

Title: Administrative Fees

Authority: Ordinance No. 3748 (April 1, 2023)

Description: §37.29 Fees for Land Usage Applications - Fees for Applications (\$157.01)

37.29. Fees for Land Usage Applications - Fees for Applications (\$157.01)

(A) The following fees for applications presented to the City are hereby established:

- (1) Preliminary Subdivision Plan or Minor Change to PUD Plan: \$126 per plan. In addition, the applicant shall pay the City a plan review fee for the cost of engineering review of the preliminary subdivision plan. This plan review fee shall be the actual cost which the City paid the engineering consultant(s) to review the plan and shall be paid at the time the preliminary subdivision plan has been approved by the City.
- (2) Preliminary PUD Plan: \$193 per plan. In addition, the applicant shall pay the City a plan review fee for the cost of engineering review of the preliminary PUD plan. This plan review fee shall be the actual cost which the City paid the engineering consultant(s) to review the plan and shall be paid at the time the preliminary PUD plan has been approved by the City.
- (3) Record plan, final PUD plan, major change to PUD plan, site plan, and public improvement construction inspection:
  - (a) \$193 per plan, plus 4% of the performance bond if required by law, adjusted to the actual inspection cost if less than 4%. However, if the public improvements are constructed as part of any development not requiring a performance bond, a fee of 4% of the approved estimated cost of construction shall be payable before city approval of the construction drawings. This fee shall be adjusted to the actual inspection cost if less than 4%.
  - (b) The applicant shall also pay the City a plan review fee for the cost of engineering and/or landscaping review. This plan review fee shall be the actual cost which the City paid engineering and/or landscaping consultants to review the plans and shall be paid at the time the plan has been approved by the City.

(4) City Center District Site Development Plan:

- (a) New construction, additions greater than 50 percent of the area of the principal structure, and site improvements: \$193 per site development plan, plus 4% of the performance bond if required by law, adjusted to the actual inspection cost if less than 4%. However, if the public improvements are constructed as part of any development not requiring a performance bond, a fee of 4% of the approved estimated cost of construction shall be payable before City approval of the construction drawings. This fee shall be adjusted to the actual inspection cost if less than 4%.
  - (b) Additions less than 50 percent of the area of the principal structure, signage and landscaping/screening: \$127 per site development plan and 4% of the performance bond if required by law, adjusted to the actual inspection cost if less than 4%. However, if the public improvements are constructed as part of any development not requiring a performance bond, a fee of 4% of the approved estimated cost of construction shall be payable before city approval of the construction drawings. This fee shall be adjusted to the actual inspection cost if less than 4%.
  - (c) The applicant shall also pay the city a plan review fee for the cost of engineering and/or landscaping review of site development plans. This plan review fee shall be the actual cost which the city paid engineering and/or landscaping consultants to review the plans and shall be paid at the time the plan has been approved by the city.
- (5) Approval without a plat (lot splits, five or less lots): \$32 for the first lot and \$11 for each lot thereafter, not to exceed a maximum fee of \$96.
- (6) Performance bond and subdivider contract preparation: \$32 for each performance bond and subdivider contract combination.
- (7) Zoning map or text amendment: \$193. In addition, the applicant shall pay the city a plan review fee for the cost of engineering review of the zoning map amendment. This plan review fee shall be the actual cost which the city paid the engineering consultants to review the plan and shall be paid at the time the application has been approved by the city.



- (8) Conditional use permit: \$127. In addition, the applicant shall pay the city a plan review fee for the cost of engineering and/or landscaping review of the conditional use permit application, if such review is determined necessary. This plan review fee shall be the actual cost which the city paid the engineering and/or landscaping consultants to review the plan and shall be paid at the time the application has been approved by the city.
  - (9) Variance application: \$96. In addition, the applicant shall pay the city a plan review fee for the cost of engineering and/or landscaping review of the variance application, if such review is determined necessary. This plan review fee shall be the actual cost which the city paid the engineering and/or landscaping consultants to review the plan and shall be paid at the time the application has been approved by the city.
  - (10) Appeal to Board of Zoning Appeals: \$96. In addition, the applicant shall pay the city a plan review fee for the cost of engineering and/or landscaping review of the appeal, if such review is determined necessary. This plan review fee shall be the actual cost which the city paid the engineering and/or landscaping consultants to review the plan and shall be paid at the time the application has been approved by the city.
  - (11) Special Sign Package: \$96. In addition, the applicant shall pay the city a plan review fee for the cost of engineering and/or landscaping review of the appeal, if such review is determined necessary. This plan review fee shall be the actual cost which the city paid the engineering and/or landscaping consultants to review the plan and shall be paid at the time the application has been approved by the city. This fee shall be in addition to any required sign permit fees.
- (B) The fees as established shall be used by the city to defray the costs of processing such applications and shall, unless otherwise indicated, be paid by the applicant to the city at the time of filing the application with the city.