

RESOLUTION 24-05

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA, AMENDING RESOLUTION 20-04, PROVIDING FOR REVISIONS TO THE ADOPTED SCHEDULE OF FEES AND CHANGES FOR MATTERS PERTAINING TO THE CITY'S COMPREHENSIVE PLAN AND LAND DEVELOPMENT REGULATIONS; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the City has adopted a Comprehensive Plan and Land Development Regulations pursuant to the Community Planning Act, Chapter 163.3161 through 163.3248, Florida Statutes; and,

WHEREAS, it is the intent of the City that the City shall not be required to bear the cost of processing and reviewing applications, petitions, or appeals under the Comprehensive Plan or Land Development Regulations; and,

WHEREAS, the fees and charges herein represent the costs associated with processing and reviewing applications, petitions, and appeals under the Comprehensive Plan and Land Development Regulations, including costs associated with providing required public notice, processing, reviews by professional consultants, and other costs and fees involved in the processing of applications, petitions, and appeals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA:

Section 1. SCHEDULE OF FEES

The application fee as set forth in the table below shall be paid in full at the time the application is submitted to the Planning & Community Development Department for review:

<u>Application Type</u>	<u>Fee</u>
<u>Comprehensive Plan Amendment (CPA) to Future Land Use Map</u>	
<u>(FLUM)</u>	
CPA to FLUM, Small Scale	\$4,500
CPA to FLUM, Large Scale	\$6,000
<u>Site- Specific Amendments to the Official Zoning Atlas (Rezoning)</u>	
Rezoning, less than or equal to 10 acres	\$4,500
Rezoning, greater than 10 acres	\$6,000

CPA to FLUM and Rezoning – Reviewed Concurrently

Small Scale CPA to FLUM and Rezoning	\$7,500
Large Scale CPA to FLUM and Rezoning	\$9,000
Large Scale CPA to FLUM and Rezoning to Planned Development	\$9,500

Planned Developments

Planned Development	\$6,500
Planned Development (PD) Amendment	\$5,000

Text Amendments (Reference Policy 15 for additional information)

Comprehensive Plan Text Amendment	\$5,000
Land Development Regulations (LDR) Text Amendment	\$5,000

Annexations

Annexation, Voluntary	\$500
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Special Exception Permits

Special Exception Permit, PZB Approval	\$2,000
Special Exception Permit, City Commission Approval	\$2,250

Variances

Variance, Zoning	\$1,800
Zoning, Subdivision	\$1,500

Chapter 163 Development Agreements

\$8,500

Subdivision Reviews

Minor Subdivisions

Minor Subdivision (<i>except for single lot replats</i>)	\$1,500
Single Lot Replat	\$800

Preliminary Plat

Base Fee	\$1,000
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Plus \$10 per lot

<i>Amendment to Preliminary Plat</i>	\$500
Construction Plans	
Base Fee	\$800
	Plus \$5 per lot
<i>Amendment to Construction Plans</i>	\$800
Final Plat	
Base Fee	\$500
	Plus \$5 per lot
<u>Development Plan Reviews</u>	
Certificate of Appropriateness (Major Review)	\$500
Infrastructure Plan	\$2,700
Minor Modifications to an Approved Site Plan/Infrastructure Plan	\$800
Minor Site Plan	\$800
Permit Extension (requiring Board or Commission action)	\$500
Site Plan	\$2,700
Special Permit	\$1,350
<u>Compliance Determinations & Administrative Reviews</u>	
Administrative Adjustment	\$200
Certificate of Land Development Regulations (LDR) Compliance	\$50
Certificate of Appropriateness (Minor Review)	\$100
Certificate of Level of Service Standard	\$250
Interpretation of Land Development Regulations (LDR) Administrator	\$200
Lot Split	\$200
Temporary Use Permit	\$200
Zoning Approval for Alcoholic Beverage License	\$75
Zoning Approval for Alcoholic Beverages – Temporary Permit or Special Sales	\$25
Tree Removal Permit (Commercial)	\$50
Zoning Verification Letter (for verification of zoning designation ONLY)	\$25
Zoning Verification Letter (may include verification of zoning, open permits, open code violations and cases, liens, etc.)	\$100

Special Event Permits

Special Event Permit	\$100
Police Officer	As per APD Extra Duty Policy
Public Services Employee	\$30.00/hour (4 hr. minimum)
Recreation & Culture Employee	\$30.00/hour (4 hr. minimum)
Facility Rentals	As per Parks & Recreation Fee Schedule

NOTE: Depending upon the scope of a special event, there may be other fees that are assessed to provide staffing, services, support, equipment, etc., for the event. Any City staff, services, support, equipment, etc., necessary and required to serve the event will be determined by the City in its sole discretion.

Vested Rights Certificate \$1,200

Development of Regional Impact (DRI) Reviews (See Policy 16 for additional information)

Substantial Deviation Determination	\$2,125
Notice of Proposed Change and Other Amendments to Development Order	\$6,525
Development of Regional Impact (DRI) Annual Report Review	\$1,000
Public Facilities Annual Report Review	\$1,000

Community Development District Review (CDD)

Creation of CDD	\$8,000
CDD Annual Budget Review	\$2,000

Appeals to the Board of Adjustment (BOA)

Decisions of Land Development Regulations (LDR) Administrator	\$1,000
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Appeals to the City Commission

Decisions of Planning & Zoning Board (PZB)	\$1,000
Decisions of Land Development Regulations Administrator	\$500

Off-Site Tree Mitigation

\$125 /
replacement inch

Other Services

Copy of Future Land Use Map or Official Zoning Atlas (24" x 36")	\$35
Copy of Plat / Site Plan (Per Sheet – 24" x 36")	\$5
Mailing Labels for Project Review (One Set of Mailing Labels)	\$35
Minimum five (5) day notice required	
Each Additional Set of Mailing Labels	\$5

Section 2. PLANNING & COMMUNITY DEVELOPMENT FEE POLICIES

1. No application shall be accepted for processing until the required application fee, or reduced fee set forth in subsections 7, 8, or 9 below, is paid in full by the applicant. An application fee may be refunded only if:
 - a. The application is withdrawn prior to the City incurring direct costs in processing the application (i.e., copying and distributing copies to staff and/or consultants, reviewing application materials, posting and/or mailing public notices, advertising, postage, printing reports, etc.);
 - b. The decision-making body or City Staff determines the application has been submitted in good faith, but circumstances beyond the applicant's control result in a need to withdraw the application;
 - c. The application was accepted in error; or,
 - d. The fee paid exceeded the amount due.
2. In no instance shall an application fee, or any portion thereof, be refunded for any costs incurred by the City and directly related to the review of the application, which may include, but are not limited to, review by City Staff or professional consultants.
3. Certificate of LDR Compliance fees are nonrefundable. This includes, but is not limited to, instances where fees are collected for a determination review associated with an application for a Local Business Tax Receipt which is found to be inconsistent with the Land Development Regulations and thus denied.
4. Except as set forth in subsection 5 below, application fees paid to the City shall cover the review of the application for a one-year period commencing on the date the application is initially submitted. If an application is resubmitted for the same project more than one year from the date the application was initially submitted, a new application fee shall be paid.

5. If the applicant proposes a significant change in the scope or character of an application after review of the application has commenced, the Land Development Regulations (LDR) Administrator, in his or her sole discretion, may assess an additional application fee equal to 50% the established application fee to cover the additional costs associated with the review of the application.
6. Applications fees include a one (1) completeness review, two (2) Project Assistance Team (PAT) (or equivalent) reviews, and the reviews associated with each resubmittal following the one (1) completeness review and two (2) PAT reviews to confirm comments have been addressed by the resubmittal. If an additional completeness review(s) is (are) required, a resubmittal fee equal to 10% of the application fee shall be assessed, and shall be paid prior to further review of the application. If an additional PAT review(s) is (are) required, a resubmittal fee equal to 25% of the application fee shall be assessed for each additional PAT review, and shall be paid prior to further review of the application.
7. There is a 50% reduction in application fees for Minor Site Plans, Site Plans, and Subdivisions (Preliminary Plats, Construction Plans, and Final Plats) located within the Community Redevelopment Area (CRA).
8. The applicant may request a 25% reduction in application fees if it is found by the LDR Administrator, in his or her sole discretion, that an application will further one or more of the Strategic Initiatives as established within the City's current Strategic Plan.
9. Application fees may be waived by the LDR Administrator, in his or her sole discretion, for reconstruction of a building or structure following casualty damage, provided that the pre-existing use is permitted use within the Future Land Use Map category and zoning district of the property.
10. The City, in its sole discretion, may engage the professional services of outside consultants in disciplines including but not limited to traffic engineering, civil engineering, electrical engineering, landscape architecture, land use planning and law, and acoustical engineering to review and comment on a petition, application, or appeal. The City shall invoice the applicant for all costs associated with professional services and reviews by outside consultants. Fees charged for work performed by a professional consultant shall be equal to the costs incurred by the City plus an additional 10% administrative fee. All costs associated with outside reviews and consultant fees shall be paid in full prior to any legislative and/or quasi-judicial action of any type or kind on the petition, application, or appeal.
11. In the event that re-advertisement of an application is required due to any delay or postponement requested by the applicant, or necessitated by some act or failure to act on the part of the applicant, an additional fee equal to the costs for public notice will be charged to the applicant. This additional fee shall be paid to cover the additional costs for noticing the rescheduled public hearing. This cost

shall be paid in full prior to any legislative and/or quasi-judicial action of any type or kind on the petition, application, or appeal. There shall be no charge if the delay or postponement of a public hearing is requested or made by the City.

12. Notwithstanding any other provision to the contrary, any application fee required may be waived for any applicant which is an agency of the government of the United States, an agency of the State of Florida, an agency of Alachua County, the Alachua County School Board, or the City of Alachua if a written request is received within five (5) business days of the date the application was submitted, provided however, that all costs associated with public notice of any required public hearings shall be paid by the applicant.
13. The LDR Administrator may reduce a required application fee where it is found that: 1) special circumstances, not under the control of the applicant, justify a reduction in the fee; and, 2) the actual direct cost to the City for processing the application will not exceed the actual fee collected. In no case may a reduced fee be less than the costs incurred by the City associated with public notices for any required public hearings. A request for reduction in the fee must be received within writing within five (5) business days of the date the application was submitted.
14. Fees which were paid by an applicant prior to the effective date of this Resolution for the review of a Subdivision shall be credited to the review of Constructions Plans and Final Plats submitted after the effective date of this Resolution.
15. **SPECIFIC POLICIES FOR TEXT AMENDMENTS TO THE COMPREHENSIVE PLAN OR LAND DEVELOPMENT REGULATIONS (LDRS):**
 - a. The application fee set forth in the Schedule of Fees is a base fee. All work performed by City of Alachua Staff or professional consultants as set forth in subsection 10 above directly and reasonably attributable to the review and recommendation regarding a Text Amendment to the City's Comprehensive Plan or LDRs shall be paid in full by the applicant. Fees charged for work performed by City of Alachua Staff will be based upon the hourly rate of pay and benefits of each Staff member performing the work multiplied by the number of hours worked plus 20% for indirect costs. Fees charged for work performed by a professional consultant shall be equal to the costs incurred by the City plus an additional 10% administrative fee. Any other direct costs incurred by the City and associated with the review and processing of the application, including but not limited to public notice, printing, and electronic and telephone communications shall be paid by the applicant.
 - b. The applicant shall be required to pay an additional deposit when review expenses have exhausted 75% of the base application fee. When an additional deposit is required such deposit

shall be, at a minimum, 50% of the base application fee as set forth herein. Any auditor fees for establishment and maintenance of this account shall be the responsibility of the applicant.

- c. Upon conclusion of staff and any professional services review(s) of an application all fees shall be calculated by the City of Alachua and shall be paid in full by the applicant prior to the application being scheduled for any public hearing. Any excess deposit provided to the City shall be refunded to the applicant after final action on the application. No portion of the base fee shall be refunded.

16. SPECIFIC POLICIES FOR DEVELOPMENTS OF REGIONAL IMPACT:

- a. A Substantial Deviation and other Amendments, including a Notice of Proposed Change to an existing Development Order, will require a base application fee to be paid upon notification that a Substantial Deviation exists or when an amendment to the Development Order is required or upon submittal of the Notice of Proposed Change.
- b. The application fees set forth in the Schedule of Fees is a base fee. All work performed by City of Alachua Staff or professional consultants as set forth in subsection 10 above directly and reasonably attributable to the review and recommendation regarding an Amendment to a Development Order shall be paid in full by the applicant. Fees charged for work performed by City of Alachua Staff will be based upon the hourly rate of pay and benefits of each Staff member performing the work multiplied by the number of hours worked plus 20% for indirect costs. Fees charged for work performed by a professional consultant shall be equal to the costs incurred by the City plus an additional 10% administrative fee. Any other direct costs incurred by the City in connection with the review and processing of an Amendment to a Development Order, including but not limited to public notice, printing, and electronic and telephone communications shall be paid by the applicant.
- c. The applicant shall be required to pay an additional deposit when review expenses have exhausted 75% of the base fee. When an additional deposit is required such deposit shall be, at a minimum, in the amount of 50% of the base application fee as set forth herein. Any auditor fees for establishment and maintenance of this account shall be the responsibility of the applicant.
- d. Upon conclusion of staff and any professional services review(s) of an application all fees shall be calculated by the City of Alachua and shall be paid in full by the applicant prior to the application being scheduled for any public hearing. Any excess deposit shall be refunded to the applicant after final action on the application. No portion of the base fee shall be refunded.

Section 3. SEVERABILITY

It is the declared intent of the City Commission of the City of Alachua that, if any section, sentence, clause, phrase, or provision of this resolution is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this resolution, and the remainder of this resolution after the exclusion of such part or parts shall be deemed to be valid.

Section 4. REPEALING CLAUSE

All resolutions or parts of resolutions in conflict herewith are, to the extent of the conflict, hereby repealed.

Section 5. EFFECTIVE DATE

This Resolution shall be effective as of the date of its passage and adoption.

DULY ADOPTED in regular session this 22nd day of April, 2024.



CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA


Gib Coerper, Mayor
SEAL

ATTEST:


Mike DaRoza, City Manager/Clerk