

RESOLUTION NO. 2023-29

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LAKE CLARKE SHORES, FLORIDA, UPDATING THE “USER FEES AND CHARGES SCHEDULE” FOR VARIOUS TOWN SERVICES AND PERMITS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council lists all Town user fees and charges in a Resolution for the convenience of the public and to reduce the administrative costs associated with making changes to the user fees and charges; and

WHEREAS, the Town utilizes user fees and charges for the various Town services and permits; and

WHEREAS, these user fees and charges should be updated from time to time to ensure that the Town is maintaining cost-effective fees and charges for Town services and permits.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LAKE CLARKE SHORES, FLORIDA, THAT:

Section 1. The Town Council of the Town of Lake Clarke Shores, Florida, adopts the “User Fees and Charges Schedule” attached hereto as Exhibits “A” & “B”.

Section 2. This Resolution shall become effective upon adoption, unless provided otherwise.

PASSED AND ADOPTED by the Town Council of the Town of Lake Clarke Shores this 8th day of August, 2023.

	FOR	AGAINST
BY: _____ Gregory Freebold, Mayor	_____	_____
_____ Robert M. W. Shalhoub, Vice Mayor	_____	_____
_____ Valentin Rodriguez, Jr., President Pro Tem	_____	_____
_____ Robert O. Gonzalez, Council Member	_____	_____
_____ Jon Maples, Council Member	_____	_____

ATTEST:
BY: _____
Mary Pinkerman, Town Clerk

Description	Current Fee	
ZONING		
Zoning Maps	\$5.00	
Variance		
Single Family Residential	\$475.00	
Multi-Family & Commercial	\$750.00	
Special Exception		
Single Family Residential	\$475.00	
Multi-Family & Commercial	\$750.00	
Site plan review (per Sec. 86-86 <u>125-101</u>)	\$3500.00 + Town engineer, Building Official, Attorney & other related fees	
SUBDIVISION AND LAND DEVELOPMENT		
Comprehensive Plan Amendment	\$2500.00 + Town engineer, Building Official, Attorney & other related fees	
Rezoning	\$2500.00 + Town engineer, Building Official, Attorney & other related fees	
Annexation – Voluntary	\$1500.00 + Town engineer, Building Official, Attorney & other related fees	
Pre-application fee for subdivision (non-mandatory)	\$500.00 + Town engineer, Building Official, Attorney & other related fees	
Master plan review	\$500.00 + Town engineer, Building Official, Attorney & other related fees	
Resubmit corrected/revised master plan (must resubmit within 60 days)	\$500.00 + Town engineer, Building Official, Attorney & other related fees	
Failure to resubmit within 60 days	\$500.00 (additional fee)	
Construction plans & Preliminary plat review	\$500.00+ Town engineer, Building Official, Attorney & other related fees	
Final plat review	\$250.00 + 1.5 % est. cost of construction	
Submission of final plat	\$250.00 + 1.5 % cost of construction	
POLICE DEPARTMENT / PUBLIC SAFETY FEES		
Alarm permits <u>Decals</u>	<u>\$30.00</u>	
Alarm user permit — renewals (Town decal)	\$30.00	New - after June 1 st \$15.00
Original application for businesses	\$100.00	New - after June 1 st \$50.00
		New only between Sept. 1 – 30 will be charged for full year fee to include following FY
Alarm agent permit	\$50.00	
False alarm fees:		
1 – 2 false alarms	\$0.00	
3 – 4 false alarms	\$75.00 <u>\$100.00</u> each	
5 th false alarm	\$100.00 <u>\$150.00</u> each	
6 – 9 false alarms	\$150.00 <u>\$200.00</u> each	
10 & up false alarms	\$500.00 each	
Fire and Safety inspections & re-inspections	\$55.00 per unit	
Police Reports (accident only)	\$3.00 <u>No charge</u>	
Police Reports (incident non-accident):		
<u>1 to 5 letter size single pages</u>	<u>No charge</u>	
<u>Additional pages over 5</u>	\$0.15 per page (+ employee time <u>w/benefits</u>)	

Description	Current Fee
<u>Police Reports (Body Camera)</u>	<u>Cost of USB + employee time w/benefits</u>
CD/DVD	\$1.00 per item (+ employee time <u>w/benefits</u>)
Photographs	\$0.15 per photo (+ employee time <u>w/benefits</u>)
<u>Police Detail</u>	<u>\$75.00 per hour</u>
TOWN HALL / FINANCE	
Town Trash Can Receptacles - <u>96 gallon</u>	\$60.00/ \$60.00 per can
64 gallon/96 gallon	
Lien search - utilities	\$25.00/\$50.00 for express service (1-2 days)
- property/code enforcement	\$25.00/\$50.00 for express service (1-2 days)
Pavilion Rental fee:	\$200.00 per day – Town Hall Park
	\$150.00 per day – Community Park
Cash Deposit	\$200.00 <u>\$300.00</u>
Boat Ramp Decals:	No Charge
Tennis permits (cards)	\$40.00 New - after June 1 st \$20.00
<u>(Residents Only)</u>	New only between Sept. 1 – 30
	will be charged for full year fee which
	includes the following FY
Replace lost tennis card	\$10.00
Contractor Registration:	
With Palm Beach county-wide Tax Receipt	\$2.00
Without county wide Tax Receipt	\$30.00
With State of Florida competency	\$0.00
Public service registration	\$30.00
Comprehensive Plan (Book)	\$100.00
Copies of public records	
<u>1 to 5 letter size single pages</u>	No charge
<u>Additional pages over 5</u>	\$0.15 per page Letter size single page
	\$0.20 per page Letter size double sided
	\$0.25 per page Legal size single page
	\$0.30 per page Legal size double sided
	\$0.35 per page Ledger size single sided
	\$0.40 per page Ledger size double sided
	\$3.00 per page large format (17"x22" & up)
	<u>\$0.05 additional per page, if double sided</u>
<u>Record Requests-Excessive time over 15 min</u>	<u>Employee time w/benefits. Must pay in full</u>
	<u>prior to starting request</u>
Garage sale permits (Limit of 1 per year)	\$20.00
Returned check fees	\$35.00
Special event permit	\$100.00
<u>Low Impact – 1 to 999 attendees:</u>	
<u>Application fee</u>	<u>\$100.00</u>
<u>Permit fee</u>	<u>\$100.00</u>
<u>Security Deposit</u>	<u>\$500.00</u>
<u>High Impact – 1000 to 4999 attendees:</u>	
<u>Application fee</u>	<u>\$200.00</u>
<u>Permit fee</u>	<u>\$500.00</u>
<u>Security Deposit</u>	<u>\$1000.00</u>
<u>Fees will be determined by the Town Council for events lasting 3 or more consecutive days</u>	

Description	Current Fee
License for Bulkhead, Dock &/or Boatlift	\$650.00 (Land Use)
Drainage Easement Agreement	\$100.00
Peddler/Solicitor fees – per person	
1 month or less <u>per month or less</u>	\$50.00- <u>\$100.00</u>
or per year	\$225.00
Candidate qualifying fee	\$25.00 + State of Florida Assessment
Registration of Defaulted Mortgage Property	\$150.00 semi-annual fee
Registration of Vacant Property	\$150.00 semi-annual fee
Registration of Rental Property	\$50.00 annual fee (+ Bus. Tax Receipt)
Late fees – Defaulted Mortgage Property	10% of semi-annual fee per month
Vacant Property	10% of semi-annual fee per month
Rental Property	10% of annual fee per month
<u>Vacation Rental Registration</u>	<u>\$450.00 per unit per year</u>
<u>Credit Card Fees</u>	<u>3% of amount charged*</u>

*Credit Card Fees effective as of October 1, 2023

**EXHIBIT B
UTILITY RIGHT-OF-WAY CONSTRUCTION FEES**

Description	Current fee
Installation of gravity sanitary and storm sewers, including appurtenant manholes and/or catch basins:	
a. First 500 lineal feet or less	\$200.00
b. Each additional 500 lineal feet or fraction thereof	\$50.00
c. Each lateral service connection	\$25.00
Installation of all other underground facilities including, but not limited to, the following: Sanitary force main; water, gas, liquid or semiliquid pipelines, fiber-optic cable including appurtenant manholes and/or catch basins:	
a. First 500 lineal feet or less	\$200.00
b. Each additional 400 lineal feet or fraction thereof	\$50.00
c. Each metered service connection	\$25.00
Construction or installation of individual catch basins, manholes or junction boxes not erected in connection with an installation as listed above:	Each \$100.00
All underground crossing of paved local and collector roads of widths up to 25 feet of paving:	
a. For pipe sizes 24 inches or less in diameter, per crossing	\$150.00
b. For pipe sizes over 24 inches and up to 48 inches in diameter, per crossing	\$225.00
c. For pipe sizes in excess of 48 inches in diameter, per crossing	\$300.00
All underground crossings of paved roads over 25 feet of paving, including arterials:	
a. For pipe sizes of 24 inches or less in diameter, per crossing	\$300.00
b. For pipe sizes over 24 inches and up to and including 48 inches in diameter, per crossing	\$450.00
c. For pipe sizes in excess of 48 inches in diameter, per crossing	\$600.00
All underground jack and bore crossings of paved public roadways based on widths of paving, including medians:	
a. For pipe sizes of 24 inches or less in diameter, per foot of length	\$25.00
b. For pipe sizes over 24 inches and up to and including 48 inches in diameter, per foot of length	\$50.00
c. For pipe sizes in excess of 48 inches in diameter, per foot of length	\$100.00

EXHIBIT B
UTILITY RIGHT-OF-WAY CONSTRUCTION FEES (CONT.)

Description	Current fee
Installation of a pole line for overhead facilities:	
a. First 500 lineal feet or less	\$200.00
b. Each additional 500 lineal feet or fraction thereof	\$50.00
Turnouts:	
a. Commercial turnout connection, each	\$500.00
b. Residential turnout on to an arterial or collector street, each	\$175.00
c. Residential turnout on to a local street, each	\$100.00
d. Where culverts are used in conjunction with the turnout, per foot	\$5.00
Street connections:	
a. Paved street connection for tying existing and/or new town roads or streets, each	\$500.00
b. Where culverts are used in conjunction with street connections, per foot	\$5.00
Construction of elevated or submerged facilities crossing town-owned canals or other town-owned waterways or town-maintained canals and waterways:	
Per crossing	\$100.00
Landscaping within public right-of-way:	
Per permit	\$400.00 (+ 5% of Project Cost)
All other types of construction within or upon public rights-of-way, does not include landscaping:	
Per permit	\$100.00 (+ 3% percent of Project cost)