

FEE TYPE	FEE	EXPLANATION
<b>ADMINISTRATIVE APPEALS</b>		
Administrative Appeals Board of Adjustment	\$250.00	Includes first two hearings by Board of Adjustment. Hearings and Continuances initiated by BOA are no charge.
<b>Appeals made by Applicant</b>		
Town Staff	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
<b>CHANGE OF USE</b>		
Application to Change Use	\$250.00	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Commercial
Town Staff	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice
<b>COMPREHENSIVE PLAN AMENDMENT</b>		
Comprehensive Plan Amendment	\$1,000.00	Per Change
Advertising	Actual Cost	Per Invoice
<b>SITE PLAN REVIEW to PLANNING AND ZONING</b>		
Commercial Site Plan Review	\$1,200.00	Zoning Districts: 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business
Residential Site Plan Review	\$500.00	Zoning Districts: 1-RS, 2-RS, 3-RS, New Single-Family Residence
Residential Site Plan Revision/Change Order	\$200.00	Zoning Districts: 1-RS, 2-RS, 3-RS
Residential Site Plan Review	\$1,000.00	Zoning Districts: 4-RM, 5-RMO, New Multi-Family Res & Oceanfront
Residential Site Plan Revision/Change Order	\$750.00	Zoning Districts: 4-RM, 5-RMO, New Multi-Family Res & Oceanfront

<b>BUILDING DEPARTMENT FEE SCHEDULE</b>		
<b>MINIMUM PERMIT FEE</b>	\$75.00	
<b>PERCENTAGE OF CONSTRUCTION VALUE BUILDING PERMITS</b>		
Line 1	\$75.00	Up to the first \$2,500 plus
Line 2	3.00%	\$2,500 to \$10,000 plus cost in line 1
Line 3	1%	\$10,001 TO \$100,000 plus cost in line 1 &2
Line 4	.50%	\$100,001 to \$500,000 plus cost in line 1, 2 &3
Line 5	.25%	\$500,001 and up for fraction there of plus costs from lines, 1,2,3 &4
<b>INSPECTION FEES</b>		
1 <sup>st</sup> Re-inspection	\$50.00	
2 <sup>nd</sup> Re-inspection	\$75.00	
Each subsequent re-inspection	\$150.00	
<b>PENALTY WORK WITHOUT A PERMIT NORMAL FEE PLUS UP TO 400% Determined by Building Official</b>		
Permit Fee Extension	\$175.00 first	2 <sup>nd</sup> 180 day renewal-new permit required
Failure to Display Permit Card	\$50.00	
Failure to Call for Inspection	\$50.00	
Unscheduled Inspection Request	\$50.00	One (1) hour minimum subject to availability
Fire Plan Review Fee	\$85.00	
Demolition Full or Partial	\$150.00	Dumpster and special requirements apply
Construction Trailers	\$50.00	
Change of Contractor	\$50.00	
Temporary Certificate of Occupancy	\$50.00	
Temporary Certificate of Completion	\$50.00	
Early Power Release/ Temporary Pole	\$50.00	
Plan Review Fee by Building Official	\$85.00 \$50.00	For Planning and Zoning Second (2 <sup>nd</sup> ) review fee
Plan Review Correction Submittal	Four (4) times plan review fee	Third (3 <sup>rd</sup> ) rejection of plans for same comment.

TOWN OF MELBOURNE BEACH FEE SCHEDULE BY RESOLUTION 2022-05

Exhibit A

Residential Revision Fee After Permit Issued Commercial Revision Fee	One and two Family dwellings Multi-family	\$25.00 plus \$5.00 per each plan page or 2% of the revision value, whichever, is greater \$25.00 plus \$7.50 per plan page or 3% of the revision value, whichever is greater.
<p><b>ALL BUILDING FEES ARE NON-REFUNDABLE. PER THE FLORIDA BUILDING CODE STATUE 553.721 AND 468.631 ALL PERMITS WILL CONTAIN AN ADDITIONAL 1% SURCHARGE FOR THE DCA AND A 1.50% SURCHARGE FOR THE DBPR.</b></p> <p><b>WHEN IN THE OPINION OF THE BUILDING OFFICIAL, THE CONSTRUCTION VALUE COST IS UNREALISTIC, THE LATEST EDITION OF THE INTERNATIONAL CODE COUNCIL'S BUILDING VALUATION TABLE WILL BE USED TO CALCULATE THE APPROXIMATE CONSTRUCTION VALUE.</b></p>		

TOWN OF MELBOURNE BEACH FEE SCHEDULE BY RESOLUTION 2022-05

Exhibit A

<b>Special Exceptions</b>	\$1,000	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business. Includes first two hearings by Board of Adjustment. Additional hearings or continuances initiated by BOA at no charge.
<b>Hearings Initiated by Applicants</b>		
Town Staff Hours	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice
<b>VARIANCES BOARD OF ADJUSTMENTS</b>		
<b>Commercial Variance</b>	\$1,000	Zoning Districts: Commercial 6-8, 7-C, 8-B, Downtown Business, General Commercial, Residential Business. Includes first two hearings by Board of Adjustment.
<b>Hearings Initiated by Applicants</b>		
Town Staff Hours	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice
<b>Residential Variance</b>	\$500.00	Zoning Districts: 1-RS, 2-RS, 3-RS, 4-RM, 5-RMO, Single Family Residence, Multi-Family Residence, Multi-Family Oceanfront Residence. Includes first two hearings by Board of Adjustment. Additional hearings or Continuances initiated by BOA at no charge.

<b>ZONING</b>		
Application Amendment Fee	\$1,000.00 plus \$5,000.00 advance deposit for staff and administrative expenses. NOTE: Applicant is responsible for actual costs which may exceed the deposit. If/when deposit is exhausted, it will be replenished (\$5000 increments) by the applicant before proceeding further	Per application. Fees are non-refundable.
Zoning Verification Letter	\$50.00	Per Letter
Zoning Interpretation	Actual Cost	Per Hour
Change Fee for Zoning	\$1,000.00	Per Change Request
Advertising Zone Change	Actual Cost	Per Invoice
Ordinance Development	Actual Cost	Per Ordinance
Ordinance Advertising	Actual Cost	Per Advertisement
<b>Hearings Initiated by Applicants</b>		
Town Staff Hours	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice
<b>LDC TEXT AMENDMENT</b>		
Text Amendment Application Pursuant to Sec. 1A-5, Code of Melbourne Beach	\$1,000.00 plus \$5,000.00 advance deposit for staff and administrative expenses. NOTE: Applicant is responsible for actual costs which may exceed the deposit. If/when deposit is exhausted, it will be replenished (\$5000 increments) by the applicant before proceeding further.	Per application. Fees are non-refundable

TOWN OF MELBOURNE BEACH FEE SCHEDULE BY RESOLUTION 2022-05

Exhibit A

Total Staff Hours	\$80.00	Per hour
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Town Attorney	Actual Cost	Per hour
Town Planner	Actual Cost	Per hour
Advertising Ordinance	Actual Cost	Planning & Zoning Board Public Hearing; Town Commission First and Second Readings

**LOCAL BUSINESS TAX**

Existing Business Tax Receipt	Per Town Code	Town Code of Ordinances Chapter 65
New Business Zoning Review	Actual Cost	Per Review
New Business Application Fee	\$50.00	
New Business Fire Review	\$85.00	Per Town Code and Florida Statute
Annual Fire Inspections	\$85.00	
1 <sup>st</sup> Fire Re-Inspection	\$30.00	
2 <sup>nd</sup> Fire Re-Inspection	\$60.00	
All Subsequent Re-Inspections	\$60.00	

**PUBLIC RECORDS REQUEST**

Single-Sided Copies	.15 cents	Not to exceed 8.5" x 14"
Double-Sided Copies	.20 cents	Not to exceed 8.5" x 14"
All Other Copies	Actual Cost	Per Florida Statute 119.07
Certified Copies	\$1.00	Per Page Certification
Inspection of Public Records	Per Fl. Statute	Per Florida Statute 119.07
Computer Lien or Permit Search	Free	Address Search
Manual Lien or Permit Search	\$15.00	Per Request

<b>POLICE CITATIONS</b>		
Parking Tickets	\$50.00	Per Citation
Equipment Check	\$4.00	Per Citation
Off Duty Detail	\$40/hour	Minimum of (4) Hours
<b>SPECIAL EVENTS</b>		
Application Fee	\$75.00	Per Event
Special Event Permit	\$150.00	1-299 Participants
Special Event Permit	\$250.00	300-499 Participants
Special Event Permit	\$350.00	500-750 Participants
Special Event with Police Security Service	\$50.00	Per Hour, Per Officer. Minimum (4) Hour Charge
Special Event With Public Works	\$30.00	Per Hour, Per Person
Special Event with Fire Personnel	\$25.00	Per Hour, Per Person
Alcohol Permit	\$200.00 Deposit	Per Permit
<b>FACILITY RENTALS</b>		
Community Center (Residents)	\$65.00 plus tax	Per Hour. Melbourne Beach Residents (Monday-Friday)
Community Center (Residents)	\$390 plus tax	6-Hour Minimum. Melbourne Beach Residents (Sat., Sun. & Holidays)
Community Center (Residents)	\$65.00 plus tax	Each Additional Hour Over 6-Hour Minimum for Residents
Community Center (Non-Residents)	\$100.00 plus tax	Per Hour. Non-Residents (Monday-Friday)
Community Center (Non-Residents)	\$600.00 plus tax	6-Hour Minimum. Non-Residents (Sat., Sun. & Holidays)
Community Center (Non-Residents)	\$100.00 plus tax	Each Additional Hour Over 6-Hour Minimum for Non-Residents
Community Center Damage Deposit	\$350.00	Refundable, 7-10 Days After Event
Ryckman Park Pavilion (Residents)	\$30.00 plus tax	Per Hour. Resident
Ryckman Park Pavilion (Non-Resident)	\$45.00 plus tax	Per Hour, Non-Resident
Ryckman Park Pavilion Deposit	\$250.00	Refundable, 7-10 Days After Event
Restroom Key	\$100.00	Refundable, 7-10 Days After Event
Old Town Hall	\$25.00 plus tax	Per Hour
Old Town Hall Damage deposit	\$100.00	Refundable, 7-10 Days After Event
Old Town Hall Key Deposit	\$100.00	Refundable, 7-10 Days After Event
<b>FOUNDERS DAY</b>		
Arts & Crafts Vendor, Food Vendor, Alcohol	As Determined	Annually Per Space

**Extraordinary Expense:** Must be paid in full prior to commencement

In addition to the fee schedule adopted by the Town, the applicant shall be responsible for the payment of any extraordinary expense incurred by the Town in analyzing or reviewing all or any part of the application and other activities related to the land development as initiated by said application. Extraordinary expenses may include, but shall not be limited to: specialized consultants, experts, planning consultants, engineering services, legal consultants (excluding for the purposes of litigation), or any other services necessary to evaluate the proposal of the applicant and to advise the Town regarding same. Such expense shall be charged to the applicant at the actual cost of fees and expenses incurred by the Town for these services. The Town may decide to obtain such services at the beginning of, or any time during, the development process. The Town shall notify the applicant of the Town's intention to retain such services in advance of incurring the expense on the behalf of the applicant. However, the Town's failure to provide said notice shall not relieve the applicant of its obligation to pay such expenses. The Town shall, within its sole discretion, determine when and whether to retain such services.

Upon determination of the Town to retain such services, the applicant will be required to place a deposit with the Town to cover the anticipated cost of the required services. All expenses associated with such services including any administrative cost of the Town attributable to the service(s) shall be paid from the deposit. The deposit must be received by the Town prior to the Town proceeding with any action. Should the deposit be depleted prior to the completion of the development process, the applicant will be required to replenish the deposit prior to additional action on the part of the Town. Any unused portion of the deposit shall be refunded to the applicant within thirty (30) days from the date of the Certificate of Occupancy. Upon the request of the applicant, the Town Commission may review such extraordinary expenses as to the necessity and amount.