

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING AN AMENDMENT TO THE CITY OF KEY WEST PLANNING DEPARTMENT FEE SCHEDULE BY ADDING ADDITIONAL FEES, AMENDING CURRENT FEES, AND MODIFYING THE DESCRIPTION OF CERTAIN FEES; PROVIDING FOR ANNUAL FEE ADJUSTMENT; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 90-487 (b) of the Code of Ordinances allows the City Commission to establish fees, charges and expenses imposed by the Land Development Regulations by resolution; and

WHEREAS, the Planning Department Fees were last adjusted in 2020 by Resolution 20-188; and

WHEREAS, the Planning Department has found that the reformation of the established fee-schedule is paramount; and

WHEREAS, the reclassification of certain fees is necessary to better align the fee classifications with the Land Development Regulations; and

WHEREAS, the adjustment of certain fees is necessary to better align the amount of time taken by staff to comprehensively review certain projects and to facilitate the project through the development review process; and

WHEREAS, the City Commission finds that an amendment to the Planning Department Fee Schedule, to include the reclassification of certain fees and the adjustment certain fee costs is necessary to ensure that costs associated with implementing the Land

Development Regulations are borne by those parties deriving the benefit of such services; and

WHEREAS, the City Commission finds the proposed fees are commensurate with anticipated costs; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That the proposed Planning Department Fee Schedule is hereby approved as follows:

<b>Application Type</b>	<b>Fees</b>
Administrative Variance	\$ 1,575.00
After-the-Fact	\$ 3,150.00
Alcohol Sales Special Exception	\$ 2,205.00
Appeals to the City Commission/Board of Adjustment	\$ 2,100.00
Beneficial Use Determination	\$ 525.00
<b>Building Permit Allocation System (BPAS) AFFORDABLE HOUSING</b>	
First Unit	\$ 525.00
Each Unit 2 through 10	\$ 500.00
Each Unit 11 through 20	\$ 475.00
Each Unit 21+	\$ 450.00
<b>Building Permit Allocation System (BPAS) MARKET RATE</b>	
First Unit	\$ 1,155.00
Each Unit 2 through 10	\$ 1,100.00
Each Unit 11 through 20	\$ 1,050.00
Each Unit 21+	\$ 1,000.00
<b>Building Permit Allocation System (BPAS) Affordable Early Evac Pool</b>	
First Unit	\$ 525.00
Each Unit 2 through 10	\$ 500.00
Each Unit 11 through 20	\$ 475.00
Each Unit 21+	\$ 450.00
Change of Nonconforming Use	\$ 1,260.00
Conditional Use	\$ 2,625.00
Extension (not part of a development plan)	\$ 525.00
Revision or Addition (not part of a development plan)	\$ 2,000.00
Development Agreement	\$ 8,400.00
Modification/Revision	\$ 4,200.00
Preliminary Consideration by City Commission	\$ 525.00
Development Plan	
Minor:	
Within Historic District	\$ 2,835.00
Outside Historic District	\$ 2,205.00
Conditional Use	\$ 1,155.00
Extension	\$ 525.00
Major:	\$ 3,885.00
Conditional Use	\$ 1,155.00
Extension	\$ 525.00
Administrative Modification	\$ 800.00
Minor Modification	\$ 1,525.00
Major Modification	\$ 2,155.00
Easement	\$ 2,205.00
Each additional for same parcel	\$ 525.00

<b>Lawful Unit Determination (BPAS exemption)</b>	<b>\$ 2,100.00</b>
Each additional for same parcel	\$ 500.00
Map Amendment (FLUM & Zoning)	\$ 7,350.00
Pre-Application Conference	\$ 288.75
Revocable License	\$ 735.00
Right-of-Way Vacation	\$ 1,155.00
Each additional vacation for same parcel	\$ 525.00
Subdivision	
<b>Lot Split / Subdivision Waiver</b>	<b>\$ 1,500.00</b>
Minor Subdivision	\$ 2,205.00
Preliminary Plat for Major Subdivision	\$ 3,885.00
Final Plat for Major Subdivision	\$ 2,205.00
<b>Text Amendments</b>	
Comprehensive Plan	\$ 5,775.00
Land Development Regulation	\$ 5,775.00
<b>Transfer of Transient Unit &amp; License</b>	
or Development Rights	\$ 4,200.00
Variance	\$ 2,100.00
After-the-Fact	\$ 4,200.00
Extension	\$ 525.00
<b>Verification Letters</b>	
Build-back	\$ 525.00
Condo Conversion Acknowledgement	\$ 525.00
Verification of Planning Director's Decision	\$ 525.00
Unassigned Units Determination	No Fee
Zoning Verification Letter	\$ 525.00
<b>Building Permits Application Review Fee – Based on Construction Cost</b>	
Costs less than \$2,500	\$ 25.00
Costs \$2,501 - \$15,000	\$ 50.00
Costs \$15,001 - \$25,000	\$ 250.00
Costs \$25,001 - \$50,000	\$ 350.00
Costs more than \$50,001 – \$350.00 plus \$35.00 per additional \$20,000 or fraction of	
<b>Additional Fees</b>	
<b>All Applications</b>	
Fire Department Review Fee	\$ 105.00
Advertising and Noticing Fee	\$ 310.00
<b>Other Fees</b>	
Re-notice of projects tabled for a 3rd time at applicant's request	\$ 735.00
Planning Department Building Permit Inspection	\$ 25.00
Additional Planning Department Building Permit Inspection	\$ 35.00
Planning Department Inspections	\$ 288.75
Other Approved Projects Extension Requests	\$ 525.00

**All Fees Will be Double for All After The Fact Projects.**  
**Any Major or Minor Development Plan returned to the Planning Board after initial approval will require a new application fee equivalent to one-half of the current fee schedule.**

\*Items in Blue are proposed additions \* Items in Green are proposed fee increases

Section 2: That the updated Planning Department Fee Schedule shall increase by 5% annually, to become effective on October 1, 2022, and each year thereafter, until or unless amended by Resolution to the City Commission

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the City Commission

Passed and adopted by the City Commission at a meeting held on this \_\_\_\_\_ day of September 2021.

Authenticated by the presiding officer and Clerk of the Commission on \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Filed with the Clerk \_\_\_\_\_, 2021.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Gregory Davila	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

\_\_\_\_\_  
TERI JOHNSTON, MAYOR

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK