

**ARTICLE VII  
FEES**

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**ARTICLE VII  
FEES**

**SECTION 1.0 PURPOSE, INTENT, BEST PRACTICES, AND LAWFULNESS**

**A. Purpose and Intent.**

It is the purpose and intent of this Article is to provide transparency of established fees applicable to all application types and specific processes.

**B. Lawfulness.**

Any deviation from the provisions of this Article is prohibited and unlawful.

**C. Best Practices.**

All applicants shall be treated equally and charged the same fees for the same applications. Only the City Commission may waive the payment of a fee but may only do so upon the adopting of a resolution that specifically states the supporting law and public purpose justifying such a waiver.

**SECTION 2.0 FEES**

No application for permits, certificates, applications, inspections or any other authorization required by these LDR's may be accepted by the Administrative Official unless and until all fees required to accompany the application are paid in full. Fees established herein may be amended by adoption of a resolution by the City Commission. The Administrative Official shall annually recommend to the City Commission a fee schedule to be embodied in such a resolution establishing fees to include, but not be limited to, amendments, updated, additions, corrections and other appropriate modifications to such fee schedule. Notwithstanding the foregoing, the fees shall be modified each October 1<sup>st</sup> by the Administrative Official, upon consultation with the City's Financial Director, based on the percentage increase in the U.S. Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics for the 12-month period ending the previous July.

**SECTION 3.0 FEE SCHEDULE**

**LAND DEVELOPMENT FEE SCHEDULE  
PER RESOLUTION NO. 2025-3350, ADOPTED FEBRUARY 24, 2025**

<b>Any City Attorney's fees and other professional fees will be charged in addition to the noted fixed fees.</b>	
<b>PRE-APPLICATION REVIEW <sup>(1)</sup></b>	
Pre-Application Conference – 1 <sup>st</sup> Meeting	No Fee
Pre-Application Conference – Extra Meetings <sup>(2)</sup>	\$100.00
<b>SUFFICIENCY REVIEW <sup>(11)(14)</sup></b>	
All Applications - First Review	No Fee
All Applications – Subsequent Reviews	\$50.00
<b>ANNEXATION <sup>(1)</sup></b>	
Annexation – Single Family Dwelling	\$250.00
Annexation – All Others	\$500.00
<b>COMPREHENSIVE PLAN AMENDMENT <sup>(1)(3)</sup></b>	
Small Scale	\$1,500.00
Large Scale	\$3,500.00
DRI, Reg, Activity Center, Urban Central Bus District	\$5,000.00

<b>REZONING <sup>(1)(3)</sup></b>	
Amendment to the Zoning Map (Rezone) (Other than Planned Development Rezone)	\$1,000.00
Any Change to PD (Planned Development) <sup>(12)</sup>	
Less than 3 acres	\$2,000.00
3 acres to 10 acres	\$2,500.00
Greater than 10 acres	\$5,000.00
Amendment to an approved PD <sup>(12)</sup>	\$2,000.00
<b>REQUESTED USE REVIEW<sup>(1)(3)(12)</sup></b>	
Administrative Use Review (Administrative Official Approval)	\$500.00
Conditional Use Review (Planning and Zoning Commission Approval)	\$750.00
Exceptional Use Review (Planning and Zoning Commission and City Commission Approval)	\$1,500.00
After the Fact Use Review	Double Regular Fee
<b>VARIANCES <sup>(1)(3)(12)</sup></b>	
<b>De Minimis Variance of less than 15% (Type 1)</b>	
Single and Two-Family Residential Uses	\$25.00
All Other Uses	\$100.00
<b>Variance of more than 15% (Type 1)</b>	
Variance for Single and 2-Family Residential Uses (Planning Review Staff Review; Administrative Official Approval)	\$150.00
<b>Variance of more than 15% (Type 2)</b>	
All Others (excluding single and two family residential)	\$750.00
<b>After the Fact Variance</b>	Double Regular Fee
<b>APPEALS AND OTHER REQUESTS <sup>(1)(3)(12)</sup></b>	
Administrative Appeal (Appeal of any Administrative Official, Planning and Zoning Commission, Historic Preservation Board Decision or Hearing Officer Decision)	\$500.00 and Hearing Officer Fees If Provided For In <i>City Code</i> Provision
Waive 1 Year Waiting Period Requirement	\$1,000.00
Waive Distance Separation Requirement	\$1,000.00
Development Order/Development Agreement	\$250.00 <i>plus</i> all City Attorney Fees
Comprehensive Sign Plan Review	\$250.00
Vested Rights Application <sup>(1)</sup>	\$600.00 <i>plus</i> all City Attorney Fees
Mobile Food Vendor	\$100.00
Temporary Sign	\$25.00
Dog Friendly Restaurants – Outdoor Seating	\$30.00
Alcoholic Beverage License Review	\$35.00
<b>DEVELOPMENT PLAN REVIEW (SITE AND ENGINEERING PLAN REVIEW COMBINED) (3)</b>	
Up to 0.5 acre	\$500.00
0.51 acre to 2.5 acres	\$800.00
2.5 acres to 10 acres	\$1,200.00
10.1 acres and larger	\$1,600.00

<b>SITE PLAN REVIEW <sup>(3)</sup></b>	
Up to 0.5 acre	\$300.00
0.51 acre to 2.5 acres	\$600.00
2.5 acres to 10 acres	\$900.00
10.1 acres and larger	\$1,500.00
<b>ENGINEERING PLAN REVIEW <sup>(3)</sup></b>	
Up to 0.5 acre	\$300.00
0.51 acre to 2.5 acres	\$600.00
2.5 acres to 10 acres	\$900.00
10.1 acres and larger	\$1,500.00
<b>ZONING SITE REVIEW <sup>(3)</sup></b>	
Additional Parking – Residential	\$40.00
Porches, Decks, and Patios - Residential	\$40.00
<b>UTILITY REVIEW (NOT PART OF A DEVELOPMENT PLAN REVIEW) <sup>(3)</sup></b>	
Up to 0.5 acre	\$300.00
0.51 acre to 2.5 acres	\$600.00
2.5 acres to 10 acres	\$900.00
10.1 acres and larger	\$1,500.00
<b>SUBDIVISION PLAN REVIEW <sup>(1)(3)</sup></b>	
Subdivision Exemption Plan Review	\$100.00
Minor Subdivision Plan Review	\$250.00
Major Subdivision Plan Review	\$1,000.00
Subdivision Improvement Plan	(See Engineering Plan Review)
Final Plat	\$600.00 <i>plus</i> Survey Review Fee
Surveyor Review Fee	Per City Agreement or (1)
<b>FLOOD PLAIN REVIEW (NOT PART OF A DEVELOPMENT PLAN REVIEW) (1)</b>	
Flood Plain Determination	\$20.00
Flood Plain Application	\$150.00
Flood/FEMA MT-1 Form	
Single Lot/Single Structure	\$180.00
Multiple Lots/Multiple Structures	\$250.00
Flood/FEMA MT-2 Form	
Up to 100 acres	\$1,600.00
Greater than 100 acres	\$2,000.00
<b>SITE DEVELOPMENT PERMIT</b>	
One and 2-Family Residential (no building permit)	\$50.00
All Other Uses	2% value of construction (\$100 Minimum Fee)
Engineering Re-inspection Fee	\$50.00
Minor Site Modifications	\$100.00
<b>ABANDONMENT/VACATES <sup>(1)(3)</sup></b>	
Plat	\$500.00
Easement	\$500.00
Streets/Right-of-Way	\$500.00
Voluntary Dedication of Private Road to the City	\$1,500.00 <i>plus</i> Engineering and Attorney Fees

<b>RIGHT-OF-WAY UTILIZATION ACTIVITIES <sup>(1)</sup></b>	
Single Family Residential Driveway	\$40.00
All Other Right-of-Way Activities <sup>(4)</sup>	\$150.00
Right-of-Way Use Agreement	\$250.00
Right-of-Way use – Open Cut <sup>(4)</sup>	\$1,000.00
<b>ARBOR PERMITS <sup>(1)</sup></b>	
Single Family Residential	No Fee
All Others	\$100.00 per acre – (\$100.00 Minimum Fee)
<b>ADDRESSING</b>	
Residential – Per Address	\$10.00 ea.
Non-Residential – Per Address	\$25.00 ea.
Street Name Change	\$100.00 ea.
<b>ADMINISTRATIVE LETTER/ZONING VERIFICATION <sup>(1)</sup></b>	
Residential	\$25.00
All Other	\$100.00
<b>PRINTED AND DIGITAL COPIES, ETC. <sup>(1)</sup></b>	
Digital copy of any document on CD	\$5.00
Standard Copies – Single sided	\$0.15 per page
Standard Copies – double sided	\$0.20 per page
Large Copies – over 11” x 17” <sup>(8)</sup>	\$5.00
<b>HISTORIC PRESERVATION – CERTIFICATE OF APPROPRIATENESS <sup>(1)</sup></b>	
<b>Application for Minor Review - Staff</b>	
Single Family Residential	No Fee
Single Family – After the Fact – Minor <sup>(5)</sup>	\$25.00
All Others	\$25.00
All Other Uses- After the Fact – Minor <sup>(5)(9)</sup>	\$50.00
<b>Application for Major Review – HPB</b>	
Single Family Residential Use	\$50.00
Single Family – After the Fact – Major <sup>(5)</sup>	\$100.00
All Other Uses (Other than Single Family) <sup>(5)(9)</sup>	\$200.00
All Other Uses – After the Fact – Major <sup>(5)(9)</sup>	\$400.00
<b>Variance to Schedule S <sup>(3)</sup></b>	
Single Family Residential	\$150.00
All Others	\$750.00
Right-of-Way Use – SC3 – Based Permit <sup>(6)(9)</sup>	\$150.00
Right-of-Way Use – SC3 – First Additional Permit <sup>(6)(9)</sup>	\$50.00
Right-of-Way Use – SC3 – Second Additional Permit <sup>(6)(9)</sup>	\$25.00
Right-of-Way Use – SC3 – Third Additional Permit <sup>(6)(9)</sup>	\$25.00
Historic Preservation Board Review of Alternative Signage <sup>(9)</sup>	\$200.00
A-Frame Sign Application <sup>(9)</sup>	\$25.00
Merchant Directional Signs <sup>(6)(7)(9)</sup>	\$50.00
<b>PUBLIC ART ACTIVITIES <sup>(1)</sup></b>	
Art Easement Execution <sup>(10)</sup>	\$25.00
Pop Up Art Project Application <sup>(10)</sup>	\$25.00
Public Work of Art Application	\$50.00

<b>TRANSFER OF DEVELOPMENT RIGHTS</b>	
Sending Area Determination Application	\$100.00
Receiving Area Allocation Application	\$100.00 per unit
Single Family Unit from Bank <sup>(13)</sup>	10% SF sale price
Multi-Family Unit from Bank <sup>(13)</sup>	10% MF sale price
Workforce Housing Units from Bank <sup>(13)</sup>	5% sale price
Affordable Housing Units from Bank <sup>(13)</sup>	1% sale price
Privately Owned Transfer of Development Rights	Negotiated price between seller and buyer

**NOTES:**

Any action or activity not listed or enumerated shall be charged at a rate which shall approximate the cost of the action or activity as determined by the City Manager, or designee.

- (1) All City Attorney’s fees and other required City contracted service costs (i.e., surveyor, engineering, appraisal, printing, etc.) are the responsibility of the applicant and will be billed in addition to the noted fixed fees and will be billed at market rates.
- (2) There is no charge for initial pre-application conference. When an owner or developer submits the same site multiple times the Administrative Official has the option to charge the specified fee.
- (3) The application review fees cover initial review and up to 2 follow up reviews. Additional reviews, which are a multiple of 3, that are required because of changes or failure to make corrections will require payment of ½ the original fee before proceeding. Development plans must contain complete engineering, erosion control and all plans necessary to construct the site.
- (4) Maintenance of traffic plan review other than single-family driveway, curb cut, etc.; any non-specified work in ROW.
- (5) Required applicant complete a notarized acknowledgement of historic district requirements.
- (6) Required annual renewal (renewal fee is the same as application fee).
- (7) Fee is per sign blade.
- (8) Fee is based on charge by contract service provider if copied off site.
- (9) Fee to be deposited in to Historic Preservation Fund.
- (10) Fee to be deposited into the Public Art Fund.
- (11) Fee is non-refundable.
- (12) Recording fee must be paid for the development order to be considered valid.
- (13) Fee is based on the median sales price date for Seminole County for the month of March as reported by the Property Appraisers Office.
- (14) The first sufficiency review is free, any subsequent review for sufficiency will be charged at the designated amount.