
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 03.04.04.00

SUBJECT: FUTURE OF HILLSBOROUGH COMPREHENSIVE PLAN FEE SCHEDULE

EFFECTIVE DATE: OCTOBER 1, 1990

SUPERSEDES: 1983 FEE SCHEDULE - 03.04.04.00 DECEMBER 8, 1983

Purpose:

The establish a schedule of fees to be paid when filing a request for consideration of a specific plan amendment to the Future of Hillsborough Comprehensive Plan.

Policy:

It is the policy of the Board of County Commissioners to approve and adopt a fee schedule of charges to be paid when filing a request for consideration of a specific plan amendment to the Future of Hillsborough Comprehensive Plan. (See attachment)

Responsibilities:

It is the responsibility of the Hillsborough County City-County Planning Commission to put into effect the fee schedule of charges for filing a specific land use Amendment to the Future of Hillsborough Comprehensive Plan as approved by the Board of County Commissioners.

Attachment:

Future of Hillsborough Comprehensive Plan Fee Schedule

Approved By: Board of County Commissioners

Approval Date: October 1, 1991

**FEE SCHEDULE FOR AMENDMENTS TO THE COMPREHENSIVE PLAN
FOR UNINCORPORATED COUNTY**

SECTION 1. Incorporation of Recitals

The recitation of facts and other findings described above is hereby incorporated into and made a part of this Resolution.

SECTION 2. Schedule of Fees

- A. The following fees, as applicable, shall be paid to the Board of County Commissioners of Hillsborough County or to a newspaper of general circulation by the requesting party or parties, as applicable, when filing a request for consideration of a plan amendment to the *Future of Hillsborough Comprehensive Plan* for unincorporated Hillsborough County at the offices of the Hillsborough County City-County Planning Commission.

For all plan amendment requests, the fees shall be:

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| \$1,000.00 if less than 500 acres \$3,000.00 if 500 acres or more | Application Fee (DUE AT TIME OF SUBMITTAL) Application fee shall be made payable to the Board of County Commissioners of Hillsborough County by separate money order or check. |
| +\$ | Fee to cover cost of notifying affected property owners by certified mail, return receipt requested; and posting of signs (DUE 5 WEEKS PRIOR TO THE LPA PUBLIC HEARING). Fee shall be made payable to the Board of County Commissioners of Hillsborough County by separate money order or check. |
| +\$ | Pro-rata share of advertising costs for two 1/4 page advertisements noticing the LPA Public Hearing (DUE 5 WEEKS PRIOR TO THE LPA PUBLIC HEARING). Fee shall be made payable to a newspaper of general circulation by separate money order, or certified or cashier's check. |

NEITHER THE LPA NOR THE BOCC SHALL BE REQUIRED TO SUBMIT FEES WHEN EITHER IS THE REQUESTING PARTY.

- B. If required by the Local Planning Agency, the following costs, as applicable, shall be paid by the party or parties requesting plan amendments(s) to the Board of County Commissioners of Hillsborough County or to a newspaper oriented toward a particular neighborhood or segment of the community in accordance with the requirements of an approved public participation plan:

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| \$ | Pro-rata share of advertising costs for two 1/4 page advertisements noticing the LPA Public Hearing (DUE 5 WEEKS PRIOR TO THE LPA PUBLIC HEARING). Fee shall be made payable to a newspaper oriented toward a particular neighborhood or segment of the community in accordance with the requirements of an approved public participation plan by separate money order, or certified or cashier's check. |
| +\$ | Pro-rata share of advertising costs for two 1/4 page advertisements noticing BOCC Public Hearings (DUE 14 DAYS AFTER THE LPA PUBLIC HEARING). Fee shall be made payable to the Board of County Commissioners of Hillsborough County by separate money order or check. |

- C. All fees assessed and collected pursuant to the Section are non-refundable. Fees shall be paid at the LPA offices. LATENESS IN THE SUBMITTAL OF REQUIRED ADVERTISEMENT FEES WILL RESULT IN THE AMENDMENT NOT BEING ADVERTISED, THE HEARING BEING RESCHEDULED, OR THE AMENDMENT BEING CONTINUED AND PROCESSED DURING THE NEXT REVIEW PERIOD. THE AMENDMENT WILL NOT BE PROCESSED AS ORIGINALLY SCHEDULED.
- D. During the first quarter of each fiscal year for Unincorporated Hillsborough County, the LPA staff shall review the adopted Schedule of FEES so as to ensure that fees accurately reflect costs for staff time for review of requests for plan amendments, and costs for required Public Notices. Costs for newspaper advertisements shall be evaluated in a manner so as to determine the least costly alternative for providing adequate and effective public notice as required by law. After conducting such a review, the LPA staff may, when changes to the Fee Schedule are necessary, recommend changes to the adopted fee schedule at a regularly scheduled meeting of the LPA to achieve the objectives described in this paragraph. The LPA may, after receiving the LPA staff's recommendation, adopt a resolution recommending charge(s) to the fee schedule to the Board of County Commissioners.
- E. The Board of County Commissioners may from time to time review these fees and change them to reflect current cost, after receiving the recommendation of the LPA pursuant to paragraph C. Above.

SECTION 3. Fee Background

- A.

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| Application Fee: Staff time (see paragraph B. below) | \$1000.00 if less than 500 \$3000.00 if 500 acres or more |
| Certified mail costs: | Calculated by multiplying current cost of 3 certified mail notices by the number of property owners in the study area |
| Posting of signs: | Calculated by multiplying current cost of postings for 3 public hearings (costs o signs, posts, film for documenting sign posting) |
| Pro-rata share of four 1/4 page ads in the Tampa Tribune: | Calculated by dividing total current cost of ads by number o applicants for current submittal. (Example Only - Assumes Tampa Tribune Advertisement) |

NOTE: PUBLIC NOTICE FEES (I.E., MAILING AND ADVERTISING) WILL BE BASED UPON ACTUAL COSTS AT THE TIME FEES ARE DUE AND PAYABLE; THEREFORE, SUCH FEES MAY VARY FROM THE EXAMPLES SHOWN ABOVE.

- B. Costs associated with "staff time" include costs for planning staff review, processing of notices, posting, and presentation to the LPA and the Board of County Commissioners.

SECTION 4. Utilization of Fees Collected

The fees collected pursuant to this Resolution shall be utilized solely to meet the costs associated with the review of land use plan amendments as described herein.

SECTION 5. Failure to Timely Remit Fees

Any requested party who fails to remit the required fees prior to or on the deadlines established in Section 2A and 2B, above, will be notified by LPA staff of such delinquency by certified mail, return receipt requested. Failure to remit the required fees within 7 days following receipt of such notice of delinquency shall result in the automatic continuation of the plan amendment request to the next regular review period.

If payment of such fees has not been made by the first day of the next applicable review period, then such plan amendment request shall be considered to have been withdrawn by the requesting party. For plan amendment requests associated with a DRI, substantial deviation, or FQD, failure to remit the required fees within 7 days following receipt of a notice of delinquency shall result in the plan amendment request being treated as regular plan amendment request and being continued to the next regular review period.