

Title: Regulatory Policy Development Application and Permit Fees	Policy No. Part 7, Planning and Land Use Chapter 4, Fees Section 3
	Effective Date April 20, 2010
Policy Custodian Planning and Zoning Division	Adoption/Revision Date April 20, 2010

Adopting Resolution(s): CC10-154

References (Statutes /Resos/Policies): Zoning Resolution, Land Development Regulation; CC94-297, CC94-342, CC95-134, CC95-415, CC95-785, CC99-426, CC99-634, CC99-695, CC00-367, CC00-406, CC01-054, CC01-536, CC02-338, CC04-463, CC06-484, CC09-271, CC09-378

Purpose: To specify fees for development applications and permits.

Policy: Development Application and Permit Fees

A. Applicability

1. The fees set forth in the Fee Table shall supersede and replace all other references to the same fees in any other policy or regulation.
2. All Application and Permit Fees are non-refundable.
3. Any person, firm or corporation failing to obtain the required zoning approval and/or permit(s) as required by the Zoning Resolution, and having submitted an application to correct such violation, shall be required to pay two times the amount of any applicable fees.
4. Fees for applications apply to the initial request and the first revision in response to staff recommendations and/or referral comments, depending on the type of review involved. Each additional resubmittal of a survey, plat, written restrictions or other such documents previously red marked and provided to the applicant in response to unresolved comments and recommendations, or submitted by the applicant evidencing new changes, will be charged an additional review fee as specified in the Fee Table.

B. Fee Computation

1. The Director of Planning and Zoning should review annual costs and revenues at the time of budget review to determine the cost recovery percentage.
2. The Director of Planning and Zoning and/or the Director of Development and Transportation may increase/reduce fees in an amount not to exceed a 25% cost recovery. Fee schedule changes shall be effective January 1 of each year. The Fee Table shall be modified accordingly.

C. Exceptions

1. The application fee for Preliminary Development Applications may be applied toward formal submittal if the formal application is submitted within 6 months of the Preliminary Development Application.
2. If the proposed development provides affordable housing units, is certified by the Community Development Division as providing affordable housing, and is sustainable through deed or covenant restrictions, then application and permit fees may be assessed or prorated by the number of affordable units and reduced at the discretion of the Director of Planning and Zoning.
3. Any fee paid to the county for rezoning for a landfill shall be credited toward the Certificate of Designation application fee.

D. Definitions

1. Miscellaneous permits include but are not limited to: construction of structures not requiring building permits; swimming pools; recreation facilities; construction and sales trailers; Christmas tree lot; fireworks stands; and home occupations as a use by right.
2. The Administrative Review category includes the research/review of documents for the activities listed below. Minor indicates the required research will take one (1) hour or less. Major indicates the requested research will take more than one (1) hour.
 - a. Legal parcel verification
 - b. Access verification
 - c. Minor revisions to approved construction plans
 - d. Historical zoning verification
 - e. Address appeals
 - f. General research/review activities not covered by another review fee.

Development Application and Permit Fee Table

Special Use		Fee	Zoning Review		Fee
Mining		$\$209 \times \sqrt{\text{acreage}} + (0.001 \times \text{tonnage to be removed})$	Miscellaneous Permit		\$56
All Others		$\$209 \times \sqrt{\text{acreage}}$ (\$781 min.)	Signs		$\$44 + 50¢ \text{ sf}$
Rezoning		Fee	Fences		$\$44 + \$4 \text{ per } 100 \text{ lf}$
Mining		$(\$209 \times \sqrt{\text{acreage}}) + (0.001 \times \text{tonnage to be removed})$	Residential Alteration, Finish, Conversion		\$45
Certificate of Designation or Amendment		$(\$209 \times \sqrt{\text{acreage}}) + (0.0015 \times \text{total air space cubic yards})$	Residential Addition		\$81
All Other		$(\$209 \times \sqrt{\text{acreage}})$ (\$781 min.)	New Residential		\$156
Subdivision		Fee	Non-residential Alteration, Finish, Conversion		\$81
Plat –Preliminary		$\$469 + \$40 \text{ for each lot over } 3$	Non-residential Addition		\$156
Plat –Final		$\$469 + \$40 \text{ for each lot over } 3$	New Non-residential		\$312
Preliminary and Final Plat		$\$938 + \$80 \text{ for each lot over } 3$	Special Event- block party		\$19
Minor Adjustment		\$469	Special Event- all other		\$156
Plat Appeal		\$156	Administrative Review (Minor)		\$44
Exemption from Platting		\$469	Administrative Review (Major)		\$156
Merger Agreement		\$81	Zoning Certificate/Affidavit		\$9 per page/parcel
Rural Cluster		$\$469 + \$40 \text{ for each lot over } 3$	Access Permit		\$56
Land Disturbance		Fee	Telecommunication		\$81
Grading Permit		\$625	Fireworks Stands		\$4687
Notice of Intent		\$156			
Flood Plain Permit		\$156			
Miscellaneous Reviews		Fee	Variance/Administrative Exception		Fee
Resubmittal for 3rd Referral		\$469	Administrative Exception		\$156
Resubmittal for 4th, 5th, etc. Referral		\$781	Board of Adjustment - Variance, Special Exception, Appeal		\$406
Engineering Advisory Board		\$144 per hour	Board of Adjustment - Hazard Area		\$469
			Board of Adjustment - Renewal		\$156
Site Approval Review		Fee	Special District Service Plan		Fee
All Applications		\$469	Formal Service Plan		\$500*
			Material Modification		\$250*
Waiver/Minor Variation		Fee	Vested Rights		Fee
For each request over 3		\$81	Site Specific Development Plan		\$156
			Extension		\$156
Site Development Plan		Fee	Preliminary Application Review		Fee
Minor Modification		\$156	All Applications		\$156
All Others		$\$781 + \$80 \text{ for each residential unit (if applicable)}$			
Vacation of Right of Way		Fee			
All Applications		\$406			

* The base fees indicated for processing a Special District Service Plan is established by state statute. In addition to the base fees, the statute allows the Board of County Commissioners to impose an additional special review fee if it is determined that a special review of the service plan is required.