

**CITY OF BEAVERCREEK**  
**Administrative Memorandum No. 30**

**Adopted: 1/1/2024**

**SUBJECT:** **Planning Department Fee Schedule**  
**AMENDS:** **Administrative Memorandum No. 30**

**PURPOSE:** To provide policy in regards to fees and services provided by the Planning and Development Department

**A. POLICY:**

The Fee schedule below outlines the cost for Planning Commission and Board of Zoning Appeals submittals, as well as costs for obtaining zoning permits. It also contains the administrative costs for code enforcement, fees for review of new development plans, and other miscellaneous items. This policy may only be amended with approval of the City Manager.

<b>CITY OF BEAVERCREEK</b> <b>PLANNING &amp; DEVELOPMENT FEES</b>	
<b>Residential Zoning Permits</b>	<b>Fees</b>
Single-Family Home	\$80
Multi-Family Home	\$80/Unit
Manufactured Home	\$80
Addition/Accessory Structure/Deck	
Up to 200 sq. ft.	\$40
Over 200 sq. ft.	\$80
Fence	\$40
Pool	\$40
Propane Tank	\$40
Solar Panels	\$50

Wind Energy Conversion System	\$50
Ham Radio Tower/Antenna	\$50
Short Term Rental Unit – <i>Initial License</i>	\$60
Short Term Rental Unit – <i>Renewal</i>	\$30
Short Term Rental Unit – <i>Reinstate Suspended License</i>	\$120
<b>Commercial Zoning Permits</b>	<b>Fees</b>
New Structure	\$0.05/ square foot
Addition/Accessory Structure	
Up to 500 sq. ft.	\$100
per additional sq. ft.	\$0.10
Parking Lot Renovation/Expansion (excludes resurfacing/striping)	\$100
Solar Panels	\$100
Wind Energy Conversion System	\$100
Tenant Improvement (Plus Plan Review Fee if Applicable)	\$300
Wireless Telecommunications Tower	\$150
Co-location w/ new ground equipment	\$100
Co-location on existing tower	\$50
Certificate of Use Compliance Including interior remodeling	\$50 \$150
Tent over 5 days	\$50
Temporary Sale/Farmer's Market	\$50
Façade Alteration	\$100
Interior Remodel	\$100
Outdoor Seating Area	\$100
Temp. Sales/Storage Trailer	\$50/unit

Storage Container		\$50/unit
Second Hand Drop-Off Container		\$80
Permanent Wall Sign		\$100
Permanent Ground Sign		\$150
Sign Panel Change		\$100
Temporary Ground Sign		\$25
plus cash bond		\$50
Construction Sign		\$150
plus cash bond		\$250
Medical Marijuana Annual License Renewal*		\$15,000
* Ordinance 18-11		
<b>Miscellaneous</b>		<b>Fees</b>
Medical Massage – Initial License		\$60
Medical Massage - Renewal		\$30
Electronic Variable Message Signs (or Billboards) Annual License Renewal		\$1,000
Floodplain Permit		Permit Fee x 1 (max \$5,000)
Zoning Verification		\$50
Medical Marijuana Notice of Proper Zoning*		\$250
* Ordinance 18-11		
Community Reinvestment Area Exemption Application		\$500
Code Enforcement Administrative Fee		\$150
Zoning Code		\$30
Land Use Plan		\$15

Manuals/Regulations		\$10
<b>PLANNING COMMISSION/COUNCIL CASES</b>		<b>Fees</b>
District Change		\$150 + \$40/acre (do not round)
PUD Rezoning and Concept Plan		\$500 + \$40/acre (do not round)
PUD Amendment		\$500 + \$40/acre (do not round)
PUD Specific Site Plan		\$500 + \$40/acre (do not round)
PUD Wireless Telecommunication		\$250 + \$40/acre (do not round)
ASRA General Design or Detailed Site Plan		\$250 + \$40/acre (do not round)
PUD/ASRA Modification-Major		\$250 + \$40/acre (do not round)
PUD/ASRA Modification- Minor		\$200
PUD/ASRA Modification- Incidental		\$150
RO-1 Architectural Review		\$200
Conditional Use		\$250
Text Amendment		\$500
<b>Subdivision Fees</b>		<b>Fees</b>
Preliminary		\$250
Final		\$200 plus \$50/lot
Replat to PC		\$100 plus \$30/lot
Replat/Lot Combination & Split/Survey Record		\$80
<b>Landscape Inspections</b>		<b>Fees</b>
Bonded Landscape Value		
less than \$2000		No fee
\$2,000 to \$30,000		\$300.00
\$30,000 to \$200,000		1% of bond up to \$2000 max
<b>Plan Review Fees</b>		<b>Fees</b>
Commercial		

1 to 4,999 sq. ft.		\$550.00
5,000 to 9,999		\$825.00
10,000 to 24,999		\$1,100.00
25,000 to 49,999		\$1,375.00
50,000 to 99,999		\$1,650.00
100,000 to 199,999		\$2,200.00
200,000 sq. ft. and above		\$3,300.00
<b>Multi-Family Residential</b>		<b>\$1,500.00</b>
<b>BZA CASES</b>		<b>Fees</b>
Administrative Appeal		\$200
Variance-Residential		\$200
Variance-Commercial		\$300
Determination of Use		\$200
Wireless Telecommunication Tower		\$300
Wind Energy Conversion System		\$200

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Pete E. Landrum, City Manager