

## RESOLUTION R-03-253

### A RESOLUTION OF THE MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS REPEALING R-93-276, AS AMENDED; ESTABLISHING FEES FOR PLANNING, ZONING AND LAND DEVELOPMENT ACTIVITIES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, the Board of County Commissioners of Manatee County, Florida adopted The Manatee County Land Development Code (Ordinance 90-01, as amended), effective October 15, 1990; and

**WHEREAS**, the Board of County Commissioners of Manatee County, Florida adopted The Manatee County Comprehensive Plan (Ordinance 89-01, as amended); and

**WHEREAS**, The Manatee County Land Development Code provides that fees may be charged for various costs involved in permits, processing applications, petitions and various related matters; and

**WHEREAS**, the Planning Department of said County prepared a comprehensive fee schedule, which is attached hereto as Attachment "A" to this Resolution, setting forth a schedule of costs and charges; and

**WHEREAS**, the Board of County Commissioners of Manatee County, Florida has determined that it is in the best interest of said County to adopt said fee schedule, and finds the fee schedule to be reasonable as related to the costs and charges therein; and

**WHEREAS**, the Board of County Commissioners of said County may find situations where "good cause" and "public benefit" are found and said application fees may be waived.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY FLORIDA;**

**SECTION 1:** Resolution of June 1, 1982, Resolution R-85-25, and Resolution R-93-276, as amended, are hereby repealed in their entirety.

**SECTION 2:** Attachment "A" to this Resolution, is hereby adopted, as the applicable fee schedule for processing applications, petitions and related matters pursuant to The Manatee County Land Development Code and Comprehensive Plan, and said Attachment "A" is hereby incorporated herein.

**SECTION 3:** The above identified Attachment "A" may be amended in whole or in part by further resolution of the Board as may be necessary and deemed warranted.

**SECTION 4:** If any part, section, subsection, or other portion of this Resolution, or any application thereof to any person or circumstance is declared to be void, unconstitutional or invalid for any reason, such part, section, subsection, or other portion shall be severable, and the remaining provisions of this Resolution, and all applications thereof not having been declared void, unconstitutional or invalid, shall remain in full force and effect.

**SECTION 5:** This Resolution shall become effective October 1, 2003.

**ADOPTED,** in open session with a quorum present and voting, this 23rd day of September, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF MANATEE COUNTY, FLORIDA



By: \_\_\_\_\_

Jane W. von Hahmann

ATTEST: R. B. SHORE  
Clerk of the Circuit Court

By: \_\_\_\_\_  
R

# Manatee County Planning Department

# FREE SCHEDULE

Attachment A, Resolution 03-253

RESOLUTION 03-253  
ATTACHMENT "A"  
PLANNING DEPARTMENT FEE SCHEDULE  
Effective

DESCRIPTION	CODE	AMOUNT
ADDRESS ASSIGNMENT	ADDR	\$14.50 per building unit for non-residential. \$ 2.50 per individual dwelling unit for residential (Including multi-family).
ADMINISTRATIVE DETERMINATION	AD	No Charge for address assignments totaling \$10.00 or less. Project redesign resulting in revised address assignments shall be required to pay new fees. \$ 80.00 To be paid with request.
ADMINISTRATIVE PERMITS		
Temporary Use Permit	TUP	\$ 200.00
Temporary Use Renewal/Extensions	TUP	\$ 170.00
Use Only, without Final Site Plan and with or without Plot Plan	AP	\$ 630.00
Individual Mobile Home Administrative Permit	APMH	\$ 500.00
With Final Site Plan	AP	See Final Site Plan Fee
Portable Agriculture Stand	AP	\$ 300.00
Minor Earthmoving	EP	\$ 600.00
Time Extension	APMH	\$ 250.00
Administrative Variance	VA	\$ 130.00
ADULT ENTERTAINMENT, WAIVER OF LOCATIONAL REQUIREMENTS	AEW	\$1730.00 <sup>1</sup>

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DESCRIPTION	CODE	AMOUNT
<b>ADVERTISING</b> Appeals to Hearing Officer or Board of County Commissioners, Planned Developments, Rezoning, Special Permits, Variances	ADV	\$ 150.00
Appeals to Hearing Officer or Board of County Commissioners, Planned Developments, Rezoning, Special Permits, Variances	ADV	270.00
<b>AFFORDABLE HOUSING</b> Affordable Housing Payment in lieu of Construction	AFFH	\$2,400.00
Affordable Housing Fee Waiver (See Note)		per bonus unit not constructed or per removed unit not replaced, plus 3% administrative surcharge or other replacement mechanisms as approved by the Board of County Commissioners, which further the goals of the Manatee County Housing Partnership Program. No Local Development Agreement Fee.  See Fee Waivers
<b>APPEALS</b> Appeals to Hearing Officer or Board of County Commissioners	AA	\$ 240.00 <sup>1</sup>
<b>CERTIFICATE OF APPROPRIATENESS</b> (Historic Preservation) Application and Review Fee (Public Hearing) Application and Review Fee (Administrative)	HPB HPB	\$ 65.00 30.00
<b>CERTIFICATE OF USE</b>		No Charge

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DESCRIPTION	CODE	AMOUNT
<p><b>COMMUNITY DEVELOPMENT DISTRICT</b></p> <p>New CDD Application (1) Pursuant to 190.005(1) F.S.</p> <p>New CDD Applications Pursuant to 190.005 (2) F.S.</p> <p>Amendment to Existing CDD's including expansions and contractions</p>	<p>CDD</p>	<p>Fee required by statute<sup>3</sup></p> <p>\$ 8,400.00<sup>3</sup></p> <p>\$ 4,800.00<sup>3</sup></p>
<p><b>COMPREHENSIVE PLAN</b></p> <p>Comprehensive Plan Amendment</p> <p>Small Scale (Map Amendment)</p> <p>Policy Document</p> <p>Enlarged Map</p> <p>Technical Support Document</p>	<p>PA</p> <p>PA</p> <p>COPIES</p> <p>COPIES</p> <p>COPIES</p>	<p>\$6,930.00<sup>1</sup></p> <p>\$1,260.00<sup>1</sup></p> <p>Actual Reproduction Cost</p> <p>Actual Reproduction Cost</p> <p>Actual Reproduction Cost</p>
<p><b>CONSTRUCTION DRAWINGS</b></p> <p>Subdivision</p> <p>Mobile Home/RV Park</p> <p>Site Plan</p> <p>Substantial Re-examination</p>	<p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p>	<p>\$ 445.00 plus \$60.00/lot</p> <p>\$ 445.00 plus \$10.00/lot</p> <p>\$ 445.00 plus \$15.00/unit and/or \$2.25 per each 500 square feet of non-residential building area over 10,000 square feet.</p> <p>New Fee</p>

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DESCRIPTION	CODE	AMOUNT
<b>COPIES/REPRODUCTION</b>		
Photocopying	COPIES	.15/page 1 sided .20/page 2 sided
Large Plans/Documents/Blueprints Bond Copies	COPIES	Materials & Supplies
Microfilm Copies (8 1/2 x 11 or 8 1/2 x 14)	COPIES	.15/page (1 sided only)
<b>DEVELOPMENT AGREEMENT APPLICATION</b>	DA	\$ 630.00 <sup>1</sup> Less than 5 acres \$3,150.00 <sup>1</sup> 5 acres \$6,300.00 <sup>1</sup> 5 to 100 acres \$9,450.00 <sup>1</sup> More than 100 acres
<b>DEVELOPMENT OF REGIONAL IMPACT (DRI)</b>		
Initial Application	DRI	\$ 8,400.00 <sup>3,9</sup>
Substantial Deviation Determinations and NOPC Request	DRI	\$ 2,400.00 <sup>3,9</sup>
Annual Report Review	DRI	\$ 600.00 <sup>3</sup>
Binding Letter Review	DRI	\$ 630.00
Land Use Exchange for DRI	DRI	\$ 2,400.00 <sup>1</sup>
<p>The developer and/or agent shall pay the actual cost of a Court Reporter and transcript of proceedings (Note: Two copies of proceedings shall be provided to the County). The actual cost of necessary consulting services and other applicable fees as established by this fee schedule are also the responsibility of the developer.</p>		

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DESCRIPTION	CODE	AMOUNT
<b>EARTHMOVING (MAJOR)</b>		
Site Plan Approvals	EP	See Special Permit Fee.
Site Plan Amendment	EP	See Special Permit Amendment Fee.
Operating Permit	EP	plus \$1.00 for each acre over 100.
Amendment to Operating Permit	EP	plus \$.60 for each acre over 100.
Renewal of Operating Permit	EP	Same as Operating Permit Fee.
Annual Progress Report	EP	\$ 630.00
<b>EARTHMOVING (PHOSPHATE)</b>	EP	Determined in the same manner as a Development of Regional Impact for ADA, amendments and Annual Reports, Remaining fees as per Earthmoving (Major).
<b>FEE WAIVERS</b>		<p>Fees can be waived administratively for federal, state and local units of government which are funded by ad valorem taxes. All other waiver requests shall be in accordance with applicable Ordinances or Resolutions adopted by the Board and established procedures.</p> <p>Pursuant to Section 1302.3.3. of the 1990 Land Development Code, projects providing Affordable Housing as defined by the Board of County Commissioners shall be eligible for partial or full refund of review fees, upon the Board of County Commissioners approval of an agreement which ensures the provision of such affordable housing units.</p> <p>Fees can be administratively waived for projects located in an approved "Weed and Seed" area.</p>



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DESCRIPTION	CODE	AMOUNT
<p><b>FINAL SITE PLAN:</b></p> <p><b>Small Scale Projects</b>            1 - 299 lots            up to 74,999 sq. ft.</p> <p><b>Moderate Scale Projects</b>            300 - 599 Lots            75,000 - 149,999 sq. ft.</p> <p><b>Large Scale Projects</b>            600+ Lots            150,000 sq. ft.</p> <p>Modification to Site Plan:</p> <p><b>Administrative</b></p>	<p>FSP</p> <p>FSP</p> <p>FSP</p> <p>FSPRA FSPRA</p> <p>PZI</p>	<p>Plans based on prior Preliminary Site Plan approval shall receive a 25% discount.</p> <p>\$ 1,870.00</p> <p>plus \$4.00 per lot/unit over 75 and/or \$4.00 per each 500 sq. ft. of Professional, Commercial or Industrial building area over 30,000 sq. ft.</p> <p>\$ 2,400.00</p> <p>plus \$5.00 per lot/unit over 300 and/or \$5.00 per each 500 sq. ft. of Professional, Commercial or Industrial building area over 75,000 sq. ft.</p> <p>\$ 3,150.00</p> <p>plus \$5.00 per lot/unit over 600, and/or \$5.00 per each 500 sq. ft. of Professional, Commercial or Industrial building area over 150,000 sq. ft.</p> <p>\$ 220.00 500.00</p> <p>Planning Department Review Only Agency Review Required</p> <p>\$ 100.00</p>
<p><b>INSPECTION, PRIVATE INFRASTRUCTURE</b></p>		

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DESCRIPTION	CODE	AMOUNT
<b>INSPECTIONS, INFRASTRUCTURE</b>  Public  Private	PII  PII	\$ 41.00 - per hour.  \$120.00 - per lot or single family detached unit/  60.00 - per unit one story multi-family 40.00 - per unit two or more stories multi-family  145.00 - per lot commercial or industrial subdivision  100.00 - single ownership site plans final inspections
Off site improvements will be priced as follows based on their association with a project covered by the above project fees:  Off site improvements schedule of fees:  Sewer Line Extensions Lift Stations Water line & force main extensions 2" to 6" Water line & force main extensions 8" to 16" Storm drains up to 54" & equivalent Road work - sub-base and base Asphaltic concrete Curbing Concrete sidewalk or joint use paths  Note: Re-inspections and return trips for punch list items will require the payment of a reinspection fee of \$25.00.		\$ 84.00 - minimum charge. \$ .20 - per linear foot \$ 84.00 - each \$ .08 - per linear foot \$ .10 - per linear foot \$ .20 - per linear foot \$ .40 - per linear foot \$ .08 - per linear foot \$ .04 - per linear foot \$ .04 - per linear foot
<b>LAND DEVELOPMENT CODE TEXT AMENDMENT</b>	LDCTXT	\$1,400.00'

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DESCRIPTION	CODE	AMOUNT
LANDSCAPING AND/OR SCREENING PLAN	LP	\$ 750.00 No separate fee when reviewed in conjunction with other applications.
LEVEL OF SERVICE CERTIFICATION INFORMATION REQUEST	LOS	\$ 250.00 Per application.
MUNICIPAL SERVICE BENEFIT AND TAXING UNIT/NEIGHBORHOOD IMPROVEMENT DISTRICTS	MSTU	All work performed by Manatee County employees directly and reasonably attributable to the creation of a Municipal Service Benefit or Taxing Unit or Neighborhood Improvement District shall be paid by the applicant. Fees will be based upon the hourly rate of pay of each employee performing the work, multiplied by the number of hours worked plus a multiple factor of 2.16 except for the County Attorney's time which will be charged at current per hour rate.
Application Fee	MSTU	\$ 1,320.00 <sup>1</sup> deposit and applicant will be billed for actual cost for all work performed.
Notice of Hearing and postage	MSTU	Actual Cost
Request for Proposal required for service contracts	MSTU	\$ 900.00
<b>NAME CHANGE FOR ANY EXISTING PROJECT</b>		
Minor Plats	PRNAME	\$ 150.00 0 to 3 lots/units
Small Scale	PRNAME	\$ 200.00 0 to 74,999 sq. ft., or 4 - 299 lots/units
Medium Scale	PRNAME	\$ 200.00 75,000 to 149,999 sq. ft., or 300 to 599 lots/units
Large Scale	PRNAME	\$ 250.00 150,000 + sq. ft., or 600 + lots/units
Development of Regional Impact (DRI)	PRNAME	\$ 500.00
<b>OFFSTREET PARKING PLAN</b>		
	OP	\$ 750.00 No separate fee when reviewed in conjunction with other application

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DESCRIPTION	CODE	AMOUNT
<b>PLANNED DEVELOPMENTS</b> Zoning Atlas Amendment w/General Development Plan:		
<b>Prepared to General Standards</b>	ZG	\$ 2,130.00 <sup>1</sup>
<b>Prepared to Preliminary Standards</b>	ZG	\$ 1,740.00 <sup>1</sup> Plus 50% of Preliminary Site Plan Fee (based on size of project). <sup>1,3</sup>
General Development Plan - No Zoning Atlas Amendment:		
<b>Prepared to General Standards</b>	G	\$ 2 130.00 <sup>1</sup>
<b>Prepared to Preliminary Standards</b>	G	\$ 1,740.00 <sup>1</sup> Plus 50% of Preliminary Site Plan Fee (based on size of project). <sup>1,3</sup>
Modification to General Development Plan:		
<b>Administrative</b>	GRA GRA	\$ 220.00 Planning Department Review Only <sup>5</sup> \$ 500.00 Requiring Agency /Review. <sup>5</sup>
<b>Public Hearing Required</b>	GRH	\$ 1,000.00 <sup>1</sup>
<b>PREAPPLICATION CONFERENCE</b>	PREAP	\$ 65.00 Creditable against application fee when submitted

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DESCRIPTION	CODE	AMOUNT
<b>PRELIMINARY SITE PLAN</b>  <b>Small Scale Projects</b> 1 - 299 lots up to 74, 999 sq. ft.  <b>Moderate Scale Projects</b> 300 - 599 lots 75,000 - 149,999 sq. ft.  <b>Large Scale Project</b> 150,000 sq. ft. 600+ lots  <b>Preliminary Site Plan Prepared to Final Standards</b>  Modification to Site Plan:  Administrative  Board of County Commissioners	PSP  PSP  PSP  PSPRA PSPRA  PSPRH  PS  PS  REC  REC  REC	\$ 2,500.00 plus \$3.50 per lot/unit over 75 and/or \$3.50 per each 500 sq. ft. of Professional, Commercial or Industrial building area over 10,000 sq. ft.  \$ 3,060.00 plus \$4.80 per lot/unit over 300 and/or \$4.80 per each 500 sq. ft. of Professional, Commercial or Industrial building area over 75,000 sq. ft.  \$ 3,780.00 plus \$4.80 per lot/unit over 600 and/or \$4.80 per each 500 sq. ft. of Professional, Commercial or Industrial building area over 150,000 sq. ft.  Preliminary Site Plan Fee plus 75% of Final Site Plan Fee.  \$ 220.00 <sup>4</sup> Planning Department Review Only 500.00 <sup>4</sup> Requiring Agency Review  50% of Site Plan Fee <sup>1</sup>  \$ 630.00 <sup>1,5,7</sup> plus construction drawing review fee. No separate fee required when reviewed in conjunction with another application, except building permit.  \$ 315.00  \$ 30.00/hr. During overtime hours  No Charge Up to 15 minutes  \$ 20.00 hr. In excess of 15 minutes/\$5.00 minimum fee
<b>PRIVATE STREET APPROVAL</b>  <b>PRIVATE STREET AMENDMENT - ADMINISTRATIVE APPROVAL</b>	PS  PS	plus construction drawing review fee. No separate fee required when reviewed in conjunction with another application, except building permit.  50% of Site Plan Fee <sup>1</sup>
<b>RECORDS MANAGEMENT</b>  Document Retrieval  Research	REC  REC  REC	\$ 30.00/hr. During overtime hours  No Charge Up to 15 minutes  \$ 20.00 hr. In excess of 15 minutes/\$5.00 minimum fee

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DESCRIPTION	CODE	AMOUNT
<b>REZONING</b>		
Zoning Atlas Amendments without General Development Plan	Z	\$ 1,750.00 <sup>1</sup>
<b>SPECIAL PERMITS</b>		
Special Permit (Includes expansion or change of non-conforming uses or structures)	SP	\$ 380.00 <sup>1,4,5</sup> plus fee for accompanying Plan.
Special Permit (Plot Plan Standards)	SP	\$ 1,000.00 <sup>1,5</sup>
Special Permit Administrative Time Extension (Mobile Home)	SPMH	\$ 250.00
Special Permit Administrative Time Extension (Not Mobile Home)	SPMH	\$ 250.00
Special Permit (Mobile Home)	SP	\$ 600.00 <sup>1</sup>
Modification to Special Permit:		
<b>Administrative</b>	SPRA SPRA	\$ 220.00 <sup>4</sup> Planning Department Review Only \$ 500.00 <sup>4</sup> Requiring Agency Review
<b>Hearing Officer</b>	SPRH	New Special Permit Fee
		<b>NOTE: Please remember that a Preliminary and a Final Site Plan are required for a Special Permit even if done to Final Site Plan Standards. Both fees must be paid.</b>
<b>SPECIAL STUDIES</b>		
Fire Line, Fire Flow, Traffic, Sanitary Sewer, Drainage, Solid Waste, or other study.	STUDY	Actual Cost <sup>8</sup>

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DESCRIPTION	CODE	AMOUNT
STREET NAME REQUEST (PUBLIC OR PRIVATE)	STNAME	\$ 500.00
<b>SUBDIVISION PLATS</b>		
Preliminary Subdivision Plat:  <p style="margin-left: 40px;">(Projects which submit for simultaneous review of preliminary site plan/preliminary plat shall be charged the higher of the two fees, PLUS ½ of the lower fee.)</p>		
<b>Small Scale Projects</b> <sup>2</sup> (under 300 lots)	PSUB	\$ 1,260.00 (For 1 to 3 lots)
	PSUB	\$ 1,640.00 (For 4 to 10 lots)
	PSUB	\$ 2,520.00 (11 or more lots plus \$2.80 per lot/unit over 75)
<b>Moderate Scale Projects</b> <sup>2</sup> (300 - 599 lots)	PSUB	\$ 3,150.00 plus \$2.10 per lot/unit over 300
<b>Large Scale Projects</b> <sup>5</sup> (600+ lots)	PSUB	\$ 5,450.00 plus \$2.10 per lot/unit over 600
<b>Modification to Preliminary Plat:</b>		
Administrative	PSUBRA PSUBRA	\$ 220.00 <sup>4</sup> \$ 500.00 <sup>4</sup>
Board of County Commissioners	PSUBRH	50% of Preliminary Subdivision Plat Fee. <sup>1</sup>
Final Subdivision Plat:		
<b>Small Scale Projects</b> (under 300 lots)	FSUB FSUB FSUB FSUB	\$ 1,135.00 <sup>5</sup> \$ 1,475.00 <sup>5</sup> \$ 2,160.00 <sup>5</sup> \$ 2,270.00 <sup>5</sup> (For 1 to 3 lots) (For 4 to 10 lots) (For 11 to 75 lots) (plus \$8.60 per lot/unit over 75.)

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DESCRIPTION	CODE	AMOUNT
<b>SUBDIVISION PLATS (Final Continued)</b>		
Moderate Scale Projects (300 - 599 lots)	FSUB	\$ 4,210.00 <sup>5</sup> plus \$4.80 per lot/unit over 200
Large Scale Projects	FSUB	\$ 5,650.00 <sup>5</sup> plus \$4.80 per lot/unit over 600.
Modification to Final Plat -- Board of County Commissioners	FSUB	Final Subdivision Plat Fee
<b>TREE REMOVAL</b>		
Tree Removal Permit	TRP	\$ 130.00 <sup>7</sup> No separate review fee when reviewed in conjunction with other applications.
Tree Removal Permit Amendment	TRP	\$ 70.00 <sup>7</sup>
Tree Removal Payment in Lieu of Replacement	TREPL	\$ 590.00 per replacement tree required, 4" to 15" Diameter Breast Height (DBH). (Each 3" caliper replacement tree)
	TREPL	\$ 1,190.00 per replacement tree required, 16" to 30" Diameter Breast Height (DBH). (Each 5" caliper replacement tree)
	TREPL	\$ 2,520.00 per replacement tree required, over 30" Diameter Breast Height (DBH). (Each 7" caliper replacement tree)
		Plus 3% administrative surcharge.
<b>VARIANCE</b>		
Variance, Administrative	VA	\$ 1,335.00 <sup>1</sup>
	VA	See Administrative Permits = Variances, Administrative.
<b>ZONING OR COMPREHENSIVE PLAN LAND USE CLASSIFICATION/VERIFICATION</b>		
	ZV	\$ 30.00 Per Property
<b>ADDITIONAL CHARGES</b>		
	MAIL	Postage & Handling
	MISC	Will be charged for any requested mailing of documents.



**RESOLUTION 03-253**  
**ATTACHMENT "A"**  
**PLANNING DEPARTMENT FEE SCHEDULE**  
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**FOOTNOTES**

- 1 A \$270.00 public hearing fee shall be due upon application for all projects requiring two public hearings. A \$150.00 public hearing fee shall be due upon application for projects requiring one public hearing. Labels for notice shall be obtained from the Property Appraiser's Office. When applicable, applicants shall be responsible for all required advertising for the public hearings on their applications using material supplied by the County. Signs for advertising shall be charged at \$7.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser's Office.
- 2 For the calculation of fees, small scale is defined as residential developments not greater than 299 lots or non-residential projects with less than 74,999 square feet. Moderate scale is defined as having 300 to 599 lots and/or 75,000 to 149,999 sq. ft.
- 3 All advertising and recording fees must be paid by applicant.
- 4 For modifications requiring administrative approval, applicant shall initially pay the lower fee. If Agency Review is required, the planner will notify applicant for payment of remaining higher fees.
- 5 Address Assignment Fee, if applicable.
- 6 No Development Order or Additional Approvals will be issued for any project with an outstanding balance due to Manatee County.
- 7 See Tree Replacement Fees, as required.
- 8 Actual cost is based upon the hourly rate of pay of each employee performing the work, multiplied by the number of hours worked multiplied by 2.16 plus the cost of required consultants.
- 9 Deposit - All work performed by Manatee County employees directly and reasonably attributable to review of a DRI application shall be paid by the applicant. Fees will be based upon the hourly rate of pay of each employee performing the work, multiplied by the number of hours worked, multiplied by 2.16, except for the County Attorney's time which will be charged at the current hourly rate. For the initial DRI reviews, a deposit of \$8,400.00 will be paid at the time of application. For Substantial Deviation Determinations and all other work associated with approved DRI's, including notices of proposed changes, a \$2,400.00 deposit will be required upon submittal and the developer will be billed for actual time charges. Any balance due over the established deposit amount will be billed. Any amount under the deposit amount will be refunded.