



# DEVELOPMENT SERVICES

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## ADMINISTRATIVE MEMORANDUM NO. 24-059

**TO:** Brian Donovan, Assistant City Manager  
**VIA:** David L. Recor, Development Services Director, ICMA-CM  
**FROM:** Scott Reale, Principal Planner, AICP  
**SUBJECT:** Proposed P&Z Fee Changes  
**DATE:** September 17, 2024

The last major overhaul of Planning and Zoning fees was done back in 2013. The cost of Planning and Zoning services has outpaced revenues.

All changes to the Fee Schedule were made utilizing ~~strikethroughs~~ and underlines. The methodology and details associated with each change are described below. Any change to the fee table was a result of either (1) adjusting for the increase in the annual Consumer Price Index (CPI); (2) requiring applicants to pay for Public Hearing Notice Fees (mailed notice postage and published newspaper notice); (3) establishing fees for services that are not included in the fee schedule and/or adjusting fees to better align with the time it takes to complete the task; and/or (4) the change is a minor text change.

### FEE AMENDMENT TYPES

- This item includes an across-the-board increase in existing fees, which is based on the rise in Consumer Price Index**

The Planning and Zoning fees were last updated 2013. In 2013, the fees were updated based on the Consumer Price Index (CPI). The CPI in the United States is defined by the Bureau of Labor Statistics as a measure of the average change over time and can be used to index (i.e., adjust for the effect of inflation) for regulating prices to show changes in real values. The CPI is the method used to annually update numerous city fees. Table 1 shows the annual CPI since 2013 and the overall percent change.

**Table 1. CPI Percentage Change 2013-2023**

Year	Annual CPI
2013	232.957
2014	236.736
2015	237.017
2016	240.007
2017	245.12

2018	251.107
2019	255.657
2020	258.811
2021	270.97
2022	292.655
2023	304.702
2024 (Jan-Sep)	313.056
<b>% Change</b>	<b>34.4%</b>

The change between 2013 and 2023 is 30.8%. The average CPI for the past 9 months was 313.056. Based on the available data, staff estimates the overall change between 2013 and 2024 will be approximately 34.4%. Therefore, zoning fees included in the Planning and Zoning Fee Schedule were increased by said amount. This adjustment aims to ensure that our application fees remain aligned with inflation over the past decade.

**2. Requiring applicants to pay for Public Hearing Notice Fees (mailed notice postage and published newspaper notice)**

In most South Florida municipalities, applicants are responsible for paying for public notices, in addition to any application fees. The City of Pompano Beach has historically incurred these costs. However, upon closer examination of the invoices associated with the postage and advertising, and to align with how most cities operate, staff finds it appropriate and warranted that applicants reimburse the City for the public hearing noticing fees. Over the past 12 months, ZBA applications alone have cost the city approximately \$4,500 in postage and \$9,438.50 in publication fees to the *Sun Sentinel*.

**3. Establishing fees for services that are not included in the fee schedule and/or adjusting fees to better align with the time it takes to complete the task**

The time Zoning and Urban Forestry staff spends reviewing building permits and conducting subsequent inspections has never been adequately captured in the fee schedule. Zoning Compliance Permit fees have been de minimis (ranging from \$25 for improvements to a single-family residential property to a maximum of \$100 for non-residential properties) compared to the time it takes to review a building permit and conduct an inspection after permit issuance. In an attempt to better recover the costs associated with these services, Planning & Zoning has modeled a plan review and inspection fee methodology based on the Building Department’s permit fee schedule, which charges the applicant based on a percentage of the project’s value within different fee tiers. Table 2 shows the new P&Z Building Permit Plan Review and Inspection Fee schedule.

**Table 2. P&Z Building Permit Plan Review and Inspection Fee**

<b>Fee Tier</b>	<b>Base Fee</b>	<b>Rate</b>	<b>Condition</b>
From \$0 to \$5,909.09	\$65 Minimum	--	--
Up to \$250,000	--	1.10%	of Value
From \$250,001 to \$500,000	\$2,750 plus	1.00%	Over \$250,000 of Value
From \$500,001 to \$1,000,000	\$5,250 plus	0.90%	Over \$500,000 of Value

From \$1,000,001 to \$5,000,000	\$9,750 plus	0.80%	Over \$1,000,000 of Value
From \$5,000,001 to \$10,000,000	\$41,750 plus	0.70%	Over \$5,000,000 of Value
Over \$10,000,000	\$76,750 plus	0.60%	Over \$10,000,000 of Value

**4. The change is a minor text change**

Since staff was making changes to the Fee Schedule, staff made a few other minor text changes that have little fiscal impact. City or CRA-initiated applications for a development permit may be waived at the discretion of the Development Services Director. Additionally, Zoning Compliance Permit (ZCP) fees were stricken as the aforementioned P&Z Building Permit Plan Review and Inspection Fee will supersede and replace the ZCP fees.

**SUMMARY**

The City Commission is considering an Ordinance to remove the fee schedule from the Zoning Code. Should the Ordinance be approved, staff recommends adopting the following fee schedule via Resolution. This adjustment aims to ensure that our fees remain aligned with inflation and the cost of services provided. This updated fee schedule will be placed on the City’s Planning & Zoning webpage, along with hard copies available to the public and kept on file with the Development Services Department and the City Clerk’s Office.

<b>APPENDIX C: DEVELOPMENT SERVICES FEE SCHEDULE</b>						
All Planning and Zoning application types and associated fees shall be published on the City's Planning and Zoning website. Additionally, hard copies of the fee schedule will be kept on file with the Development Services Department and the City Clerk's Office.						
The following are the applicable fees for Applications for Development in the city.						
<b>TYPE OF APPLICATION</b>						
<b>I.</b>	<b>CONCURRENCY</b> (Fee is part of Site Plan Review Fee)		\$0			
<b>III.</b>	<b>OTHER DEVELOPMENT SERVICES APPLICATIONS</b>					
	<b>A. Development of Regional Impact</b> (or equivalent)		\$7,525			
	<b>BA. Comprehensive Plan Amendment</b>					
	1. Local Amendment	\$3,290		\$4,376		
	2. Broward County	\$4,940		\$6,570		
	Applicant must also pay advertising costs public hearing noticing fees					
	<b>CB. Rezoning</b>					
	1. General and Site-Specific Zoning Map Amendment	\$2,525		\$3,358		
	2. Master Plan (base fee plus below)	\$2,525		\$3,358		
	a. Residential	\$355 plus \$35 per acre plus \$20 per unit		\$472 plus \$47 per acre plus \$27 per unit		
	b. Non-Residential	\$1,060 plus \$105 per acre		\$1,410 plus \$140 per acre		

	c. Mixed Use	\$1,060 plus \$105 per acre plus \$20 per unit	\$1,410 plus \$140 per acre plus \$27 per unit			
	Applicant must pay for one required sign	\$60	\$80			
	Applicant must pay for additional required signs, per sign	\$30	\$40			
	Applicant must pay public hearing noticing and recordation fees					
	<b>DC. Special Exceptions</b>					
	1. Special Exception	\$1,070	\$1,423			
	2. Special Exception - Family Community Residence, Transitional Community Residence, Recovery Community	\$300	\$399			
	Applicant must pay public hearing noticing fees					
<b>II.</b>	<b>OTHER DEVELOPMENT SERVICES APPLICATIONS</b>					
	<b>ED. Variances/Temporary Use Permits/Appeals from alleged error which requires a Public Hearing</b>					
	1. Single-family without outstanding related zoning code violations	\$325	\$432			
	2. Single-family with outstanding related code violations	\$1,175	\$1,563			
	3. Multi-Family and Non-Residential without outstanding related code violations	\$860	\$1,144			
	4. Multi-Family and Non-Residential with outstanding related code violations	\$1,715	\$2,281			

	—5. time extension for a variance or special exception	\$235				
	Applicant must pay public hearing noticing and recordation fees					
	<b>FE. Plat</b>					
	1. Residential	\$350 plus \$25 per acre plus \$15 per unit	\$466 plus \$33 per acre plus \$20 per unit			
	2. Non-Residential	\$705 plus \$70 per acre	\$938 plus \$93 per acre			
	3. Mixed use	\$705 plus \$70 per acre plus \$15 per unit	\$938 plus \$93 per acre plus \$20 per unit			
	<b>GF. Request to change any previously approved item on a plat (plat note amendment, NVAL, delegation request, etc.)</b>	\$350	\$466			
	<b>HG. Post Decision Actions (including Development Order extensions by an Advisory Board)</b>	\$235	\$313			
	<b>IH. Site Plan and Building Design</b>					
	1. Major Site Plan					
	a. Pre-Application Meeting	\$790	\$1,051			
	b. Residential/Multifamily	\$2,550 plus \$50 per acre	\$3,392 plus \$67 per acre (minimum 1 acre)			
	c. Non-Residential	\$2,550 plus \$150 per acre	\$3,392 plus \$200 per acre (minimum 1 acre)			
	d. Mixed Use	\$2,550 plus \$50 per acre	\$3,392 plus \$67 per acre (minimum 1 acre)			

	2. Building Design					
	a. Residential/Multi-Family	\$770 plus \$25 per unit	<u>\$1,024 plus \$33 per unit</u>			
	b. Non-Residential	\$770 plus \$45 per 1,000 sq. ft. of building area	<u>\$1,024 plus \$60 per 1,000 sq. ft. of building area</u>			
	c. Mixed Use	\$770 plus \$25 per unit plus \$45 per 1,000 sq. ft. of net building area of non-residential use	<u>\$1,024 plus \$33 per unit plus \$60 per 1,000 sq. ft. of net building area of non-residential use</u>			
	3. Minor Site Plan					
	a. Residential	\$1,780 plus \$50 per acre	<u>\$2,367 plus \$67 per acre (minimum 1 acre)</u>			
	b. Non-Residential	\$1,780 plus \$150 per acre	<u>\$2,367 plus \$200 per acre (minimum 1 acre)</u>			
	c. Outdoor Seating	\$130				
	4. Air Park Obstruction Permit	\$370 City fee + Cost Recovery. \$5,000 initial Cost Recovery deposit to cover consultant engineering fees for meetings, review, and staff report. Final cost to be determined	<u>\$492 City fee + Cost Recovery. \$6,650 initial Cost Recovery deposit to cover consultant engineering fees for meetings, review, and staff report. Final cost to be determined</u>			

	<del>J</del> <u>5.</u> Revised Site Plan (requiring DRC)	\$1,780	<u>\$2,367</u>			
	<b><del>K</del> <u>I.</u> Administrative Adjustment</b>					
	1. Major	\$965	<u>\$1,283</u>			
	2. Minor	\$150	<u>\$200</u>			
	Applicant must pay public hearing noticing and recordation fees					
	<b><del>L</del> <u>J.</u> Sidewalk Café Permit</b>	Annual fee of \$20 for the first four tables; plus \$20 for each additional table	Annual fee of \$27 for the first four tables; plus \$27 for each additional table			
	<b><del>M</del> <u>K.</u> Interpretation</b>	\$225	<u>\$299</u>			
	<b><del>N</del> <u>L.</u> Interim Use Permit</b>	\$1,095	<u>\$1,456</u>			
	<b><del>O</del> <u>M.</u> Sign Permit Review</b>	\$25	<u>\$33</u>			
	a. <u>Subsequent reviews, (per review after the third review)</u>		<u>\$33</u>			
	<b><del>P</del> <u>N.</u> Abandonments</b>					
	1. Right-of-way abandonments	\$1,195	<u>\$1,589</u>			
	2. Easement abandonment	\$350	<u>\$466</u>			
	<b><del>Q</del> <u>O.</u> Takings or Vested Rights Determination</b>	\$600	<u>\$798</u>			
	<b><del>R</del> <u>P.</u> Transportation Study</b>					
	1. Trip Generation Review	\$600 City fee + Cost Recovery Fee. \$1,500 Initial cost recovery deposit to cover engineering consultant fees for meetings, review, and comments.	<u>\$798 City fee + Cost Recovery Fee. \$1,995 Initial cost recovery deposit to cover engineering consultant fees for meetings, review, and</u>			



		Final cost to be determined.	comments. <u>Final cost to be determined.</u>			
	2. Full Traffic Study	\$1,000 City fee + Cost Recovery Fee. \$5,000 Initial cost recovery deposit to cover engineering consultant fees for meetings, review, and comments. Final cost to be determined.	\$1,330 City fee + Cost Recovery Fee. \$6,650 Initial cost recovery deposit to cover engineering consultant fees for meetings, review, and comments. Final cost to be determined.			
	<b>SQ. At a Pre-Application Meeting, staff may determine that the fees for the above applications will apply or if the fee will be based on a cost recovery contract.</b>	\$1,000 City Fee + Cost Recovery Fee + Amount necessary for required advertisement. \$5,000 Initial cost recovery deposit to cover consultant fees for meetings, review, and comments. Final cost to be determined.	\$1,330 City fee + Cost Recovery Fee. \$6,650 Initial cost recovery deposit to cover engineering consultant fees for meetings, review, and comments. Final cost to be determined.			

	<b>R. P&amp;Z Building Permit Plan Review and Inspection Fee</b>		<b>Fee Tier</b>	<b>Base Fee</b>	<b>Rate</b>	<b>Condition</b>
			<u>From \$0 to \$5,909.09</u>	<u>\$65 Minimum</u>	--	--
			<u>Up to \$250,000</u>	--	<u>1.10%</u>	<u>of Value</u>
			<u>From \$250,001 to \$500,000</u>	<u>\$2,750 plus</u>	<u>1.00%</u>	<u>Over \$250,000 of Value</u>
			<u>From \$500,001 to \$1,000,000</u>	<u>\$5,250 plus</u>	<u>0.90%</u>	<u>Over \$500,000 of Value</u>
			<u>From \$1,000,001 to \$5,000,000</u>	<u>\$9,750 plus</u>	<u>0.80%</u>	<u>Over \$1,000,000 of Value</u>
			<u>From \$5,000,001 to \$10,000,000</u>	<u>\$41,750 plus</u>	<u>0.70%</u>	<u>Over \$5,000,000 of Value</u>
			<u>Over \$10,000,000</u>	<u>\$76,750 plus</u>	<u>0.60%</u>	<u>Over \$10,000,000 of Value</u>
<b>###.</b>	<b>LANDSCAPING.</b>					
	<b>A. Tree Permit</b>					
	1. Single-Family and Duplex	Exempt				
	2. Multi-Family Residential	<u>\$45 plus \$7 per tree</u>	<u>\$60 plus \$9 per tree</u>			
	3. Non-Residential	<u>\$50 plus \$10 per tree</u>	<u>\$67 plus \$13 per tree</u>			
	Fee shall double for work done without a permit.					
	<b>B. Tree Abuse</b>					
	1. For each abused tree	<u>\$60</u>	<u>\$80</u>			
	2. Second incident for each abused tree	<u>\$120</u>	<u>\$160</u>			
	3. Third incident for each abused tree	<u>\$235</u>	<u>\$313</u>			

<b>IVIII.</b>	<b>FEES FOR CODE COPIES (<del>Black and white copies, all fees are plus tax</del>)</b>					
	<b>A. Land use and zoning maps</b>					
	1 in. = 1,000 ft. scale	\$8	<u>\$11</u>			
	<b>B. Planning (Ch. 154)</b>	\$2	<u>\$3</u>			
	<b>C. Zoning Code (Ch. 155)</b>	\$58	<u>\$77</u>			
	<b>D. Sign Code (Ch. 156)</b>	\$3	<u>\$4</u>			
<b>IV.</b>	<b>REQUESTS FOR ZONING INFORMATION OR REVIEW</b>					
	<b>A. A Zoning Use Certificate</b>	\$30	<u>\$40</u>			
	<b>B. Zoning Letter.</b> The first two questions are free of charge. Any request for a written statement from the Planning and Zoning Division either confirming the land use plan designation and/or zoning classification of certain land within the city, or confirming that a proposed or existing use of land is in compliance with the requirements of that land use plan designation and/or zoning district, shall include a fee in the amount of <del>\$70</del> <u>93</u> for each question or item to be verified over and above the second question or item to be verified (single-family exempt)	\$70				<u>\$93</u>

	<b><u>C. CPTED waiver request</u></b>		<u>\$93</u>			
	<b><u>GD. Nonconforming Certificate</u></b>	\$325	<u>\$432</u>			
	<b><u>DE. Zoning Compliance Permit (except for re-review fees denoted below, these fees are covered by R. P&amp;Z Building Permit Plan Review and Inspection Fee)</u></b>					
	1. Permit for single-family home:					
	a. Single Family Residential	\$50	<u>\$0</u>			
	b. Minor Residential	\$25	<u>\$0</u>			
	c. Subsequent zoning reviews, (per review after the third review)	\$25	<u>\$33</u>			
	2. Permit for multi-family property					
	a. Multi-family	\$70	<u>\$0</u>			
	b. Subsequent zoning reviews, (per review after the third review)	\$165	<u>\$219</u>			
	3. All other permits					
	a. Non-Residential and Mixed Use	\$100	<u>\$0</u>			
	b. Subsequent zoning reviews, (per review after the third review)	\$220	<u>\$293</u>			
	<b><u>EF. Revocable License Agreement</u></b>	\$1,100	<u>\$1,463</u>			
	<b><u>FG. Unity of Title</u></b>	\$180	<u>\$239</u>			
	<u>Applicant must pay recordation fees</u>					
	<b><u>GH. Zoning/Landscaping Reinspection Fees:</u></b>					
	1. First reinspection fee	\$35	<u>\$47</u>			

	2. Each additional reinspection fee	\$140	\$186			
<b>VI.</b>	<b>MISCELLANEOUS DEVELOPMENT SERVICES FEES</b>					
	<b>A. Telecommunications Towers</b>					
	1. Annual registration fee	\$430	\$572			
	— 2. Application fee for site plan approval	\$2,150				
	<b>B. Portable Storage Units</b>	\$65	\$86			
	<b>C. Applications for Parking Agreements</b>					
	1. Off site parking	\$240	\$319			
	2. Shared parking	\$240	\$319			
	3. Master Parking Program					
	Per parking space	\$14,040	\$18,673			
	<b>D. Proposed code amendment initiated by the public</b>	\$1,315 plus advertising costs	\$1,749 plus advertising costs			
	<b>E. Public Event Fee</b>	\$30	\$40			
	<b>F. Special Event Fee</b>	\$30	\$40			
	<b>G. Public Hearing Notice Fees (mailed notice postage + published newspaper notice)</b>					
	<b>H. City or CRA-initiated applications</b>			As invoiced		
				City or CRA-initiated applications for a development permit reviewed by the Development Services Department may be waived at the		

			<u>discretion of the Development Services Director</u>			
	<b><u>I. Recordation Fees</u></b>		<u>As invoiced</u>			
<b>VII.</b>	<b>FLEXIBILITY</b>					
	A. Application for allocation of flexibility or redevelopment units.	<del>\$1,765 plus \$120 per acre</del>	<u>\$2,347 plus \$160 per acre</u>			
	B. Requests for time extension or reaffirmation of the initial allocation of flexibility or redevelopment units.	<del>\$1,765 plus \$120 per acre</del>	<u>\$2,347 plus \$160 per acre</u>			
	C. Requests for Residential to Commercial flexibility (when not done concurrent with a rezoning).	<del>\$1,765 plus \$120 per acre</del>	<u>\$2,347 plus \$160 per acre</u>			
	D. Request for Commercial Use in Industrial Land Use Category (when not done concurrent with rezoning, process required is DRC and P&Z only).	\$1,110	<u>\$1,476</u>			