



Fees and Charges Report

Date: June 1, 2026

To: City Council

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 FEES (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 an Employment Opportunity (EO) District fee is a type of rezoning fee. The department currently charges a base rezoning fee for EO Districts. However, an EO District requires a more detailed review, similar to the Infill Development District 2. Addition of the fee is to recover cost of providing 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. Reorganize the Development Services – Planning Fee Schedule for greater clarity and ease of use.

The current Development Services Department Planning Services fees are structured by the approving bodies, such as various Planning Boards, required for each application type. 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

3. Increase the Administrative Use Permit Fee to match other “Administrative Review” fees and remove the word “Fee” from the name”.

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.

4. 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.

5. Add “Planning Resubmittal” fee for 4th & 5th and 6th & 7th resubmittals.

On occasion, applicants may resubmit plans for staff review multiple times. Adding a Planning Resubmittal Fee will allow the City to recover the cost of the additional services provided for plans resubmitted for fourth & fifth review and sixth & seventh review. The proposed fee is 20% of the original application fee, calculated at the current fee schedule rates. Fiscal Impact is estimated at \$13,000.

PLANNING SERVICE ADMINISTRATIVE UPDATES

The Development Services Department is proposing administrative and organizational updates to the Planning Fee Schedule for clarification, simplification, consolidation, and ease of use as detailed in Exhibit C. For clarity of the changes, the report in Exhibit D includes a clean version of the changes identified in Exhibit C.

Methodology

Development Services Department Fee Schedule was reviewed to ensure compliance with State reporting statues 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 \$18,000

Total estimated fiscal impact is \$0.

Total estimated fiscal impact is \$0.

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 – Development Services Fees

Department: Development Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
CODE COMPLIANCE					Remove section heading
<i>Re-Inspection Fees</i>				\$0	Move to Code Compliance Department
<i>Non-Compliance Fee</i> Fee assessed upon the second inspection if the violation remains	\$200.00			\$0	Move to Code Compliance Department
<i>Continued Non-Compliance Fee</i> Fee assessed after a citation is issued for each inspection where the violation still remains	\$100.00			\$0	Move to Code Compliance Department
<i>Compliance Agreement Fee</i> <i>When complicated circumstances make coming into compliance a difficult and lengthy process, a compliance agreement establishes the required compliance actions and a timeline for the owner to complete those actions.</i>	\$150.00		Per Agreement	\$0	Move to Code Compliance Department
CIVIL VIOLATION FINES*				\$0	Move to Code Compliance Department
Fine Assessed for First Civil Violation	\$250.00- \$1,500.00		Violation	\$0	Move to Code Compliance Department
Continued 2 nd Finding of a Prior Violation	\$350.00- \$2,500.00		Violation	\$0	Move to Code Compliance Department
Continued 3 rd Finding of a Prior Violation	\$500.00- \$2,500.00		Violation	\$0	Move to Code Compliance Department
<i>Administrative Lien Fee</i>	\$20.00		Lien	\$0	Move to Code Compliance Department
* including process server fees and all other applicable fees and charges				\$0	Move to Code Compliance Department

Estimated Total Annual Fiscal Impact: \$0

Schedule of Fees & Charges

Exhibit B – Planning Service 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
Design Review Board					
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.
Group Home					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

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
<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: \$18,000.00

Schedule of Fees & Charges

Exhibit C – Planning Service Fees Administrative Update

Department: Development Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
PLANNING SERVICE FEES					
<i>Current Planning</i> PRE-SUBMITTAL CONFERENCE	\$400.00			\$0	Changed from a category line-item charge in the former “Current Planning” category to a new, standalone category charge for clarity
Pre-Submittal Conference	\$400.00			\$0	Changed to a new, standalone category charge above for clarity
Form-Based Code Review	\$648.00			\$0	Moved to a new category of “Form-Based Code Review” below and renamed to “Zoning Clearance” for clarity
PRE-APPLICATION					New category
SINGLE RESIDENCE, DUPLEX, RV, AND MANUFACTURED HOME	No Fee			\$0	Moved from the former “Zoning Administration Application Pre-Plat” category below
GENERAL PLAN AMENDMENT					Moved as an entire category from below
MAJOR PLAN AMENDMENT	\$15,000.00			\$0	Moved as an entire category from below
MINOR PLAN AMENDMENT	\$3,000.00			\$0	Moved as an entire category from below
Zoning Application Fees					Remove category

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Preliminary Plat-Approval/Subdivision-Review*	\$2,991.00		Plus-\$130/acre, lot, unit or parcel	\$0	Moved to a new category of "Land Division" below and renamed to "Preliminary Plat" for clarity
Preliminary Plat-Extension	\$648.00			\$0	Moved to the existing category of "Other Fees and Charges" below for clarity
*Preliminary plat fee is not charged when filed in conjunction with the site plan.				\$0	Removed
<i>Rezoning</i>	\$1,944.00		Plus-\$65/acre	\$0	Fee and Unit moved down to the correct line below
Downtown Districts	\$2,400.00	\$1,944.00	plus-\$78/acre for first 100 acres Plus \$65/acre	\$0	Fee and Unit moved down from the line above
All Other BASE Districts	\$2,400.00		plus-\$38/acre for 101-250 acres Plus \$78/acre for first 100 acres	\$0	Unit moved down from the line above and the word "Base" added for clarity
	\$2,400.00		plus-\$20/acre for 251-500 acres Plus \$38/acre for 101-250 acres	\$0	Unit moved down from the line above, and replication of base fee removed for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
	\$2,400.00		plus- \$13/acre for 501 plus acres Plus \$20/acre for 251-500 acres	\$0	Unit moved down from the line above, and replication of base fee removed for clarity
			Plus \$13/acre for 501 plus acres	\$0	Unit moved down from the line above
OVERLAY DISTRICTS	Same as Rezoning			\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below and renamed from "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" for clarity
MODIFICATION OF PAD (NON-SINGLE RESIDENCE AND MANUFACTURED HOME)	\$1,250.00			\$0	Moved from the former "Zoning Administration Application Pre-Plat" category below and renamed from "All Others" for clarity
MODIFICATION OF PAD (SINGLE RESIDENCE AND MANUFACTURED HOME)	\$310.00			\$0	Moved from the former "Zoning Administration Application Pre-Plat" category below and renamed from "Single Residence and manufactured home" for clarity
INFILL DEVELOPMENT DISTRICT 1	Same as Rezoning			\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below and renamed from "Rezoning to the Infill Development District 1" for clarity
INFILL DEVELOPMENT DISTRICT 2	\$4,800.00		Plus \$78/acre	\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below and renamed from "Rezoning to the Infill Development District 2" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
PLANNED COMMUNITY DISTRICT	\$25,000.00		Plus \$25/acre	\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below and renamed from "Rezoning to the Planned Community District" for clarity
PLANNED COMMUNITY AMENDMENT				\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity
MINOR	\$2,400.00			\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity
MAJOR	Same as initial zoning			\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity
EMPLOYMENT OPPORTUNITY DISTRICT	\$4,800.00		Plus \$78/acre	\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity
DEVELOPMENT UNIT PLAN					New category
DEVELOPMENT UNIT PLAN NEW APPLICATION	\$2,500.00		Plus \$60/acre for first 100 acres	\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity and renamed from "Development Unit Plans"
			Plus \$20/acre for 101-200 acres	\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity
			Plus \$10/acre for 201 plus acres	\$0	Moved from the former "Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay" category below for clarity
DEVELOPMENT UNIT PLAN NEW AMENDMENT					Moved from being its own category below of "Development Unit Plans Amendment" for clarity and renamed

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
MINOR	\$648.00			\$0	Moved from being its own category below for clarity
MAJOR	\$2,500.00				Moved from being its own category below for clarity
<i>Site Plan Review/Site Plan Modification</i>					
All-Downtown Districts	\$1,944.00		Plus \$162/acre	\$0	Removed word "All" for clarity
All Other BASE Districts	\$2,400.00		Plus \$195/acre for first 100 acres	\$0	Added the word "Base" for clarity
	\$2,400.00		Plus \$95/acre for 101-250 acres	\$0	Replication of base fee removed for clarity
	\$2,400.00		Plus \$60/acre for 251-500 acres	\$0	Replication of base fee removed for clarity
	\$2,400.00		Plus \$25/acre for 501 plus acres	\$0	Replication of base fee removed for clarity
<i>Combined Rezoning & Site Plan Review/Site Plan Modification</i>					
All-Downtown Districts	\$1,944.00		Plus \$195/acre	\$0	Removed word "All" for clarity
All Other BASE Districts	\$2,400.00		Plus \$235/acre for first 100 acres	\$0	Added the word "Base" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
	\$2,400.00		Plus \$115/acre for 101-250 acres	\$0	Replication of base fee removed for clarity
	\$2,400.00		Plus \$60/acre for 251-500 acres	\$0	Replication of base fee removed for clarity
	\$2,400.00		Plus \$25/acre for 501 plus acres	\$0	Replication of base fee removed for clarity
DEVELOPMENT INCENTIVE PERMIT (DIP)	\$750.00			\$0	Changed from a category line-item charge in the former "Board of Adjustment Application Fees" category below to a new, standalone category charge for clarity
<i>Combined Development Incentive Permit & Site Plan Review/Site Plan Modification</i>					
All-Downtown Districts	\$1,944.00		Plus \$162/acre	\$0	Removed word "All" for clarity
All Other BASE Districts	\$2,400.00		Plus \$195/acre for first 100 acres	\$0	Added the word "Base" for clarity
	\$2,400.00		Plus \$235/acre for 101-250 acres	\$0	Replication of base fee removed for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
	\$2,400.00		Plus \$60/acre for 251-500 acres	\$0	Replication of base fee removed for clarity
	\$2,400.00		Plus \$25/acre for 501 plus acres	\$0	Replication of base fee removed for clarity
SUBSTANTIAL CONFORMANCE IMPROVEMENT PERMIT (SCIP)	\$1,000.00			\$0	Changed from a category line-item charge in the former "Board of Adjustment Application Fees" category below to a new, standalone category charge for clarity
<i>Combined Substantial Conformance Improvement Permit & Site Plan Review/Site Plan Modification</i>					
All-Downtown Districts	\$1,944.00		Plus \$162/acre	\$0	Removed word "All" for clarity
All Other BASE Districts	\$2,400.00		plus \$195/acre for first 100 acres	\$0	Added the word "Base" for clarity
	\$2,400.00		plus \$235/acre for 101-250 acres	\$0	Replication of base fee removed for clarity
	\$2,400.00		plus \$60/acre for 251-500 acres	\$0	Replication of base fee removed for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
	\$2,400.00		plus \$25/acre for 501 plus acres	\$0	Replication of base fee removed for clarity
Bonus Intensity Zone (BIZ) and Planned Area Development (PAD), and Age Specific Overlay	Same as Rezoning				Moved to the existing category of “Rezoning” above and renamed “Overlay District” for clarity
Rezoning to the Infill Development District 1	Same as Rezoning			\$0	Moved to the existing category of “Rezoning” above and renamed “Infill Development District 1” for clarity
Rezoning to the Infill Development District 2	\$4,800.00		Plus \$78/acre	\$0	Moved to the existing category of “Rezoning” above and renamed “Infill Development District 2” for clarity
Rezoning to the Planned Community District	\$25,000.00		Plus \$25/acre	\$0	Moved to the existing category of “Rezoning” above and renamed “Planned Community District” for clarity
Planned Community Amendment					Moved to the existing category of “Rezoning” above for clarity
—Minor	\$2,400.00			\$0	Moved to the existing category of “Rezoning” above for clarity
—Major	Same as initial zoning			\$0	Moved to the existing category of “Rezoning” above for clarity
Employment Opportunity District	\$4,800.00		Plus \$78/acre	\$0	Moved to the existing category of “Rezoning” above for clarity
Development Unit Plans	\$2,500.00		plus \$60/acre for first 100 acres	\$0	Moved to the new category of “Development Unit Plan” above for clarity
			plus \$20/acre for 101-200 acres	\$0	Moved to the new category of “Development Unit Plan” above for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
			plus- \$10/acre for 201 plus- acres	\$0	Moved to the new category of "Development Unit Plan" above for clarity
<i>Development Unit- Plans Amendment</i>					Moved to the new category of "Development Unit Plan" above for clarity
—Minor	\$648.00			\$0	Moved to the new category of "Development Unit Plan" above for clarity
—Major	\$2,500.00			\$0	Moved to the new category of "Development Unit Plan" above for clarity
DESIGN REVIEW					New category
DESIGN REVIEW APPLICATION	\$1,800.00			\$0	Moved from the former category of "Design Review Board" below for clarity
DESIGN REVIEW APPLICATION SUBMITTED CONCURRENTLY WITH A REZONING OR SITE PLAN REVIEW APPLICATION	\$1,000.00			\$0	Moved from the former category of "Design Review Board" below for clarity
CONDITIONAL USE PERMITS					New category
ADAPTIVE REUSE PERMIT	\$1,000.00		Per submission	\$0	Moved from the former category of "Zoning Administration Application Pre-Plat" below for clarity
ADMINISTRATIVE USE PERMIT	\$648.00			\$0	Moved from the former category of "Design Review Board" below for clarity
COUNCIL USE PERMIT	\$2,500.00			\$0	Moved from the former category of "Historic Landmark (HL) and Historic District (HD) Overlay" below for clarity
COUNCIL USE PERMIT SUBMITTED CONCURRENTLY WITH	\$1,000.00			\$0	Moved from the former category of "Historic Landmark (HL) and Historic District (HD) Overlay" below and renamed from "With another application" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
ANOTHER APPLICATION					
SPECIAL USE PERMIT					Subcategory moved from the former category of "Zoning Administration Application Pre-Plat" below for clarity
SINGLE RESIDENCE AND MANUFACTURED HOME	\$310.00			\$0	Moved from the former category of "Zoning Administration Application Pre-Plat" below for clarity
NON-SINGLE RESIDENCE AND MANUFACTURED HOME	\$1,250.00			\$0	Moved from the former category of "Zoning Administration Application Pre-Plat" below and renamed from "All Others" for clarity
TEMPORARY USE PERMIT	\$110.00			\$0	Moved from the former category of "Historic Landmark (HL) and Historic District (HD) Overlay" below for clarity
Historic Landmark (HL) and Historic District (HD) Overlay	No Fee				Moved to the existing category of "Historic Preservation" below for clarity
Council Use Permit	\$2,500.00			\$0	Moved to the new category of "Conditional Use Permits" above for clarity
—With another application	\$1,000.00			\$0	Moved to the new category of "Conditional Use Permits" above and renamed "Council Use Permit Submitted Concurrently With Another Application" for clarity
Continuance at Request of Applicant	\$500.00			\$0	Moved to the existing "Other Fees and Charges" category below and renamed "Council Use Permit Continuance at Request of Applicant" for clarity
Shared Parking Plan	\$750.00			\$0	Moved to the new category of "Administrative Review" below for clarity
Temporary Use Permit	\$110.00			\$0	Moved to the new category of "Conditional Use Permits" above for clarity
Administrative Alternative Landscape Plan	\$648.00			\$0	Moved to the new category of "Administrative Review" below and renamed "Alternative Landscape Plan" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Telecommunications- Review Fee	\$90.00		Per hour	\$0	Removed due to review process no longer exists
Customized Review- Schedule	Double- application- fees			\$0	Moved to the new category of "Administrative Review" below, renamed "Expedited Premium", and fee restated for clarity
Administrative Review- Fee	\$648.00			\$0	Moved to the new category of "Administrative Review" below and renamed "Minor Development Plan, Site Plan, Design Review, SCIP, DIP, CSP Modification" for clarity
Planning Hearing Officer- Review	\$227.00			\$0	Moved to the renamed "Zoning Administration" category below for clarity
<i>Technology- Improvement Fees</i>					Removed duplicate category
Each and every permit fee and service fee of all types shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of eight hundred dollars (\$800.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.				\$0	Removed duplication
<i>General Plan- Amendment</i>					Moved up above, no other changes
Major Plan Amendment	\$15,000.00			\$0	Moved up above, no other changes
Minor Plan Amendment	\$3,000.00			\$0	Moved up above, no other changes
LAND DIVISION					New category
PRELIMINARY PLAT	\$2,991.00		Plus \$130/acre, lot, unit or parcel	\$0	Moved from the former "Zoning Application Fees" category above and renamed from "Preliminary Plat Approval/Subdivision Review" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
FINAL PLAT	\$1,296.00		Plus \$26/lot, unit, tract or parcel	\$0	Moved from the former "Subdivision Development Review" category above
LAND SPLIT	\$648.00			\$0	Moved from the former "Subdivision Development Review" category below for clarity
AFFIDAVIT OF CHANGE/CORRECTION	\$100.00			\$0	Moved from the former "Subdivision Development Review" category below for clarity
ADMINISTRATIVE REVIEW					New category
MINOR DEVELOPMENT PLAN, SITE PLAN, DESIGN REVIEW, SCIP, DIP, CSP MODIFICATION	\$648.00			\$0	Consolidated four duplicative "Administrative Review Fees" from the former categories of "Historic Landmark (HL) and Historic District (HD) Overlay", "Design Review Board", "Subdivision Development Review", and "Board of Adjustment Application Fees" below for clarity
SHARED PARKING PLAN	\$750.00			\$0	Moved from the former "Historic Landmark (HL) and Historic District (HD) Overlay" category above for clarity
ALTERNATIVE LANDSCAPE PLAN	\$648.00			\$0	Moved from the former "Historic Landmark (HL) and Historic District (HD) Overlay" category above and renamed from "Administrative Alternative Landscape Plan" for clarity
PAINT CHANGE	\$100.00			\$0	Moved from the former "Design Review Board" category below and renamed from "Design Review Admin Review – Paint Change" for clarity
EXPEDITED PREMIUM*	100% (1.00) of Total Fee			\$0	Moved from the former "Historic Landmark (HL) and Historic District (HD) Overlay" category above, renamed from "Customized Review Schedule", and fee reworded for clarity
* EXPEDITED SERVICE ENTITLES THE PROJECT TO SPECIAL HANDLING OF THE INITIAL SUBMITTAL AND TWO (2) RE-SUBMITTALS. EXPEDITED FEES ARE AN ADDITIONAL PREMIUM ADDED TO THE ADMINISTRATIVE REVIEW FEE. FEES SHALL BE COLLECTED WITH THE INITIAL SUBMITTAL OF DOCUMENTS.				\$0	New note for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
FORM-BASED CODE REVIEW					New category
ZONING CLEARANCE	\$648.00			\$0	Moved from the former “Current Planning” category above and renamed from “Form-Based Code Review” for clarity.
<i>Historic Preservation</i>					
HISTORIC LANDMARK (HL) AND HISTORIC DISTRICT OVERLAY	No Fee			\$0	Moved from the former category of “Historic Landmark (HL) and Historic District (HD) Overlay” above for clarity
<i>Design Review Board</i>					
Design Review Application	\$1,800.00			\$0	Moved to the new category of “Design Review” above for clarity
Design Review Admin-Review	\$648.00			\$0	Moved to the new category of “Administrative Review” above and renamed “Minor Development Plan, Site Plan, Design Review, SCIP, DIP, CSP Modification” for clarity
Design Review Admin-Review – Paint Change	\$100.00			\$0	Moved to the new category of “Administrative Review” above and renamed “Paint Change” for clarity
Design Review Application Submitted concurrently with a Rezoning or Site Plan Review Application	\$1,000.00			\$0	Moved to the new category of “Design Review” above for clarity
Administrative Use Permit	\$648.00			\$0	Moved to the new category of “Conditional Use Permits” above for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
VARIANCE					New category
SINGLE RESIDENCE AND MANUFACTURED HOME	\$259.00			\$0	Moved from the former category of "Zoning Administration Application Pre-Plat" below for clarity
NON-SINGLE RESIDENCE AND MANUFACTURED HOME	\$1,037.00			\$0	Moved from the former category of "Zoning Administration Application Pre-Plat" below and renamed from "All Others" for clarity
<i>Subdivision-Development Review</i>					Removed category
Final Plat	\$1,296.00		plus \$26/lot, unit, tract or parcel	\$0	Moved to a new category "Land Division" above for clarity
3rd Review of Pre-Final Plat Recording**	\$75.00		hour	\$0	Removed as process no longer exists
GC & R**	Pursuant to Maricopa County Fee Schedule			\$0	Moved to existing "Other Fees and Charges" category below and renamed "Recording Fees" for clarity
**Check taken and forwarded directly to Maricopa County not City of Mesa revenue.				\$0	Note removed
Land Split	\$648.00			\$0	Moved to a new category "Land Division" above for clarity
Administrative Review	\$648.00			\$0	Moved to the new category of "Administrative Review" above and renamed "Minor Development Plan, Site Plan, Design Review, SCIP, DIP, CSP Modification" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Affidavit of Change/Correction	\$100.00			\$0	Moved to a new category "Land Division" above for clarity
Zoning Administration-Application Pre-Plat					Renamed category
Adaptive Reuse Permit Fee	\$1,000.00		Per-submission	\$0	Moved to the new category of "Conditional Use Permits" above for clarity
Board of Adjustment Application:					Removed subcategory
—Special Use Permits:					Moved to the new category of "Conditional Use Permits" above for clarity
—Single Residence and manufactured home	\$310.00			\$0	Moved to the new category of "Conditional Use Permits" above for clarity
—Extension, Administrative	\$31.00			\$0	Moved to the existing "Other Fees and Charges" category below and renamed "Special Use Permit Single Residence and Manufactured Home Extension, Administrative" for clarity
—All Others	\$1,250.00			\$0	Moved to the new category of "Conditional Use Permits" above and renamed "Non-Single Residence and Manufactured Home" for clarity
—Extension, Administrative	\$125.00			\$0	Moved to the existing "Other Fees and Charges" category below and renamed "Special Use Permit Non-Single Residence Extension, Administrative" for clarity
—Variances:					Removed subcategory
—Single Residence and manufactured home	\$259.00			\$0	Moved to the new category of "Variance" above for clarity
—Extension, Administrative	\$26.00			\$0	Moved to the existing "Other Fees and Charges" category below and renamed "Variance Single Residence and Manufactured Home Extension, Administrative" for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
— All Others	\$1,037.00			\$0	Moved to the new category of “Variance” above and renamed “Non-Single Residence and Manufactured Home” for clarity
— Extension, Administrative	\$104.00			\$0	Moved to the existing “Other Fees and Charges” category below and renamed “Variance Non-single Residence and Manufactured Home Extension, Administrative” for clarity
PLANNING HEARING OFFICER REVIEW	\$227.00			\$0	Moved from the former ““Historic Landmark (HL) and Historic District (HD) Overlay” category above for clarity
— Modification of PAD:					Removed subcategory
— Single Residence and manufactured home	\$310.00			\$0	Moved to the existing “Rezoning” category above and renamed “Modification of PAD (Single Residence and Manufactured Home)” for clarity
— All Others	\$1,250.00			\$0	Moved to the existing “Rezoning” category above and renamed “Modification of PAD (Non-Single Residence and Manufactured Home)” for clarity
— Pre-Application					Moved to the new “Pre-Application” category above
— Single Residence, Duplex, RV, and Manufactured Home	No Fee			\$0	Moved to the new “Pre-Application” category above
— Multi Residence and Non-Residential	\$100.00			\$0	Removed. This does not get charged separately. It is processed at a Pre-Submittal Conference.
Technology Improvement Fees					Removed duplicate category
Each and every permit fee and service fee of all types shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of eight hundred dollars (\$800.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.				\$0	Removed duplication

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Board of Adjustment Application Fees					Removed category
Continuance at Request of Applicant	\$150.00			\$0	Moved to the existing "Other Fees and Charges" category below and renamed "Board of Adjustment Continuance at Request of Applicant" for clarity
Substantial Conformance Improvement Permit (SCIP)	\$1,000.00			\$0	Changed from a category line-item charge in the former "Board of Adjustment Application Fees" category below to a new, standalone category charge above for clarity
Development Incentive Permit (DIP)	\$750.00			\$0	Changed from a category line-item charge in the former "Board of Adjustment Application Fees" category below to a new, standalone category charge above for clarity
Board of Adjustment Administrative Review	\$648.00			\$0	Moved to the new category of "Administrative Review" above and renamed "Minor Development Plan, Site Plan, Design Review, SCIP, DIP, CSP Modification" for clarity
REGISTRATION FEE					New category
COMMUNITY RESIDENCE REGISTRATION	\$250.00			\$0	Moved from the former "Community Residence" category below for clarity
COMMUNITY RESIDENCE ANNUAL RENEWAL	\$50.00			\$0	Moved from the former "Community Residence" category below for clarity
MARIJUANA FACILITY REGISTRATION	\$648.00			\$0	Moved from the former "Marijuana Dispensary or Cultivation Facility" category below for clarity
MARIJUANA FACILITY ANNUAL RENEWAL	\$50.00			\$0	Moved from the former "Marijuana Dispensary or Cultivation Facility" category below for clarity
RELOCATION FEE	\$110.00			\$0	Moved from the former "Marijuana Dispensary or Cultivation Facility" category below and renamed from "Location Fee" for clarity
Community Residence					Removed category

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Community Residence-Registration	\$250.00			\$0	Moved to the new "Registration Fee" category above for clarity
Community Residence-Annual Renewal	\$50.00			\$0	Moved to the new "Registration Fee" category above for clarity
Marijuana Dispensary or Cultivation Facility					Removed category
Marijuana Facility-Registration	\$648.00			\$0	Moved to the new "Registration Fee" category above for clarity
Marijuana Facility Annual-Renewal	\$50.00			\$0	Moved to the new "Registration Fee" category above for clarity
Location Fee	\$110.00			\$0	Moved to the new "Registration Fee" category above and renamed to "Relocation Fee" for clarity
OTHER FEES AND CHARGES					Category moved from below for clarity
PLANNING RESUBMITTAL	4th and 5th resubmission - 20% Of the original plan review fee, calculated at current fee schedule rates 6th and 7th resubmission – 20% of the original plan review fee, calculated at current fee schedule rates			\$0	Moved with "Other Fees and Charges" category from below for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
BOARD OF ADJUSTMENT CONTINUANCE AT REQUEST OF APPLICANT	\$150.00			\$0	Moved from the former "Board of Adjustment Application Fees" category above and renamed from "Continuance at Request of Applicant" for clarity
COUNCIL USE PERMIT CONTINUANCE AT REQUEST OF APPLICANT	\$500.00			\$0	Moved from the former "Historic Landmark (HL) and Historic District (HD) Overlay" category above and renamed from "Continuance at Request of Applicant" for clarity
VARIANCE SINGLE RESIDENCE AND MANUFACTURED HOME EXTENSION, ADMINISTRATIVE	\$26.00			\$0	Moved from the former "Zoning Administration Application Pre-Plat" category above and renamed from "Extension, Administrative" for clarity
VARIANCE NON-SINGLE RESIDENCE AND MANUFACTURED HOME EXTENSION, ADMINISTRATIVE	\$104.00			\$0	Moved from the former "Zoning Administration Application Pre-Plat" category above and renamed from "Extension, Administrative" for clarity
PRELIMINARY PLAT EXTENSION	\$648.00			\$0	Moved from the former "Zoning Application Fees" category above for clarity
SPECIAL USE PERMIT NON-SINGLE RESIDENCE EXTENSION, ADMINISTRATIVE	\$125.00			\$0	Moved from the former "Zoning Administration Application Pre-Plat" category above and renamed from "Extension, Administrative for clarity
SPECIAL USE PERMIT SINGLE RESIDENCE AND MANUFACTURED HOME EXTENSION, ADMINISTRATIVE	\$31.00			\$0	Moved from the former "Zoning Administration Application Pre-Plat" category above and renamed from "Extension, Administrative for clarity
ZONING VERIFICATION LETTERS (ONE PARCEL REQUEST)	\$240.00		Letter	\$0	Moved with "Other Fees and Charges" category from below for clarity

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
RECORDING FEES	Pursuant to Maricopa County Fee Schedule			\$0	Moved from the former "Subdivision Development Review" category above and consolidated the "Plat Recording" and "CC & R" fees for clarity
<i>Other Fees and Charges</i>					Moved above records requests for clarity
Planning Resubmittal	4th and 5th resubmission – 20% Of the original plan review fee, calculated at current fee schedule rates 6th and 7th resubmission – 20% of the original plan review fee, calculated at current fee schedule rates			\$0	Moved with category above records requests for clarity
Zoning Verification Letters (One Parcel Request)	\$240.00		Letter	\$0	Moved with category above records requests for clarity
Outside City Utility Service Requests					Removed as this process is a part of permits
Utility Verification Letters	\$100.00		Letter	\$0	Removed as this process is a part of permits
Subcommittee appeals of required infrastructure improvement	\$1,500.00		Case	\$0	Removed as this process is a part of permits

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Subcommittee appeals of required infrastructure-improvement builder of a single residence	\$500.00			\$0	Removed as this process is a part of permits

Schedule of Fees & Charges

Exhibit D – Planning Service Proposed Version of Fees & Charges Schedule

Department: Development Services

Description of Services	Fee:	Unit:	Revenue Code:
PLANNING SERVICE FEES			
<u>PRE-SUBMITTAL CONFERENCE</u>	\$400.00		1101-3132
<u>PRE-APPLICATION</u>			
Single Residence, Duplex, RV, and Manufactured Home	No fee		
<u>GENERAL PLAN AMENDMENT</u>			1101-3131
Major Plan Amendment	\$15,000.00		
Minor Plan Amendment	\$3,000.00		
<u>REZONING</u>			
Downtown Districts	\$1,944.00	Plus \$65/acre	
All Other Base Districts	\$2,400.00	Plus \$78/acre for first 100 acres Plus \$38/acre for 101-250 Plus \$20/acre for 251-500 acres Plus \$13/acre for 501 plus acres	
Overlay Districts		Same as Rezoning	
Modification of PAD (Non-Single Residence and Manufactured Home)	\$1,250.00		
Modification of PAD (Single Residence and Manufactured Home)	\$310.00		
Infill Development District 1		Same as Rezoning	
Infill Development District 2	\$4,800.00	Plus \$78/acre	
Planned Community District	\$25,000.00	Plus \$25/acre	
Planned Community Amendment			
Minor	\$2,400.00		
Major		Same as initial zoning	
Employment Opportunity District	\$4,800.00	Plus \$78/acre	

Description of Services	Fee:	Unit:	Revenue Code:
<u>DEVELOPMENT UNIT PLAN</u>			
Development Unit Plan New Application	\$2,500.00	Plus \$60/acre for first 100 acres Plus \$20/acre 101-200 acres Plus \$10/acre 201 plus acres	
Development Unit Plan Amendment			
Minor	\$648.00		
Major	\$2,500.00		
<u>SITE PLAN REVIEW/SITE PLAN MODIFICATION</u>			
Downtown Districts	\$1,944.00	Plus \$162/acre	
All Other Base Districts	\$2,400.00	Plus \$195/acre for first 100 acres Plus \$95/acre for 101-250 acres Plus \$60/acre for 251-500 acres Plus \$25/acre for 501 plus acres	
<u>COMBINED REZONING & SITE PLAN REVIEW/SITE PLAN MODIFICATION</u>			
Downtown Districts	\$1,944.00	Plus \$195/acre	
All Other Base Districts	\$2,400.00	Plus \$235/acre for first 100 acres Plus \$115/acre for 101-250 acres Plus \$60/acre for 251-500 acres Plus \$25/acre for 501 plus acres	
<u>DEVELOPMENT INCENTIVE PERMIT (DIP)</u>	\$750.00		1101-3109
<u>COMBINED DEVELOPMENT INCENTIVE PERMIT & SITE PLAN REVIEW/SITE PLAN MODIFICATION</u>			
Downtown Districts	\$1,944.00	Plus \$162/acre	
All Other Base Districts	\$2,400.00	Plus \$195/acre for first 100 acres Plus \$235/acre for 101-250 acres Plus \$60/acre for 251-500 acres Plus \$25/acre for 501 plus acres	
<u>SUBSTANTIAL CONFORMANCE IMPROVEMENT PERMIT (SCIP)</u>	\$1,000.00		1101-3109

Description of Services	Fee:	Unit:	Revenue Code:
<u>COMBINED SUBSTANTIAL CONFORMANCE IMPROVEMENT PERMIT & SITE PLAN REVIEW/SITE PLAN MODIFICATION</u>			
Downtown Districts	\$1,944.00	Plus \$162/acre	
All Other Base Districts	\$2,400.00	Plus \$195/acre for first 100 acres Plus \$235/acre for 101-250 acres Plus \$60/acre for 251-500 acres Plus \$25/acre for 501 plus acres	
<u>DESIGN REVIEW</u>			
Design Review Application	\$1,800.00		1101-3129
Design Review Application Submitted Concurrently With a Rezoning or Site Plan Review Application	\$1,000.00		
<u>CONDITIONAL USE PERMITS</u>			
Adaptive Reuse Permit	\$1,000.00	Per submission	1101-3137
Administrative Use Permit	\$648.00		1101-3114
Council Use Permit	\$2,500.00		
Council Use Permit Submitted Concurrently With Another Application	\$1,000.00		
<u>Special Use Permit</u>			
Single Residence and Manufactured Home	\$310.00		1101-3137
Non-Single Residence and Manufactured Home	\$1,250.00		
Temporary Use Permit	\$110.00		
<u>LAND DIVISION</u>			
Preliminary Plat	\$2,991.00	Plus \$130/acre, lot, unit, or parcel	1101-3114
Final Plat	\$1,296.00	Plus \$26/lot, unit, tract or parcel	
Land Split	\$648.00		1101-3114
Affidavit of Change/Correction	\$100.00		

Description of Services	Fee:	Unit:	Revenue Code:
<u>ADMINISTRATIVE REVIEW</u>			1101-3134
Minor Development Plan, Site Plan, Design Review, SCIP, DIP, CSP Modification	\$648.00		
Shared Parking Plan	\$750.00		
Alternative Landscape Plan	\$648.00		
Paint Change	\$100.00		
Expedited Premium*	100% (1.00) of Total Fee		
*Expedited service entitles the project to special handling of the initial submittal and two (2) re-submittals. Expedited fees are an additional premium added to the Administrative Review fee. Fees shall be collected with the initial submittal of documents.			
<u>FORM-BASED CODE REVIEW</u>			
Zoning Clearance	\$648.00		
<u>HISTORIC PRESERVATION</u>			1101-4399
Section 106 Review	\$160.00		
Historic Landmark (HL) and Historic District (HD) Certificate of Appropriateness	\$50.00		
Historic Landmark (HL) and Historic District Overlay	No Fee		
<u>VARIANCE</u>			
Single Residence and Manufactured Home	\$259.00		
Non-Single Residence and Manufactured Home	\$1,037.00		1101-3137
<u>ZONING ADMINISTRATION</u>			
Interpretation	\$600.00		
Planning Hearing Officer Review	\$227.00		
ZA Hearing Officer Review			1101-3114
Multi-Residential and Non-Residential	\$227.00		
Single Residence, Duplex, RV, and Manufactured Home	No Fee		

Description of Services

Fee: Unit:

Revenue Code:

ANNEXATION

1101-3126

Application Fee

\$1,300.00 Plus \$130 for each additional lot/parcel

Annexation Equity Fee

Shall equal the sum of adding all the Mesa Development Impact Fees (Parks, Library, Fire, Public Safety, Storm Water, Solid Waste Residential Development Fee), except Water and Wastewater, that would be imposed if the existing development on the annexing property were presently occurring within the City. This sum shall be based on the fees in effect as of the date the annexation petitions are released.

REGISTRATION FEE

Community Residence Registration

\$250.00

Community Residence Annual Renewal

\$50.00

Marijuana Facility Registration

\$648.00

Marijuana Facility Annual Renewal

\$50.00

Relocation Fee

\$110.00

OTHER FEES AND CHARGES

Planning Resubmittal

4th and 5th resubmission - 20% of the original application fee, calculated at current fee schedule rates

6th and 7th resubmission - 20% of the original application fee, calculated at current fee schedule rates

Board of Adjustment Continuance at Request of Applicant

\$150.00

Council Use Permit Continuance at Request of Applicant

\$500.00

Variance Single Residence and Manufactured Home

\$26.00

Extension, Administrative

Variance Non-single Residence and Manufactured Home

\$104.00

Extension, Administrative

Preliminary Plat Extension

\$648.00

1101-3114

Special Use Permit Non-Single Residence Extension,

\$125.00

Administrative

Special Use Permit Single Residence and Manufactured

\$31.00

Home Extension, Administrative

Zoning Verification Letters (One Parcel Request)

\$240.00 Letter

Recording Fees

Pursuant to Maricopa County Fee Schedule

Description of Services**Fee: Unit:****Revenue Code:**RECORDS REQUESTED FOR A NON-COMMERCIAL PURPOSE (FEES AUTHORIZED PURSUANT TO A.R.S. 39-121.01(D)(1))

Copies		
Letter/Legal	\$1.00	Per Sheet
Ledger (11X17)	\$5.00	Per Sheet
Larger than 11X17	\$10.00	Per Sheet
CD-ROM	\$5.00	Per CD

RECORDS REQUESTED FOR COMMERCIAL PURPOSE (FEES AUTHORIZED PURSUANT TO A.R.S. 39-121.03(A))

Records Request Fee (Non-Refundable, minimum charge of One Hour, One Location per Request)	\$46.00	Per Hour
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Copies		
Letter/Legal	\$1.00	Per Sheet
Ledger (11X17)	\$5.00	Per Sheet
Larger than 11X17	\$10.00	Per Sheet
CD-ROM	\$5.00	Per CD

A reasonable fee for the cost of time, equipment and personnel used in producing copies of the records. A fee for the value of the reproduction on the commercial market as determined by the City.

Permit/Inspection Records (Computer file)	\$25.00	Each
Duplicate Inspection Record Cards	\$25.00	Each
Microfiche Records	\$5.00	Document

TECHNOLOGY IMPROVEMENT FEES

Each and every permit fee and service fee of all types shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of eight hundred dollars (\$800.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.