



**Meeting Date:** April 21, 2016

**Agenda Item:** 11-A

## **Report to Town Council**

**Topic:** Resolution 2016-05, Revisions to Building, Planning & Development Fees.

**Recommended Motion:** Approval of Resolution 2016-05, revisions to building, planning & development fees with an effective date of July 1, 2016.

**Summary:** Please see attached staff report.

**Requested by:** Ms Joulani, Planning & Development Director

**Approved by:** Ms. Witt, Town Manager





## MEMORANDUM

### TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

*We strive to be professional, caring and fair*

To: Jeaneen Witt, Town Manager

Through: Aref Joulani, Director, Planning & Development Department *AJ*

From: Michael E. Disher, AICP, Senior Planner *MD*

Date: April 7, 2016

Subject: *Resolution 2016-05, Revisions to Building, Planning & Development Fees*

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**MEETING DATE:** April 21, 2016

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#### INTRODUCTION

Staff is proposing a comprehensive update of Appendix A (Fees, Rates and Charges) of the Town Code for all fees associated with the Planning and Development Department. These include fees related to building permits, rental permits, variances, site plans, historic preservation, etc. The update also includes fees shifted from Planning and Development to other departments to coincide with changes to organizational roles and responsibilities over the past year, such as those related to special events and park/recreation fees. Staff is also proposing new fees for services already being provided but for which no fee is currently charged. Finally, the resolution contains proposed organizational improvements and updates to make it easier to find and calculate applicable fees.

#### DISCUSSION

The proposed changes are shown in the attached resolution in ~~strike-through~~/underline format and are further described below. Note that the fees have been placed into tables for improved formatting and reading. Existing fees that have been moved to new locations in the tables are underlined. The old location of the fees is stricken through. New fees are highlighted in dark gray. Revised fees are highlighted in light gray.

#### PART I – MISCELLANEOUS FEES, RATES AND CHARGES (Pages 1-2)

- The \$5.00 garage sale fee is being added to Part I. This fee is currently charged by the Town but was inadvertently omitted from prior fee resolution updates.
- The fee charged to persons requesting a special Town Council meeting is being differentiated and increased to reflect the attendance and preparation cost of in-house personnel and contract staff. The fee will vary depending on the combination of staff required at the meeting. The \$150 fee currently charged does not cover the costs of the Town Engineer and Town Attorney and is well below the \$625 required for a Town Council public hearing with other applications.
- The fees for bingo licenses have been removed because the Town does not currently issue such licenses. The Town's bingo regulations in the Code of Ordinances, unchanged since

first adopted in 1984, are no longer consistent with state statute and must be corrected in a future code amendment.

- The fee for a lien search has been moved to Part I from Part XV (Planning) since is not a service exclusive to the Planning & Development Department. The amount is also being raised from \$20.00 to \$25.00, which is more in line with neighboring cities.

## PART II. - BUILDINGS AND BUILDING REGULATIONS (Pages 2-7)

This section of the fee schedule is proposed to be significantly streamlined to make the fees easier to find. The section currently contains lengthy disclaimers, explanatory language, and requirements that together read more like regulations than a list of fees. The update to Part II is intended to make it read more like a menu, as is currently the case with the other Parts of the fee schedule. An example of this streamlining is shown below for fees charged for special (non-routine) building inspections:

### (7) Special inspections - adopted wording:

Should the building official be requested/required to make a special inspection of a structure and/or technical systems contained therein or of the property prior to a permit being issued, or to evaluate fire-damaged structures or a building for a planned change of occupancy class or the like, prior to issuing a permit, a \$40.00 special inspection fee may be charged to cover costs associated with such inspection visit. Such fee will be assessed if, in the opinion of the building official, the inspection is to be a detailed or time-consuming visit or will require a documented report.

### Proposed wording:

7	Detailed inspections requiring a documented report of a structure, technical system, property, fire-damaged structure, or a planned change of occupancy prior to a permit being issued	\$40.00
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With respect to the fees themselves, only a few changes are proposed. First, Staff is proposing to eliminate the separate \$25 application processing fee charged with every permit. This fee is charged in addition to all other plan review and inspection fees and other miscellaneous fees associated with building permit applications. Removing the separate application processing fee is intended to simplify the fee structure and provide a small savings to permit applicants. The Town would continue to take in \$25 up front as a non-refundable application deposit or down-payment, but this would be part of the permit fee itself, not an additional fee. In other words, the first \$25 of the permit fee would be paid up front.

It should be noted that during FY 14-15, the Planning & Development Department collected \$21,150 from the permit application processing fee, from 846 permit applications. This represented approximately 8.4% of the total \$252,072 permit fees collected. Measured over the 2015 calendar year, the numbers were similar: \$22,100 in application processing fees from 884 permit applications, representing approximately 8.4% of the total \$264,049 permit fees collected. If the fee is eliminated, the Department permit revenues collected would be reduced by this amount, depending on the number of permit applications.

Two new fees are being added and other certain fees are being eliminated that are contrary to other fees or which are not charged in practice. For example, the \$30.00 application processing fee for "Moving of Buildings and Structures" and for "Demolitions" is being removed. There is

no justification for a slightly higher fee for these types of applications and the higher fee is not charged in practice. It will be eliminated along with the other application fees in this Part.

One fee that is being modified is for work started without a permit. The penalty currently charged in such instances is double the original permit fee or \$200.00, whichever is greater. However, this does not distinguish between different situations where work has started after a permit has been applied for but has not yet been issued or was not picked up. Based on a comparison with neighboring cities and in consultation with the Town Attorney, this distinction is proposed in the fee schedule below. The bottom two rows are new fees and are highlighted as such in the attached resolution. The penalty fee is proposed to be reduced in those situations to reflect partial compliance with permitting requirements.

10	<i>Work without permit fees</i>	
	Work started before submitting permit application	\$200.00 or 2x the permit fee, whichever is greater
	Work started after permit application is submitted but before permit is approved and issued	\$150.00
	Work started after permit is approved but not picked up	\$100.00

Note that redundant language in other Parts of the fee schedule for working without a permit is being deleted, since it will be covered generally for all permit types in Part II.

In paragraph 13, the fees for mobile homes are being renamed to “Fully assembled, factory-built, set-in-place buildings.” Mobile homes are not a permitted use in Ponce Inlet, and the new name encompasses all types of manufactured buildings. The term is already used elsewhere in the fee schedule. All related fees for such structures are being moved here so that they are all in one place. The fees themselves are not proposed to change.

The last change in Part II concerns variances and appeals concerning floodplain management regulations in Paragraph 20. Per Code of Ordinances Section 18-250<sup>1</sup>, such requests can only be decided by the Town Council, after recommendation by the Planning Board. The fees are currently worded as a separate variance request (presumably to the Planning Board), with an appeal to Town Council. In the update, this has been rewritten as a variance request to Town Council with the standard \$600 Council item fee.

**PART III. - ELECTRICAL SYSTEMS/COMPONENT INSTALLATION (Pages 7-8)**

- The electrical base fees are being split into “multi-family/non-residential” and “residential” categories. The Town currently only charges \$40.00 for commercial installation. The new residential category is intended to account for the vast majority of electrical systems actually installed in Ponce Inlet. The new fee for non-residential systems is proposed at \$60.00 to account for the difference in size and complexity between residential and non-residential systems.

<sup>1</sup> In Chapter 18 – Buildings and Building Regulations, Article IX – Excavation and Grading Code

- The electrical permit fees charged per amp are being differentiated between single- and two-family dwellings and all other types of development. The adopted fees for both are currently \$1.20 per amp, in addition to the electrical permit base fee. The fee per amp for single- and two-family development is proposed to be reduced to \$0.70 per amp. This reduction is needed to establish a more equitable balance between the total permit fee and the value of the work being done, which can approach 25%-45% on smaller projects.
- Fees for re-inspections and for working without a permit are being deleted here since they are covered generally for all permit types in Part II.

#### PART IV. - PLUMBING SYSTEMS/COMPONENT INSTALLATION (Pages 8-10)

- Formatting changes only.
- Fees for re-inspections and for working without a permit are being deleted here since they are covered generally for all permit types in Part II.

#### PART V. - MECHANICAL SYSTEMS/COMPONENT INSTALLATION (Page 10)

- The categories for new residential vs. commercial heating and/or cooling systems are being combined because the fees charged are the same. Similarly, the categories for system replacement, repair, and alteration also have the same fee for residential and commercial uses, and so are being combined as well.
- Fees for re-inspections and for working without a permit are being deleted here since they are covered generally for all permit types in Part II.

#### PART VI. - GAS SYSTEMS/COMPONENT INSTALLATION (Pages 10-11)

- Fees for re-inspections and for working without a permit are being deleted here since they are covered generally for all permit types in Part II.
- Fees for “Fully assembled, factory-built, set-in-place buildings” are being deleted since will now be combined into Part II so that they are all in one place. The fees themselves are not proposed to change.

#### PART VII. - SWIMMING POOL INSTALLATION (Pages 11-12)

- Deletes explanatory language and requirements that together read like regulations rather than a schedule of fees. This language in particular applies to all permit applications, not just swimming pools.
- Fees for re-inspections and for working without a permit are being deleted here since they are covered generally for all permit types in Part II.

#### PART VIII. - EXCAVATION AND GRADING PERMITS (Pages 12-13)

- Deletes explanatory language and requirements that together read like regulations rather than a schedule of fees. This language in particular applies to all permit applications, not just excavation and grading permits.
- Paragraph (2) has been simplified to apply to all types of grading and re-grading, not just unpaved parking lots.

#### PART IX. – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES (Pages 13-14)

- The \$25 application processing fee is being deleted, consistent with other Parts in the fee schedule.

- The Pavilion rental fee at Davies Lighthouse Park or Ponce Preserve is being moved to a new Part XX of Appendix A – “Parks and Special Events.”
- The escrow deposit in lieu of installing sidewalks (Paragraph 3) is being expanded to include bikepaths per Code of Ordinances Sec. 18-33. The cost amount is being replaced with a cross-reference to the LUDC and Code of Ordinances, since the cost is already listed in those documents.
- In Paragraph (3), the cost to replace a damaged sidewalk is proposed to change from “current contract price per linear foot plus an administrative fee of \$50.00” to “reimbursement of actual costs + \$50.00.” Note: this fee is applied only when the abutting property owner does not repair the sidewalk.
- Under Paragraph (4), right-of-way permit fees are being combined for paved and unpaved roads since the fees are the same.
- Also under Paragraph (4), a cross-reference is being added to the Code of Ordinances for restoration of surface. This fee applies if the Town is required to finish construction in the right-of-way started but not completed by a permit applicant. The fee amount is already set in the Code as “actual costs of such restoration work plus 25 percent of such costs for administrative expenses.”

PARTS X-XIV. – No changes

**PART XV. – PLANNING, DEVELOPMENT, AND CODE ENFORCEMENT ZONING DIVISION FEES (Pages 14-20)**

- The title of Part XV is being changed to “Planning, Development, and Code Enforcement Fees” to better reflect the scope of services performed by the Planning & Development Department and the nature of the fees charged.
- The separate \$25 application processing fee charged with many types of planning and development applications is proposed to be eliminated.
- The fee categories are now alphabetized, as are most fees within the categories. This will make it easier to find any particular fee. The new and old paragraph numbers are shown in the table below:

Category	New Location	Old Location	Notes
Boat slip allocation	1	2	
Business tax receipts	2	8	Formerly under Development review
Code enforcement	3	10	
Comprehensive Planning	6	3	Merged with Planning & Zoning
Development review	4	2	
Historic preservation	5	6	
Planning and Zoning	6	4	Formerly “Zoning.”
Signage	7	7	
Tree removal, landscaping, and wetland alteration	8	5, 4	Wetland alt. formerly under Zoning fees.
Solicitation & canvassing (not part of a special event)	3	9	Merged with Code Enforcement
Special events permit	--	1	Moved to Part XX – Parks and Special Events

- Special Events fees are being moved out of Part XV to the new Part XX. These applications are no longer processed through Planning & Development.
  - “Boat Slip Allocation” fees are being moved from “Zoning” fees into their own category (Paragraph 1).
  - “Comprehensive Plan Amendment” fees have been moved into the “Zoning” category, which is being renamed “Planning and Zoning,” in new Paragraph (6). The fee for a comprehensive plan text amendment in addition to a map amendment is proposed to be increased from \$2,600 to \$3,500 to reflect the greater amount of staff analysis and time involved as compared to a map *or* text amendment only.
  - Solicitation, Canvassing, and Itinerant Merchant fees are being merged with Code Enforcement. The application fee is being deleted, leaving only the \$35 background check fee.
  - New fees are proposed for services currently provided but not charged:
    - Home occupation permits and annual renewals \$75 / \$25
    - Late fee for annual rental license renewals if not renewed by October 1<sup>st</sup> \$50
    - Development consultation /technical assistance meeting (>30 min) \$175
    - Pre-application meeting following consultation meeting \$175
    - Development agreements \$2,250
    - Development agreement amendments \$1,125
    - FDEP permit zoning confirmation letter \$75
    - Lot combination/boundary adjustments \$100
    - Lot splits, 1-2 lots \$400
    - Temporary signs in the right-of-way per Res. 2015-04 \$25
- New fees are highlighted in the resolution in dark gray.
- Regarding the Development Consultation/Technical Assistance Meetings (>30 minutes), the fee is proposed at half the rate of a pre-application meeting. The intent is to be able to recoup some of the staff time expense for meetings with the developers, contractors, and the public that do not rise to the level of a formal pre-app meeting, but which nonetheless involve a significant amount of staff time for research and preparation that could otherwise be provided by design professionals or obtained on-line. Subsequent pre-application meetings would then be billed at half the standard pre-app meeting rate, since much of the basic information would have already been covered at the consultation meeting.
  - Landscape inspection fees under new Paragraph (8) for multi-family and non-residential development are being simplified from a graduated scale based on the floor area and number units to a single flat fee.
  - Also under Paragraph (8), the tree replacement fee (tree bank) is being corrected from “\$32.00 per square inch of tree diameter” back to “\$32.00 per square inch of cross-sectional area measured 4’ above the ground.” This is the wording used in the original tree mitigation fee Resolution, No. 2002-26, and is how this fee is calculated in practice.
  - Certain application types are being renamed, e.g. in Paragraph (6) “Appeal to town council variance request” becomes “Variance appeal to town council.”
  - Code references in tree removal permits and signs are being updated to correspond to the new citations adopted with LUDC Phase 2, under Paragraphs (7) and (8).
  - Obsolete fees are being deleted, such as the temporary pre-construction sales sign fee, which is now exempt from permitting per the 2011 sign code.

- “Stormwater runoff alteration” is being moved from “Zoning” into the “Development” category in Paragraph (4).
- “Wetland alternation” is being moved from “Zoning” into “Tree Removal, Landscaping Inspection, and Wetland Alteration” category under Paragraph (8).
- Under Code Enforcement Fees in former Paragraph (10), the fee to conduct a lien search has been moved to Part I – Miscellaneous Fees.

**PART XVII – POLICE DEPARTMENT FEES (Page 20)**

- False alarm fees formerly under Part XV Code Enforcement (Paragraph 8) are being moved here since they are enforced by the Police Department.

**PART XX. – PARKS AND SPECIAL EVENT FEES**

This new Part of Appendix A is being created so that the fees associated with parks and special events are in one place.

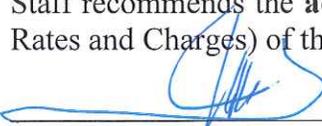
- Pavilion rental fee at Davies Lighthouse Park or Ponce Preserve is being moved here from Part IX – Streets, Sidewalks, and Public Places. It is being expanded to include rental of gazebos and pavilions at Town parks and approved Town facilities for a limited duration.
- A new fee is proposed for rental of the Town tennis court by private instructors. As approved by Town Council on March 17, 2016, the fee is \$20.00/hr. for For-Profit entities, and \$10/hr. for Non-Profit entities.
- Separate fees are being itemized for amplified sound permits depending on whether it is in conjunction with a special event permit.
- Additional services provided during special events by Fire, Police, and Public Works staff are noted with cross-references to Parts XVI, XVII, and XVIII respectively.
- Special Events fees and Solicitation, Canvassing, and Itinerant Merchant fees are being moved here from Part XV.
- The wording regarding fees for solicitation and itinerant merchant permits is being clarified based on whether they are in conjunction with a special event or requested by a non-profit organization.

**EFFECTIVE DATE**

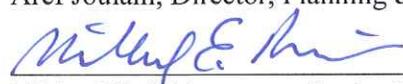
Given the extent of the proposed changes, Staff recommends establishing an effective date of **July 1, 2016** for the Resolution. This will provide adequate time for Staff to make the necessary adjustments in the Town’s permit management system before the fees take effect.

**RECOMMENDATION**

Staff recommends the **adoption** of Resolution 2016-05, revising portions of Appendix A (Fees, Rates and Charges) of the Town Code.

  
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Aref Joulani, Director, Planning & Development Department

April 7, 2016  
Date

  
\_\_\_\_\_  
Michael E. Disher, AICP, Senior Planner

April 7, 2016  
Date

**ATTACHMENT:**

Resolution No. 2016-05



**RESOLUTION 2016-05**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA AMENDING PORTIONS OF APPENDIX A (FEES, RATES AND CHARGES) OF THE TOWN CODE; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town Council has determined that certain changes are appropriate updates to the existing fee structure; and

NOTE: Words stricken are deletions; words underlined are additions; and omissions in text intended to remain the same are indicated by [\* \* \*].

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1. Enacting Clause** - Appendix A of the Code of Ordinances of the Town of Ponce Inlet, Florida, is hereby amended to read as follows.

**APPENDIX A, FEES, RATES AND CHARGES**

Note: The following fees were derived from the Town's 2008 cost of services study attached to the Resolution as Exhibit A. ~~Exhibit A contains fees established for each step and/or process. A copy of the study Exhibit A may be obtained from the planning and development department and the town clerk's office.~~

**PART I. - MISCELLANEOUS FEES, RATES AND CHARGES**

TYPE	FEE
<u>1</u> Garage sale fee	<u>\$5.00</u>
<u>2</u> Administrative fee for special meetings called at request of persons seeking council approval. <u>Fee varies according to level of Staff participation necessary.</u> <u>In-house Staff only</u> <u>In-house Staff and Town Engineer</u> <u>In-house Staff and Town Attorney</u> <u>In-house Staff, Town Engineer, and Town Attorney</u>	<u>\$150.00</u> <u>\$350.00</u> <u>\$550.00</u> <u>\$750.00</u>
<u>3</u> Fee for returned checks – <u>dishonored checks, drafts or other orders for the payment of money shall be assessed the greater of the following amounts:</u> <u>If the face value does not exceed \$50.00</u> <u>If the face value is more than \$50.00 but does not exceed \$300.00</u> <u>If the face value is more than \$300.00</u>	<u>5% of check face value, or</u> <u>\$25.00</u> <u>\$30.00</u> <u>\$40.00</u>
<u>4</u> Lien search	<u>\$25.00</u>

- ~~A. Administrative fee for special meetings called at request of persons seeking council approval (see section 2-31) .....\$150.00  
(Code 1984, § 2-26)~~
- ~~B. License to conduct bingo games:  
Initial application fee .....\$150.00  
Annual fee .....150.00~~
- ~~C. Fee for returned checks. Dishonored checks, drafts or other orders for the payment of money shall be assessed a fee equal to the greater of five percent of the face amount of the check, draft or order, or:  
(a) Twenty five dollars, if the face value does not exceed \$50.00;  
(b) Thirty dollars, if the face value is more than \$50.00 but does not exceed \$300.00; or  
(c) Forty dollars, if the face value is more than \$300.00.~~

**PART II. - BUILDINGS AND BUILDING REGULATIONS**

On all buildings, structures or alterations requiring a building permit, as set forth in the building code, a fee for each building permit shall be paid at the time of permit issuance ~~issue~~, in accordance with the following schedule.

APPLICATION TYPE		FEE
<u>1</u>	<u>Application deposit (non-refundable): Due at time of permit application submittal.</u> <u>Note: The deposit is applied toward the total permit fee charged at permit issuance.</u>	<u>\$25.00</u>
<u>2</u>	<u>Building permit fees</u> <u>Minimum fee</u> <u>Building permit fee</u> <u>Estimated construction value = the higher of the following: estimated job cost on the permit application vs. construction value for the permit type in the latest International Code Council building valuation data chart.</u> <u>Note: For estimated construction value exceeding \$1,000.00 but less than \$100,000.00, the fee is paid at permit issuance.</u>	<u>\$35.00</u> <u>.006 x est. const. value</u>
<u>3</u>	<u>Moving of buildings or structures</u> <u>Note: All necessary permits for the new building location shall be obtained prior to the move.</u>	<u>\$100.00</u>
<u>4</u>	<u>Demolition permit fee</u>	<u>\$60.00</u>
<u>5</u>	<u>Pre-paid plan review fee: For all new residential and commercial buildings, structures, additions, and alterations, a non-refundable plan review fee is paid with the permit application, but may be adjusted prior to permit issuance.</u> <u>Exemptions: fences, sheds, residential screen rooms or any other type structure deemed by the chief building official to require less time to review.</u>	<u>\$15.00 + .003 x construction value</u>
	<u>Review of changes or alterations to an issued permit</u>	<u>\$40.00 per hour, 1-hr minimum</u>

6	<u>Re-inspection fees</u> Note: Fee is required if work is found not ready or incomplete and inspection request was not cancelled in advance. Note: For inspections that involve more than one system (mechanical, electrical, etc.), only one re-inspection fee is charged per site visit.	\$40.00 per each required visit
7	<u>Special inspection fees</u>	
	<u>Detailed inspections</u> requiring a documented report of a structure, technical system, property, fire-damaged structure, or a planned change of occupancy prior to a permit being issued	\$40.00
	<u>After-hours inspections</u> : weekdays before 8:00 a.m. or after 4:30 p.m., and weekends or certain approved holidays, to be prepaid or due prior to final inspection and C.O. issuance	\$60.00/hour with a 2-hour minimum
8	<u>Renewal of an expired permit</u>	Cost of original permit fees excluding impact fees already paid
9	<u>Refund of inspection fees for unstarted work</u> Note: May be issued only upon request for cancelled permits within six months after the permit is issued. Refunds shall not be issued for expired permits for inactive or abandoned projects.	Fees paid to date minus \$25.00 processing fee
10	<u>Work without permit fees</u>	
	<u>Work started before submitting permit application</u>	\$200.00 or 2x the permit fee, whichever is greater
	<u>Work started after permit application is submitted but before permit is approved and issued</u>	\$150.00
	<u>Work started after permit is approved but not picked up</u>	\$100.00
11	<u>Solar heating systems permit fee</u> Note: For domestic water heating, pools, and other uses.	\$40.00
12	<u>Replacement of on-site permit placard</u>	\$10.00
13	<u>Fully assembled, factory-built, set-in-place building permit fees</u>	
	<u>Building placement (anchoring, blocking, etc.):</u>	
	<u>Single-wide units up to 14 feet wide</u>	\$50.00
	<u>Double-wide buildings or greater, each separate unit</u>	\$50.00
	<u>Electrical permit and inspection (any size service)</u>	\$50.00
	<u>Gas</u>	\$40.00
	<u>Plumbing permit and inspection (for the tie-in to the potable water and sewer system)</u>	\$40.00
	<u>Mechanical permit and inspection (for connecting any size heat/air unit)</u>	\$40.00
14	<u>Temporary tents and structures</u>	
	<u>One or more structures, each greater than 100 s.f. with no electric service</u>	\$40.00 total

	<u>Any other temporary structures</u>	\$40.00 each
	<u>Note: Tents 100 s.f. or less do not require a building permit and may be erected at owner's risk.</u>	
15	<u>Fire sprinkler systems</u> <u>Plan review fee</u> <u>Permit fee</u>	<u>Per item (5) above</u> <u>Per item (2) above</u>
16	<u>Coastal Construction review fee</u> <u>Note: Required for oceanfront development/construction.</u>	\$200.00
17	<u>Substantial improvement review fee</u> <u>Note: Required for property in a special flood hazard zone.</u>	\$150.00
18	<u>Flood hazard compliance review fee</u> <u>Note: Required for property in a special flood hazard zone for improvements not qualifying as substantial.</u>	\$50.00
18	<u>Elevation certificate review fee</u>	\$50.00
20	<u>Variances and Appeals</u>	
	<u>Appeals of administrative decisions</u>	See Part XV
	<u>Variance request to Town Council from floodplain management regulations (Accuracy verification required for CRS)</u>	\$600.00
<u>Additional Notes:</u>		
A	<u>For the purpose of issuing permits in any particular category any residential building containing three or more units is classified commercial.</u>	
B	<u>Costs to review any application by Town consultants and/or specialists (including but not limited to engineers, attorneys, architects, arborists, biologists) shall be paid by the applicant.</u>	

Application processing fee due at time of application .... \$25.00

- (1) — Building permit fees due at time of permit issuance:  
— Construction building valuation times fees as shown in table below:

Fee Table	
Minimum fee	\$35.00
Building permit fee	.006
Plan review fee	.003

The estimated job cost submitted with the application will be compared with the value of construction for permits shown in the most recent building valuation data chart promulgated by the International Code Council Building Valuation Data, for the type of construction. The higher of the two values will be used for figuring the permit fee in all cases.

Moving of buildings or structures: \$100.00 issuance of such permits shall in no way absolve the owner and/or contractor from full financial responsibility for damages or injury caused by the move or from other incidental causes related to the move. Owner/contractor responsibility shall include full coordination with all other affected departments, agencies or utility companies. The owner and/or contractor shall obtain all necessary permits for the new building location prior to the move.

Application processing fee ..... \$30.00  
Permit fee ..... 100.00

~~(2) Demolition permit fee: 60~~

Application processing fee ..... \$30.00  
Permit fee ..... 60.00

~~(3) Plan checking fees: ..... \$15.00 plus .003 times the construction value~~

~~When the valuation of the proposed construction exceeds \$1,000.00 but less than \$100,000.00 and a plan is required to be submitted by the building code, a plan review fee shall be paid at the time of permit issue.~~

~~Pre-paid plan review fee: All new residential and commercial buildings, structures, additions, and alterations requiring a building permit, shall pay a non-refundable plan review fee. The plan review fee shall be is paid with the application for permit. The plan review fee shall be .003 percent of the estimated building cost. This fee may be adjusted during the permit cost process.~~

~~The following miscellaneous permitted structures are exempt from plan review fees: fences, sheds, residential screen rooms or any other type structure deemed by the building official to require a reasonably reduced time for plan review.~~

~~If subsequent plan(s) are submitted reflecting changes or alterations from the original permit issued for construction, there shall be a re-review fee of \$40.00 per hour, at a minimum cost of one hour.~~

~~(4) Reinspection fees: \$40.00 for each required visit.~~

~~Required for failure to be prepared for inspections, when scheduled by the owner/contractor in advance and not canceled.~~

~~Note: For inspections which involve more than one system (mechanical, electrical, etc.), only one reinspection fee will be charged for any one particular site visit.~~

~~(5) Special inspection fee: Should the building official be requested/required to make a special~~

~~inspection of a structure and/or technical systems contained therein or of the property prior to a permit being issued, or to evaluate fire-damaged structures or a building for a planned change of occupancy class or the like, prior to issuing a permit, a \$40.00 special inspection fee may be charged to cover costs associated with such inspection visit. Such fee will be assessed if, in the opinion of the building official, the inspection is to be a detailed or time-consuming visit or will require a documented report.~~

~~Requests for other than normal workday inspections shall have the following fees, to be prepaid (or due prior to final inspection and C.O. issue):~~

~~On weekdays before 8:00 a.m. or after 4:30 p.m.: \$60.00/hour with a two-hour minimum.~~

~~On weekends or certain approved holidays: \$60.00/hour with a two-hour minimum.~~

~~(6) Renewal of an expired permit: Shall require payment of all original permit fees excluding except impact fees already paid (impact fees once paid need not be paid again).~~

~~(7) Refund of fees paid for an unused permit: If none of the work covered by a particular permit is started, then a refund of fees paid may be requested by the owner/contractor (person who actually~~

paid the fees). The permit shall be canceled and fees refunded less the application processing fee of \$25.00 provided the permit is canceled within the six-month period following date of permit issue. No refund of any permit fees paid will be made for permits which have expired due to time limits imposed by the building code for inactive or abandoned projects.

~~Work without permit Penalty fees: Where work is started or fully in progress without having obtained the proper permits to proceed as required by the code, the normal fees specified by town Code shall be doubled, or \$200.00 shall be assessed, whichever is greater, as a penalty fee. Such double fee or \$200.00, when paid, shall not relieve any person from fully complying with all requirements of the technical codes adopted by the town during the execution of the work or from any other penalties prescribed by the town Code.~~

~~Work started before submitting permit application ...\$200.00 or double the permit fee, whichever is greater.~~

~~Work started after permit application is submitted but before permit is approved and issued...\$150.00~~

~~Work started after permit is approved but not picked up .... \$100.00~~

~~(8) Solar heating systems permit fee: .....\$40.00  
For domestic water heating, pools, and other uses.~~

~~(9) Replacement of (on-site) permit card .....\$10.00~~

~~(10) Mobile home or manufactured building permit fees:~~

~~Building placement (anchoring, blocking, etc.):~~

~~For singlewide units up to 14 feet wide ..... \$50.00~~

~~For doublewide buildings or greater, each separate unit ..... \$50.00~~

~~For electrical permit and inspection (any size service) ..... \$50.00~~

~~For plumbing permit and inspection (for the tie-in to the potable water and sewer system).....~~

~~\$40.00~~

~~For mechanical permit and inspection (for connecting any size heat/air unit) ..... \$40.00~~

~~Plus any additional fees generated by additions, well and pump, etc.~~

~~(11) Tents and temporary structures 40~~

~~For all tents and temporary structures (stages, displays, floats, etc.) with a size of 200 square feet or more and having no electric service .....40.00~~

~~A flat rate for approved community events (with multiple tents and temporary structures) shall be determined by the Director development code administrator.~~

~~Fire sprinkler systems: The fee will be based on the job cost submitted with the application and shall require a plan review fee (see item (4-5) above) in addition to the base permit fee. The base permit fee shall be computed from the fee schedule shown in item (1-2) above.~~

~~Note: For the purpose of issuing permits in any particular category any residential building containing three or more units is classified commercial.~~

~~(12) Coastal Construction review fee .....\$200.00~~

Note: Required for oceanfront development/construction

~~(13) Review project for substantial improvement review fee ..... \$150.00~~

~~Note: Required when a property is in a special flood hazard zone.~~

~~(14) Flood hazard compliance review fee ..... \$50.00~~

~~Note: Required when a property is in a special flood hazard zone that is not a substantial improvement.~~

~~(15) Review elevation certificate review fee ..... \$50.00~~

~~(16) Appeals of administrative decisions:~~

~~To Planning Board ..... \$400.00~~

~~To Town Council ..... \$600.00~~

~~(17) Variance request from floodplain management regulations ..... \$400.00~~

~~(18) Variance appeal to Town Council, variance request from floodplain management regulations ..... \$600.00~~

~~Note: Accuracy verification required for CRS.~~

~~Note: For the purpose of issuing permits in any particular category any residential building containing three or more units is classified commercial.~~

~~Note: Additional costs to review any application by consultants and/or specialists (including but not limited to engineers, attorneys, architects, arborists, biologists) shall be paid by the applicant.~~

### PART III. - ELECTRICAL SYSTEMS/COMPONENT INSTALLATION

For change of existing electric service size, the fee ~~is~~ will be computed based on the difference in amperage between the existing service size and the planned size, subject to the base permit fee shown below.

~~Note: A 60-amp service is the minimum size for any separate service for any use and 100-amp is the minimum size for any residential service.~~

APPLICATION TYPE		FEE
<u>1</u>	Electrical permit base fees	
	<u>Multi-family and non-residential installation</u>	<u>\$60.00</u>
	<u>Residential installation</u>	<u>\$40.00</u>
<u>2</u>	Temporary service pole	<u>\$40.00</u>
<u>3</u>	<u>Each single- or two-family dwelling or dwelling unit</u>	<u>\$0.70 per amp</u>
<u>4</u>	<u>Each multi-family unit, commercial building or commercial unit</u>	<u>\$1.20 per amp</u>
<u>5</u>	Alterations and/or rewiring	
	<u>Each circuit up to ten fixtures</u>	<u>\$25.00</u>
	<u>Each fixture greater than ten</u>	<u>\$5.00</u>
<u>6</u>	Inspections of electrical systems at the owner's and/or contractors request	<u>\$40.00</u>

7	Swimming pool electrical wiring and inspections Residential in-ground swimming pools Residential above-ground swimming pools Commercial swimming pools	Base fee + \$40.00 Total fee + \$40.00 Base fee + \$100.00
8	Fire alarm and security alarm label, per F.S. 553.793(4)	\$40.00 per label, per unit, per address
<u>Additional Notes:</u>		
A A 60-amp service is the minimum size for any separate service for any use		
B 100-amp is the minimum size for any residential service		

(1) ~~Electrical permit base fees:~~

~~for multi-family and non-residential commercial installation .....\$460.00~~

~~residential installation.....\$40.00~~

~~Temporary service pole .....40.00~~

~~Each dwelling or dwelling unit, per amp .....1.20~~

~~Each commercial building or commercial unit, per amp .....1.20~~

~~For factory built fully assembled buildings, the total electrical permit, all service sizes .....40.00~~

~~Alterations and/or rewiring:~~

~~Each circuit up to ten fixtures .....25.00~~

~~Each fixture greater than ten .....5.00~~

~~Inspections of electrical systems at the owner's and/or contractors request .....40.00~~

~~Swimming pool electrical wiring and inspections:~~

~~Residential in-ground swimming pools, base fee plus .....40.00~~

~~Residential above-ground swimming pools, total fee plus .....40.00~~

~~Commercial swimming pools, base fee plus .....100.00~~

~~All fire alarm and security alarm systems: Permit fee is the base fee shown above for first \$1,000.00, plus \$15.00 per \$1,000.00 of job cost thereafter.~~

~~A re-inspection fee will be charged for installation not being ready for inspection, when the inspection was scheduled and not canceled, for each return visit .....40.00~~

~~(11) Note: Should any electrical work be started without first obtaining a permit for the intended work the normal fee will be doubled.~~

**PART IV. - PLUMBING SYSTEMS/COMPONENT INSTALLATION**

APPLICATION TYPE	FEE	
1	Minimum base permit fee	\$35.00
2	Additional fee per fixture and/or appliance connected to the potable water system or sewage system, including not limited to the following: a. Each roughed-in or plugged waste outlet. b. Each fixture or appliance set on new or old rough.	\$6.00

	<p>c. <u>Floor, area or similar drain.</u></p> <p>d. <u>Grease, oil, or other interceptor or trap.</u></p> <p>e. <u>Bar, soda fountain or similar drain.</u></p> <p>f. <u>Sanitary or storm sewer, or building drain, from fixtures in building to connection with septic tank, public sewer or existing private sewer on lot.</u></p> <p>g. <u>Leaching well, soaking pit, or similar device.</u></p> <p>h. <u>Rainwater leader on storm sewer.</u></p> <p>i. <u>Water heater, or boiler, or storage tank, all types.</u></p> <p>j. <u>Steam or hot water heating system boiler, new or old job.</u></p> <p>k. <u>Sump pump.</u></p> <p>l. <u>Pressing machine and/or steam boiler in connection.</u></p> <p>m. <u>Special fixtures or appliances not covered herein, such as icemakers, coffee urns, water-supplied appurtenances, etc.</u></p> <p>n. <u>Solar or other similar water heating system.</u></p> <p>o. <u>Each hose bibb on exterior of building/premises.</u></p> <p><u>Note: Additional fee applies to all new work or alterations/additions to existing systems.</u></p>	
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~~(1) The base minimum fee for any permit is \$35.00.~~

~~(2) Plus, an added fee of \$6.00 for each individual fixture and/or appliance connected to the potable water system or sewage system. Such fixtures or appliances will include, but are necessarily limited to, the following:~~

- ~~a. Each roughed in or plugged waste outlet.~~
- ~~b. Each fixture or appliance set on new or old rough.~~
- ~~c. Floor, area or similar drain.~~
- ~~d. Grease, oil, or other interceptor or trap.~~
- ~~e. Bar, soda fountain or similar drain.~~
- ~~f. Sanitary or storm sewer, or building drain, from fixtures in building to connection with septic tank, public sewer or existing private sewer on lot.~~
- ~~g. Leaching well, soaking pit, or similar device.~~
- ~~h. Rainwater leader on storm sewer.~~
- ~~i. Water heater, or boiler, or storage tank, all types.~~
- ~~j. Steam or hot water heating system boiler, new or old job.~~
- ~~k. Sump pump.~~
- ~~l. Pressing machine and/or steam boiler in connection.~~
- ~~m. Special fixtures or appliances not covered herein, such as icemakers, coffee urns, water-supplied appurtenances, etc.~~
- ~~n. Solar or other similar sun water heating system.~~
- ~~o. Each hose bibb on exterior of building/premises.~~

~~Note: This applies to all new work or alterations/additions to existing systems.~~

~~(3) Reinspection fee for each return inspection visit (to be paid prior to final inspection) .....40.00~~

~~(4) — Should any person commence work prior to obtaining the required permits covering the work and obtaining the required inspections, all the usual fees will be doubled (or \$200.00, whichever is greater) when the permit is issued.~~

~~(4)(5) The plumbing fee for connecting to the potable water system and/or sewage system for fully assembled factory built buildings set in place shall be the minimum base fee shown above plus \$10.00.~~

**PART V. - MECHANICAL SYSTEMS/COMPONENT INSTALLATION**

APPLICATION TYPE		FEE
1	Minimum base permit fee	\$35.00
2	Heating and/or cooling systems – new	\$30.00 for first \$1,000.00 of job cost, + \$15.00 per each addl. \$1,000.00
3	Heating and/or cooling systems – replacement, repair, or alteration	Min. base fee
4	Ventilation or ductwork systems not involving refrigeration or air conditioning	Min. base fee + \$10.00 per \$1,000.00 dollars of job cost
5	Boiler fees	Min. base fee + \$60.00

~~(1) — The minimum base permit fee for all mechanical permits is \$35.00.~~

~~(2) — New systems providing heating and/or cooling shall be \$30.00 for the first \$1,000.00 of job cost, plus an added fee of \$15.00 for each added \$1,000.00 or fraction thereof. (3) — Commercial systems: Replacement, repair, or alteration of heating and/or cooling equipment or systems shall be \$30.00 for the first \$1,000.00 of job cost, plus an added fee of \$15.00 for each added \$1,000.00 or fraction thereof.~~

~~(4) — Residential systems: Replacement or repair of mechanical equipment shall be the minimum base fee.~~

~~(5) — Ventilation or ductwork systems not involving refrigeration or air conditioning shall have a fee added to the minimum base fee above calculated from the cost of the system of \$10.00 per each \$1,000.00 dollars of job cost.~~

~~(6) — Mechanical unit for cooling and/or heating connected to a fully assembled factory built building set in place shall be the minimum base fee above.~~

~~(7) — Boiler fees: minimum base fee plus \$60.00.~~

~~(8) — Reinspection fee for each return inspection visit (to be paid prior to final inspection) .....40.00~~

~~(9) — Should any person commence work before obtaining the required permit covering the work and obtaining the necessary inspections, all usual fees shall be doubled (or \$100.00, whichever is greater); such fees shall be paid by the person to whom the permit is issued.~~

**PART VI. - GAS SYSTEMS/COMPONENT INSTALLATION**

APPLICATION TYPE		FEE
1	Minimum base fee	\$50.00

2	Inspection fees	\$8.00 per appliance
3	Inspection fees for above-and below-ground gas tanks	\$60.00 each

- (1) — The minimum base fee for issuing each gas permit is \$50.00.  
(2) — The added fees for inspection of each appliance shall be \$8.00.  
(3) — The added fees for inspecting each above and below ground gas tank shall be 60.00.  
(4) — Reinspection fee for each return inspection visit (to be paid prior to final inspection) .....40.00  
(5) — If any person commences any work before obtaining the necessary permit and inspection, all usual fees shall be doubled (or \$200.00, whichever is greater); when the permit is issued, the person obtaining the permit shall pay any and all fees.  
(5)(6) Gas installations for connecting to fully assembled factory-built buildings set in place shall be the minimum base fee above plus \$60.00.

**PART VII. - SWIMMING POOL INSTALLATION**

Every applicant for a permit to install, alter, or repair a swimming pool system or part thereof shall state in writing, on a form for the purpose, the character of the work proposed, together with such other information as may be required by the building official. Each such applicant shall pay a permit fee at the time of permit issue in accordance with the following schedule:

APPLICATION TYPE		FEE
1	Base commercial (public) swimming pool fee (County Health Dept. inspection only)	\$80.00 + permit and plan review fees in Part II
2	Base residential swimming pool fees	
	<u>In-ground swimming pool</u> Permit cost = construction value x .0065 Plan review cost = construction value x .0025 <u>Inspection fee</u>	\$100.00 + permit and plan review cost based on construction value
	Above-ground swimming pool fee	\$80.00
3	Fee for additional new and replacement elements	Addl. \$12.00 for each new element  \$50.00 base fee + \$12.00 for each replacement element
	a. Pool filling system including backflow prevention device.	
	b. Each water heating device/package unit.	
	c. Gas piping system.	
	d. Replacement of filtering equipment.	
	e. Repair and replacement of pool piping.	
	f. Installation or replacement of solar heating array.	
g. Backwash receptor.		
Note: This is not an all-inclusive list and similar or related devices will have the same fee.		
<i>Additional Note</i>		
A	Any residential building of three units or more is classified as commercial and a plan review fee may be required (see exempt structures in Part II).	

- (1) ~~Base commercial (public) swimming pool fee: \$80.00, plus the permit and plan review fee under Part II.~~
- (2) ~~Base residential:~~
- a. ~~In-ground swimming pool base fee: \$100.00 plus the permit and plan review cost based on the construction value as follows:~~
    - ~~Permit cost: based on the construction value multiplied by .0065~~
    - ~~Plan review cost: based on the construction value multiplied by .0025~~
  - b. ~~Above-ground swimming pool fee: 80.00~~
- ~~Note: Any residential building of three units or more is classified as commercial and a plan review fee may be required (see exempt structures in building permit fee section)~~
- (3) ~~For each element listed below for new pools a fee of \$12.00 shall be added. Replacement of pool components shall be a base fee of \$50.00 plus \$12.00 for each element listed below.~~
- a. ~~Pool filling system including backflow prevention device.~~
  - b. ~~Each water heating device/package unit.~~
  - c. ~~Gas piping system.~~
  - d. ~~Replacement of filtering equipment.~~
  - e. ~~Repair and replacement of pool piping.~~
  - f. ~~Installation or replacement of solar heating array.~~
  - g. ~~Backwash receptor.~~
- ~~This is not necessarily an all inclusive list and other devices added to the pool installation not listed above will have a like type charge.~~
- (4) ~~Reinspection for every return inspection visit (to be paid prior to final inspection) .....40.00~~
- (5) ~~If any person commences work prior to obtaining the required permits and necessary inspections, then the normal permit fee shall be doubled (or \$200.00, whichever is greater) when the permit is issued.~~

**PART VIII. - EXCAVATION AND GRADING PERMITS\***

~~Every person planning on doing any excavation, grading or earth-moving operations on any particular property in the town shall state in writing (on a form provided for that purpose) the character of the proposed work together with such other information as may be required by the building official. Each such applicant shall pay a permit fee at the time of permit issue based on the following schedule:~~

<u>APPLICATION TYPE</u>	<u>FEE</u>
<u>1</u> <u>Excavation</u>	<u>\$50.00 + \$0.10 per cubic yard</u>
<u>2</u> <u>Grading and re-grading, with no excavation</u>	<u>\$75.00</u>
<u>3</u> <u>Site clearing permit (mechanical clearing)</u>	<u>\$60.00</u>

- (1) ~~Permit fees:~~  
~~Base fee .....\$50.00~~

Excavation per cubic yard .....0.10

\*Cross reference—Excavation and grading code, § 18-241 et seq.

(2) A grading permit fee for grading unpaved parking areas shall be paid by the owners of such parking areas for required maintenance of such parking areas. These permits are valid for a maximum of 12 months .....\$75.00

(3) Site clearing permit (mechanical clearing) .....60.00

## PART IX. - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

APPLICATION TYPE	FEE
<u>1</u> Franchise fee for operation of travel lift on public roadway	\$500.00 annually
<u>2</u> Escrow deposit in lieu of required installation public sidewalk public bikepath	per LUDC Sec. 4.2.10.F.3 per Code of Ord. Sec. 18-33
<u>3</u> Replacement fee for damaged public sidewalk (for Town to repair if damaged but not repaired by abutting property owner per LUDC Sec. 4.2.10.F.4)	Reimbursement of actual costs + \$50.00
<u>4</u> Right-of-way use permit fees	
Asphalt or concrete driveway approach to paved or unpaved road	\$50.00
Asphalt or concrete driveway approach with culvert pipe to paved or unpaved road	\$100.00
Open street cut on a paved or unpaved street	\$600.00 per cut
Bore and jack	\$200.00 each
Restoration of surface (for Town to complete unfinished r.o.w. work)	per Code of Ord. Sec. 70-63 and 70-88
<u>5</u> Engineering inspection fees for roadway construction other than by a special assessment district or in conjunction with subdivision development. Note: Cost estimates to be provided by contractor or professional civil engineer.	1.5% of construction costs

Application Processing Fee .....\$25.00

A. Rental of pavilion at Davies Lighthouse Park or Ponce Preserve .....\$35.00,  
plus \$100.00 refundable deposit

B. Franchise fee for operation of travel lift on public roadway, annual fee .....500.00

C. Escrow deposit in lieu of installing sidewalk: Current contract price per linear foot.

D. Replacement fee for damaged sidewalk: Current contract price per linear foot plus an administrative fee of \$50.00 if the property owner fails to replace the damaged sidewalk.

E. Right of way use permit fees. Upon payment of the following fees, a right of way use permit application, provided by the Town of Ponce Inlet, Planning and Development Department, shall be completed by the applicant:

Asphalt or concrete driveway approach to paved road .....50.00

Asphalt or concrete driveway approach with culvert pipe to paved road .....100.00

Driveway approach to unpaved road .....50.00

Driveway approach with culvert pipe to unpaved road .....100.00

Open street cut on a paved street .....600.00 per cut

Open street cut on an unpaved street .....600.00 per cut

Bore and jack .....200.00 per bore and jack

F. Engineering inspection fees: Roadway construction other than by a special assessment district; or in connection with the development of a subdivision: 1.5% of construction costs, provided by contractor or professional engineers cost estimate.

### **PART XV -- PLANNING, DEVELOPMENT, AND CODE ENFORCEMENT ZONING DIVISION FEES**

Application processing fee due at time of application .....\$25.00

<b>APPLICATION TYPE</b>		<b>FEE</b>
<u>1</u>	<u>Boat Slip Allocation</u>	
	Single-family residential application	\$50.00
	Multi-family residential/commercial application/wet slips	
	<u>Graduated Scale</u>	
	1—5 slips	\$200.00
	6—10 slips	\$400.00
	11—15 slips	\$600.00
16—20 slips	\$800.00	
21+ slips	\$1,000.00	
	Note: Dry boat slips and incentive slips require site development plan approval and town council review. Final development review application fees apply.	
	Note: If upland improvements require approval by town council or a variance is necessary, additional corresponding application fees shall apply.	
<u>2</u>	<u>Business tax receipts</u>	
	Note: Business taxes are adopted by ordinance and are set forth in Chapter 22 of the Code of Ordinances, pursuant to Florida law.	
	<u>Home occupation permits</u>	
	New	\$75.00
	Annual renewals	\$25.00
	Amplified sound permit fee in conjunction with Business Tax Receipt renewal	\$50.00
<u>3</u>	<u>Code enforcement</u>	
	Administrative processing of a violation	\$100.00
	Rental licensing fee (new and renewed)	\$125.00
	Additional late fee if not renewed by October 1 <sup>st</sup>	\$50.00
	Solicitation, Peddling, Canvassing and Itinerant Merchant licenses not part of a special event, background check fee	\$35.00
	Note: Permits are not required of charitable or non-profit organizations which hold sales tax exemption certificates or for the distribution of information of a political nature.	
<u>4</u>	<u>Development review</u>	
	Meetings	

	<u>Development consultation/technical assistance meeting (&gt;30 minutes)</u>	<u>\$175.00</u>
	<u>Pre-application conference following development consultation meeting</u>	<u>\$175.00</u>
	<u>Pre-application conference (non-single-family residential development)</u>	<u>\$350.00</u>
	<u>Confirmation letters following consultation or pre-application meeting</u>	<u>\$100.00</u>
	<u>Conceptual Development Review</u>	
	<u>Graduated Scale: Non-Residential</u>	
	<u>Up to 1,500 square feet floor area</u>	<u>\$1,700.00</u>
	<u>1,501—3,000 square feet floor area</u>	<u>\$3,400.00</u>
	<u>3,001—4,500 square feet floor area</u>	<u>\$5,100.00</u>
	<u>4,500+ square feet floor area</u>	<u>\$6,800.00</u>
	<u>Graduated Scale: Multi-family Residential (including subdivisions of 5 or more lots)</u>	
	<u>3—5 units</u>	<u>\$1,700.00</u>
	<u>6—10 units</u>	<u>\$3,400.00</u>
	<u>11—15 units</u>	<u>\$5,100.00</u>
	<u>16+ units</u>	<u>\$6,800.00</u>
	<u>Final Development Review</u>	
	<u>Graduated Scale: Non-Residential</u>	
	<u>Up to 1,500 square feet floor area</u>	<u>2,700.00</u>
	<u>1,501—3,000 square feet floor area</u>	<u>5,400.00</u>
	<u>3,001—4,500 square feet floor area</u>	<u>8,100.00</u>
	<u>4,500+ square feet floor area</u>	<u>10,800.00</u>
	<u>Graduated Scale: Multi-family Residential (including subdivisions of 5 or more lots)</u>	
	<u>3—5 units</u>	<u>2,700.00</u>
	<u>6—10 units</u>	<u>5,400.00</u>
	<u>11—15 units</u>	<u>8,100.00</u>
	<u>16+ units</u>	<u>10,800.00</u>
	<u>Additional cost if review of revised plans and follow-up DRT is necessary</u>	<u>\$750.00</u>
	<u>Additional cost for onsite pre-construction meeting, additional meetings with the contractor, or additional inspections if necessary</u>	<u>Employee(s) hourly rate</u>
	<u>Engineering inspection fee</u>	
	<u>Note: Cost estimates shall be determined by licensed civil engineer (signed and sealed) or executed contract between developer and licensed contractor.</u>	<u>5% of estimated infrastructure cost</u>
	<u>Development bond</u>	<u>125% of required infrastructure cost</u>
	<u>Note: the bond shall be paid prior to the issuance of a development permit.</u>	
	<u>Stormwater runoff alteration</u>	<u>\$150.00</u>
<u>5</u>	<u>Historic Preservation</u>	
	<u>Certificate to excavate</u>	<u>\$175.00</u>
	<u>Note: Certificates of appropriateness and nominations are fully subsidized by the Town as an incentive for historic preservation, per LUDC Section 6.6.10.</u>	
<u>6</u>	<u>Planning and Zoning</u>	
	<u>Alcohol license zoning review</u>	<u>\$30.00</u>

	<u>Appeal of administrative decisions</u>	
	<u>To planning board</u>	\$400.00
	<u>To town council</u>	\$600.00
	<u>Change of use permit</u>	\$150.00
	<u>Additional cost for re-inspection, if required</u>	Employee(s) hourly rate
	<u>Comprehensive plan amendment</u>	
	<u>Text or map amendment</u>	\$2,500.00
	<u>Text in addition to map amendment</u>	\$3,500.00
	<u>Development agreements</u>	
	<u>Agreement review</u>	\$2,250.00
	<u>Amendment review</u>	\$1,125.00
	<u>FDEP permit zoning confirmation letter</u>	\$75.00
	<u>Minor replats</u>	
	<u>Lot reconfigurations (combinations and boundary adjustments)</u>	\$100.00
	<u>Lot splits, 1-2 lots</u>	\$400.00
	<u>Lot splits, 3-4 lots</u>	\$600.00
	<u>NOTE: Property owners are responsible for recording of documents and associated costs.</u>	
	<u>Special exception</u>	\$1,150.00
	<u>Text amendment to the LUDC or code of ordinances</u>	\$2,500.00
	<u>Vacation of easement or right-of-way</u>	\$600.00
	<u>Variances</u>	
	<u>Administrative</u>	\$200.00
	<u>Planning Board, LUDC</u>	\$400.00
	<u>Town Council, Code of Ordinances, Ch. 18</u>	\$600.00
	<u>Variance appeal to town council</u>	\$600.00
	<u>Waivers</u>	
	<u>Administrative (&lt; 10% of any dimensional requirement)</u>	\$175.00
	<u>Planning board (10-20% of any dimensional requirement)</u>	\$275.00
	<u>Zoning map amendment (rezoning, quasi-judicial)</u>	\$1,700.00
7	<u>Signage</u>	
	<u>Permanent signs not exempt from permitting per LUDC section 3.30.6.B</u>	\$75.00
	<u>Temporary signs in public right-of-way</u>	\$25.00
8	<u>Tree Removal, Landscaping Inspection, and Wetland Alteration</u>	
	<u>Tree removal permit application:</u>	
	<u>Administrative review</u>	\$75.00
	<u>Parks, recreation and tree advisory board review</u>	\$150.00
	<u>Town council review</u>	\$600.00
	<u>Note: A tree removal permit is not required for invasive and/or noxious species, nor trees that are dead, have been weakened by age, storm, fire, disease, or may cause imminent personal injury or significant property damage and therefore require immediate removal. [LUDC Section 4.10.4.A.2]</u>	
	<u>Tree replacement fee schedule (Res. No. 2002-26)</u>	\$32.00 per sq. in. of cross-sectional area measured 4' above the

	ground
Landscape plan review and inspection for single- and two-family residential	\$50.00
Landscape plan review and inspection for non-residential and multi-family (including subdivisions of 5 or more lots)	\$125.00
Additional cost for re-inspection, if necessary	Employee(s) hourly rate
Wetland alteration	\$350.00

Additional Notes

- A The applicant shall be solely responsible for the payment of all fees associated with any advertising and noticing required by law and/or this code relating to his or her application, over and above the professional review fee.
- B The above fees were derived from the Town's 2008 cost of services study. A copy of the study may be obtained from the planning and development department and the town clerk's office.
- C Additional costs to review any application by consultants and/or specialists (including but not limited to engineers, attorneys, architects, biologists) shall be paid by the applicant.

1. *Special event permits fee*

.....150.00

Additional fee for tents and/or temporary structures, if applied for, will be charged per Part II

*Development review fees*

Pre-application conference fee .....350.00

Optional letter of understanding .....100.00

Conceptual Development Review

Graduated Scale: Non-Residential

Up to 1,500 square feet floor area .....1,700.00

1,501—3,000 square feet floor area .....3,400.00

3,001—4,500 square feet floor area .....5,100.00

4,500+ square feet floor area .....6,800.00

Graduated Scale: Multi-family Residential

3—5 units .....1,700.00

6—10 units .....3,400.00

11—15 units .....5,100.00

16+ units .....6,800.00

Final Development Review

Graduated Scale: Non-Residential

Up to 1,500 square feet floor area .....2,700.00

1,501—3,000 square feet floor area .....5,400.00

3,001—4,500 square feet floor area .....8,100.00

4,500+ square feet floor area .....10,800.00

Graduated Scale: Multi-family Residential

3—5 units .....2,700.00

6—10 units .....5,400.00

11—15 units .....8,100.00

16+ units .....10,800.00

Additional cost if review of revised plans and follow-up DRT is necessary .....750.00

~~Additional cost if onsite pre-construction meeting is requested shall be charged at the direct hourly rate of the employee(s) involved.~~

~~Additional cost if additional meetings with the contractor are requested shall be charged at the direct hourly rate of the employee(s) involved.~~

~~Additional cost if additional inspections are necessary shall be charged at the direct hourly rate of the employee(s) involved~~

~~Engineering inspection fee. Five percent of estimated costs of site and public infrastructure improvements. The costs shall be determined by licensed engineer (signed and sealed) or executed contract between developer and licensed contractor.~~

~~Development bond fee. A bond in the amount of 125 percent of the cost of services or facilities that the applicant is required to construct, contract for construction, or otherwise provide, shall be paid prior to the issuance of a development permit.~~

~~Boat Slip Allocation~~

2. ~~Comprehensive Plan Amendment fees~~

~~Comprehensive plan text or map amendment .....2,500.00~~

~~Comprehensive plan text and map amendment .....2,600.00~~

~~Zoning Fees~~

~~Amendment to the land use and development code resulting from a large scale comprehensive plan amendment .....2,500.00~~

~~Quasi-judicial zoning map amendment .....1,700.00~~

~~Note: Large scale amendments require a second reading at the town council level; the standard town council fee shall apply.~~

~~Wetland alteration .....350.00~~

~~Stormwater runoff alteration .....150.00~~

~~Variance request (planning board) .....400.00~~

~~Variance request, chapter 18, Code of Ordinances (town council) .....600.00~~

~~Administrative variance (planning and development dept. director) .....200.00~~

~~Appeal to town council variance request .....600.00~~

~~Minor replat .....600.00~~

~~Special exception .....1,150.00~~

~~Vacation of easement or right of way .....600.00~~

~~Certificate of occupancy for change of use .....150.00~~

~~Note: If re-inspection is required, the applicant shall be charged the direct hourly rate of the employee(s) involved.~~

~~Alcohol permit application review .....30.00~~

3. ~~Tree Removal and Landscaping Fees~~

~~Replacement tree fee schedule (Resolution 2002-26, adopted December 18, 2002) .....32.00 per square inch of tree diameter~~

~~Tree removal permit application:~~

~~Administrative review only .....75.00~~

~~or~~

~~Parks, recreation and tree advisory board review .....150.00~~

~~or~~

~~Town council review .....600.00~~

Note: Pursuant [to] Section 8.3.B.3. Tree(s) that are dead or, have been weakened by age, storm, fire, disease, or in any way that may cause imminent personal injury or significant property damage and, therefore, requires immediate removal, provided that, except for removal affecting electrical service, prior verbal authorization is given by the town's planning and development director (or his/her designee) are exempted from the permitting process.

Landscape plan inspection for single and two-family residential .....50.00

Note: Should a re-inspection be required, the applicant shall be charged the direct hourly rate of the employee(s) involved.

Landscape plan inspection for multi-family residential and commercial .....75.00

Graduated Scale: Non-Residential

Up to 1,500 square feet floor area .....75.00

1,501—3,000 square feet floor area .....150.00

3,001—4,500 square feet floor area .....225.00

4,500+ square feet floor area .....300.00

Graduated Scale: Multi-family Residential

3—5 units .....75.00

6—10 units .....150.00

11—15 units .....225.00

16+ units .....300.00

Note: Should a re-inspection be required, the applicant shall be charged the direct hourly rate of the employee(s) involved

4. *Historic Protection fees*

Certificate to excavate .....175.00

Nomination of historic landmarks, landmark sites or historic district .....0.00

Note: Certificates of appropriateness and nominations are fully subsidized by the Town of Ponce Inlet as an incentive for historic preservation.

5. *Signage fees*

Permanent signs other than those listed in Section 5.6.10.D.2 .....75.00

Temporary pre-construction sales signs (Any sign larger than three square feet but no larger than twenty square feet advertising the development or contractor) .....25.00, plus \$1.00 per square foot

6. *Business tax receipts*

Note: Pursuant to Florida law, business taxes must be set by ordinance and are therefore set forth in Chapter 22 of the Code of Ordinances.

Note: Application processing fees are charged only for new applications and renewals that propose an expansion or change of use.

7. *Solicitation, Peddling, Canvassing and Itinerant Merchant licenses fees.*

Background check fee .....35.00

Note: Permits are not required of charitable or non-profit organizations which hold sales tax exemption certificates or for the distribution of information of a political nature.

Note: Application processing fees are not charged separately for itinerant merchants in association with a special event.

8. *Code Enforcement Fees*

Amplified sound permit fee .....50.00

Rental licensing fees .....125.00  
 Excessive False Alarm Fees:  
     Fourth false alarm .....50.00  
     Fifth false alarm .....75.00  
     Each Additional instance thereafter .....100.00  
 Lien search .....20.00  
 Administrative processing of a violation .....100.00

Note: The applicant shall be solely responsible for the payment of all fees associated with any advertising and noticing required by law and/or this code relating to his or her application, over and above the professional review fee.

Note: The following fees were derived from the Town's cost study attached to the Resolution as Exhibit A. Exhibit A contains fees established for each step and/or process. A copy of Exhibit A may be obtained from the planning and development department and the town clerk's office.

Note: Additional costs to review any application by consultants and/or specialists (including but not limited to engineers, attorneys, architects, biologists) shall be paid by the applicant.

The applicant shall be solely responsible for the payment of all the fees associated with the review of their application by the town's engineering consultants or other specialists including engineers, attorneys, architects, arborists, and biologists.

**PART XVII. - POLICE DEPARTMENT FEES**

- (1) Fingerprinting (nonresidents only) .....\$10.00
- (2) Outside detail, per officer (3-hour minimum), per hour .....35.00\*
- (3) Outside detail for supervisor, required when 3 or more officers involved (3-hour minimum), per hour .....40.00\*
- (4) Excessive False Alarm Fees
  - Fourth false alarm ....\$50.00
  - Fifth false alarm .... \$75.00
  - Each Additional instance thereafter .... \$100.00

\*In addition to the aforementioned hourly rates for outside police detail, persons requesting the detail shall be advised of an additional three percent administrative fee to be charged against the total fee for services rendered as part of the outside detail. Prior to the scheduling of an outside detail, the number of members to be assigned will be determined by the police chief and agreed upon by the employer.

**PART XX – PARKS AND SPECIAL EVENTS**

APPLICATION TYPE	FEE
1 Rental of gazebo and pavilions at Town parks and approved Town facilities for limited duration	\$35.00 + \$100.00 refundable deposit
2 Rental of tennis court for private lessons For-profit entities Non-profit entities	\$20.00 per hour \$10.00 per hour
3 Special event permits	

Permit fee	\$150.00
Amplified sound permit fee	\$50
Additional fee for tents and/or temporary structures	per Part II
Additional services	
Standby fire/EMS protection	per Part XVI
Outside police detail	per Part XVII
Public works special event assistance	per Part XVIII
Itinerant Merchant licenses (background check only)	\$35.00
Note: Separate permits are not required of charitable or non-profit organizations which hold sales tax exemption certificates or for the distribution of information of a political nature.	

**Section 2. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or provision in such holding shall not affect the validity of the remaining portions or applications hereof.

**Section 3. Conflicting Resolutions.** All Resolutions or parts thereof in conflict herewith or contrary hereto are hereby repealed to the extent of such conflict.

**Section 4. Effective Date.** This Resolution shall take effect on July 1, 2016.

It was moved by Council member \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ that this Resolution shall be adopted. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Smith, Seat #1 \_\_\_\_\_  
 Councilmember Milano, Seat #2 \_\_\_\_\_  
 Vice-Mayor Hoss, Seat #3 \_\_\_\_\_  
 Councilmember Perrone, Seat #4 \_\_\_\_\_  
 Councilmember Paritsky, Seat #5 \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Town of Ponce Inlet, Florida

\_\_\_\_\_  
 Gary L. Smith, Mayor

ATTEST:

\_\_\_\_\_  
 Jeaneen Witt, CMC  
 Town Manager/Town Clerk