

Proposed Resolution to Amend Community Development Fee Schedule

Fee Schedule Update – Community Development

Meeting Date: Month, Day, 2026

Action Requested: Approve a Resolution Updating the Community Development Fee Schedule

Purpose

Staff is requesting Council approval to update the Community Development fee schedule, so it better reflects the work required to review permit applications and implement recently adopted ordinances.

Some fees currently on the books no longer match the level of review now required, and in a few cases, fees were never established for new permit types.

Why

Over time, the Town has adopted new regulations and expanded review requirements, including a new Sign Ordinance and pending Grading Ordinance. These changes require more staff time, Planning & Zoning review, and, in some cases, professional engineering or plan review.

However, the existing fee schedule has not been updated to account for this additional work. As a result, the Town is often absorbing costs that should be tied to the specific applications creating the workload.

What:

The proposed update focuses on three main areas:

1. Sign Permit Fees

- Establishes clear sign permit fees for the first time
- Fees are based on sign type, size, and level of review
- Supports consistent enforcement of the new Sign Ordinance

2. Third-Party Review Costs

- Clarifies when outside professionals are required
- Allows the Town to recover actual review costs when engineering or plan review is needed
- Provides applicants with clearer expectations upfront

3. Select Application Fees

- Updates a small number of permit fees where review effort has increased and applications have been added
 - Aligns fees with current processing and administrative time
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Financial Impact:

These changes are intended to recover costs, not generate profit.

Updating the fee schedule helps ensure that:

- Applicants pay for the review their project requires
 - The General Fund is not subsidizing private development review
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If Council approves this:

If approved, staff will:

- Implement the updated fee schedule moving forward
 - Apply the fees consistently across permit applications
 - Provide clear fee information to applicants at the time of submittal
 - Update website with fee schedule
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RECOMMENDED ACTION

Approve a resolution updating the Community Development fee schedule as presented.

BUILDING PERMIT APPLICATION FEES	CURRENT	SUGGESTED
RESIDENTIAL BUILDING PERMIT	\$100.00	nothing to note
RESIDENTIAL POOL PERMIT	\$100.00	nothing to note
COMMERCIAL BUILDING PERMIT	\$500.00	nothing to note
COMMERCIAL POOL PERMIT	\$100.00	nothing to note
SOLAR	\$100.00	nothing to note
ELECTRICAL	\$100.00	nothing to note
FLOODPLAIN	\$0.00	\$100.00
FLOODPLAIN ADMINISTRATOR REVIEW	\$0.00	3 rd Party
EXCAVATION (N/A)	\$0.00	TBD – Pending Ordinance
GRADING (N/A)	\$0.00	TBD – Pending Ordinance

LAND USE APPLICATION FEES	CURRENT	SUGGESTED
CONDITIONAL USE PERMIT (CUP)	\$1,000.00	nothing to note
FINAL PLAT	\$250 per divided lot	nothing to note
PRELIMINARY PLAT	\$1,000.00	nothing to note
SIGN PERMIT	\$0.00	See Below
VARIANCE	\$500.00 + Attorney Fees	nothing to note
LAND PARTITION	\$300.00	nothing to note
ZONE CHANGE	\$1,000.00	nothing to note
ANNEXATIONS	\$500.00	nothing to note
PARTITION / MISCELLANEOUS ADJUSTMENT	\$400.00	nothing to note
BOUNDARY/LOT LINE ADJUSTMENT	\$500.00	nothing to note
SIMPLE LOT LINE ADJUSTMENT	\$250.00	nothing to note
CHANGES TO GENERAL PLAN	\$500.00	nothing to note
APPEAL AUTHORITY	\$500.00	nothing to note

THIRD PARTY REVIEW	CURRENT	SUGGESTED
CIVIL REVIEW	\$2,000.00	Need clarity on scope
ACTING BUILDING OFFICIAL	\$0.00	\$125.00 HR
BUILDING PLANS EXAMINER	TBD by engineer	\$135.00 HR
STRUCTURAL PLAN CHECK ENGINEER	\$0.00	\$135.00 HR
CIVIL PLANS EXAMINER	\$0.00	\$125.00 HR
FIRE PROTECTION PLANS EXAMINER	\$0.00	\$135.00 HR
ZONING PLANS PLAN CHECK ENGINEER	\$0.00	\$100.00 HR
BUILDING INSPECTOR II (8-WAY CERTIFIED)	\$0.00	\$65.00 HR
PERMIT TECHNICIAN	\$0.00	\$45.00 HR
CLERICAL SUPPORT	\$0.00	\$125.00 HR

Community Development Department

Sign permit fee schedule

(Adopted per Ordinance No. 2025-06, §52.9.6)

Purpose: This schedule establishes fees to recover administrative, Planning & Zoning, and engineering costs associated with sign permit review and issuance under Virgin Municipal Code Title 16, Chapter 52.

Fees are based on sign type, size, location, and review complexity.

Residential & agricultural zones (§52.7)

Type	Description	Review Level	Fee
Low Sign / Nameplate	≤ 8 sq ft, wall or fence mounted	Staff review	\$35.00
Subdivision Entrance Sign	≤ 20 sq ft, monument-style	P&Z Review	\$75.00
Special Event or Temporary Sign	≤ 8 sq ft, up to 14 days	Staff review	\$25.00
Additional Sign (multi frontage)	Requires P&Z approval	P&Z Review	\$50.00 per sign

Commercial & Resort Zones (§52.8.1-.2)

Tier	Description	Example	Review Level	Fee
Tier 1: Building, Mounted, Small	≤ 20 sq ft flat mounted	Wall, awning, or projecting sign	Staff review	\$75.00
Tier 2: Building, Mounted, Standard	≤ 40 sq ft,		P&Z Review	\$75.00
Tier 3: Freestanding Monument	≤ 40 sq ft / ≤ 6 ft high	Ground or monument sign	P&Z + Engineer (if required)	\$200.00
Tier 4: Business Center Monument (§52.8.2)	≤ 60 sq ft / ≤ 15 ft high	Shared multi-tenant sign	P&Z + Staff	\$300 + \$50 per fixture review
Tier 5: Illuminated / Digital (§2.6.D)	Multi-Tenant or phased project	Includes all sign types on parcel	P&Z Hearing	\$400 base + \$25 per additional sign

Temporary, Event & Community Signs (§52.4.2, §52.8.3)

Type	Duration	Fee
Community or Special Event	≤ 30 days	\$25.00
Construction or Real Estate Sign	Up to project duration	\$35.00
Unified Community Business Sign (§2.12)	Up to project duration	\$0.00 (Town program)

Administrative & Penalty Fees (§52.9.7-52.12)

Action	Fee
Permit Renewal (within 1 year)	50% of original fee
Revision / Resubmittal	\$50.00
Engineering Review (if required by §52.9.4)	Actual cost + 10% admin
Abatement / Removal (§2.9.9)	Actual removal cost + 20% admin
Violation Fine (§52.12)	Up to \$750 per day per infraction

Community Development Department
Venue Rentals | Special Events

VENUE RENTAL	CURRENT	SUGGESTED
HERITAGE TOWN PARK APPLICATION FEE	\$0.00	\$25.00
TOWN PARK APPLICATION FEE	\$0.00	\$25.00
POCKETVILLE HOLLOW APPLICATION FEE	\$0.00	\$25.00
FALLS PARK VENUE RENTAL	\$25.00	REMOVE, NOT IN TOWN'S JURISDICTION

Community Development Department
Public Works | Application Fees

PUBLIC WORKS PERMIT APPLICATION	CURRENT	SUGGESTED
CONSTRUCTION / SITE PLAN REVIEW	\$0.00	\$25.00
ENCROACHMENT PERMT	\$0.00	\$25.00
EXCAVATION PERMIT	\$0.00	TBD – Pending Ordinance
RIGHT OF WAY	\$0.00	\$25.00

Appendix J Grading: 2021 International Building Code: [Link](#)

- Start here
- Ordinance #2017-042617-1, We adopted IBC and IRC and it includes automatic adoption of versions of IBC and IRC. I attached a copy for your review.

Grading Fee Schedules — Southern Utah Comparison

Toquerville

- **Primary source:** Consolidated Uniform Fee Schedule (2025 update)
- **Direct document:**
 - [Toquerville Uniform Fee Schedule \(PDF\)](#)

Key grading fees:

- Grading permit application: **\$300 base**
- Additional charges calculated per **UBC Table A-33 (grading plan review & permit fees)**
- Additional inspection requests: **\$45 each**

This is a **hybrid model**:

- Flat base application fee
 - Then volume/engineering-based calculation using Appendix/UBC grading tables.
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Hurricane

- **Primary source:** Hurricane consolidated fee schedule + grading permit application
- **Direct documents:**
 - [Hurricane Consolidated Fee Schedule \(PDF\)](#)
 - [Hurricane Grading Permit Application \(PDF\)](#)

How Hurricane handles grading fees:

- Application requires payment of grading permit and review fees per adopted schedule.
- Fees are **not listed as a simple flat rate** in the application — they reference the **city fee schedule + engineering review costs**.
- May include bonding, dust mitigation compliance, and engineering review requirements.

This is typically:

- Project-specific engineering review
 - Fee schedule tied to construction/building fee framework.
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St. George

- **Primary source:** Excavation & Grading Permit document (Appendix J fee structure)
- **Direct document:**
 - [St. George Excavation & Grading Permit Application \(PDF\)](#)

How fees are structured:

- Fees based on **volume of excavation or fill (cubic yards)**
- Must follow International Building Code Appendix J grading fee schedule
- Plan review + permit fee assessed together based on project size.

This is a **true volume-based grading model:**

- Most comparable for large site work / subdivision earthwork.

Quick Comparison (Policy Structure)

City	Fee Model	Base Fee	Variable Component
Toquerville	Base + UBC grading tables	~\$300	Plan review + permit calc
Hurricane	Engineering review / schedule-based	varies	City fee schedule + project review
St. George	Volume-based	varies	Cubic yard grading calculation

Strategic Insight for Virgin

Since you're working on:

- fee schedule updates
- protecting town costs (inspections, clerical, PW review)
- benchmarking neighboring jurisdictions

Three common regional approaches:

1. **Base + formula (Toquerville)**
2. **Case-by-case engineering review (Hurricane)**
3. **Volume-driven schedule (St. George)**

Most towns Virgin's size land in **#1** — easier admin, defensible, scalable.