

SARATOGA SPRINGS



Planning, Development, and Engineering Fees



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Introduction

Zions Public Finance, Inc. (ZPFI) was asked to evaluate Saratoga Springs' current planning, development, and engineering review fees and recommend a revised fee structure that reasonably reflects the City's costs associated with providing these services to the development community. Therefore, this analysis evaluates the costs involved for the City to provide planning, development, and engineering review services.

Planning & Development

Methodology

ZPFI's approach to calculating costs was based on the following tasks and steps:

- Step 1: Review Department Budgets; Gather Initial Data Regarding Employees per Department and Labor Costs
- Step 2: Prepare Spreadsheet Template
- Step 3: Meet with Department Heads
- Step 4: Coordinate with Departments on Direct Costs
- Step 5: Allocate Indirect Costs
- Step 6: Allocate Non-Labor Costs
- Step 7: Calculate Total Cost Per Hour
- Step 8: Quality Control

Step 1: Review Department Budgets; Gather Initial Data Regarding Employees per Department and Labor Costs

ZPFI first reviewed the budgets for all departments involved in the planning review process. This step identified overall labor costs, indirect costs allocated to the department, and equipment and supplies. In addition to reviewing budgets, ZPFI gathered data regarding the number of employees and employee positions in each department.

Step 2: Preparation of Spreadsheet Template

ZPFI created a financial model that allowed for each department to enter the amount of time spent on each fee-related service, by employee position.

Step 3. Meeting with Department Heads

Throughout the process, ZPFI met with individual department heads and staff members to explain the data needed for inputs in the financial model and to begin gathering that information. Departments that have direct involvement in planning, development, and engineering services include Planning and Development, Administration, Legal, Engineering, Fire, and Building Inspections.

Step 4: Coordination with Departments on Direct Costs

From the information gathered from the various departments, ZPFI prepared a detailed spreadsheet that allowed for input regarding the actual time spent by various positions in providing each service. These spreadsheets are included in Appendix A. ZPFI then followed up with each department to clarify data and resolve any potentially conflicting information.

Direct planning review costs include labor costs and department overhead required for review and approval of planning and development applications. Direct planning costs were calculated for each employee involved in the planning review process by adding salary, benefits, and department overhead costs. All figures used in calculating direct planning review costs were provided by Saratoga Springs.

Step 5: Allocation of Indirect Costs

Indirect costs arise in three areas:

- (1) Individual departments directly associated in providing services for fees have overhead costs;
- (2) Certain City departments, such legislative, treasurer, elections, etc., have indirect costs that need to be apportioned among all departments and fees; and
- (3) Administration and Legal, although they are directly involved in the planning review process, are also departments that have indirect costs that must be apportioned among all other City departments.

Indirect Costs within a Department. For example, an employee who services the front desk in the Planning Department may also attend department meetings or training workshops. A portion of these indirect costs can be allocated to the unit costs associated with providing services for which fees are charged. Indirect costs for personnel within the department who do not have direct costs associated with their services can also be charged. An example of this would be the department supervisor.

Indirect costs are different in each department but each are allocated using a consistent methodology that allocates time for training, supervision, etc., among all other functions in the department. For example, in Planning and Development, the budget for salaries is a total of \$326,742, with 11,266 hours worked in the department annually. The time spent on team meetings and training (assumed to be 10 percent, or \$32,674) is allocated to the time spent on all other services – whether fee related or not fee related. In the case of Planning and Development, the additional indirect labor cost per hour is \$2.90.

TABLE 1: SAMPLE ALLOCATION OF INDIRECT COSTS – PLANNING AND DEVELOPMENT

	Percent of Total Time	Adjusted Percent*	Hours Worked	Adjusted Hours Worked	Cost Allocation	Additional Labor Cost per Hour
Team Meetings/Training	10%		1,126.60	0		
Non-Fee Related Services	29%	33%	3,322.09	3,691.21	\$10,705.41	\$2.90
Fee-Related Services	61%	67%	6,817.31	7,574.79	\$21,968.75	\$2.90
TOTAL			11,266		\$32,674.16	
Adjusted to include team meetings/training						

Following the same methodology, the additional indirect labor costs per hour by department are as follows:

TABLE 2: INDIRECT LABOR COSTS PER HOUR WITHIN DEPARTMENTS

Department	Indirect Cost per Hour per Department
Planning & Development Services	\$2.90
Administration	\$0.79
Legal	\$1.52
Engineering	\$3.81
Fire	\$2.74
Building Inspection	\$3.91

Indirect Costs Outside of Department. There are also indirect costs associated with other City departments such as legislative, treasurer, elections, etc. These costs have also been allocated and added to the direct unit costs. The indirect costs from Saratoga Springs departments that are allocated to all City departments include the following:

- Legislative
- Treasurer
- Recorder
- Non-departmental
- General governmental buildings and grounds
- Elections

The total costs for these departments is \$926,546. These costs are divided into fixed and variable. Fixed costs represent administrative services provided to each department regardless of size. Variable costs represent administrative services provided to each department in proportion to the size of the department. Based on the City's ratio of total fixed costs to total variable costs for each department, we have calculated fixed costs to be approximately 23 percent, or \$213,166, with the remaining 77 percent, or \$713,380, of administrative services assigned as variable costs. The fixed cost for each department is \$11,843, and is the same for all departments.¹ The variable costs vary by department. For example, the variable costs for Planning and Development are \$28,008, while the variable costs for Fire, which has significantly more FTEs than other departments, are \$112,632. A summary of the fixed and variable cost distribution by department is included in the table below.

TABLE 3: INDIRECT COST ALLOCATION PER DEPARTMENT

Indirect Cost Allocation by Department	Planning & Dev.	Admin.*	Legal	Eng.	Fire	Building Insp.	All Other Depts.	TOTAL
Fixed Costs	\$11,843	\$11,843	\$11,843	\$11,843	\$11,843	\$11,843	\$142,111	\$213,166
Variable Costs	\$28,008	\$48,272	\$10,967	\$22,204	\$112,632	\$31,026	\$460,270	\$713,380
Total City Overhead Costs*	\$39,851	\$60,115	\$22,810	\$34,047	\$124,474	\$42,869	\$602,381	\$926,546
Hours Worked	11,266.0	19,417.0	4,411.4	8,931.4	45,305.0	12,480.0	185,139.1	
City Overhead Cost per Hour	\$3.54	\$3.10	\$5.17	\$3.81	\$2.75	\$3.43	\$3.25	

**Includes Legislative, Treasurer, Recorder, Non-departmental, General Governmental Buildings and Grounds, and Elections*

Indirect Costs for Administration and Legal. The indirect costs for Administration and Legal must be handled differently because these departments are not only directly involved in the planning review process, but also provide support to all other City departments.

The total costs for Administration and Legal are \$555,188 and \$268,485, respectively. Based on conversations with City staff, it is assumed that 30 percent of those costs remain within the respective departments, with the remaining 70 percent are to be covered proportionately by all other City departments.

¹ \$213,166 / 18 departments = \$11,843 per department

TABLE 4: DISTRIBUTION OF ADMINISTRATION COSTS

	Total Administration Costs	Portion Covered by Administration	Portion Covered by Other Departments
Amount of Administration Costs Distribution	\$555,188	\$166,556	\$388,632
Percent of Administration Costs Distribution	100%	30%	70%

TABLE 5: DISTRIBUTION OF LEGAL COSTS

	Total Legal Costs	Portion Covered by Legal	Portion Covered by Other Departments
Amount of Legal Costs Distribution	\$268,485	\$80,546	\$187,940
Percent of Legal Costs Distribution	100%	30%	70%

The remaining Administrative and Legal costs are apportioned to all other City departments based on the number of FTEs by department. The following tables outline the distribution of Administration and Legal costs to the remaining City departments on an hourly basis. The indirect cost per hour for Administration is \$1.45 per hour, while the Legal indirect cost is \$0.67 per hour.

TABLE 6: ADMINISTRATION INDIRECT COST ALLOCATION PER DEPARTMENT

	Planning & Dev.	Admin.*	Legal	Eng.	Fire	Building Inspection	All Other Depts.	TOTAL
FTEs	5.4	9.3	2.1	4.3	21.8	6.0	89.0	138.0
FTE Hours	11,266	19,417	4,411	8,931	45,305	12,480	185,139	286,950
Percent of FTEs	3.9%	6.8%	1.5%	3.1%	15.8%	4.3%	64.5%	100.0%
Percent Distribution	4.2%	-	1.6%	3.3%	16.9%	4.7%	69.2%	100.0%
Admin Salaries	\$15,024	\$152,903	\$5,883	\$11,911	\$60,417	\$16,643	\$246,896	\$509,677
Admin Equipment & Supplies	\$1,342	\$13,653	\$525	\$1,064	\$5,395	\$1,486	\$22,046	\$45,511
Total Admin Costs	\$16,366	\$166,556	\$6,408	\$12,974	\$65,812	\$18,129	\$268,942	\$555,188
Salary Cost per Hour	\$1.33	-	\$1.33	\$1.33	\$1.33	\$1.33	\$1.33	
Equipment & Supplies Cost per Hour	\$0.12	-	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12	
Admin Costs per Hour	\$1.45	-	\$1.45	\$1.45	\$1.45	\$1.45	\$1.45	

*Indirect salary and supplies costs for Administration are not included because they are already included in the department's direct costs

TABLE 7: LEGAL INDIRECT COST ALLOCATION PER DEPARTMENT

	Planning & Dev.	Admin.*	Legal	Eng.	Fire	Building Inspection	All Other Depts.	TOTAL
FTEs	5.4	9.3	2.1	4.3	21.8	6.0	89.0	138.0
FTE Hours	11,266	19,417	4,411	8,931	45,305	12,480	185,139	286,950
Percent of FTEs	3.9%	6.8%	1.5%	3.1%	15.8%	4.4%	64.5%	100.0%
Percent Distribution	4.0%	6.9%	-	3.2%	16.0%	4.4%	65.5%	100.0%
Legal Salaries	\$6,225	\$10,729	\$66,909	\$4,935	\$25,034	\$6,896	\$102,302	\$223,031
Legal Equipment & Supplies	\$1,269	\$2,187	\$13,636	\$1,006	\$5,102	\$1,405	\$20,850	\$45,455
Total Legal Costs	\$7,494	\$12,916	\$80,546	\$5,941	\$30,136	\$8,301	\$123,151	\$268,485
Salary Cost per Hour	\$0.55	\$0.55	-	\$0.55	\$0.55	\$0.55	\$0.55	
Equipment & Supplies Cost per Hour	\$0.11	\$0.11	-	\$0.11	\$0.11	\$0.11	\$0.11	
Legal Costs per Hour	\$0.67	\$0.67	-	\$0.67	\$0.67	\$0.67	\$0.67	

* Indirect salary and supplies costs for Legal are not included because they are already included in the department's direct costs

The combined administrative and legal cost per department per hour are listed in the following table.

TABLE 8: COMBINED ADMINISTRATION AND LEGAL INDIRECT COST ALLOCATION PER DEPARTMENT PER HOUR

	Planning & Development	Administration	Legal	Engineering	Fire	Building Inspection	All Other Departments
Administration Cost per Hour	\$1.45	\$0.00	\$1.45	\$1.45	\$1.45	\$1.45	\$1.45
Legal Cost per Hour	\$0.67	\$0.67	\$0.00	\$0.67	\$0.67	\$0.67	\$0.67
Total Cost per Hour	\$2.12	\$0.67	\$1.45	\$2.12	\$2.12	\$2.12	\$2.12

Step 6: Allocation of Non-Labor Costs

Each department also has non-labor costs, most of which are for supplies, equipment, memberships, etc. These costs must also be apportioned among the time spent by employees on services provided. The total cost for these expenses were divided in each department by the total hours worked in the department. The costs in Administration and Legal assume that 30 percent of those departments' costs are covered by the respective department, while the remaining 70 percent are covered by all other City departments (as an indirect cost), as explained previously. Therefore, the hourly non-labor costs for Administration and Legal are based on this assumption.

TABLE 9: OTHER COSTS BY DEPARTMENT

Non-Labor Costs	Planning & Development	Admin	Legal	Engineering	Fire	Building Inspection
Total Department Non-Labor Costs	\$18,285	\$13,653	\$13,636	\$92,406	\$291,748	\$76,820
Hours Worked	11,266	19,417	4,411	8,931	45,305	12,480
Supply & Equipment Cost per Hour	\$1.62	\$0.70	\$3.09	\$10.35	\$6.44	\$6.16

Step 7: Calculation of Total Cost per Hour

All the aforementioned hourly costs were totaled to determine the total hourly cost for all employees involved in the planning review process, and are shown in the table below.

TABLE 10: TOTAL COST PER HOUR BY EMPLOYEE

	Department Direct Labor Costs per Hour	Department Indirect Labor Costs per Hour	Department Non-Labor Costs per Hour	City Indirect Costs per Hour	Admin and Legal Indirect Costs per Hour	Total Costs per Hour
Planning						
Planner	\$29.44	\$2.90	\$1.62	\$3.54	\$2.12	\$39.62
Planning Director	\$56.76	\$2.90	\$1.62	\$3.54	\$2.12	\$66.94
Senior Planner	\$40.58	\$2.90	\$1.62	\$3.54	\$2.12	\$50.76
Administrative Assistant	\$17.22	\$2.90	\$1.62	\$3.54	\$2.12	\$27.40
Administration						
City Manager	\$92.48	\$0.79	\$0.70	\$3.10	\$0.67	\$97.74
Assistant City Manager	\$65.88	\$0.79	\$0.70	\$3.10	\$0.67	\$71.13
City Recorder	\$45.02	\$0.79	\$0.70	\$3.10	\$0.67	\$50.27
Deputy City Recorder	\$18.23	\$0.79	\$0.70	\$3.10	\$0.67	\$23.48
Economic Development Director	\$47.93	\$0.79	\$0.70	\$3.10	\$0.67	\$53.18
Management Analyst	\$35.49	\$0.79	\$0.70	\$3.10	\$0.67	\$40.74
Legal						
City Attorney	\$73.67	\$1.52	\$3.09	\$5.17	\$1.45	\$84.90
Engineering						
City Engineer	\$65.27	\$3.81	\$10.35	\$3.81	\$2.12	\$85.36
Engineer I	\$30.27	\$3.81	\$10.35	\$3.81	\$2.12	\$50.36
Engineer II	\$41.78	\$3.81	\$10.35	\$3.81	\$2.12	\$61.87
GIS Admin	\$46.53	\$3.81	\$10.35	\$3.81	\$2.12	\$66.62
Fire						
Fire Chief	\$60.98	\$2.74	\$6.44	\$2.75	\$2.12	\$75.03
Building Inspection						
Building Official	\$55.30	\$3.91	\$6.16	\$3.43	\$2.12	\$70.92

Step 8: Quality Control

Employees often underestimate the time that it actually takes to perform certain services, and sometimes a service takes longer to provide than at other times, or under different circumstances. Furthermore, this analysis is based on the “average” amount of time spent per service, which may be difficult to estimate.

Therefore, in an effort to get reliable results, the time spent by each employee/position on each service was multiplied by the average number of services of each type performed over five years. This shows what percentage of each position's time is spent providing certain services – e.g., final plats, annexations, etc. These percentages were reviewed with department heads to make sure that the total amount of time spent on each service was captured. These percentages are included with the spreadsheets in Appendix A.

Unit Cost

The following table includes the unit cost for each Planning and Development service. The fees are the unit cost for the specific services listed, based on the amount of time it takes to complete one unit of each service, and include time for all positions directly involved in the review process, as well as the indirect time for City overhead.

The table below also includes the current fee that is assessed, and where available, the average fee per application.² The average fee is the total fees charged between 2011 and 2016, divided by the total number of applications for the same period. In most cases, the current fee and the average application fee are lower than the actual cost to review the application.

TABLE 11: PLANNING AND DEVELOPMENT SERVICES UNIT COSTS

Application Type	Average Cost	Current Fee
Annexation - Petition	\$12,288	\$500 plus \$10 per acre
Change of Use Permit	\$606	\$50
Code Amendment	\$4,511	\$1,000
Community Plan –New	\$12,123	\$500 plus \$80 per acre
Community Plan – Major Amendment	\$4,644	\$500 plus \$25 per acre
Community Plan – Minor Amendment	\$757	\$500 plus \$25 per acre
Concept Plan	\$3,318	\$500
CUP - General (Council Approval Req.)	\$4,134	\$500
CUP - Amendment (Staff Approval)	\$958	\$250
CUP - Home Occupation (PC Approval)	\$2,111	\$350
CUP - Home Occupation (Staff Approval)	\$927	\$250
Final Plat	\$3,634	Residential: \$400 plus \$50 per lot Commercial: \$1,000 plus \$50 per lot
General Plan Amendment	\$4,237	\$1,000
Lot Line Adjustment	\$3,317	\$300

² For annexations, Community Plan Amendments, Conditional Use Permits, Master Development Agreement Amendments, and Plat Amendments, the fees charged did not indicate specifically which type they were (e.g., major or minor amendment, staff or Planning Commission approval, etc.). In these cases, the fees are shown next to each to provide a comparison if the fees were for that application type. Furthermore, some fees recorded included combined fees for multiple application types (e.g., Community Plan/Village Plan, Concept/Rezone, CUP/Site Plan, Preliminary/Final, and Rezone/GP). Fees for these applications are not included in the average fee.

Application Type	Average Cost	Current Fee
Master Development Agreement	\$7,674	\$12,000
Master Development Agreement – Major Amendment	\$6,522	\$3,200
Master Development Agreement – Minor Amendment	\$2,718	\$500
Minor Subdivision	\$3,122	\$750 plus \$100 per lot
Permanent Sign	\$345	\$150
Plat Amendment – Does Not Affect ROW	\$4,126	\$500 plus \$50 per lot
Plat Amendment – Affects ROW	\$4,017	\$500 plus \$50 per lot
Plat Amendment – Staff Approval	\$2,172	\$500 plus \$50 per lot
Preliminary Plat	\$8,689	Residential: \$500 plus \$100 per lot Commercial: \$1,000 plus \$100 per lot
Rezone	\$5,788	\$500 plus \$50 per acre Residential: \$60 per unit or \$5,000, whichever is less Non-Residential: \$5,000
Site Plan	\$6,819	Residential Major Amendment: \$500 plus \$50 per unit Non-Residential Major Amendment: \$500 plus \$50 per 1,000 sq ft of building area, or per acre for outdoor uses
Site Plan – Minor Amendment	\$1,823	\$250
Temporary Sign – Planning	\$437	\$50
Temporary Use	\$448	\$125
Village Plan – New	\$8,970	\$500 plus \$65 per acre
Village Plan – Major Amendment	\$5,533	\$500 plus \$20 per acre
Village Plan – Minor Amendment	\$1,496	\$500 plus \$20 per acre

Potential fee options based on the percent of the costs recovered by the fee are outlined in the table below, with 100, 75, 66, 50, 33, and 25 percent recovery rates.

TABLE 12: POTENTIAL FEES BY RECOVERY RATE

Application Type	Current Fee	100%	75%	66%	50%	33%	25%
Annexation - Petition	\$500 plus \$10 per acre	\$12,288	\$9,216	\$8,110	\$6,144	\$4,055	\$3,072
Change of Use Permit	\$50	\$606	\$455	\$400	\$303	\$200	\$152
Code Amendment	\$1,000	\$4,511	\$3,384	\$2,978	\$2,256	\$1,489	\$1,128
Community Plan – New	\$500 plus \$80 per acre	\$12,123	\$9,092	\$8,001	\$6,062	\$4,001	\$3,031

Application Type	Current Fee	100%	75%	66%	50%	33%	25%
Community Plan - Major Amendment	\$500 plus \$25 per acre	\$4,644	\$3,483	\$3,065	\$2,322	\$1,532	\$1,161
Community Plan - Minor Amendment	\$500 plus \$25 per acre	\$757	\$568	\$499	\$378	\$250	\$189
Concept Plan	\$500	\$3,318	\$2,489	\$2,190	\$1,659	\$1,095	\$830
CUP - General (Council Approval Req.)	\$500	\$4,134	\$3,101	\$2,728	\$2,067	\$1,364	\$1,034
CUP - Amendment (Staff Approval)	\$250	\$958	\$719	\$632	\$479	\$316	\$240
CUP - Home Occupation (PC Approval)	\$350	\$2,111	\$1,584	\$1,394	\$1,056	\$697	\$528
CUP - Home Occupation (Staff Approval)	\$250	\$927	\$695	\$612	\$464	\$306	\$232
Final Plat	Residential: \$400 plus \$50 per lot Commercial: \$1,000 plus \$50 per lot	\$3,634	\$2,725	\$2,398	\$1,817	\$1,199	\$908
General Plan Amendment	\$1,000	\$4,237	\$3,178	\$2,796	\$2,118	\$1,398	\$1,059
Lot Line Adjustment	\$300	\$3,317	\$2,488	\$2,189	\$1,659	\$1,095	\$829
Master Development Agreement	\$12,000	\$7,674	\$5,755	\$5,065	\$3,837	\$2,532	\$1,918
Master Development Agreement – Major Amendment	\$3,200	\$6,522	\$4,891	\$4,304	\$3,261	\$2,152	\$1,630
Master Development Agreement – Minor Amendment	\$500	\$2,718	\$2,039	\$1,794	\$1,359	\$897	\$680
Minor Subdivision	\$750 plus \$100 per lot	\$3,122	\$2,342	\$2,061	\$1,561	\$1,030	\$781
Permanent Sign	\$150	\$345	\$259	\$228	\$173	\$114	\$86
Plat Amendment - Does Not Affect ROW	\$500 plus \$50 per lot	\$4,126	\$3,095	\$2,723	\$2,063	\$1,362	\$1,032
Plat Amendment - Affects ROW	\$500 plus \$50 per lot	\$4,017	\$3,013	\$2,651	\$2,008	\$1,326	\$1,004
Plat Amendment - Staff Approval	\$500 plus \$50 per lot	\$2,172	\$1,629	\$1,433	\$1,086	\$717	\$543
Preliminary Plat	Residential: \$500 plus \$100 per lot Commercial: \$1,000 plus \$100 per lot	\$8,689	\$6,517	\$5,735	\$4,344	\$2,867	\$2,172
Rezone	\$500 plus \$50 per acre	\$5,788	\$4,341	\$3,820	\$2,894	\$1,910	\$1,447
Site Plan	Residential: \$60 per unit or \$5,000, whichever is less Non- Residential: \$5,000 Residential Major Amendment: \$500 plus \$50 per unit Non- Residential Major Amendment:	\$6,819	\$5,114	\$4,500	\$3,409	\$2,250	\$1,705

Application Type	Current Fee	100%	75%	66%	50%	33%	25%
	\$500 plus \$50 per 1,000 sq ft of building area, or per acre for outdoor uses						
Site Plan - Minor Amendment	\$250	\$1,823	\$1,367	\$1,203	\$911	\$601	\$456
Temporary Sign – Planning	\$50	\$437	\$327	\$288	\$218	\$144	\$109
Temporary Use	\$125	\$448	\$336	\$296	\$224	\$148	\$112
Village Plan – New	\$500 plus \$65 per acre	\$8,970	\$6,728	\$5,920	\$4,485	\$2,960	\$2,243
Village Plan - Major Amendment	\$500 plus \$20 per acre	\$5,533	\$4,150	\$3,652	\$2,767	\$1,826	\$1,383
Village Plan - Minor Amendment	\$500 plus \$20 per acre	\$1,496	\$1,122	\$987	\$748	\$494	\$374

The following recommended fees are based on the cost analysis shown previously in this report, comparison with other communities, and discussions with Saratoga Springs' staff.

TABLE 13: RECOMMENDED FEES

Application Type	Recommended Fee	Reviews/Meetings Included	Cost per Additional Review/Meeting
Annexation – Petition	\$1,000 + \$10 per acre	Reviews – 3	\$400
		Planning Commission – 1	\$1,350
		City Council – 2	\$1,050
Change of Use Permit	\$100	Reviews – 1	\$100
Code Amendment	\$3,500	Reviews – 2	\$1,300
		Planning Commission – 1	\$1,050
		City Council – 1	\$900
Community Plan –New	\$2,500 + \$50 per acre	Reviews – 5	\$1,700
		Planning Commission – 2	\$1,100
		City Council – 2	\$1,000
Community Plan – Major Amendment	\$2,500 + \$25 per acre	Reviews – 2	\$1,100
		Planning Commission – 1	\$1,200
		City Council – 1	\$1,000
Community Plan – Minor Amendment	\$750	Reviews – 1	\$400
Concept Plan	\$2,500 <u>1,250</u>	Reviews – 2 <u>1</u>	\$1,250
CUP - General (Council Approval Req.)	\$1,000	Reviews – 2	\$1,000
		Planning Commission – 1	\$975
		City Council – 1	\$1,000
CUP - Amendment (Staff Approval)	\$500	Reviews – 1	\$600
CUP - Home Occupation (PC Approval)	\$500	Reviews – 1	\$875
		Planning Commission – 1	\$950
CUP - Home Occupation (Staff Approval)	\$150	Reviews – 1	\$600
Development Agreement	\$1,500	Reviews – 2*	\$1,200
		Planning Commission – 0	\$1,200
		City Council – 0	\$1,050
Development Agreement Major	\$1,000	Reviews – 2*	\$1,200
		Planning Commission – 0	\$1,200
		City Council – 0	\$1,050

Application Type	Recommended Fee	Reviews/Meetings Included	Cost per Additional Review/Meeting
Development Agreement Minor	\$750	Reviews – 2*	\$1,200
		Planning Commission – 0	\$1,200
		City Council – 0	\$1,050
Final Plat – Residential	\$500 + \$50 per lot	Reviews – 2	\$1,450
Final Plat – Commercial	\$500	Reviews – 2	\$1,450
General Plan Amendment	\$1,000	Reviews – 2	\$1,200
		Planning Commission – 1	\$1,000
		City Council – 1	\$875
Lot Line Adjustment	\$350 + \$20 per lot + actual cost of recording fees	Reviews – 3	\$1,100
Master Development Agreement	\$5,000	Reviews – 3	\$1,750
		Planning Commission – 1	\$1,200
		City Council – 1	\$1,000
Master Development Agreement – Major Amendment	\$2,500	Reviews – 3	\$1,400
		Planning Commission – 1	\$1,150
		City Council – 1	\$1,000
Master Development Agreement – Minor Amendment	\$1,000	Reviews – 2	\$1,200
Minor Subdivision	\$1,200	Reviews – 3	\$950
Plat Amendment – Does Not Affect ROW	\$1,000 + \$50 per lot	Reviews – 2	\$1,200
		Planning Commission – 1	\$1,200
Plat Amendment – Affects ROW	\$1,000 + \$50 per lot	Reviews – 2	\$1,200
		City Council – 1	\$1,050
Plat Amendment – Staff Approval	\$500 + \$50 per lot	Reviews – 2	\$900
Preliminary Plat	Residential: \$500 + \$100 per lot for lots 1-50; \$25 for each additional lot after 50 Commercial: \$500 + \$100 per lot	Reviews – 3	\$1,700
		Planning Commission – 1	\$1,100
		City Council – 1	\$1,000
Rezone	For a downzone <u>in residential density</u> (less dense than the General Plan), \$0 1,500 For a rezone that is the same as the General Plan, \$3,000 For a rezone that has greater density than the General Plan, \$5,750 5,000	Reviews – 3	\$1,050
		Planning Commission – 1	\$1,150
		City Council – 1	\$1,050
Sign – Permanent	\$100 for the first sign + \$50 for each additional sign	Reviews – 1	\$100
Sign – Temporary	\$100 for the first sign + \$100 for all additional signs (\$200 max)	Reviews – 1	\$100
Site Plan	Residential: \$60 per unit or \$5,000, whichever is less Non-Residential: \$5,000 Residential Major Amendment: \$500 plus \$50 per unit Non-Residential Major	Reviews – 3	\$1,600
		Planning Commission – 1	\$1,100
		City Council – 1	\$1,050

Application Type	Recommended Fee	Reviews/Meetings Included	Cost per Additional Review/Meeting
	Amendment: \$500 plus \$50 per 1,000 sq ft of building area, or per acre for outdoor uses		
Site Plan – Minor Amendment	\$250	Reviews – 1	\$1,000
Temporary Use	\$125	Reviews – 1	\$125
		New Plan:	
		Reviews - 3	\$1,850
		Planning Commission - 2	\$1,175
		City Council - 1	\$1,125
Village Plan – Follows existing Section 19 Code	Cost	Major Amendment:	
		Reviews - 2	\$1,350
		Planning Commission - 1	\$1,150
		City Council - 1	\$1,050
		Minor Amendment:	
		Reviews – 1	\$700
Village Plan – Custom Coding	Cost+		

*Assumes the application is made in conjunction with other land-use applications. If separate applications, then additional fees would apply.

Complexity of Development

All the fees analyzed in this report include the cost for the minimum number of reviews or Planning Commission and City Council meetings required. For example, a preliminary plat has a minimum of three staff reviews, one Planning Commission meeting, and one City Council meeting. One concern for the City has been how to handle the disproportionate costs of development applications that are more complicated and therefore require additional reviews. Identified in the table below are the costs for individual staff reviews and Planning Commission and City Council meetings by application. The time associated with these additional reviews and meetings is less than the time required for the first review or meeting; therefore, the time associated with additional reviews was reduced by 33 percent,³ while the time associated with additional meetings, both Planning Commission and City Council, was reduced by 11 percent.⁴ The cost for additional reviews or meetings could be charged to applicants that exceed the number of minimum reviews or meetings included in the initial application fee. As shown in Table 13 above, the cost of additional meetings is charged at the full 100 percent, rounded slightly for ease of collection of fees.

TABLE 14: COST OF ADDITIONAL REVIEWS AND MEETINGS

	Reviews/ Meetings Included	Cost per Review/Meeting by Recovery Rate					
		100%	75%	66%	50%	33%	25%
Annexation							
Reviews	3	\$404	\$303	\$267	\$202	\$133	\$101

³ Recent tracking of additional reviews has indicated that additional reviews require about 2/3 of the time of an initial review.

⁴ Time savings for additional Planning Commission and City Council meetings are largely found in the amount of time preparing the staff reports. An additional Planning Commission meeting takes about the same time that an initial City Council meeting requires. The typical City Council meeting takes 89 percent of the time that a Planning Commission meeting takes; therefore, the time for additional Planning Commission and City Council Meetings was reduced by 11 percent.

	Reviews/ Meetings Included	Cost per Review/Meeting by Recovery Rate					
		100%	75%	66%	50%	33%	25%
Planning Commission	1	\$1,379	\$1,034	\$910	\$689	\$455	\$345
City Council	2	\$1,072	\$804	\$708	\$536	\$354	\$268
Change of Use Permit							
Reviews	1	\$105	\$79	\$69	\$52	\$35	\$26
Code Amendment							
Reviews	2	\$1,314	\$986	\$867	\$657	\$434	\$329
Planning Commission	1	\$1,044	\$783	\$689	\$522	\$345	\$261
City Council	1	\$899	\$674	\$593	\$450	\$297	\$225
Community Plan – New							
Reviews	5	\$1,735	\$1,301	\$1,145	\$868	\$573	\$434
Planning Commission	2	\$1,131	\$848	\$746	\$565	\$373	\$283
City Council	2	\$1,021	\$765	\$674	\$510	\$337	\$255
Community Plan - Major Amendment							
Reviews	2	\$1,110	\$833	\$733	\$555	\$366	\$278
Planning Commission	1	\$1,213	\$910	\$801	\$607	\$400	\$303
City Council	1	\$996	\$747	\$658	\$498	\$329	\$249
Community Plan - Minor Amendment							
Reviews	1	\$393	\$295	\$260	\$197	\$130	\$98
Concept Plan							
Reviews	2	\$1,253	\$940	\$827	\$626	\$413	\$313
CUP - General (Council Approval)							
Reviews	2	\$1,014	\$760	\$669	\$507	\$335	\$253
Planning Commission	1	\$977	\$733	\$645	\$489	\$323	\$244
City Council	1	\$1,006	\$754	\$664	\$503	\$332	\$251
CUP - Amendment (Staff Approval)							
Reviews	1	\$606	\$454	\$400	\$303	\$200	\$151
CUP - Home Occupation (PC Approval)							
Reviews	1	\$880	\$660	\$581	\$440	\$290	\$220
Planning Commission	1	\$956	\$717	\$631	\$478	\$316	\$239
CUP - Home Occupation (Staff Approval)							
Reviews	1	\$606	\$454	\$400	\$303	\$200	\$151
Final Plat							
Reviews	2	\$1,484	\$1,113	\$979	\$742	\$490	\$371
General Plan Amendment							
Reviews	2	\$1,239	\$929	\$818	\$619	\$409	\$310
Planning Commission	1	\$1,002	\$751	\$661	\$501	\$331	\$250
City Council	1	\$877	\$658	\$579	\$438	\$289	\$219
Lot Line Adjustment							
Reviews	3	\$1,136	\$852	\$750	\$568	\$375	\$284
Master Development Agreement							
Reviews	3	\$1,758	\$1,318	\$1,160	\$879	\$580	\$439
Planning Commission	1	\$1,209	\$907	\$798	\$605	\$399	\$302
City Council	1	\$999	\$749	\$660	\$500	\$330	\$250
Master Development Agreement - Major Amendment							
Reviews	3	\$1,430	\$1,072	\$944	\$715	\$472	\$357
Planning Commission	1	\$1,147	\$860	\$757	\$573	\$378	\$287
City Council	1	\$1,038	\$778	\$685	\$519	\$342	\$259

	Reviews/ Meetings Included	Cost per Review/Meeting by Recovery Rate					
		100%	75%	66%	50%	33%	25%
Master Development Agreement - Minor Amendment							
Reviews	2	\$1,220	\$915	\$805	\$610	\$403	\$305
Minor Subdivision							
Reviews	3	\$971	\$728	\$641	\$485	\$320	\$243
Permanent Sign							
Planning Review	1	\$105	\$79	\$69	\$52	\$35	\$26
Plat Amendment – Does Not Affect ROW							
Reviews	2	\$1,222	\$917	\$807	\$611	\$403	\$306
Planning Commission	1	\$1,221	\$916	\$806	\$611	\$403	\$305
Plat Amendment - Affects ROW							
Reviews	2	\$1,198	\$898	\$790	\$599	\$395	\$299
City Council	1	\$1,084	\$813	\$715	\$542	\$358	\$271
Plat Amendment (Staff Approval)							
Reviews	2	\$892	\$669	\$589	\$446	\$294	\$223
Preliminary Plat							
Reviews	3	\$1,722	\$1,291	\$1,136	\$861	\$568	\$430
Planning Commission	1	\$1,139	\$854	\$752	\$570	\$376	\$285
City Council	1	\$999	\$750	\$660	\$500	\$330	\$250
Rezone							
Reviews	3	\$1,068	\$801	\$705	\$534	\$352	\$267
Planning Commission	1	\$1,180	\$885	\$779	\$590	\$389	\$295
City Council	1	\$1,064	\$798	\$702	\$532	\$351	\$266
Site Plan							
Reviews	3	\$1,612	\$1,209	\$1,064	\$806	\$532	\$403
Planning Commission	1	\$1,138	\$853	\$751	\$569	\$376	\$284
City Council	1	\$1,046	\$784	\$690	\$523	\$345	\$261
Site Plan - Minor Amendment							
Reviews	1	\$1,017	\$763	\$672	\$509	\$336	\$254
Temporary Sign – Planning							
Review	1	\$105	\$79	\$69	\$52	\$35	\$26
Temporary Use							
Review	1	\$129	\$97	\$85	\$65	\$43	\$32
Village Plan – New							
Reviews	3	\$1,883	\$1,412	\$1,243	\$941	\$621	\$471
Planning Commission	2	\$1,176	\$882	\$776	\$588	\$388	\$294
City Council	1	\$1,127	\$845	\$744	\$564	\$372	\$282
Village Plan - Major Amendment							
Reviews	2	\$1,352	\$1,014	\$892	\$676	\$446	\$338
Planning Commission	1	\$1,180	\$885	\$779	\$590	\$389	\$295
City Council	1	\$1,042	\$782	\$688	\$521	\$344	\$261
Village Plan - Minor Amendment							
Reviews	1	\$714	\$536	\$471	\$357	\$236	\$179

Comparison of Planning and Development Fees from Other Communities

To better inform the decision on the fee amounts to be assessed for each application, the fees charged by other communities are included in Appendix C.

Engineering

Zions Public Finance, Inc. (ZPFI) was asked to evaluate Saratoga Springs' current Engineering Development Review Fees and recommend a revised fee structure that reasonably reflects the City's costs associated with providing engineering-related services to the development community. Therefore, this analysis evaluates the costs involved for the City to provide the engineering services necessary to review and approve development plans for new commercial sites and residential subdivisions.

Several engineering and public works fees are also included in this analysis, including:

- Engineering Reviews
- Design Revision Reviews Fee
- Encroachment/Excavation Permit
- Grading Permit
- Off-Site Improvements Fee

The sections below include the estimated cost for each fee or permit, the unit type (e.g., per sheet, per application, etc.), the current fee, and the proposed fee. The sections also show the number of reviews and inspections that are included with each fee or permit, and the additional cost per review or inspection. The additional cost per inspection or review could be charged to the applicant for applications that exceed the number included in the base application fee. The hourly costs for positions involved in engineering fees are listed in the following table.

TABLE 15: COST PER HOUR BY POSITION

	Insp.	Insp. Sup.	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager
Dept. Direct Labor	\$35.17	\$42.18	\$26.76	\$73.67	\$45.02	\$65.27	\$30.27	\$41.78	\$36.32
Dept. Indirect Labor	\$5.24	\$5.24	\$5.24	\$1.52	\$0.79	\$3.81	\$3.81	\$3.81	\$5.24
Department Supplies & Equipment	\$6.67	\$6.67	\$0.34	\$3.09	\$0.70	\$10.35	\$10.35	\$10.35	\$0.34
City Indirect	\$3.43	\$3.43	\$3.84	\$5.17	\$3.10	\$3.81	\$3.81	\$3.81	\$3.84
Admin and Legal Indirect	\$2.12	\$2.12	\$2.12	\$1.45	\$0.67	\$2.12	\$2.12	\$2.12	\$2.12
TOTAL COST PER HOUR	\$52.64	\$59.65	\$38.30	\$84.90	\$50.27	\$85.36	\$50.36	\$61.87	\$47.85

Engineering Reviews

Current Engineering Review Fees

The fees recommended in this report follow the same general structure as the current fees, with a base fee and a percentage fee. The base and percentage fees differ based on different tiers of costs for improvements.

TABLE 16: CURRENT FEES

Value	Current Fee
\$1 to \$50,000	5%
\$50,001 to \$250,000	\$2,500 + 2.5% of remaining balance

Value	Current Fee
\$250,001 - \$500,000	\$7,500 + 2% of remaining balance
\$500,000+	\$11,250 + 1% of remaining balance

Approach and Methodology

The time required to review development plans varies widely based on four main factors: (1) plat size; (2) topography of the plat; (3) plat features; and (4) proficiency and sophistication of the developer. Due to the variables involved in the review process, cities employ varying methodologies to charge developers for engineering services provided. Some examples include: (1) a flat fee covering a specified number of lots; (2) a flat fee per plat to cover basic/minimum expenses combined with a per lot fee; (3) a percent of the development bond; or (4) a flat fee to cover basic/minimum expenses combined with a percent of the development bond.

We have analyzed the engineering review costs of Saratoga Springs using a flat fee to cover basic/minimum expenses combined with a percent of the improvement costs. We believe that this method best reflects the City's engineering review time for the following reasons: (1) the flat fee ensures that the fee charged to small developments covers the City's basic minimum review costs and; (2) the percentage charged most closely reflects the variables involved in determining the time required for an engineering review. For example, Plat A with 30 lots may require more of the City's time to review than Plat B with 50 lots. This may be due to the fact that Plat A is built on a slope and has more features than Plat B. A per lot charge would result in a higher fee for Plat B. However, a fee based on the percentage of the improvement cost would result in a higher fee for Plat A and would more closely correspond to the City's cost.

Engineering Review Process

There are multiple engineering reviews and inspections required for final approval of commercial and residential development plans. The Engineering Department spent \$543,239.17 in engineering review services in FY 2016-2017. In addition, the following time was spent by City employees outside the Engineering Department.

TABLE 17: ENGINEERING REVIEW TIME (IN HOURS) OUTSIDE OF ENGINEERING DEPARTMENT PER PERMIT

Additional Costs to Cover	Initial Bond Setup	Bond Reduction	During Construction	Warranty
Staff Engineer	3	2		
City Attorney	2			2
City Recorder	1			2
PW Admin Assistant	1	2	2	4

Engineering Review Costs

The costs associated with reviewing and approving development plans stem from two main sources: 1) *direct* costs associated with each department involved; and 2) citywide administrative ("*indirect*") costs that are attributable to the departments involved in the review process.

Direct Costs: Direct engineering review costs include labor costs and department overhead required for review and approval of new commercial sites and residential subdivisions. The following departments are involved in the engineering review process: (1) Engineering; (2) Public Works; (3) City Attorney; and (4) City Recorder. Direct engineering costs were calculated for each employee involved in the engineering

review process by adding salary, benefits, and department overhead costs. All figures used in calculating direct engineering review costs were provided by Saratoga Springs.

Indirect Costs: In addition to direct costs, each department must pay its fair share of the City's indirect costs. Indirect costs include services provided by administrative, legislative and financial branches of the City to all departments.

TABLE 18: ALLOCATION OF ADMINISTRATIVE COSTS*

Type	Amount
City Overhead	\$34,046.80
Administration	\$12,974.26
Legal	\$5,941.04
TOTAL	\$52,962.09

*Administrative costs were allocated to all City departments as part of the City's review of all planning and development fees. Only those departments involved in the Engineering Review process are included in this table.

This amount of \$52,962.09 is added to the total engineering costs of \$543,239.17 to arrive at a total cost of \$596,201.26. These costs must be spread over the total number of developments reviewed each year. The number of developments reviewed per year is shown in the following table:

TABLE 19: NUMBER OF PLATS REVIEWED (THREE YEAR AVERAGE)

FY	# of Plats Reviewed
2014/2015	97
2015/2016	39
2016/2017	25

Source: Saratoga Springs Engineering Dept.

The City indicates that the number of developments reviewed in 2014-2015 may be overstated and may contain some transactions from previous years. Therefore, 2015-2016 and 2016-2017 are more reliable indicators of the actual annual demand. On average, over the past two years, an average of 32 developments have been reviewed each year. However, the City must be prepared to cover its costs *each* year – even in a low year such as 2016/2017. Therefore, fees have been calculated based on the number of developments and improvement costs in FY 2016/2017 – the most recent year for which data is available.

Fee Calculation

In this section, we have analyzed the engineering review costs of Saratoga Springs to determine the appropriate review fees.

The Engineering Department had costs of \$543,239.17 in 2016/2017 that were directly related to engineering review services. Adding in indirect costs of \$52,962.09 for administrative overhead brings this amount to \$596,201.26. Additional costs by employees outside of the Engineering Department are as follows for each development:

TABLE 20: ADDITIONAL COSTS

Additional Costs to Cover	Total Hours	TOTAL Costs per Hour	Additional Cost Per Development
Staff Engineer	5	\$56.11	\$280.55

Additional Costs to Cover	Total Hours	TOTAL Costs per Hour	Additional Cost Per Development
City Attorney	4	\$84.90	\$339.60
City Recorder	3	\$50.27	\$150.81
PW Admin Assistant	9	\$38.30	\$344.70
		TOTAL	\$1,115.66

Therefore, total costs to cover are \$596,201.26 annually, plus \$1,115.66 per development. Assuming 25 inspections (the same number as in FY 2016-2017), the total costs to recover are \$624,092.76.

TABLE 21: CALCULATION OF TOTAL COSTS

Description	Amount
Base Costs	\$543,239.17
Engineering Administration Allocation	\$52,962.09
Total Engineering Costs	\$596,201.26
# of Developments	25
Additional Costs	\$27,891.50
Total Costs	\$624,092.76

Because the number of developments, as well as the average improvement values will change from year to year, Saratoga Springs cannot establish a fee that will collect this amount exactly. However, the fees shown below, based on the same improvement values and number of inspections as in FY 2016-2017, should result in revenues of \$618,092.11. This is close to the projected costs of \$624,092.76. In comparison, the current fees, based on FY2016-2017 developments, only generated \$476,183.26. Therefore, the proposed fees would generate, on average, approximately \$141,909 more annually.

The new fees, in comparison to the old fees, are summarized below:

TABLE 22: COMPARISON OF CURRENT AND PROPOSED FEES

Value	Current Fees	Proposed Fees
\$1 to \$20,000	5%	\$1,800 + 3.0% of improvement value
\$20,001 - \$50,000	5%	\$2,000 + 2.75% of improvement value
\$50,001 to \$250,000	\$2,500 + 2.5% of remaining balance	\$2,500 + 2.5% of improvement value
\$250,001 - \$500,000	\$7,500 + 2% of remaining balance	\$2,500 + 2.5% of improvement value
\$500,000+	\$11,250 + 1% of remaining balance	\$9,000 + 1.5% of improvement value

The following table shows the impacts to a sample of fees under the current and proposed scenarios.

TABLE 23: COMPARISON OF CURRENT AND PROPOSED FEES

Improvement Value	Current Fee	Proposed Fee
\$30,000	\$1,725	\$2,825
\$200,000	\$7,188	\$7,500
\$400,000	\$12,075	\$12,500
\$550,000	\$13,513	\$17,250

Design Revision Reviews Fee

Occasionally an applicant requests to revise previously accepted plans. The costs associated with these revisions are on a per-sheet basis of \$77 per sheet. The proposed fee is rounded slightly to \$75 for ease of collection of fees.

TABLE 24: DESIGN REVISION REVIEW COST SUMMARY

TIME ESTIMATE	Number of Reviews	City Engineer	Engineer I	Engineer II	Actual Cost	Proposed Fee
Preliminary Review	1		1.00	1.00	1.00	
Final Review	1	0.25			0.3	
TOTAL TIME PER SHEET	1	0.25	1.00	1.00	1.25	
TOTAL COST PER SHEET		\$21	\$50	\$62	\$77	\$75

Note: Either Engineer I or II can review the application; therefore, an average of their time and costs is used.

Encroachment/Excavation Permit

Encroachment permits (also known as excavation permits) are currently assessed an administrative fee of \$500, and for encroachments that are not included in a capital project, development, or franchise agreement, a bond of at least \$500 is also collected to guarantee the full performance of the conditions and requirements in the permit agreement. The calculation of the bond amount is based on the pavement type and the amount of pavement excavated.

Encroachment permits require several steps and reviews. The cost analysis for encroachment permits is broken out by each step in the process.

Base Administrative Fee

The base administrative fee includes the administrative time to process each permit application, regardless of if it requires a bond or not.

Bond Preparation Fee

Public Works' administrative time for preparing bonds is included in the percent of bond fee calculation; however, other departments, including the City Recorder and City Attorney, review applications that require a bond. Their administrative time is included in this fee.

Engineering Review Fee

The Engineering Department reviews all encroachment permit applications. The estimated costs for these reviews are done on a per-sheet basis, with an additional cost calculated for applications that exceed the 2 reviews that are included with the base engineering review fee.

Base Inspections Fee

All encroachment permits require inspections, whether the permit requires a bond or not.

Additional Inspections Fee

Encroachment permits that are not done in conjunction with a capital project or a development or franchise agreement require a bond, and therefore, require additional inspections throughout the construction process. These inspection fees, and Public Works' administrative costs for administering the bond, are calculated later in this report.

The following table lists the costs associated with each encroachment permit step. The proposed fees are rounded slightly for ease of collection of fees. Tables with the hours per position are included in Appendix B.

TABLE 25: ENCROACHMENT FEE COMPARISON

Encroachment Permit Step	Fee Basis	Current Fee	Actual Cost	Proposed Fee
Base Administrative Fee (Bond not required)	Fixed		\$196	\$200
Base Administrative Fee (Bond required)*	Fixed		\$336	\$325
Engineering Review	Per sheet (includes 2 reviews)	\$500	\$155	\$150
Engineering Review (per additional review)	Per review per sheet		\$77	\$75
Base Inspection Fee	Per 10 acres		\$1,825	\$1,825
Additional Inspection Fee (Bond required)*	By percent of bond amount		As calculated under Engineering Review Fees	As calculated under Engineering Review Fees

**Bonds required for all encroachment permits except when completed with a capital project or with a development/franchise agreement.*

Grading Permit

Grading permits are categorized as either regular or engineered. Regular permits are for projects that are less than 1,000 cubic feet and are not currently assessed an administrative fee. Engineered permits are for projects greater than 1,000 cubic feet and are assessed a \$500 fee plus \$50 per acre. Furthermore, engineered permits also require a bond.

Like Encroachment permits, Grading permits require several steps and reviews. The cost analysis for encroachment permits is broken out by each step in the process.

Base Administrative Fee

The base administrative fee includes the administrative time to process each permit application, regardless of if it requires a bond or not.

Bond Preparation Fee

Public Works' administrative time for preparing bonds is included in the percent of bond fee calculation; however, other departments, including the City Recorder and City Attorney, review applications that require a bond. Their administrative time is included in this fee.

SWPPP Review Fee

Some grading permits require a review of the Storm Water Pollution Prevention Plan (SWPPP) by the Storm Water Manager, and subsequent inspections, both of which are required before construction begins.

Review Fee

The Engineering Department reviews all grading permit applications. The estimated costs for these reviews are done on a per-sheet basis, with an additional cost calculated for applications that exceed

the 2 reviews that are included with the base engineering review fee. The cost of the SWPPP review includes two reviews by the Storm Water Manager and four inspections. A cost for additional reviews has also been calculated.

Base Inspections Fee

All grading permits require inspections, whether the permit requires a bond or not.

Additional Inspections Fee

Encroachment permits that are not done in conjunction with a capital project or a development or franchise agreement require a bond, and therefore, require additional inspections throughout the construction process. These inspection fees, and Public Works' administrative costs for administering the bond, are calculated later in this report.

The following table lists the costs associated with each encroachment permit step. The proposed fees are rounded slightly for ease of collection of fees. Tables with the hours per position are included in Appendix B.

TABLE 26: GRADING FEE COMPARISON

Grading Permit Step	Fee Basis	Current Fee	Actual Cost	Proposed Fee
Base Administrative Fee (Regular)	Fixed		\$196	\$200
Base Administrative Fee (Engineered)	Fixed	\$500 + \$50 per acre	\$336	\$325
SWPPP Review	Fixed		\$201	\$200
Additional SWPPP Review	Per review		\$48	\$50
Regular Permit Review (less than 1,000 cubic yards)	Per sheet (includes 2 reviews)		\$155	\$150
Engineered Permit Review (greater than 1,000 cubic yards)	Per sheet (includes 2 reviews)	\$500 + \$50 per acre	\$155	\$150
Additional Review (Regular or Engineered)	Per review per sheet		\$77	\$75
Base Inspection Fee	Per 10 acres	\$500 + \$50 per acre	\$1,825	\$1,825
Additional Inspection Fee (Engineered)	By percent of bond amount		As calculated under Engineering Review Fees	As calculated under Engineering Review Fees

Off-Site Improvements Fee

Occasionally subdivision and commercial site plans require off-site improvements. The proposed off-site improvements review fee would cover the costs for the engineering review for off-site improvements. The proposed fee would include two reviews by the Engineering Department, while reviews in excess of two could be charged at cost. The estimated cost for this is \$155, with additional reviews costing \$77 per review. The proposed fees are rounded slightly for ease of collection of fees.

TABLE 27: OFF-SITE IMPROVEMENT COSTS

TIME ESTIMATE	Number of Reviews	City Engineer	Engineer I	Engineer II	Total	Proposed Fee
Preliminary Review	2		1.00	1.00	2.00	
Final Review	2	0.25			0.5	
TOTAL TIME PER SHEET	2	0.50	2.00	2.00	2.50	
TOTAL COST PER SHEET		\$43	\$101	\$124	\$155	\$150
<i>Cost per Additional Review per Sheet</i>		<i>\$21</i>	<i>\$50</i>	<i>\$62</i>	<i>\$77</i>	<i>\$75</i>

Note: Either Engineer I or II can review the application; therefore, an average of their time and costs is used.

Appendix A: Time Estimates by Department

	Planning & Development					Administration							Legal		Engineering					Fire		Building Inspections		Total	
	Total	Planner	Director	Senior	Admin	Total	City Manager	Asst. City	City Recorder	Deputy	Economic	Management	Total	City Attorney	Total	City Engineer	Engineer I	Engineer II	GIS Admin	Total	Fire Chief	Total	Building		
Annexation	28.89	27.17	21.50	21.50	2.17	10.00	4.25	2.50	-	-	2.75	0.50	12.83	12.83	9.75	4.00	4.00	1.17	0.58	2.33	2.33	1.17	1.17	64.97	
Annexation - Petition Approved	33.92	25.25	21.00	21.00	4.50	25.33	3.00	1.25	19.83	-	1.25	-	48.15	48.15	10.50	7.75	2.75	-	-	0.75	0.75	0.75	0.75	119.40	
Annexation - Petition Denied	6.50	2.00	2.00	2.00	0.50	2.42	0.25	0.25	1.67	-	0.25	-	1.00	1.00	1.50	1.00	0.50	-	-	-	-	-	-	11.42	
Change of Use Permit	11.42	7.75	7.25	7.25	3.00	0.25	0.25	-	-	-	-	-	0.50	0.50	-	-	-	-	-	-	-	0.25	0.25	12.42	
Code Amendment	45.86	37.33	30.25	30.25	6.58	13.50	4.50	1.33	6.33	-	1.33	-	9.87	9.87	2.50	0.83	0.83	0.83	-	2.17	2.17	3.00	3.00	76.89	
Community Plan - New	84.69	70.33	57.00	57.00	10.58	38.20	15.55	5.17	12.31	-	5.17	-	13.83	13.83	47.69	26.67	18.28	1.83	0.92	4.64	4.64	4.64	4.64	193.70	
Community Plan - Major Amendment	46.86	38.08	31.00	31.00	6.83	15.75	5.75	1.83	6.33	-	1.83	-	4.40	4.40	8.50	5.50	1.75	0.83	0.42	2.17	2.17	1.50	1.50	79.18	
Community Plan - Minor Amendment	29.25	12.75	10.75	10.75	1.50	0.25	0.25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.50	0.50	30.00	
Concept Plan	27.19	25.33	19.50	19.50	2.08	3.58	1.92	0.83	-	-	0.83	-	1.67	1.67	20.42	7.33	7.33	5.33	0.42	1.67	1.67	0.83	0.83	55.36	
CUP - General (Council Approval Req.)	45.86	37.33	30.25	30.25	6.58	15.42	4.25	1.58	8.00	-	1.58	-	4.23	4.23	2.50	0.83	0.83	0.83	-	4.67	4.67	0.50	0.50	73.18	
CUP - Amendment (Staff Approval)	10.50	6.25	6.25	6.25	2.25	2.50	1.00	0.75	-	-	0.75	-	0.75	0.75	1.50	0.50	0.50	0.50	-	1.00	1.00	0.50	0.50	16.75	
CUP - Home Occupation (PC Approval)	27.17	22.50	18.25	18.25	3.50	6.17	2.00	0.50	3.17	-	0.50	-	1.95	1.95	1.50	0.50	0.50	0.50	-	1.25	1.25	0.25	0.25	38.28	
CUP - Home Occupation (Staff Approval)	10.50	6.25	6.25	6.25	2.25	2.00	1.00	0.50	-	-	0.50	-	0.75	0.75	1.50	0.50	0.50	0.50	-	1.00	1.00	0.50	0.50	16.25	
Final Plat	25.11	21.58	17.00	16.75	3.83	7.17	2.58	0.83	2.92	-	0.83	-	2.50	2.50	23.08	7.92	7.92	5.58	1.67	1.67	1.67	0.83	0.83	60.36	
General Plan Amendment	42.69	35.33	28.75	28.75	5.08	13.42	4.17	1.58	6.33	-	1.33	-	4.65	4.65	10.00	0.83	4.17	4.58	0.42	2.17	2.17	1.33	1.33	74.26	
Lot Line Adjustment	29.14	26.92	21.25	21.25	2.67	4.33	2.00	1.17	-	-	1.17	-	2.33	2.33	16.08	7.17	7.17	1.17	0.58	2.33	2.33	1.17	1.17	55.39	
Master Development Agreement	52.81	43.92	35.50	35.50	7.17	16.67	6.50	1.92	6.33	-	1.92	-	13.15	13.15	35.25	16.67	8.17	9.83	0.58	2.83	2.83	1.67	1.67	122.37	
Master Development Agreement - Major Amendment	52.81	43.92	35.50	35.50	7.17	14.42	4.50	1.92	6.33	-	1.67	-	5.40	5.40	30.50	15.42	7.17	7.33	0.58	2.83	2.83	1.67	1.67	107.62	
Master Development Agreement - Minor Amendment	22.69	20.58	16.25	16.25	2.33	3.83	1.92	1.08	-	-	0.83	-	2.50	2.50	12.92	6.67	5.00	0.83	0.42	1.67	1.67	0.83	0.83	44.44	
Minor Subdivision	17.75	10.58	10.08	10.08	4.17	4.58	2.00	1.42	-	-	1.17	-	2.33	2.33	22.50	7.42	7.42	7.08	0.58	2.33	2.33	1.17	1.17	50.67	
Permanent Sign	6.50	5.00	5.00	5.00	0.50	-	-	-	-	-	-	-	0.20	0.20	-	-	-	-	-	-	-	-	-	-	6.70
Plat Amendment - Does Not Affect ROW	37.03	30.83	25.00	24.75	5.33	9.25	3.17	1.58	3.17	-	1.33	-	2.62	2.62	18.58	7.33	6.83	4.00	0.42	1.92	1.92	1.08	1.08	70.48	
Plat Amendment - Affects ROW	34.19	28.08	22.50	22.25	5.08	10.50	2.75	1.58	4.83	-	1.33	-	2.67	2.67	18.33	7.33	6.83	3.75	0.42	1.92	1.92	1.08	1.08	68.69	
Plat Amendment - Staff Approval	12.92	7.67	7.92	7.67	2.33	5.08	1.50	1.08	1.67	-	0.83	-	1.33	1.33	13.58	4.83	4.83	3.50	0.42	1.67	1.67	0.83	0.83	35.42	



	Planning & Development					Administration							Legal		Engineering					Fire		Building Inspections		Total
	Total	Planner 1	Director	Senior	Admin	Total	City Manager	Asst. City	City Recorder	Deputy	Economic	Management	Total	City Attorney	Total	City Engineer	Engineer I	Engineer II	GIS Admin	Total	Fire Chief	Total	Building	
Preliminary Plat	52.31	43.67	35.25	35.25	6.92	15.75	5.58	1.92	6.33	-	1.92	-	4.48	4.48	64.58	21.92	22.83	17.50	2.33	2.83	2.83	2.83	2.83	142.79
Rezone	56.47	46.42	37.50	37.50	8.67	15.17	5.00	1.92	6.33	-	1.92	-	4.73	4.73	19.00	9.25	8.00	1.17	0.58	2.83	2.83	1.67	1.67	99.87
Site Plan	56.47	46.42	37.50	37.50	8.67	14.92	4.75	1.92	6.33	-	1.92	-	4.28	4.28	36.33	11.92	11.58	12.25	0.58	2.83	2.83	1.67	1.67	116.51
Site Plan - Minor Amendment	12.42	7.25	6.75	6.75	3.50	2.00	1.00	0.50	-	-	0.50	-	0.75	0.75	14.00	5.00	5.00	3.75	0.25	1.00	1.00	0.50	0.50	30.67
Temporary Sign - Planning	8.00	5.50	5.50	5.50	1.50	0.50	0.25	-	-	-	0.25	-	0.20	0.20	-	-	-	-	-	-	-	-	-	8.70
Temporary Use	8.00	5.50	5.50	5.50	1.50	0.50	0.50	-	-	-	-	-	0.20	0.20	-	-	-	-	-	-	-	-	-	8.70
Village Plan - New	61.72	50.42	40.75	40.75	8.25	20.59	7.61	1.92	9.15	-	1.92	-	7.47	7.47	50.91	23.89	14.53	11.92	0.58	3.06	3.06	1.89	1.89	145.64
Village Plan - Major Amendment	45.86	37.33	30.25	30.25	6.58	14.17	4.67	1.58	6.33	-	1.58	-	3.82	3.82	25.92	11.17	8.42	5.92	0.42	2.17	2.17	1.33	1.33	93.26
Village Plan - Minor Amendment	14.25	13.75	10.75	10.75	1.50	0.25	0.25	-	-	-	-	-	2.00	2.00	7.50	3.00	2.50	2.00	-	-	-	-	-	24.00

Note: The total time for Planning and Development staff does not equal the combined time for each position because some portions of the application are handled by each department member, while other portions are only handled by one of the department members. For example, one planner will review the application, while all planners will participate in the Development Review Committee, Planning Commission, and City Council meetings related to the application.

Appendix B: Time Estimates by Department – Engineering Fees

Encroachment Permit

		Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager		
COST PER HOUR		\$52.64	\$59.65	\$38.30	\$84.90	\$50.27	\$85.36	\$50.36	\$61.87	\$47.85		
BASE ADMINISTRATIVE FEE												
TIME ESTIMATE	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total	
Application Review	1		1	1							2	
Permit Approval	1		1	1							2	
TOTAL BASE ADMINISTRATIVE TIME		-	2	2	-	-	-	-	-	-	4	
TOTAL BASE ADMINISTRATIVE COST		\$0.00	\$119.29	\$76.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.89	
BOND PREPARATION (Bond Required Permits Only)												
	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total	
Other Department Review	1				1.5	0.25					1.75	
TOTAL TIME		-	-	-	1.50	0.25	-	-	-	-	1.75	
TOTAL COST		\$0.00	\$0.00	\$0.00	\$127.35	\$12.57	\$0.00	\$0.00	\$0.00	\$0.00	\$139.91	
ENGINEERING REVIEW - PER SHEET												
TIME ESTIMATE	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total	
Preliminary Review	2							1.00	1.00		2.00	
Final Review	2						0.25				0.50	
TOTAL TIME PER SHEET	2	-	-	-	-	-	0.50	2.00	2.00	-	2.50	
TOTAL COST PER SHEET		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.68	\$100.72	\$123.73	\$0.00	\$154.90	
<i>Cost per Additional Review per Sheet</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21.34</i>	<i>\$50.36</i>	<i>\$61.87</i>	<i>\$0.00</i>	<i>\$77.45</i>	
BASE INSPECTION FEE (For all Encroachment Permits)												
TIME ESTIMATE	Const. Months	Construction Weeks per Year	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total
Inspections (per 10 acres)	8	35	1									35
TOTAL BASE ADMINISTRATIVE TIME			35	-	-	-	-	-	-	-	-	35
TOTAL BASE ADMINISTRATIVE COST			\$1,824.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,824.79
<i>Note: Time for Engineers I and II are averaged because either can review the application, but they don't review the same application.</i>												

Grading Permits

		Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	
COST PER HOUR		\$52.64	\$59.65	\$38.30	\$84.90	\$50.27	\$85.36	\$50.36	\$61.87	\$47.85	
BASE ADMINISTRATIVE FEE											
TIME ESTIMATE	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total
Application Review	1		1	1							2
Permit Approval	1		1	1							2
TOTAL BASE ADMINISTRATIVE TIME		-	2	2	-	-	-	-	-	-	4
TOTAL BASE ADMINISTRATIVE COST		\$0.00	\$119.29	\$76.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.89
BOND PREPARATION (Engineered Permits)											
	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total
Other Department Review	1				1.5	0.25					1.75
TOTAL TIME		-	-	-	1.50	0.25	-	-	-	-	1.75
TOTAL COST		\$0.00	\$0.00	\$0.00	\$127.35	\$12.57	\$0.00	\$0.00	\$0.00	\$0.00	\$139.91
SWPPP REVIEW (Required before construction for all grading permits)											
	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total
SWPPP Review	2									1	2
Inspections	4	0.5									2
TOTAL TIME		2	-	-	-	-	-	-	-	2	4
TOTAL COST		\$105.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.71	\$200.99
<i>Cost per Additional Review</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47.85	\$47.85
REVIEW FEE - REGULAR PERMIT (less than 1,000 cubic yards)											
TIME ESTIMATE	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total
Preliminary Review	2							1.00	1.00		2.00
Final Review	2					0.25					0.5
TOTAL TIME	2	-	-	-	-	-	1	2	2	-	3
TOTAL COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.68	\$100.72	\$123.73	\$0.00	\$154.90
<i>Cost per Additional Review per Sheet</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.34	\$50.36	\$61.87	\$0.00	\$77.45

		Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager		
REVIEW FEE - ENGINEERED PERMIT (less than 1,000 cubic yards)												
TIME ESTIMATE	Reviews	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total	
Preliminary Review	2							1.00	1.00		2.00	
Final Review	2						0.25				0.5	
TOTAL TIME		-	-	-	-	-	0.50	2.00	2.00	-	2.50	
TOTAL COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.68	\$100.72	\$123.73	\$0.00	\$154.90	
<i>Cost per Additional Review per Sheet</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21.34</i>	<i>\$50.36</i>	<i>\$61.87</i>	<i>\$0.00</i>	<i>\$21.34</i>	
BASE INSPECTION FEE (For all Encroachment Permits)												
TIME ESTIMATE	Const. Months	Construction Weeks per Year	Inspector	Inspection Supervisor	PW Admin Assistant	City Attorney	City Recorder	City Engineer	Engineer I	Engineer II	Storm Water Manager	Total
Inspections (per 10 acres)	8	35	1	0	0	0	0	0	0	0	0	1
TOTAL BASE ADMINISTRATIVE TIME			35	-	-	-	-	-	-	-	-	35
TOTAL BASE ADMINISTRATIVE COST			\$1,824.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,824.79
<i>Note: Time for Engineers I and II are averaged because either can review the application, but they don't review the same application.</i>												

Appendix C: Comparison of Planning and Development Fees from Other Communities

To better inform the decision on the fee amounts to be assessed for each application, the fees charged by other communities are included in this section. The communities included in this comparison include:

- Alpine
- American Fork
- Cedar Hills
- Eagle Mountain
- Highland
- Lehi
- Lindon
- Orem
- Pleasant Grove
- Provo
- Spanish Fork
- Springville

Fees for Village and Community plans are not included as they are unique to Saratoga Springs

Fee	Saratoga Springs Current Fee	Proposed Fee	Alpine	American Fork	Cedar Hills	Eagle Mountain	Herriman	Highland	Lehi	Lindon	Orem	Pleasant Grove	Provo	South Jordan	West Jordan
Annexation	\$500 + \$10/acre or portion thereof	\$1,000 + \$10 per acre	Application fee: \$350 Plat review fee: \$150 Annexation study fee: Actual cost	Under 1 acre: \$350 Between 1 and 5 acres: \$750 Over 5 acres: \$1,250	\$250	\$1,500 + \$5/acre	\$800	w/ agreement : \$550 + direct costs + additional city time per hour w/out agreement : \$550	Base: \$200 + / acre < 50 acres: \$20 + / acre > 50 acres: \$5	\$1,750	\$1,500 + cost of legal noticing	\$500 + \$10/acre	\$1,050	\$1,197	\$2,375
Change of Use Permit	\$50	\$100					\$25								
Code Amendment	\$1,000	\$3,500		\$250	\$450	\$400	\$300	\$1,000	\$400		\$1,100	\$400 per chapter subsection or fraction thereof	\$1,100	\$1,615	\$2,010
Concept Plan	\$500	\$2,500	\$100 + 20/lot + actual cost of City Engineer's review	\$75	\$150 + \$15/lot	Land Use Concept Plan: \$250; Subdivision Concept Plan: \$300 + \$5 per each ERU over 40			\$500 + \$2/acre	\$100		\$100/lot			\$500
CUP - General (Council Approval Req.)	\$500	\$1,000	\$250		\$150	\$500 Accessory apartments: \$230	Residential: \$250 + \$15 per unit Commercial/Industrial : \$1,000 + \$100 per acre (1-20 acres), \$30 per acre (21-50 acres),	\$485	\$300	\$500	\$1,100	\$300 (includes commercial use in residential) Commercial Use Combined w/ Site Plan:	\$900	\$626	\$700 + \$200 engineering review



Fee	Saratoga Springs Current Fee	Proposed Fee	Alpine	American Fork	Cedar Hills	Eagle Mountain	Herriman	Highland	Lehi	Lindon	Orem	Pleasant Grove	Provo	South Jordan	West Jordan	
							\$10 per acre (51+ acres) PUD: \$1,000 + \$30 per unit					\$500 + \$20/acre Residential Use: \$150				
CUP - Amendment (Staff Approval)	\$250	\$500	\$250		\$150	\$200	\$250		\$150							\$200
CUP - Home Occupation (PC Approval)	\$350	\$500					\$75									\$350
CUP - Home Occupation (Staff Approval)	\$250	\$150	\$250		\$150		\$200									
Final Plat	Residential: \$400 + \$50/lot Commercial: \$1,000 + \$50/lot	Residential: \$500 + \$50/lot Commercial: \$500	\$100 + 90/lot + actual cost of City Engineer's review	\$250 plus: Subdivisions: +\$25/lot or unit Shopping Centers or Industrial Parks: +\$30/acre Combined Housing & Office Projects: +\$25/unit & \$25/acre Condo, New Construction, PUD, Mobile Home, or Conversion: +\$25/lot or unit	\$200 + \$20/lot	\$400 + \$95/lot		\$1,229	SFR: \$350 + \$75/lot MFR: \$350 + \$65/unit Non-Res: \$350 + \$100/lot or unit	\$500 + actual engineering cost	PRD Final: \$600 + \$30/lot Residential (not including recording fees: \$600 + \$20/lot	\$500 + \$50/lot or unit	\$300	\$1,477 + \$297/lot or unit	\$850	
General Plan Amendment	\$1,000	\$1,000	\$350	\$250	\$450 Concurrent General Plan and Zone Change: \$650	\$400	Text change: \$300 Less than 5 acres: \$3,000 5-9 acres: \$5,000 10-39 acres: \$7,000 40-99 acres: \$11,000 100-199 acres: \$16,500 200-499 acres: \$26,500 500+ acres: \$31,500	\$1,000	\$400	\$650	\$1,000	Map amendment: \$400 + \$10/acre Plan text amendment: \$400/section or fraction thereof	\$560		\$2,010	
Lot Line Adjustment	\$300	\$350 + \$20 per lot + actual cost of recording fees	\$75		\$250	\$575	\$150	\$200	\$200	\$350	\$800 + \$20/lot (does not include recording fees)			\$260	\$1,200	
Master Development Agreement	\$12,000	\$5,000				\$6,000										
MDA Amendment, Major	\$3,200	\$2,500							\$2,500							
MDA Amendment, Minor	\$500	\$1,000														
Minor Subdivision	\$750 + \$100/lot	\$1,200			\$200 + \$20/lot		\$250 + \$30 per lot	\$280		Major: \$2,500 + \$150/lot Minor: \$1,200		\$100 + \$50/lot or unit		\$1,352	\$1,015 + \$40 per lot	
Perm. Sign	\$150	\$100 for the first sign + \$50 for each	Application fee: \$25 Inspection			\$50/face	\$100	Based on valuation of sign				\$100	Based on value of sign	\$198	By valuation: \$1-\$500: \$25 \$500-\$1,999: \$25 + \$1 per	



Fee	Saratoga Springs Current Fee	Proposed Fee	Alpine	American Fork	Cedar Hills	Eagle Mountain	Herriman	Highland	Lehi	Lindon	Orem	Pleasant Grove	Provo	South Jordan	West Jordan
		additional sign	fee: Actual cost												additional \$100 \$2,000-\$24,999: \$55 + \$9 per additional \$1,000 \$25,000-\$49,999: \$295 + \$6.95 per additional \$1,000 \$50,000+: \$450 + \$5 per additional \$1,000
Plat Amendment Does Not Affect ROW	\$500 + \$50/lot	\$1,000 + \$50 per lot	\$250					\$550		\$950	\$800 + \$20/lot (does not include recording fees)			\$504	
Plat Amendment Affects Right of Way	\$500 + \$50/lot	\$1,000 + \$50 per lot	\$250					\$550			\$800 + \$20/lot (does not include recording fees)				
Plat Amendment (Staff Approval)	\$500 + \$50/lot	\$500 + \$50	\$250					\$550			\$800 + \$20/lot (does not include recording fees)	\$500 + \$50/lot or unit			
Preliminary Plat	Residential: \$500 + \$500 + \$100/lot Commercial: \$1,000 + \$100/lot	Residential: \$500 + \$100/lot for lots 1-50; \$25 for each additional lot after 50 Commercial: \$500 + \$100/lot	\$100 + 90/lot + actual cost of City Engineer's review	\$500 plus: Subdivisions: +\$50/per lot Shopping Centers and Industrial Parks: +\$30/acre Combined Housing and Office projects: +\$50/residential unit & \$50/commercial acre Condominium projects, new construction, PUD, mobile home and conversion: +\$50/lot	\$300 + \$30/lot	\$400 + \$60/lot		<10 lots: #3,045 11-50 lots: \$4,920 51-100 lots: \$6,295 >100 lots: \$8,045	SFR: \$250 + \$60/lot MFR: \$250 + \$50/unit Non Res: \$250 + \$75/lot or unit		\$800 + \$20/lot	\$500 + \$50/lot or unit	\$1,100	\$1,489 base + \$66 per lot	\$1,065 (supplemental review hourly charge of \$83.50)



Fee	Saratoga Springs Current Fee	Proposed Fee	Alpine	American Fork	Cedar Hills	Eagle Mountain	Herriman	Highland	Lehi	Lindon	Orem	Pleasant Grove	Provo	South Jordan	West Jordan	
Rezone	\$500 + \$50/acre or portion thereof	Downzone (less dense than the General Plan): \$1,500. Rezone that is the same as the General Plan: \$3,000 Rezone that has greater density than the General Plan: \$5,000	\$350		\$450 Concurrent General Plan and Zone Change: \$650	\$1,350	Commercial and Industrial \$1000.00 + \$50.00 per acre 1-100 acres; \$30.00 per acre 101-200 acres; \$20.00 per acre 200+ acres Agricultural and Residential \$1000.00 + \$40.00 per acre 1-100 acres; \$20.00 per 101-200 acres; \$10.00 per acre 201+ acres All other zones \$1000.00 + \$40.00 per acre	\$1,000		\$400	Zone Ordinance Amendment : \$1,200 New PD Zone: \$2,200	\$400 + \$10/acre	\$1,050	\$1,414 w/ Master Development Plan: \$2,227 w/ Development Agreement: \$2,557 w/ Land Use Amendment: \$1,414		\$1,590
Site Plan	Residential: \$60/unit or \$5,000 (whichever is less) Non Residential: \$5,000 Residential Amendment : \$500 + \$50/unit Non Residential: \$500 + \$50 per 1,000 sq ft of building area or per acre for outdoor uses Minor amendment: \$250	Residential: \$60 per unit of \$5,000, whichever is less. Non-residential: \$5,000 Residential Major Amendment: \$500 plus \$50 per unit Non-Residential Major Amendment: \$500 plus \$50 per 1,000 sq ft of building area, or per acre for outdoor uses	Residential: \$150 + actual cost of engineering review Commercial : \$250 + actual cost of engineering review	Commercial: \$500	\$100	Residential Master Site Plan: \$2,000 (5-10 acres), \$4,000 (10 + acres) Residential Site Plan: \$60/DU Non-residential Master Site Plan: \$2,000 (5-10 acres), \$4,000 (10 + acres) Non-residential Site Pan: \$2,000 (0-5 acres), \$4,000 (5.1-10 acres), \$6,000 (10.1-50 acres), \$8,000 (50+ acres) Temporary non-residential site plan: \$1,580	\$1,000 + \$30 per lot	\$725	SFR: \$350 + \$75/lot or unit MFR: \$500 + \$10/lot or unit Non Res: \$350/acre or \$50/1,000 bldg sq ft (if greater)	Under 2 acres: \$2,000 Over 2 acres: \$2,000 + \$250/acre Temporary Site Plan: \$115	Site plan: \$1,500 Admin approval: \$600 day care: \$100	\$500 + \$20/acre	\$1,350	(Small site 0-3 acres) \$4,429 ; Site Plan Review (All other site 3+ acres) \$5,511	Subdivision (10+ lots): \$1,380 + \$40 per lot Subdivision (1-9 lots): \$1,015 + \$40 per lot Condo: \$1,380 + \$40 per lot MFR (2-25 units): \$1,145 + \$120 per acre MFR (26-100 units): \$1,630 + \$120 per acre MFR (100+ units): \$1,685 + \$120 per acre Commercial: \$1,260 + \$120 per acre	
Site Plan – Minor Amendment	\$250	\$250					\$150.00 plus \$10.00 per residential unit added, or plus \$100.00 per acre for each commercial or industrial acre					Minor Amendment: \$100		\$504	\$450	
Temporary Sign – Planning	\$50	\$100 for the first sign + \$100 for all additional	Application fee: \$25 Inspection fee: Actual cost. Fee		\$1	\$50/face	\$25	\$150	Temporary Special Event: \$25 On Premise	\$25	\$30 + 5% of value	\$20		\$45	\$25	



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		signs (\$250 max)	does not apply to temporary non-profit signs						Project Sign: \$100 Directional Sign for Project: \$100 Temporarily Weekend Direction Sign: \$10						
Temporary Use	\$125	\$125			\$87		\$50		\$40	\$250	\$175	\$0-1,000	\$100		\$350
Engineering/Public Works Inspections	\$1-\$20,000: \$1,800 + 3% of improvement value \$20,001-\$50,000: \$2,000 + 2.75% of improvement value \$50,001-\$250,000: \$2,500 + 2.5% of remaining balance \$250,001-\$500,000: \$2,500 + 2.5% of remaining balance \$500,001-\$1,250,000: \$2,500 + 2.5% of remaining balance \$1,250,001+: \$9,000 + 1.5% of remaining balance	\$1-\$20,000: \$1,800 + 3% of improvement value \$20,001-\$50,000: \$2,000 + 2.75% of improvement value \$50,001-\$250,000: \$2,500 + 2.5% of remaining balance \$250,001-\$500,000: \$2,500 + 2.5% of remaining balance \$500,001-\$1,250,000: \$2,500 + 2.5% of remaining balance \$1,250,001+: \$9,000 + 1.5% of remaining balance	\$140 per lot + \$65 per visit for re-inspection	Minimum Commercial Site Inspection: less than 1 acre: \$500; over 1 acre: \$300; Minimum subdivision site inspection (2 lots or less): up to 2 lots: \$500; per lot over 2: \$200 Development inspection fee (per hour above/beyond allocated hours): \$60	Actual cost	Based on Engineers' Estimate of the Project Cost: 3.2% of the first \$750,000 estimate; 1% of the amount exceeding \$750,000	\$3,000 + 3.17% of bond amount			For reviews not covered by Land Use Application Fees: Actual cost		After-hours inspection: \$60 per hour, 1 hour minimum Hourly inspection fee for permits requiring multiple inspections: \$40 per hour, 1 hour minimum Re-inspection: \$95 per inspection		An application fee of \$1,000 per project, + a fee of 4% of the public/private bond improvement bond amount.	
Encroachment/Excavation Permit	\$500	Base Admin Fee (Bond not required): \$200 Base Admin Fee (Bond required): \$325 Engineering Review: \$150/sheet Base Inspection Fee (per 10	If more than 3 years old: \$300 + \$1.50/sq.ft. If less than 3 years old: \$300 + \$3.00/sq.ft.	\$150 + \$100/cut (including 100 sq.ft.) + \$20/addtl. Sq.ft	\$75	More than 3 years old: \$300 Less than 3 years old: \$2,000	Asphalt/Concrete: \$250 + \$0.50 per sq. ft. Shoulder/Landscape: \$125 + \$0.25 per sq. ft. Boring: \$150 + \$0.50 per sq. ft. Lane Closure: \$50 x # of lanes x # of days		\$2,000 + \$10/sq.ft. > 200 sq.ft.	\$1,000	\$50 first 20,000 sq.ft + \$10/addtl. 10,000 sq.ft.	\$50	Minimum \$25 or \$1.20 per sq.ft. PLUS Summer base: \$50 or Winter base: \$200 Curb cut: \$151 Standard: \$245 Re-issuance: \$129	1- Boring under existing pavement \$260 2- In pavement, or within 3-feet: 2A- Surfacing less than 2-years old \$1,500 + \$0.25/sq. ft. 2B- Surfacing over 2-years	



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		acres): \$1,825														old \$260 + \$0.25/sq. ft. 3-Off pavement, minimum 3-ft distance \$260+ \$0.15/sq.ft.
Grading Permit	\$500 + \$50 per acre	Base Admin Fee (Regular): \$200 Base Admin Fee (Engineered): \$325 SWPPP Review: \$200 Permit Review: \$150/sheet Base Inspection Fee (per 10 acres): \$1,825	\$300			101-1,000 yds: \$27 1,001-10,000 yds: \$54 10,001-100,000 yds: \$108 Over 100,000 yds: \$216	Based on cubic yards: <= 50: \$23.50 51-100: \$37.00 101-1,000: \$37 for the first 100 + \$17.50 per additional 100 1,001-10,000: \$194.50 for the first 1,000 + \$14.50 per additional 100 10,001-100,000: \$325 for the first 10,000 + \$60 per additional 10,000 100,001-200,000: \$919 for the first 100,000 + \$36.50 per additional 10,000		\$100 per 20 acres	actual cost	\$50		\$60 per inspection	\$350		
Off-Site Improvement Review Fee		\$150		\$200												
Design Revision Reviews		\$75				\$50/hour			\$200 + \$100/unit							