

RESOLUTION NO. 2024-12

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 14th day of May, 2024.

	FOR	AGAINST
BY: _____ Gregory Freebold, Mayor	_____	_____
_____	_____	_____
Jon Maples, Vice Mayor	_____	_____
_____	_____	_____
Bridget Keating, President Pro Tem	_____	_____
_____	_____	_____
Taylor Materio, Council Member	_____	_____
_____	_____	_____
Christian F. Maasbach, Council Member	_____	_____

ATTEST:
BY: _____
Mary Pinkerman, Town Clerk

EXHIBIT A
TOWN OF LAKE CLARKE SHORES
USER FEES AND CHARGES SCHEDULE
Revised - ~~8/8/2023~~ 5/14/2024

Description	Current Fee
BUILDING / PLANNING / ZONING DEPARTMENT FEES	
Building permit fees:	
Minimum fee	\$90.00
	3 % of \$0.00 to \$100,000 plus
	2 % of \$100,001 to \$200,000 plus
	1 % of valuation over \$200,001
State Surcharge	2.5 % of permit fee
Re-Inspection fees	\$75.00
Duplicate permit fee/Replacement fee	\$25.00 + printing cost per page-if in house
Starting work without obtaining permit	Four (4) times the permit fee
Tree removal permits	
Permit required for removal of trees 5" or more in diameter. Fee based on largest tree size to be removed.	
Invasive trees	\$0.00
Non-Invasive trees	
5 to 18"	\$35.00
19" & up	\$50.00
Building Plan Review – new construction	\$350.00 + building permit fee
remodel/addition	\$150.00 + building permit fee
Major working drawing review fee	\$300.00 + \$25.00 per page (not applied to permit fee)
Revisions – no change in construction cost	\$40.00 Residential plans
	\$60.00 Commercial plans
Revisions – change in construction cost	3% of added cost +
	\$40.00 Residential
	\$60.00 Commercial plans
Change of Contractor fee	\$100.00
Temporary sign permit (i.e.:Banners)	
1 st 2 weeks	\$200.00
Renewal (1 limit - for add'l 2 weeks)	\$100.00
Fine for non-removal	\$50.00 per day
Temporary sign permit (i.e.:Banners)	
For non-profit organizations w/501(c)	
1 st 2 weeks	\$50.00
Renewal (1 limit - for add'l 2 weeks)	<u>\$25.00</u>
Fine for non-removal	\$50.00 per day
Telecommunication tower / antenna fees:	
Letter of intent to install	\$1500.00
Pre-application conference	\$500.00
Inspection report review (every 2 yrs)	\$200.00

Description	Current Fee	
ZONING		
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.125-101)	\$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 Decals	<u>\$30.00</u>	
Alarm 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
		<i>New only between Sept. 1 – 30 will be charged for full year fee to include following FY</i>
Alarm agent permit	\$50.00	
False alarm fees:		
1 – 2 false alarms	\$0.00	
3 – 4 false alarms	\$100.00 each	
5 th false alarm	\$150.00 each	
6 – 9 false alarms	\$200.00 each	
10 & up false alarms	\$500.00 each	
Fire and Safety inspections & re-inspections	\$55.00 per unit	
Police Reports (accident only)	No charge	
Police Reports (incident non-accident):		
1 to 5 letter size single pages	No charge	
Additional pages over 5	\$0.15 per page (+ employee time w/benefits)	

Description	Current Fee
POLICE DEPARTMENT / PUBLIC SAFETY FEES (CONT.)	
Police Reports (Body Camera)	Cost of USB + employee time w/benefits
CD/DVD	\$1.00 per item (+ employee time w/benefits)
Photographs	\$0.15 per photo (+ employee time w/benefits)
Police Detail	\$75.00 per hour
TOWN HALL / FINANCE	
Town Trash Can Receptacles	\$60.00 per can
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	\$300.00
Boat Ramp Decals:	No Charge
Tennis permits (cards)	\$40.00 New - after June 1 st \$20.00
Residents Only	<i>New only between Sept. 1 – 30 will be charged for full year fee which includes the following FY</i>
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	
1 to 5 letter size single pages	No charge
Additional pages over 5	\$0.15 per page Letter size single page \$0.25 per page Legal size single page \$0.35 per page Ledger size single sided \$3.00 per page large format (17"x22" & up) \$0.05 additional per page, if double sided
Record Requests-Excessive time over 15 min	Employee time w/benefits. Must pay in full prior to starting request
Garage sale permits (Limit of 1 per year)	\$20.00
<u>For senior citizens 65+ years</u>	<u>\$1.00</u>
Returned check fees	\$35.00
Special event permit – <i>private event on public property</i>	
Low Impact – 1 to 999 attendees:	
Application fee	\$100.00
Permit fee	\$100.00
Security Deposit	\$500.00
High Impact – 1000 to 4999 attendees:	
Application fee	\$200.00
Permit fee	\$500.00
Security Deposit	\$1000.00
Fees will be determined by the Town Council for events lasting 3 or more consecutive days	

Description	Current Fee
License for Bulkhead, Dock &/or Boatlift	\$650.00 (Land Use)
Drainage Easement Agreement	\$100.00
Peddler/Solicitor fees – per person <u>per month or less</u>	<u>\$100.00</u>
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)