Development Services Department Fee Schedule was reviewed to ensure compliance with State reporting statutes and to ensure that the language was clear for applicants and residents.

Alternatives

The alternative is no change to the Fee Schedule formatting, Code Compliance Fees and Charges schedule continues to be listed under the Development Services Department, Planning fees will not change, and new fees will not be added to the Fees and Charges Schedule to cover increased costs of providing additional services.

Fiscal Impact

Total estimated fiscal impact for Development Services is \$0.
Total estimated fiscal impact for Planning Services is \$18,500
Total estimated fiscal impact is \$18,500.

Fees & Charges Schedule – Key

Heading Configuration

<u>Schedule of Fees & Charges</u>
Department
Contact Information
HEADING 1
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

Font Indications

Font	Font Indications
Regular Font	Existing fee or language
Strikethrough	Fee or language will be deleted from the Fee Schedule
BOLD CAPS	Language is being added to Fee Schedule
Bold	New or increased Fee Amount

Schedule of Fees & Charges

Exhibit A – Code Compliance Department

Department: Code Compliance

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
RE-INSPECTION FEES				\$0	Move from Development Services Department
NON-COMPLIANCE FEE Fee assessed upon the second inspection if the violation remains	\$200.00			\$0	Move from Development Services Department
CONTINUED NON-COMPLIANCE FEE Fee assessed after a citation is issued for each inspection where the violation still remains	\$100.00			\$0	Move from Development Services Department
COMPLIANCE AGREEMENT FEE <i>When complex circumstances make achieving compliance time-consuming, a compliance agreement can be entered into to establish the required actions and timeline</i>	\$150.00		Per Agreement	\$0	Move from Development Services Department. Revised language to clarify intent.
RESIDENTIAL CIVIL VIOLATION FINES*					Create a new category of civil violations (residential vs non-residential)
FINE ASSESSED FOR 1st CIVIL VIOLATION	\$250.00- \$1,500.00		PER VIOLATION	\$0	Move from Development Services Department
CONTINUED 2ND FINDING OF A PRIOR VIOLATION	\$350.00- \$2,500.00	\$350.00- \$2,000.00	PER VIOLATION	\$0	Move from Development Services Department, Decrease max to \$2,000 to match non-residential
CONTINUED 3RD FINDING OF A PRIOR VIOLATION	\$500.00- \$2,500.00		PER VIOLATION	\$0	Move from Development Services Department

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
NON-RESIDENTIAL CIVIL VIOLATION FINES*			PER VIOLATION		Create new civil violation category to differentiate between residential and non-Residential properties
FINE ASSESSED FOR 1st CIVIL VIOLATION		\$750.00- \$1,500.00	PER VIOLATION	\$130,000.00	Create new fine range for Non-Residential civil violations
CONTINUED 2ND FINDING OF PRIOR VIOLATION		\$1,250.00- \$2,000.00	PER VIOLATION	\$10,000.00	Create new fine range for Non-Residential civil violations
CONTINUED 3RD FINDING OF PRIOR VIOLATION		\$1,750.00- \$2,500.00	PER VIOLATION	\$10,000.00	Create new fine range for Non-Residential civil violations
ADMINISTRATIVE LIEN FEE	\$20.00	\$60.00	Lien	\$4,500.00	Increase fee to comply with current Maricopa County Recorder's Office fees to place and release liens
TITLE SEARCH FEE		\$650.00	PER CASE	\$6,500.00	Create new fee to recover cost of staff research of owners or responsible parties' properties in violation of City Code that are difficult to locate
CERTIFIED MAIL FEE		\$15.00	EACH	\$5,000.00	Create new fee to recover cost of certified mail to property owners
*INCLUDING PROCESS SERVER FEES AND ALL OTHER APPLICABLE FEES AND CHARGES					Footnote to clarify miscellaneous fees that makes up Civil Violation fee

Estimated Total Annual Fiscal Impact:

\$166,000.00

Schedule of Fees & Charges

Exhibit B – Planning Services Fees

Department: Development Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
<i>Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay</i>					
Rezoning to the Planned Community District					
EMPLOYMENT OPPORTUNITY DISTRICT		\$4,800	Plus \$78/acre	\$5,000.00	Add this rezoning fee, currently not being collected for plan review
<i>Site DEVELOPMENT Plan Review/Site DEVELOPMENT Plan Modification</i>				\$0	Renamed to combine the Site Plan Review and Design Review processes
<i>Combined Rezoning & Site DEVELOPMENT Plan Review/Site DEVELOPMENT Plan Modification</i>				\$0	Renamed to specify type of plans reviewed
<i>Combined Development Incentive Permit & Site DEVELOPMENT Plan Review/Site Plan Modification</i>				\$0	Renamed to specify type of plans reviewed
<i>Combined Substantial Conformance Improvement Permit & Site DEVELOPMENT Plan Review/Site DEVELOPMENT Plan Modification</i>				\$0	Renamed to specify type of plans reviewed
All Downtown Districts	\$1,994.00 Plus \$162/acre	\$2,994.00	Plus \$162/acre	\$0	Modified fee to reflect combined reviews. This is currently charged as two separate fees that combines to new rate, no financial impact.

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
All Other Districts	\$2,400.00	\$3,400.00	Plus \$195.00/acre for first 100 acres Plus \$95.00/acre for 101-250 acres Plus \$60.00/acre for 251-500 acres \$25/acre for 501 plus acres	\$0	Modified fee to reflect combined reviews. This is currently charged as two separate fees that combines to new rate, no financial impact.
<i>Design Review Board</i>				\$0	Remove fee category as it is no longer applicable
Design Review Application	\$1,800.00			\$0	This is a duplicate fee. Fee is included in "Combined Development Plan/Development Plan Modification".
Design Review Application Submitted concurrently with a Rezoning or Site Plan Review Application	\$1,000.00			\$0	This fee is no longer applicable as review can be completed administratively. Review fees are listed under "Administrative Review" fee categories
Administrative Use Permit Fee	\$25.00	\$648.00		\$0	Remove "Fee" from name and increase to standardize with other Administrative Review fees. Currently charge under Administrative Review fee therefore no financial impact.

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
<i>Subdivision Development Review</i>					
Administrative Review	\$648.00				
MAP OF DEDICATION	\$100.00			\$500.00	Previously provided by City Real Estate Office with Council approval, now can be processed administratively as part of Land Division review process
<i>Group Home</i>					Delete header
Group Home COMMUNITY RESIDENCE Registration	\$250.00			\$0	Renamed to match language used in City Ordinance
COMMUNITY RESIDENCE Annual Renewal	\$50.00			\$0	Renamed to clarify type of renewal fee
<i>Other Fees and Charges</i>					
PLANNING RESUBMITTAL	<p>4th and 5th RESUBMISSION - 20% OF THE ORIGINAL PLAN REVIEW FEE, CALCULATED AT CURRENT FEE SCHEDULE RATES</p> <p>6th and 7th RESUBMISSION - 20% OF THE ORIGINAL PLAN REVIEW FEE, CALCULATED AT CURRENT FEE SCHEDULE RATES</p>			\$13,000.00	Added the fee to recover the cost of staff time and resources to review fourth and beyond resubmission

Estimated Total Annual Fiscal Impact: \$18,500.00