

**CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT**

DATE: August 23, 2011

TO: Robert Baldwin, City Manager

VIA: Robert Daniels, Director *Robert Daniels*

FROM: Lou Ann Patellaro, Planning / Building Operations Mgr. *LP*

SUBJECT: **Resolution restructuring the Community Development Department Planning Division "Development Review Application" process and associated fee schedule**

The Community Development and Finance Department recently met to discuss an efficient and effective accounting process for capturing, tracking and covering costs associated with staff, administrative and consultant time and materials during the application review of development projects. Revenue and expenditure trends were analyzed resulting in proposed changes to the "General Development Application" fee schedule, revenue and expenditure line items and cost recovery application.

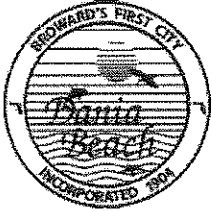
The restructuring of the fee schedule incorporates an average cost of staff and professional consultant review time, general administrative time and legal notice costs. Large scale site plan development fees will continue to be collected with a retainer fee to cover the extensive reviews associated with these types of projects. The current process outlined in "Section 685-10 Cost Recovery for Development Review" of the Land Development Code will still apply for site plan and the more complicated applications and will be tracked within the development file.

The proposed resolution makes modifications to the "General Development Application" that will include language explaining that fees associated with a standard application include all city costs associated with legal, landscape, engineering and planning review, staff, advertising, etc., and that it will only be necessary to collect an additional "cost recovery" fee if the project exceeds the standard review time of two (2) cycles. The proposed fees outlined in the resolution are consistent, and in some instances lower, than what is currently being collected at the time of site plan, variance, land use and other common applications (see the current "General Development Application" and associated fee schedule attached).

In addition to the restructuring of the planning application and cost recovery process, the Department is also proposing amendments to the Building Permit and Inspection fee schedule to align with current trends and to simplify calculations for the New World Software System.

STAFF RECOMMENDATION

Approve.



City of Dania Beach, Florida
 Department of Community Development
 Planning and Zoning Division
 (954) 924-6805 X3643

General Development Application

- Administrative Variance
- Assignment of Flex/Reserve Units
- Land Use Amendment
- Plat
- Plat Delegation Request
- Rezoning
- Site Plan
- Special Exception
- Traffic Way Waiver
- Variance
- Roadway Vacation
- Other: _____

Date Rec'd: _____

Petition No.: _____

THIS APPLICATION WILL NOT BE ACCEPTED UNTIL IT IS COMPLETE AND SUBMITTED WITH ALL NECESSARY DOCUMENTS. Refer to the application type at the top of this form and "Required Documentation" checklist to determine the supplemental documents required with each application. For after the fact applications, the responsible contractor of record shall be present at the board hearing. Their failure to attend may impact on the disposition of your application. As always, the applicant or their authorized legal agent must be present at all meetings. All projects must also obtain a building permit from the City's Building Department. For more information please reference the **Dania Beach Land Development Code Part 6, Development Review Procedures and Requirements.**

Location Address: _____

Lot(s): _____ Block: _____ Subdivision: _____

Recorded Plat Name: _____

Folio Number(s): _____ Legal Description: _____

Applicant/Consultant/Legal Representative (**circle one**) _____

Address of Applicant: _____

Business Telephone: _____ Home: _____ Fax: _____

Name of Property Owner: _____

Address of Property Owner: _____

Business Telephone: _____ Home: _____ Fax: _____

Explanation of Request: _____

For Plats please provide proposed Plat Name for Variances please attach Criteria Statement as per Section 625.40 of the Land Development Code.

Prop. Net Acreage: _____ Gross Acreage: _____ Prop. Square Footage: _____

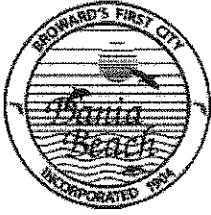
Existing Use: _____ Proposed Use: _____

Is property owned individually, by a corporation, or a joint venture? _____

RECEIVED BY Planning Dept

**City of Dania Beach
FEE SCHEDULE**

APPLICATION TYPE	FEE
LAND USE	
Flex Units	Filing fee = \$5.00 plus \$1,000.00 per flex, reserve or LAC unit or hotel room Retainer for processing, review, advertising, and notice costs = \$3,000.00 Minimum Fee: \$4,000.00
Change of Land Use	Filing fee = \$3,000.00, plus \$500.00 per acre or portion of area plus Retainer for processing, review, advertising, and notice costs = \$5,000.00 Minimum Fee: \$8,500.00
ZONING	
Change of Zoning (Rezoning)	Filing fee = \$2,000.00, plus \$200.00 per acre or portion of area plus Retainer for processing, review, advertising, and notice costs = \$4,000.00 Minimum Fee: \$6,200.00
Zoning Code Text Change	Filing fee = \$2,000.00 plus Retainer for processing, review, advertising, and notice costs = \$4,000.00 Minimum Fee: \$6,000.00
PLAT (Perimeter)	Filing fee = \$500.00 plus \$50.00 per acre or portion of such area plus Retainer for processing, review, advertising, and notice costs = \$2,000.00 Minimum Fee: \$2,550.00
Delegation Request	\$500.00 ap. fee, min. cost recv. \$1,000.00 = min. \$1,500.00
SITE PLAN	
Residential, Hotel, Condo-Hotel, Time-Share, Motel	Filing fee = \$1,000.00 plus \$10.00 per unit Retainer for admin. & ad. cost = \$5,000.00 all other = min. \$6,100.00
All other uses	Filing fee = \$1,000.00 plus the following: \$5.00 : 100 s.f. for 1 st 10,000 s.f., \$2.00 : 100 s.f. in excess of 10,000 s.f Retainer for admin. & ad. cost \$4,000.00 = min. \$5,500.00
Site Plan Revisions	\$500.00 plus \$2,000.00 retainer for processing and review costs = min. \$2,500.00
Site Plan Extension	Application fee = \$250.00 plus \$1,000.00 cost recovery fee = \$1,275.00
SPECIAL EXCEPTION	
SPECIAL EXCEPTION (Excluding cell towers)	Filing fee = \$500.00 plus \$200.00 per acre or portion of, plus the following: Retainer for processing, review, advertising, and notice costs = \$3,000.00 Minimum Fee: \$3,700.00
SPECIAL EXCEPTION (Cellular Towers)	Filing fee = \$1,000 plus the following Retainer for processing, review, advertising and notice costs = \$3,000.00 Minimum Fee: \$4,000.00
VARIANCE	
Administrative, Single Family	\$150.00 ap. fee, min. cost recovery & notice \$150 = \$300
Administrative, all other	\$250.00 ap. fee, min. cost recovery & notice \$250 = \$500
Single Family/Community Facility	\$100.00 ap. fee, min. cost recovery & notice \$390.00 = \$490.00
Duplex	\$500.00 ap. fee, min. cost recovery & notice \$550.00 = \$1,050.00
Triplex	\$500.00 ap. fee, min. cost recovery & notice \$650.00 = \$1,150.00
Multifamily, Hotel, Condo-Hotel (per variance)	\$500.00 ap fee, min cost recovery & notice \$1,800.00 = \$2,300.00
Nonres. (per variance)	\$500.00 ap. fee, min. cost recovery & notice \$1,500.00 = \$2,000.00
Wall Sign	\$250.00 ap. fee., min. cost recovery & notice \$450.00 = \$700.00
Monument Sign	\$500.00 ap. fee, min. cost recovery & notice \$700.00 = \$1,200.00
Pole Sign (As permitted)	\$1,000.00 ap. fee, min cost recovery & notice \$1,400.00 = \$2,400.00
Sign Adjustment	\$250.00 ap. fee. (Downtown Dania Beach Redevelopment District Only)
Appeal (single family)	\$250.00 ap. Fee, min. cost recovery & notice \$425.00 = \$675.00
Appeal (all other uses)	\$1,000.00 ap. fee, min. cost recovery & \$925.00 = \$1,925.00
Dumpster Appeal to Com. Dev. Dir.	\$200.00 ap. Fee
Dumpster Appeal to City Com.	\$500.00 ap. Fee
Alcoholic Beverage	\$500.00 ap. fee, min. cost recovery & notice \$625.00 = \$1,125.00
Trafficway Waiver	\$1,000.00 ap. fee, min. cost recv. \$3,000.00 = min. \$4,000.00
Vacation – Road/Easement	Filing fee = \$1,000.00 + \$2,500.00 Cost Recover Fee = min. \$3,500.00
Extended Hours License	\$250.00 application fee + any investigation fees incurred by the city = min. \$250.00
OTHER	\$500.00 + any outside costs incurred by the city = min. \$500.00



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Recorded Plat Name: _____

Folio Number(s): _____ Legal Description: _____

Applicant/Consultant/Legal Representative (circle one) _____

Address of Applicant: _____

Business Telephone: _____ Home: _____ Fax: _____

E-mail address: _____

Name of Property Owner: _____

Address of Property Owner: _____

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Explanation of Request: _____

For Plats please provide proposed Plat Name for Variances please attach Criteria Statement as per Section 625.40 of the Land Development Code.

Prop. Net Acreage: _____ Gross Acreage: _____ Prop. Square Footage: _____

Existing Use: _____ Proposed Use: _____

Is property owned individually, by a corporation, or a joint venture? _____

AUTHORIZED REPRESENTATIVE

I/we are fully aware of the request being made to the City of Dania Beach. If I/We are unable to be present, I/we hereby authorize _____ (individual/firm) to represent me/us in all matters related to this application. I/we hereby acknowledge that the applicable fee was established to offset administrative costs and is not refundable.

I/we are fully aware that all approvals automatically expire within 12 months of City of Dania Beach Planning and Zoning Board or City Commission approval, or pursuant to the expiration timeframe listed in Part 6 of the Land Development Code.

STATE OF FLORIDA
COUNTY OF BROWARD
The foregoing instrument
was acknowledged

By: _____
(Owner / agent signature*)

BEFORE ME THIS _____ DAY OF _____, 20____

By:

(Print name of person acknowledging)

(Joint owner signature)

Notary _____
(Signature of Notary Public - State of _____)

Personally known _____ or Produced identification _____

Type of identification produced: _____ or Drivers License _____

***If joint ownership, both parties must sign. If partnership, corporation or association, authorized officer must sign on behalf of the group. A notarized letter of authorization from the owner of record must accompany the application, I an authorized agent signs for the owner(s).**

***NO APPLICATION WILL BE AUTOMATICALLY SCHEDULED FOR ANY MEETING.
ALL APPLICATIONS MUST BE DETERMINED COMPLETE BY STAFF
BEFORE ANY PROCESSING OCCURS.***

City of Dania Beach FEE SCHEDULE

INCOMPLETE SUBMITTALS ARE NOT ACCEPTABLE FOR REVIEW AND PROCESSING.

The following fees shall apply to all applications for land use plan amendments, rezoning, special exception use, variances, site plans and other zoning related applications. These fees are used to defray staff cost in the evaluation of the proposal made and provide for the required notices and public advertisements according to Florida State Statute and the Dania Beach Land Development Code. Should any applicant have more than one type of request to the City, the applications involved should be submitted at the same time. The present City policy is to have concurrent reviews being processed before the final review and actions by the Planning and Zoning Board and/or City Commission. It is the obligation of all applicants to review the appropriate City Codes and design standards related to their proposal before making any application to the City. The standard review process for all development applications are two (2) review cycles. Any additional review or public notice required by staff or professional consultants due to the incorrect interpretation of the Land Development Code will be charged to the applicant as per "Section 685-10 Cost Recovery for Development Review" of the Dania Beach Land Development Code.

APPLICATION TYPE	FEE
LAND USE	
Flex Units	Filing fee = \$4,000.00 plus \$5.00 per flex, reserve or LAC/RAC unit or hotel room or \$100 per acre or portion of such area <i>Includes Staff processing, 2 review cycles, advertising and notice costs.</i>
Change of Land Use	Filing fee = \$7,000.00, plus \$500.00 per acre or portion of area <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
ZONING	
Change of Zoning (Rezoning)	Less than 2 acres - \$2,500.00 Greater than 2 acres - \$5,000.00 <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
Zoning Code Text Change	Changing the list of Permitted Uses - \$6,000.00 General Text - \$2,000.00 <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
PLAT	(Perimeter) Filing fee = \$2550.00 plus \$50.00 per acre or portion of such area (Subdivision) Filing fee = \$2550.00 plus \$100 per acre or portion of such area <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
Delegation Request	\$1,500.00 <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
SITE PLAN	
Residential, Hotel, Condo-Hotel, Time-Share, Motel	Filing fee = \$1,000.00 PLUS \$10.00 per unit Plus retainer for staff/consultant review, administrative and notice cost \$5,000.00 Minimum fee = \$6,100.00 <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
All other uses	Filing fee = \$1,000.00 PLUS the following: \$5.00 : 100 s.f. for 1 st 10,000 s.f., \$2.00 : 100 s.f. in excess of 10,000 s.f. Plus retainer for staff/consultant review, administrative and notice cost \$4,000.00 Minimum fee = \$5,500.00 <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
Site Plan Revisions	\$2,500.00 - <i>Includes staff processing and up to 2 review cycles.</i> <i>Additional variances associated with any revision to a site plan are charged according to the associated variance type.</i>
Extension of Approval (Site plan, variance, special exception requests)	\$1,250.00 – Single Extension plus additional (PLUS) \$ 250.00 for each associated approval

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SPECIAL EXCEPTION	
SPECIAL EXCEPTION (Excluding cell towers)	Filing fee = \$3,700.00 plus \$200.00 per acre or portion of such area <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
SPECIAL EXCEPTION (Cellular Towers)	Filing fee = \$4,000 <i>Includes Staff processing, 2 review cycles, advertising and notice costs</i>
Additional Resubmittal (In addition to the standard (2) review cycles)	Any additional review or public notice required by staff or professional consultants due to the negligence of the applicant will be charged to the applicant as per Article 685-10 Cost recovery for Development Review of the Dania Beach Land Development Code.
VARIANCE & OTHER	
Administrative, Single Family	\$ 300.00
Administrative, all other	\$ 500.00
Single Family/Community Facility	\$ 490.00
Duplex	\$1,050.00
Triplex	\$1,150.00
Multifamily, Hotel, Condo-Hotel (per variance)	\$2,300.00
Nonres. (per variance)	\$2,000.00
Wall Sign	\$ 700.00
Monument Sign	\$1,200.00
Pole Sign (As permitted)	\$2,400.00
Appeal (single family & comm fac)	\$ 650.00
Appeal (all other uses)	\$1,925.00
Dumpster Appeal to Com. Dev. Dir.	\$ 200.00
Dumpster Appeal to City Com.	\$ 500.00
Alcoholic Beverage Variance	\$1,250.00
Trafficway Waiver	\$4,000.00
Vacation – Road/Easement	\$3,500.00
Alcohol Extended Hours License Application	\$2,250.00
Alcoholic Beverage Waiver	\$1,000.00
CRA Grant Application	\$ 250.00
UNSPECIFIED	\$ 500.00 PLUS any outside costs incurred by the city as per "Section 685-10"