

# Land Use Charges and Fees Explained

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## Fixed fee and hourly charge overview.

Hourly charge applicants are required to submit a deposit which goes into a trust account set up for any given land use project. The dollar amounts of hours worked by staff members and costs for public notification will be deducted from the trust account.

Fixed fee land use applicants are charged a non-refundable fixed fee. Annexation applicants could be subject to additional costs such as posting, mailing, consultant fees, design studies, creation of street standards and other similar expenses.

## Land Use Approval Process Basics

The **hourly charge** Land Use Approval process

1. Applicants submit an application along with a check for the required deposit.
2. The application is given a project number such as 05PLT0123 (subdivision) and pertinent information about the applicant is entered into a computer database along with check information and amount.
3. A trust account is created with the applicant's check.
4. A project file is set up in a tracking system which keeps track of the hours and purpose planners work on any given project.
5. Monetary values of the hours worked by a planner are periodically deducted from the trust account.
6. When the project has been approved or denied and closed out by a planner, any money remaining in the trust account will be refunded to the applicant. Most often, applicants receive refunds. Some projects will reach a zero balance, hence no refund. Occasionally, more complex or problematic projects will exceed the

The **fixed fee** Land Use Approval process

1. Applicants submit an application along with a check for the required fee.
2. The application is given a project number such as 05ERC0123 (Environmental Checklist Review) and pertinent information about the applicant is entered into a computer database along with check information and amount.
3. The check is delivered to accounts receivable where it is processed.
4. The fee is one time and non-refundable.
5. The project proceeds until the specified land use action is either approved or denied.