

TOWN OF YOUNGTOWN COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE



TOWN OF YOUNGTOWN

“In the Heart of the Northwest Valley”

Community Development

12030 N. Clubhouse Square

Youngtown, AZ 85363

(623) 933-8286

TOWN OF YOUNGTOWN – COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE

Please visit our website at www.youngtownaz.org for more information regarding the processes and guidelines associated with the fees in this document. Fees are adjusted through the Town Ordinance Process for inclusion in the Town Code.

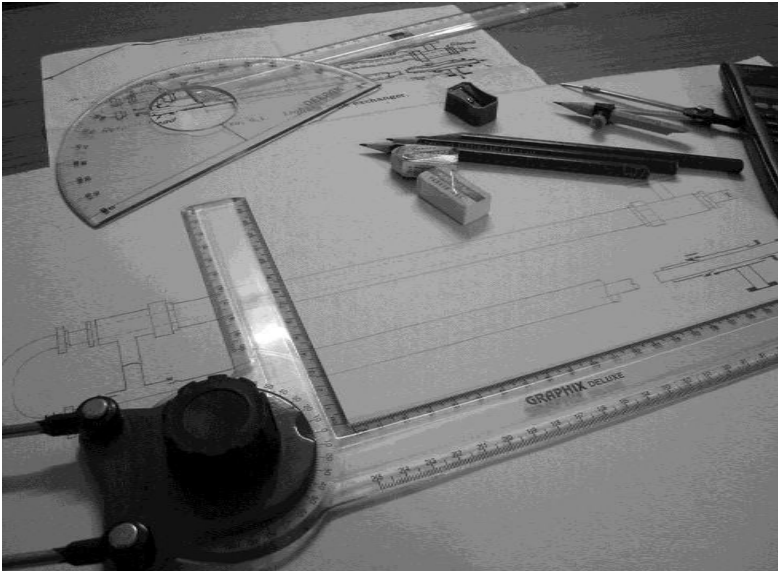
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I. PLANNING AND ZONING FEES

Fee Calculation Information

Project Acreage – Calculate fees using the project’s gross acreage, rounded to the nearest whole number.

Noticing Fees – Applications requiring public notification by mail and publication are noted with an asterisk. * A noticing fee will be charged to cover the cost of mailings and publication. Contact the Planning Division at 623-933-8286 for more information.

Pre-Application Conference

Conference.....\$ 0

Annexation\$ 0

General Plan Amendment & Specific Area Plans*

General Plan Amendment – Major or Specific Area Plan\$6,700

General Plan Amendment – Minor.....\$3,800

Specific Area Plan or Redevelopment – Amendment.....50% of current fee

Conditional Use Permit*

Conditional Use Permit.....\$750

Conditional Use Permit for Outdoor Dining.....\$250

Rezoning*

Planned Area Development Base Application Fee (PAD).....\$4,000 + per acre fee
(Max Fee \$30,000)

Rezoning* - continued

PAD Amendment

Text and Map Amendment.....	50% of current fee
Text Only Amendments	\$1,500
Rezoning (Not PAD).....	\$3,000 + \$40/acre
Stipulation Modification/Deletion	\$3,000

Zoning

Interpretation of Zoning Code.....	\$250
Unspecified Use.....	\$50
Verification Letter.....	\$100

Zoning Ordinance Text Amendment.....\$3,500

Design Review

Design Review w/Site Plan.....	\$100
Design Review Only – No Site Plan	\$750
Waiver.....	\$750

Preliminary Plat

Residential	\$2,500 + \$10/ lot fee
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Plat/Subdivision Stipulation Modification

Residential

Preliminary Plat	\$1,500
Subdivision.....	\$500

Site Plan*

New	\$6,000 + \$50/acre
Amendment.....	50% of current fee

Staff Approvals & Waivers

Staff Approvals

Group Home Registration.....	\$250
Temporary Use Permit	\$250
Donation Bin Registration	\$50

Variance*

Administrative Relief.....	\$250
Non-Residential Variance	\$500
Residential Variance-Single Residential Lot.....	\$300
Residential Variance-2 or more Residential Lots	\$600

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II. SITE DEVELOPMENT (ENGINEERING) REVIEW FEES

Civil Engineering Plan Review

All office plan review fees include but are not limited to the following types of plans and associated reports: grading, drainage, walls & fences less than 6'8" tall, right-of-way, civil improvements, water, sewer, paving, SWMP/SWPPP, street lights, signage & striping, traffic signals, private streets, fire hydrants, etc.

Office Review

First and Second Review	\$360/plan sheet
Third Review and each thereafter (per review)	\$100/plan sheet
Plan Revisions	\$360/plan sheet
Re-Approval of Plans – 1 st and 2 nd Review (within 2 yrs of original)	\$180/plan sheet
Sewer Tap by Contractor – Single Family Residential	\$150/tap
Water Meter Tap by Contractor – Single Family Residential	\$150/tap
Driveway Cut Request	\$250/driveway
Traffic Control Plan	\$150
Floodplain Research Results Letter	\$50
Landscape Plan Review	\$160/plan sheet
Miscellaneous Engineering Review	\$100/hour

Report Review

Drainage Report – Master Residential Development	\$2,400 + \$2.50/acre
Drainage Report – Major Residential Subdivision	\$1,000 + \$10/acre
Drainage Report – Minor Residential Subdivision	\$400 + \$25/acre
Drainage Report – Custom Home	\$250
Drainage Report – Commercial Subdivision	\$1,000 + \$2.50/acre
Drainage Report – Single Commercial Lot	\$400
Traffic Impact Analysis (TIA) – Master Residential Development	\$1,500 + \$2.50/acre
TIA – Major Residential Subdivision	\$800 + \$2.50/acre
TIA – Minor Residential Subdivision	\$300
TIA – Commercial Subdivision	\$1,200 + \$2.50/acre
TIA – Single Commercial	\$300
TIA – Intersection Signal	\$500
Traffic Impact Analysis Prepared by the Town for Driveway	\$350 + \$150/driveway
Water Analysis Report – Master Development	\$4,000
Water Analysis Report – Individual Site	\$250
Sewer Analysis Report – Master Development	\$4,000

Development Guide

Master Residential Development – Greater than 100 lots

Major Residential Subdivision – Greater than 10 lots

Minor Residential Subdivision – up to 10 lots

Individual Parcel Development – within a Master Residential Development

Report Review - continued

Sewer Analysis Report-Individual Site.....	\$250
Sound Study	\$200
FEMA Map Change Request Documentation.....	\$2,000 + \$2.50/acre

Property Dedications

Map of Dedication	\$1,200
Final Plats	
Master Residential Development.....	\$2,000 + \$25/parcel
Major Residential Subdivision (more than 10 lots).....	\$1,200 + \$10/lot
Minor Residential Subdivision (up to 10 lots)	\$800 + \$10/lot
Final Plat Amendment.....	\$1,000
Commercial Development	\$1,400 + \$10/acre
Minor Land Division.....	\$800
Dedication of Right-of-Way or Easement Commercial.....	\$375
Dedication of Right-of-Way or Easement Residential	\$175
Dedication of Right-of-Way or Easement Single Family Residential.....	\$100
Abandonment of Right-of-Way, Patent Easements or Other Real Property Interests (\$250 nonrefundable determination fee also due at time of Application)..	\$1,000

Other Review Fees

Expedited Review Fee (minimum of \$1,000)	200% of normal fee
Addressing Fee	\$25/lot
Addressing Fee-Multi Family Residential	\$25/unit
Application and Petition Fees.....	\$500
(for modification or correction of Assessment and Improvement Districts)	
Maintenance Improvement District (MID) Formation Petition Fee	\$15/lot
Street Light Improvement District (SLID) Formation Petition Fee	\$15/lot
Letter Agreement – Application and Processing Fee.....	\$25/hr
Alternate Methods of Subdivision Assurance	\$150 or \$25/hr after 6 hours (whichever is greater)
Application for conversion of Streets (Private to Public or vice versa)	\$1,000
Right-of-Way Agreement Application Fee.....	\$4,000
Request for Waiver – Commercial and Residential Subdivisions.....	\$500
Request for Waiver – Single Family Residential	\$200

Copy and Research

Maps 11x17	\$1/page
Maps 18x24	\$5/page
Maps 24x36	\$10/page
Subpoenaed Records – Copy Cost	\$0.50/page
Research Archived Documents Retrieval & Processing Fee	\$80/hr.
Photocopies.....	\$0.50/page
Recording and Document Handling Fee.....	\$54 + Recorder Fee
Facsimile Charge in addition to Photocopies.....	\$1/page
Master Plans – Water, Wastewater, Streets, Etc	\$0.50/page
Construction Schedule – Water/Sewer/Grading/Paving	\$0.50/page
CD containing documents from research.....	\$15 + research fee



III. CIVIL ENGINEERING INSPECTION PERMIT FEES

Engineering Inspection Permit Application Fee	\$25
Engineering Inspection Permit Fee (based on either an executed contract price or a sealed engineer's estimate at 110%)	3.5%
Grading and Drainage Cubic Yard (cy) Fees	\$25+cy fees
0 to 1,000: \$31.40 for each 100 cy or fraction thereof	
1,001 to 10,000: \$300+\$62.80 for each 1,000 cy or fraction thereof	
10,001 to 100,000: \$680+\$125.60 for each 10,000 cy or fraction thereof	
100,001 or Greater: \$1,940+\$125.60 for each 100,000 cy or fraction thereof	
<i>NOTE: The minimum charges for Grading and Drainage Permits are:</i>	
Residential	\$100
Commercial.....	\$200
"At-Risk" Grading and Drainage Permit.....	Permit Fee + 50% of inspection fee
Retaining Wall/Sound Wall Permit (wall height to include retained and un-retained height)	
0-500 square feet of wall.....	\$250
501-1,000 square feet of wall.....	\$500
Greater than 1,000 square feet.....	\$500 + \$0.20/sf over 1,000/sf
Capital Improvement Project Permit Fee	\$50
Sewer Tap – Engineering Inspection Fee.....	\$500/tap
Water Meter Tap – Engineering Inspection Fee	\$500/tap
Driveway Cut Residential Engineering Inspection Fee.....	\$500/driveway
Fog Seal Fees.....	\$0.87/sy
Haul Permit	\$275
Right-of-way Access Permit	\$50
Failure to Obtain Permit Penalty.....	\$1,000/day
Permit Renewal Fee – One time, received prior to expiration.....	50% of permit fee
Engineering Inspection outside of business hours (2-hour minimum)	\$125/hr

IV. BUILDING PERMIT FEES AND VALUATION

Building Fees Based on Valuation

- a. Permit fees are calculated based on project valuation. The project valuation includes the value of materials, labor, overhead, and profit.
- b. Each permit applicant must submit its project valuation on an application form approved by the Youngtown Community Development.
- c. The Youngtown Community Development Department shall review and approve the project valuation for the purposes of calculating permit fees. The minimum project valuation will be calculated by the Youngtown Community Development Department using the attached Valuation Guides, which are based on nationally recognized standards. Normally, the project valuation shall not be less than the minimum project valuation.
- d. For fee calculation purposes, building square footage shall be the total area of all floors under a roof and enclosed within the outer surface of the outside enclosing walls or columns. Building square footage includes roofed patios or porches, bay windows, basements, mezzanines and penthouses or other mechanical spaces. Building square footage does not include roof eaves or overhangs not exceeding 3 feet in depth, courts or light shafts open at the top, or unroofed patios or porches.
- e. Fees for each separate building shall be separately calculated.

Valuation Guides

- a. Town of Youngtown Valuation Guide for New Construction
- b. Town of Youngtown Valuation Guide for Remodeling & Repairs to Existing Buildings
- b. 2018 New Building Valuation Table per Square Foot

Plan Review Fees

- a. Plan Review Fees are 65% of the cost of the permit fee, or the actual cost paid by Youngtown to another person retained to perform the plan review, whichever is higher.
- b. Additional plan review required by changes, additions, or revisions to plans
(minimum charge - one-half hour..... \$75.00/hour
- c. Use of outside consultant for plan review..... Actual costs,
less the standard plan review fee. Actual costs include administration and overhead costs.

The following is an example of a building permit and plan review fee calculation, assuming a project valuation of \$250,000.

- a. Permit fee calculated as: \$1,045.25 base fee plus \$840.00 (150 x 5.60 = \$840.00) on the valuation = Total permit fee of \$1,885.25
- b. Plan review fee calculated as: 65% of \$1,885.25 = \$1,225.41, or the cost paid by the Town of Youngtown to another person to perform plan review, whichever is higher.

Inspection Fees

- a. The costs of the first and second inspection conducted during regular business hours of the Town of Youngtown are included as part of the Building Permit Fee.
- b. Inspection outside of normal business hours (minimum charge – 2 hours) ...\$75.00/hour
- c. Re-inspection fees assessed under Section 108.8 of the International Building Code or Section R108 of the International Residential Code (minimum charge – one-half hour)\$75.00/hour
- d. Inspection by person retained by Town..... Actual costs.
Actual costs include administration and overhead costs.

Refund Policy

- a. Any original permittee may apply for a refund of a building permit or plan review fee upon submitting a written application in a form approved by the Building Code Official no later than 180 days after the date of fee payment.
- b. The Building Code Official shall refund building permit and plan review fees as follows:
 - i. The full amount of any fee erroneously paid or collected.
 - ii. 80% of any permit fee where no work has been done under the permit issued, provided that the Town retains \$100.00 to cover administrative costs of the permit.
 - iii. 80% of the plan review fee when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

TOTAL VALUATION	PERMIT FEE
\$0 VALUE – Minimum Fee	\$75
\$1 to \$500	\$75
\$501 to \$2000	\$75 for 1 st \$500 + \$3.05/each additional \$100 or fraction thereof up to and including \$2,000
\$2,001 to \$25,000	\$120.75 for 1 st \$2,000 + \$14/each additional \$1,000 or fraction thereof up to and including \$25,000
\$25,001 to \$50,000	\$442.75 for 1 st \$25,000 + \$10.10/each additional \$1,000 or fraction thereof up to and including \$50,000
\$50,001 to \$100,000	\$695.25 for 1 st \$50,000 + \$7/each additional \$1,000 or fraction thereof up to and including \$100,000
\$100,001 to \$500,000	\$1,045.25 for 1 st \$100,000 + \$5.60/each additional \$1,000 or fraction thereof up to and including \$500,000
\$500,001 to \$1,000,000	\$3,285.25 for 1 st \$500,000 + \$4.75/each additional \$1,000 or fraction thereof up to and including \$1,000,000
\$1,000,001 and up	\$5,660.25 for 1 st \$1,000,000 + \$3.65/each additional \$1,000 or fraction thereof
Plan Check Fee	65% of Building Permit Fee



SIGN PERMIT FEES

New face, wall, projecting, window, and similar signs	\$50 per sign
Ground mounted and combination freestanding, monument or similar signs	\$125 per sign
New Electric for the above signs	\$50 – 1” sign \$25 each additional sign
Each separate structure used in the erection of double faced and “V” shaped signs, or freestanding ground sign structure with multiple sign cabinets	\$125 – 1” sign \$50 each additional sign
Billboard Sign (with or without electric)	New Billboard: Building permit fee schedule (based on estimated value) Modification to existing Billboard: Building permit fee schedule based on estimated value)
Re-inspection fee after two (2) inspections (payable before re-inspections will be made)	\$75 each
Investigation fee for work done without a permit	Double the permit fee
Removal of illegal sign	\$75 or \$75/hour, (whichever is greater)
Banners, Pennants, Special Event Signage	\$35 per occasion
Flag Poles	Building permit fee schedule (based on estimated value)
Plan Review Fee (all signs)	65% of permit fee (\$50.00 minimum)

Exhibit “A”

Valuation Guideline Fees

Exhibit “B”

2018 International Building Code Fees

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