



Section 4

LAND DEVELOPMENT APPLICATION FEES

This fee schedule has been developed as a convenience to our customers. However, typographical or other errors or omissions in this document will not alter a fee from the fee specified in the City Code of Ordinances.

**Updated Pursuant to Ordinance No. 1579-07
Effective October 1, 2007**

City of Altamonte Springs Developer's Guide

**Prepared by the
Growth Management Department
407.571.8150
www.altamonte.org**

LAND DEVELOPMENT APPLICATION FEES.

Fee schedule effective October 1, 2007. This list summarizes selected fees from Ordinance No. 1579-07. Refer to the Ordinance for the complete list of fees.

(a) Administrative fees:

Precopied correspondence, including ordinances and resolutions, etc., per page.....	\$0.25
Copies made by staff during normal working hours, per page	1.00
Computer printouts, per page	0.25
Research of public records, per hour.....	20.00
Research with written staff response, per hour (one-hour minimum).....	30.00
Certified copies, per seal	1.00
Plus, per page fee	0.25
Fax copies, per page	0.25
Audiotape copies, per tape	10.00
Videotape copies, per tape	20.00
DVD/CD copies, per disk.....	20.00

(b) Planning and development fees:

(1) Documents, plans, and maps.

a. Comprehensive plan:

1. Comprehensive plan (City Plan 2020)	\$135.00
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Fee is for either a paper or CD-ROM copy. The comprehensive plan is also available for download at www.altamonte.org.

b. Land development code:

1. Land development code	Purchase from Municipal Code Corp. \$135.00 if provided by the city
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- 2. Supplements to land development code Purchase from Municipal Code Corp. \$32.00 per supplement if provided by city
- 3. Landscape and tree protection regulations 10.00
- 4. Sign regulations..... 10.00

c. Maps:

- 1. Future land use map 15.00
- 2. Zoning atlas (complete city)..... 50.00
- 3. Zoning atlas map, each sheet..... 5.00

The future land use map and zoning map are also available for download at www.altamonte.org.

d. Plans:

- 1. Copies of paper site plans, per sheet 5.00 or cost of outside vendor
- 2. Copies of microfiched site plans, per page 2.00

e. Other documents:

- 1. Developer’s guide 25.00
- 2. West town center design guidelines 10.00
- 3. Central business district urban design plan 10.00
- 4. Gateway center design guidelines 10.00

Fees are for either a paper or electronic copy. These documents are also available for download at www.altamonte.org.

(2) Abandonment/vacation applications for streets, easements, and rights-of-way:

a. Requiring public hearing:

- 1. Single-family detached or duplex 500.00

- 2. Multi-family and nonresidential..... 1,250.00
- b. Not requiring public hearing (includes staff review and standard language minor document legal agreement fee; does not include recording fees and document stamps) 250.00

(3) Addressing and street name change.

- a. Address assignment or reassignment:
 - 1. Single-family detached or duplex No fee
 - 2. Multi-family and nonresidential, per address..... 10.00
 - 3. Suite, unit, apartment assignment when required separate from address assignment, per unit..... 5.00
- b. Street name change applications (public or private):
 - 1. Requiring public hearing..... 1,000.00
 - 2. Not requiring public hearing 250.00

(4) Alcoholic beverage license review for state alcoholic beverage license application..... 25.00

(5) Annexation, land use change, zoning, and planned unit development (PUD) applications:

- a. Annexation only 1,250.00
- b. Annexation, future land use map change, and rezoning:
 - 1. With small-scale comprehensive plan amendment 1,500.00
 - 2. With large-scale comprehensive plan amendment..... 1,750.00
- c. Future land use map change and rezoning:
 - 1. With small-scale comprehensive plan amendment 1,250.00
 - 2. With large-scale comprehensive plan amendment..... 1,500.00
- d. Rezoning only..... 1,000.00

- e. Rezoning to planned unit development classification, including master land use plan:
 - 1. Without comprehensive plan amendment 1,000.00
 - 2. With small-scale comprehensive plan amendment 1,250.00
 - 3. With large-scale comprehensive plan amendment 1,500.00
- f. Non-substantial change to a planned unit development:
 - 1. Initial application (includes three submittals) 500.00
 - 2. Resubmittal after first three submittals, per submittal 500.00
- g. Land use action not specified above requiring public hearings..... 1,000.00

(6) Appeal applications.

- a. Appeals requiring public hearing:
 - 1. Petition for interpretation by board of zoning appeals or planning board (review of administrative determination)..... 500.00
 - 2. Appeal from decision of building official (building board of adjustments and appeals)..... 500.00
 - 3. Appeal of development review committee decision to planning board..... 500.00
 - 4. Appeal of planning board decision to city commission 500.00
- b. Appeals not requiring public hearing 250.00

(7) Capacity reservation fees:

Refer to Land Development Code Article II, Concurrency Management and Consistency Determination, Table 2, Capacity Reservation Fee Payment Schedule.

(8) City applications - applications initiated by city agencies or offices No fee

(9) Comprehensive plan text amendment applications:

Large-scale amendment..... 2,500.00

(10) Concurrency management system applications (concurrency test):

- a. Concurrency test application 100.00
- b. Concurrency test application with traffic impact analysis..... 250.00

If the city must employ a transportation engineering consultant to review the materials, the cost of the consultant will be charged to the applicant.

(11) Conditional use applications:

- a. Conditional use application..... 500.00
- b. Conditional use extension application ½ of the original application fee

(12) Development of regional impact (DRI) applications:

- a. New DRI application 5,000.00 plus reimbursement of city consultant fees
- b. DRI non-substantial change application..... 1,500.00

(13) Expedited review or processing:

- a. Expedited review and processing services 50% surcharge of application fee(s)

Note: The use of expedited review services is determined by the city.

(14) Fee estimate requests:

- a. Fee estimate request application..... 100.00
- b. Additional staff time required to complete the request in excess of one hour of research per division, per hour..... 30.00

(15) Impact fee special studies (pursuant to Chapter 25):

- a. Alternative impact fee study 250.00
- b. Special impact fee calculations..... 100.00

- c. Impact fee credits review fee..... 100.00

The applicant is also responsible for additional costs that the city may incur to review these special requests, which may include consultant and legal costs. Payment of additional costs will be due no later than 30 days from the determination date.

(16) Land development code amendment applications..... 1,500.00

(17) Legal document preparation:

- a. Standard language major document and similar documents 1,000.00

Includes, but not limited to, developer’s agreements, impact fee agreements, capacity reservation agreements, annexation agreements, escrow agreements, addendum, notices of restrictions, restricted use agreements, cross access easement agreement, reciprocal easement agreements, plat declaration of covenants, and infrastructure construction, maintenance and easement agreements.

- b. Standard language minor document 200.00

Includes, but not limited to, minor easements including, but not limited to, utility, drainage, landscape, and sign; encroachment agreements, deeds, partial release of agreements, dumpster agreements, and notices of termination.

- c. Standard language ministerial document..... 50.00

Includes, but not limited to, meter easements, annexation agreements for single-family residential properties.

- d. Document reviews and rewrites in excess of original draft and one revision:

- 1. City attorney staff, per hour 250.00

- 2. City staff, per hour 30.00

- e. Staff research associated with preparing a notice of termination for an existing agreement, per hour 30.00

Note: Legal document preparation fees do not include Seminole County recording fees and document stamps.

(18) **Name change application for an approved project**..... 50.00

(19) **Sign applications:**

- a. Master sign plan application as part of a preliminary plan application No fee
- b. Master sign plan revision to DRC Same as site plan revision application
- c. Sign face change application 15.00

(20) **Site plan, subdivision development plan, and other plan application review fees:**

Note: For additional submittal fees which may be due concurrently with a plan application, refer to the subsections on subdivision plat applications and variance and wavier applications as part of a site plan or subdivision development plan application.

Landscape concept plan reviews

- a. Landscape plan – concept review of site plan or development plan landscape proposal 50.00

Concept plan applications

- b. Conceptual plan applications:
 - 1. Conceptual plan application for review by DRC or planning board (includes one submittal) 1,500.00
 - 2. Conceptual plan resubmittal..... 750.00

Site plan or development plan applications

- c. Preliminary site plan or development plan applications:
 - 1. Preliminary site plan or development application (includes one submittal)..... 1,500.00
 - 2. Resubmittal of preliminary site plan or development plan 750.00

- d. Final site plan or development plan applications:
 - 1. Final site plan or development plan application, including change of use (includes three submittals and major document legal agreement fee) 2,500.00
 - 2. Resubmittal of site plan or development after first three submittals, per submittal 500.00
- e. Combined preliminary/final site plan or development plan applications:
 - 1. Combined preliminary/final site plan or development plan application (includes three submittals and major document legal agreement fee) 3,000.00
 - 2. Resubmittal of site plan or development plan after first three submittals, per submittal 500.00

Supplemental plan applications

- f. Supplemental site plan application.
 - 1. Supplemental site plan application by DRC pursuant to an annexation agreement (includes three submittals) 1,500.00
 - 2. Resubmittal of site plan after first three submittals, per submittal 500.00

Site plan extension applications

- g. Site plan or development plan extension application 1,000.00

Site plan or Development Plan REVISION applications

- h. Site plan or development plan revision applications:
 - 1. First submittal..... 300.00
 - 2. Second submittal (resubmittal) to respond to comments No fee
 - 3. Resubmittal of site plan revision after first two submittals, per submittal 300.00
- i. Re-review and restamp of lost field copy of plans 100.00

(21) Subdivision plat applications.

Note: All subdivision plat applications must be submitted concurrently with a site plan or development plan application.

a. Preliminary plat applications:

- 1. Preliminary plat application (includes one submittal)..... 400.00
- 2. Resubmittal of preliminary plat..... 300.00

b. Final plat and minor plat applications:

- 1. Final plat or minor plat application (includes three submittals)..... 750.00
- 2. Resubmittal of final plat or minor plat after the first three submittals, per submittal 500.00

c. City professional surveyor and mapper and city attorney review applications:

(The fees listed in this subsection differ from Ordinance No. 1579-07 because this subsection combines the city review fee and the city consulting professional surveyor and mapper review fee into one amount).

- 1. Initial application - five lots or less 2,775.00
 - Each additional lot up to 20 lots (per lot)..... 15.00
 - Each additional lot above 20 lots (per lot) 5.00
- 2. Second submittal (resubmittal) to respond to comments No fee
- 3. Resubmittal after first two submittals, per submittal 650.00
- 4. Sketch of description, per sketch (per review)..... 25.00

(22) Supplemental staff reviews, per employee per hour (plus overtime, if applicable) 30.00

(23) Temporary permit applications:

- a. Temporary portable sign (trailer sign)..... 50.00
- b. Attention getting device..... 50.00
- c. Open air sales..... 50.00

d. Holiday sales..... 35.00

(24) Use determinations and changes:

a. Permitted use interpretation by the growth management director 200.00

b. Petition for change in nonconforming use to a more permissive (conforming) use:

1. Single-family detached and duplex 150.00

2. Multi-family and nonresidential..... 250.00

(25) Variance applications (not part of a site plan or plat application).

a. Variance application to the board of zoning appeals:

1. Single-family detached and duplex 250.00

2. Multi-family and nonresidential..... 500.00

b. Administrative variance application (not requiring a public hearing):

1. Single-family detached and duplex 150.00

2. Multi-family and nonresidential..... 250.00

c. Variance approval extension application..... ½ of the original application fee

(26) Variance and wavier applications as part of a site plan or subdivision development plan application.

a. Variance or waiver application to the planning board (requiring public hearing):

1. First request..... 500.00

2. Each additional request 100.00

b. Administrative variance or waiver application to the DRC (not requiring public hearing):

1. Variance or waiver application submitted with the first plan application submittal, each request 100.00

2. Variance or waiver application submitted after the first plan application submittal, each request 200.00

(27) Vested rights determination regarding impact fees..... 750.00

(28) Zoning and other verification letters:

a. Basic confirmation letter 50.00

Includes confirmation of zoning district, future land use designation, or existing use confirmation.

b. Detailed confirmation letter..... 100.00

Includes, but not limited to, detailed confirmations of property status, property or regulation history, or city legal agreement status.

c. Additional staff time required to complete the request in excess of one-half hour for research and one-half hour for letter drafting for basic letter, or one hour of research and one hour for letter drafting for detailed letter, per hour 30.00

(c) *Transportation concurrency exception area fees:*

Transportation concurrency exception area reservation fee, per trip \$4.44

(d) *Arbor permit fees:*

(1) Residential arbor permit – removal or dead tree, tree damaging or in danger of damaging house, or nuisance tree..... \$20.00

Note: No fee will be charged when permit is for removal of dead trees or for trees listed in the prohibited species list of the city

(2) Commercial, multi-family residential, or subdivision..... 50.00 per acre or fraction thereof (maximum fee \$250.00)

(3) Work without a permit..... Double fee

(e) *Public Works:*

Computer generated plots:

Paper/Vellum, per square foot..... \$2.50



Mylar, per square foot 5.00

Geodetic traverse data:

Geodetic traverse reference books 35.00

Vertical control network 15.00

Geodetic control map 6.00

Blueprints:

Aerial photograph: 1 sheet - 1 section, 1"-200" 5.00

Planimetric and topographic maps, 1 sheet-1 section, 1"-200" 5.00

Planimetric mapping only: 1 sheet-1 section, 1"-200" 5.00

Planimetric mapping only: 1 sheet-1/4 section, 1"-100' 5.00

Record drawing information (36" x 24")..... 5.00

Building/fire fees:

(a) *Miscellaneous fees:*

Property history research for Certificates of Occupancy/Completion and
Fire/Building/Code Enforcement \$60.00

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The City of Altamonte Springs, Florida has contracted with Municipal Code Corporation of Tallahassee, Florida to publish and sell their Land Development Code. The Code and future Supplements can be purchased directly from Municipal Code. The Electronic version of the Code is integrated with **Folio BoundVIEWS**. **Folio** offers a powerful research tool or the Code. Every word in the Code is electronically indexed. Type in a word, a phrase or a query and the program will find every instance of the word, words or phrase in the Code. **Folio BoundVIEWS** is available for Windows 4.2 or higher.

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