

**HILLSBOROUGH COUNTY CITY-COUNTY  
PLANNING COMMISSION**

**2016 USER FEE UPDATE STUDY**

**DRAFT REPORT**



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*Prepared for:*

**Hillsborough County City-County Planning Commission**

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## Executive Summary

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The Hillsborough County City-County Planning Commission (the Planning Commission) retained Tindale Oliver (TO) to review user fees charged for their planning services in Hillsborough County and the cities of Tampa, Plant City, and Temple Terrace. The user fees addressed in this technical report include:

- Privately initiated plan amendments;
- Rezoning reviews;
- Developments of Regional Impact (DRI) reviews; and
- Port permit reviews.

Based on the Planning Commission's timekeeping system and plan amendment database, this study analyzed the effort related to the applications listed previously. In addition, several differentiators were reviewed to understand the variation in effort levels to review plan amendments with certain characteristics.

The following provides a summary of the primary findings for each service type. Throughout this report, the term **"Cost per Project"** is used to indicate cost determined based strictly on effort data while **"Calculated Fee"** refers to a potential fee developed based not only on the cost data, but also discussions with and insight from the Planning Commission's staff in terms of effort related to providing various services. **It is important to note that the Calculated Fees do not represent a recommendation, but are provided with the intent of identifying potential fee levels based on effort related to providing services. The final level of user fees is a policy decision and could be lower than the costs identified in this report.**

- **Plan amendments** – Currently, the fee for plan amendments has two size categories: one for those smaller than 500 acres (\$1,000 per application), and the other for larger properties (\$3,000 per application). After a review of several service differentiators and discussions with the Planning Commission's staff, it was determined that the Planning Commission would discontinue this tiering system and convert to a flat fee. The calculated average cost for privately initiated plan amendments is \$4,000 for Hillsborough County and \$3,000 in the cities of Tampa, Plant City, and Temple Terrace. In addition to the plan amendment fee, it was suggested that an additional charge of \$500 could be collected from plan

amendments that are continued into the next planning review cycle to reflect the additional effort. This charge would be applicable only when the request is made by the applicant.

- **Rezoning reviews** – The current fee for rezoning reviews is \$150 per review. After a review of the effort associated with conducting rezoning reviews and discussions with the Planning Commission’s staff, an average cost of \$1,000 per application in Hillsborough County and the City of Tampa was calculated. The calculated fee for rezoning applications in the cities of Plant City and Temple Terrace is \$500.
- **Development of Regional Impact (DRI)** - After a review of the effort associated with conducting DRI reviews and discussions with the Planning Commission’s staff, it was determined that the Planning Commission would eliminate the DRI review fee. This is primarily due to the fact there are no longer any new DRI applications and effort related to existing DRIs tends to be minimal and/or combined with other services.
- **Port Permit reviews** – The current fee is \$200 per port permit review. Based on a review of the effort associated with conducting port permit reviews and discussions with the Planning Commission’s staff, an average fee of \$1,500 per review was calculated for Hillsborough County and the cities of Tampa and Temple Terrace.

The current user fees charged by the Planning Commission was last updated in 1987. **Table ES-1** provides a summary of the calculated user fees compared to the current fees adjusted for inflation since the last update. The adjustment to the current fees include an assumed 3-percent inflation rate over a 29-year period.

**Table ES-1  
User Fee Comparison (Calculated Costs vs. Adjusted Current Fees)**

Fee Type	Plan Amendment			Rezoning Review	Port Permit Review
	Text & Small (< 500 acres)	Large (> = 500 acres)	Continued Application Request		
<b>Current Fee<sup>(1)</sup></b>					
Hillsborough County	\$1,000	\$3,000	N/A	\$150	\$200
Tampa	\$1,000	\$3,000	N/A	\$150	\$200
Plant City	\$1,000	\$1,000	N/A	No Fee	N/A
Temple Terrace	\$1,000	\$1,000	N/A	No Fee	\$200
<b>Adjusted Current Fee<sup>(2)</sup></b>					
Hillsborough County	\$2,357	\$7,070	N/A	\$353	\$471
Tampa	\$2,357	\$7,070	N/A	\$353	\$471
Plant City	\$2,357	\$2,357	N/A	N/A	N/A
Temple Terrace	\$2,357	\$2,357	N/A	N/A	\$471
<b>Calculated Fee<sup>(1)</sup></b>					
Hillsborough County	\$4,000	\$4,000	\$500	\$1,000	\$1,500
Tampa	\$3,000	\$3,000	\$500	\$1,000	\$1,500
Plant City	\$3,000	\$3,000	\$500	\$500	N/A
Temple Terrace	\$3,000	\$3,000	\$500	\$500	\$1,500
<b>Percent Change<sup>(3)</sup></b>					
Hillsborough County	70%	-43%	N/A	183%	218%
Tampa	27%	-58%	N/A	183%	218%
Plant City	27%	27%	N/A	N/A	N/A
Temple Terrace	27%	27%	N/A	N/A	218%

(1) Source: Tables 1,2 and 3

(2) Current fee indexed by 3% for 29 years since 1987

(3) Percent change from the adjusted current fee (Item 2) to the calculated fee (Item 1)

N/A – Information not available or not applicable

# I. Introduction

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Hillsborough County City-County Planning Commission (the Planning Commission) is the countywide local planning agency for Hillsborough County and the cities of Tampa, Plant City, and Temple Terrace. The Planning Commission is primarily responsible for tasks associated with the comprehensive planning process along with various other functions. The Planning Commission provides several paid services to the private sector in conjunction with the comprehensive planning process. The user fees for these services have not been updated since 1987 with the most recent review of the user fees taken place in 2007. As such, the Planning Commission has retained the services of Tindale Oliver (TO) to update the user fee schedule.

This report describes the methodology used to update the user fees. The Planning Commission charges different rates for planning services for projects located in Hillsborough County, City of Tampa, Plant City and Temple Terrace. An evaluation of all four groups was conducted as part of this study and fees were calculated for each jurisdiction. The four service areas that are addressed in this report include:

- Privately initiated plan amendments;
- Rezoning reviews;
- DRI reviews; and
- Port permit reviews.

Throughout this report, the term **“Cost per Project”** is used to indicate cost determined based strictly on effort data while **“Calculated Fee”** refers to a potential fee developed based not only on the cost data, but also on discussions with and insight from the Planning Commission’s staff in terms of effort related to providing various services. **It is important to note that the Calculated Fees do not represent a recommendation, but are provided with the intent of identifying potential fee levels based on effort related to providing services. The final level of user fees is a policy decision and could be lower than the costs identified in this report.**

## II. Fee Analysis and Development

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The updated user fees in this report are based on historical time and cost reports provided by the Planning Commission. In addition to the timekeeping and cost information, staff interviews were also conducted to understand the varying effort levels associated with plan amendments, rezoning reviews, DRI reviews, and port permit reviews. The following paragraphs summarize the findings of the analyses conducted.

### **Plan Amendments**

As stated in the Planning Commission's Comprehensive Plan Amendment Procedures Manual, there are two types of Comprehensive Plan Amendments: text amendments and map amendments. Text amendments can modify, add or delete text from the local governments' Comprehensive Plans. A map amendment can change the land use category on the Future Land Use Map within a specific jurisdiction. Within Hillsborough County and the City of Tampa, the Planning Commission currently charges \$3,000 for map amendment projects with 500 acres or more, and \$1,000 for map amendment projects of less than 500 acres and all text amendments. Within the cities of Plant City and Temple Terrace, the Planning Commission charges \$1,000 for all map and text amendments.

The methodology used to update the user fees included the following steps:

- Over the past several years, the Planning Commission tracked staff time at the project level for plan amendments. The direct effort associated with these projects were reviewed.
- In addition to this project level effort recording, the Commission set up project codes for indirect support activities, such as preparation of necessary advertisement, letters, signs, notices, etc. as well as attending meetings with elected bodies as needed. These types of activities were recorded and combined for all amendments in a given cycle.
- In addition to time recording, the Planning Commission also tracked various characteristics of the projects, which may affect the effort levels.

Based on a review of this data for the time period from 2012 through 2015, an average cost of providing review services was calculated. The following paragraphs provide a summary of the results.

### **Direct Cost**

As part of the process of updating the Planning Commission's plan amendment user fees, a review of the direct cost of providing plan amendment services was necessary. Direct costs include only the cost associated with staff time of reviewing a plan amendment project and do not include indirect costs such as advertising, printing, attorney fees, etc. Hourly rates reported for the staff include salaries/wages and benefits/fringe.

Additionally, a review of the direct cost associated with various plan amendment types including size, location, and complexity were reviewed to document the varying level of effort associated with different types of plan amendment reviews. The characteristics reviewed include:

- Public vs. Private;
- Need for a review by the Florida Department of Economic Opportunity (DEO) (Yes or No);
- Map vs. Text;
- Outside the Urban Service Area;
- Application Withdrawn (Yes or No); and
- Application Continuation Request (Yes or No).

The process of reviewing the effort associated with the different types of plan amendments included the following steps.

- (1) A weighted average cost per project was developed based on the historical time and cost reports provided by the Planning Commission.
- (2) Projects reviewed began between Fiscal Years 2012 and 2015. Fiscal Year 2016 project cost and time were included if the review was initiated between Fiscal Years 2012 and 2015. This is to ensure that the full cost of conducting a review was included.
- (3) The resulting project costs were reviewed with the Planning Commission's staff and any outliers were identified and removed from the summaries.

After a review of the variation in effort levels resulting from these differentiators and discussions with the Planning Commission's staff, it was determined that a variation in fees would be calculated for public versus private plan amendments and application continuation requests. In the case of the other differentiators, there was insufficient data



to support a variation in the fee either due to the limited number of observations or insignificant variation in the cost per project.

As shown in **Table 1**, the calculated plan amendment fee for privately initiated plan amendments is \$4,000 in Hillsborough County and \$3,000 in the cities of Tampa, Plant City and Temple Terrace.

As previously mentioned, it was also determined that there is a significant variation in the effort level for plan amendments that are continued into the next plan amendment review cycle. This analysis compared the cost per project of all plan amendments that were continued and eventually completed (i.e., not withdrawn) to those that were completed without a continuance. Presented in **Table 2** is the calculated fee for plan amendments continuing into the next plan amendment cycle. As shown, the calculated fee is \$500 for each continuation request, which would be applied when the continuation was requested by the applicant (and not by the Board of County Commission).

A more detailed calculation of the cost per project is included Appendix A, Table A-1.

**Table 1  
Public vs. Private Plan Amendments**

Jurisdiction	Cost per Project (Effort) <sup>(1)</sup>		Private Plan Amendment Calculated Fee <sup>(2)</sup>	Current Fee <sup>(3)</sup>		% Change <sup>(4)</sup>	
	Public Plan Amendment	Private Plan Amendment		Text & Small (< 500 acres)	Large ( ≥ 500 acres)	Text & Small (< 500 acres)	Large ( ≥ 500 acres)
<b>Public vs. Private Plan Amendment</b>							
Hillsborough County	\$3,800	\$4,300	\$4,000	\$1,000	\$3,000	300%	33%
Tampa	\$1,400	\$3,000	\$3,000	\$1,000	\$3,000	200%	0%
Plant City	\$4,500	\$3,500	\$3,000	\$1,000	\$1,000	200%	200%
Temple Terrace <sup>(5)</sup>	\$2,200	\$9,700	\$3,000	\$1,000	\$1,000	200%	200%

- (1) Source: Appendix A, Table A-1. Figures shown are the weighted average cost per project which include all projects that began between FY 12 and FY 15. FY 16 project's cost/hours were included in the analysis if they began between FY 12 and FY 15.
- (2) Calculated fee determined by a review of the cost per project and discussions with the Planning Commission's staff.
- (3) Source: Hillsborough County City-County Planning Commission
- (4) Percent change from the current fee (Item 3) to the calculated fee (Item 2)
- (5) Note that the private plan amendment cost per project is based off one observation.

**Table 2  
Continued Application Request**

Jurisdiction	Cost per Project (Effort) <sup>(1)</sup>		\$ Value Difference <sup>(2)</sup>	Calculated Fee <sup>(3)</sup>
	Continued Application Not Withdrawn	Application Not Continued or Withdrawn		
<b><i>Continued Application Request</i></b>				
Hillsborough County	\$4,600	\$3,900	\$700	\$500
Tampa	\$3,600	\$2,600	\$1,000	\$500
Plant City	N/A	\$3,600	N/A	\$500
Temple Terrace	N/A	\$2,600	N/A	\$500

(1) Source: Appendix A, Table A-1

(2) Difference between the cost per project of continued applications not withdrawn and the cost per project for those that were not continued or withdrawn.

(3) Calculated fee determined by a review of the cost per project and discussions with the Planning Commission's staff.

N/A – Information not available or not applicable

***Indirect Costs***

The total cost of providing plan amendment review services also include indirect costs. As discussed previously, indirect costs reflect effort associated with tasks such as preparation of advertisements, legal notices, signs, and letters, attending Board or Council meetings, and other general tasks that are conducted at times simultaneously for multiple amendments. At this time, the available data on these indirect costs is not sufficient or consistent to draw conclusions regarding an additional charge. As such, it is recommended that the Planning Commission continue to keep track of these costs to obtain a larger and possibly a more detailed sample, so that these indirect costs can be incorporated in future updates of the plan amendment user fee. Of these, advertisement costs could be paid at the time of the application based on an estimate of actual cost.

### **Non-Plan Amendments**

In addition to the plan amendment reviews, the Planning Commission also provides rezoning reviews, DRI reviews, and port permit reviews. Currently, the Planning Commission charges \$150 for rezoning reviews and \$500 for DRI reviews in Hillsborough County and the City of Tampa, and \$200 for port permit reviews in Hillsborough County and the cities of Tampa and Temple Terrace. The Planning Commission does not charge a fee for rezoning reviews or DRI reviews in Plant City or Temple Terrace. A port permit review is not applicable in Plant City.

The Planning Commission was able to provide the aggregate cost, time (in hours), and total number of projects for each of the non-plan amendment fees by jurisdiction for Fiscal Years 2012 through 2016 (year to date). Due to Fiscal Year 2016 being a partial year and Fiscal Year 2012 varying significantly from the other years, data from Fiscal Years 2013 through 2015 was used in the fee calculations. Further discussion of findings regarding the three review types are included in the following paragraphs.

#### ***Rezoning Reviews***

After a review of the cost of providing rezoning review services and discussions with the Planning Commission staff, an average cost of \$1,000 in Hillsborough County and Tampa and \$500 in Plant City and Temple Terrace was determined. However, due to the inability of differentiating the rezoning review types, such as Euclidean vs. Planned Development, the Planning Commission staff suggested that a fee lower than this average cost may be appropriate to provide a conservative estimate and ensure applicants are not being overcharged.

#### ***DRI Reviews***

Based on a review of the cost to provide DRI reviews and discussions with the Planning Commission's staff, it was determined that the DRI review would be eliminated from the fee schedule. This is primarily due to the lack of new DRI applications and relatively minor effort related to existing DRIs.

#### ***Port Permits***

Hillsborough County is in a unique situation where Sovereign Submerged Lands Permits (Port Permits) were delegated from the State of Florida (Department of Environmental Protection (FDEP)) to Port Tampa Bay. Port Tampa Bay's local permitting process is defined by state law to include the Environmental Protection Commission of Hillsborough County (EPC) and the Planning Commission's review. After a review of the cost of

providing port permit review services and discussions with the Planning Commission's staff, it was determined that an average fee of \$1,500 could be charged in Hillsborough County and the cities of Tampa and Temple Terrace. Although there were no port permit reviews over the past three years in Temple Terrace, discussions with the Planning Commission's staff indicated that the cost of providing the review is the same as that in Hillsborough County and Tampa.

**Table 3** provides the weighted average cost per project, calculated fee, current fee, and the percentage change between the current and calculated fees for each of the non-plan amendment services by jurisdiction.

For a more detailed calculation of the cost per project, please see Appendix A, Tables A-2 through A-5.

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**Table 3  
Non-Plan Amendment Summary**

Jurisdiction	Review Type	
	Rezoning	Port Permit
<b>Cost per Project (Effort) <sup>(1)</sup></b>		
Hillsborough County	\$1,200	\$1,700
Tampa	\$1,200	\$1,500
Plant City	\$400	N/A
Temple Terrace	\$500	N/A
<b>Calculated Fee <sup>(2)</sup></b>		
Hillsborough County	\$1,000	\$1,500
Tampa	\$1,000	\$1,500
Plant City	\$500	N/A
Temple Terrace <sup>(5)</sup>	\$500	\$1,500
<b>Current Fee <sup>(3)</sup></b>		
Hillsborough County	\$150	\$200
Tampa	\$150	\$200
Plant City	No Fee	N/A
Temple Terrace	No Fee	\$200
<b>% Change <sup>(4)</sup></b>		
Hillsborough County	567%	650%
Tampa	567%	650%
Plant City	N/A	N/A
Temple Terrace	N/A	650%

- (1) Source: Appendix A, Tables 2 through 5
- (2) Calculated fee determined by a review of the cost per project and discussions with the Planning Commission's staff.
- (3) Source: Hillsborough County City-County Planning Commission
- (4) Percent change from the current fee (Item 3) to the calculated fee (Item 2)
- (5) After discussions with the Planning Commission's staff, it was determined that the cost of providing a port permit review in Temple Terrace is similar to that of Hillsborough County and Tampa  
N/A – Information not available or not applicable

### Calculated Fee Schedule

**Table 4** provides the potential user fee schedule for the Hillsborough County City-County Planning Commission based on the cost of providing services. Included are both plan amendments and non-plan amendments for all four jurisdictions. As mentioned previously, the calculated fees should not be considered as recommendations, but simply a representation of the fee levels that reflect the effort associated with providing review services.

**Table 4  
Calculated Fee Schedule**

Fee Type	Plan Amendment		Rezoning Review <sup>(3)</sup>	Port Permit Review <sup>(3)</sup>
	Plan Amendment <sup>(1)</sup>	Continuation Request <sup>(2)</sup>		
<b>Calculated Fee</b>				
Hillsborough County	\$4,000	\$500	\$1,000	\$1,500
Tampa	\$3,000	\$500	\$1,000	\$1,500
Temple Terrace	\$3,000	\$500	\$500	\$1,500
Plant City	\$3,000	\$500	\$500	N/A

(1) Source: Table 1

(2) Source: Table 2

(3) Source: Table 3

N/A – Information not available or not applicable

### Fee Schedule Comparison

As part of the work effort in updating the user fees for the Planning Commission, a comparison of fees was completed for several jurisdictions. As shown in **Table 5**, the calculated fees are within the range of the fees charged by other jurisdictions. In the case of the current rezoning fee, the fee charged directly by each jurisdiction within Hillsborough County is shown in addition to the Planning Commission’s fee to provide a more apples-to-apples comparison to the other jurisdictions.

In the case of the port permit review, in other counties and cities in Florida, the equivalent permit is processed by the Florida Department of Environmental Protection (FDEP). This is done without the secondary review by a local planning commission or local environmental protection commission. FDEP’s equivalent permit can vary from \$420-\$2,000. In Hillsborough County, currently, the Port’s fee is \$1,000, EPC’s fee is \$300, and the Planning Commission’s fee is \$200 - for a combined fee of \$1,500. Including the calculated Planning Commission fee of \$1,500, the combined fee for port permits within

Hillsborough County would rise to a total of \$2,800. Given Hillsborough County's unique situation and associated fee, a comparison for port permit fees is not included in Table 5.

**Table 5  
User Fee Comparison**

Jurisdiction	Plan Amendment		Rezoning Review
	Small (< 500 acres)	Large (500 + acres)	
<b>HCCCPC Calculated Fee<sup>(1)</sup></b>			
Hillsborough County	\$4,000	\$4,000	\$1,000
Tampa	\$3,000	\$3,000	\$1,000
Temple Terrace	\$3,000	\$3,000	\$500
Plant City	\$3,000	\$3,000	\$500
<b>HCCCPC Current Fee</b>			
Hillsborough County <sup>(2)</sup>	\$1,000	\$3,000	<b>Rezoning - Standard District:</b> \$2,166 includes <b>HCCCPC Fee of \$150</b>
Tampa <sup>(3)</sup>	\$1,000	\$3,000	<b>Euclidean District:</b> \$1,043 plus \$108 per acre up to a maximum of \$2,703; additional <b>HCCCPC fee of \$150</b>
Temple Terrace <sup>(4)</sup>	\$1,000	\$1,000	<b>SFR to SFR:</b> \$500 <b>Reclass. (Text/Map Amend.):</b> \$1,200 <b>No HCCCPC Fee</b>
Plant City <sup>(5)</sup>	\$1,000	\$1,000	<b>Non-Plan. Dev.:</b> <b>0 - 2 acres:</b> \$810 <b>2.01 - 10 acres:</b> \$1,120 <b>All:</b> <b>10.01 - 100 acres:</b> \$1,690 <b>100.01 - 500 acres:</b> \$2,250 <b>500.01 + acres:</b> \$3,360 Additional advertisement fee at actual cost <b>No HCCCPC Fee</b>
Pasco County <sup>(6)</sup>	<b>0 - 10 acres:</b> \$2,500 (includes newspaper advertising); additional \$25 technology fee and \$375 environmental review fee	<b>10 + acres:</b> \$5,000 (includes newspaper advertising) plus \$20/acre up to a maximum fee of \$25,000; additional \$25 technology fee and environmental review fee of \$750 plus \$1/acre up to a maximum of \$1,750	<b>Euclidean Rezoning:</b> \$850 plus \$20/acre; additional technology fee \$25, environmental review fee \$100, and advertising fee \$60
Manatee County <sup>(7)</sup>	<b>Map Amendment:</b> <b>0 - 10 acres:</b> \$10,000; additional advertising fees include \$20 per sign and \$1,000 for applicants with one public hearing and \$2,000 if requiring two public hearings	<b>Map and Text Amendment:</b> <b>10.01 + acres:</b> \$20,000; additional advertising fees include \$20 per sign and \$1,000 for applicants with one public hearing and \$2,000 if requiring two public hearings	<b>Non-Plan. Dev.:</b> \$6,500; additional advertising fees include \$20 per sign and \$1,000 for applicants with one public hearing and \$2,000 if requiring two public hearings
Pinellas County <sup>(8)</sup>	<b>0 - 5 acres:</b> \$2,585 <b>5.01 - 10 acres:</b> \$2,740  Advertising for public hearings; \$350	<b>10.01 - 15 acres:</b> \$3,080 <b>15.01 + acres:</b> \$3,240  Advertising for public hearings; \$750	<b>0 - 5 acres:</b> \$1,370 <b>5.01 - 10 acres:</b> \$1,525 <b>10.01 - 15 acres:</b> \$1,685 <b>15.01 + acres:</b> \$1,845 Advertising for public hearings; \$350 for small and \$750 for large scale
Sarasota County <sup>(9)</sup>	\$5,000	\$5,000	\$7,500



**Table 5 (continued)  
User Fee Comparison**

Jurisdiction	Plan Amendment		Rezoning Review
	Small (< 500 acres)	Large (500 + acres)	
<b>HCCCPC Calculated Fee<sup>(1)</sup></b>			
Hillsborough County	\$4,000	\$4,000	\$1,000
Tampa	\$3,000	\$3,000	\$1,000
Temple Terrace	\$3,000	\$3,000	\$500
Plant City	\$3,000	\$3,000	\$500
<b>HCCCPC Current Fee</b>			
Hillsborough County <sup>(2)</sup>	\$1,000	\$3,000	Rezoning - Standard District: \$2,166 includes <b>HCCCPC Fee of \$150</b>
Tampa <sup>(3)</sup>	\$1,000	\$3,000	Euclidean District: \$1,043 plus \$108 per acre up to a maximum of \$2,703; additional <b>HCCCPC fee of \$150</b>
Temple Terrace <sup>(4)</sup>	\$1,000	\$1,000	SFR to SFR: \$500 Reclass. (Text/Map Amend.): \$1,200 <b>No HCCCPC Fee</b>
Plant City <sup>(5)</sup>	\$1,000	\$1,000	Non-Plan. Dev.: 0 - 2 acres: \$810 2.01 - 10 acres: \$1,120 All: 10.01 - 100 acres: \$1,690 100.01 - 500 acres: \$2,250 500.01 + acres: \$3,360 Additional advertisement fee at actual cost <b>No HCCCPC Fee</b>
Polk County <sup>(10)</sup>	<b>Map Amendment:</b> 0 - 10 acres: \$1,300 plus additional advertising fee of \$400 <b>Text Amendment:</b> \$1,500 plus additional advertising fee of \$600	<b>Map Amendment:</b> 10.01 + acres: (\$1,500-\$2,000) + \$15/acre plus additional advertising fee of \$800	(\$1,300 - \$2,000) + \$15/acre if > 10 acres plus additional advertising fee of \$600
Orange County <sup>(11)</sup>	\$3,426	\$6,047	\$1,531
City of Orlando <sup>(12)</sup>	0 - 5 acres: \$1,500 5.01 - 10 acres: \$3,000 Text Amendent: \$5,000	10.01 - 20 acres: \$7,000 20.01 + acres: \$10,500 additional \$2,000 advertising fee for out of cycle amendments	0 - 1 acres: \$1,500 1.01 + acres: \$3,000
City of Bradenton <sup>(13)</sup>	0 - 10 acres: \$4,020	10 + acres: \$6,020	\$4,020
City of Clearwater <sup>(14)</sup>	No Fee	No Fee	\$775 - \$885
City of St. Petersburg <sup>(15)</sup>	<b>Map Amendment:</b> \$2,000 - \$2,400 <b>Text Amendment:</b> \$2,000. Advertising fees are charged at cost and postage is paid by applicant.	<b>Map Amendment:</b> \$2,000 - \$2,400 Advertising fees are charged at cost and postage is paid by applicant.	Advertising fees are charged at cost and postage is paid by applicant. \$2,000
City of Lakeland <sup>(16)</sup>	0 - 10 acres: \$1,700	10.01 - 200 acres: \$2,900 200 + acres: \$5,800	0 - 1 acres: \$1,200 1.01 - 10 acres: \$1,700 10.01 - 200 acres: \$2,900 200.01 + acres: \$5,800

**Table 5 (continued)  
User Fee Comparison**

Jurisdiction	Plan Amendment		Rezoning Review
	Small (< 500 acres)	Large (500 + acres)	
<b>HCCCPC Calculated Fee<sup>(1)</sup></b>			
Hillsborough County	\$4,000	\$4,000	\$1,000
Tampa	\$3,000	\$3,000	\$1,000
Temple Terrace	\$3,000	\$3,000	\$500
Plant City	\$3,000	\$3,000	\$500
<b>HCCCPC Current Fee</b>			
Hillsborough County <sup>(2)</sup>	\$1,000	\$3,000	<b>Rezoning - Standard District:</b> \$2,166 includes <b>HCCCPC Fee of \$150</b>
Tampa <sup>(3)</sup>	\$1,000	\$3,000	<b>Euclidean District:</b> \$1,043 plus \$108 per acre up to a maximum of \$2,703; additional <b>HCCCPC fee of \$150</b>
Temple Terrace <sup>(4)</sup>	\$1,000	\$1,000	<b>SFR to SFR:</b> \$500 <b>Reclass. (Text/Map Amend.):</b> \$1,200 <b>No HCCCPC Fee</b>
Plant City <sup>(5)</sup>	\$1,000	\$1,000	<b>Non-Plan. Dev.:</b> <b>0 - 2 acres:</b> \$810 <b>2.01 - 10 acres:</b> \$1,120 <b>All:</b> <b>10.01 - 100 acres:</b> \$1,690 <b>100.01 - 500 acres:</b> \$2,250 <b>500.01 + acres:</b> \$3,360 Additional advertisement fee at actual cost <b>No HCCCPC Fee</b>
City of Winter Haven <sup>(17)</sup>	<b>Map Amendment:</b> <b>0 - 10 acres:</b> (\$487-\$725) <b>Text Amendment:</b> \$975	<b>Map Amendment:</b> <b>10.01 - 100 acres:</b> \$1,211 <b>100 + acres:</b> \$1,698	<= 5 lots: \$500 > 5 lots: \$625 0 - 5 acres, unsubdivided: \$749 5.01 - 10 acres, unsubdivided: \$999 10 + acres: \$1,249
City of Haines City <sup>(18)</sup>	<b>0 - 10 acres:</b> \$1,000	<b>10.01 + acres:</b> \$1,500	\$500 - \$750, if > 5 acres, add \$10/acre not to exceed \$2,000

- (1) Source: Table 4
- (2) Source: Hillsborough County-City County Planning Commission and the Hillsborough County Development Services Department. County's additional rezoning fee for planned development is \$3,562. Fee includes review fees, if applicable for Sign Posting, EPC, and Fire & Planning Commission.
- (3) Source: Hillsborough County-City County Planning Commission and the City of Tampa Planning and Development Department. City's additional rezoning fees for Site Plan District, Substantial Change Review (no per acre charge), and PD-A Incremental Plan Review range from \$540 to \$2,568. Additional per acre charge for Site Plan District and PD-A Incremental Plan Review of \$108 and \$81 and fees are not to exceed \$5,407 and \$3,785 respectively. Cost of advertising is included within the fee.
- (4) Source: Hillsborough County City-County Planning Commission and the City of Temple Terrace Planning Development Division. City's additional rezoning fees for planned development range from \$2,200 to \$4,200 depending on acreage.
- (5) Source: Hillsborough County City-County Planning Commission and the City of Plant City Planning and Zoning Division. City's additional rezoning fees for planned development and Minor Modification range from \$275 and \$1,405 depending on acreage.

- (6) Source: Pasco County Planning and Development Department. Master Planned Unit Development rezoning fees vary from (\$3,000 (no per acre charge) to \$8,000) plus a per acre charge of \$20. Additional technology and environmental review fees apply.
- (7) Source: Manatee County Building and Development Services Department. Rezoning with general development plans or preliminary site plans' fees range from \$16,500 to \$27,500 depending on project scale.
- (8) Source: Pinellas County Development Review Services Department
- (9) Source: Sarasota County Planning and Development Services Department
- (10) Source: Polk County Planning and Development Department
- (11) Source: Orange County Development Review Department. Planned development rezoning fee not shown and is \$2,812 plus \$2 per acre.
- (12) Source: City of Orlando Planning Division. Cost of advertising is included within each fee.
- (13) Source: City of Bradenton Development Services and Zoning Divisions. Cost of advertising is included in each fee.
- (14) Source: City of Clearwater Planning and development Department
- (15) Source: City of St. Petersburg Planning and Economic Development Department
- (16) Source: City of Lakeland Community Development Department. Cost of advertising is included in each fee.
- (17) Source: City of Winter Haven Planning Division. Cost of advertising is included in each fee.
- (18) Source: City of Haines City Planning Division. Small and Large Compressive Plan Amendments fees are intended to cover administration and consultant services cost. Should costs exceed fees collected, the additional cost of services will be collected in accordance with Sec. 10.3.2 of the Administration and Procedures Manual in the LDR's. Cost of advertising is included in each fee.

### III. Indexing

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In many cases, user fees are reviewed periodically as opposed to an annual review. If no adjustment to the fee schedule is made in between update periods a situation can be created where major adjustments to the fee schedule become necessary due to the time interval between adjustments. The need for significant adjustments also creates concerns for the fee payers. To address this issue, the calculated fees could potentially be indexed annually for personnel cost (salary/benefits) increases, as appropriate. It is recommended that the Planning Commission should review the average annual increase in the salaries/wages of the staff involved in fee-related services and make a determination whether it is necessary to index the fees.

**Appendix A**  
**Fee Analysis and Development –**  
**Supplemental Information**

Appendix A provides the backup information and calculations utilized in the Hillsborough County City-County Planning Commission user fee update study. All cost, time, and project count data were provided by the Planning Commission.

**Table A-1** provides the weighted average cost per project by the following characteristics:

- Public vs. Private;
- Required a review by the Florida Department of Economic Opportunity (DEO) (Yes or No);
- Map vs. Text;
- Outside the Urban Service Area;
- Application Withdrawn (Yes or No); and
- Application Continuation Request (Yes or No).

**Tables A-2 through A-5** provide the weighted average costs per project for non-plan amendments.

**Table A-1  
Plan Amendment Cost per Project Summary (FY 2012-15)**

Item	All PA	DEO Review		Map vs. Text		Public vs. Private		Private (Map vs. Text)		Outside the Urban SA		Application Withdrawn		Application Continued (Yes)		App. Not Continued or Withdrawn
		Yes	No	Map	Text	Public	Private	Map	Text	Yes	No	Yes	No	Withdrawn - Yes	Withdrawn - No	
<b>Hillsborough County</b>																
Total Project Cost <sup>(1)</sup>	\$259,266.73	\$218,120.65	\$41,146.08	\$141,163.30	\$118,103.43	\$139,556.49	\$119,710.24	\$103,014.36	\$16,695.88	\$40,574.98	\$100,588.32	\$73,959.55	\$185,307.18	\$66,061.30	\$9,142.53	\$176,164.65
Total Hours <sup>(1)</sup>	5,673.20	4,739.20	934.00	3,229.25	2,443.95	2,910.70	2,762.50	2,386.75	375.75	900.25	2,329.00	1,433.75	4,239.45	1,263.00	210.00	4,029.45
Total Projects <sup>(1)</sup>	65	53	12	36	29	37	28	25	3	11	25	18	47	16	2	45
Project Cost per Hour <sup>(2)</sup>	\$45.70	\$46.02	\$44.05	\$43.71	\$48.32	\$47.95	\$43.33	\$43.16	\$44.43	\$45.07	\$43.19	\$51.58	\$43.71	\$52.31	\$43.54	\$43.72
Hours per Project <sup>(3)</sup>	87.28	89.42	77.83	89.70	84.27	78.67	98.66	95.47	125.25	81.84	93.16	79.65	90.20	78.94	105.00	89.54
<b>Cost per Project<sup>(4)</sup></b>	<b>\$4,000</b>	<b>\$4,100</b>	<b>\$3,400</b>	<b>\$3,900</b>	<b>\$4,100</b>	<b>\$3,800</b>	<b>\$4,300</b>	<b>\$4,100</b>	<b>\$5,600</b>	<b>\$3,700</b>	<b>\$4,000</b>	<b>\$4,100</b>	<b>\$3,900</b>	<b>\$4,100</b>	<b>\$4,600</b>	<b>\$3,900</b>
<b>Tampa</b>																
Total Project Cost <sup>(1)</sup>	\$68,812.36	\$16,970.44	\$51,841.92	\$58,891.38	\$9,920.98	\$9,511.24	\$59,301.12	\$55,497.54	\$3,803.58	N/A	N/A	\$5,639.72	\$63,172.64	N/A	\$3,553.32	\$59,619.32
Total Hours <sup>(1)</sup>	1,656.00	378.50	1,277.50	1,446.50	209.50	202.75	1,453.25	1,370.50	82.75	N/A	N/A	132.50	1,523.50	N/A	89.75	1,433.75
Total Projects <sup>(1)</sup>	27	10	17	20	7	7	20	18	2	N/A	N/A	3	24	N/A	1	23
Project Cost per Hour <sup>(2)</sup>	\$41.55	\$44.84	\$40.58	\$40.71	\$47.36	\$46.91	\$40.81	\$40.49	\$45.96	N/A	N/A	\$42.56	\$41.47	N/A	\$39.59	\$41.58
Hours per Project <sup>(3)</sup>	61.33	37.85	75.15	72.33	29.93	28.96	72.66	76.14	41.38	N/A	N/A	44.17	63.48	N/A	89.75	62.34
<b>Cost per Project<sup>(4)</sup></b>	<b>\$2,500</b>	<b>\$1,700</b>	<b>\$3,000</b>	<b>\$2,900</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$3,000</b>	<b>\$3,100</b>	<b>\$1,900</b>	<b>N/A</b>	<b>N/A</b>	<b>\$1,900</b>	<b>\$2,600</b>	<b>N/A</b>	<b>\$3,600</b>	<b>\$2,600</b>
<b>Plant City</b>																
Total Project Cost <sup>(1)</sup>	\$34,531.29	\$10,284.21	\$24,247.08	\$31,217.60	\$3,313.69	\$13,470.81	\$21,060.48	N/A	N/A	N/A	N/A	\$5,679.98	\$28,851.31	N/A	N/A	\$28,851.31
Total Hours <sup>(1)</sup>	877.00	234.25	642.75	794.75	82.25	369.25	507.75	N/A	N/A	N/A	N/A	164.75	712.25	N/A	N/A	712.25
Total Projects <sup>(1)</sup>	9	3	6	8	1	3	6	N/A	N/A	N/A	N/A	1	8	N/A	N/A	8
Project Cost per Hour <sup>(2)</sup>	\$39.37	\$43.90	\$37.72	\$39.28	\$40.29	\$36.48	\$41.48	N/A	N/A	N/A	N/A	\$34.48	\$40.51	N/A	N/A	\$40.51
Hours per Project <sup>(3)</sup>	97.44	78.08	107.13	99.34	82.25	123.08	84.63	N/A	N/A	N/A	N/A	164.75	89.03	N/A	N/A	89.03
<b>Cost per Project<sup>(4)</sup></b>	<b>\$3,800</b>	<b>\$3,400</b>	<b>\$4,000</b>	<b>\$3,900</b>	<b>\$3,300</b>	<b>\$4,500</b>	<b>\$3,500</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$5,700</b>	<b>\$3,600</b>	<b>N/A</b>	<b>N/A</b>	<b>\$3,600</b>
<b>Temple Terrace</b>																
Total Project Cost <sup>(1)</sup>	\$44,821.62	\$17,565.70	\$27,255.92	\$39,422.88	\$5,398.74	\$35,123.23	\$9,698.39	N/A	N/A	N/A	N/A	N/A	\$44,821.62	N/A	N/A	\$44,821.62
Total Hours <sup>(1)</sup>	1,041.50	414.25	627.25	907.50	134.00	796.75	244.75	N/A	N/A	N/A	N/A	N/A	1,041.50	N/A	N/A	1,041.50
Total Projects <sup>(1)</sup>	17	9	8	13	4	16	1	N/A	N/A	N/A	N/A	N/A	17	N/A	N/A	17
Project Cost per Hour <sup>(2)</sup>	\$43.04	\$42.40	\$43.45	\$43.44	\$40.29	\$44.08	\$39.63	N/A	N/A	N/A	N/A	N/A	\$43.04	N/A	N/A	\$43.04
Hours per Project <sup>(3)</sup>	61.26	46.03	78.41	69.81	33.50	49.80	244.75	N/A	N/A	N/A	N/A	N/A	61.26	N/A	N/A	61.26
<b>Cost per Project<sup>(4)</sup></b>	<b>\$2,600</b>	<b>\$2,000</b>	<b>\$3,400</b>	<b>\$3,000</b>	<b>\$1,300</b>	<b>\$2,200</b>	<b>\$9,700</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$2,600</b>	<b>N/A</b>	<b>N/A</b>	<b>\$2,600</b>
<b>All Jurisdictions</b>																
Total Project Cost <sup>(1)</sup>	\$407,432.00	\$262,941.00	\$144,491.00	\$270,695.16	\$136,736.84	\$197,661.77	\$209,770.23	\$158,511.90	\$20,499.46	\$40,574.98	\$100,588.32	\$85,279.25	\$322,152.75	\$66,061.30	\$12,695.85	\$309,456.90
Total Hours <sup>(1)</sup>	9,247.70	5,766.20	3,481.50	6,378.00	2,869.70	4,279.45	4,968.25	3,757.25	458.50	900.25	2,329.00	1,731.00	7,516.70	1,263.00	299.75	7,216.95
Total Projects <sup>(1)</sup>	118	75	43	77	41	63	55	43	5	11	25	22	96	16	3	93
Project Cost per Hour <sup>(2)</sup>	\$44.06	\$45.60	\$41.50	\$42.44	\$47.65	\$46.19	\$42.22	\$42.19	\$44.71	\$45.07	\$43.19	\$49.27	\$42.86	\$52.31	\$42.35	\$42.88
Hours per Project <sup>(3)</sup>	78.37	76.88	80.97	82.83	69.99	67.93	90.33	87.38	91.70	81.84	93.16	78.68	78.30	78.94	99.92	77.60
<b>Cost per Project<sup>(4)</sup></b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,400</b>	<b>\$3,500</b>	<b>\$3,300</b>	<b>\$3,100</b>	<b>\$3,800</b>	<b>\$3,700</b>	<b>\$4,100</b>	<b>\$3,700</b>	<b>\$4,000</b>	<b>\$3,900</b>	<b>\$3,400</b>	<b>\$4,100</b>	<b>\$4,200</b>	<b>\$3,300</b>

(1) Source: Hillsborough County City-County Planning Commission. Summaries include all projects that began between FY 12 and FY 15. FY 16 project's cost/hours were included in the analysis if they began between FY 12 and FY 15.  
(2) Total project cost divided by the total number of hours  
(3) Total hours divided by the total number of projects  
(4) Project cost per hour (Item 2) multiplied by the hours per project (Item 3). Final figures are rounded to the nearest hundreds place.  
N/A – Information not available or not applicable

**Table A-2  
Non-Plan Amendment Cost per Project Summary (Hillsborough County)**

Item	Hillsborough County			Total
	FY 13	FY 14	FY 15	
<b>Rezoning; \$150</b>				
Company Cost	\$128,172.59	\$123,184.65	\$158,979.84	\$410,337.08
Total Hours	3,573.50	3,508.20	3,958.75	11,040.45
Total Projects	101	118	118	337
Hours per Project	35.38	29.73	33.55	32.76
Cost per Project	\$1,300	\$1,000	\$1,300	<b>\$1,200</b>
<b>Port Authority Permit Review; \$200</b>				
Company Cost	\$2,485.59	\$3,228.41	\$2,541.90	\$8,255.90
Total Hours	43.50	56.50	37.00	137.00
Total Projects	2	2	1	5
Hours per Project	21.75	28.25	37.00	27.40
Cost per Project	\$1,200	\$1,600	\$2,500	<b>\$1,700</b>

Source: Hillsborough County City-County Planning Commission. Cost per project is rounded to the nearest hundreds place.

**Table A-3  
Non-Plan Amendment Cost per Project Summary (City of Tampa)**

Item	Tampa			Total
	FY 13	FY 14	FY 15	
<b>Rezoning; \$150</b>				
Company Cost	\$88,217.63	\$94,309.07	\$110,817.01	\$293,343.71
Total Hours	2,203.25	2,370.75	2,586.75	7,161
Total Projects	88	73	87	248
Hours per Project	25.04	32.48	29.73	29
Cost per Project	\$1,000	\$1,300	\$1,300	<b>\$1,200</b>
<b>Port Authority Permit Review; \$200</b>				
Company Cost	\$7,349.07	\$285.70	\$2,902.58	\$10,537.35
Total Hours	128.50	5.00	42.25	176
Total Projects	5	0	2	7
Hours per Project	25.70	N/A	21.13	25
Cost per Project	\$1,500	N/A	\$1,500	<b>\$1,500</b>

Source: Hillsborough County City-County Planning Commission. Cost per project is rounded to the nearest hundreds place.

N/A – Information not available or not applicable



**Table A-4  
Non-Plan Amendment Cost per Project Summary (City of Plant City)**

Item	Plant City			Total
	FY 13	FY 14	FY 15	
<b>Rezoning</b>				
Company Cost	\$2,072.60	\$2,885.49	\$5,985.78	\$10,943.87
Total Hours	63.00	81.75	161.25	306.00
Total Projects	6	7	13	26
Hours per Project	10.50	11.68	12.40	11.77
Cost per Project	\$300	\$400	\$500	<b>\$400</b>

Source: Hillsborough County City-County Planning Commission. Cost per project is rounded to the nearest hundreds place.

**Table A-5  
Non-Plan Amendment Cost per Project Summary (City of Temple Terrace)**

Item	Temple Terrace			Total
	FY 13	FY 14	FY 15	
<b>Rezoning</b>				
Company Cost	\$1,236.80	\$819.14	\$1,452.89	\$3,508.83
Total Hours	32.00	21.25	34.50	88
Total Projects	2	2	3	7
Hours per Project	16.00	10.63	11.50	13
Cost per Project	\$600	\$400	\$500	<b>\$500</b>
<b>Port Authority Permit Review; \$200</b>				
Company Cost	N/A	N/A	N/A	N/A
Total Hours	N/A	N/A	N/A	N/A
Total Projects	N/A	N/A	N/A	N/A
Hours per Project	N/A	N/A	N/A	N/A
Cost per Project	N/A	N/A	N/A	<b>N/A</b>

Source: Hillsborough County City-County Planning Commission. Cost per project is rounded to the nearest hundreds place.

N/A – Information not available or not applicable