

TOWN OF BRIGHTON  
ORDINANCE. 2025- O -8-2

ORDINANCE REPEALING AND REPLACING  
THE TOWN OF BRIGHTON FEE SCHEDULE EFFECTIVE JULY 14, 2025  
WITH A BRIGHTON FEE SCHEDULE EFFECTIVE AUGUST 12, 2025

WHEREAS, the Brighton Council ("Council) met in a regular session on July 8, 2025 and adopted Ordinance 2025- O -7-2

WHEREAS, the Town of Brighton desires to make long term rental licenses easy to acquire and reduced the fee;  
NOW, THEREFORE, BE IT ORDAINED by the Brighton Town Council that:

SECTION 1. FEE SCHEDULE AMENDMENTS. The Town of Brighton Consolidated Fee Schedule is hereby replaced with changes as outlined in Exhibit 1.

SECTION 2. REPEALED. Ordinance 2025- O -7-2 14, adopted July 14, 2024 is hereby repealed.

SECTION 3. Effective Date. This Ordinance shall be effective upon publication.

**PASSED AND APPROVED** this 12<sup>th</sup> day of August, 2025.

**TOWN OF BRIGHTON**

By:   
Dan Knopp, Mayor



ATTEST:

  
\_\_\_\_\_  
Kara John, Town Clerk

Exhibit 1: Town of Brighton Fee Schedule dated August 12, 2025.

# Fee Schedule for the Town of Brighton

Repealed and replaced, effective August 12, 2025



GREATER SALT LAKE  
**Municipal Services  
District**



**TOWN OF BRIGHTON**

## Contents

|   |                                     |
|---|-------------------------------------|
| Address Fees .....                                  | 3                                   |
| Business License Fees .....                         | 3                                   |
| General Business Licenses .....                     | 3                                   |
| Short-term Rental Licenses .....                    | 3                                   |
| Alcohol-Related Licenses .....                      | 4                                   |
| Sexually-oriented Business Licenses .....           | 4                                   |
| Building Permit Fees .....                          | 4                                   |
| Construction Valuation Tables .....                 | 7                                   |
| Supplemental Construction Valuation Tables .....    | 8                                   |
| Building and Inspection Fee Calculation .....       | 8                                   |
| Plan Check Fees .....                               | 9                                   |
| Stormwater Pollution Prevention Plans (SWPPP) ..... | 9                                   |
| SWPPP Fees .....                                    | 9                                   |
| SWPPP Control Measures .....                        | 9                                   |
| SWPPP Illicit Discharge .....                       | 10                                  |
| Land Use Fees .....                                 | 10                                  |
| Conditional Use Permits .....                       | <b>Error! Bookmark not defined.</b> |
| Permitted Uses .....                                | 10                                  |
| Subdivision Permits .....                           | 11                                  |
| Ordinance Adjustments .....                         | 11                                  |
| Other Land Use Applications .....                   | 12                                  |
| Code Enforcement Fees .....                         | 13                                  |
| Bond Administration Fees .....                      | 13                                  |
| Miscellaneous Service Fees .....                    | 14                                  |
| Engineering Fees .....                              | 14                                  |
| Glossary of Terms .....                             | 16                                  |

The Town of Brighton contracts with the Greater Salt Lake Municipal Services District (“MSD”) to provide planning and zoning, building permit, business license, and code enforcement services. The MSD provides these services on behalf of and under the direction of the Town of Brighton.

NOTE: Fees and Fines will be applied as approved and set forth in this schedule. The Director of Engineering, Chief Building Official or Director of Planning and Development may on occasion adjust fees/fines in unique circumstances up to \$1,500 per application. The MSD’s General Manager may do the same up to \$5,000. These adjustments must be documented and reported on if requested. Adjustments over \$5,000 require approval of the governing body of the jurisdiction to which the application pertains.

## Address Fees

| Fee Type              | Description   | Amount  |
|-----------------------|---|---|
| Assignment of Address | Provide address information on recorded subdivision plat and/or individual parcel/building addresses. Ensure assignments meet addressing standards and are suitable for mail delivery, public safety, utility services and general delivery of services.  | \$100.00 base fee plus \$40.00 per lot <sup>a</sup> ; for multi-family units, \$40.00 for the first 8 units in addition to base fee and \$5 per unit for each unit over 8 units |
| Street Name Change    | Confirm that petition includes the required signatures. Document street name change and address change for each property along street by filing an affidavit with the Salt Lake County Recorder's Office. Notify the property owner, Public Safety dispatch and the Salt Lake County Treasurer of the address/street name change. | \$250.00 base fee plus \$50.00 per lot  |

<sup>a</sup> The per lot fee does not apply to Accessory Dwelling Units (ADU).

## Business License Fees

### General Business Licenses

| Fee Type  | Description  | Amount     |
|---|--|------------|
| General Business License – Commercial Business          | For commercial business locations. Includes inspections and verification of zoning compliance.                             | \$150.00   |
| General Business License – Home-Based Business (simple) | For home-based businesses <u>without</u> on-site visitors and customers.   | No Fee     |
| General Business License – Home-Based Business          | For home-based businesses with on-site visitors and customers. Includes inspections and verification of zoning compliance. | \$150.00   |
| Per-employee Fee  | Includes verification of EIN documentation.  | \$6.00     |
| Temporary and Seasonal Business License                 | For business operations of up to 180 days per year. Includes inspections and verification of zoning compliance.            | \$120.00   |
| Solicitor ID  | Includes photograph of applicant and issuance of ID card.  | \$65.00    |
| Accessory Dwelling Unit (ADU) License                   |  | \$50.00    |
| Business License Renewals                               | All license renewals including Short Term Rentals  | \$150.00   |
| Business License Appeal                                 |  | \$1,000.00 |

Notes regarding business license fees:

1. Withdrawn applications are subject to a charge of 25% of the fee amount.
2. Licenses must be renewed prior to the expiration date.
  - o Licenses renewed within 30 days of expiring will not be charged a penalty.
  - o Licenses renewed 31-60 days of expiring will be charged a penalty of 25% of the general license fee.
  - o Licenses renewed more than 60 days of expiring will be charged a penalty of 100% of the general license fee
3. For appeals, if the appeal is found in favor of the appellant then the fee shall be refunded less a \$100.00 administration fee.

## Short-term and Long Term Rental Licenses

| Fee Type  | Description  | Amount   |
|---|--|----------|
| Short-term Rental License                             | For rentals less than 30 consecutive days (includes land use review)                             | \$325.00 |
| Long term Rental License                              | For rentals 30 consecutive days or more  | \$25.00  |
| Umbrella Short-term Rental License Fee – main license | Primary license for short-term rental management companies with multiple rental units/locations. | \$500.00 |
| Umbrella Short-term Rental License Fee – per unit     | Includes inspections and verification of zoning compliance.                                      | \$50.00  |

### Alcohol-Related Licenses

| Fee Type                              | Description | Amount   |
|---------------------------------------|-------------|----------|
| Off-Premise Beer Retailer             |             | \$250.00 |
| Recreational On-Premise Beer Retailer |             | \$350.00 |
| Restaurant Liquor                     |             | \$500.00 |
| Limited Restaurant Liquor             |             | \$500.00 |
| Beer-Only Restaurant                  |             | \$350.00 |
| On-Premise Beer Tavern                |             | \$350.00 |
| Resort                                |             | \$500.00 |
| Club Liquor                           |             | \$600.00 |
| Banquet & Catering                    |             | \$500.00 |
| Single Event                          |             | \$150.00 |
| Wholesale Beer                        |             | \$300.00 |
| Manufacturing                         |             | \$350.00 |

Alcohol-related business license applications are referred to local communities for consent and approval.

### Sexually-oriented Business Licenses

| Fee Type  | Description   | Amount   |
|---|---|----------|
| Sexually Oriented Business - Outcall Services           | Includes inspections and verification of zoning compliance. | \$500.00 |
| Sexually Oriented Business - excluding Outcall Services | Includes inspections and verification of zoning compliance. | \$300.00 |

### Building Permit Fees

Building permits include necessary inspections. If additional inspections are required, applicants will be charged the reinspection fee for each additional visit. Most building permits will require a plan check fee in addition to the building permit fee. Plan check fees are listed separately.

Building permits and mechanical, plumbing & electrical permits will be charged a state surcharge equal to 1% of the permit fee.

| Fee Type                      | Description | Amount  |
|-------------------------------|-------------|---------|
| Building Permit – Minimum Fee |             | \$70.00 |

|  |  |   |
|--|--|---|
| Building Permit - new construction                     | See below for valuation schedules  | Varies <sup>a</sup>                       |
| Building Permit - addition or remodel                  | See below for valuation schedules  | Varies <sup>a</sup>                       |
| Mobile Home Setup Permit                               |  | \$200.00                                  |
| Mechanical, Plumbing & Electrical Permit               | Includes on-site inspection of one system. Additional appliances and fixtures after the first will be charged the per-unit fee listed below.                     | \$70.00                                   |
| Fee per additional appliance or fixture                | Applies to each additional appliance, fixture, etc. inspected by inspector already on site.  | \$20.00                                   |
| Grading Permit   |  | Varies <sup>b</sup>                       |
| Retaining Wall Permit                                  |  | Varies <sup>c</sup>                       |
| Demolition Permit                                      |  | Varies <sup>d</sup>                       |
| Window & Door Replacement – residential                | Applies when no other work is being done.  | \$70.00                                   |
| Window & Door Replacement – commercial                 | Applies when no other work is being done.  | Varies <sup>d</sup>                       |
| <b>Reroofing Permit Fees</b>                           |  |   |
| Reroofing – residential roof with sheathing            | Includes inspection of sheathing or decking.   | \$125.00                                  |
| Reroofing – residential roof without sheathing         | Shingles only; no decking or sheathing.  | \$75.00                                   |
| Reroofing – small commercial                           | Commercial roof project under \$10,000 valuation.  | \$150.00                                  |
| Reroofing – medium commercial                          | Commercial roof project between \$10,000 and \$49,999 valuation.   | \$175.00                                  |
| Reroofing – large commercial                           | Commercial roof project \$50,000 valuation or higher.  | \$250.00                                  |
| <b>Solar Power System Permit Fees</b>                  |  |   |
| Residential/Small Commercial Solar Permit – base fee   | Applies to residential and commercial installations up to 20 kW. Does not include fees for required plan check.  | \$100.00                                  |
| Residential/Small Commercial Solar Permit – fee per kW | Additional fee based on size of installation. Does not include fees for required plan check.   | \$30.00 per kW                            |
| Commercial Solar over 20 kW                            | Applies to larger commercial installations over 20 kW.   | Varies <sup>e</sup>                       |
| Battery Storage System                                 | Assumes that inspector is already on site for inspection of installation.  | \$2.00 per battery                        |
| <b>Additional Inspection Fees</b>                      |  |   |
| Reinspection   |  | \$50.00                                   |
| Pre-inspection   | Inspections after a fire or disaster to determine extent of damage and permits needed for repairs.   | \$70.00                                   |
| Multi-unit Inspection                                  |  | \$100.00                                  |
| Overtime/After-hours Inspection                        |  | \$120.00 (Per hour)                       |
| <b>Administrative Fees</b>                             |  |   |
| Cancellation of building permit                        | Applies when permit is cancelled before work commences.  | 25% of permit fee (\$200 maximum)         |
| Reinstatement Fee – general                            | Applies when permit has been expired for more than 30 business days.   | 50% of permit fee                         |
| Reinstatement Fee – final inspection                   | Applies when only final inspection is required, and permit has been expired for more than 30 business days.  | 50% of permit fee (\$200 maximum)         |
| Building or grading without a permit                   | Base fee equal to 200% of building permit fee, plus daily fees commencing 10 business days after notice of violation. Example, if the permit fee would have been | 200% of permit fee, plus 1% of permit fee |

|  |  |                            |
|--|--|----------------------------|
|  | \$100, then building or grading without a permit would result in a \$200 permit fee. | per day (\$50 max per day) |
|--|--|----------------------------|

- a Permit fees for new construction, additions and remodels are based on calculated square footage and the current ICC valuation tables (see below). When square footage determinations not practical or possible, permit fees will be based on applicant's declared valuation as reasonably determined by Director or Designee.
- b Permit fees for grading are based on the number of cubic yards of earth cut or filled.
- c Permit fees for retaining walls are based on the size of the project in lineal feet.
- d Permit fees for demolition and window/door replacement are based on declared valuation.
- e Permit fees for large solar installations are based on applicant's declared valuation as reasonably determined by Director or designee.

## Construction Valuation Tables

The valuations below are used to determine construction valuations for building permit fee calculations. The valuations will be updated automatically as new standards are published by ICC, which is usually twice per year.

**Square Foot Construction Costs <sup>a, b, c</sup>**

| Group (2024 International Building Code)                   | IA     | IB     | IIA    | IIB    | IIIA   | IIIB   | IV     | VA     | VB     |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A-1 Assembly, theaters, with stage                         | 337.41 | 325.40 | 315.80 | 303.35 | 283.46 | 275.24 | 292.98 | 264.14 | 254.04 |
| A-1 Assembly, theaters, without stage                      | 309.77 | 297.76 | 288.16 | 275.71 | 256.07 | 247.85 | 265.35 | 236.75 | 226.65 |
| A-2 Assembly, nightclubs                                   | 269.42 | 261.52 | 253.31 | 243.65 | 228.21 | 222.01 | 235.29 | 207.53 | 199.66 |
| A-2 Assembly, restaurants, bars, banquet halls             | 268.42 | 260.52 | 251.31 | 242.65 | 226.21 | 221.01 | 234.29 | 205.53 | 198.66 |
| A-3 Assembly, churches                                     | 314.40 | 302.40 | 292.80 | 280.35 | 260.82 | 252.61 | 269.98 | 241.51 | 231.40 |
| A-3 Assembly, general, community halls, libraries, museums | 264.03 | 252.03 | 241.42 | 229.98 | 209.33 | 202.12 | 219.61 | 190.01 | 180.91 |
| A-4 Assembly, arenas                                       | 308.77 | 296.76 | 286.16 | 274.71 | 254.07 | 246.85 | 264.35 | 234.75 | 225.65 |
| B Business   | 298.43 | 287.83 | 277.50 | 265.76 | 242.70 | 234.06 | 255.55 | 216.90 | 206.96 |
| E Educational  | 282.06 | 272.26 | 263.65 | 252.74 | 235.87 | 223.82 | 244.04 | 206.65 | 200.02 |
| F-1 Factory and industrial, moderate hazard                | 164.17 | 156.25 | 146.41 | 140.89 | 125.45 | 119.36 | 134.33 | 104.02 | 96.87  |
| F-2 Factory and industrial, low hazard                     | 163.17 | 155.25 | 146.41 | 139.89 | 125.45 | 118.36 | 133.33 | 104.02 | 95.87  |
| H-1 High Hazard, explosives                                | 153.17 | 145.25 | 136.41 | 129.89 | 115.76 | 108.67 | 123.33 | 94.33  | N.P.   |
| H234 High Hazard   | 153.17 | 145.25 | 136.41 | 129.89 | 115.76 | 108.67 | 123.33 | 94.33  | 86.17  |
| H-5 HPM  | 298.43 | 287.83 | 277.50 | 265.76 | 242.70 | 234.06 | 255.55 | 216.90 | 206.96 |
| I-1 Institutional, supervised environment                  | 274.98 | 265.13 | 255.66 | 246.00 | 225.17 | 219.12 | 245.49 | 202.80 | 195.56 |
| I-2 Institutional, hospitals                               | 469.18 | 458.58 | 448.25 | 436.51 | 411.45 | N.P.   | 426.30 | 385.65 | N.P.   |
| I-2 Institutional, nursing homes                           | 323.68 | 313.08 | 302.75 | 291.01 | 269.45 | N.P.   | 280.80 | 243.65 | N.P.   |
| I-3 Institutional, restrained                              | 314.93 | 304.33 | 294.00 | 282.26 | 261.70 | 252.06 | 272.05 | 255.55 | 223.96 |
| I-4 Institutional, day care facilities                     | 274.98 | 265.13 | 255.66 | 246.00 | 225.17 | 219.12 | 245.49 | 202.80 | 195.56 |
| M Mercantile   | 201.08 | 193.18 | 183.97 | 175.31 | 159.52 | 154.32 | 166.95 | 138.84 | 131.97 |
| R-1 Residential, hotels                                    | 278.14 | 268.29 | 258.82 | 249.16 | 227.83 | 221.78 | 248.64 | 205.46 | 198.22 |
| R-2 Residential, multiple family                           | 232.26 | 222.41 | 212.94 | 203.28 | 183.19 | 177.15 | 202.77 | 160.82 | 153.58 |
| R-3 Residential, one- and two-family <sup>d</sup>          | 215.90 | 210.16 | 205.11 | 200.73 | 194.02 | 187.11 | 204.78 | 180.41 | 169.09 |
| R-4 Residential, care/assisted living facilities           | 274.98 | 265.13 | 255.66 | 246.00 | 225.17 | 219.12 | 245.49 | 202.80 | 195.56 |
| S-1 Storage, moderate hazard                               | 152.17 | 144.25 | 134.41 | 128.89 | 113.76 | 107.67 | 122.33 | 92.33  | 85.17  |
| S-2 Storage, low hazard                                    | 151.17 | 143.25 | 134.41 | 127.89 | 113.76 | 106.67 | 121.33 | 92.33  | 84.17  |
| U Utility, miscellaneous                                   | 117.65 | 110.72 | 103.00 | 98.58  | 87.79  | 82.02  | 93.83  | 69.49  | 66.20  |

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.

## Supplemental Construction Valuation Tables

The supplemental valuations below may be updated annually as part of the annual fee approval process.

| Construction Type         | Unit                    | Valuation   |
|---------------------------|-------------------------|---|
| Basements – Unfinished    | Square Foot             | As provided in the ICC valuation table footnote above |
| Basements – Finished      | Square Foot             | \$41.00   |
| Decks (any type)          | Square Foot             | \$22.00   |
| Carport/Covered Patio     | Square Foot             | \$22.00   |
| Roof Conversions          | Square Foot             | \$22.00   |
| Fence (any type)          | Lineal Foot             | \$20.00   |
| Retaining Wall (any type) | Lineal Foot             | \$59.00   |
| Exterior Finish           | Square Foot             | \$5.00  |
| Fire Sprinklers           | Square Foot             | \$6.00  |
| Remodel/Alteration        | Square Foot             | \$39.00   |
| Basement TI               | Square Foot             | \$28.00   |
| Grading                   | Cubic Yard Cut and Fill | Equation  |
| Tenant Improvements       | Calculated              | 35% of the valuation for new construction             |
| Shell Only                | Calculated              | 80% of the valuation for new construction             |

## Building and Inspection Fee Calculation

Building permit fees based on valuation are calculated based on the calculations below.

| Construction Valuation          | Fee   |
|---------------------------------|---|
| Less than and including \$2,000 | \$70.00   |
| \$2,001 to \$25,000             | \$76.50 for the first \$2,000 plus \$16.50 for each additional \$1,000 or fraction thereof, to and including \$25,000. Example: Valuation of \$3,400 would be \$76.50 plus \$33.00 (\$16.50 x 2), or \$109.50 |
| \$25,001 to \$50,000            | \$456.00 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.  |
| \$50,001 to \$100,000           | \$765.00 for the first \$50,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.  |
| \$100,001 to \$500,000          | \$1,181.00 for the first \$100,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$500,000.   |
| \$500,001 to \$1,000,000        | \$3,781.00 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.   |
| Over \$1,000,001                | \$6,531.00 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.   |

## Plan Check Fees

Plan checks for building permits include up to 4 reviews. Additional reviews will be charged the hourly fee listed below.

| Fee Type  | Description  | Amount                     |
|---|--|----------------------------|
| Plan Check Fee – residential construction           |  | 40% of building permit fee |
| Plan Check Fee – commercial construction            |  | 65% of building permit fee |
| Plan Check Fee – smaller projects                   |  | \$100.00                   |
| Plan Check Fee – FCOZ projects                      | Applies to any parcel within a Foothills & Canyons Overlay Zone. | 65% of building permit fee |
| Land Use Review Fee                                 |  | \$110.00                   |
| Card File Plan Check Fee – single-family or duplex  | Includes accessory structures.                                   | \$175.00                   |
| Card File Plan Check Fee – multi-family residential |  | \$350.00                   |
| Plan Check Fee – hourly                             |  | \$80.00 per hour           |

## Stormwater Review & Stormwater Pollution Prevention Plans (SWPPP)

### Stormwater Review & Inspection Fees

| Fee Type                                   | Description   | Amount   |
|--|---|----------|
| Stormwater Review – base fee               | Base fee per project.   | \$200.00 |
| Stormwater Review – per-acre fee           | Additional fee per acre after the first acre; applies when SWPPP required.                                    | \$30.00  |
| Floodplain Development Permit              | Permit is required for any development within a mapped floodplain as required by FEMA.                        | \$75.00  |
| SWPPP Oversite Inspection – per inspection | Sites with an NOI are inspected on a monthly basis until project is complete and applicant applies for an NOT | \$60.00  |

### SWPPP Control Measures

All penalties and fines may be doubled for a second or third offense. Violations may be referred to the jurisdiction's legal counsel for further action.

| Penalty Type                                  | Description  | Amount   |
|---|--|----------|
| Working without an approved stormwater permit | Per occurrence and then for each business day beginning the day after the day on which fine was issued | \$500.00 |
| Tracking mud on road                          | Per occurrence and then for each business day beginning the day after the day on which fine was issued | \$300.00 |
| Failure to clean up or report spills          | Per occurrence and then for each business day beginning the day after the day on which fine was issued | \$250.00 |

|   |  |          |
|---|--|----------|
| Failure to conduct stormwater inspections                                       | Per occurrence and then for each business day beginning the day after the day on which fine was issued           | \$100.00 |
| Failure to use general best management practices as determined by the authority | Per site, per occurrence and then for each business day beginning the day after the day on which fine was issued | \$250.00 |

### **SWPPP Illicit Discharge**

The table below lists illicit discharges common to construction and maintenance activities. It is a violation to discharge pollutants. The presence of BMPs does not excuse an illicit discharge.

| Penalty Type          | Description  | Amount     |
|-----------------------|--|------------|
| Sediment              | Per day per violation.   | \$1,000.00 |
| Cementitious Material | Per day per violation.   | \$500.00   |
| Paints and Solvents   | Per day per violation.   | \$500.00   |
| Solid Waste           | Per day per violation.   | \$500.00   |
| Sanitary Waste        | Per day per violation.   | \$2,000.00 |
| Fuels                 | Per day per violation.   | \$1,000.00 |
| Fertilizers           | Per day per violation.   | \$500.00   |
| Organics              | Per day per violation.   | \$250.00   |
| Cleansers             | Per day per violation.   | \$500.00   |
| Hazardous materials   | Any illicit discharge may be assigned to this category depending on the impact. Per day per violation. | \$5,000.00 |

### **Land Use Fees**

#### **Permitted and Conditional Uses**

| Fee Type                             | Description  | Amount     |
|--------------------------------------|--|------------|
| Building permit site plan            | Over-the-counter staff review. Permitted uses not requiring separate land use permit.                              | \$110.00   |
| Change of Use Permit                 | Over-the-counter staff review. Includes tenant changes and uses subordinate to an existing Conditional Use Permit. | \$110.00   |
| Sign Permit                          | Over-the-counter staff review.   | \$110.00   |
| Business license review              | Over-the-counter staff review.   | \$110.00   |
| Accessory Dwelling Unit              | Includes limited agency review   | \$175.00   |
| Site Plan Review (less than 3 acres) | Includes agency review meeting and technical review.   | \$990.00   |
| Site Plan Review (3 acres or more)   | Includes agency review meeting, technical review and Planning Commission meeting.                                  | \$1,640.00 |
| Minor Site Plan Amendments           | Limited agency review  | \$175.00   |
| Residential Development (FCOZ)       | Includes agency review meeting and technical review.   | \$990.00   |

|                               |   |            |
|-------------------------------|---|------------|
| Foothills/Canyons             | Includes agency review meeting and technical review.  | \$990.00   |
| Simple Conditional Use Permit | Home daycare/pre-school, mobile store, condominium conversion, similar uses requiring limited staff review.   | \$175.00   |
| Other Conditional Use Permits | Commercial uses, residential uses, or signs needing conditional use approval. Includes agency review, technical review and Planning Commission meeting. | \$1,640.00 |

### Subdivision and Land Development Permits

| Fee Type  | Description  | Amount     |
|---|--|------------|
| Minor Subdivision (<5 lots)   | Includes agency review meeting and technical review.   | \$990.00   |
| Major Subdivision (Single Phase)  | Includes agency review meeting, technical review and Planning Commission meeting.  | \$1,640.00 |
| Major Subdivision with Multiple Phases (Includes Preliminary Plat and First Phase Final Plat) | Includes agency review meeting, technical review and Planning Commission Meeting   | \$1,640.00 |
| Final Plat Approval for Phases Two and Beyond   | Includes Technical Review  | \$535.00   |
| Planned Unit Development (Preliminary approval and First Phase Final Approval/Plat)           | Includes agency review meeting, technical review and Planning Commission meeting.  | \$1,640.00 |
| Final Planned Unit Development Approval for Phases Two and Beyond                             | Includes Technical Review  | \$535.00   |
| Subdivision amendments  | Includes agency review meeting and technical review. In some cases, a Planning Commission and/or Mayors meeting is required. These fees will be added as needed based on the applicable fees in this fee schedule. | \$990.00   |
| Simple Boundary Adjustment  | Includes limited staff review.   | \$110.00   |
| Full Boundary Adjustment  | Includes limited staff review. Applicable when amended plat not necessary  | \$175.00   |
| Extension of Time   | Includes review by Director.   | \$275.00   |

### Ordinance Adjustments

| Fee Type                   | Description   | Amount                                |
|----------------------------|---|---------------------------------------|
| Text Change                | Includes Planning Commission meeting and Council meeting.   | \$765.00                              |
| Zoning Map Change – minor  | Changes less than 3 acres. Includes limited staff review, Planning Commission meeting and Council meeting.  | \$940.00                              |
| Zoning Map Change – small  | Changes 3 up to 10 acres. Includes agency review meeting, staff review, Planning Commission meeting and Council meeting.                            | \$1,755.00                            |
| Zoning Map Change – medium | Changes over 10 up to 50 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees.  | \$1,755.00<br>plus \$200 per acre     |
| Zoning Map Change – large  | Changes over 50 up to 100 acres. Includes agency review meeting, staff review, Planning Commission meeting, Council meeting, and General Plan fees. | \$1,755.00<br>plus \$300 per acre     |
| Zoning Map Change – Major  | Changes over 100 acres.   | To be determined by agreement between |

|  |  |  |
|--|--|--|
|  |  | agency and applicant prior to acceptance of the application. |
|--|--|--|

## Other Land Use Applications

| Fee Type  | Description   | Amount                                 |
|---|---|--|
| Land Use Hearing Officer  | Needed for appeal of decisions, variances, nonconforming use expansions, takings relief petition, special exception, etc. | \$1,000.00 <sup>a</sup>                |
| Land Use Hearing Officer  | Double fee if construction has started.   | \$2,000.00                             |
| Administrative Determination                                      | Requires Director review.   | \$275.00                               |
| Special Exception   | Planning Commission meeting.  | \$650.00                               |
| Zoning Verification Letter  | Base fee plus costs for research time.  | \$25.00 base fee plus \$25.00 per hour |
| General Plan Amendment  | Includes limited staff review, Planning Commission meeting, Council meeting, and General Plan fees.                       | \$2,440.00                             |
| Agency Review Meeting at applicants' request                      | Agency Review meeting that includes outside agencies.   | \$455.00                               |
| Other applications requiring preliminary and/or technical review. | Up to 4 total review sessions. Additional charge if 4 total sessions exceeded for any application type.                   | \$535.00                               |
| Other applications requiring Planning Commission meeting          | Planning Commission meeting.  | \$650.00                               |
| Other applications requiring Council or Mayor's meeting           | Council or Mayor's meeting.   | \$115.00                               |

<sup>a</sup> For appeals, if the Land Use Hearing Officer finds in favor of the appellant then the fee shall be refunded less a \$100.00 administration fee.

## Code Enforcement Fees

| Fee Type   | Description   | Amount                            |
|--|---|-----------------------------------|
| Administrative Citation  | All violations unless specified otherwise including Operating a Business (other than a short term rental) without a current license or with an expired license, noise and nuisance violations). See below for Short term rental license fees. | \$300.00 per violation            |
| Civil Penalty  | Violations of zoning regulations.   | \$300.00 per violation per day    |
| Civil Penalties  | All violations of the code other than zoning violations and as otherwise prescribed in the code.  |                                   |
|  | Violation per day for first 30 days.  | \$100.00 per violation per day    |
|  | Violation per day for days 31-60.   | \$150.00 per violation per day    |
|  | Violation per day over 60 days.   | \$200.00 per violation per day    |
| Clean-up/Abatement Fees  | Administrative fee plus costs billed from Public Works or other contracted firm.  | \$300.00 plus actual costs        |
|  |   |                                   |
| Parking violation - minor  | Violations under section 11.20.070, 11.20.080, 11.20.090 or 11.20.140   | \$75.00 per violation             |
| Parking violation - major  | Violations under section 11.20.050, 11.20.060 11.20.110, 11.20.120, 11.20.130 or 11.20.135  | \$150.00 per violation            |
| <b>Short-Term Rental Violations</b>                                |   |                                   |
| Operating short-term rental without a business license             |   | \$650.00 per infraction per day   |
| Operating short-term rental for less than two nights for each stay |   | \$650.00 per infraction per day   |
| Holding special event at short-term rental – first violation       |   | \$650.00 per infraction per day   |
| Holding special event at short-term rental – subsequent violations |   | \$1,300.00 per infraction per day |
| Other short-term rental violations                                 | Violations not covered in the above categories.   | \$100.00 per infraction per day   |

## Bond Administration Fees

| Fee Type                        | Description   | Amount              |
|---------------------------------|---|---------------------|
| Bond Processing Fee             | Must be paid prior to acceptance of bond.   | \$100.00            |
| Bond Forfeiture                 | Will be called if improvements are not complete by expiration date.                         | Varies <sup>a</sup> |
| Deferred Curb and Gutter        |   | Varies <sup>b</sup> |
| Bond Reinspection               | Inspections required for partial bond release or if applicant fails bond inspections twice. | \$100.00            |
| Overtime/After-hours Inspection |   | \$120.00 (Per hour) |

<sup>a</sup> Based on bond amount.

<sup>b</sup> Based on project size.

## Miscellaneous Service Fees

| Fee Type                 | Description   | Amount                                 |
|--------------------------|---|--|
| Development Agreements   |   | Varies <sup>a</sup>                    |
| Hourly Rate              | Per hour fees for staff time not covered under specific fee types.  | \$80.00 per hour                       |
| GRAMA                    | Time spent on research and compiling.   | Actual cost <sup>b</sup>               |
| Material Costs           | Copies, maps, CDs, USB drives, etc.   | Actual cost <sup>b</sup>               |
| Research                 | Research related to administrative decisions, zoning compliance letters, or determination of legal status of a lot or parcel. | \$25.00 base fee plus \$25.00 per hour |
| Health Department Review | Activities performed by the Salt Lake County Health Department.   | County fee <sup>c</sup>                |
| Postage                  | For noticing mailings, postage is charged per meeting.  | Actual cost <sup>b</sup>               |
| Newspaper Notices        | Notices of meetings before Councils.  | Actual cost <sup>b</sup>               |

<sup>a</sup> Development agreements will be determined between local government agency and Applicant prior to acceptance of the application.

<sup>b</sup> Customer will be charged actual costs of materials per MSD Records and Access and Management Policy.

<sup>c</sup> Health Department fees will be charged as provided in the Salt Lake County Fee Schedule.

## Engineering Fees

The fees below are collected by the MSD on behalf of the Engineering Division.

| Right-of-way Improvement Review & Inspection Fees                 | Amount   |
|---|--|
| Replacement of existing improvements                              | Replacement of existing curb & gutter, sidewalk, and drive approach improvements in the same configuration.  |
| Changes to improvements (existing curb & gutter)                  | Changes to sidewalks and drive approaches where curb & gutter are already present. Includes review and inspection by County. Design and staking by applicant.                            |
| Changes to improvements (no existing curb & gutter or sidewalk)   | Addition of curb & gutter, sidewalks, and/or drive approaches where no curb & gutter or sidewalk are present. Includes review and inspection by County. Design and staking by applicant. |
| Changes to sidewalk (no existing curb & gutter or sidewalk)       | Addition of sidewalk only. Includes review and inspection by County. Design and staking by applicant.  |
| Changes to drive approach (no existing curb & gutter or sidewalk) | Addition of drive approaches only. Includes review and inspection by County. Design and staking by applicant.  |
| Engineering Plan Check Fees                                       | Amount   |
| For Subdivision Development                                       | Engineering check fee, final subdivision fee and plat filing for subdivisions  |
| Amended Subdivision Plat  |  |
| Non-Subdivision Development                                       | \$150 upon submittal then Calculated <sup>b</sup>  |
| Other Fees  | Amount   |

|   |   |   |
|---|---|---|
| Road Dedication (non-subdivision development) | Where required for street widening and improvements.                            | \$150.00  |
| Street Sign                                   | Includes sign and installation by MSD or contracted service provider            | \$200.00  |
| <b>Geology/Natural Hazard Review Fees</b>     |   | <b>Amount</b>   |
| Initial Site Assessment                       | Determination of whether project falls within boundaries of any mapped hazards. | \$200.00  |
| Review of Technical Report                    | Coordination and review of third-party technical report.                        | Actual cost of third-party review plus \$300.00 agency review |
| <b>Traffic Impact Review Fees</b>             |   | <b>Amount</b>   |
| Initial Site Assessment                       | Determination of whether project meets TIS threshold.                           | \$200.00  |
| Review of Technical Report                    | Coordination and review of third-party technical report.                        | Actual cost of third-party review plus \$100 agency review    |

<sup>a</sup> Prior to review, 35% of 6% of improvement estimate, default of \$90 per lot, minimum of \$10 or the appropriate calculation. Prior to recording or construction, 100% of 6% of improvement estimate minus fee already paid.

<sup>b</sup> Prior to approval or construction, 4.5% of total improvement estimate for off-site, and on-site storm drainage minus \$150 fee already paid.

## Public Works – Engineering Special Events

Special Events within the Town of Brighton require the submittal of an application:

Insurance certificates, maps, and fees will need to be submitted to the Permit Specialist before your request can be fully processed. See fee schedule below.

| <b>Special Event Permit Fees (for municipalities within the District)</b> |                    |
|---|--------------------|
| <b># of Participants</b>  | <b>Fee per day</b> |
| 0 to 100  | \$50.00            |
| 100 to 200  | \$100.00           |
| 200 to 400  | \$200.00           |
| 400 to 600  | \$500.00           |
| Over 600  | \$1,000.00         |
| Filming Fees  | \$200.00           |

- Special events or Filming held on any state roadway(s) may also require an additional permit from Utah Department of Transportation.
- Special events or Filming held in any canyon may also require an additional permit from United States Department of Agriculture, Forest Service Division.
- Sponsors of block parties will also be required to submit with the application form a traffic detour and parking plan that will accommodate affected residents and emergency access. Barricades and security are the responsibility of the applicant.

The following are exempt from Special Event fees pursuant to Brighton Code 14.56.090 (D):

1. Political Events;
2. Parades of less than one mile in length;
3. Events sponsored in whole or in part by the town;
4. Private non-commercial weddings;
5. Block parties; and
6. Revenue-raising events where the revenue flows to the direct benefit of the town.

## **Glossary of Terms**

**Condominium Plat:** The procedure to review and record a condominium plat is subject to the Condominium Ownership Act (57.8- Utah Code). Staff review includes addressing all units, a review to verify compliance with the zoning ordinance and conditions of approval previously imposed and an engineering review to verify compliance with platting requirements.

**Director:** The Director of Planning and Development or designee.

**General Plan Amendment:** Planning Commissions make a recommendation to the Council who must authorize Amendments to a General Plan. A study that includes public involvement is conducted after Council gives the direction to proceed to the Development Services Director.

**Home Daycare I Pre-school Application Fees:** Although a home daycare or pre-school may be operated out of a private residence, it is not considered or reviewed in the same manner as a home business. Therefore, they are listed separately in the fee schedule and in the ordinance.

**MSD:** Means the Greater Salt Lake Municipal Services District, which the Town of Brighton has contracted with to provide planning and zoning, building permit, business license, and code enforcement services

**Re-Zone (Zoning Map Amendment):** A request to change the existing zoning (re-zone) requires: review and recommendation from the planning commission (Public Body Review) and final decision by the council (Additional Public Body Review)and technical work (Technical Review) for map and index work).

**Signs:** Signs vary in the type and complexity of review process required therefore they are listed under several review types. It is intended that the fees are assessed per review process and not per sign. For example, a business that had 2 signs requiring Planning Commission review would be charged for 1 Planning Commission review. However, a business which had 1 sign which required Planning Commission review and another sign which did not would be charged for 1 Planning Commission review and 1 staff review.

**Subdivision:** A request to subdivide property requires review and approval of a preliminary plat, and a Technical Review of the Final Plat. Additionally, an Agency Review Meeting is required. Note that in the case of a "one-lot" subdivision there might also be an Administrative Review for the proposed Single-Family Dwelling. Fees may include: Agency Coordination Meeting, Planning Commission Meeting, Technical Review, Staff Review of a Site Plan.

**Valuation:** The estimated construction cost for a project.