

Report to the Manitowoc Plan Commission

Meeting Date: Wednesday, January 27, 2021

Request: PC 3-2021: Modifications to Community Development Fee Schedule.

Report: Attached is a copy of the modified fee schedule. After a review of neighboring municipalities, as well as those of similar size, the fees have been modified to ensure the planning fees are aligned with what other municipalities are charging. The last review of the fees was in 2011.

Timeline

- After Plan Commission action, the request will be referred to the Common Council for action at the February 15, 2021 Council Meeting.

Recommendation: The Community Development Department recommends that the Plan Commission approve and accept the modified fee schedule.

FEE SCHEDULE
Proposed 1/27/2021

• **Annexation and Detachment (City fee) \$300 \$350(no tax)**

• Annexation Petition Review Fee - Wisconsin Department of Administration (WDOA) (§16.53(4) Wis. Stats. for annexations under §66.023 Wis. Stats. or any petition for annexation under §66.0217 Wis. Stats., and as may be amended by WDOA from time to time)

Initial Filing Fee (one time required for first submittal of petition):

2 acres or less	\$ 200
2.01 acres or more	350

(plus)

Review Fee, based on the following acreage:

2 acres or less	\$200
2.01 - 10 acres	600
10.01 - 50 acres	800
50.01 - 100 acres	1,000
100.01 - 200 acres	1,400
200.01 - 500 acres	2,000
Over 500 acres	4,000

The WDOA fee is waived by the City if paid directly by petitioner to WDOA.

• Certified Survey Map (CSM) \$100/CSM

• **Conditional Use Permit (CUP) \$250-\$350**

• ~~Digital data set files:~~

Cadastral¹	\$50/design file²
	\$200/complete set

~~Planimetric, Orthophotos³ and GIS
(State Plane or County Datum)~~

Orthophotos:
\$10/file (¼ Section)
\$2,000/complete set

Planimetric:
\$100/file (Section)
\$5,000/complete set

~~\$6,000/complete set Orthophotos &
Planimetrics~~

~~GIS:~~

~~GIS Parcel Layer: \$50 geodatabase or shapefile
\$100 w/attribute data~~

~~Planimetrics: \$100 each~~

- Mobile/Manufactured Home Park Fees:

Annual license	\$75
Alteration/extension	\$50
Transfer of license	\$50

- Official Map Amendment \$350

- Sign Permit Fees (minimum \$35.00 /sign, exclusive of any electrical permit):

On-premise signs visible from public street	35¢/sf
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Off-premise signs	35¢/sf
Fixed Animated Sign - Special Permit Fee (Section 15.45(18)(b)1.(A))	\$125

Movable Animated Signs - Administrative Review Fee (Section 15.45(18)(b)2.(A))	\$70
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Movable Animated Signs - Annual Permit Fee (Section 15.45(18)(b)2.(B))	\$195
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- Shoreland-Wetland:

Zoning permits	\$100
Certificate of compliance	\$ 75
Public hearings	\$300
Conditional use permit	\$100
Rezoning petitions	\$300
Appeals petitions	\$ 75

- ~~Signs Requiring Annual Sign Permit \$20/sign, advertising device or canopy~~

- Site Plan Review agreement (Section 15.370(2)) ~~\$300~~ \$350, plus recording fees for performance
- Special Use Permit/Parking Lot in "R" District/Sidewalk Privilege Agreement \$200
- Street/Alley Vacation \$350
- Subdivision Review \$15/lot
\$75 minimum
No maximum
- Design Review/Certificate of Appropriateness (Section 15.29(8)) \$25
- Traditional Neighborhood Development (TND)/ Planned Unit Development (PUD)
 - Combines Conditional Use Permit (CUP), General Development Plan, Final Development Plat, and Site Plan Review Fee ~~\$300~~ \$350, plus any CSM or subdivision review fees under current structure
 - Amendments to Final Development Plan \$100, plus any CSM or subdivision review fee under current fee structure
 - CUP & Site Plan ~~\$300~~ \$350, plus any platting under current fee structure
 - Amendments \$100, plus any platting under current fee structure
- Zoning Map/Text Amendment \$350
- Zoning Letter/Certification
 - ~~\$20 if limited to verification of current zoning, summary of land uses allowed by zoning, in-house review of compliance with development regulations, if completion of letter is in the form of a specific, fill in blank questions or check the box form provided to City; or~~
 - \$50 if letter on City letterhead or additional research required, including but not limited to

zoning history, building permit and land use history, field verification of compliance with development regulations, parking, or to certify legal, nonconforming status

- ¼ Section Aerials, Legal Sheet and Topo Sheet \$5 first copy, \$2 second copy, plus tax
- 36" x 36" Plot \$5, plus tax
- Official Map (wall map) \$50, plus tax
- Zoning Map (wall map) \$50, plus tax
- Zoning Map (1" = 1,000' color) \$5, plus tax
- Photo copies (8½" x 11" or 11" x 14") 25¢ per page
- Zoning Board of Appeals \$300
- Telecommunication Tower/Wind Energy System Tower Permit Fee* (new tower construction including installation of antenna or blades at time of new tower construction) \$25/foot of tower height
- Telecommunication Tower/Wind Energy System Tower Permit Fee* (expansion of existing tower when no new tower construction permit has been previously paid) \$25/foot of tower height (existing plus expansion height)
- Telecommunication Tower/Wind Energy System Tower Permit Fee* (expansion of existing tower when a new tower construction permit fee has been previously paid) \$25/foot of tower height (expansion height only)
- Telecommunication Antenna Permit Fee* \$500/antenna or \$500/antenna/array
- Telecommunication Tower/Wind Energy System Tower Upgrade Permit Fee* (updating, modification, alteration, repair, \$250

replacement or substitution of previously authorized equipment, fixtures, appurtenances and other improvements, including equipment shelters)

- City/CDA Bond Issuance Fee (City or Community Development Authority as issuer) .001 x amount of new bond issue (initial issuance); .001 x amount of amended, restated or remarketing bond issue (subsequent issuances)

- Property information/research (requests that go beyond cursory map review for activities including, but not limited to title search, history of transaction, document and plan searches and the like) **\$30 \$50**

NOTE: COST FOR THE PUBLICATION OF LEGAL NOTICES AND RECORDING FEES ARE IN ADDITION TO FEES AS STATED HEREIN. ALL ABOVE STATED FEES DO NOT INCLUDE BUILDING PERMIT FEES.

*** EXCLUDES AMATEUR RADIO SERVICE FACILITIES**

¹ ~~Cadastral includes lot and block lines, street names, lot numbers, addresses, political boundaries, etc.~~

² ~~Design file type refers to base map, parcels, sewers, database, etc.~~

³ ~~Planimetric includes curb lines, edges of pavement, parks, major buildings, city landmarks, etc. Orthophotos are raster images or higher quality aerial photos.~~

Municipality	Manitowoc	Two Rivers	Sheboygan	Fond du Lac	Oshkosh	Appleton	Green Bay	Sun Prairie	Wisconsin Rapids
Annexation & Detachment (City fee)	\$300 (no tax)	TBD (state fees apply)			\$100, plus \$50 Notification/ publication fee	Numerous agreements in place w/ neighboring communities		\$250	\$150
Annexation Petition Review Fee (2 acres or less)(2.01 acres or more) Plus Review Fee based on the following acreage:	\$200 & \$350							\$250	
Certified Survey Map (CSM)	\$100/CSM	\$10 lot/\$30 min	\$100		\$150 (1 lot); \$250 (2 lots); \$350 (3 lots)	\$100	\$150	\$250	\$60 + \$10/ot
Conditional Use Permit (CUP)	\$250	\$350	\$250	\$400	\$300, plus \$50 Notification/ publication fee, plus \$40 recording fee	\$450	\$300	\$400, plus \$20 publication fee	\$250
Digital data set files:									
Mobile/Manufactured Home Park Fees: Annual license , Alteration/extention, Transfer of license	\$75, \$50, \$50								
Official Map Amendment	\$350	\$350							
Sign Permit Fees (minimum \$35.00 / sign, exclusive of any electrical permit):									
Shoreland-Wetland Zoning permits	\$100				\$250 (flood); \$150 (shore)				
Signs Requiring Annual Sign Permit	\$20/sign, advertising device or canopy								
Site Plan Review	\$300, plus recording fees for performance agreement (Section 15.37(2))	\$350	\$100	\$600	Varies from \$425 to \$1,00 plus inspection fee, depnding on size	\$100-\$250 (minor review, depend on acres)		\$150	
Special Use Permit(/Parking Lot in "R" District/Sidewalk Privilege Agreement)	\$200		\$100	\$400		\$450		\$100	
Street/Alley Vacation	\$350	\$350			(Street) \$200, plus \$50 Notification/ publication fee		\$200		
Subdivision Review	\$15/lot \$75 min No max						\$150, plus \$35/lot		\$200 + \$10/lot
Design Review/ Certificate of Appropriateness	\$25								
Traditional Neighborhood Development (TND)/ Planned Unit Development (PUD)	\$300	\$350			\$400, plus \$50 Notification/publication fee	\$450	\$350		Pre-Petition Conference: \$150.00 - Residential (public hearing and final approval is included): \$300.00 + \$20.00/acre -Non-Residential (public hearing and final approval is included): \$300.00 + \$20.00/acre - Planned Unit Development Amendment: \$150.00

Zoning Map/Text Amendment	\$350	\$350 (map); \$150 (text)	\$200	\$450	\$300, plus \$50 Notification/ publication fee	\$450	\$300	\$400, plus \$20 publication fee	\$250 + \$10/acre
Zoning Letter/Certification	\$50		\$50	\$50		\$25/parcel		\$50	
Telecommunication Tower/Wind Engery System Tower Permit Fee	\$25/foot of tower height								
Appeal			\$250						
Conditional Use for New Communication Tower			\$3,000		\$3,000				
Code Amendment				\$300					
Annexation/ Attachment					\$100, plus \$50 Notification/ publication fee				
Land Division									
New Communication Tower or Classl Colocation					\$3,000				
Cell Tower/ Site Modifications: New									
Cell Tower/ Site Modifications: Antennae & Electrical changes									
Notes					NOTE: Charged for neighborhood mailings (CUP, rezone, etc)			Comparable city size to Manitowoc	