

R-14-014

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ESTABLISHING A REVISED FEE SCHEDULE FOR PLANNING, ZONING AND LAND DEVELOPMENT ACTIVITIES FOR UNINCORPORATED MANATEE COUNTY; PROVIDING DIRECTIONS REGARDING CODIFICATION; REPEALING AND SUPERSEDING CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Subsection 125.01(1)(g), Florida Statutes, authorizes the Board of County Commissioners of each County to prepare and enforce a Comprehensive Plan for the development of the County; and

WHEREAS, Subsection 125.01(1)(h), Florida Statutes, authorizes the Board of County Commissioners of each County to establish, coordinate and enforce zoning and such regulations as are necessary for the protection of the public; and

WHEREAS, the Board of County Commissioners of Manatee County, Florida previously adopted the Manatee County Land Development Code (hereinafter the "Land Development Code"); and

WHEREAS, the Board of County Commissioners of Manatee County, Florida previously adopted the Manatee County Comprehensive Plan (hereinafter "Comprehensive Plan"); and

WHEREAS, the Land Development Code provides that fees may be charged for various costs involved in processing applications, petitions and various related matters; and

WHEREAS, the Building and Development Services Department has reviewed and recommended approval of the comprehensive fee schedule which is attached hereto as Exhibit A to this resolution setting forth a schedule of costs and charges; and

WHEREAS the Board of County Commissioners has determined that it is in the best interest and necessary to promote the public health, safety and welfare of the citizens in Manatee County to adopt said fee schedule and hereby finds that said fee schedule is reasonably related to the costs of administering and enforcing the development activities described in the Land Development Code and Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, that:

Section 1. Schedule Fees and Charges. The Board of County Commissioners hereby establishes a revised fee schedule to recoup the costs of administering development applications and enforcing the Land Development Code. Attachment A to this resolution is hereby adopted as the applicable fee schedule for processing applications, petitions and related matters pursuant to the Land Development Code and Comprehensive Plan, and said Attachment "A" is hereby incorporated herein by reference. Attachment "A" may be amended in whole or in part by further resolution of the Board as may be necessary and deemed warranted.

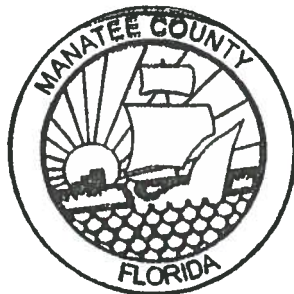
Section 2. Directions Regarding Codification. This resolution shall not be codified in the Manatee County Code of Resolutions.

Section 3. Conflicting Resolutions. Upon the effective date of this resolution, all resolutions and parts of resolutions in conflict with the provisions of this resolution shall be repealed, rescinded, superseded and replaced by this resolution to the extent of such conflict.

Section 4. Severability. In the event any provisions, portion or section of this resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining provisions, portions or sections of this resolution which shall remain in full force and effect.

Section 5. Effective Date. This resolution and the fees and charges established in this resolution take effect June 1, 2014.

PASSED AND ADOPTED by the Board of County Commissioners of Manatee County, Florida with a quorum present and voting this 20th day of May, 2014.



**BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA**

By: Larry Bustle
Larry Bustle, Chairman

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

By: G. Cicero
Deputy Clerk

Manatee County Building and Development Services Department

Fee Schedule



DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT	
ADDRESS ASSIGNMENT:	ADDR	\$ 50.00 each	Per each Address for commercial/residential new or revised
	ADDR	\$ 50.00 each	Address Confirmation Letter
ADMINISTRATIVE DETERMINATION	AD	\$ 600.00	To be paid with request.
ADMINISTRATIVE PERMITS			
Plot Plan Standards	AP	\$ 2,500.00	1 Stop Review or Planner Review Only
	AP	\$ 4,500.00	Planning and Limited Reviewers
Final Site Plan Standards	AP	\$ 6,000.00	
SEXUALLY ORIENTED BUSINESSES (ADULT ENTERTAINMENT)	AEW	\$ 4,000.00	(see footnotes 1 & 2)
ADVERTISING			
Appeals to Hearing Officer or Board of County Commissioners, Planned Developments, Rezoning, Special Permits, Variances, and Extensions	ADV	\$ 1,000.00	For applications requiring one public hearing. Fees collected along with application fees
Appeals to Hearing Officer or Board of County Commissioners, Planned Developments, Rezoning Special Permits, Variances	ADV	\$ 2,000.00	For applications requiring two public hearings. Fees collected along with application fees
			(Advertising fees should be paid on all public hearing items at the time of application submittal.)

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
<p>AFFORDABLE HOUSING</p> <p>Affordable Housing Payment in lieu of Construction</p>	AFFH	<p>\$3,899.00 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.</p>
<p>APPEALS</p> <p>Appeals to Hearing Officer or Board of County Commissioners</p>	AA	<p>\$5,500.00 (see footnote 2)</p>
<p>CERTIFICATE OF APPROPRIATENESS (Historic Preservation)</p> <p>Application and Review Fee (Public Hearing)</p> <p>Application and Review Fee (Administrative)</p>	<p>HPB</p> <p>HPB</p>	<p>\$1,000.00</p> <p>\$ 300.00</p>
<p>CERTIFIED LOT(S)</p>		<p>\$1,000.00 per lot</p>
<p>COMMUNITY DEVELOPMENT DISTRICT</p> <p>New CDD Application for establishment by state (Florida Statute 190.005(1))</p> <p>New CDD Application for establishment by county (Florida Statute 190.005(2))</p> <p>CDD Expansion, contraction, dissolution, or amendment</p> <p>CDD Special powers</p>	<p>CDD</p> <p>CDD</p> <p>CDD</p> <p>CDD</p>	<p>See Florida Statute 190.005(1)(b)1. (see footnote 2)</p> <p>\$16,000.00 (see footnote 2)</p> <p>\$16,000.00 (see footnote 2)</p> <p>\$ 9,000.00 (see footnote 2)</p>

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
<p>COMPREHENSIVE PLAN</p> <p>Large Scale (Map/Text) Amendment</p> <p>Small Scale (Map Amendment)</p>	<p>PA</p> <p>PA</p>	<p>\$20,000.00 (see footnotes 1 & 2)</p> <p>\$10,000.00 (see footnotes 1 & 2)</p>
<p>CONSTRUCTION DRAWINGS</p> <p>Subdivision</p> <p>Mobile Home/RV Park</p> <p>Site Plan</p> <p>Amendment to Approved Construction Plans</p>	<p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p>	<p>NOTE: WHEN COMBINED FINAL SITE PLANS/CONSTRUCTION DRAWINGS ARE SUBMITTED AT THE SAME TIME, THEY WILL RECEIVE A 25% DISCOUNT.</p> <p>\$ 825.00 plus \$60.00/lot</p> <p>\$ 825.00 plus \$10.00/lot</p> <p>\$ 825.00 plus \$15.00 per each 500 square feet of non-residential building area over 10,000 square feet.</p> <p>One-half (½) of above fees</p>
<p>COPIES/REPRODUCTION</p> <p>Photocopying</p> <p>Replacement of Previously issued Job Site Sheets (Copies of plans that require Stamp and signature of Staff)</p>	<p>COPIES</p> <p>EACH</p>	<p>\$0.15/page 1 sided – Up to 11"x17"</p> <p>\$0.20/page 2 sided – Up to 11"x17"</p> <p>\$2.00 >than 11"x17" to 18"x24"</p> <p>\$4.00 >than 18"x24"</p> <p>\$1.00 Certification stamp fee per page</p>

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
DEVELOPMENT OF REGIONAL IMPACT (DRI)		
Initial Application (ADA)	DRI	\$ 20,000.00 (see footnotes No. 1 & 2)
Notice of Proposed Change	DRI	\$ 10,000.00 (see footnotes No. 1 & 2)
Local Ordinance Amendment	DRI	\$ 7,500.00 (see footnotes No. 1 & 2)
DRI Amendment/Development Order Amendment	DRI	\$ 7,500.00 (see footnotes No. 1 & 2)
Annual Report Review	DRI	\$ 3,000.00
Binding Letter Review	DRI	\$ 1,500.00
<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>		
EARTHMOVING		
Site Plan Approvals	EP	\$ 6,000.00 (see footnotes 1 & 2)
Operating Permit	EP	\$ 4,800.00 plus \$1.00 for each acre over 100 (see footnote 1)
Amendment to Operating Permit	EP	\$ 2,400.00 plus \$1.00 for each acre over 100 (see footnote 1)
Annual Progress Report	EP	\$ 1,500.00 plus \$275.00 per inspection, not to exceed 12 Inspections per year.

DEVELOPMENT REVIEW FEES

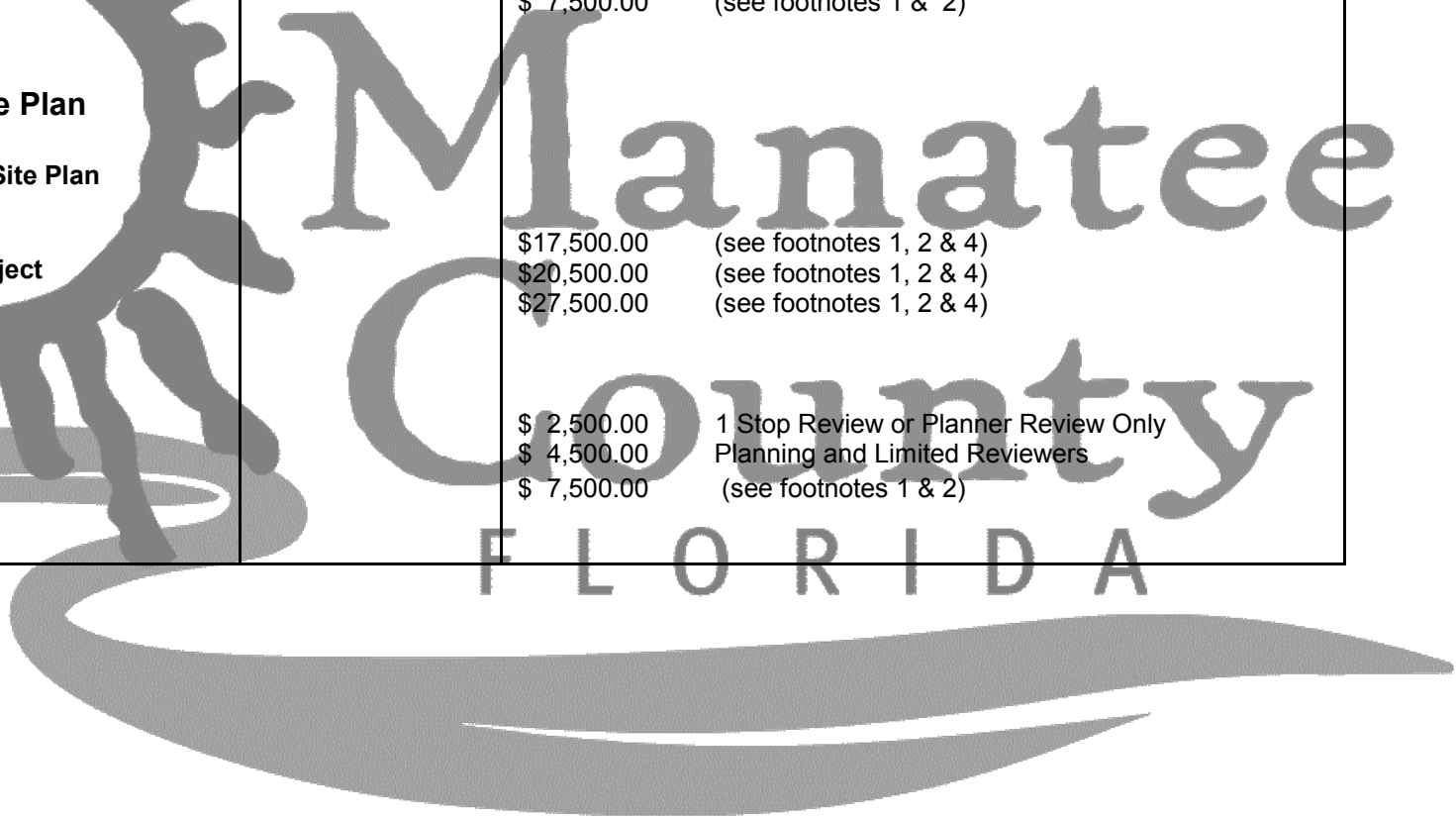
DESCRIPTION	CODE	AMOUNT
EARTHMOVING (PHOSPHATE)	EP	Determined in the same manner as a Development of Regional Impact for ADA, Amendments and Annual Reports, Remaining fees as per Earthmoving.
ENVIRONMENTAL PRESERVE MANAGEMENT PLAN REVIEW (EPMP) Public Hearing Administrative	EPMP EPMP	\$ 6,000.00 (see footnotes 1 & 2) \$ 3,000.00
EXTENSIONS Certificate Level of Service Legislative Directed Site Plan Administrative Public Hearing Legislative Directed	FSPRA FSPRA FSPRA FSPRA FSPRA	\$2,500.00 (see footnote 2) \$ 425.00 \$1,000.00 \$2,500.00 (see footnotes 1 & 2) \$ 425.00
FINAL SITE PLAN: (Including Planned Development Zoning) Small Scale Projects Moderate Scale Projects Large Scale Projects Modification to Site Plan: Administrative Revised/Modification:	FSP FSP FSP FSPRA FSPRA FSPRA	<p>NOTE: Plans based on prior Preliminary Site Plan approval shall receive a 25% discount.</p> \$ 6,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$12,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$18,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers \$ 4,500.00

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
INFRASTRUCTURE INSPECTION FEE:	PII PII PII PII PII PII PII	Public Infrastructure \$100.00 per hour Residential (Initial + one re-inspection) \$6,375.00 + \$25.00 per lot Commercial (Initial + one re-inspection) Small Scale Projects (up to 74,999 sq. ft.) \$1,530.00 ea. Moderate Scale Projects (75,000 – 149,999 sq. ft.) \$2,295.00 ea. Large Scale Projects (150,000+ sq. ft.) \$3,060.00 ea. Re-inspection Fee (subsequent inspections – all categories) \$275.00 ea.
INSPECTIONS		
BOND RELEASE INSPECTION	PZI	\$ 275.00
ENVIRONMENTAL PLANNING INSPECTION	PZI	\$ 275.00
ONE STOP REVIEW INSPECTION	PZI	\$ 275.00
ZONING INSPECTION	PZI	\$ 460.00
ZONING INSPECTION RE-INSPECTION	PZI	\$ 275.00
LAND DEVELOPMENT CODE TEXT AMENDMENT	LDCTXT	\$ 5,000.00 (see footnotes 1 & 2)
LOCAL DEVELOPMENT AGREEMENT APPLICATION		
	DA	\$ 15,000.00
Amendment to the Local Development Agreement	DA	\$ 7,500.00
OFFSTREET PARKING PLAN		
	OP	\$ 2,500.00
	OP	\$ 4,500.00
		1 Stop Review or Planner Review Only Planning and Limited Reviewers

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT	
PLANNED DEVELOPMENTS			
Rezone w/General Development Plan:			
Prepared to General Standards			
Small Scale Project	ZG	\$16,500.00	(see footnotes 1,2, & 4)
Moderate Scale Project	ZG	\$19,500.00	(see footnotes 1,2, & 4)
Large Scale Project	ZG	\$22,500.00	(see footnotes 1,2, & 4)
Modification			
Administrative		\$ 2,500.00	1 Stop Review or Planner Review Only
Public Hearing		\$ 4,500.00	Planning and Limited Reviewers
		\$ 7,500.00	(see footnotes 1 & 2)
Rezone w/Preliminary Site Plan Standards:			
Prepared to Preliminary Site Plan Standards			
Small Scale Project		\$17,500.00	(see footnotes 1, 2 & 4)
Moderate Scale Project		\$20,500.00	(see footnotes 1, 2 & 4)
Large Scale Project		\$27,500.00	(see footnotes 1, 2 & 4)
Modification			
Administrative		\$ 2,500.00	1 Stop Review or Planner Review Only
Public Hearing		\$ 4,500.00	Planning and Limited Reviewers
		\$ 7,500.00	(see footnotes 1 & 2)



DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
PLANNED DEVELOPMENTS – continued		
General Development Plan – NO Rezone:		
Prepared to General Standards		
Small Scale Project		\$11,000.00 (see footnotes 1, 2 & 4)
Moderate Scale Project		\$13,000.00 (see footnotes 1, 2 & 4)
Large Scale Project		\$16,000.00 (see footnotes 1, 2 & 4)
Modification		
Administrative		\$ 2,500.00 1 Stop Review or Planner Review Only
Public Hearing		\$ 4,500.00 Planning and Limited Reviewers
Public Hearing		\$ 7,500.00 (see footnotes 1 & 2)
Prepared to Preliminary Standards – NO Rezone:		
Small Scale Project		\$12,000.00 (see footnotes 1, 2 & 4)
Moderate Scale Project		\$16,000.00 (see footnotes 1, 2 & 4)
Large Scale Project		\$24,000.00 (see footnotes 1, 2 & 4)
Modification		
Administrative		\$ 2,500.00 1 Stop Review or Planner Review Only
Public Hearing		\$ 4,500.00 Planning and Limited Reviewers
Public Hearing		\$ 7,500.00 (see footnotes 1 & 2)
Note: BOCC cannot approve Preliminary Plats		
Prepared to Preliminary Site Plan Standards/Preliminary Subdivision Plat		
Small Scale Project		\$16,000.00 (see footnotes 1, 2 & 4)
Moderate Scale Project		\$24,000.00 (see footnotes 1, 2 & 4)
Large Scale Project		\$39,000.00 (see footnotes 1, 2 & 4)
Modification		
Administrative		\$ 2,500.00 1 Stop Review or Planner Review Only
Public Hearing		\$ 4,500.00 Planning and Limited Reviewers
Public Hearing		\$ 7,500.00 (see footnotes 1 & 2)

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
Preliminary Site Plan/Final Site Plan Small Scale Project Moderate Scale Project Large Scale Project Modification Administrative		\$16,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$26,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$39,000.00+ \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. Commercial (see footnote 4) \$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers
Preliminary Site Plan/Preliminary Plat/Final Site Plan Small Scale Project Moderate Scale Project Large Scale Project Modification Administrative		\$22,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$36,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$57,000.00 + \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers
Preliminary Plat/Final Site Plan Small Scale Project Moderate Scale Project Large Scale Project Modification Administrative		\$12,000.00+ \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$22,000.00+ \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$36,000.00+ \$10.00 per lot residential/\$40.00 per 1,000 sq. ft. commercial (see footnote 4) \$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
NAME CHANGE (Project/Application name change)		\$ 350.00
PREAPPLICATION CONFERENCE	PREAP PREAP PREAP	\$ 500.00 Scoping Meeting \$ 1,500.00 Regular \$ 2,500.00 Manager Review NOTE: Only the regular Preapplication fees of \$1,500.00 will be Credited towards application submittal. The Scoping Meeting & Manager Review will not be.
PRELIMINARY SITE PLAN – Non-Public Hearing		
Small Scale Projects	PSP	\$10,000.00 (see footnote 4)
Moderate Scale Projects	PSP	\$14,000.00 (see footnote 4)
Large Scale Project	PSP	\$21,000.00 (see footnote 4)
Revised/Modification:		
Administrative	PSPRA PSPRA	\$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers
PRIVATE STREET AMENDMENT / EASEMENT CONVERSION	PS	\$ 2,400.00
REZONING (Non Planned Development)	Z	\$ 6,500.00 (see footnotes 1 & 2)
SIGN ORDINANCE ADJUSTMENT		
Adjustment, Public Hearing		\$ 6,500.00 (see footnotes 1 & 2)
Adjustment, Administrative		\$ 1,400.00

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
SPECIAL PERMITS		
<p>Special Permit (Includes expansion or change of non-conforming uses or structures)</p> <p>Modification to Special Permit:</p> <p>Administrative</p> <p>Public Hearing</p>	<p>SP</p> <p>SPRA SPRA</p> <p>SPRH</p>	<p>\$ 6,000.00 (see footnotes 1 & 2) (FINAL SITE PLAN REQUIRED AFTER BOARD APPROVAL)</p> <p>\$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers</p> <p>\$ 4,800.00 (Public Hearing) (see footnotes 1 & 2)</p>
STREET NAME REQUEST (PUBLIC OR PRIVATE)		
	<p>STNAME</p> <p>STNAME</p>	<p>\$ 812.00 Street Name Waiver Request</p> <p>\$ 812.00 Street Name Waiver/Commemorative Request (see footnote 2)</p>
SUBDIVISION PLATS		
Preliminary Subdivision Plat:		
<p>Small Scale Projects</p> <p>Moderate Scale Projects</p> <p>Large Scale Projects</p>	<p>PSUB</p> <p>PSUB</p> <p>PSUB</p>	<p>\$ 6,000.00 (see footnote 4)</p> <p>\$10,000.00 (see footnote 4)</p> <p>\$18,000.00 (see footnote 4)</p>
Modification to Preliminary Plat:		
<p>Administrative</p> <p>Public Hearing</p>	<p>PSUBRA PSUBRA</p> <p>PSUBRH</p>	<p>\$ 2,500.00 1 Stop Review or Planner Review Only \$ 4,500.00 Planning and Limited Reviewers</p> <p>\$ 7,000.00 (see footnotes 1 & 2)</p>
Final Subdivision Plat:		
<p>Small Scale Projects</p> <p>Moderate Scale Projects</p> <p>Large Scale Projects</p>	<p>FSUB</p> <p>FSUB</p> <p>FSUB</p>	<p>\$ 4,000.00 + \$ 10.00 per lot (see footnote 4)</p> <p>\$ 7,000.00 + \$ 10.00 per lot (see footnote 4)</p> <p>\$14,000.00 + \$ 10.00 per lot (see footnote 4)</p>

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
TRANSPORTION CONCURRENCY REVIEWS Traffic Study Review Fee	DRI	Consultant bills are billed at actual costs
TREE REMOVAL		
Tree Removal Permit (For 15 trees or less)	TRP	\$ 300.00 (see footnote 3)
Tree Removal Permit (For 16 trees or more)	TRP	\$ 500.00 (see footnote 3)
Tree Removal Payment in Lieu of Replacement	TREPL	\$ 345.00 per replacement tree required, 4" to 15" Diameter Breast Height (DBH) (Each 3" caliper replacement tree)
	TREPL	\$ 495.00 per replacement tree required, (Each 4" caliper replacement tree)
	TREPL	\$ 645.00 per replacement tree required, 16" to 30" Diameter Breast Height (DBH) (Each 5" caliper replacement tree)
	TREPL	\$ 1,700.00 per replacement tree required, over 30" Diameter Breast Height (DBH) (Each 7" caliper replacement tree)
VARIANCE		
Variance, Public Hearing	VA	\$ 6,500.00 (see footnotes 1 & 2)
Variance, Administrative	VA	\$ 1,400.00
ZONING OR COMPREHENSIVE PLAN LAND USE CLASSIFICATION/VERIFICATION		
	ZV	\$ 300.00 Per Property
Beverage License Zoning Verification	ZV	\$ 50.00

DEVELOPMENT REVIEW FEES

DESCRIPTION	CODE	AMOUNT
ADDITIONAL CHARGES		
Development Review Software Seat (Buzzsaw) Resolution R-10-224	MISC	\$ 350.00
Postage & Handling	MAIL	Postage & Handling - Will be charged for any requested mailing of documents.
Notary Fee	MISC	Notary Fee of \$5.00 per document.
CD	MISC	\$10.00 fee each CD copied, plus research time if applicable.
PUBLIC SCHOOL FACILITIES REVIEW FEES		COLLECTED ON BEHALF OF MANATEE SCHOOL BOARD
School Reports – Residential Development Review Comments		
Comprehensive Plan Amendment	SBCPA	\$ 500.00
Land Use Atlas Amendment (Rezone)	SBREZ	\$ 550.00
Development Plan	SBDEV	\$ 650.00
Development of Regional Impact (DRI)	SBDR1	\$2,500.00
DRI Substantial Deviations and NOPC	SBNPC	\$1,000.00
School Concurrency Analysis Report	SBSCA	\$ 800.00
Local Development Agreement/Proportionate Share Mitigation	SBLDA	\$5,000.00

FOOTNOTES

- 1 Signs for advertising shall be charged at \$20.00 per sign, payable prior to receipt of the signs. Labels for notice shall be obtained from the Property Appraiser's Office.
- 2 All advertising and recording fees must be paid by applicant.
- 3 See Tree Replacement Fees, as required.
- 4 Small Scale Projects (1-299 lots)/up to 74,999 sq. ft., Moderate Scale Projects (300-599 lots)/75,000 – 149,999 sq. ft., Large Scale Projects (600+ lots)/150,000 sq. ft. +.

No Development Order or Additional Approvals will be issued for any project with an outstanding balance due to Manatee County.

*** Unique Situations/Projects with limited review – fees may be adjusted at the discretion of the appropriate Department Director. The Building and Development Services Director will coordinate with the appropriate Department Director.