

## MEMORANDUM FROM STAFF

From: Marcellus Johnson, Planning Administrator

To: Lapel Advisory Plan Commission

Date: 6/4/2025

RE: New Fee to be Adopted

Exhibit(s): Zionsville Fee Schedule, Cicero Fee Schedule, Pendleton Fee Schedule

### Item 2. New Fee to be Adopted

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There is currently no fee for applying for a Right of Way Permit. From my survey of other towns in Madison, Hamilton, and Boone Counties, those towns that do choose to assess fees for these kinds of applications typically charge between \$65 and \$100 for the permit, and may charge additional fees for cones, signs, boreholes or street cuts, etc. If Plan Commission chooses to recommend a lower base cost, Staff recommends that an additional charge per linear foot or per area of the ROW being cut or drilled be assessed. If Plan Commission chooses to recommend a base cost closer to or above \$100, then the base fee will likely be sufficient and no additional fees are recommended.

### Commission's Role

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According to UDO V1.7.3.A.vi, one of the Plan Commission's duties is to "establish and maintain a Town Council approved fee schedule that assigns a fee to permits, processes, and official actions of the Plan Commission in order to defray the administrative costs of such duties and powers." It is therefore Plan Commission's role to provide a recommendation to Town Council on the adoption of new fees.

### Motion Options

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- Motion to give a **favorable recommendation** to Town Council for charging a fee of [choose amount] for Right of Way permits.
- Motion to give an **unfavorable recommendation** to Town Council for charging a fee of [choose amount] for Right of Way permits.
- Motion to give **no recommendation** to Town Council for charging a fee of [choose amount] for Right of Way permits.

## EXHIBIT A. Zionsville Fee Schedule

### Planning and Building Department Miscellaneous Fees

Fee Description	Fee
Home Occupation Registry	\$50
Zoning Confirmation	\$90 form letter on Zionsville letterhead
Zoning Determination	\$100 includes two (2 )hours of research time, docket search, etc.
Research	\$50/hour for every hour over initial two (2) hours
Permit Extensions	\$50 one time, up to six (6) months
Expired Permit Notification/Renewal	\$250
Consultant	Additional Plan Review/Comment Rate Determined by Agreement or Contract
Alley Vacation	\$350

### Planning and Building Department Encroachment Agreements

Fee Description	Fee
Encroachment – right of way	\$65 application fee
Encroachment – air	\$65 application fee
Encroachment – easement	\$65 application fee

### Planning and Building Department Land Use Petitions

Fee Description	Fee
Administrative Appeal	\$320.00
Zoning Map Change	
Residential Districts	\$640 + \$100 /acre or any portion thereof
Business, Institutional, Industrial Districts	\$1,000 + 50/acre or any portion thereof
PUD District	\$2,190 + 80/acre or any portion thereof
Use Variance	
Residential use	\$870 + \$220/additional variance
Non-Residential Use	\$1,200 + \$300/additional variance

Development Standards Variance	
Residential Districts	\$380 + \$95/additional variance
Non-Residential Districts	\$800 + \$200/additional variance
Special Exception	\$700
Amendment or termination of commitments of a variance or special exception	\$1,000
Development Plans	
Development plan	\$1,030 + \$100/Acre
Modification or termination of development plan	\$800 + \$100/acre
Waivers	
Residential	\$380 + \$100/additional Waiver
All Other Districts	\$690 + \$160/additional Waiver

## EXHIBIT B. Cicero Fee Schedule

### Attachment A4 Costs

The costs shown on this attachment are subject to change only with the approval of the Town of Cicero Town Council.

#### Permitting –

Handhole/Structure - \$100.00/each

Pipe/Cable Per Foot - .10 each

Road Crossing (Bore) - \$100.00/each

Inspection - \$100.00/each (every structure set & every road crossing)

#### Manpower –

Labor - \$50.00/hour

Operator - \$65.00/hour

Backhoe - \$120.00/hour

Loader - \$150.00/hour

#### Traffic Maintenance –

Cones - \$10.00/each/hour

Barricades - \$30.00/hour

Steel Plates - \$50.00/hour

#### Vehicles –

Pickup - \$50.00/hour

Single Axle - \$85.00/hour plus dump fees

Tandem - \$100.00/hour plus dump fees

Vac Truck - \$300.00/hour plus dump fees

This list does not reflect all costs, or does it imply maximum charges that can incur with all penalties of this ordinance. Material costs of asphalt and/or concrete are not listed due to price variations with vendors and quantities.

**\*\*A minimum of one (1) hour will be charged on all labor and equipment\*\***

## EXHIBIT C. Pendleton Fee Schedule



	3. Remodeling (Includes up to 5 inspections)	
	a. One or Two Family Dwelling	\$100 + \$0.15 per sq. ft.
	b. Multi-Family Dwelling	\$125 + \$100 per unit + \$0.15 per sq. Ft.
	c. Non-residential	\$350 + \$0.15 per sq. ft.
	4. Accessory Structures – Detached (Includes up to 3 inspections)	
	a. 0-120 sq. ft.	\$50
	b. 121 sq. ft. and over	\$150 + \$0.10 per sq. ft.
	5. Decks/Patios (Includes 1 inspection)	\$75 over 50 sq. ft.
	6. Swimming Pools – Above or In Ground (Includes 3 inspections)	
	a. At least 2 ft. deep and 12 ft. in diameter including deck	\$150 + \$0.10 sq. ft.
	7. Roof (Includes 1 inspection)	\$75
	8. Fences – 3 to 6 ft. height (Must show property lines) (Includes 1 inspection)	\$50
	9. Telecommunication Towers (Includes Inspections)	\$1,000
	a. Additional antennas/Modifications	\$500
	<b>Demolition Permit</b>	
	1. Residential (Partial or Total)	\$100
	2. Non-Residential (Partial or Total)	\$200 + \$100 per additional building
	3. Accessory Building	\$50
	<b>Home Occupation Permit</b>	
	1. New	\$50
	2. Annual Renewal	\$50
	<b>Basic ROW Activity Permit Filing Fee [Excavation in ROW]</b>	\$100
	1. Right-of-Way Boring	Additional \$1 per lineal foot
	2. Right-of-Way Open Cut (based on age of surface)	
	a. 1-year old surface	Additional \$1,000 + \$5 per square feet
	b. 2-years old surface	Additional \$500 + \$5 per square feet
	c. 3- years old or older surface	Additional \$300 + \$5 per square feet
	d. Cuts not involving improved surfaces	Additional \$5 per sq. ft.
	3. Additional Fees for Non-Compliance	
	a. Re-inspection Fee	\$100 each
	b. Failure to Obtain Permit	\$500 + five (5) times the additional fees required for ROW Activity Permit
	c. Project that Requires Stop Work Order	\$1,000 per day + \$1,000 reinstatement fee