

**EXHIBIT “A”**

**TOWN OF HIGHLAND BEACH**  
**SCHEDULE OF FEES**

EFFECTIVE 10/01/2019 – 09/30/2020

**I. TOWN CLERK**

a. Public Records Request	
i. Photocopies (8 ½ x 14 or less):	
a. Single Sided: Black and White Copies	\$0.15 per page
b. Double Sided: Black and White Copies	\$0.20 per page
c. Single Sided: Color Copies	\$0.25 per page
d. Double Sided: Color Copies	\$0.30 per page
e. Photocopies total cost under \$5.00	No charge
ii. CDs or DVDs	\$5.00
iii. Other materials	Based on actual cost
b. Labor Costs for Research and Reproduction, Special Service Charges relevant to Public Records	Based on actual cost
c. Postage/Mailing Cost	Based on actual cost
*Additional Cost May Apply Based on Florida Statute, Chapter 119*	
d. Municipal Lien Search Requests	\$150.00 per Parcel Control Number
e. Notary Service:	
Highland Beach Residents (after first five (5) signatures)	\$5.00 per signature
f. Non-Residents	\$5.00 per signature
g. Administration of Oaths and Affirmations	\$10.00 per person
h. Acknowledgements	\$10.00 per person
i. Certified Copies	\$1.00 per document
j. Zoning Maps	Based on actual cost
k. Development Order Applications	\$200.00 per application
Administrative cost for preparation and mailings of public notices	

## II. LIBRARY

- a. Library Cards
  - i. Highland Beach Property Owners and Residents with six (6) months lease agreement or longer No charge
  - ii. Seasonal renters (3-6 months) \$25.00 per year
  - iii. Non-residents \$75.00 per year
  - iv. Replacement cards \$5.00 per card
- b. Overdue Materials
  - i. Books and magazines \$0.25 per day per item
  - ii. DVDs and CDs \$1.00 per day per item
  - iii. E-readers \$3.00 per day per item
- c. Printing/Copying using Library Computers
  - i. First 5 pages of Black & White Copies No charge
  - ii. More than Five (5) Pages \$0.25 per page
- d. Room usage fees for Independent Contractors
  - i. Background Check for Independent Contractor \$19.95
  - ii. Tom Reid Room \$10.00 per month
  - iii. Community Room \$20.00 per month

## III. BUILDING DEPARTMENT

- a. All building permit fees shall be based upon the value of the work to be performed. The "value of work" shall be determined in accordance with Section 109.4 of the Town's Administrative Amendments to the Florida Building Code.

109.4 Building permit valuations. If, in the opinion of the building official, the claimed valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed, quantity estimates, and/or bona fide signed contracts (excluding land value) to meet the approval of the building official. For permitting purposes, valuation of buildings and systems shall be total replacement value to include structural, electric, plumbing, mechanical, interior finish, relative site work, architectural and design fees, marketing costs, overhead and profit; excluding only land value. Valuation references may include the latest published data of national construction cost analysis services, as published by International Code Congress. Final building permit valuation shall be set by the building official.

- b. The minimum building permit fee shall be \$100.
- c. Any renovation or alteration in excess of fifty (50) percent of that structure will be considered new construction for fee purposes.

- d. Building permit fees shall be calculated per each \$1,000 of valuation or portion thereof, for each trade (building, plumbing, mechanical or electrical) or for each specialty (pools, fire suppression, alarm or security systems). Those fees are as follows:
  - i. 25.00 per \$1,000 or portion thereof of value up to \$500,000.
  - ii. 20.00 per \$1,000 or portion thereof of value above \$500,000.
  
- e. Plan Check Fee: All structures in excess of four (4) stories shall pay a plan check fee. Those fees are:
  - i. \$300 for any structure with a value up to \$500,000
  - ii. \$300 + \$0.30 per \$1,000 in value for each \$1,000 over \$500,000
  
- f. Sales Trailer Permit Fee: The fee for sales trailers shall be \$500 per trailer, shall include all sub-trade inspections, and shall expire after six (6) months. The permit may be renewed for additional six (6) month increments upon payment of an additional fee.
  
- g. Construction Trailer Permit Fee: The fee for construction trailers shall be \$100 and shall include all sub-trade inspections.
  
- h. Contractor Registration: All contractors must be registered with the Building Department of the Town of Highland Beach. Registration includes basic information about the contractor, and proof of licenses and insurance. Licenses and insurance is typically demonstrated through a State of Florida registration or certification, or a Palm Beach County Business Tax Receipt. There will be no charge for registering with the Town of Highland Beach
  
- i. Reinspection Fees:
  - i. 50.00 for an unproductive trip (includes one (1) subsequent inspection).
  - ii. 100.00 for second inspection (same item).
  - iii. 200.00 for third inspection (same item).
  - iv. 300.00 for fourth inspection\* (same item).
    - \* (requires license holder or qualifier to be at the site)
  
- j. Additional Fees:
  - i. 100.00 for failure to call for a final inspection.
  - ii. 100.00 to reinstate an expired permit for a final inspection.
  - iii. 50.00 per page for revisions to plans requiring additional review after the initial review.
  - iv. 50.00 for change in contractor
    - v. Four times (4X) original permit fee for work commenced without a permit.
  
- k. Additional Building Fees:
  - i. 100.00 floor and/or balcony tile fee (not shower tile or pan replacement).
  - ii. \$150.00 for a demolition permit for a single-family home.
  - iii. The fee for a demolition permit for a multi-family home or other structure shall be based upon the value of the work.

Note: Palm Beach County Impact Fees: The actual fee amount is collected by the County.

- l. Additional Plumbing Inspection Fees:
  - i. 100.00 for water heater change-out
  
- m. Additional Mechanical Inspection Fees:
  - i. \$100.00 change of equipment per system less than five (5) tons (<60,000 BTUs).
  - ii. \$200.00 change of equipment per system five (5) tons or greater (>60,000 BTUs).
  
- n. Additional Electrical Inspection Fees:
  - i. \$100.00 for temporary pole.
  - ii. \$150.00 for a service change.
  
- o. \$100.00 installation of residential alarm or security system.
  
- p. Portable Storage Unit: \$50.00 for site permit fee
  
- q. Site plan: \$1,500.00
  
- r. Special Exception: \$1,500.00
  
- s. Comprehensive Plan Amendment: \$1,500.00
  
- t. Revision to Code of Ordinances: \$1,500.00
  
- u. Variance: \$1,500.00  
\$500.00 each additional variance
  
- v. Appeal of Building Code or Zoning Determination: \$1,500.00
  
- w. Zoning Verification Letter: \$150.00
  
- x. Hourly staff time: \$30.00
  
- y. Hourly attorney consultation fee. Must be paid with all land development applications. \$500.00 deposit plus any costs that exceed the \$500.00
  
- z. License Agreement or Unity of Title: \$1,000.00
  
- aa. Appeal to Town Commission: \$1,500.00
  
- bb. Engineering Review Fee: \$500.00 plus any additional costs
  
- cc. Short-Term Rentals registration fee. \$250.00
  
- dd. Short-Term Rentals inspection fee. \$150.00
  
- ee. Short-Term Rentals re-inspection fee (failure to pass initial inspection) \$50.00

- ff. Short-Term Rentals annual renewal fee. \$100.00
- gg. Short-Term Rentals change of agent fee. \$50.00
- hh. Short-Term Rentals penalties:
  - i. \$250.00 fine, daily, per violation for first offence;
  - ii. Up to \$500.00 fine, daily, per violation for repeat offences;
  - iii. \$150.00 administrative fee.

Cost Recovery Provision. Applicant is responsible for the cost of recovering administrative, engineering, legal review, and/or any other professional service required in conjunction with any application, including any public notice costs in excess of minimum advertising fee, including notice costs, such as postage, etc.

**IV. SOLID WASTE AND RECYCLING SERVICES**

- a. Single-family curbside \$14.50 per month
- b. Multi-family curbside \$14.50 per month
- c. Multi-family container \$12.50 per month
- d. Special medical \$18.00 per month
- e. Container rentals Per Contract
- f. Commercial services Per Contract

**V. CODE ENFORCEMENT & POLICE FINES/FEES**

- a. Illegal parking in designated disabled parking spots \$250.00
  - b. Class I Infraction (First and repeat violations) \$50.00
  - c. Class II Infraction (First offense) \$50.00
  - d. Class II Infraction (Repeat violation) \$100.00
  - e. Class III Infraction (First and repeat violations) \$200.00
- \*Class I, II and III Infractions based per Section 2-174 of Town Code of Ordinances

**VI. ADMINISTRATIVE COSTS**

Pursuant to Section 2-117 (c) of the Code of Ordinances, administrative costs incurred by the town in the successful prosecution of a code enforcement case shall be assessed against the violator pursuant to F.S. § 162.07(2).

- a. Class I Infraction \$50.00/hour  
\$50.00 minimum charge
- b. Class II Infraction \$100.00/hour  
\$100.00 minimum charge
- c. Class III Infraction \$200.00/hour  
\$200.00 minimum charge

Minimum charge applied for up to the first hour and additional hours, thereafter, are billed in 1-hour increments.

**VII. WATER USE RATES**

- a. Water Flat Rate Charge (bi-monthly) \$33.59 per dwelling unit
- b. Multi-Family Usage Charges (per dwelling unit)

- |   |                          |
|---|--------------------------|
| i. 1,000 up to and including 13,000 gallons   | \$2.41 per 1,000 gallons |
| ii. 14,000 up to and including 23,000 gallons | \$2.90 per 1,000 gallons |
| iii. 24,000 gallons or more                   | \$5.15 per 1,000 gallons |
| c. <u>All Other Customers (per account)</u>   |                          |
| i. 1,000 up to and including 19,000 gallons   | \$2.41 per 1,000 gallons |
| ii. 20,000 up to and including 49,000 gallons | \$4.18 per 1,000 gallons |
| iii. 50,000 gallons or more                   | \$5.15 per 1,000 gallons |

**VIII. SEWER USE RATES**

- |   |                           |
|---|---------------------------|
| a. Sewer Flat Rate– Residential (bi-monthly)      | \$44.03 per dwelling unit |
| b. Sewer Flat Rate - Non-residential (bi-monthly) | Same as Residential       |
| c. Delray Sands                                   | Same as Residential       |

**IX. PRIVATE FIRE PROTECTION**

- |                                |                        |
|--------------------------------|------------------------|
| a. Fire Hydrants               | \$20.00 each per month |
| b. Standpipes/Sprinkler System | \$20.00 each per month |

**X. GENERAL CUSTOMER BILLING**

- a. Water and Sewer usage charges will be billed bi-monthly
- b. Payment remittance is due within 30 days of the billing date
- c. Accounts more than 30 days are considered delinquent.
- d. Delinquent accounts will be subject to an additional 1.5% per month (18% annum) delinquency charge.
- e. Notice of such delinquency will be given by the Town; and if not corrected within 10 days of said notice, water service will be disconnected.
- f. Water service will not be reconnected until the delinquent bill and a fifty-dollar (\$50.00) reconnection fee is paid.
- g. Meters may be tested for accuracy upon written request from the customer. However, the customer will be subject to the expense of the test if the meter is found to be not more than 2% fast.
- h. In the event of a water leak occurring on the consumer’s side of the meter, the Town Manager may offer a one-time courtesy adjustment to provide financial relief to a consumer who is experiencing a higher than usual water bill. To be considered for this courtesy adjustment:
  - i. the water bill in question must not be from billing period more than two billing cycles prior.
  - ii. the consumer must not have used a courtesy adjustment in the past, and
  - iii. the consumer must demonstrate that they have repaired the water leak (i.e. plumber’s invoice for repairs).

If a consumer is granted a courtesy adjustment, the Town will estimate (by comparing historical usage of the account) the amount of the water leak and deduct it from the consumer’s total usage for the billing period. The difference between the total usage and the water leak portion will be considered the consumer’s regular usage for the

billing period and will be billed according to the rate structure provided in Section VI. The estimated water leak portion of usage for the billing period will be adjusted and billed at the lowest tiered rate provided in Section VI.

Notwithstanding the above, the town manager in his or her discretion will have the flexibility to allow up to four (4) installment payments of bills which are unusually high as measured by past bills for the property in question. The town manager's discretion will be on a case by case basis using his or her best judgment as each case arises.

**XI. WATER SYSTEM CONNECTION CHARGES (IMPACT FEES)**

- a. New Dwellings
  - i. Connection Charge \$3,000 per dwelling unit
  - ii. Meter Installation Fees Time and Material plus 25%

**XII. SEWER SYSTEM CONNECTION CHARGES (IMPACT FEES)**

- a. New Dwellings
  - i. Connection Charge \$1,000 per dwelling unit

**XIII. FIELD VISIT CHARGE**

The Town may charge a fee to each customer requesting a service to be performed by a Town employee at their premises with respect to the water or wastewater systems. The services to be performed shall include, but not be limited to, individual turn-on and turn-off of service, data-logging a meter, and meter re-reading. The Town will waive this fee in any instance where the meter is determined to be faulty. There shall be no charge for the first field visit.

- a. During Normal Working Hours \$25.00
- b. Outside Normal Working Hours \$50.00

**XIV. ANNUAL RATE ADJUSTMENT**

Beginning October 1, 2016 and each October 1<sup>st</sup> thereafter, the Water and Sewer Use Rates described in Section VI and VII will automatically be increased by the Municipal Cost Index (MCI) as published by American City and Country which was designed to show the effects of inflation on the cost of providing municipal services. Using the MCI, the Town will measure the annual percentage change (July to July) and uniform adjustments to the rates will become effective with the first billing cycle beginning after October 1<sup>st</sup> of each fiscal year. Adjustments to the rates shall in no way be less than 2.40% or more than 5.00% for any given fiscal year. The Town Commission shall have the authority to waive this section on a year to year basis.