

Community Development Fee Schedule



City Of Sedona Community Development Department

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Summary of Ordinance 2019-04 of the City of Sedona, Arizona, amending Ordinance 03-11, by revising the fee schedule for Community Development applications. Adopted by the Sedona City Council on August 13, 2019. Effective date October 1, 2019.

Updates:

- November 23, 2021. (Ordinance 2021-10, Resolution 2021-31)

Purpose and Intent

There is an established fee schedule for the review process associated with Community Development applications in order to cover the costs and expenses associated with examining, processing, conducting field inspections, publishing legal notices and meeting with developer and builder applicants, which fees shall be paid to the Community Development Department at the time of filing an application.

A. Annexation	
Base Fee	\$500.00
Additional Charges	
1. Projects over five (5) acres	\$100.00 per additional acre or portion thereof
2. Maximum Total Fee	\$3,000.00
B. Community Plan Amendment	
Base Fee, Major Amendment	\$5,000.00, plus the proportionate share of legal notice costs
Base Fee, Minor Amendment	\$3,500.00
Base Fees include two rounds of review by Staff (initial review and one re-review). Additional reviews shall be charged an hourly rate.	\$50/hour
C. Zone Change	
Includes one work session and one public hearing with the Planning and Zoning Commission and one public hearing with the City Council.	
Base Fee, Commercial/Mixed Use/Community Facility	\$5,000.00
Base Fee, Residential/Open Space	\$2,500.00
Additional Charges	
1. Projects over two (2) acres	\$200.00 per additional acre or portion thereof
Base Fees include two rounds of review by Staff (initial review and one re-review). Additional reviews shall be charged an hourly rate.	\$50/hour
D. Subdivision	
Includes two public hearings with the Planning and Zoning Commission (conceptual and preliminary plat), one public hearing with the City Council (preliminary plat), and an administrative approval by the City Council (final plat).	
1. New Subdivision/Major Amendment to Existing Subdivision Base Fee	\$4,000.00
Additional Charges	

a. Subdivisions over ten (10) lots	\$250.00 per additional lot
2. Minor Plat Amendments	
a. Three (3) or fewer lots	\$500.00
b. Four (4) or more lots	\$1,500.00
3. Land Division / Lot Line Adjustment	\$300.00
4. Land Combination	\$200.00
Base Fees include two rounds of review by Staff (initial review and one re-review). Additional reviews shall be charged an hourly rate.	\$50/hour
E. Development Review	
Includes one work session and one public hearing with the Planning and Zoning Commission. If a project has elements that are captured by multiple categories below, the additional charges from each category are added to the base fee. For example, a mixed-use project with 15,000 square feet of commercial, 20,000 square feet of lodging and 20 multi-family units would pay a fee of \$18,300 (\$2,500 base fee + \$15,000 for square footage exceeding base + \$800 for the 8 units above the base)	
Base Fee	\$2,500.00
Additional Charges	
1. Commercial / Lodging projects over 5,000 square feet	\$500.00 per additional 1,000 square feet or portion thereof
2. Group dwellings and/or multi-family projects over 12 units	\$100.00 per additional unit
Base Fees include two rounds of review by Staff (initial review and one re-review). Additional reviews shall be charged an hourly rate.	\$50/hour
F. Conditional Use Permit	
Includes one public hearing with the Planning and Zoning Commission.	
Base Fee	\$2,000.00
Base Fees include two rounds of review by Staff (initial review and one re-review). Additional reviews shall be charged an hourly rate.	\$50/hour
G. Minor Conditional Use Permit (Time Extension or Renewal)	
Base Fee	\$1,000.00
H. Development Agreement	
Includes one public hearing with the Planning and Zoning Commission and one public hearing with the City Council.	
1. New Development Agreement	\$3,000.00
2. Amendment to Existing Development Agreement	\$1,500.00
I. Conceptual Review	
Includes one public hearing with the Planning and Zoning Commission	
Base Fee	\$1,500.00
1. \$500.00 of fee will be applied to fee total of application(s) submitted for formal review should an application(s) be submitted within six (6) months of the completion of the Conceptual Review public hearing.	
J. Time Extension or Amendment of Previous Approval	
Includes one public hearing with the Planning and Zoning Commission, and, if previous application required City Council approval, one public hearing with the City Council.	
Base Fee	50% of current base fee for application type

K. Additional Public Hearings	
Fee may be waived by Community Development Director if the hearing is continued at the request of the Commission, due to a lack of quorum, or for new information requested beyond that which is typically required with each application.	
1. If a new legal notice is required	\$500.00
2. If a new legal notice is not required	\$400.00
L. Variance	
Includes one public hearing with the Board of Adjustment.	
1. Commercial/Mixed-use/Multi-family/Community Facility	\$2,500.00
2. Single Family Residential	\$850.00
M. Minor Modification	
Base Fee	\$400.00
N. Temporary Use Permit	
Fee doubled if permit submitted less than 30 calendar days in advance of event	
1. General	\$100.00
2. Organized Outdoor Community Event	\$400.00
O. Sign Permit	
1. Temporary Sign Permit	\$30.00
2. Permanent Sign	\$150.00 per sign
3. Directory Sign Panel Replacement	\$50.00
4. Master Sign Plan	
a. Administrative Review	\$100.00
b. Planning and Zoning Commission Review (one meeting)	\$450.00
c. Sign permit for property with a Master Sign Plan adopted after October 2017	\$75.00 per sign
P. Appeal	
1. Appeal of Director's determination to BOA	\$150.00
2. Appeal of Planning and Zoning Commission's action to City Council	\$750.00
Q. Historic Preservation	
1. Historic District Designation	No fee
2. Landmark Designation	No fee
3. Certificate of Appropriateness/No Effect	No fee
R. Art in Private Development	
Fee for July 2019 through June 2020	\$0.5377 per gross square foot of development
1. This fee is adjusted annually on July 1 based on the Western Region CPI	
S. Road Abandonment	
Base Fee	\$1,000.00
Additional Charges	\$25.00 for each abutting property
T. City Consultant Fees	
Base Fee (Staff will provide applicants with an estimate of any fees to be charged by an outside consultant prior to engaging their services)	100% of the City's cost associated with outside consultant review
1. Expert Review Fees for Wireless Communications Facilities	
a. Stealth Wireless Communications Facility	not to exceed \$3,000.00

b. Attached Wireless Communications Facility	not to exceed \$3,500.00
c. Collocation on Existing Antenna Support Structure	not to exceed \$4,000.00
d. Replacement of Existing Antenna Supporting Structure	not to exceed \$4,500.00
e. New Antenna Support Structure	not to exceed \$7,500.00
f. AM/FM/TV/DTV Antenna Support Structure	not to exceed \$10,000.00
U. Non-commercial Amateur Wireless Facility	
Base Fee	\$100.00
V. Written Interpretation of the Land Development Code	
Base Fee, Residential	\$350.00
Base Fee, Commercial	\$700.00
W. Zoning Verification Letter	
Base Fee	\$250.00 per parcel
X. Urban Agriculture (Bee/Chicken) Permits	
Base Fee	\$50.00
1. If both bees and chickens are proposed, the \$50.00 fee shall apply to each (total of \$100)	
Y. Multiple Applications	
In instances where more than one review process involving a public hearing are required and applications are filed at the same time and processed concurrently (for example, a zone change and development review or subdivision approval and a zone change), there shall be a full charge for the highest priced application and a 85% charge for the lower priced application(s).	
Z. Other Considerations	
All fees doubled for review of application(s) for work performed or use/occupancy without permits.	
Application fees may be reduced pursuant to the Developer Incentives and Guidelines for Affordable Housing for those projects meeting the adopted affordable housing policies of the City of Sedona.	
Upon the approval of the Community Development Director, fees for any of the following applications may be reduced or waived for organizations possessing tax exemption under Section 501(c)(3) of the Internal Revenue Code and are proposing a project/development that provides a direct community benefit as identified in the Community Plan and/or City Council's adopted priorities.	
State licensed day care facilities and pre-schools, and public schools with classes from kindergarten to 12th grade (including charter schools) pay 50% of the calculated fees of each application type requested.	