

ORDINANCE #1848

DocuSigned by:
Millie Diliberto
308EC9DF92A2444...

FEE ORDINANCE FOR THE DEPARTMENT OF DEVELOPMENT SERVICES OF
JEFFERSON COUNTY

WHEREAS, the Department of Development Services has adopted fees in various independent ordinances; and

WHEREAS, the Department of Development Services is consolidating all existing fees into one ordinance for improved transparency and efficiency;

NOW, THEREFORE BE IT ORDAINED by the Jefferson County Commission as follows:

PART 1 NOTES AND ADMINISTRATIVE STANDARDS

This section identifies fees charged for review and permitting in connection with applications for land development activities in Jefferson County, Alabama.

Applicants should use this schedule to identify what fees are required. Permits or applications not applied for and paid online using Accela (permits.jccal.org/citizenaccess) shall have a review fee calculation form, public hearing calculation form, or land permit calculation form accompany each plan submission application, as identified in the Department of Development Service Administrative Procedures Manual. The fee calculation forms are available at the Department of Development Services web page at www.jccal.org/ds.

The exact amount should be used when calculating payments for DDS permit and application fees when submitted as part of a hardcopy application process. Any fees calculated on an area basis must be rounded up. For example, if the subject property area is 8.49956 acres, do not use 8.4 acres or 8.5 acres, but instead use 9 acres to calculate the fees.

For hardcopy applications, payment can be made using exact change, checks, or accepted credit/debit cards. For online electronic applications, payment can be made using echeck or accepted credit/debit cards. Checks should be made payable to Jefferson County. As of date October 2020, the following types of credit/debit cards are accepted: Master Card, Visa, American Express and Discover. For paper applications or walk-in customers, only a supervisor is permitted to take credit card payment over the telephone for payment with the Directors, or designee, approval. Effective 9/30/2020, trade permits and all Planning Divisions applications are available online. Please note that once all DDS permits and applications are available online through Accela ACA, staff shall no longer take any credit card payment over the telephone unless there is Director, or designee, approval and a supervisor manage the transaction.

Important Terminology - The following terms and their definitions are to be applied when using this fee schedule.

1. **Application Fee** - This is the fee payment that is required to be paid in full upon the initial submission of any non-exempt permit / application for processing and for records available online and includes a Technology fee.
2. **Supplemental Fee** - This fee may be provided for, but not limited to, additional staff reviews, failed inspections, work without a permit, or when architectural plans

require revision (i.e. when what constructed *is different* than what was permitted).

3. Fee Reconciliation - This may occur if DDS determines if a change is needed, such as, but not limited to, when a performance bond is required or when a Site Plan Permit is determined to be a "Minor Site Plan" verses a "Major Site Plan".
4. Single Family Detached (SFD) Plan Submission - Any residential subdivision plan involving detached residential dwelling units with any design or style characterizes.
5. Commercial Plan Submission - Any non-SFD, such as but not limited to, commercial, industrial, apartments, townhomes, multi-family, or government buildings.
6. Refunds - The Department of Development Services does not offer refunds once formal acceptance of the permit or application has occurred.
7. Revision Fee - Any plan revision that proposes an increase and/or change of less than 25 percent of the original plan, disturbed area, building area, or number of units/lots shall use the appropriate Site Plan or Subdivision revision fee category. If the plan's revision proposes more than 25 percent increase or change to the original plan, the appropriate final Site Plan Permit or Subdivision fee category shall be used.
8. Additional Review Fee - If a proposed Residential/Commercial Architectural Plan, Site Plan permit, or Subdivision plan needs more than two (2) reviews by staff, an additional Plan Review Fee may be applied. If the additional review was caused by another staff requirement, this fee may be waived if approved by the Director, or designee.
9. If payment is by paper check, all checks for permits or applications shall be made payable to Jefferson County Development Services.
10. Invoiced Legal Advertisement and Adjoining Property Owner Notification - A public hearing item has a legal advertisement to be placed in an acceptable newspaper of general circulation, public hearing property signage, and adjoining property owner notification requirements, as adopted by County or State law. The County will provide the public hearing property signage item with the customer will be responsible for the legal advertisement and adjoining property owner notification.

The following fees apply for applications and permits submitted to the Department of Development Services, or the cities/towns the County has agreements to serve.

**PART II
FEE/BOND SCHEDULE**

DEPARTMENT OF DEVELOPMENT SERVICES - FEE SCHEDULE *No applications will be processed until all applicable fees have been paid.*

APPLICATION TYPE		ASSOCIATED FEE
Administrative Processing & Technology Fee	<i>Applies to all Permits/ Applications Available via Accela</i>	\$50.00 Administrative \$10.00 Technology

PUBLIC HEARINGS *Note: legal ad and adjoining property owner notification by First Class mail are items billed to the applicant*

Zoning Amendment	\$300.00 plus \$10.00 per acre
Remove Split Zoning\Eliminate Legal Non-conformity\Down Zone**	\$50.00
Land Use Plan or Comprehensive Plan Text Amendment	\$300.00 plus \$10.00 per acre
Land Use Plan Map Amendment	\$300.00 plus \$10.00 per acre
Small Scale Planned Unit Development <50 acres	\$300.00
Large Scale Planned Unit Plan >50 acres	\$500.00
Conditional Use	\$250.00
Special Exception	\$200.00
Variance	\$200.00
Other Appeal to Board of Zoning Adjustment	\$200.00
Beverage Case Public Hearing	\$300.00
Beverage Case - No Public Hearing	\$200.00, plus Application & Technology fee
Public Hearing notification mailings (Subdivision fees are identified under Subdivision and Plats)	Invoiced to Applicant
<i>**Must have on two (2) or more adjacent sides of subject property with the same proposed zoning or the application shall be classified as "spot zoning".</i>	
<i>Note: Public Hearing applications are subject to the Administrative & Technology fees.</i>	

SUBDIVISION AND PLATS

Preliminary Subdivision Plat Application (PSP)	\$350 plus \$30.00 per lot
Public Hearing Adjacent Property Owner Notification Fee	Adjoining property owner notification by USPS <u>Certified</u> Letter <i>Per State Law</i> -- invoiced to applicant
Preliminary Minor Subdivision Plat (PMSP) Review (typically, this is family splits)	\$65.00 plus \$10.00 per lot
Final Subdivision Plat (SP) Review	First review - no charge. Failed review - \$25.00 per re-submittal
Plat Recording (<i>not a Development Services fee</i>)	<i>As determined by Probate</i>
Additional Subdivision Plan Staff Review Fee (imposed after two (2) staff reviews)	\$100.00 for each review after second review
Revisions, Corrected Plat, or Amendments (Revision Fee)	\$25.00 per page
<i>Note: Subdivisions are subject to the Administrative & Technology fees.</i>	

ZONING, FEMA FLOODPLAIN OR ADDRESSING VERIFICATION LETTERS	
Residential Zoning Verification Letter	\$50.00 for first hour of research, \$25.00 for each hour thereafter
Commercial and Industrial	\$75.00 for first hour of research, \$55.00 for each hour thereafter
FEMA Floodplain Certification Letter	\$15.00 each letter requested
Addressing Verification Letter	\$15.00 first hour of research
<i>Note: Verification Letters are not currently available through Accela and thus are not subject to the Administrative & Technology fees.</i>	
EROSION CONTROL/LAND DISTURBANCE	
Erosion Control Permit Individual Single-Family Residence	\$100.00
Erosion Control Permit (other Residential, Commercial, Industrial, etc.)	\$500.00
Land Disturbance/Erosion Control Permit Bonds (<i>not a Development Services Fee</i>)	\$3000.00 per disturbed acre. Partial acre is rounded up to the whole acre. Bond doubles if disturbance is within Floodplain.
<i>Note: Erosion Control/Land Disturbance are subject to Administrative & Technology fees.</i>	
SIGN PERMITS (BUILDING AND PLANNING/ZONING REVIEWS)	
Sign Application Plan Review	Application and Technology Fee
Planning Division Permit	\$1.00 per each sq. ft. sign face per sign
Sign Building Permit (Building and Electrical, if applicable)	
Each on-premise sign to be erected, installed or posted	\$9 per 1,000 square foot, with minimum fee of \$50.00
Off-Premise Sign (<i>Billboard annual renewal</i>)	\$175.00 per year per structure/sign
Temporary Sign/Portable Sign	\$30.00 each for each 30-day permit
<i>Note: Sign permits are subject to Administrative & Technology fees.</i>	
SITE PLAN PERMIT APPLICATION (NO PUBLIC HEARING)	
Site Plan Permit Application*	\$350 Site Plan Minor Review Fee, or \$500 Site Plan Major Review Fee*
Additional Site Plan Staff Review Fee (imposed after two (2) staff reviews)	\$100.00 for each review after second review
*Upon application submittal, staff will determine if the application meets the criteria of a minor or major review project and there will be Fee Reconciliation. <i>Note: Site Plan Permits are subject to Administrative & Technology fees.</i>	
INSPECTION FEES FOR PERMITS/APPLICATIONS MANAGED BY DDS	
Zoning Inspection Failed/Incomplete/Late Cancel	\$55.00, each occurrence
Building Division Inspection (<i>Building/Electrical/PGM</i>) Failed/Incomplete/Late Cancel	\$55.00, each occurrence
Building Division Inspection (Building/Electrical/PGM) After Hours	First four (4) hours \$300.00, each additional hour after four (4) hours \$75.00
Passed Inspections	No charge
Stop Work	Double Permit Cost, per occurrence
Work Commencing before Permit Issuance	First Offence - Double Permit Cost, Additional Offence - Triple Permit Cost
Building/Electrical/PGM Permit Extension	\$50.00 each occurrence
Erosion Control Inspection (Failed/Incomplete/Late Cancel)	\$55.00, each occurrence
Site Plan Inspection (Failed/Incomplete/Late Cancel)	\$55.00 each occurrence

<i>Note: Administrative & Technology fees were already paid upon permit/application submittal and do not apply.</i>	
BUILDING DIVISION PERMIT FEES	
Residential Single-Family Building Combo Permit (new construction/addition/alteration)	Valuation up to and including \$5,000.00, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$9.00 per thousand or fraction thereof
<i>Residential Single-Family Building Architectural Plan Review</i>	\$100.00 residential plan set and due prior to scheduling inspections
Commercial Building Combo Permit (new construction/addition/alteration)	Valuation up to and including \$5,000, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$11.00 per thousand or fraction thereof
<i>Commercial Building Architectural Plan Review</i>	\$200.00 commercial plan set and due prior to scheduling inspections
Miscellaneous Building Combo Permit	Valuation up to and including \$5,000, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$10.00 per thousand or fraction thereof
<i>Miscellaneous Building Architectural Plan Review, if needed</i>	\$100.00 plan set and due prior to scheduling inspections
Trade Permit - Stand Alone	Valuation up to and including \$5,000, the fee shall be \$50.00, plus Administrative and Technology Fee
	Valuation over \$5,000.00, the fee shall be \$9.00 per thousand or fraction thereof, plus Administrative and Technology Fee
<i>Trade Permit Architectural Plan Review, if needed</i>	\$100.00 plan set and due prior to scheduling inspections
Moving of Building or Structures Permit (does not include manufactured/modular buildings/homes)	\$100.00, plus Administrative and Technology Fee
<i>Architectural Plan Review, if needed</i>	\$100.00 and due prior to scheduling inspections
Demolition of Building/Structures Permit	
Residential Building/Structure	\$9.00 per thousand or fraction thereof. Minimum Fee \$100.00
Commercial Building/Structure	\$11.00 per thousand or fraction thereof. Minimum Fee \$100.00
<i>Architectural Plan Review, if needed</i>	\$100.00
<i>Note: All Building Division permits are subject to Administrative & Technology fees.</i>	
Permit Transfer (Change of Contractor)	\$50.00 Administrative Fee
Additional Plan Staff Review Fee (imposed after two (2) staff	\$100.00 for each review after second review

reviews)	
Architectural Plan Revision (required when permitted construction does not match approved Plans)	\$25.00 per revised plan page
MISCELLANEOUS PERMITS or FEES	
Expedited Public Hearing Application Review Per Application	Double Fee
Pre-Advisory Meeting	\$75.00 and applied as a credit upon an application submittal
Fireworks Stand Permit	\$300.00 per month, plus Administrative and Technology fee
Home Occupation Permit	\$200.00, plus Administrative and Technology fee
Certificate of Occupancy or Certificate of Completion - Hardcopy's (available free online)	Paper copy \$25.00 per CO or CC
Staff Research	\$50.00 hourly rate
Appeal to Flood Hazard Appeal Board - Existing Construction	\$100.00
Appeal to Flood Hazard Appeal Board - New Construction	\$300.00

GIS AND/OR MAP/DATA REQUESTS

Map Request	Generation Fee minimum \$50.00 per hour (does not include printing/ materials)
Printing/materials	A (8.5" x 11") size paper \$5.00 B (11" x 17") size paper \$7.00 C (18" x 24") size paper \$21.00 D (24" x 36") size paper \$42.00 E (36" x 48") size paper \$84.00
Media Fee	CD \$10.00 (JPEG, TIFF, or PDF format)
Copies of existing paper information (no research needed)	8.5" x 11" is \$2.00 per page 8.5" x 14" is \$3.00 per page 11" x 17" is \$4.00 per page

Exceptions to fees are outlined within Ordinance No. 29, Ordinance 53, Ordinance 65, or Ordinance 681. Building Division permits are subject to the Alabama Department of Finance Division of Construction Management Administrative Code, Chapter 355-10-1, Construction Industry Craft Training Fees.

DEPARTMENT OF DEVELOPMENT SERVICES - FEE SCHEDULE FOR JURISDICTIONS BRIGHTON, AND GRAYSVILLE

APPLICATION TYPE	ASSOCIATED FEE
Administrative & Online Permitting/ Application Access Fee	\$50 Administrative and \$10 Technology
Floodplain Development Permit (LOMA in lieu of permit - no charge)	\$50.00
Plus, additional cumulative charges as below:	

Proposed Encroachment into SFHA	\$150.00
Proposed Structure located in SFHA (or any additions thereto)	\$150.00
Review of No-Rise Certification when hydraulic & hydrologic study is required	\$500.00
Application to Flood Hazard Appeal Board	\$300.00
Floodplain Certification Letter	\$15.00
Copy of FIRM map	\$15.00 per panel

This ordinance shall become effective upon adoption.

Certificate Of Completion

Envelope Id: 8320BD1EC1204A2AAB5B68D66FC4511D	Status: Completed
Subject: You have a pending request to eSign a document	
Source Envelope:	
Document Pages: 8	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Millie Diliberto
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	408 St Peter Street
	Saint Paul, MN 55102
	dilibertom@jccal.org
	IP Address: 69.5.90.9


Record Tracking

Status: Original	Holder: Millie Diliberto	Location: DocuSign
11/6/2020 8:46:40 AM	dilibertom@jccal.org	

Signer Events

Millie Diliberto
 DilibertoM@jccal.org
 Minute Clerk, Jefferson Cnty Commission
 eSign
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 308EC9DF92A2444...
 Signature Adoption: Pre-selected Style
 Using IP Address: 99.175.252.50

Timestamp

Sent: 11/6/2020 8:46:41 AM
 Viewed: 11/6/2020 10:14:19 AM
 Signed: 11/6/2020 10:14:24 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/6/2020 8:46:41 AM
Certified Delivered	Security Checked	11/6/2020 10:14:19 AM
Signing Complete	Security Checked	11/6/2020 10:14:24 AM
Completed	Security Checked	11/6/2020 10:14:24 AM
Payment Events	Status	Timestamps