

CITY OF FORT LAUDERDALE
URBAN DESIGN & PLANNING, ZONING
AND LANDSCAPE FEE STUDY

September 2020



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PURPOSE

The Urban Design and Planning Division (UDP) and the Zoning and Landscape Division Fee Study is designed to analyze the existing fee schedule for the division's respective functions administered by the City of Fort Lauderdale's Department of Sustainable Development (DSD). These fees are based on requests from individuals for actions regarding approvals of applications and development permits related to the City's Unified Land Development Regulations (ULDR). When development review and permitting involve departments outside of DSD, those department's resources are accounted for in the total fee to be collected.

The last UDP and Zoning fee study was completed in 2010 and addressed a full range of applications and services, at that time. Subsequently, on September 21, 2010, the City Commission adopted resolution 10-265 approving the revised fee schedule. Since then, the number of application types have increased, and the complexity of reviews and services offered have increased. As a result, an in-depth study was initiated by DSD with assistance from consulting firm PMG Associates, Inc. to analyze and update the current fees with the goal of recovering the full cost for providing services, pursuant to authority set forth in ULDR Section 47-24.1.H. - Fees and costs The objective of the study is to create a fee structure that captures full recovery cost that generates revenue based on services rendered, with the understanding that some services provided are non-fee-based. These additional services are a combination of regulatory mandates and City Commission initiated projects, such as, but limited to, urban design studies, master planning, long-range planning initiatives, Comprehensive Plan and ULDR amendments.

URBAN DESIGN AND PLANNING, ZONING AND LANDSCAPE DIVISIONS' MISSION

The Urban Design and Planning (UDP), and the Zoning and Landscape Divisions' mission is to shape urban development outcomes by encouraging and directing orderly growth and promoting well-designed development and redevelopment through sound planning principles. To meet this mission, these Divisions provide a variety of services that ensure the City's development regulations are followed by requiring applications for development review and permitting. The purpose of the UDP, Zoning and Landscape Fee Study is to ensure the City is fully recovering the cost of service related to the administration and processing of these applications and permits.

The UDP, and the Zoning and Landscape Divisions provide services regarding community development, urban revitalization, long-range planning, historic preservation, review of development plans, Zoning and Landscape review and inspection, and other applications through the Development Review Committee (DRC) process. As part of the development review process, the Divisions also coordinate with other departments within the City for the review of these applications as well as coordinating and incorporating public input before the Planning & Zoning Board, Board of Adjustment, the Historic Preservation Board, and the City Commission.

METHODOLOGY

This analysis is based on traditional Cost Accounting procedures which measure the actual cost incurred by the City to provide the service requested. The analysis included the following steps.

1. Completion of a template that identifies the amount of time required for each type of application. The template identifies each job title, the salary rate and the amount of time required to complete the function. Direct Salaries were derived from the Department.
2. Addition of Salary Overhead and Fringe Rate. This rate is derived from the annual Budget and includes FICA, Medicare Payments, Unemployment Tax, Health Insurance, Pension and other benefits. The rate is derived from totaling the Overhead and Fringe Costs and dividing this figure by the total Direct Salary Cost.
3. Addition of Department Administrative Overhead Rate. This rate is derived from totaling the Administrative Costs identified in the Budget by the Direct Salary Cost.
4. Addition of Direct Expenses such as Advertising, where appropriate.
5. The Fee Schedule table includes rates for existing fee types as well as rates for new fee types. New fee types are for applications and permits that were not part of the 2010 fee study and have been identified as services that should have a corresponding user fee.

FINANCIAL REVIEW

The analysis of the Budget resulted in the determination of the Salary Overhead and Fringe Rate and the Department Administrative Overhead Rate. These calculations determined the following rates.

CATEGORY	RATE
Salary Overhead and Fringe Rate	34.51%
Department Administrative Overhead Rate	72.36%

COST OF SERVICE

The Divisions completed a template for each fee with the number of hours required for analysis and recommendations for the application. Many fees were divided into the amount required based on the type of review (i.e. Development Review Committee, Planning and Zoning Board, Board of Adjustment, City Commission and Final DRC Approval). Separate fees may apply based on the type of approval required. Each fee included a separate fee calculation. The Fee Schedule table shows existing and recommended new rates. It also includes new fees identified for services provided that are currently not being charged for.

The hours required were applied to each job title and multiplied by the appropriate salary rate. The Overhead rates were then added to the subtotal. Each fee included a separate fee calculation.

One exception to the methodology described above are for Zoning reviews done in conjunction with the building permitting process. In order to be consistent with the established building permit rate structure and to adequately capture the City's cost of completing Zoning plan review, the Department has established a rate for the Zoning Fees for specific applications of permits at a fee of 2.8% of the job cost that includes a base minimum of \$150 and a maximum of \$350 for permit applications.

In addition, DSD's Engineering Division provides reviews for site plans, site plan amendments, right-of-way vacations, plats and other services associated with the Development Review Committee (DRC) to verify that adequacy requirements of the ULDR are satisfied. The Division does not currently have a mechanism in place to charge for these services. Therefore, the total fee for respective applications has been modified to account for Engineering Division review. This data was derived from the Engineering Fee Study prepared by the Matrix Consulting Group.

RECOMMENDATIONS

1. Implement New Fee Schedule
2. Add Fees where indicated
3. Review Fees every three to five years to maintain current levels of cost recovery along with increases in expenditures related to services provided

FEE SCHEDULE

The following Urban Design and Planning, Zoning and Landscape Fee Schedule table shows existing and recommended new rates. Please note where indicated, the fee also includes fees that account for Engineering Division support.

KEY:

	New Fee
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URBAN DESIGN AND PLANNING FEE SCHEDULE			
Application	Component	Current Amount	New Amount
Land Use Plan Amendments – City & County Plans	Total	\$10,030	\$12,850
Development of Regional Impact (DRI) - Rescissions	Total	\$4,670	\$10,150
Planned Development District (PDD) (DRT, DRC, PZB, CC, Final)	DRT	\$6,380	\$8,000
	DRC	\$12,760	\$15,500
	PZB	\$7,580	\$9,500
	Commission	\$2,640	\$3,600
	Final	\$3,710	\$4,800
	Total	\$33,070	\$41,400 ⁽¹⁾
Planned Unit Development (PUD) Amendments (DRT, DRC, PZB, CC, Final)	DRT	\$6,380	\$8,000
	DRC	\$12,760	\$15,500
	PZB	\$7,580	\$9,500
	Commission	\$2,640	\$3,600
	Final	\$3,710	\$4,800
	Total	\$33,070	\$41,400 ⁽¹⁾
Site Plan Level IV (DRC, PZB, CC, Final)	DRC	\$4,590	\$6,000
	PZB	\$2,730	\$4,100
	Commission	\$950	\$1,700
	Final	\$1,330	\$2,400
	Total	\$9,600	\$14,200 ⁽¹⁾
Site Plan Level IV Downtown RAC (DRT, DRC, PZB, CC, Final)	DRT	Not Listed	\$3,000
	DRC	Not Listed	\$7,500
	PZB	Not Listed	\$4,100
	Commission	Not Listed	\$1,700
	Final	Not Listed	\$2,400
	Total	Not Listed	\$18,700 ⁽¹⁾
Site Plan Level III (DRC, PZB, Final)	DRC	\$3,500	\$6,200
	PZB	\$2,110	\$4,300
	Final	\$980	\$2,600
	Total	\$6,590	\$13,100 ⁽¹⁾
Site Plan Level III Downtown RAC (DRT, DRC, PZB, Final)	DRT	Not Listed	\$3,000
	DRC	Not Listed	\$7,300
	PZB	Not Listed	\$4,300
	Final	Not Listed	\$2,600
	Total	Not Listed	\$17,200 ⁽¹⁾

URBAN DESIGN AND PLANNING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
Site Plan Level II (DRC, Final)	DRC	\$2,470	\$4,500
	Final	\$650	\$2,200
	Total	\$3,120	\$6,700 ⁽¹⁾
Site Plan Level II RAC (DRT, DRC, CC, Final)	DRT	\$1,380	\$2,700
	DRC	\$4,290	\$5,600
	Commission	\$1,920	\$2,900
	Final	\$1,330	\$2,400
	Total	\$8,920	\$13,600 ⁽¹⁾
RAC signage (For signs that do not meet ULDR) (Minimum \$450 fee plus \$150/hour may apply)	Total	Not Listed	\$450
City Commission Request for Review (15-30 Day Call-Up)(In addition to Site Plan Fee)	Total	\$800	\$1,200
Design Review Team (DRT) (May be charged in addition to Site Plan Fee, applies to development outside the RAC)	Total	Not Listed	\$2,700
Flex Rezoning Site Plan (In addition to Site Plan Fee)	Total	\$60	\$650
Preliminary Meeting after 1ST (1 st at no charge)	Total	Not Listed	\$900 ^(1,2)
Development Review Committee (DRC) – Preliminary Review (Comments Provided)	Total	\$370	\$1,350 ^(1,2)
Community Residences conditional use permit Pursuant to ULDR Section 47-24.14.E.	Total	\$300	\$300
Liquor License	Total	Not listed	\$100
SSRF	Total	Not listed	\$100
Zoning Use Permit	Total	Not listed	\$100
Community Garden	Total	\$25	\$25
Urban Farm	Total	\$100	\$100

URBAN DESIGN AND PLANNING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
Plat	DRC	\$630	\$1,450
	PZB	\$480	\$1,200
	Commission	\$430	\$1,100
	Final	\$110	\$450
	Total	\$1,650	\$4,200 ⁽¹⁾
Easement Vacation	DRC	\$680	\$1,600
	Commission	\$470	\$1,100
	Final	\$90	\$300
	Total	\$1,240	\$3,000
Right-of-Way Vacation	DRC	\$780	\$1,600
	PZB	\$610	\$1,850
	Commission	\$730	\$1,050
	Final	\$100	\$600
	Total	\$2,220	\$5,100 ⁽¹⁾
Rezoning	PZB	\$1,010	\$2,200
	Commission	\$800	\$1,750
	Final	\$110	\$250
	Total	\$1,920	\$4,200
Parking Facility – Commercial and Retail (per space)	Total	\$4,000/Space	\$4,600/Space
Parking Facility – Hotel, Motel, Timeshare (per space)	Total	\$12,000/Space	\$13,800/Space
Developer Agreement Review	Total	\$89/Hour	\$150/Hour
Change of Use	DRC	\$930	\$1,250
	PZB	\$550	\$750
	Commission	\$360	\$500
	Final	\$170	\$250
	Total	\$1,100-\$2,010	\$1,500-\$2,750
Parking Reduction (In addition to Site Plan Fee)	Other	\$970	\$1,150
	PZB	\$750	\$900
	Final	\$100	\$150
	Total	\$1,820	\$1,300-\$2,200
Off Site Parking Agreement	Total	\$360	\$1,000

URBAN DESIGN AND PLANNING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
Appeal and De Novo Hearing	PZB	\$950	\$2,550
	Commission	\$1,180	\$3,150
	Total	\$950-\$1,180	\$2,550-\$3,150
Site Plan Extensions to DRC, PZB or CC	DRC	\$89	\$150
	PZB	\$730	\$1,050
	Commission	\$670	\$1,000
	Total	\$1,489	\$150-\$1,050
Site Plan Deferrals to PZB or CC	PZB	\$510	\$950
	Commission	\$490	\$1,050
	Total	\$490-\$510	\$950-\$1,050
AR-Plat Note Amendment	Other	\$500	\$600
	Commission	\$450	\$550
	Final	\$90	\$150
	Total	\$1,040	\$1,300
AR - Site Plan Level I - Change of Use, Non-Conforming Use, etc.	Total	\$550	\$1,500 ⁽¹⁾
AR-Amended DRC Site Plan Level II	Total	\$750	\$1,800 ⁽¹⁾
AR-Amended DRC Site Plan Level III or IV (<5%)	Total	\$1,240	\$2,550 ⁽¹⁾
AR-Amended Site Plan Level III (PZB)	Total	\$2,330	\$3,550 ⁽¹⁾
AR-Amended Site Plan Level IV (CC)	Total	\$2,270	\$3,750 ⁽¹⁾
Hourly Rate (for services not listed)	Total	\$89/Hour	\$150/Hour
Public Notice Signs	Total	\$75/property plus \$50 deposit to be refunded when signs are returned	\$50 per sign plus \$50 deposit to be refunded when signs are returned

URBAN DESIGN AND PLANNING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
HPB-Review & Comment	Total	\$230	\$800
Sailboat Bend Historic District Administrative Review	Total	Not listed	\$450
HPB-Major Alteration	Total	\$310	\$1,800
HPB-New Construction <= 2,000 GFA	Total	\$310	\$1,350
HPB-New Construction >2,000 GFA	Total	\$560	\$2,000
HPB-Demolition-Primary	Total	\$560	\$1,350
HPB-Demolition-Accessory	Total	\$230	\$1,100
HPB-Relocation	Total	\$490	\$1,400
HPB-Designation of Historic District	Total	\$2,450	\$14,750
HPB-Designation of Landmarks, Landmark Site or Buildings, or Archaeological Site	Total	\$650	\$2,500
HP Administrative Certificate of Appropriateness	Total	Not listed	\$200
HPB Appeal to City Commission	Total	Not listed	\$1,180
HPB After-the-Fact Certificate of Appropriateness (COA)	Total	Not listed	2 X Fee
HP Archaeology Review	Total	Not listed	\$450
HPB Economic Hardship	Total	Not listed	\$1,100
HPB Ad Valorem Tax Exemption	Total	Not listed	\$2,400

LANDSCAPE FEE SCHEDULE			
Permit Type	Component	Current Amount	New Amount
PL-AFTER-THE-FACT Applies to tree removal/relocation, includes plan review and inspection	Total	4X permit	4X permit at \$50 per tree removed (4x \$50 =\$200) plus, Flat rate as applicable
PL-CONSTRUCTION (New Tree) Applies to tree removal/relocation, includes plan review and inspection	Total	\$170 Flat rate plus \$25 per tree	\$250 Flat rate Plus, \$50 per tree
PL-JOBCHECK	Total	\$45	\$250
PL-LANDSCAPING This fee includes the initial review and an inspection. Additional reviews prior to obtaining a pass may be subject to an additional PL-MINIMUM fee per review	Total	\$90	\$350
PL-MINIMUM	Total	\$105	\$150
PL-REINSPECTION	Total	\$45	\$250
PL-RENEWT-ODS Applies to Permit Renewal (Includes all other Development Sites) includes plan review and inspection	Total	50% Before-100% After	50% Before the permit expires or 100% After the permit expires plus \$250 Flat rate
PL-RENEWT-SF (Single Family Development Site) includes plan review and inspection	Total	50% Before-100% After	50% Before the permit expires or 100% After the permit expires
PL-REVISE-LI (Landscape Installations) This fee includes initial plan review of revised plan and an inspection. Additional reviews prior to obtaining a pass may be subject to an additional PL- MINIMUM fee per review	Total	\$45	\$350
PL-REVISE-TR Applies to tree removal/relocation, plan review and inspection (Includes All Sites other than single family developed sites). Single Family developed sites are subject to PL- MINIMUM fee plus \$50 per tree	Total	\$45 Plus \$25 per tree	\$250 Flat rate plus, any tree removal @ \$50 per tree
PL-TREE-ODS Applies to tree removal/relocation (Includes All Other Developed Sites) includes plan review and inspection	Total	\$170	\$250 Flat fee and \$50 per tree
PL-TREE-SF (Single Family Developed Site) Applies to tree removal/relocation, includes plan review and inspection	Total	\$25 per tree	\$150 Flat rate includes the first 2 trees/ Any additional trees after the first two @ a rate of \$50 per tree

ZONING FEE SCHEDULE			
Application	Component	Current Amount	New Amount
BOA-Variance Special Exception/Interpretation Before	Review	Not listed	\$900
	Board meeting	Not listed	\$1,900
	Total	\$480	\$2,800
BOA-Variance Special Exception/Interpretation After	Review	Not listed	\$900
	Board meeting	Not listed	\$1,300
	Total	\$600	\$2,200
BOA-Parking Variance (per space)	Review	Not listed	\$1,100
	Board meeting	Not listed	\$1,500
	Total	\$530	\$2,600
BOA-Variance/Special Exception/Interpretation Before - Residential Homesteaded Only- Accessory Structures & Existing Non-Conforming Structures	Total	\$480	\$650
BOA-Variance/Special Exception/Interpretation After - Residential Homesteaded Only - Accessory Structures & Existing Non-Conforming Structures	Total	\$600	\$850
BOA-Request for Continuance	Total	\$190	\$900
BOA Rehearing before the Board	Total	\$70	\$1,150
BOA-Request for Rehearing	Total	\$240	\$300
Zoning Letter of Continuing Legal Non-Conformance	Total	Not listed	\$300
Zoning Letter of Non-objection	Total	Not listed	\$300
Zoning Verification - Compliance for construction east of the Coastal Construction Control Line (CCCL)	Total	Not listed	\$300

ZONING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
Zoning Verification Letter (Standard) 21 business days to process following payment	Total	\$89	\$300
Zoning Verification Letter (Expedited) Expedited 7-14 business days	Total	Not listed	\$450
Zoning Verification Letter (Standard) w/planning review	Total	\$89	\$600
Zoning Verification Letter (Expedited) w/planning review	Total	\$89	\$750
Zoning Verification Letter (Standard) w/additional language	Total	\$89	\$600
Zoning Verification Letter (Expedite) w/additional language	Total	\$89	\$750
PZ-HOURLY (includes preliminary meeting with zoning or any other meeting)	Total	Not listed	\$150/hour
PZ-AFTER-THE-FACT	Total	4X The Fee	2-4X The Fee
PZ-COC	Total	\$45	\$500
PZ-INSPECTION	Total	Not listed	\$200
PZ-INSPECTION – AFTER HOURS (includes 2-hour minimum charge. Any additional time will be charged at \$150/hour)	Total	Not listed	\$300-varies
PZ-INSPECTION – WEEKEND (includes 3-hour minimum charge. Any additional time will be charged at \$150/hour)	Total	Not listed	\$450-varies
PZ-JOB CHECK	Total	Not listed	\$200
PZ-MINIMUM	Total	Not listed	\$150
PZ-PLAN REVIEW	Total	Not listed	\$200
PZ-PLAN REREVIEW	Total	Not listed	\$200
PZ-REVISION REVIEW	Total	\$45	\$200
PZ-SURVEY	Total	\$45	\$150
PZ-SPOT SURVEY	Total	Not Listed	\$150
PZ-FINAL SURVEY	Total	Not Listed	\$150

ZONING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
AC NEW INSTALL & REPLACEMENT	Total	Not Listed	\$150-\$350 ⁽³⁾
BOATLIFT/DOCK/SEWALL/CAP	Total	Not Listed	\$150-\$350 ⁽³⁾
COMMUNICATION TOWERS	Total	Not Listed	\$350
DOLPHIN PILE OR ANY OTHER PILE ONLY INSTALLATION	Total	Not Listed	\$150-\$350 ⁽³⁾
DUMPSTER ENCLOSURE	Total	Not Listed	\$150-\$350 ⁽³⁾
FENCE INSTALLATION	Total	Not Listed	\$150-\$350 ⁽³⁾
FLAGPOLE	Total	Not Listed	\$150
FUEL STORAGE	Total	Not Listed	\$150-\$350 ⁽³⁾
GARAGE- CARPORT	Total	Not Listed	\$150-\$350 ⁽³⁾
GAZEBO- TRELLIS (ACCESSORY STRUCTURES)	Total	Not Listed	\$150-\$350 ⁽³⁾
GENERATOR INSTALLATION	Total	Not Listed	\$150-\$350 ⁽³⁾
MOVE HOUSE	Total	Not Listed	\$350
OUTDOOR DINING – ONSITE	Total	Not Listed	\$150-\$350 ⁽³⁾
PAVING - DRIVES, PATIOS, DECKS, WALKS	Total	Not Listed	\$150-\$350 ⁽³⁾
SPORT COURT	Total	Not Listed	\$150-\$350 ⁽³⁾
PERMIT BY AFFIDAVIT	Total	Not Listed	\$350
POOL - SPA - FOUNTAIN	Total	Not Listed	\$150-\$350 ⁽³⁾
PORCH/COVERED PATIO	Total	Not Listed	\$150-\$350 ⁽³⁾
SHED	Total	Not Listed	\$150-\$350 ⁽³⁾
SIDEWALK CAFÉ - OFF SITE	Total	Not Listed	\$150-\$350 ⁽³⁾

ZONING FEE SCHEDULE (continued)			
Application	Component	Current Amount	New Amount
SIGNS	Total	Not Listed	\$150-\$350 ⁽³⁾
SOLAR PANELS	Total	Not Listed	\$150-\$350 ⁽³⁾
SPECIAL PROMOTIONAL TENT	Total	Not Listed	\$150-\$350 ⁽³⁾
SPRAY BOOTH INSTALLATION	Total	Not Listed	\$150-\$350 ⁽³⁾
TEMPORARY CONSTRUCTION BARRIER	Total	Not Listed	\$150-\$350 ⁽³⁾
COMMERCIAL NEW	Total	Not Listed	\$500
COMMERCIAL ADDITION	Total	Not Listed	\$500
RESIDENTIAL NEW	Total	Not Listed	\$500
RESIDENTIAL ADDITION	Total	Not Listed	\$500

- (1) The fee includes Engineering Division review
- (2) The Preliminary Meeting / DRC Preliminary Review includes up to five staff members. If a larger staff presence is required, the additional staff members over the five will be charged at \$150/hour per staff member.
- (3) The fee shall be 2.8% of Job Cost with a Minimum of \$150 and a Maximum of \$350

Key to Abbreviations

Other – One Time Fees and/or Application Fees that Fall Outside of the Standard Site Plan Review Process.		
AR - Administrative Review	BOA – Board of Adjustment	CC – City Commission
DRC – Development Review Committee	DRT – Design Review Team	FINAL – Final-DRC Sign-Off
HPB – Historic Preservation Board	PDD – Planned Development District	PUD – Planned Unit Development
PZB – Planned & Zoning Board	RAC – Regional Activity Centers (Central Beach, Downtown, Northwest, South Andrews)	

The following items are listed as an illustrative example of the costs associated with the City's provision of services that are City-initiated. These items are not charged to the public.

- HPB Designation of Historic District ➡ \$31,900
- HPB Designation of Landmarks, Landmark Site or Buildings, or Archaeological Site ➡ \$4,800
- Historic Preservation Text Amendments ➡ \$13,300