



## **Village of Biscayne Park Commission Agenda Report**

**Village Commission Meeting Date:** October 6, 2015

**Subject:** Resolution 2015-47 Fee Schedule

**Prepared By:** Maria C. Camara, Village Clerk

**Sponsored By:** Staff

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### **Background**

On October 7, 2014, a Master Fee Schedule was adopted in accordance with the Village's Code as it relates to the setting of all administrative and user fees for services provided. The Code also provides that the Village would amend these fees from time to time by resolution at a public hearing upon a review of the fees and based upon new administrative or overhead costs, or new services.

Based on this review, the following fees are amended and/or added:

- Recording of Liens: Changing from \$22.50 to \$25.00. This covers the actual cost of recording with Miami-Dade County Clerk of Courts, the utilization of the third-party online recording system, and administrative overhead. A lien document is normally 2 pages.
- Variance (Advertising / Notice / Recording Costs): Changing from \$100 to \$225. In addition to the \$150 fee to request a Variance, a property owner must also cover the costs for advertising twice in the newspaper (average \$85 for each advertisement), postage to notify residents within a 500' radius

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Commission Agenda Report

Resolution 2015-47 Fee Schedule

(average 60 properties at current first class postage rate), and the recording of the Order based on the Commission's decision (2 pages). The \$225 cost is the minimum cost and the total of all actual costs will be covered by the property owner.

- Bounce House Fee: New \$30 fee. In addition, bounce house vendor must provide proof of liability insurance prior to the event.
- Building inspector review fee of \$95 is deleted due to redundancy.

### **Fiscal / Budget Impact**

Reviewing and amending the fees as needed insures that they are appropriate and reasonably related to the purpose for which they are charged, and that they cover all administrative and overhead costs.

### **Recommendation**

Approval of Resolution 2015-47

### **Attachments**

- Resolution 2015-47
- Master Fee Schedule Amended October 6, 2015



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**The foregoing resolution upon being  
put to a vote, the vote was as follows:**

\_\_\_\_\_  
David Coviello, Mayor

Attest:

\_\_\_\_\_  
Maria C. Camara, Village Clerk

Approved as to form:

\_\_\_\_\_  
John J. Hearn, Village Attorney

Mayor Coviello: \_\_\_\_  
Vice Mayor Anderson: \_\_\_\_  
Commissioner Jonas: \_\_\_\_  
Commissioner Ross: \_\_\_\_  
Commissioner Watts: \_\_\_\_



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**Amended  
October 6, 2015**

| <i>Description</i>  | <i>Fee</i> |
|---|------------|
| <b>ADMINISTRATIVE</b>   |            |
| Lien Search 48 hours  | \$75.00    |
| Lien Search 72 hours  | \$60.00    |
| Lien Search 5 days  | \$40.00    |
| Lien reduction request  | \$50.00    |
| Recording of Lien (page 1)  | \$15.00    |
| Recording of Lien (each subsequent page)  | \$10.00    |
| Satisfaction/Release of Lien  | \$15.00    |
| Landlord Permit Fee (per unit) (annual)   | \$50.00    |
| Home Occupational License Application (annual)  | \$50.00    |
| Campaign Sign Bond  | \$250.00   |
| Request for Variance  | \$150.00   |
| Variance - Advertising / Notice / Recording ( <i>Amount shown is the minimum cost. Actual cost to be covered by property owner.</i> ) | \$225.00   |
| Lobbyist registration   | \$250.00   |
| Film permit   | \$250.00   |
| Filming overflow parking (minimum)  | \$100.00   |
| Special Events Non Refundable Appl Fee  | \$25.00    |
| Special Events or Film Permit Deposit (Refundable)  | \$250.00   |
| Garage Sale (2 day)   | \$15.00    |
| Garage Sale (2 day) with website posting  | \$35.00    |
| Notary First Page (Non resident)  | \$5.00     |
| Notary Each Additional Page (Non resident)  | \$2.00     |
| Photocopies (black/white single per page)   | \$0.15     |
| Photocopies (black/white duplex per page)   | \$0.30     |
| Photocopies (color single per page)   | \$0.50     |
| Photocopies (color duplex per page)   | \$1.00     |
| DVD or CD   | \$1.00     |
| Certified Copies  | \$1.00     |



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**Amended  
October 6, 2015**

| <i>Description</i>   | <i>Fee</i> |
|--|------------|
| <b>PUBLIC WORKS / SANITATION</b>                                     |            |
| Unscheduled trash removal  | \$30.00    |
| Oversized trash pile per ea. cubic yard over                         | \$20.00    |
| White goods pick up per item   | \$25.00    |
| Exceptional special trash removal - actual per outsourced contractor | Actual     |



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

|                                    |
|------------------------------------|
| <b>Amended<br/>October 6, 2015</b> |
|------------------------------------|

| <i>Description</i>   | <i>Fee</i>  |
|--|-------------|
| <b>CODE COMPLIANCE</b>   |             |
| <i>Citations issued by the Code Compliance Officer</i>   |             |
| Citation   | \$25.00     |
| <i>Fines issued by the Code Compliance Board</i>   |             |
| Fine per day per violation for first violation   | \$250.00    |
| Fine per day per violation for a repeat violation  | \$500.00    |
| Fine per day maximum if the Board finds the violation to be irreparable or irreversible in nature    | \$15,000.00 |
| Limit per violation unless the Board finds the violation to be irreparable or irreversible in nature | \$40,000.00 |



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**Amended  
October 6, 2015**

| <i>Description</i>                          | <i>Fee</i>     |
|---|----------------|
| <b>PARKS &amp; RECREATION</b>               |                |
| Multi purpose room resident per hour        | \$40.00        |
| Multi purpose room non-resident per hour    | \$80.00        |
| Meeting room resident per hour              | \$50.00        |
| Meeting room non-resident per hour          | \$100.00       |
| Pavillion per hour resident                 | \$40.00        |
| Pavillion per hour non-resident             | \$80.00        |
| Picnic area per hour resident               | \$20.00        |
| Picnic area per hour non-resident           | \$40.00        |
| <b>Bounce House Fee</b>                     | <b>\$30.00</b> |
| Tot Lot area per hour resident              | \$25.00        |
| Tot Lot area per hour non-resident          | \$50.00        |
| Court rental resident per hour              | \$20.00        |
| Court rental non resident per hour          | \$40.00        |
| Athletic field rental resident per hour     | \$20.00        |
| Athletic field rental non resident per hour | \$40.00        |
| Staff hourly rate (non-operating hours)     | \$25.00        |
| Security deposit all rentals                | \$100.00       |



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**Amended  
October 6, 2015**

| <i>Description</i>  | <i>Fee</i> |
|---|------------|
| <b>POLICE DEPARTMENT</b>  |            |
| Police personnel (hourly rate regular)  | \$40.00    |
| Police personnel (hourly rate holiday)  | \$80.00    |
| Alarm Registration (one time fee)   | \$20.00    |
| First false alarm (within a 6 mo. period)   | No charge  |
| Second false alarm (within a 6 mo. period)  | \$25.00    |
| Third false alarm (within a 6 mo. period)   | \$50.00    |
| Fourth false alarm (within a 6 mo. period)  | \$100.00   |
| Fifth and each additional false alarm (within a 6 mo. period)                         | \$150.00   |
| <i>Impoundment / Transportation Fees (Vehicles used in the commission of a crime)</i> |            |
| Impoundment fee   | \$500.00   |



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

Amended  
October 6, 2015

| <i>Description</i>   | <i>Fee</i> |
|--|------------|
| <b>BUILDING</b>  |            |
| <b><i>Building Permits - BUILDING</i></b>  |            |
| <i>All building permits (window, door, additions, alterations, roofing, fence, driveways, etc.)</i>            |            |
| Permit base fee  | \$60.00    |
| For every \$1,000 of estimated cot   | \$17.00    |
| Building inspector review fee  | \$95.00    |
| <b><i>Building Permits - PLUMBING</i></b>  |            |
| New or repair septic   | \$175.00   |
| New or repair drain field  | \$175.00   |
| Pool piping  | \$160.00   |
| All other work 3.5% of estimated for new   |            |
| All other work 8.3% of estimated old   |            |
| <b><i>Building Permits - MECHANICAL</i></b>  |            |
| <i>Replacement and/or new installation of:</i>   |            |
| A/C (any size ton)   | \$145.00   |
| Duct work only minimum (if new install, add duct work)   | \$80.00    |
| <i>New construction:</i>   |            |
| Duct work for every \$1,000 of estimated construction cost   | \$40.00    |
| Relocate condensing unit   | \$125.00   |
| New generator  | \$125.00   |
| <b><i>Building Permits - ELECTRICAL</i></b>  |            |
| Rough wiring for each outlet (light receptacle, switch, sign and also telephone and other low voltage outlets) | \$3.00     |
| <i>Services: The following fees shall be charged for each service</i>  |            |
| Temporary for construction   | \$100.00   |
| Permanent (per 100 amp or fraction thereof)  | \$10.00    |
| Switchboard per amp  | \$10.00    |
| <i>Equipment outlets or permanent connections:</i>   |            |
| Compactor  | \$8.00     |
| Deep freezer   | \$8.00     |
| Dishwasher   | \$8.00     |
| Dryer  | \$8.00     |
| Fan  | \$8.00     |
| Garbage disposal   | \$8.00     |
| Oven   | \$8.00     |
| Range  | \$8.00     |
| Range top  | \$8.00     |
| Refrigerator   | \$8.00     |
| Space heater   | \$8.00     |



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| <i>Description</i>  | <i>Fee</i> |
|---|------------|
| Time clock  | \$8.00     |
| Washing machine   | \$8.00     |
| Water heater-boiler   | \$8.00     |
| Window wall air conditioner units   | \$8.00     |
| Air conditioners, per ton, central  | \$9.00     |
| Fire damage listed on permit (minimum)  | \$100.00   |
| Clear violations inspection (minimum)   | \$100.00   |
| <i>Motors</i>   |            |
| Each up to 1 HP   | \$8.00     |
| Each over 1 HP to 5 HP  | \$10.00    |
| Each over 5 HP to 10 HP   | \$14.00    |
| Each over 10 HP to 25 HP  | \$28.00    |
| Each over 25 HP to 100 HP   | \$50.00    |
| Each over 100 HP (for each HP)  | \$1.50     |
| <i>Generators and transformers</i>  |            |
| Each up to and including 5 KVA/KW   | \$8.00     |
| Each over 5 KVA/KW through 10 KVA/KW  | \$14.00    |
| Each over 10 KVA/KW through 15 KVA/KW   | \$18.00    |
| Each over 15 KVA/KW through 20 KVA/KW   | \$20.00    |
| Each over 20 KVA/KW through 25 KVA/KW   | \$30.00    |
| Each over 25 KVA/KW through 50 KVA/KW   | \$50.00    |
| Each over 50 KVA/KW   | \$50.00    |
| Plus for each KVA/KW (over 50)  | \$0.50     |
| <i>Welding machine outlets:</i>   |            |
| Up to 25 amperes  | \$10.00    |
| For each additional 25 amperes or fractional part thereof                           | \$8.00     |
| <i>Fixtures</i>   |            |
| Per fixture, track light, head  | \$3.00     |
| Per light pole (fixtures not included)  | \$10.00    |
| Plugmold, lighting tracks, feed rail (per foot)                                     | \$3.00     |
| <i>Burglar alarm, fire detection system, life safety systems, intercom</i>          |            |
| Installation, central system, control panel (up to 15 devices)                      | \$100.00   |
| Each additional device after 15 (each device)                                       | \$3.00     |
| <i>Master television and radio receiving antennae:</i>                              |            |
| Cable TV outlets (each)   | \$3.00     |
| Phone outlets (each)  | \$3.00     |
| Sound data outlets (each)   | \$3.00     |
| Speakers (each)   | \$3.00     |
| <i>Swimming pool, electrical (does not include exterior lighting of deck areas)</i> |            |



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| <i>Description</i>  | <i>Fee</i>              |
|---|-------------------------|
| Residential pool/spa combination  | \$160.00                |
| Each residential pool   | \$120.00                |
| Each multi-family or commercial pool  | \$190.00                |
| Each sauna/spa/hydro massage  | \$100.00                |
| <i>General Electrical</i>   |                         |
| Satellite dishes (each)   | \$100.00                |
| Temporary for test:   | \$100.00                |
| Re-connection inspection  | \$100.00                |
| <b><i>Building Permits - ADDITIONAL FEES</i></b>                                    |                         |
| Dade County Surcharge per \$1,000 of construction                                   | \$0.60                  |
| Training and Education per \$1,000 of construction                                  | \$0.20                  |
| Dept of Community Affairs (Radon Gas) per square foot                               | \$0.01                  |
| Dept of Business and Professional Regulations per square foot                       | \$0.01                  |
| Technology fee - 2.5% of permit fee   |                         |
| <b><i>Building Permits - General Fee Schedule</i></b>                               |                         |
| Renewal of expired permit   | 100% of Original Fee    |
| Extend permit before expiration (one time only)                                     | \$75.00                 |
| Re-inspection fees  | \$50.00                 |
| Administrative fee  | \$20.00                 |
| Portable Storage Container (1 to 14 days maximum)                                   | \$50.00                 |
| Construction Dumpster   | \$100.00                |
| Change of contractor after permit has been issued                                   | \$75.00                 |
| <b><i>Certificate of Re-Occupancy</i></b>   |                         |
| Within 30 days  | \$50.00                 |
| Within 10 days  | \$100.00                |
| Re-inspection fees  | \$25.00                 |
| One-time extension after initial sixty (60) days, for an additional sixty (60) days | \$10.00                 |
| Certificate of Occupancy  | \$250.00                |
| Certificate of Completion   | \$250.00                |
| Re-inspection fees  | \$50.00                 |
| Paint permit  | \$25.00                 |
| Insurance verification forms  | \$50.00                 |
| Work commenced without a permit   | Double fee + \$100 fine |
| Permit card replacement   | \$20.00                 |
| <b><i>Building Permits - Structural Fee Schedule</i></b>                            |                         |
| Truss plans or product approval review submitted after permit issued                | \$75.00                 |



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| <i>Description</i>   | <i>Fee</i> |
|--|------------|
| Structural engineer review (100% of engineer's fee to the Village. Standard fee shown.)                        | \$75.00    |
| <b><i>Building Permits - Refunds</i></b>   |            |
| a. Refund request shall be submitted in writing by permit applicant for a canceled permit                      |            |
| b. No refunds for:   |            |
| - Permit fees \$100 and under  |            |
| - Plan review fee  |            |
| - Permit administrative fee  |            |
| - Permits, if any inspection scheduled or logged   |            |
| - Permit on jobs that expired prior to request   |            |
| - Fees collected for State or County   |            |
| Planning Board review (for applications not specified in the Zoning Fee Schedule; and excluding paint permits) | \$25.00    |





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| <i>Description</i>   | <i>Fee</i> |
|--|------------|
| Unusual use  | \$2,280    |
| If applicable, in addition for:  |            |
| Residential:   | \$1,140    |
| Size of property: (per 10 acres or portion thereof)  | \$570      |
| Number of units: (per 15 units or portion thereof)   | \$285      |
| B. Public hearing for day cares, religious facilities, ACLF's, nursing convalescent homes: | \$2,280    |
| C. Public hearing for governmental facilities  | \$1,425    |
| D. Revisions to public hearing plans   | \$684      |

III. Administrative adjustment applications

| <b>Application</b>  | <b>Fee</b> |
|---|------------|
| Carport (max 200 sq ft)   | \$314      |
| Utility shed (max 100 sq ft)                                      | \$314      |
| Fence/wall  | \$314      |
| Interior/exterior integration area                                | \$314      |
| Setback adjustments for attached/detached structure(s)            | \$598      |
| Any administrative adjustment for any recreational use            | \$741      |
| Any adjustments for the construction of a new residence           | \$963      |
| Other adjustments such as, not limited to, lot area, lot frontage | \$741      |

IV. Administrative site plan reviews (when no public hearing is required)

| <b>Description</b>                                     | <b>Fee</b> |
|--|------------|
| Individual single family, two family or live/work unit | \$50       |
| <i>ALL OTHER USES:</i>                                 |            |
| Minimum fee  | \$1,500    |
| Per acre   | \$500      |
| Per 10 units or portion thereof                        | \$200      |
| Per 5,000 sq ft or portion thereof                     | \$200      |
| Submittal of revised plans                             | \$250      |
| Entrance feature applications                          | \$570      |
| First plan revision                                    | \$250      |

V. General Information

|  |        |
|--|--------|
| A. Application Fees                          | Rate   |
| B. Mailing Fees (per notice)                 | \$0.57 |
| C. Processing costs                          | \$85   |
| D. Preparation of special studies or reports | Rate   |



**Village of Biscayne Park  
MASTER FEE SCHEDULE**

**Amended  
October 6, 2015**

| <i>Description</i>                                  | <i>Fee</i> |
|---|------------|
| <b>E. Copies of records</b>                         |            |
| Plan preparation from document larger than 8.5 x 14 | \$5.70     |
| Reproduced records per page                         | \$0.15     |
| Double sided copy per page                          | \$0.20     |
| Certified copies per page                           | \$1.00     |
| Official copies of certification of use             | \$10.00    |
| Verification of legal description on documents      | \$10.00    |
| Digital maps, scanned images per map or image       | \$5.70     |
| Special map requests                                | \$60.00    |
| Notary public service/per document                  | \$10.00    |
| Ordering plans                                      | \$5.70     |
| Hearing tape  | \$3.00     |
| <b>F. Re-advertisement</b>                          | Rate       |
| <b>G. Late payment charges</b>                      | Rate       |
| <b>H. Substantial compliance determination</b>      |            |
| For residential                                     | \$1,140    |
| For commercial / non-residential                    | \$1,710    |
| <b>I. Concurrency review</b>                        |            |
| Minor   | \$100      |
| Major   | \$200      |