

**RESOLUTION NO. 23-1641**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LONGWOOD, FLORIDA, ESTABLISHING A FEE SCHEDULE FOR THE COMMUNITY DEVELOPMENT DEPARTMENT; REPEALING RESOLUTION 22-1608; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Longwood has determined that amendments to the City Fee Schedule are desirable;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LONGWOOD, FLORIDA, AS FOLLOWS:**

**Section 1.** That the following schedule of fees be established for Community Development and Right-of-way Utilization.

The fees to be charged for applications shall be as follows:

(1) Right-of-way utilization: All right-of-way utilization work requiring a city permit shall be paid to the Public Works Department in accordance with the schedule stated below:

a. Inspection of utilization of right-of-way:

1. Longitudinal installations:

Basic fee	90.00 plus
- Cut less than 1 foot wide (per 100 feet *)	1.75
- Cut 1 foot to 3 feet wide (per 100 feet *)	4.25
- Cut greater than 3 feet wide (per 100 feet *)	8.00
Directional bore (per 100 feet*)	1.75

\*or fraction thereof

2. Transverse installation

Basic fee	90.00 plus
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Open cut – paved areas (each cut):

- Cut greater than 15 square feet	270.00
- Cut 15 square feet or less	50.00

b. Open cut unpaved areas (each cut) 108.00

c. Bore and jack (each operation) 100.00

d. Directional bore (each operation)	100.00
e. New overhead utilities, for nonfranchised companies:	
f. Basic fee for installation of poles (other than repair or maintenance)	75.00 plus
- Poles up to 50 feet in height, per pole	1.50
- Poles over 50 feet in height, per pole	2.00
(for Telecommunication towers see that listing)	
g. Upgrade work on previously permitted overhead utilities, for nonfranchised companies:	
h. Basic fee for work on previously permitted overhead utility poles (including the addition of intermediate poles in an existing overhead line)	28.00 plus
i. Charge per existing additional pole (per pole)	1.00
j. Miscellaneous related charges:	
1. Reinspection	41.00
2. Direct service Drop	No charge
k. Maintenance on Existing Utilities	No permit required
l. Right-of-Way Cut	20.00
m. Residential Driveway Construction	25.00
n. Commercial Driveway Construction	300.00
o. Other Commercial Construction	200.00
p. Maintenance of Traffic (MOT) Permit	200.00
q. Irrigation permit	10.00*
*per inch of pipe diameter or fraction thereof	

(2) The fee for Development applications, to be paid to the Community Development Services Department shall be as follows:

- Annexation
  - Single Family 200.00
  - All others 350.00
- Administrative Decision Appeal 400.00
- Conditional Use Permit
  - Major Conditional Use 2000.00
  - Minor Conditional Use 1500.00
- Comprehensive Plan
  - Small Scale Comprehensive Plan Amendment 1000.00
  - Large Scale Comprehensive Plan Amendment 1750.00

○ Comprehensive Plan Text Amendment	800.00
○ Comprehensive Plan Determination Letter	25.00
○ Comprehensive Plan Paper Copy	35.00
• <u>Development Agreement (In addition to site plan fees)</u>	500.00
• Food Truck Site Approval Letter	0.00
• <u>Historic District (HD) in addition to other fees:</u>	
○ Demolition Permit (in addition to building permit fees)	250.00
• <u>Longwood Development Code</u>	
○ Zoning Map Amendment	1200.00
○ Longwood Development Code Copies: Paper copy	50.00
• <u>Information Requests</u>	
○ Development Analysis letter per site (without Pre-App)	50.00
○ Map/plan reproduction:	
▪ Color map	Actual cost plus 10%
▪ Blueline/blackline prints	10.00
○ Research Fee	actual cost
○ Written Request for Information	25.00
○ Zoning/Future Land Use letter	25.00
• <u>Liquor License (Application and Inspection)</u>	35.00
• <u>Massage Therapy Application</u>	35.00
• <u>Outdoor Seating Application</u>	50.00
• <u>Paint Color Application and Inspection (when not part of site plan)</u>	25.00
• <u>Planned Development Approval</u>	3000.00
○ Amendment to Planned Development	1200.00
• <u>Pre-Application Meeting</u> (Fee credited against Site plan application fee)	150.00

- Resurfacing/Restriping Parking Lot Permit 35.00
- Special exceptions, administrative waivers, and variances:
  - Variance 200.00 Residential  
500.00 Nonresidential
  - Administrative waiver/modification 100.00
  - Administrative waiver/modification appeal 200.00
  - Special exception (single-family residential) 125.00
  - Special exception (multi-family residential and non-residential) 500.00
  - Special exception package (multiple non-residential exceptions) 1200.00
- Site Plan Review
  - Site plan review (major) 2500.00  
plus \$20 per  
du and \$20  
per 1000SF
  - Site plan review (minor) 1000.00  
plus \$20 per  
du and \$50  
per 1000SF
  - Site plan revision (after approval) ½ the Review  
Fee
- Subdivision review:
  - Lot Split 100.00
  - Preliminary plat 750.00
  - Final plat 1000.00
  - Recording Actual
- Temporary Sign Permit 50.00
  - Waiver Request To City Commission 50.00
- Temporary use permits (TUPs):
  - Single-day temporary use permit 50.00
  - Multi-day Temporary Use Permit I (1-7 days) 100.00
  - Multi-day Temporary Use Permit II (8-30 days) 150.00
  - Multi-day Temporary Use permit III (31-90 days) 300.00
  - Recurring Temporary Use Permit I (1-10 total events) 100.00
  - Recurring Temporary Use Permit II (11 or more total events) 150.00

- Temporary Use Permit Waiver 50.00
- The Late Submittal fee shall result in a doubling of the original permit fee for the appropriate submittal.
- Verified non-profit organizations including religious, charitable, youth, and civic organizations shall pay one-quarter of the eligible permit fee.
- Tree Removal Permits
  - Fee in lieu of Replacement 115.00 per inch DBH
- Vacation/abandonment 250.00

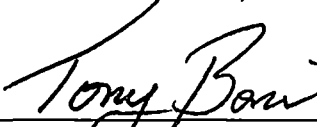
**Section 2. Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 3. Repeal.** Resolution 22-1608 shall be repealed.

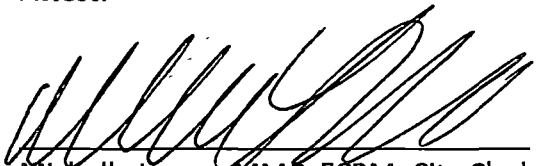
**Section 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED this 21st day of August, 2023.

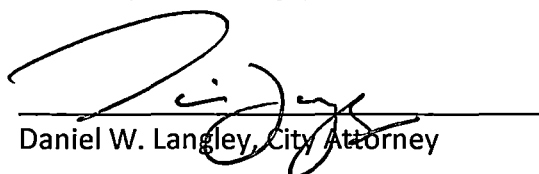
CITY COMMISSION  
CITY OF LONGWOOD, FLORIDA

  
\_\_\_\_\_  
Tony Boni, Mayor

Attest:

  
\_\_\_\_\_  
Michelle Longo, MMC, FCRM, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
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Daniel W. Langley, City Attorney