

CHAPTER XII. PLANNING AND ZONING

ARTICLE A. FEE SCHEDULE

Note: Effective July 1, 2017, a permit fee increase of 10% shall be assessed to support technology development and implementation. Funds from the increase will serve to provide increased customer service for permitting, plan review, inspections, and planning. No technology fee will be charged for the following: Re-inspection, After-hours Inspections, Temporary Certificate of Occupancy, Plan Review Fee or Small Cell Wireless Permits

Section 1. Charges and Fees.

Description	Fee
Air Quality Letter	\$25
Zoning Text Amendment	\$500
Zoning Verification Letter	\$75
Annexation Applications	\$250
Board of Adjustment (BOA):	
Appeal of Zoning Officer's Decision	\$350
Special Use Permit Application Fee	\$400
Variance	\$350
Variance: After-the-fact	\$500
Request for Special BOA Meeting	\$1,000
Historic District Commission:	
Certificate of Appropriateness	
Major Work – Commission Level	\$100
Major Work-Commission Level: After-the-fact	\$200
Minor Work – Staff Level	\$25
Minor Work-Staff Level: After-the-fact	\$50
Historic Landmark Designation	\$75
Request for Special Historic Commission Meeting	\$1,000
Rezoning:	
Zoning Map Amendment (General Rezone)	\$500
Conditional District Rezoning Application (includes 3 reviews)	\$1,000
Planned Development Master Plans (PUD & PCD) (includes 3 reviews)	\$1,750
Conditional District and Planned Development Amendments	\$1000
Rezoning Plan Review Fee (Conditional District & Planned Developments) for each submittal beyond the third review	\$150
Rezoning (Conditional District & Planned Developments) Minor Modifications	\$250
Plan and Plat Review:	
Major Subdivisions (Preliminary Plan Review)	
Up to 50 Lots	\$300 + \$50 per Lot
51 + Lots	\$500 + \$50 per Lot
Major Subdivisions (Final Plat Review)	\$50 + \$5 per Lot
Minor Subdivisions (up to 4 lots created)	\$150 per Lot
Lot Line Revisions and Lot Recombinations	\$100
Residential Permits:	
Zoning Permit, Site Plan Required (new structures)	\$150
Zoning Permit, Site Plan Required (accessories, additions, pools, etc.)	\$75
Zoning Permit, No Site Plan Required (fences, driveways and home occupations)	\$25
Industrial/Commercial Permits:	
Zoning Permit, Change of Use (Non-Refundable)	\$50

Zoning Permit, Site Plan Required	
Less than one (1) acre	\$300
1 – 10 acres	\$500
10 + acres	\$700
Zoning Permit (fences, additions <1,000 sq. ft., and accessories)	\$100
Other Permits:	
Temporary Use Permit	\$75
Downtown Food Truck Permit	\$30
Sign Permit (excludes temporary signs which are no charge)	\$35
Tree Removal Permit	\$40
Refunds	
Board of Adjustment cases are non-refundable 15 days before the meeting date. Historic District cases are non-refundable 15 days before the meeting date. All other fees are non-refundable after the first review is complete.	

Zoning Plan Review Fee Each Submittal Beyond Second Submittal	\$150
Zoning Re-inspection Fee	\$75
Small Cell Wireless	
First five in the same application	\$50 / each*
Each additional unit in the same application listed above	\$25 / each*

*No technology fee will be applied.

Effective July 1, 2025

Description	Fee
Publications:	
Concord Avenue Area Master Plan	\$20
Historic District Guidelines	\$10
Land Development Plan – Executive Summary	\$5
Land Development Plan – Full Copy	\$25
Land Development Plan Map (34" x 44")	\$30
Land Development Plan Map (24" x 34")	\$20
Downtown Master Plan – Executive Summary	\$35
Downtown Master Plan – Full Copy	\$50
Future Land Use Map for Downtown (34" x 44")	\$30
Future Land Use Map for Downtown (24" x 44")	\$20
Zoning Ordinance	\$40
Zoning Map (34" x 44")	\$30
Zoning Map (24" x 34")	\$20

Section 2. Permit Fee Exemptions

- Construction Trailers
- Residential Lake Docks
- Organizations possessing a 501-C Federal non-profit status are required to obtain the proper permit(s) as defined within this ordinance; however, such organizations will be exempt from permit fees.
- City of Monroe Departments are required to obtain the proper permit(s) as defined within this ordinance; however, City of Monroe Departments will be exempt from permit fees.