

replacement AGENDA	
Section	New Business
Item No.	IV A

Meeting Date
September 27, 2016



AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	BOARD APPROVAL RE: PERMISSION TO ADVERTISE AMENDED DEVELOPMENT FEE RESOLUTION
DEPT/OFFICE:	COUNTY MANAGER'S OFFICE

Requested Action:
It is requested that the Board grant permission to advertise the attached amended Fee Resolution for Development Applications.

Summary Explanation & Background:

At the meetings of May 26, 2016 and September 6, 2016, the subject of improving the level of service for the development approval process was discussed. The Lean Six Sigma analysis of the site plan and subdivision development approval processes was mentioned during those discussions. The Lean Six Sigma team has recommended an improvement plan that anticipates reducing site plan and subdivision approval timeframes from 117 days to 74 days. Full implementation of the plan requires the addition of 15 new staff positions for the development review departments. An additional \$1.03 million is needed to cover salary, benefits, and overhead of the new staff to provide the enhanced level of service. The proposed amended fee resolution is calculated to offset these costs and ensure the development approval process substantially pays for itself without burdening the taxpayers at large.

On September 14, 2016 staff presented the proposed Fee Resolution along with the level of service improvements to the Building Construction Advisory Committee (BCAC). The BCAC recommended approval of the Fee Resolution.

The attached report details the enhanced level of service for the site plan and subdivision approval processes and provides supporting analysis for the amended fee schedule. The public hearing for the fee resolution is tentatively scheduled for October 18, 2016.

Clerk to the Board instruction:

Exhibits Attached: Proposed Level of Service Report, Fee Resolution, Presentation

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager Stockton Whitten	
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September 28, 2016

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item IV.A., Permission to Advertise Amended Development Fee Resolution

The Board of County Commissioners, in special session on September 27, 2016, granted permission to advertise the Fee Resolution for Development Applications.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK


Tammy Rowe, Deputy Clerk

cc: Finance



Service Improvements & Fee Adjustment

**Board of County Commissioners
September 27, 2016**



Lean Six Sigma Development Application Process (DAP)

What is Lean Six Sigma



Lean Goals

- Customer Value
- Waste is Evil
- Speed
- Flow

Six Sigma Goals

- Customer Value
- Variation is Evil
- Quality
- Perfection

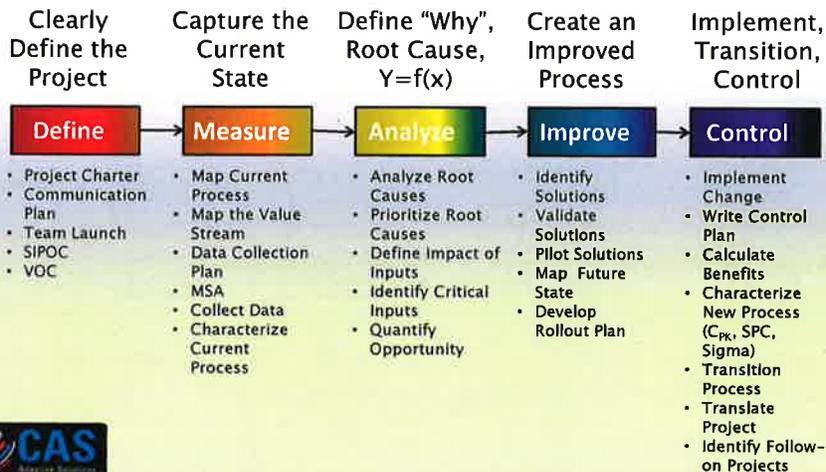
Be More Efficient

Be More Effective

Lean Six Sigma:
A systematic approach to solving process problems



DMAIC Roadmap



DAP Team



- **TEAM CHAMPION:** Frank Abbate
- **TEAM SPONSOR:** Robin DiFabio
- **TEAM LEADERS:**
 - Rebecca Ragain, Special Project Coordinator IV
 - Lynn Dorbert-Laube, Business Analyst III
- **TEAM MEMBERS:**
 - Andrew Holmes, Assistant Director of Public Works
 - Tad Calkins, Assistant Director of Planning and Development
 - Don Kean, Engineer III
 - Tania Ramos-Miner, Planner I
 - Don Johnston, CAS

Project Objective



- **PROBLEM STATEMENT:**

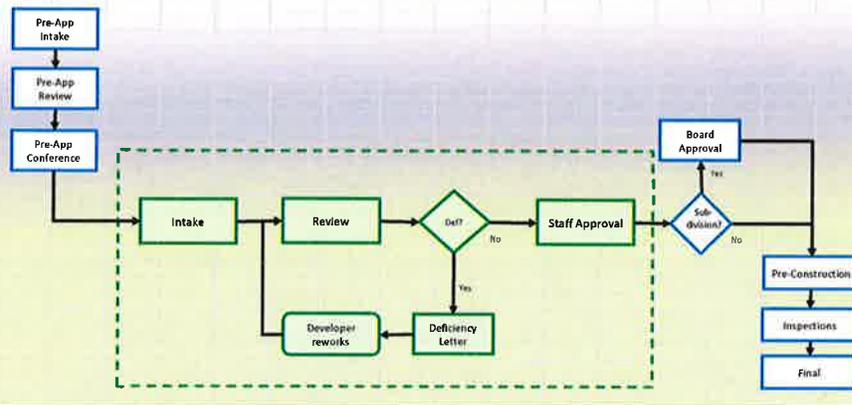
The DAP process lead time (PLT) is too long.
The process takes an average of 117 days from application intake to application approval.
47 days with County + 70 days with EOR = 117 days
- **GOAL STATEMENT:**

To reduce average PLT for Development application by 25 percent.

Process Boundaries



The Development Application Process begins with the application receipt and ends with application approval.

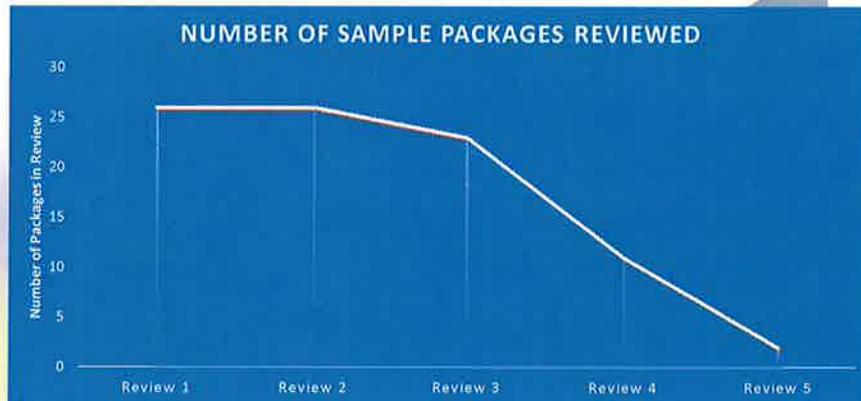


Voice of the Customer



1. Reduce the **review time** for comments
2. Reduce the **number of county reviewing agencies**
3. Reduce the **number of reviews**
4. Evaluate necessary **submittal requirements**
5. Improve **communication**

Most Applications had at Least 3 Reviews



Root Causes Impacting PLT



- A. Quality of submittal
- B. Quality of comment
- C. Quality of review
- D. Communication between reviewer and EOR
- E. Quality and timeliness of response
- F. Code related issues
- G. County review time

Identify Solutions



Engineers

DAP Team

Reviewers

Selected Improvements



- A. Quality Submittals
- B. Reduce County Review Times
- C. Reduce Number of County contacts
- D. Direct EOR Communication
- E. Optimize Comment Format and Style
- F. Development Review Meeting (DRM)
- G. Increase staffing level

Streamlining Communication



5 Liaison Departments

1. Fire Prevention

2. Planning and Development

Land Development

Zoning

Addressing

3. Public Works

Engineering Design

Traffic Engineering

Survey

4. Natural Resources Management

Natural Resources

Landscaping/Clearing

5. Utilities

Addressing

Environmental Health

Fire Prevention

Engineering Design

~~Impact Fees~~

~~Land Acquisition~~

Land Development

Landscaping/Clearing

Natural Resources

~~Road and Bridge~~

~~Stormwater~~

Survey

Traffic Engineering

Utilities

Zoning

Culture Change Partnership



- Staff & applicant work together as a team to move application from submittal to approval
 - Staff to call the applicant during the review as appropriate to discuss questions and issues
 - Staff and EOR face to face at DRM
 - Comments viewable online

Development Review Meeting



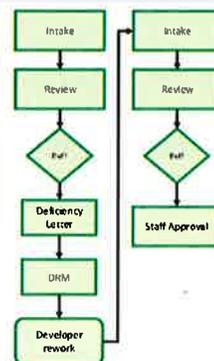
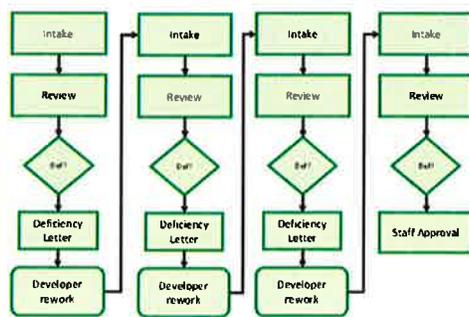
- Conducted after the first formal review
- Applicant, Owner, and 5 Department Liaisons
- Resolve all review comments
- Work toward approval with the 2nd submittal
- Re-submittal commitment date & target approval date

Process Comparison



Current State
117 days

Ideal Future State
< 74 days



Questions



Service Improvements & Proposed Fee Adjustments

Resources Required for Improvements



- Accela Configuration and Reports
 - Benchmarking
 - Automation
 - Communication
- DRM staff authorized to make decisions
- Additional staff

Workload Comparison Today vs. Boom



Year	Applications*	Reviewing Agency FTEs	Applications /FTEs
2007	14,946	126	119
2015	18,823	53	355
Difference	26% Increase	59% Decrease	198% Increase

*Includes all development application types

Current Weekly Snapshot



- 53 review agency employees
- Perform 520 application reviews
- Expending 1,465 staff hours/week (70% of work week)

Achieving the Expected Level of Service



- Add 15 new review agency positions
- Need \$1.03M additional revenue

Revenue Comparison Today vs. Boom



Year	Applications	Total Revenue *	Revenue/Application
2007	14,946	\$27,969,173	\$1,871
2015	18,823	\$15,233,525	\$809
Difference	26% Increase	46% Decrease	57% Decrease

*Excludes Transportation Impact Fees

Examples of Fees to Support Level of Service



Application & Project	Existing Total Fees	Proposed Total Fees	Increase Amount	Percentage
Bldg. Permit: 3,000 SF New SFR	\$1,626	\$1,711	\$85	5%
Bldg. Permit: 9,000 SF Com/ Retail/Office	\$9,000	\$9,090	\$90	1%
Site Plan: MHW Retail	\$7,470	\$12,044	\$4,574	61%
Subdivision: Kerrington, 134 lots	\$47,169	\$60,571	\$13,402	28%

Questions





BOARD OF COUNTY COMMISSIONERS

Planning and Development Department
2725 Judge Fran Jamieson Way
Building A, Room 114
Viera, Florida 32940
(321) 633-2070

Proposed Level of Service Improvement Report

Executive Summary

The development community has voiced concerns with the length of time it takes to get a development application (i.e., site plans, subdivision, building permits, right-of-way permits, etc.) approved. On average, it takes a Site Plan or Subdivision application 117 days to go through 3.5 review cycles before it is approved by staff. The Lean Six Sigma project analyzing the development approval process recommends an improvement plan that is expected to reduce the approval timeframe of Site Plans and Subdivisions to 74 days by eliminating the need for third and subsequent review cycles. However, the success of the improvement plan depends on acquiring additional staff that are dedicated to development review.

Current revenue levels will not cover the salary, benefits and overhead for the additional staff. The County needs an additional \$1,034,882 in revenue to cover the needed staffing. The proposed fees resolution in Exhibit 3 is calculated to offset these costs. The fees for new commercial retail office type permits will increase on average 1%, while new single family residential fees would increase on average close to 5%. Site Plan applications will average close to a 61% increase while average subdivision application fees would increase 27%.

This report sets forth an improved process that reduces the approval timeframe by 37% (43 days) which is in keeping with customer expectations. In addition, it ensures that the development approval process substantially pays for itself and the costs are not borne by the tax payers at large.

Background

Over the last nine years the number of development application submittals (i.e., site plans, subdivision, building permits, right-of-permits, etc.) have increased by 26%. The current number of applications exceeds the number received during development boom years. This workload affects several County departments including: Planning & Development, Public Works, Natural Resources Management, Fire Rescue, Enhanced 911 Administration, and Utility Services. Several efficiencies have been institutionalized to accommodate the increase in development applications; however the number of applications has reached the point where the County can no longer maintain an acceptable level of service.

In 2015 the County collected \$5.7 million in development application fees. The objective of those fees for services is to ensure that “development pays for itself.” Development review costs should not be borne by the tax payers at large. Currently, there are several review agencies (i.e., Land Acquisition, Road & Bridge, Stormwater, & Traffic Engineering) that do not receive application review fees.

After the real estate boom, the housing market’s bust resulted in numerous county staff layoffs which triggered the need for the County to reorganize. The primary department (Permitting & Enforcement) responsible for processing, reviewing, and approving the development applications was dismantled in 2009. Their tasks were transferred to other departments with other revenue sources to help offset the lack of development application fees. The engineering review and inspections section was transferred to Public Works and absorbed in their existing engineering program. Land Development (which had 27 employees) and Building (which had 41 employees), were reduced down to 34 employees and merged with Planning and Zoning to create the Planning and Development Department. Other departments had to absorb these functions with remaining staff. Therefore, the cost of processing, reviewing, and approving development applications was and continues to be subsidized by funds other than development application fees.

Staffing Levels

Currently, there are 53 employees spread over six departments that are involved in processing, reviewing, and approving development applications; however this is not their sole duty. Most of these employees are responsible for other assignments in addition to development application review. Typically these other functions pose competing priorities with development review.

The table below contains the number of development applications received, the staff level (FTEs), and the average number of applications per employee. While the amount of work has roughly tripled for each person, the approval timeframe between 2007 and 2015 has remained relatively the same. In fact, some application approval timeframes have improved. This can be attributed to implementing process enhancements which have resulted in a 198% increase in productivity. Nonetheless, this increased productivity will not allow the County to keep up with the growing demand.

Year	Development Applications	FTEs	Applications/FTE
2007	14,946	126	119
2015	18,823	53	355
% of Difference	26% Increase	59% Decrease	198% Increase

Current Process

The County has six categories of development applications which contain approximately 90 different types of applications/permits. In calendar year 2015 the County processed 18,823 applications. The approval time frame depends on several factors (e.g., quality of submittal, county's review time, quality of reviewer comments, communication between applicant & staff, etc.). The table below indicates average approval timeframes for the applications that benchmark the County's performance. The County's target review timeframe, as set forth in the Land Development Regulations, is 15 calendar days. However, the development community has indicated that they expect the majority of applications to be turned around within ten business days for 1st submittals. Since most applications go through several review cycles, they want all subsequent reviews to be completed within five business days of receipt. Meeting that expectation is unattainable with our current work load and staff levels.

Application Category	Total Days in County's Hands	Total Days in Developer's Hands	Approval Time
Single Family Building Permits	24	11	35
Commercial Building Permits	47	26	73
Site Plans / Subdivisions	47	70	117

Lean Six Sigma Improvement Plan

The Lean Six Sigma project analyzing the development approval process recommends an improvement plan that can conceivably reduce the approval timeframe of Site Plan and Subdivisions from 117 days down to 74 days. The following improvement plan focuses on eliminating the third and subsequent review cycles, and the following enhancement items are intended to be implemented as a package; otherwise the 37% time reduction will not be achieved:

- *Improve the Quality of Submittals* – prevents incomplete applications from being reviewed.
- *Optimize Comment Format and Style* – standardizes staff review comments to clearly identify issues and the necessary solution.
- *Direct Communication with Engineer of Record* – establishes communication between staff and the applicant to discuss questions and issues.
- *Reduce County Review Times* – cuts the 15 calendar day review cycle to 10 business days for first reviews and 5 business days for the subsequent reviews.
- *Reduce Number of County Interfaces* – creates a liaison within each of the 5 review departments and decreases the number of review agencies.
- ***Development Review Meeting*** – establishes a mandatory meeting between staff and the applicant to map out solutions to issues identified during the review.

The implementation of the aforementioned items hinges on reviewing departments obtaining extra staff. County staff invests approximately 232 labor hours in each approved development application. The improvement plan compresses these hours into the first and second review cycles instead of spreading the hours over the 3+ review cycles. In other words, although the improvement plan will cause the County to spend the same amount of overall labor hours; it will occur sooner in the process and in a shorter period of time.

Furthermore, the Capacity Analysis indicates that the County is currently short 4.8 FTEs to keep up with the existing workload. The analysis tells us that the development community's expectations of approval timeframe are beyond the capacity of the County's "review machine". Adding the 232 labor hours on top of the existing 1,465 labor hours per week spent on development applications without additional staffing will only push review timeframes further beyond customer expectations. The table below summarizes the finding in the Capacity Analysis.

Applications Reviews per Week	Total Labor Hours per Week	Required FTE's	Available FTE's	FTE Shortage
520	1,465	39.8	35.0	4.8

Additional Staff & Application Fees

Since the County is already short 4.8 FTE's with the current weekly workload, there is no way to increase the output without providing additional staff to ensure there is adequate coverage to achieve and maintain this enhanced level of service. Each of the affected Departments examined current staffing levels and workload to determine the number of additional staff needed to achieve and maintain the proposed level of service. Please refer to Exhibit 1 for each department's justification. The table below, however, provides a summary of each department's request for additional personnel.

Department	Additional New Positions Needed	Salary / Benefits / Overhead
Addressing	2	\$93,000
Natural Resources	3	\$216,000
Planning & Development	6	\$368,408
Public Works	4	\$357,474
Total	15	\$1,034,882

Given the objective that "development pays for itself", the development community can offset the cost of additional personnel through paying increased development application fees. In order to cover the cost of these positions, it is proposed that development application fees be increased to cover the fiscal impact. The table above also depicts an estimate of the associated salary, benefits, and overhead for additional the positions. The County would need to generate an additional \$1,034,882 in revenue to cover the additional employees. This represents an 18% increase of the total fees (\$5.7 million) collected in 2015.

The County has not comprehensively adjusted development fees since 2007. In 2007, both Natural Resources Management and Building Code modified their fees. There have been a couple of minor fee changes since 2007. The following table depicts the last five development related Fee Resolutions and provides a brief description of the changes that were made by said resolutions.

Resolution	Application	Description
2011-110	Minor Subdivision	Established review & inspection fees for minor subdivision for all of the departments involved in the process
2010-216	PUD Sketch Plan	Established review fees for Viera Sketch Plan Applications
2008-025	Subdivision / Right-of-way permits	Primarily modified the fees associated with right-of-way & subdivision inspection fees
2007-170	Building Permits	Changed the building permit fees
2007-064	Multiple development applications	Modified fees associated with Natural Resources reviews

The fee resolution proposed in Exhibit 3 is essentially an all-inclusive fee amendment designed to offset the cost of the additional staff. Several of the proposed fees are being instituted for the first time for agencies that have been subsidizing the cost of development review with other revenue. The table below provides examples of recent application and the associated proposed fee change for the application. New commercial retail office type permits will increase on average close to 1%, while new single family residential fees would increase on average about 5%. Site Plan applications will average close to a 61% increase while average subdivision application fees would increase 27%. Please refer to Exhibit 2 for specific examples of the development applications and their fees. Collectively these fee adjustments will generate approximately \$1,034,882 additional revenue to cover the salary, benefits, and overhead of the additional FTEs necessary to reduce and maintain the condensed review timeframes.

Application & Project Description	Existing Total Fees	Proposed Total Fees	Percentage Change
Building Permit: New 3,000 sf Single Family Residential	\$1,626	\$1,711	5%
Building Permit: New 9,000sf Com. Retail / Office (\$1,000,000 Construction Value)	\$9,000	\$9,090	1%
Site Plan: MHW Retail	\$7,470	\$12,044	61%
Subdivision: Kerrigton, 89 acers & 134 lots	\$47,169	\$60,571	28%

Conclusions

The number of applications have increased by 26% over the last nine years. They have reached a tipping point whereby the County no longer has the manpower to provide the level of service that the development community expects. The Lean Six Sigma analysis of the development approval process recommends an improvement plan that can reduce the approval timeframe of Site Plans and Subdivisions by 37%. However, the success of the improvement plan depends on acquiring additional staff that can be exclusively dedicated to development review. The current revenue levels cannot support additional staffing. The proposed Fee Resolution (Exhibit 3) reflects the appropriate adjustments in revenues to cover salary, benefits, and overhead for the additional staff. This proposal is intended to ensure that the development approval process is not subsidized by other revenue sources and that development pays for itself.

Exhibit 1: Department Justifications

Introduction

The purpose of this narrative is to describe the background, current goals, and recommendations for the Development Review activities of the Brevard County Address Assignment Section/E9-1-1 Administration/Emergency Management Department.

Background

Address Assignment is responsible for maintaining and updating the addresses in the ALI Database System and 911 Mapping System and the County's Property Management System, along with regular updated addressing information to the Property Appraiser and the Supervisor of Elections for use in the records/databases of those offices.

Development review has been subsidized by other aspects of our program. Diverting funds from other aspects of the program to subsidize development review activities has made other aspects of our program less effective.

Current Goals

The following goals have been identified as important through the Lean Six Sigma process improvement program.

- Fund Development Review activities from development fees
- Increase the level of service of development review, by shortening the review turnaround times and increasing communication with the development consultants
- Make the development review process leaner, by cutting waste and consolidating review activities within fewer agencies

Recommended Actions

In order to meet the above listed goals, we have identified the following actions. These actions will result in an increased level of customer service while maintaining the appropriate level of supervision to ensure customer satisfaction.

- Add the following additional staff members to the programs indicated. These staff members will be dedicated to Development Review & project closeout activities. The additional work capacity will increase customer service by reducing the development review turnaround time as indicated in the anticipated DAP & SCP Lean Six Sigma Improvement Recommendations.
 - 2 Address Assignment Technician II positions
- Increase development review fees to generally match the cost with the activity for Address Assignment. It is noted that development review fees fluctuate seasonally and with the general business cycle. Every effort has been made to predict costs and revenue using the best information available; however, the actual costs and revenue are expected to vary from the assumptions to some degree.
- With the additional staff members proposed, it is expected that the reviews can be processed more expedient, which will increase the level of customer service and satisfaction.

- As part of the DAP and SCP Lean Six Sigma projects, we are proposing that all development review activities of the Address Assignment Section be handled by the new positions; thereby allowing remaining staff to concentrate on other 9-1-1 related functions, as well as municipal addressing.

Our 9-1-1 Addressing Coordinator will take the lead role in overseeing the Section's Development Review, and will ultimately be responsible for coordinating the Department comments and review activities. This will allow the other staff to focus on their primary missions, and result in a leaner, more effective overall operation.

Natural Resources Management Department

The ideal staffing level dedicated to environmental permitting would be eight (8) full time employees.

ERM staffing currently consists of seven full time positions; five dedicated fully to environmental permitting, one with a portion of their time in permit review, and one primarily dedicated to non-permitting duties. Currently, one budgeted position is vacant but NRM is conducting final interviews to fill it.

During a typical day, environmental permitting staff must attend to a variety of necessary tasks not associated with billable permit application reviews. While these tasks are addressed, permits are not processed and new applications continue to arrive and be entered into the system. It is not unusual to have over 100 pending applications, and the queue has occasionally exceeded 180. In order to address the backlog, staff routinely works beyond their 40-hour week.

The addition of one Environmental Specialist I (ESI) position, one Associate Environmental Specialist (AES), PLUS dedication of the vacant position to environmental permitting tasks rather than being split between permitting and other tasks, would bring the full time staff available for environmental review responsibilities to eight.

One new full-time ESI and one Associate Environmental Specialist are needed in addition to sufficient permit revenues to dedicate the entire vacant, advertised position to environmental permitting tasks.

Given the continued robust permit activity, the positions need to be permit-focused. This would ensure that as new customers seek our services, we can continue to process our current customers. ERM could also attend to other permit-related process improvement tasks.

ERM provides other billable and non-billable services in addition to the Land Development and Building Department plan reviews found in Accela. Other billable permits and reviews include:

- | | |
|------------------------------------|---|
| • Surface Water permit | • Manatee Protection Plan review |
| • Land Alteration permit | • Maintenance dredging consistency |
| • Small scale land clearing permit | • Coastal consistency |
| • Non-bona fide ag permit | • Letters of ordinance interpretation/consistency |
| • Private lake permit | |

- Wetlands “toolbox” analysis
- Wetlands determinations
- Property reviews
- Restoration plan review
- Coastal setback line variance

Some non-billable, but necessary, activities that take considerable staff time include:

- Providing guidance to customers. This could be a simple answer to a question over the phone, or an in-office meeting reviewing surveys and plans.
- Process improvement. Continuous improvement has always been an organizational goal. The Lean Six Sigma initiative has taken that goal to the forefront of our operations.

Three ERM staff members have completed the Green Belt training. Each has initiated a certification project. Three additional staff members are participating in some form with other projects. Conducting the analysis needed to find those valuable efficiencies, then implement positive process improvements takes a considerable amount of time and focus.

Staff strives to control the permit queue while engaging in equally important process improvement. Some areas identified for analysis and improvement, but for which we do not have sufficient staff to accomplish:

- Online permitting for those permits not in the Accela system.
- Development of online tools to help our customers help themselves. For example, an Excel tool that would assist building and surface water permit applicants with stormwater calculations, and the creation of thorough checklists for permit reviews.
- More frequent and extensive web page updates. For example, comprehensive FAQs to educate the public on things they need and want to know.
- Ongoing Comprehensive Plan and Ordinance modifications. This is a very time intensive requirement during Transmittal and Adoption cycles.

Having a fully staffed operation would provide a significantly improved level of service for the public and the development community. The ability to process permits, while still attending to other needs, will increase work productivity. The accomplishment of longstanding process improvement goals as well as future continuous improvement would provide even greater efficiencies for our customers.

FTE expense = Salary + Benefit + Overhead, Overhead = operating expense / total employees. An additional FTE ESI would require approximately \$86,000. The addition of a FTE AES would require approximately \$82,000. To dedicate the currently vacant, split position to permitting would require \$48,000.

ERM has 5.4 budgeted ERM environmental review positions; one of which is currently being filled. Therefore, ERM needs to fund two additional FTEs, approximately \$168,000, plus fully fund the split position, approximately \$48,000 for a total increased need of \$216,000.

These changes would end dependence on the arbor fund to balance the budget. Each year funds are budgeted from the fund to cover potential shortfalls at the end of the year. The amount actually drawn varies each year. Over the past six years it has ranged from zero (FY2014-2015), to \$78,000 (FY2011-2012). At an average draw of \$48,000 per year, the fund could be depleted by FY2017-2018.

Because ERM's staff duties go well beyond those reviews found in Accela; the attached proposed fee schedule reflects a comprehensive analysis. It also spreads the revenue throughout our fees, reducing the required increases for building and development reviews. The permit review numbers are based on FY2014-2015 (obtained from SAP).

Some fees with very low utilization were not increased. The adjustments represent a 20% increase across the board. There are three new fees for two services that are either provided for free (public interest determinations by the Board) or not provided (wetlands "toolbox" analysis) during the last fee schedule overhaul in 2007. The fee adjustments total approximately \$216,000 in increased revenue.

Planning & Development Department

After the real estate boom, the housing market's bust resulted in numerous county staff layoffs which triggered the need for the County to reorganize. The primary department (Permitting & Enforcement) responsible for processing, reviewing, and approving the development applications was dismantled in 2009. Land Development (which had 27 employees) and Building (which had 41 employees), were reduced down to a total of 34 employees and merged with Planning and Zoning to create the Planning and Development Department. The Department laid off administrative staff and transferred the duties to the remaining technical staff in addition to their core duties. This arrangement worked because of the drop in development activity at the time. However, development applications have steadily increased by 26% over the last 9 years, and have reached the point where additional staff are necessary.

The department needs to restore the administrative support that was lost during the downsizing. The addition of these positions provides that support staff back into our team. They can assist with basic office duties, and will help free up technical staff to perform development review duties. Therefore, we are request the following positions:

- 3 – Customer Service Representative
- 2 - Office Assistant I
- 1 – Office Assistant II

Overall, adding support staff will help us meet deadlines in a more efficient manner and ensure that the public is assisted in a timely manner.

Public Works Department

Introduction

The purpose of this narrative is to describe the background, current goals, and recommendations for the Development Review activities of the Brevard County Public Works Department.

Background

The following agencies within the Public Works Department have historically been involved in the Development Review process.

- Engineering Design
- Traffic Engineering
- Surveying
- Engineering Inspection
- Road & Bridge
- Transportation
- Land Acquisition
- Storm Water

In the past, the only agencies that have been funded from development review fees have been Engineering Design, Engineering Inspection, and Surveying. The other listed agencies/functions have been funded from other sources. Development review has therefore been subsidized by other aspects of our program. Diverting funds from other aspects of the program to subsidize development review activities has made other aspects of our program less effective.

Current Goals

The following goals have been identified as important through the Lean Six Sigma process improvement program.

- Fund Development Review activities from development fees
- Increase the level of service of development review, by shortening the review turnaround times and increasing communication with the development consultants
- Maintain the high level of built infrastructure quality, that will be cost effective to maintain going forward
- Make the development review process leaner, by cutting waste and consolidating review activities within fewer agencies

Recommended Actions

In order to meet the above listed goals, we have identified the following actions. These actions will result in an increased level of customer service while maintaining the appropriate level of design oversight and construction verification to ensure that the built infrastructure quality does not decline.

- Add the following additional staff members to the programs indicated. These staff members will be dedicated to Development Review & project closeout activities. The additional work capacity will increase customer service by reducing the development review turnaround time as indicated in the anticipated DAP & SCP Lean Six Sigma Improvement Recommendations.
 - 1 Engineer II position in Traffic Engineering
 - 1 Engineer II position in Engineering Design

- 1 SPC III position in Engineering Inspection
 - Engineering Inspector (R/W permitting)
- Increase development review fees to generally match the cost with the activity for Traffic Engineering, Engineering Design, and Engineering Inspection. It is noted that development review fees fluctuate seasonally and with the general business cycle. Every effort has been made to predict costs and revenue using the best information available, however the actual costs and revenue are expected to vary from the assumptions to some degree.
- With the additional staff members proposed, it is expected that the depth and breadth of the design reviews and monitoring of construction will be preserved, while increasing the level of customer service and satisfaction.
- As part of the DAP and SCP Lean Six Sigma projects, we are proposing that all development review activities of the Public Works Department be consolidated into the following agencies.
 - Engineering Design
 - Traffic Engineering
 - Surveying

Engineering Design will take the lead role in Development Review, and will ultimately be responsible for coordinating the Department comments and review activities. This will allow the other departments to focus on their primary missions, and result in a leaner, more effective overall operation.

Exhibit 2: Examples of Developments & Fee Increases

BUILDING PERMITS								
Fee	Project 3,000 Single Family Residence				Project 9,000 SF Commercial Bldg.			
	Existing	Proposed	Amount of Increase	% Increase	Existing	Proposed	Amount of Increase	% Increase
Application	\$0	\$25	\$25	250.0%	\$0	\$25	\$25	250.0%
Address	\$30	\$60	\$30	100.0%	\$50	\$100	\$50	100.0%
Building	\$1,170	\$1,170	\$0	0.0%	\$5,350	\$5,350	\$0	0.0%
Land	\$240	\$240	\$0	0.0%	\$15	\$15	\$0	0.0%
Fire	\$0	\$0	\$0	0.0%	\$3,300	\$3,300	\$0	0.0%
NRMO	\$150	\$180	\$30	20.0%	\$75	\$90	\$15	20.0%
Zoning	\$36	\$36	\$0	0.0%	\$210	\$210	\$0	0.0%
Total	\$1,590	\$1,675	\$85	5.3%	\$9,000	\$9,090	\$90	1.0%

SITE PLANS												
Fee	Project Dollar General Mims				Project MHW Retail				Project Satcom			
	Existing	Proposed	Amount of Increase	% Increase	Existing	Proposed	Amount of Increase	% Increase	Existing	Proposed	Amount of Increase	% Increase
Pre -App	\$1,550	\$2,120	\$570	36.8%	\$1,550	\$2,120	\$570	36.8%	\$1,550	\$2,140	\$590	38.1%
Land	\$1,000	\$1,025	\$25	2.5%	\$880	\$905	\$25	2.8%	\$2,200	\$2,225	\$25	1.1%
Address	\$50	\$100	\$50	100.0%	\$50	\$100	\$50	100.0%	\$50	\$100	\$50	100.0%
NMRO	\$998	\$1,200	\$202	20.2%	\$998	\$1,200	\$202	20.2%	\$998	\$1,200	\$202	20.2%
Landscape	\$475	\$570	\$95	20.0%	\$400	\$480	\$80	20.0%	\$1,225	\$1,470	\$245	20.0%
Fire	\$100	\$100	\$0	0.0%	\$100	\$100	\$0	0.0%	\$100	\$100	\$0	0.0%
Survey	\$225	\$350	\$125	55.6%	\$225	\$350	\$125	55.6%	\$225	\$350	\$125	55.6%
Engineering	\$250	\$770	\$520	208.0%	\$220	\$680	\$460	209.1%	\$550	\$1,670	\$1,120	203.6%
Traffic	\$0	\$500	\$500		\$0	\$440	\$440		\$0	\$1,100	\$1,100	
Eng. Insp	\$1,760	\$3,520	\$1,760	100.0%	\$2,622	\$5,244	\$2,622	100.0%	\$8,279	\$14,924	\$6,645	80.3%
Zoning	\$425	\$425	\$0	0.0%	\$425	\$425	\$0	0.0%	\$425	\$425	\$0	0.0%
Total	\$6,833	\$10,680	\$3,847	56.3%	\$7,470	\$12,044	\$4,574	61.2%	\$15,602	\$25,704	\$10,102	64.7%

SUBDIVISIONS								
Fee	Project Kerrington 89 acres 134 lots				Project Viera Preserve 45 acres 97 lots			
	Existing	Proposed	Amount of Increase	% Increase	Existing	Proposed	Amount of Increase	% Increase
Pre -App	\$1,900	\$2,730	\$830	43.7%	\$1,900	\$2,730	\$830	43.7%
Land	\$1,800	\$1,825	\$25	1.4%	\$900	\$925	\$25	2.8%
Address	\$25	\$720	\$695	2780.0%	\$25	\$535	\$510	2040.0%
NMRO	\$798	\$960	\$162	20.3%	\$798	\$960	\$162	20.3%
Landscape	\$6,925	\$8,310	\$1,385	20.0%	\$3,625	\$4,250	\$625	17.2%
Fire	\$284	\$284	\$0	0.0%	\$247	\$247	\$0	0.0%
Survey	\$525	\$600	\$75	14.3%	\$315	\$400	\$85	27.0%
Engineering	\$200	\$2,202	\$2,002	1001.0%	\$100	\$2,046	\$1,946	1946.0%
Traffic		\$2,002	\$2,002			\$250	\$250	
Eng. Insp	\$25,387	\$30,387	\$5,000	19.7%	\$23,297	\$28,297	\$5,000	21.5%
Zoning	\$425	\$425	\$0	0.0%	\$200	\$200	\$0	0.0%
Land Plat	\$5,400	\$6,534	\$1,134	21.0%	\$5,130	\$5,335	\$205	4.0%
NMRO Plat	\$400	\$442	\$42	10.5%	\$400	\$480	\$80	20.0%
Survey	\$1,000	\$2,500	\$1,500	150.0%	\$1,000	\$2,470	\$1,470	147.0%
Engineering	\$1,800	\$350	-\$1,450	-80.6%	\$1,770	\$350	-\$1,420	-80.2%
Zoning	\$300	\$300	\$0	0.0%	\$300	\$300	\$0	0.0%
Total	\$47,169	\$60,571	\$13,402	28.4%	\$40,007	\$49,775	\$9,768	24.4%

Exhibit 3: Fee Resolution:

Clean Copy of Fee Resolution

RESOLUTION 16-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA ESTABLISHING A SCHEDULE OF FEES FOR CARRYING OUT THE RESPONSIBILITIES FOR PROCESSING DEVELOPMENT APPLICATIONS AND PERMITS, AND FOR PERFORMING DEVELOPMENT REVIEWS AND INSPECTIONS; REPEALING IN WHOLE OR IN PART CERTAIN EXISTING RESOLUTIONS ESTABLISHING FEE SCHEDULES FOR DEVELOPMENT APPLICATION AND PERMIT RELATED ACTIVITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners desires to establish a reasonable schedule of fees and charges for services pertaining to carrying out the responsibilities for, and the costs incurred related to administering development applications, permits, reviews and inspections provided for by Brevard County Code of Ordinances and Land Development Code, Florida Statutes, and other development laws, rules and regulations; and,

WHEREAS, the Board of County Commissioners has determined that it is necessary and beneficial to the public interest to update existing fees, and, where necessary add new fees for services provided or costs incurred for land development, building permits, development inspections, site plans, subdivisions, and right of way improvements and other related development administrative services and activities; and,

WHEREAS, the Board of County Commissioners has determined that the costs for development review and inspection services provided by various County departments and offices should be borne by the developers, builders and persons using such services; and,

WHEREAS, the Board of County Commissioners has determined that the schedule of fees herein are reasonable and necessary for providing the revenue to support and appropriately staff said County departments and offices; and,

WHEREAS, the Board of County Commissioners has determined that the schedule of fees are reasonable and necessary in order for County departments and offices to provide development review and inspection services in a timely manner.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Brevard County, Florida as follows:

SECTION 1. Prior Fees and Charges. Certain prior fee resolutions adopted by the Board of County Commissioners establishing fees and charges for development review and inspection activities are hereby repealed in whole or in part as follows:

- a) Resolution 2003-175 establishing a schedule of fees for Transportation Engineering Surveying and Mapping Department for review of site plans, subdivisions, and final plats is hereby repealed in its entirety.

- b) Resolution 2007-064 establishing a fee schedule for Natural Resources Management Office for review of building permits, site plans, subdivisions, land clearing and landscaping and related development applications is hereby repealed in its entirety.
- c) Resolution 2007-170, Exhibit "B" Schedule of Address Assignment Review Fees, is hereby repealed in its entirety. The remainder of Resolution 2007-170 including Exhibit "A" Schedule of Building Code Division Fees, will remain in effect as originally adopted.
- d) Resolution 2008-025 establishing a schedule of fees for Land Development Division and Public Works Department for review and inspection activities related to site plans, subdivisions, right of way improvements and similar development fees and charges is hereby repealed in its entirety.
- e) Resolution 2010-216 establishing a schedule of fees for the review of sketch plans pursuant to the West Viera PUD Alternative Development Standards defined in the Future Land Use Element of the Brevard County Comprehensive Plan is hereby repealed in its entirety.
- f) Resolution 2011-110 establishing a schedule of fees for the review and inspection of minor subdivision applications is hereby repealed in its entirety.

SECTION 2. Establishment of a schedule of fees and charges. A schedule of fees and charges as set forth in "Exhibit A - Schedule of Development Fees and Charges" attached hereto and by reference incorporated into and made part of this resolution, is established and adopted for carrying out the responsibility of administering and enforcement of Brevard County Land Development Regulations and Code of Ordinances, and related laws, rules, and regulations of the State of Florida.

SECTION 3. Severability. If any section, subsection, clause, phrase, or provision of this resolution is held invalid or unconstitutional, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this resolution.

SECTION 4. Effective Date. This resolution shall take effect 90 days after adoption.

DONE, ORDERED AND ADOPTED, in regular session, this 27 day of September, 2016.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

Scott Ellis, Clerk

Jim Barfield, Chair
As approved by the Board of County
Commissioners on 9 27/2016

EXHIBIT A - SCHEDULE OF DEVELOPMENT FEES AND CHARGES

APPLICATION FEES		
Agency/Department	Fee Description	Fee
All Agencies Development Applications	Application Processing Fee	\$ 25.00
ADDRESS ASSIGNMENT		
Agency/Department	Fee Description	Fee
Address Assignment	Address Assignment - Appeals	\$ 500.00
Address Assignment	Address Assignment - City Addressing	\$ 5.00 per Lot
Address Assignment	Address Assignment - P.U.D. Review	\$ 100.00
Address Assignment	Address Assignment - Property Owner Requested Address Change	\$ 100.00
Address Assignment	Address Assignment - Property Owner Survey (if 911 Address Performs)	\$ 200.00
Address Assignment	Address Assignment - Recording Fee (Street Naming/Renaming)	Pursant to Clerk's Office Current Recording Fee.
Address Assignment	Address Assignment - Research	\$ 50.00
Address Assignment	Address Assignment - Roadway Vacating	\$ 50.00
Address Assignment	Address Assignment - Street Naming Citizen Request	\$ 100 + \$25 per Address Change
Address Assignment	Address Assignment - Street Re-naming Citizen Request	\$150 + \$25 per Address Change
BUILDING PERMITS		
Agency/Department	Fee Description	Fee
Land Development	Driveway/Sidewalk Fee - Land Development	\$ 90.00
Land Development	Driveway/Sidewalk Subsequent Review Fee - Land Development	\$ 15.00
Contractor Licensing Regulation And Enforcement	Unlicensed Contractor Activity Enforcement	\$ 10.00
Natural Resources Mgmt. Dept.	Landscape/Landclearing - Review lots >1.25 acres	\$ 300.00
Natural Resources Mgmt. Dept.	Landscape/Landclearing Review lots ≤ 1.25 acres	\$ 90.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 2,000.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 480.00
Land Development	Lot Drainage/Flood Protection Fee - Land Development	\$ 150.00
Land Development	Lot Drainage/Flood Protection Subsequent Review Fee - Land Development	\$ 25.00
Land Development	Minor Lot Drainage/Flood Protection Fee - Land Development	\$ 15.00
Natural Resources Mgmt. Dept.	Natural Resources - 2nd and Subsequent Reviews of Unissued One-Stop Permits	\$ 30.00
Natural Resources Mgmt. Dept.	Natural Resources - Minor Review (Fence, Shed, Screen Room, Pool	\$ 15.00
Natural Resources Mgmt. Dept.	Natural Resources - Plan Review	\$ 90.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspections	\$ 360.00
Natural Resources Mgmt. Dept.	Natural Resources - Residential Bond Inspection	\$ 360.00
Address Assignment	Official Commercial/Industrial Unit Address - Address Assignment	\$ 100.00
Address Assignment	Official Commercial Unit Address - Address Assignment	\$ 70.00
Address Assignment	Official Residential Address- Address Assignment	\$ 60.00
Public Works - Engineering	Public Works Engineering - Flood Zone Letter	\$ 75.00
MINOR SITE PLAN		
Agency/Department	Fee Description	Fee
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 2,000.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 480.00
Natural Resources Mgmt. Dept.	Minor Site Plan - Natural Resouces Landscaping/Land Clearing	\$300 + \$90/acre or fraction thereof
Address Assignment	Minor Site Plan 3rd and subsequent reviews - Address Assignment	\$ 50.00
Land Development	Minor Site Plan 3rd and subsequent reviews - Land Development	\$ 150.00
Public Works - Engineering	Minor Site Plan 3rd and subsequent reviews - Public Works Engineering	\$ 120.00
Public Works - Traffic Engineering	Minor Site Plan 3rd and subsequent reviews - Public Works Traffic Engineering	\$ 75.00
Survey Department	Minor Site Plan 3rd and subsequent reviews - Survey	\$ 50.00
Natural Resources Mgmt. Dept.	Minor Site Plan 3rd and subsequent reviews - Natural Resouces Landscaping	\$ 240.00

Natural Resources Mgmt. Dept.	Minor Site Plan 3rd and subsequent reviews - Natural Resources	\$	450.00
Public Works - Engineering	Minor Site Plan Inspection each additional phase - Public Works Engineering	\$	200.00
Public Works - Engineering	Minor Site Plan Inspection Fees Construction Costs less than \$20,000 - Public Works Engineering	\$	400.00
Land Development	Minor Site Plan Review - Land Development	\$	520.00
Address Assignment	Minor Site Plan Review - Address Assignment	\$	50.00
Natural Resources Mgmt. Dept.	Minor Site Plan Review - Natural Resources	\$	1,200.00
Public Works - Engineering	Minor Site Plan Review - Public Works Engineering	\$	400.00
Public Works - Traffic Engineering	Minor Site Plan Review - Public Works Traffic Engineering	\$	250.00
Survey Department	Minor Site Plan Review - Survey	\$	100.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspections	\$	360.00

SITE PLANS

Agency/Department	Fee Description		Fee
Land Development	Appeal request to requirements to Article VIII - Land Development	\$	500.00
Land Development	Appeal to an approved site plan - Land Development	\$	1,500.00
Address Assignment	Full Site Plan - Address Assignment	\$	100.00
Land Development	Full Site Plan - Land Development		\$ 640 + \$ 120 per lot
Public Works - Engineering	Full Site Plan - Public Works Engineering		\$500 + \$90/acre
Public Works - Traffic Engineering	Full Site Plan - Public Works Traffic Engineering		\$320 + \$60 per Acre
Survey Department	Full Site Plan - Survey	\$	350.00
Public Works - Engineering	Inspection Major Site Plan Each Additional Phase - Public Works Engineering	\$	300.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$	2,000.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$	480.00
Public Works - Traffic Engineering	Pre-App Conference - Public Works Traffic Engineering	\$	150.00
Land Development	Pre-App Conference Site Plan - Land Development	\$	260.00
Survey Department	Pre-App Conference Site Plan - Survey	\$	100.00
Address Assignment	Pre-App Conference Site Plan - Address Assignment	\$	100.00
Public Works - Engineering	Pre-App Conference Site Plan - Public Works Engineering	\$	200.00
Natural Resources Mgmt. Dept.	Pre-App Site Plan Conference - Natural Resources	\$	550.00
Natural Resources Mgmt. Dept.	Pre-App Site Plan Conference - Landscaping	\$	550.00
Public Works - Engineering	Process Fee for Reduction Performance Bond - Public Works Traffic Engineering	\$	400.00
Natural Resources Mgmt. Dept.	Reinspection Fee - Natural Resources	\$	360.00
Natural Resources Mgmt. Dept.	Site Plan - Landscaping		\$300 + \$90/acre or fraction thereof
Natural Resources Mgmt. Dept.	Site Plan - Natural Resources	\$	1,200.00
Address Assignment	Site Plan 3rd and subsequent reviews - Address Assignment	\$	50.00
Survey Department	Site Plan 3rd and subsequent reviews - Survey	\$	50.00
Land Development	Site Plan 3rd and subsequent reviews - Land Development	\$	150.00
Natural Resources Mgmt. Dept.	Site Plan 3rd and subsequent reviews - Landscaping	\$	240.00
Natural Resources Mgmt. Dept.	Site Plan 3rd and subsequent reviews - Natural Resources	\$	450.00
Public Workd - Engineering	Site Plan 3rd and subsequent reviews - Public Works Engineering	\$	120.00
Public Works - Traffic Engineering	Site Plan 3rd and subsequent reviews - Public Works Traffic Engineering	\$	75.00
Public Works - Engineering	Site Plan Inspection Fees Construction Costs less than \$20,000 - Public Works Engineering	\$	400.00
Public Works - Engineering	Site Plan Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering		1.5% x Construction Costs
Public Works - Engineering	Site Plan Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering		1.0% x Construction Costs
Public Works - Engineering	Site Plan Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering		2% x Construction Costs
Land Development	Waiver Request Site Plans - Land Development	\$	500.00
Public Works - Engineering	Waiver Request Site Plans Requiring Engineering Review - Public Works Engineering	\$	250.00

AMENDED SITE PLANS

Agency/Department	Fee Description		Fee
Address Assignment	Amended Site Plan Review - Address Assignment	\$	50.00
Land Development	Amended Site Plan Review - Land Development		75% of Original Fee

Natural Resources Mgmt. Dept.	Amended Site Plan Review - Landscaping/Land Clearing	\$300 + \$90/acre or fraction thereof
Natural Resources Mgmt. Dept.	Amended Site Plan Review - Natural Resources	\$ 1,200.00
Public Works - Engineering	Amended Site Plan Review - Public Works Engineering	75% of Public Works Engineering's Original Fee
Public Works - Traffic Engineering	Amended Site Plan Review - Public Works Traffic Engineering	75% of Traffic Engineering's Original Fee
Survey Department	Amended Site Plan Review - Survey	\$ 150.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 2,000.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 480.00
Survey Department	Site Plan 3rd and subsequent reviews - Survey	\$ 50.00

ENGINEERING REVISIONS

Agency/Department	Fee Description	Fee
Address Assignment	Engineering Revision to approved plan - Address Assignment	\$ 50.00
Land Development	Engineering Revision to approved plan - Land Development	\$ 500.00
Public Works - Engineering	Engineering Revision to approved plan - Public Works Engineering	\$ 300.00
Public Works - Traffic Engineering	Engineering Revision to approved plan - Public Works Traffic Engineering	\$ 100.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 2,000.00
Natural Resources Mgmt. Dept.	Engineering Revision - Landscaping/Land Clearing	\$ 480.00
Natural Resources Mgmt. Dept.	Engineering Revision - Natural Resources	\$ 360.00
Public Works - Engineering	Public Works After Hours Inspections	\$400 Minimum (4 hours minimum + \$100 per hour)

PRELIMINARY PLAT

Agency/Department	Fee Description	Fee
Public Works - Engineering	Preliminary Plat/Engineering Review(if over 50 acres) - Public Works Engineering	\$600 + \$18 per lot
Survey Department	Preliminary Plat/Engineering Review(if 50 acres or less) - Survey	\$ 400.00
Public Works - Traffic Engineering	Preliminary Plat/Engineering Review(if 50 acres or less) - Public Works Traffic Engineering	\$450 + \$12 per lot
Public Works - Traffic Engineering	Preliminary Plat/Engineering Review if required with Site Plan - Public Works Traffic Engineering	\$ 250.00
Public Works - Engineering	Preliminary Plat/Engineering Review if required with Site Plan - Public Works Engineering	\$ 400.00
Survey Department	Preliminary Plat/Engineering Review (if over 50 acres) - Survey	\$ 600.00
Public Works - Traffic Engineering	Preliminary Plat/Engineering Review (if over 50 acres) - Public Works Traffic Engineering	\$650 + \$12 per lot
Land Development	Preliminary Plat/Engineering Review (if over 50 acres) - Land Development	\$ 1,800.00
Public Works - Engineering	Preliminary Plat/Engineering Review (if 50 acres or less) - Public Works Engineering	\$300 + \$18 per lot
Land Development	Preliminary Plat/Engineering Review (if 50 acres or less) - Land Development	\$ 900.00
Natural Resources Mgmt. Dept.	Preliminary Plat/Development Plan Review - Natural Resources	\$ 960.00
Natural Resources Mgmt. Dept.	Preliminary Plat/Development Plan Review - Landscape/Landclearing	\$300 + \$90/acre or fraction thereof
Land Development	Preliminary Plat Review if required with Site Plan - Land Development	\$ 520.00
Address Assignment	Preliminary Plat Review if required with Site Plan - Address Assignment	\$ 50.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspection	\$ 360.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 480.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 2,000.00
Address Assignment	Final Engineering/Preliminary Plat - Address Assignment	\$50.00 + \$5.00 per lot
Survey Department	3rd and subsequent reviews - Survey	\$ 50.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$ 450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$ 240.00

MINOR SUBDIVISIONS

Agency/Department	Fee Description	Fee
Public Works - Traffic Engineering	Pre-Plat - Final Plat - Final Engineering Review - Public Works Traffic Engineering	\$ 500.00

Public Works - Engineering	Pre-Plat - Final Plat - Final Engineering Review - Public Works Engineering	\$	500.00
Natural Resources Mgmt. Dept.	Pre-Plat - Final Plat - Final Engineering Review - Natural Resources	\$	960.00
Natural Resources Mgmt. Dept.	Pre-Plat - Final Plat - Final Engineering Review- Landscaping/Land Clearing	\$	360.00
Land Development	Pre-Plat - Final Plat - Final Engineering Review - Land Development	\$	975.00
Address Assignment	Pre-Plat - Final Plat - Final Engineering Review - Address Assignment	\$	50.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspection	\$	360.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$	480.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$	2,000.00
Public Works - Traffic Engineering	Final Plat - Replat Review - Public Works Traffic Engineering	\$	200.00
Public Works - Engineering	Final Plat - Replat Review - Public Works Engineering	\$	250.00
Land Development	Final Plat - Replat Review - Land Development	\$	675.00
Address Assignment	Final Plat - Replat Review - Address Assignment	\$	50.00
Natural Resources Mgmt. Dept.	Final Plat - Replat Review - Natural Resources	\$	360.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$	450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$	240.00
Survey Department	3rd and subsequent reviews - Survey	\$	50.00

SUBDIVISIONS

Agency/Department	Fee Description	Fee
Public Works - Engineering	Waiver Request Subdivisions Requiring Engineering Review - Public	\$ 250.00
Land Development	Subdivision Waiver Request - Land Development	\$ 500.00
Survey Department	Subdivision Pre-App Conference - Survey	\$ 200.00
Public Works - Traffic Engineering	Subdivision Pre-App Conference - Public Works Traffic Engineering	\$ 250.00
Public Works - Engineering	Subdivision Pre-App Conference - Public Works Engineering	\$ 400.00
Natural Resources Mgmt. Dept.	Subdivision Pre-App Conference - Natural Resources	\$ 550.00
Natural Resources Mgmt. Dept.	Subdivision Pre-App Conference - Landscaping / Landclearing	\$ 550.00
Land Development	Subdivision Pre-App Conference - Land Development	\$ 480.00
Address Assignment	Subdivision Pre-App Conference - Address Assignment	\$ 100.00
Natural Resources Mgmt. Dept.	Subdivision Open Space Pre-App Conference or 1st Review - Natural Resources	\$ 2,800.00
Natural Resources Mgmt. Dept.	Subdivision Open Space Pre-App Conference - Landscaping	\$ 550.00
Public Works - Engineering	Subdivision Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering	2.5% x Construction Costs
Public Works - Engineering	Subdivision Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering	1.0% x Construction Costs
Public Works - Engineering	Subdivision Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering	2% x Construction Costs
Survey Department	Subdivision 3rd and subsequent Reviews - Survey	\$ 50.00
Address Assignment	Subdivision 3rd and subsequent Reviews - Address Assignment	\$ 50.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspection	\$ 360.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 480.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 2,000.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$ 450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$ 240.00

FINAL PLATS

Agency/Department	Fee Description	Fee
Land Development	Final Plat Package Recordation - Land Development	\$ 150.00
Address Assignment	Final Plat Submittal - Address Assignment	\$ 100.00
Land Development	Final Plat Submittal - Land Development (Lots)	\$ 1134 plus \$54 per lot
Natural Resources Mgmt. Dept.	Final Plat Submittal - Natural Resources	\$ 480.00
Public Works - Engineering	Final Plat Submittal - Public Works Engineering	\$ 350
Survey Department	Final Plat Submittal - Survey	\$ 1,000 plus \$15 per lot

FLAGSTEMS AND EASEMENTS

Agency/Department	Fee Description	Fee
Address Assignment	Flagstems and Easements Review - Address Assignment	\$100 per Lot
Natural Resources Mgmt. Dept.	Flagstems and Easements Review - Natural Resources	\$ 360.00
Land Development	Flagstems and Easements Review- Land Development	\$ 150.00

Public Works - Engineering	Public Works - After Hours Inspections	\$100 per hour - 4 hour minimum
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RIGHT OF WAY IMPROVEMENTS

Agency/Department	Fee Description	Fee
Public Works - Engineering	Commercial Driveway	\$ 750 per Connection
Public Works - Engineering	Commercial Temporary Driveway	\$ 500.00
Public Works - Engineering	Directional Bore	\$ 500.00
Public Works - Engineering	Easement Encroachments Other Than Driveways	\$ 150.00
Public Works - Engineering	Engineering Revision (Projects Over \$200,000)	\$ 500.00
Public Works - Engineering	Engineering Revision (Projects Under \$200,000)	\$ 200.00
Public Works - Engineering	Paved Road Open Cut	\$ 1,200.00
Public Works - Engineering	Permit Application For Construction Cost Above \$200,000	\$ 1,000.00
Public Works - Engineering	Public Works After Hours Inspections	\$100.00 per hour - 4 hour minimum
Public Works - Engineering	Re-Inspection Fee ROW - Commercial	\$ 200.00
Public Works - Engineering	Re-Inspection Fee ROW - Residential	\$ 75.00
Public Works - Engineering	Residential Driveway Construction	\$ 150.00
Public Works - Engineering	Residential Temporary Driveway	\$ 90.00
Public Works - Engineering	Revisions to approved permit ROW	\$ 50.00
Natural Resources Mgmt. Dept.	Right-of-Way Permit Environmental Analysis - Natural Resources	\$ 180.00
Public Works - Engineering	Roadway Intersection Improvements	\$ 1,000.00
Public Works - Engineering	ROW (Projects over \$200K) Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering	1.0% x Construction Costs
Public Works - Engineering	ROW (Projects over \$200K) Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering	2% x Construction Costs
Public Works - Engineering	ROW (Projects over \$200K) Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering	2.5% x Construction Costs
Public Works - Engineering	Short Side	\$ 150.00
Public Works - Engineering	Sidewalk Construction	\$ 250.00
Public Works - Engineering	Storm Sewer Construction	\$ 200.00
Public Works - Engineering	Stormwater Discharge	\$ 500.00
Public Works - Engineering	Utilization Fee - No Linear Ft	\$ 200.00
Public Works - Engineering	Utilization fee by linear foot	\$125.00 + \$.030 per Lineal foot
Public Works - Engineering	Work Commencing Without A Permit	Double the Permit Fee

ROAD CONVERSION

Agency/Department	Fee Description	Fee
Land Development	Road Conversion Applications - Land Development	\$ 1,000.00
Public Works - Engineering	Road Conversion Applications - Public Works Engineering	\$ 500.00
Public Works - Traffic Engineering	Road Conversion Applications - Public Works Traffic Engineering	\$ 300.00

UNPAVED ROAD

Agency/Department	Fee Description	Fee
Public Works - Engineering	Public Works After Hours Inspections	\$100 per hour - 4 hour minimum
Natural Resources Mgmt. Dept.	Unpaved Road Application - Natural Resources	\$ 360.00
Land Development	Unpaved Road Agreement for Building Permit - Land Development	\$ 50.00
Public Works - Engineering	Unpaved Road Construction Application - Public Works Engineering	\$ 1,000.00
Land Development	Unpaved Road Construction Application - Land Development	\$ 400.00
Address Assignment	Unpaved Road Construction Application - Official Street Naming - Address Assignment	\$ 100.00
Public Works - Engineering	Unpaved Road Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering	2% x Construction Costs
Public Works - Engineering	Unpaved Road Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering	1.0% x Construction Costs
Public Works - Engineering	Unpaved Road Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering	2.5% x Construction Costs

SKETCH PLAN FEES		
Agency/Department	Fee Description	Fee
Fire Prevention	Sketch Plan Fees - Fire Prevention	\$ 250.00
Land Development	Sketch Plan Fees - Land Development	\$ 1,750.00
Natural Resources Mgmt. Dept.	Sketch Plan Fees - Natural Resources/Landscaping	\$ 4,000.00
Public Works - Engineering	Sketch Plan Fees - Public Works Engineering	\$ 3,500.00
Public Works - Traffic Engineering	Sketch Plan Fees - Public Works Traffic	\$ 1,500.00
Zoning	Sketch Plan Fees - Zoning	\$ 1,000.00
AMENDED SKETCH PLAN FEES		
Agency/Department	Fee Description	Fee
Fire Prevention	Amended Sketch Plan Fees - Fire Prevention	\$ 200.00
Land Development	Amended Sketch Plan Fees - Land Development	\$ 850.00
Natural Resources Mgmt. Dept.	Amended Sketch Plan Fees - Natural Resources/Landscaping	\$ 800.00
Public Works - Engineering	Amended Sketch Plan Fees - Public Works Engineering	\$ 750.00
Public Works - Traffic Engineering	Amended Sketch Plan Fees - Public Works Traffic	\$ 750.00
Zoning	Amended Sketch Plan Fees - Zoning	\$ 400.00
Finish Floor Waiver		
Agency/Department	Fee Description	Fee
Public Works - Engineering	Finish Floor Elevation Waivers Residential Review Fee	\$ 250.00
Natural Resources Management Office		
Agency/Department	Fee Description	Fee
Natural Resources Mgmt. Dept.	Written Consistency, Exemption or Interpretation Determinations	\$ 360.00
Natural Resources Mgmt. Dept.	Wetlands Toolbox Analysis – Board of Co. Commissioners Review	\$ 600.00
Natural Resources Mgmt. Dept.	Wetlands Toolbox Analysis – Administrative Review	\$ 360.00
Natural Resources Mgmt. Dept.	Wetland Determinations	\$ 400.00
Natural Resources Mgmt. Dept.	Wetland Delineations	< 2.5 acres = \$1,600 2.5 > 5.0 acres = \$3,200 5.0 > 10 acres - \$800 for each acre or fraction thereof
Natural Resources Mgmt. Dept.	Vested Rights	\$2,000 (plus Special Magistrate Costs, if unsuccessful)
Natural Resources Mgmt. Dept.	Surface Water Permits	\$ 750.00
Natural Resources Mgmt. Dept.	Rezoning Requests and Land Use Changes	\$ 300.00
Natural Resources Mgmt. Dept.	Restoration Plans (wetlands & land clearing)	\$ 800.00
Natural Resources Mgmt. Dept.	Reinspections	\$ 360.00
Natural Resources Mgmt. Dept.	Public Interest Determination	\$ 600.00
Natural Resources Mgmt. Dept.	Property Reviews	\$ 90.00
Natural Resources Mgmt. Dept.	Private Lakes	\$ 480.00
Natural Resources Mgmt. Dept.	Private Lake Variance	\$ 300.00
Natural Resources Mgmt. Dept.	Non-bonafide Agricultural Permits for Land Clearing	\$ 360.00
Natural Resources Mgmt. Dept.	Maintenance Dredging Consistency Review	\$ 300.00
Natural Resources Mgmt. Dept.	Land Clearing Permit for Surveys/Soil Testing	\$ 180.00
Natural Resources Mgmt. Dept.	Land Alterations	\$1,600 + \$75/acre or fraction thereof
Natural Resources Mgmt. Dept.	Consistency Review for Marinas w/ Site Plan or Subdivision Review	\$ 600.00
Natural Resources Mgmt. Dept.	Consistency Review for Marinas	\$ 900.00
Natural Resources Mgmt. Dept.	Coastal Vulnerable Structure Determination – single family	\$ 1,400.00
Natural Resources Mgmt. Dept.	Coastal Setback Line Variance	\$ 1,400.00
Natural Resources Mgmt. Dept.	Change of Use - Landscaping / Landclearing	\$ 300.00
Natural Resources Mgmt. Dept.	Appeals to the Board of County Commissioners	\$ 800.00
Natural Resources Mgmt. Dept.	Amendment to approved Landscape Plan	\$ 480.00
Natural Resources Mgmt. Dept.	Alternative Landscape Enhancement Plan	\$ 2,000.00
Natural Resources Mgmt. Dept.	Agricultural Exemption for Building	\$ 90.00
Natural Resources Mgmt. Dept.	Administrative Waiver for Land Clearing	\$ 240.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$ 450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$ 240.00

Natural Resources Mgmt. Dept.	After the Fact Permits: Project would have been permissible under current regulations	Triple Normal Permit Fee
Natural Resources Mgmt. Dept.	After the Fact Permits: Project is not permissible under current regulations	Restoration + fines
Natural Resources Mgmt. Dept.	<p>Review Fees—No permit issued. When a permit application has been reviewed and approved by all required agencies and the permit has not been issued within 30 (thirty) days of the last review, the review fee must be paid in its entirety for services rendered and will be collected through an approved process for collection.</p> <p>When a permit application has not been reviewed and approved by an agency due to plan deficiencies and the permit is not issued within 90 days of the application, a review fee equal to one-half of the permit fee as set forth herein must be paid and will be collected through an approved process for collection.</p> <p>In the event a permit applicant wishes to appeal the collection of a review fee, a written request must be made to the Department Director within 30 days of receipt of the notice that a review fee must be paid. The Director may, at his or her discretion, authorize a waiver of the review fees when the</p>	
Natural Resources Mgmt. Dept.	<p>Collection of Fees and Charges. All fees and charges shall be collected by Brevard County, and shall be received in full prior to the provision of such services and permit application reviews. Upon payment for such services, a receipt shall be issued to the payer, a copy of which shall be retained by the payee. Fees are non-refundable unless specifically approved for a refund or waived by the Board of County Commissioners. Five percent (5%) of the original fee to be refunded shall be retained by the County to offset the cost of processing the refund. No refund will be granted for any development application that has been processed for review by any of the other review agencies. After construction has commenced on site, no refund of any inspection fees will be made.</p>	

Current Fee and Proposed Fee Chart

Agency/Department		APPLICATION FEES		Agency/Department	
Agency/Department	Fee Description	Existing Fee	Proposed Fee	Agency/Department	Fee Description
All Agencies Development Applications	Application Processing Fee	\$ -	\$ 25.00		
ADDRESS ASSIGNMENT					
Address Assignment	Address Assignment - Appeals	250.00	500.00		
Address Assignment	Address Assignment - City Addressing	5.00	\$5.00 per Lot		
Address Assignment	Address Assignment - P.U.D. Review	-	100.00		
Address Assignment	Address Assignment - Property Owner Requested Address Change	50.00	100.00		
Address Assignment	Address Assignment - Property Owner Survey (if 911 Address Performs)	-	200.00		
Address Assignment	Address Assignment - Recording Fee (Street Naming/Renaming)	18.50	Pursant to Clerk's Office Current Recording Fee.		
Address Assignment	Address Assignment - Research	25.00	50.00		
Address Assignment	Address Assignment - Roadway Vacating	-	50.00		
Address Assignment	Address Assignment - Street Naming Citizen Request	\$50.00 + \$25.00 per address change	\$ 100 + \$25 per Address Change		
Address Assignment	Address Assignment - Street Re-naming Citizen Request	\$75.00 + \$25.00 per address change	\$150 + \$25 per Address Change		
BUILDING PERMITS					
Land Development	Driveway/Sidewalk Fee - Land Development	90	90		
Land Development	Driveway/Sidewalk Subsequent Review Fee - Land Development	15	15		
Contractor Licensing Regulation and Enforcement	Unlicensed Contractor Activity Enforcement	0	10		
Natural Resources Mgmt. Dept.	Landscape/Landclearing - Review lots >1.25 acres	254.00	300.00		
Natural Resources Mgmt. Dept.	Landscape/Landclearing Review lots ≤ 1.25 acres	75.00	90.00		
Natural Resources Mgmt. Dept.	Landscape/Land Clearing - Alternative Landscape Enhancement Plan	1,650.00	2,000.00		
Natural Resources Mgmt. Dept.	Landscape/Land Clearing - Amendment to Approved Landscape Plan	400.00	480.00		
Land Development	Lot Drainage/Flood Protection Fee - Land Development	150.00	150.00		
Land Development	Lot Drainage/Flood Protection Subsequent Review Fee - Land Development	25.00	25.00		
Land Development	Minor Lot Drainage/Flood Protection Fee - Land Development	15.00	15.00		
Natural Resources Mgmt. Dept.	Natural Resources - 2nd and Subsequent Reviews of Unissued One-Stop Permits	25.00	30.00		
Natural Resources Mgmt. Dept.	Natural Resources - Minor Review (Fence, Shed, Screen Room, Pool Enclosure Permits)	12.00	15.00		
Natural Resources Mgmt. Dept.	Natural Resources - Plan Review	75.00	90.00		
Natural Resources Mgmt. Dept.	Natural Resources - Reinspections	300.00	360.00		
Natural Resources Mgmt. Dept.	Natural Resources - Residential Bond Inspection	300.00	360.00		
Address Assignment	Official Commercial/Industrial Unit Address - Address Assignment	50.00	100.00		
Address Assignment	Official Residential Unit Address - Address Assignment	35.00	70.00		
Address Assignment	Official Residential Address - Address Assignment	30.00	60.00		
Public Works - Engineering	Public Works Engineering - Flood Zone Letter	25.00	75.00		
MINOR SITE PLAN					
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	1,650.00	2,000.00		

Agency/Department	Fee Description	Existing Fee	Proposed Fee
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 400.00	\$ 480.00
Natural Resources Mgmt. Dept.	Minor Site Plan - Natural Resources Landscaping/Land Clearing	\$250 + \$75/acre or fraction thereof	\$300 + \$90/acre or fraction thereof
Address Assignment	Minor Site Plan 3rd and subsequent reviews - Address Assignment	\$ -	\$ 50.00
Land Development	Minor Site Plan 3rd and subsequent reviews - Land Development	\$ 112.50	\$ 150.00
Public Works - Engineering	Minor Site Plan 3rd and subsequent reviews - Public Works Engineering	\$ 37.50	\$ 120.00
Public Works - Traffic Engineering	Minor Site Plan 3rd and subsequent reviews - Public Works Traffic Engineering	\$ -	\$ 75.00
Survey Department	Minor Site Plan 3rd and subsequent reviews - Survey	\$ -	\$ 50.00
Natural Resources Mgmt. Dept.	Minor Site Plan 3rd and subsequent reviews - Natural Resources Landscaping	\$ 200.00	\$ 240.00
Natural Resources Mgmt. Dept.	Minor Site Plan 3rd and subsequent reviews - Natural Resources	\$ 375.00	\$ 450.00
Public Works - Engineering	Minor Site Plan Inspection each additional phase - Public Works Engineering	\$ -	\$ 200.00
Public Works - Engineering	Minor Site Plan Inspection Fees Construction Costs less than \$20,000 - Public Works Engineering	\$ -	\$ 400.00
Land Development	Minor Site Plan Review - Land Development	\$ 520.00	\$ 520.00
Address Assignment	Minor Site Plan Review - Address Assignment	\$ 25.00	\$ 50.00
Natural Resources Mgmt. Dept.	Minor Site Plan Review - Natural Resources	\$ 998.00	\$ 1,200.00
Public Works - Engineering	Minor Site Plan Review - Public Works Engineering	\$ 130.00	\$ 400.00
Survey Department	Minor Site Plan Review - Survey	\$ 75.00	\$ 250.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspections	\$ 300.00	\$ 360.00
SITE PLANS			
Land Development	Appeal request to requirements to Article VIII - Land Development	\$ 200.00	\$ 500.00
Land Development	Appeal to an approved site plan - Land Development	\$ 1,500.00	\$ 1,500.00
Address Assignment	Full Site Plan - Address Assignment	\$ 50.00	\$ 100.00
Land Development	Full Site Plan - Land Development	\$ 640 + \$ 120 per lot	\$ 640 + \$ 120 per lot
Public Works - Engineering	Full Site Plan - Public Works Engineering	\$160 + \$30/acre	\$500 + \$90/acre
Public Works - Traffic Engineering	Full Site Plan - Public Works Traffic Engineering	\$ -	\$320 + \$60 per Acre
Survey Department	Full Site Plan - Survey	\$ 225.00	\$ 350.00
Public Works - Engineering	Inspection Major Site Plan Each Additional Phase - Public Works Engineering	\$ -	\$ 300.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 1,650.00	\$ 2,000.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 400.00	\$ 480.00
Public Works - Traffic Engineering	Pre-App Conference - Public Works Traffic Engineering	\$ -	\$ 150.00
Land Development	Pre-App Conference Site Plan - Land Development	\$ 260.00	\$ 260.00
Survey Department	Pre-App Conference Site Plan - Survey	\$ 75.00	\$ 100.00
Address Assignment	Pre-App Conference Site Plan - Address Assignment	\$ 50.00	\$ 100.00
Public Works - Engineering	Pre-App Conference Site Plan - Public Works Engineering	\$ 65.00	\$ 200.00
Natural Resources Mgmt. Dept.	Pre-App Site Plan Conference - Natural Resources	\$ 450.00	\$ 550.00
Natural Resources Mgmt. Dept.	Pre-App Site Plan Conference - Landscaping	\$ 450.00	\$ 550.00
Public Works - Engineering	Process Fee for Reduction Performance Bond - Public Works Traffic Engineering	\$ -	\$ 400.00

Agency/Department	Fee Description	Existing Fee	Proposed Fee
Natural Resources Mgmt. Dept.	Reinspection Fee - Natural Resources	\$ 300.00	\$ 360.00
Natural Resources Mgmt. Dept.	Site Plan - Landscaping	\$250 + \$75/acre or fraction thereof	\$300 + \$90/acre or fraction thereof
Natural Resources Mgmt. Dept.	Site Plan - Natural Resources	998.00	1,200.00
Address Assignment	Site Plan 3rd and subsequent reviews - Address Assignment	-	50.00
Survey Department	Site Plan 3rd and subsequent reviews - Survey	-	50.00
Land Development	Site Plan 3rd and subsequent reviews - Land Development	112.50	150.00
Natural Resources Mgmt. Dept.	Site Plan 3rd and subsequent reviews - Landscaping	\$200.00	\$240.00
Natural Resources Mgmt. Dept.	Site Plan 3rd and subsequent reviews - Natural Resources	\$375.00	\$450.00
Public Works - Engineering	Site Plan 3rd and subsequent reviews - Public Works Engineering	37.50	120.00
Public Works - Traffic Engineering	Site Plan 3rd and subsequent reviews - Public Works Traffic Engineering	-	75.00
Public Works - Engineering	Site Plan Inspection Fees Construction Costs less than \$20,000 - Public Works Engineering	-	400.00
Public Works - Engineering	Site Plan Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering	1% x Construction Costs	1.5% x Construction Costs
Public Works - Engineering	Site Plan Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering	1% x Construction Costs	1.0% x Construction Costs
Public Works - Engineering	Site Plan Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering	1% x Construction Costs	2% x Construction Costs
Land Development	Waiver Request Site Plans - Land Development	200.00	500.00
Public Works - Engineering	Waiver Request Site Plans Requiring Engineering Review -	-	250.00
AMENDED SITE PLANS			
Agency/Department	Fee Description	Existing Fee	Proposed Fee
Address Assignment	Amended Site Plan Review - Address Assignment	-	50.00
Land Development	Amended Site Plan Review - Land Development	75% of Original Fee	75% of Original Fee
Natural Resources Mgmt. Dept.	Amended Site Plan Review - Landscaping/Land Clearing	\$250 + \$75/acre or fraction thereof	\$300 + \$90/acre or fraction thereof
Natural Resources Mgmt. Dept.	Amended Site Plan Review - Natural Resources	998.00	1,200.00
Public Works - Engineering	Amended Site Plan Review - Public Works Engineering	15% of Original Fee	75% of Public Works Engineering's Original Fee
Public Works - Traffic Engineering	Amended Site Plan Review - Public Works Traffic Engineering	-	75% of Traffic Engineering's Original Fee
Survey Department	Amended Site Plan Review - Survey	75.00	150.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	1,650.00	2,000.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	400.00	480.00
Survey Department	Site Plan 3rd and subsequent reviews - Survey	-	50.00
ENGINEERING REVISIONS			
Agency/Department	Fee Description	Existing Fee	Proposed Fee
Address Assignment	Engineering Revision to approved plan - Address Assignment	25.00	50.00
Land Development	Engineering Revision to approved plan - Land Development	500.00	500.00
Public Works - Engineering	Engineering Revision to approved plan - Public Works Engineering	125.00	300.00
Public Works - Traffic Engineering	Engineering Revision to approved plan - Public Works Traffic Engineering	-	100.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	1,650.00	2,000.00

Agency/Department	Fee Description	Existing Fee	Proposed Fee
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 400.00	\$ 480.00
Public Works - Engineering	Public Works After Hours Inspections	\$ 300 minimum (4 Hours minimum + \$75 per hour)	\$400 Minimum (4 hours minimum + \$100 per hour)
PRELIMINARY PLAT			
Public Works - Engineering	Preliminary Plat/Engineering Review (if over 50 acres) - Public Works Engineering	200.00	\$600 + \$18 per lot
Survey Department	Preliminary Plat/Engineering Review (if 50 acres or less) - Survey	315.00	400.00
Public Works - Traffic Engineering	Preliminary Plat/Engineering Review (if 50 acres or less) - Public Works Traffic Engineering	-	\$450 + \$12 per lot
Public Works - Traffic Engineering	Preliminary Plat/Engineering Review if required with Site Plan - Public Works Traffic Engineering	-	250.00
Public Works - Engineering	Preliminary Plat/Engineering Review if required with Site Plan - Public Works Engineering	130.00	400.00
Survey Department	Preliminary Plat/Engineering Review (if over 50 acres) - Survey	525.00	600.00
Public Works - Traffic Engineering	Preliminary Plat/Engineering Review (if over 50 acres) - Public Works Traffic Engineering	-	\$650 + \$12 per lot
Land Development	Preliminary Plat/Engineering Review (if over 50 acres) - Land Development	1,800.00	1,800.00
Public Works - Engineering	Preliminary Plat/Engineering Review (if 50 acres or less) - Public Works Engineering	100.00	\$300 + \$18 per lot
Land Development	Preliminary Plat/Engineering Review (if 50 acres or less) - Land Development	900.00	900.00
Natural Resources Mgmt. Dept.	Preliminary Plat/Development Plan Review - Natural Resources	798.00	960.00
Natural Resources Mgmt. Dept.	Preliminary Plat/Development Plan Review - Landscape/Landclearing	\$250 + \$75/acre or fraction thereof	\$300 + \$90/acre or fraction thereof
Land Development	Preliminary Plat Review if required with Site Plan - Land Development	520.00	520.00
Address Assignment	Preliminary Plat Review if required with Site Plan - Address Assignment	25.00	50.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspection	300.00	360.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	400.00	480.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	1,650.00	2,000.00
Address Assignment	Final Engineering/Preliminary Plat - Address Assignment	25.00	\$50.00 + \$5.00 per lot
Survey Department	3rd and subsequent reviews - Survey	-	50.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	375.00	450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	200.00	240.00
MINOR SUBDIVISIONS			
Agency/Department	Fee Description	Existing Fee	Proposed Fee
Public Works - Traffic Engineering	Pre-Plat - Final Plat - Final Engineering Review - Public Works Traffic Engineering	-	\$ 500.00
Public Works - Engineering	Pre-Plat - Final Plat - Final Engineering Review - Public Works	450.00	500.00
Natural Resources Mgmt. Dept.	Pre-Plat - Final Plat - Final Engineering Review - Natural Resources	798.00	960.00
Natural Resources Mgmt. Dept.	Pre-Plat - Final Plat - Final Engineering Review - Landscaping/Land Clearing	300.00	360.00

Agency/Department	Fee Description	Existing Fee	Proposed Fee
Land Development	Pre-Plat - Final Plat - Final Engineering Review - Land Development	\$ 975.00	\$ 975.00
Address Assignment	Pre-Plat - Final Plat - Final Engineering Review - Address Assignment	\$ 25.00	\$ 50.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspection	\$ 300.00	\$ 360.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 400.00	\$ 480.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 1,650.00	\$ 2,000.00
Public Works - Traffic Engineering	Final Plat - Replat Review - Public Works Traffic Engineering	\$ -	\$ 200.00
Public Works - Engineering	Final Plat - Replat Review - Public Works Engineering	\$ 150.00	\$ 250.00
Land Development	Final Plat - Replat Review - Land Development	\$ 675.00	\$ 675.00
Address Assignment	Final Plat - Replat Review - Address Assignment	\$ 25.00	\$ 50.00
Natural Resources Mgmt. Dept.	Final Plat - Replat Review - Natural Resources	\$ 300.00	\$ 360.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$ 375.00	\$ 450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$ 200.00	\$ 240.00
Survey Department	3rd and subsequent reviews - Survey	\$ -	\$ 50.00
SUBDIVISIONS			
Public Works - Engineering	Waiver Request Subdivisions Requiring Engineering Review - Public Works Engineering	\$ -	\$ 250.00
Land Development	Subdivision Waiver Request - Land Development	\$ 500.00	\$ 500.00
Survey Department	Subdivision Pre-App Conference - Survey	\$ 150.00	\$ 200.00
Public Works - Traffic Engineering	Subdivision Pre-App Conference - Public Works Traffic Engineering	\$ -	\$ 250.00
Public Works - Engineering	Subdivision Pre-App Conference - Public Works Engineering	\$ 120.00	\$ 400.00
Natural Resources Mgmt. Dept.	Subdivision Pre-App Conference - Natural Resources	\$ 450.00	\$ 550.00
Natural Resources Mgmt. Dept.	Subdivision Pre-App Conference - Landscaping / Landclearing	\$ 450.00	\$ 550.00
Land Development	Subdivision Pre-App Conference - Land Development	\$ 480.00	\$ 480.00
Address Assignment	Subdivision Pre-App Conference - Address Assignment	\$ 50.00	\$ 100.00
Natural Resources Mgmt. Dept.	Subdivision Open Space Pre-App Conference or 1st Review - Natural Resources	\$ 2,800.00	\$ 2,800.00
Natural Resources Mgmt. Dept.	Subdivision Open Space Pre-App Conference - Landscaping	\$ 450.00	\$ 550.00
Public Works - Engineering	Subdivision Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering	2.0% x Construction Costs	2.5% x Construction Costs
Public Works - Engineering	Subdivision Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering	1.0% x Construction Costs	1.0% x Construction Costs
Public Works - Engineering	Subdivision Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering	1.5% x Construction Costs	2% x Construction Costs
Survey Department	Subdivision 3rd and subsequent Reviews - Survey	\$ -	\$ 50.00
Address Assignment	Subdivision 3rd and subsequent Reviews - Address Assignment	\$ -	\$ 50.00
Natural Resources Mgmt. Dept.	Natural Resources - Reinspection	\$ 300.00	\$ 360.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Amendment to Approved Landscape Plan	\$ 400.00	\$ 480.00
Natural Resources Mgmt. Dept.	Landscaping/Land Clearing - Alternative Landscape Enhancement Plan	\$ 1,650.00	\$ 2,000.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$ 375.00	\$ 450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$ 200.00	\$ 240.00
FINAL PLATS			
Agency/Department	Fee Description	Existing Fee	Proposed Fee

Land Development	Final Plat Package Recordation - Land Development	\$	150.00	\$	150.00
Address Assignment	Final Plat Submittal - Address Assignment	\$	50.00	\$	100.00
Land Development	Final Plat Submittal - Land Development (Lots)	\$	\$ 1134 plus \$54 per lot	\$	\$ 1134 plus \$54 per lot
Natural Resources Mgmt. Dept.	Final Plat Submittal - Natural Resources	\$	400.00	\$	480.00
Public Works - Engineering	Final Plat Submittal - Public Works Engineering	\$	\$ 120 plus \$6 per lot	\$	\$350 plus \$18 per lot
Survey Department	Final Plat Submittal - Survey	\$	1,000.00	\$	\$ 1,000 plus \$15 per lot
FLAGSTEMS AND EASEMENTS					
Agency/Department	Fee Description	Existing Fee		Proposed Fee	
Address Assignment	Flagstems and Easements Review - Address Assignment	\$	\$50.00 per Lot	\$	\$100 per Lot
Natural Resources Mgmt. Dept.	Flagstems and Easements Review - Natural Resources	\$	300.00	\$	360.00
Land Development	Flagstems and Easements Review- Land Development	\$	-	\$	150.00
Public Works - Engineering	Public Works - After Hours Inspections	\$	\$75.00 per hour - 4 hour minimum	\$	\$100 per hour - 4 hour minimum
RIGHT OF WAY IMPROVEMENTS					
Agency/Department	Fee Description	Existing Fee		Proposed Fee	
Public Works - Engineering	Commercial Driveway	\$	\$ 500 per Connection	\$	\$ 750 per Connection
Public Works - Engineering	Commercial Temporary Driveway	\$	500.00	\$	500.00
Public Works - Engineering	Directional Bore	\$	375.00	\$	500.00
Public Works - Engineering	Easement Encroachments Other Than Driveways	\$	90.00	\$	150.00
Public Works - Engineering	Engineering Revision (Projects Over \$200,000)	\$	200.00	\$	500.00
Public Works - Engineering	Engineering Revision (Projects Under \$200,000)	\$	25.00	\$	200.00
Public Works - Engineering	Paved Road Open Cut	\$	750.00	\$	1,200.00
Public Works - Engineering	Permit Application For Construction Cost Above \$200,000	\$	1,000.00	\$	1,000.00
Public Works - Engineering	Public Works After Hours Inspections	\$	\$75.00 per hour - 4 hour minimum	\$	\$100.00 per hour - 4 hour minimum
Public Works - Engineering	Re-Inspection Fee ROW - Commercial	\$	-	\$	200.00
Public Works - Engineering	Re-Inspection Fee ROW - Residential	\$	75.00	\$	75.00
Public Works - Engineering	Residential Driveway Construction	\$	90.00	\$	150.00
Public Works - Engineering	Residential Temporary Driveway	\$	90.00	\$	90.00
Public Works - Engineering	Revisions to approved permit ROW	\$	15.00	\$	50.00
Natural Resources Mgmt. Dept.	Right-of-Way Permit Environmental Analysis - Natural Resources	\$	150.00	\$	180.00
Public Works - Engineering	Roadway Intersection Improvements	\$	500.00	\$	1,000.00
Public Works - Engineering	ROW (Projects over \$200K) Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering	\$	1.0% x Construction Costs	\$	1.0% x Construction Costs
Public Works - Engineering	ROW (Projects over \$200K) Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering	\$	1.5% x Construction Costs	\$	2% x Construction Costs
Public Works - Engineering	ROW (Projects over \$200K) Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering Short Side	\$	2.0% x Construction Costs	\$	2.5% x Construction Costs
Public Works - Engineering	Sidewalk Construction	\$	75.00	\$	150.00
Public Works - Engineering	Storm Sewer Construction	\$	125.00	\$	250.00
Public Works - Engineering	Stormwater Discharge	\$	125.00	\$	200.00
Public Works - Engineering	Utilization Fee - No Linear Ft	\$	300.00	\$	500.00
Public Works - Engineering	Utilization fee by linear foot	\$	125.00	\$	200.00
Public Works - Engineering	Work Commencing Without A Permit	\$	\$125.00 + \$.029 per Linear foot	\$	\$125.00 + \$.030 per Linear foot
			Double the Permit Fee		Double the Permit Fee
ROAD CONVERSION					
Agency/Department	Fee Description	Existing Fee		Proposed Fee	
Land Development	Road Conversion Applications - Land Development	\$	840.00	\$	1,000.00

Public Works - Engineering	Road Conversion Applications - Public Works Engineering	\$	210.00	\$	500.00
Public Works - Traffic Engineering	Road Conversion Applications - Public Works Traffic Engineering	\$	-	\$	300.00
Agency/Department	UNPAVED ROAD				
	Fee Description		Existing Fee		Proposed Fee
Public Works - Engineering	Public Works After Hours Inspections	\$75.00 per hour - 4 hour minimum		\$100 per hour - 4 hour minimum	
Natural Resources Mgmt. Dept.	Unpaved Road Application - Natural Resources Development	\$300.00			\$360.00
Land Development	Unpaved Road Agreement for Building Permit - Land Development	\$	50.00	\$	50.00
Public Works - Engineering	Unpaved Road Construction Application - Public Works Engineering	\$	100.00	\$	1,000.00
Land Development	Unpaved Road Construction Application - Land Development	\$	400.00	\$	400.00
Address Assignment	Unpaved Road Construction Application - Official Street Naming - Address Assignment	\$	-	\$	100.00
Public Works - Engineering	Unpaved Road Inspection Fees for the Portion of Construction Costs between \$500,001 - \$1,000,000 - Public Works Engineering		1.5% x Construction Costs		2% x Construction Costs
Public Works - Engineering	Unpaved Road Inspection Fees for the Portion of Construction Costs over \$1,000,001 - Public Works Engineering		1.0% x Construction Costs		1.0% x Construction Costs
Public Works - Engineering	Unpaved Road Inspection Fees for the Portion of Construction Costs up to \$500,000 - Public Works Engineering		2.0% x Construction Costs		2.5% x Construction Costs
Agency/Department	SKETCH PLAN FEES				
	Fee Description		Existing Fee		Proposed Fee
Fire Prevention	Sketch Plan Fees - Fire Prevention	\$	240.00	\$	250.00
Land Development	Sketch Plan Fees - Land Development	\$	1,520.00	\$	1,750.00
Natural Resources Mgmt. Dept.	Sketch Plan Fees - Natural Resources/Landscaping	\$	3,366.00	\$	4,000.00
Public Works - Engineering	Sketch Plan Fees - Public Works Engineering	\$	3,262.00	\$	3,500.00
Public Works - Traffic Engineering	Sketch Plan Fees - Public Works Traffic	\$	1,366.00	\$	1,500.00
Zoning	Sketch Plan Fees - Zoning	\$	620.00	\$	1,000.00
Agency/Department	AMENDED SKETCH PLAN FEES				
	Fee Description		Existing Fee		Proposed Fee
Fire Prevention	Amended Sketch Plan Fees - Fire Prevention	\$	177.00	\$	200.00
Land Development	Amended Sketch Plan Fees - Land Development	\$	640.00	\$	850.00
Natural Resources Mgmt. Dept.	Amended Sketch Plan Fees - Natural Resources/Landscaping	\$	581.00	\$	800.00
Public Works - Engineering	Amended Sketch Plan Fees - Public Works Engineering	\$	299.00	\$	750.00
Public Works - Traffic Engineering	Amended Sketch Plan Fees - Public Works Traffic	\$	541.00	\$	750.00
Zoning	Amended Sketch Plan Fees - Zoning	\$	160.00	\$	400.00
Agency/Department	Finish Floor Waiver				
	Fee Description		Existing Fee		Proposed Fee
Public Works - Engineering	Finish Floor Elevation Waivers Residential Review Fee	\$	115.00	\$	250.00
Agency/Department	Natural Resources Management Office				
	Fee Description		Existing Fee		Proposed Fee
Natural Resources Mgmt. Dept.	Written Consistency, Exemption or Interpretation Determinations	\$	300.00	\$	360.00
Natural Resources Mgmt. Dept.	Wetlands Toolbox Analysis - Board of Co. Commissioners Review	\$	-	\$	\$600.00
Natural Resources Mgmt. Dept.	Wetlands Toolbox Analysis - Administrative Review	\$	-	\$	360.00
Natural Resources Mgmt. Dept.	Wetland Determinations	\$	400.00	\$	400.00

	Wetland Delineations	<p>< 2.5 acres = \$1,600 2.5> < 5.0 acres = \$3,200 5.0> < 10 acres - \$800 for each acre or fraction thereof</p>	<p>< 2.5 acres = \$1,600 2.5> < 5.0 acres = \$3,200 5.0> < 10 acres - \$800 for each acre or fraction thereof</p>
Natural Resources Mgmt. Dept.	Vested Rights	\$2,000 (plus Special Magistrate Costs, if unsuccessful)	\$2,000 (plus Special Magistrate Costs, if unsuccessful)
Natural Resources Mgmt. Dept.	Surface Water Permits	\$ 750.00	\$ 750.00
Natural Resources Mgmt. Dept.	Rezoning Requests and Land Use Changes	\$ 250.00	\$ 300.00
Natural Resources Mgmt. Dept.	Restoration Plans (wetlands & land clearing)	\$ 800.00	\$ 800.00
Natural Resources Mgmt. Dept.	Reinspections	\$ 300.00	\$ 360.00
Natural Resources Mgmt. Dept.	Public Interest Determination	\$ -	\$ 600.00
Natural Resources Mgmt. Dept.	Property Reviews	\$ 75.00	\$ 90.00
Natural Resources Mgmt. Dept.	Private Lakes	\$ 400.00	\$ 480.00
Natural Resources Mgmt. Dept.	Private Lake Variance	\$ 250.00	\$ 300.00
Natural Resources Mgmt. Dept.	Non-bonafide Agricultural Permits for Land Clearing	\$ 300.00	\$ 360.00
Natural Resources Mgmt. Dept.	Maintenance Dredging Consistency Review	\$ 600.00	\$ 300.00
Natural Resources Mgmt. Dept.	Land Clearing Permit for Surveys/Soil Testing	\$ 150.00	\$ 180.00
Natural Resources Mgmt. Dept.	Land Alterations	\$1,600 + \$75/acre or fraction thereof	\$1,600 + \$75/acre or fraction thereof
Natural Resources Mgmt. Dept.	Consistency Review for Marinas w/ Site Plan or Subdivision Review	\$ 600.00	\$ 600.00
Natural Resources Mgmt. Dept.	Consistency Review for Marinas	\$ 900.00	\$ 900.00
Natural Resources Mgmt. Dept.	Coastal Vulnerable Structure Determination – single family	\$ 1,400.00	\$ 1,400.00
Natural Resources Mgmt. Dept.	Coastal Setback Line Variance	\$ 1,400.00	\$ 1,400.00
Natural Resources Mgmt. Dept.	Change of Use - Landscaping / Landclearing	\$ 250.00	\$ 300.00
Natural Resources Mgmt. Dept.	Appeals to the Board of County Commissioners	\$ 800.00	\$ 800.00
Natural Resources Mgmt. Dept.	Amendment to approved Landscape Plan	\$ 400.00	\$ 480.00
Natural Resources Mgmt. Dept.	Alternative Landscape Enhancement Plan	\$ 1,650.00	\$ 2,000.00
Natural Resources Mgmt. Dept.	Agricultural Exemption for Building	\$ 75.00	\$ 90.00
Natural Resources Mgmt. Dept.	Administrative Waiver for Land Clearing	\$ 200.00	\$ 240.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Natural Resources	\$ 375.00	\$ 450.00
Natural Resources Mgmt. Dept.	3rd and subsequent reviews - Landscaping	\$ 200.00	\$ 240.00
Natural Resources Mgmt. Dept.	After the Fact Permits:	Triple Normal Permit Fee	Triple Normal Permit Fee
Natural Resources Mgmt. Dept.	Project would have been permissible under current regulations	Restoration + fines	Restoration + fines
Natural Resources Mgmt. Dept.	After the Fact Permits: Project is not permissible under current regulations Review fees – no permit issued, when a permit application has been reviewed and approved by all required agencies and the permit has not been issued within 30 (thirty) days of the last review, the review fee must be paid in its entirety for services rendered and will be collected through an approved process for collection.		
Natural Resources Mgmt. Dept.	When a permit application has not been reviewed and approved Collection of Fees and Charges: Fees and charges shall be collected by Brevard County, and shall be received in full prior to the provision of such services and permit application reviews. Upon payment for such services, a receipt shall be issued to the payer, a copy of which shall be retained by the payee. Fees are non-refundable unless specifically approved for a refund or waived by the Board of County Commissioners. Five percent (5%) of the original fee to be refunded shall be retained by the		
Natural Resources Mgmt. Dept.			