

RESOLUTION NO. R- 9 -22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, PROVIDING AN UPDATED AND REVISED COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN; PROVIDING THAT THE TOWN'S REVISED SCHEDULE OF FEES AND CHARGES SHALL BE AVAILABLE FOR INSPECTION AT ALL TIMES AT THE TOWN HALL DURING REGULAR BUSINESS HOURS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Commission of the Town of Palm Beach Shores has previously adopted fees as set forth in the Town's Fee Schedule to be imposed for the various services rendered by the Town for its citizens and for other members of the public; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to adopt various additions and revisions to the Town's Fee Schedule; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to make certain the updated Fee Schedule, including the additions and revisions as set forth therein, is available for inspection such that any member of the public may be aware of the cost of all services provided by the Town of Palm Beach Shores.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AS FOLLOWS:

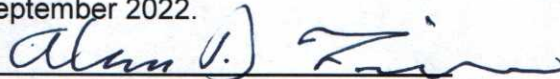
SECTION 1: The Town Commission of the Town of Palm Beach Shores, Florida, hereby officially adopts the comprehensive revised schedule of fees and charges attached hereto as Exhibit "A" and made a part hereof as if fully set forth herein.

SECTION 2: The updated Fee Schedule, as set forth in Exhibit "A" shall be available at the Town Hall for inspection by the public during normal business hours.

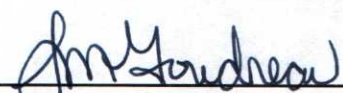
SECTION 3: This Resolution specifically supersedes any and all other fee schedules previously adopted, including but not limited to Resolution R-12-20, adopted September 29, 2020.

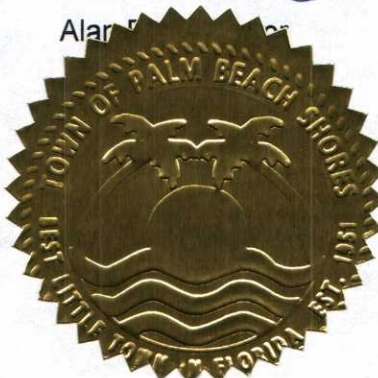
SECTION 4: This Resolution shall take effect immediately upon adoption by the Town Commission.

PASSED AND ADOPTED this 26th day of September 2022.


Alan D. Zim

ATTEST:


Jude Goudreau, Town Clerk



**Town of Palm Beach Shores
Fee Schedule**



TYPE OF FEE	AMOUNT
<u>ADMINISTRATIVE FEES</u>	
Certified Copies	\$ 5.00 each
Lien Search	\$ 25.00
Lot File Review	\$ 15.00 free for owners
Meeting with:	
Code Official	\$ 150.00 per hour
Building Official	\$ 150.00 per hour
Zoning Official	\$ 150.00 per hour
Open Records:	
Search/Retrieval	See Open Record Rate Schedule - Exhibit B
Electronic Copies	No charge if available
Black & White Copies	\$ 0.15 per page
Color Copies & Double Sided	\$ 0.20 per page
Business Tax Receipt (administrative fees):	
Annual BTR Inspections by Code Officer - residential	\$ 50.00
Annual BTR Inspections by Code Officer - commercial	\$ 100.00 includes timeshares
Re-Inspections	\$ 50.00
Transfer (to new owner)	10% of BTR max \$25; min \$3; per F.S. Sec 205.033(2)
Transfer (to new location)	10% of BTR max \$25; min \$3; per F.S. Sec 205.033(3)
Transfer (to new name)	\$ 15.00
Duplicate	\$ 15.00
Annual Fire Inspection Fee	
Residential	\$ 50.00
Commercial	90.00 Per Hour includes timeshares
Re-Inspections - residential	\$ 50.00
Re-Inspections - commercial	90.00 Per Hour includes timeshares
Solicitor Fees for all commercial activity (See Sec. 18-42 of the Town Code of Ordinances)	
Annual Fee	\$ 300.00
Monthly Fee, 30 day (minimum required)	\$ 50.00
For Sale or For Rent Signs	\$ 55.00 per sign
Garage Sale Sign deposit (refundable)	\$ 40.00 per sign
Garage Sale Permit	\$ 15.00

Town of Palm Beach Shores
Fee Schedule



TYPE OF FEE	AMOUNT	
Beach Parking Permit:		
Resident (annual)	\$	10.00
Guest Pass or Hotel/Motel	\$	10.00
Non-Resident (annual; limited to # of permits issued per year – set by Town Commission)	\$	350.00
Special Event Permit (Town Beach or on any Town Property)		
Timely Application	\$	50.00
Untimely Application	\$	150.00
No Special Event Permit on Beach or any Town Property	\$	500.00 Fine
Community Center Rental		
RESIDENT RENTAL		
First Floor of Community Center		
Security Deposit	\$	50.00 Refundable
Rental Fee (10 Hours) <i>includes sales tax 7%</i>	\$	53.50
Additional Hours - <i>includes sales tax 7%</i>	\$	53.50 per hour
Grill - <i>includes sales tax 7%</i>	\$	26.75
Kitchen - <i>includes sales tax 7%</i>	\$	26.75
Cleaning Fee (non refundable)	\$	175.00 Non refundable
Special Permit (over 50 guests)	\$	50.00
Second Floor Community Center		
Security Deposit	\$	500.00 Refundable
Rental Fee (10 Hours) <i>includes sales tax 7%</i>	\$	428.00
Additional Hours - <i>includes sales tax 7%</i>	\$	107.00 per hour
Cleaning Fee (non refundable)	\$	255.00 Non Refundable
Special Permit (over 50 guests)	\$	50.00
Approved Service Provider (FOR NON-RESIDENT RENTAL)		
Security Deposit	\$	2,000.00 Held while approved service provider
First Floor - Rental Fee (10 Hours)	\$	250.00
Second Floor - Rental Fee (10 Hours)	\$	2,100.00
Additional Hours	\$	150.00 per hour
Special Permit (over 50 guests)	\$	50.00
Underground Utility Waiver Application	\$	50.00
Unauthorized Sewer Connection; Per Incident	\$	500.00
<i>(See Town Code of Ordinances, Sec. 74-131)</i>		

Town of Palm Beach Shores
Fee Schedule



TYPE OF FEE	AMOUNT	
Sewer System Maintenance Rates		
<i>(See Town Code of Ordinances, Sec. 74-131)</i>		
Single unit / vacant single unit lot accounts	\$	32.00
Multiple units w/ facilities for meal preparation	\$	26.00
Multiple units w/o facilities for meal preparation	\$	23.58
Each seat in restaurant/lounge/bar	\$	3.93
Each marina boat slip	\$	2.62
Proportionate Fair-Share Program Application	\$	50.00
Special Meetings/Hearings	\$	150.00 plus advertising costs

Town of Palm Beach Shores
Fee Schedule



TYPE OF FEE	AMOUNT
<u>LAW ENFORCEMENT</u>	
Parking Penalties:	
Obstructing Traffic	\$ 35.00
Parallel parking within 10 ft. of fire hydrant	\$ 60.00
Parking on any street or right-of-way, including the "10-foot strip"	\$ 35.00
Double-parking	\$ 35.00
Parking in prohibited area posted with a "No Parking" sign	\$ 35.00
Parallel parking w/in 15 ft. of a "STOP" sign	\$ 45.00
Blocking driveway, public or private	\$ 45.00
Parking on private property w/out permission	\$ 45.00
Parking at beach parking lot w/out permit	\$ 60.00
Parking at beach parking lot with expired permit	\$ 35.00
Parking in handicapped parking space w/o permit	\$ 260.00
Parking in fire lane or zone	\$ 85.00
Parking in any manner as to block any portion of a sidewalk and/or bicycle path or cross walk	\$ 35.00
Parking outside of designated lines at beach or Town Hall parking lots	\$ 35.00
Other Penalties	
Littering	\$ 200.00
Animals (Chapter 10) Violations:	
First violation	written or verbal warning citation
Second violation	\$ 100.00
Subsequent violations	\$ 200.00 each
Illegal use of bicycles, roller-skates, rollerblades, skateboards, quadricycles, electric vehicles of any kind	\$ 25.00

Town of Palm Beach Shores Fee Schedule



TYPE OF FEE	AMOUNT
PLANNING AND ZONING	
Development Orders *	
Development Application Fee (DRC)	\$ 350.00 Plus Contracted Services
P&Z Application Fee	\$ 350.00 Plus Contracted Services
Variance	\$ 750.00 Plus Legal Ads/Contracted Services
Special Exception	\$ 250.00
Comprehensive Plan Amendment	\$ 750.00
Re-zoning	\$ 750.00
Plat Approval	\$ 600.00 Plus Contracted Services
Site Plan Review or Modification	\$ 350.00
Telecom Site Plan Review of Modification	\$ 500.00
Building Plan Review & Inspections	\$ 150.00
Administrative Appeal	\$ 250.00

**All development orders are subject to the fees listed herein in addition to any legal fees associated with the Town's review/processing of the development application, any costs associated with the Town's consultants' review of the development application, postage and advertising, which may exceed the fee amount listed herein per Sec 14-83 and pf 17.4 of the Town Code*

Specially set meetings of the DRC, Planning & Zoning Board and/or Town Commission at the request of an applicant shall require the applicant to pay actual cost (minimum one hour) in advance for all Town consultants' involvement in said meeting(s), including, but not limited to the Town Attorney, Planner, Engineer and other consultants as applicable.

**Town of Palm Beach Shores
Fee Schedule**



TYPE OF FEE	AMOUNT
BUILDING PERMIT FEES	

Building permit fees are determined based on the valuation formula as follows:

<i>Structure Cost</i>		<i>Permit</i>
<i>Over:</i>	<i>But Not Over:</i>	<i>Fee:</i>
\$ -	\$ 1,000.00	\$ 30.00
\$ 1,000.00	\$ 100,000.00	\$30 + 3% of amount over \$1,000.00
\$ 100,000.00	\$ 250,000.00	\$3,000 + 2% of amount over \$100,000.00
\$ 250,000.00	\$ 500,000.00	\$6,000 + 1.5% of amount over \$250,000.00
\$ 500,000.00	---	\$9,750 + 1% of amount over \$500,000.00

IMPORTANT NOTE:

Pursuant to Section 553.721 Florida Statutes, the Building Department is required to assess and collect a **1% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. Pursuant to Section 468.631 Florida Statute, the Building Department is required to assess and collect at **1.5% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. **The total minimum amount collected on any permit pursuant to these state statute provisions will be \$4.00.**

Additional Fees:

Plan Review or Plan Revision	\$ 80.00 per hour
Permit Revision (not including Plans revisions)	\$ 75.00
Change of Contractor Fee	\$ 30.00
Re-Inspection fee	\$ 50.00
Electrical Permit	\$ 30.00
Reinstate Expired Permit of Less Than 1 Year	Half of Valuation Formula Above
Reinstate Expired Permit of More Than 1 Year	Per Valuation Formula Above

(May be waived in part or in total by the Building Official)

Open Records Process and Rates:

The Custodian of Records will receive all requests for records and distribute the requests to the various departments for processing the data. A record request can be anonymous or in writing if the requestor desires, requests can be received in person, via email, or telephone.

There will be no charge for the first 30 minutes for the search, retrieval, and copying of any open records request.

There will be no charge for any documents that are currently stored in an electronic format.

If the search, retrieval, and coping time exceeds 30 minutes, there will be an hourly administrative charge not to exceed the hourly rate of the lowest paid full-time employee who, in the discretion of the custodian of records, has the necessary skills and training to perform the request.

Copying charges will also be incurred at the cost of \$.015 per page for black/white copies and \$.020 per page for color copies.

Electronic records transferred to Flash Drive will be \$15 each.

Lot File Review Requests - \$15 per file paid in advance.

Documents that cannot be produced in-house will be sent to the town's reproduction vendor and the requestor will be charged the actual costs for reproduction.

For requests expected to exceed \$25, an estimate of costs will be prepared and must be approved by the requestor. Any anticipated costs exceeding \$25, \$50, or \$100 will be paid in advance as a deposit. If the final costs exceed the anticipated costs, final payment of the balance will be paid prior to the release of any records. If the balance is not paid within 10 days of receiving the final costs invoice, the deposit will be forfeited. Any payment over the actual costs will be refunded within 10 business days.

EXHIBIT "B" **TO TOWN'S FEE SCHEDULE**