



BOONE COUNTY PLANNING COMMISSION

www.boonecountyky.org/pc
www.boonecountygis.com

Boone County Administration Building
2950 Washington Street, Room 317
P.O. Box 958
Burlington, KY 41005

Phone (859) 334-2196; Fax (859) 334-2264
plancom@boonecountyky.org

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REVISED January 10, 2020

BOONE COUNTY PLANNING COMMISSION

FEE SCHEDULE

To Administer the Boone County Zoning & Subdivision Regulations
and all Documents and Products Sold by the Boone County Planning Commission

I. MAJOR SITE PLAN REVIEW**

A. Minimum Major Site Plan Review Fee

(All Zones except Engineered Retaining Wall on Single-Family Residential Lot)

(Applicable if the fee calculated below
is less than \$1,016.00)

\$ 750.00 Flat Fee
+ \$200.00 Inspection
+ \$ 66.00 CLUR
\$1,016.00 Total Minimum Fee

Engineered Retaining Wall on Single-Family Residential Lot
(more than 4 feet in height)

\$ 400.00 Flat Fee

B. Major Site Plan Review Procedure

In I-1, I-2, I-3, I-4, EPD & A Zones

- first 20,000 sq. ft. of bldg.
- next 60,000 sq. ft. of bldg.
- any additional sq. ft. of bldg.

2.0 Cents Per Square Foot. of Building
2.5 Cents Per Square Foot of Building
2.0 Cent Per Square Foot of Building
+ \$ 20.00 Per Acre (land area)
+ \$200.00 Inspection
+ \$ 66.00 CLUR

In C-1, C-2, C-3, C-4, O-1, O-1A,
O-2, UC, UTC, UNO & FMS Zones

- first 20,000 sq. ft. of bldg.
- next 60,000 sq. ft. of bldg.
- any additional sq. ft. of bldg.

3.0 Cents Per Square Foot of Building
3.5 Cents Per Square Foot of Building
2.5 Cents Per Square Foot of Building
+ \$ 20.00 Per Acre (land area)
+ \$200.00 Inspection
+ \$ 66.00 CLUR

In R & PF Zones

1.0 Cent Per Square Foot of Building
+ \$ 20.00 Per Acre (land area)
+ \$200.00 Inspection
+ \$ 66.00 CLUR

In A-1, A-2, RSE, RS, SR-1, SR-2,SR-3
R1F, UR-1, UR-2, UR-3, MHP, RPD,
WD & CONS Zones

1.0 Cent Per Square Foot of Building
+ \$ 20.00 Per Acre (land area)
+ \$200.00 Inspection
+ \$ 66.00 CLUR

NOTE: In all Overlay Zones, review fees will be assessed according to underlying zoning district.

C. Minor Site Plan Review Procedure

All Reviews (including a retaining wall less than 4 feet in height for uses other than single-family residential)	\$ 250.00 Flat Fee +\$100.00 Inspection + \$66.00 CLUR \$ 416.00 Total Minor Site Plan Fee
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D. Design Review (When Submitted with Site Plan Review)**

1. Central Florence Strategic Plan/Parkway Corridor Overlay Staff Design Review

With a Major Site Plan	\$ 250.00 in Addition to Above Major Site Plan Review Fee
With a Minor Site Plan	\$125.00 in Addition to Above Minor Site Plan Review Fee

2. Business Districts (Section 3199)

With a Major Site Plan	\$ 300.00 if Building is Less Than 3,000 s.f. \$ 400.00 if Building is Between 3,000-10,000 s.f. \$ 500.00 if Building is Between 10,001-15,000 s.f. \$ 600.00 if Building is over 15,001 s.f. or greater (The above 4 fees are in addition to the Above Major Site Plan Review Fee)
With a Minor Site Plan	\$ 150.00 in Addition to Above Minor Site Plan Review Fee

3. Mall Road District Study Staff Design Review

With a Major Site Plan	\$ 300.00 if Building is Less Than 5,000 s.f. \$ 500.00 if Building is Between 5,000-25,000 s.f. \$ 600.00 if Building is Between 25,001-50,000 s.f. \$ 750.00 if Building is over 50,000 s.f. (The above 4 fees are in addition to the Above Major Site Plan Review Fee)
With a Minor Site Plan	\$ 150.00 in Addition to Above Minor Site Plan Review Fee

E. Special Use Permit Review

I-3 & I-4 Zones	\$2,500.00 Flat fee + \$ 20.00 Per Acre (land area) + \$500.00 Inspection (This fee is paid on initial application and every year the permit is valid.) + \$ 66 .00 CLUR
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F. Other (The following applies to A, B & C)

1. Extension of Time of Site Plan Construction Work	\$100.00 (Flat Fee) + \$200.00 Inspection
2. Revision Fee of Approved Site Plans (all zones)	80% of the Original Fee
3. Waiver of any Site Plan Review Requirement (Per Item or Requirement)	\$250.00
4. Extension of Site Plan Review Approval	\$200.00

IF PUBLIC IMPROVEMENTS SUCH AS STORM SEWERS, SANITARY SEWERS AND WATER LINES ARE EXTENDED AS PART OF A SITE PLAN REVIEW ON A LIMITED SCALE OR A SIDEWALK AND DRIVEWAY APRON IN A PUBLIC RIGHT-OF-WAY, THEN SUBMITTAL OF CITY/COUNTY CONSTRUCTION INSPECTION FEES WILL BE REQUIRED.

NOTE: Inspection fee as part of Major and Minor Site Plan Review and Special Use Permit Review refers to staff field inspection before, during and after construction.

II. SUBDIVISION REVIEW

A. Boone County Planning Commission Review

1. Preliminary Plat	\$ 700.00 Flat Fee for single-family detached residential subdivisions with less than 20 acres & 50 units + \$ 9.00 Per Lot/Dwelling Unit + \$66.00 CLUR \$ 800.00 Flat Fee for single-family detached residential subdivisions with more than 20 acres & 50 units + \$ 9.00 Per Lot/Dwelling Unit + \$66.00 CLUR \$ 800.00 Flat Fee for single-family attached residential subdivisions + \$ 9.00 Per Lot/Dwelling Unit + \$66.00 CLUR \$ 900.00 Flat Fee for office, commercial or industrial subdivisions + \$10.00 Per Acre + \$66.00 CLUR - Revisions 80% of the Original Fee
2. Improvement Plan	\$ 700.00 Flat Fee for residential subdivisions + \$9.00 Per Lot for single-family detached subdivisions or per unit for single-family attached subdivisions \$ 800.00 Flat Fee for office, commercial or industrial subdivisions + \$10.00 Per Acre - Revisions 80% of the Original Fee
3. Final Plat / Condo Regime Plat	\$ 500.00 Flat Fee + \$20.00 Per Acre (If submittal is more than 2 sheets - \$100.00 per sheet thereafter.) - Revisions 80% of the Original Fee
4. Conveyance Plat	\$250.00 Flat Fee for Each Reviewed Lot

SUBDIVISION REVIEW (Cont'd)

5. Grading Plan	\$400.00 Engineered Retaining Wall on Single-Family Residential Lot
	\$500.00 if Site is Less Than or Equal to 3 Acres
	\$600.00 if Site is 4-10 acres
	\$700.00 if Site is 10-20 acres
	\$800.00 if Site is More Than 20 acres

B. Other

Waiver of any Subdivision Regulation Requirement (Per Item or Requirement)	\$250.00
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C. City/County Public Improvement Inspection Fees

For Improvement Plan Review & Grading Plan Review

A. Unincorporated Boone County, Union & Walton

Erosion, Sedimentation Control, Street and Storm Sewer Inspection

Attached Residential - \$50.00 per unit, plus \$2.50 per lineal foot of street.

Detached Residential - \$100.00 per lot, plus \$2.50 per lineal foot of street.

Commercial, Industrial, Office, etc. - \$150.00 per lot, plus \$2.50 per lineal foot of street.

Driveway Apron/Sidewalk Inspections - \$60.00 per driveway apron and \$0.10 per lineal foot of sidewalk in commercial, industrial or office subdivisions. For residential subdivisions, a similar fee is required upon submittal of a building permit application.

B. Florence Only

Erosion, Sedimentation Control, Street, Storm Sewer, Water and Sanitary Sewer

Attached Residential - \$50.00 per unit, plus \$3.50 per lineal foot of street.

Detached Residential - \$100.00 per lot, plus \$3.50 per lineal foot of street.

Commercial, Industrial, Office, etc. - \$150.00 per lot, plus \$3.50 per lineal foot of street.

Driveway Apron/Sidewalk Inspections - \$60.00 per driveway apron and \$0.10 per lineal foot of sidewalk in commercial, industrial or office subdivisions. For residential subdivisions, a similar fee is required upon submittal of a building permit application.

NOTE: Construction Inspection Fees shall be limited to Improvement Plan and/or Grading Plan items to be dedicated for public use and maintenance on Final Plats and grading work on the entire site or a portion thereof.

Construction Inspection Fees shall be measured and calculated by the applicant and be verified by the Boone County Planning Commission according to the submitted Improvement Plan and/or Grading Plan drawings.

For Improvement Plan and Grading Plan Reviews, one hundred percent (100%) of the fee shall be submitted prior to approval of said plan.

If fees are paid at the Grading Plan Review stage, then these fees are not required at Improvement Plan Review unless changes are made.

III. HOUSTON-DONALDSON STUDY REVIEW

Long Range Planning/Comp Plan Committee Review and Recommendation	\$ 600.00 if Site is less than or equal to 5 acres
	\$ 850.00 if Site is more than 5 acres and less than or equal to 15 acres
	\$1,100.00 if site is more than 15 acres

IV. UNION TOWN PLAN REVIEW

Long Range Planning/Comp Plan Committee Review and Recommendation	\$ 600.00 if site is less than or equal to 5 acres
	\$ 850.00 if site is more than 5 acres and less than or equal to 15 acres
	\$1,100.00 if site is more that 15 acres

V. CENTRAL FLORENCE STRATEGIC PLAN/PARKWAY CORRIDOR OVERLAY/MALL ROAD DISTRICT REVIEW / GRAVES ROAD INTERCHANGE STUDY DISTRICTS REVIEW

Zoning Administrator Determination of Review Process	\$ 200.00 if site is 1 acre or less
	\$ 300.00 if site is more than 1 acre or equal to 5 acres
	\$ 400.00 if site is more than 5 acres or equal to 10 acres
	\$ 500.00 if site is over 10 acres

VI. PLANNING COMMISSION COMMITTEE REVIEW

Applicable Committee Review of Non-Design Review Conditions of Previously Approved Zoning Map Amendment or Concept Development Plan Submittals	\$ 400.00
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VII. ZONING MAP AMENDMENT AND CONCEPT DEVELOPMENT PLAN REVIEWS - SUBJECT TO PUBLIC HEARING PROCESS

Zoning Map Amendments and Concept Development Plan Reviews (including revisions)in the following zones:

A-1, A-2, R, RS, RSE, SR-1, SR-2, SR-3, R1-F & CONS Zones	\$1,300.00 Flat Fee for single-family detached residential developments with less than 20 acres & 50 units
	\$1,600.00 Flat Fee for all other residential developments with more than 20 acres & 50 units
	+ \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)
	+ \$ 66.00 CLUR
	+ \$ 15.00 Per Acre of Land Under Review
UR-1, UR-2, UR-3, MHP, PF, RPD, UC, UTC, UNO & UTO Zones	\$1,700.00 Flat Fee
	+ \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)
	+ \$ 66.00 CLUR
	+ \$ 15.00 Per Acre of Land Under Review
C-1, C-2, C-3, C-4, O-1, O-1A, O-2, FMS, PD, WD & EPD Zones	\$2,000.00 Flat Fee
	+ \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)
	+ \$ 66.00 CLUR
	+ \$ 20.00 Per Acre of Land Under Review

ZONING MAP AMENDMENT AND CONCEPT DEVELOPMENT PLAN REVIEWS (Cont'd)

I-1 & I-2 Zones	\$2,000.00 Flat fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR + \$ 20.00 Per Acre of Land Under Review
I-3, I-4 & A Zones	\$3,000.00 Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR + \$ 20.00 Per Acre of Land Under Review
Postponement or continuance of a Zoning Map Amendment Request or Concept Development Plan Approval requiring a new Public Hearing (when requested by the applicant and as a result of the applicant's action)	80% of the Above Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification)
Deferral of Zoning Map Amendment or Concept Development Request from scheduled Business Meeting or Zone Change Committee Meeting (when requested by the applicant and as a result of the applicant's action)	30% of the Above Flat Fee

VIII. BOARD OF ADJUSTMENT AND ZONING APPEAL REVIEW

Appeals:

Agricultural & Residential Zones	\$ 400.00 Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR
All Other Zones	\$ 800.00 Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR

Change of Non-Conforming Use:

Agricultural & Residential Zones	\$ 350.00 Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR
All Other Zones	\$ 650.00 Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR

Variances:

Agricultural & Residential Zones (Each Variance)	\$ 350.00 Flat Fee + \$250.00 Legal Ad, Adjoining Property Owners and Sign Posting (Notification) + \$ 66.00 CLUR
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Variances: (Cont'd)

All Other Zones \$ 650.00 Flat Fee
(Each Variance) + \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

Conditional Use Permit:

A-1, A-2 Zones \$ 450.00 Flat Fee
+ \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

PF, R, & CONS Zones \$ 450.00 Flat Fee
+ \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

RS, RSE, SR-1, SR-2 \$ 500.00 Flat Fee
SR-3 & R1F Zones + \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

Conditional Use Permit: (Cont'd)

UR-1, UR-2, UR-3, \$ 500.00 Flat Fee
MHP & Zones + \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

C-1, C-2, C-3, C-4, \$ 800.00 Flat Fee
O-1, O-1A & O-2, + \$250.00 Legal Ad, Adjoining Property Owners and
FMS & WD Zones Sign Posting (Notification)
+ \$ 66.00 CLUR

I-1 & I-2 Zones \$ 800.00 Flat Fee
+ \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

I-3 & I-4 Zones \$1,000.00 Flat Fee
+ \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

SC Overlay District \$ 500.00 Flat Fee
+ \$250.00 Legal Ad, Adjoining Property Owners and
Sign Posting (Notification)
+ \$ 66.00 CLUR

IX. ZONING PERMIT REVIEW & HOME OCCUPATIONAL REVIEW

In all Residential & Agricultural (if required) \$90.00 Per Unit
Zones (Single & Two-Family Units)

Accessory Structures \$45.00
(Pools, Garages, Decks, etc.)

Home Occupancy Permit Applications \$ 60.00
(One-Time Permit based on Location)

Tenant Finish for New Office, Retail, \$200.00
Industrial, etc. Uses

X. SIGN PERMIT REVIEW

Entrance and Monument Signs (flat fee for each sign) (Sections 3410 & 3412)	\$150.00 per sign \$ 60.00 (Directional Sign and per sign)
Museum Signs, Church Signs, School Signs, Library Signs, etc. (flat fee for each sign) (Section 3411)	\$100.00
Building-Mounted Signs (flat fee for each sign) (Section 3413)	\$100.00 if Sign is Between 0-32 s.f. in Size \$150.00 if Sign is Between 33-50 s.f. in Size \$300.00 if Sign is Between 51-100 s.f. in Size \$375.00 if Sign is More than 100 s.f. in Size
Free-Standing/Canopy Signs (flat fee for each sign) (Section 3413)	\$100.00
Drive-Through Signs or Menu Boards	\$100.00 per Sign
Free-Standing/Monument Signs (flat fee) for each sign) (Section 3413)	\$250.00 if Sign is Between 0-50 s.f. in Size \$375.00 if Sign is Between 51-100 s.f. in Size \$425.00 if Sign is More Than 100 s.f. in Size
Incidental Electronically Changeable Message Sign (Section 3430.2)	\$ 50.00 plus Applicable Building Mounted or Free-Standing/ Monument Sign Fees Above
Temporary Advertising Display Permits (Section 3420)	\$ 45.00 for Each Permit
Off-Premises Signs (Section 3425)	Conditional Use Permit Required (see fee schedule) PLUS \$400.00 if Sign is Less Than 200 s.f. \$650.00 if Sign is Equal to or Greater Than 200 s.f.
Electronically Changeable Message Signs (Section 3430.1)	Conditional Use Permit Required (see fee schedule) PLUS \$200.00 if Sign is Less Than 50 s.f. \$375.00 if Sign is Equal to or Greater Than 50 s.f.
Small Community Overlay District Signs (Building-Mounted & Free Standing Signs) (Section 3460)	\$ 50.00 if Sign is Between 0-32 s.f. in Size \$ 80.00 if Sign is Between 33-50 s.f. in Size \$150.00 if Sign is Between 51-100 s.f. in Size \$200.00 if Sign is More Than 100 s.f. in Size

NOTES: (1) All sign permit reviews for sites located in the *Houston-Donaldson Study* area, the *Florence Main Street Study* area and the *Union Town Plan Study* area shall be subject to the applicable standards and procedures of the Study.

(2) A sign permit application and fee of \$80.00 (0-100 s.f. sign) or \$160.00 (above 100 s.f. sign) is required if the sign face only is being changed. This applies to all of the above signs.

XI. TEMPORARY AND SEASONAL TEMPORARY COMMERCIAL DISPLAY REVIEW, STORAGE TRAILER PERMITS & TEMPORARY USE PERMITS

Seasonal Temporary Commercial Displays	\$300.00 per Permit
Temporary Commercial Displays	\$200.00 per Permit
Temporary Storage Trailer Permits	\$300.00 per Permit
Temporary Use Permits	\$200.00 per Permit

XII. DESIGN REVIEW

A) Design Review (Houston-Donaldson Study) (Based on Building Under Review)	\$ 600.00 if Building is Less Than 25,000 s.f. \$ 750.00 if Building is Between 25,001-50,000 s.f. \$ 900.00 if Building is Between 50,001-100,000 s.f. \$1,100.00 if Building is Equal or Greater Than 100,000 s.f.
Review of Sign under Houston-Donaldson Study	\$300.00 Plus Sign Permit Fees
B) Design Review (Florence Main Street Zoning Study) (When reviewed before the Florence Main Street Review Board)	\$ 75.00 Residential Bldg. Review-Single-Family Residence \$150.00 Residential Bldg. Review-Multiple Units \$300.00 Commercial/Office Building Review \$ 75.00 Sign Review
Design Review (Florence Main Street Zoning Study) (When reviewed by staff only)	\$ 40.00 Residential Bldg. Review-Single-Family Residence \$ 80.00 Residential Bldg. Review-Multiple Units \$150.00 Commercial/Office Building Review \$ 40.00 Sign Review
C) Design Review (Union Town Plan) (UNO, UC & UTC Zones Only) (Based on Building Under Review)	\$ 300.00 for Renovation of Existing Building \$ 600.00 if Building is Less Than 25,000 s.f. \$ 750.00 if Building is Between 25,001-50,000 s.f. \$ 900.00 if Building is Between 50,001-100,000 s.f. \$1,100.00 if Building is Equal or Greater Than 100,000 s.f.

XIII. HISTORIC DISTRICT OR LANDMARK OVERLAY REVIEW

Establishment of Historic District or Landmark Overlay	
- Boone County Planning Commission Public Hearing	\$200.00 Flat Fee

XIV. UNIFORM APPLICATION REVIEW OF WIRELESS COMMUNICATION FACILITIES AND SERVICES

Staff, Consultant & Commission Review as Part of Public Hearing Process for New Cellular Antenna Towers	\$2,500.00 Flat Fee
Staff Review of Co-Location Site for Existing Cellular Antenna Towers	\$1,250.00 Flat Fee
Staff Review of New Small Cellular Pole	\$500.00 Per Pole
Staff Review of Existing Small Cellular Pole Co-Location	\$300.00 Per Pole

XV. ZONING VERIFICATION LETTER AND ZONING CERTIFICATION LETTER FROM ZONING ADMINISTRATOR

Standard Letter from Zoning Administrator Verifying Zoning of Site (for the benefit of lending institutions, law firms and other similar groups)	\$50.00 Flat Fee
Research & Letter from Zoning Administrator Regarding Zoning History of Site	Bill at a Rate of \$75.00 per hour (Changes are based on one-half hour increments)

XVI. PUBLIC FACILITY ADVISORY REVIEW \$200.00

XVII. REQUEST FOR SPECIAL MEETINGS & ADDITIONAL MEETING COSTS

Contrary to Normal Scheduling (BCPC & BOA)	\$1,000.00 Flat Fee plus normal application fee
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If any application requires any additional cost beyond staff (e.g. renting equipment, other professional services, etc.), the applicant will be required to pay for these additional costs prior to action by the Planning Commission.

XVIII. PLANNING COMMISSION REVIEW OF APPLICANT TRAFFIC IMPACT STUDIES & OTHER TECHNICAL DOCUMENTS/STUDIES

Should the Planning Commission need to hire an outside consultant to review an applicant's traffic impact study or other technical document or study submitted as part of an application, the applicant shall pay for the entire cost of the consultant's work prior to action by the Planning Commission. This requirement shall be determined by the Executive Director of the Boone County Planning Commission based upon the scale of the project and types of land uses proposed and their community impact.

IX. COPIES, MAPS, DOCUMENTS & PUBLICATIONS

Note: The items below do not include postage and/or delivery costs. This is an additional cost.

Photocopies

- 8-½ x 11	\$.10 - .25/Page
- 8-½ x 14	\$.25/Page
- 11 x 17	\$.50/Page
- 18 x 24 and larger	Per 3rd Party Cost

Maps

2002 Zoning Maps, scale 1"=1,000' (City/County)	\$ 5.00/Sheet
- Complete Set (31 maps)	\$ 60.00/Set
Out-of-Date Zoning Maps	\$ 5.00/Sheet

Documents & Publications

2008 Zoning Regulations	\$ 30.00
2002 Zoning Regulations	\$ 20.00
2005 Subdivision Regulations	\$ 15.00
2010 Subdivision Regulations	\$ 25.00

Documents & Publications (Cont'd)

2010 & 2005 Comprehensive Plan (Book)	\$ 35.00 each
2010 & 2005 Comprehensive Plan (CD)	\$ 20.00 each
2010 & 2005 Existing & Future Land Use Map	\$ 5.00 each

1994 Florence Main Street Zoning Study	\$ 10.00
2002 Historic Structures of Boone County	\$ 10.00
1992 Houston-Donaldson Study	\$ 20.00
2012 Mall Road District Study	\$ 25.00
PDR/TDR Study	\$ 10.00
Central Florence Strategic Plan (An Update of the Parkway Corridor Study)	\$ 20.00
2000 Union Town Plan	\$ 20.00
2000 Union Town Plan Map	\$ 5.00 (11" x 17")
1998 Western Boone County Study	\$ 10.00
Documents Not Listed	Actual Reproduction Costs

XX. GIS SERVICES, GIS DATA & MAPPING RELATED PRODUCTS (Attachment A)

The fees which appear in Attachment A are subject to change based upon action by the Boone County GIS Advisory Board. Such fees are an attachment to the Boone County Planning Commission Fee Schedule (e.g. hard copy maps, digital data products, GIS services, non-profit requests, etc.). All other fees such as partnership, contributing membership and subscription fees are determined by the Executive Director of the Boone County Planning Commission in consultation with the GIS Advisory Board.

The following notes apply to all permit/plan/plat reviews and fees:

- (1) Neither refunds, or a partial refund of review fees will be given if permits, plans or plats are denied or withdrawn (if processed).
- (2) Fee schedule is subject to final interpretation of the Executive Director. The Executive Director may update the Fee Schedule accordingly as new documents and publications are created.
- (3) The square footage of a building is calculated in a way that it will include basements and all floor areas, including multi-story buildings.
- (4) All review fees for Boone County Planning Commission, Boone County, Florence, Union and Walton Board of Adjustments, Boone County Historic Preservation Review Board and Florence Main Street Review Board shall be paid in advance of the review and at the time of application submittal. All review fees shall be paid prior to final action by the Planning Commission. All review fees are based upon the Planning Commission's adopted fee schedule. The waiver of review fees before any Board is prohibited unless approved by the Boone County Planning Commission and under unusual circumstances. These unusual circumstances and request must be explained in a letter to the Boone County Planning Commission. The waiver request shall be submitted within two days at the time of application submittal.

The following guidelines/criteria will be used in granting a waiver of fees upon request by the applicant:

- a) The organization has to be incorporated as a non-profit organization or be affiliated/sponsored by a non-profit organization.
- b) The maximum amount waived by the Planning Commission shall not exceed \$300.00.
- c) No organization can receive more than one waiver of fees per calendar year.
- d) The Planning Commission has the right to use other appropriate guidelines/criteria if deemed necessary.

REVISED AND ADOPTED BY BOONE COUNTY PLANNING COMMISSION ON MAY 19, 2021.

Kevin P. Costello, AICP
Executive Director
Boone County Planning Commission

Date