



Development and Utility Fee Revisions

In 2015, the Infrastructure Development Services Department, working with Cobb-Fendley & Associates and Prologue Planning Services, conducted a survey of several area cities to compare Addison's fee structure related to zoning review and utility permits to those in other cities. In general, it was found that Addison was not charging a fee common to the area or that Addison's fees were well below the average. The most recent fee revisions occurred in 2006, but many of these fees have not increased, since they were instituted in 1982.

The purpose of these fees is to mitigate or compensate for the cost incurred by cities in processing these requests. This cost is primarily in the staff time and materials required to review, process, and oversee the completion of the request. While the intent may be 100 percent cost recovery, many cities absorb those costs through other funding sources in order to keep fees at an acceptable level. This results in citizens and businesses subsidizing the cost of development. In Addison, fees are especially important because the Town outsources engineering review. Fees associated with these reviews help off-set the direct cost related to their review.

On the following pages is a list of the fees staff is proposing to adjust with a comparison to the other cities that were surveyed. Only fees being considered for increases are shown.

Development Fees

Zoning/Rezoning - whenever a property owner makes a request to rezone their property, a fee is assessed to process that request. The Town's current and proposed fee can be seen in the chart below.

Zoning/Rezoning		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$250 - less than 1 acre \$450 - 1 acre to less than 5 acres \$750 - 5 or more acres	
Carrollton	\$325 - 0 - 5.99 acres \$650 - 6 - 15.99 acres \$975 - 16-99.99 acres \$1,950 - 100 - 149.99 acres \$2,275 - 150 - 199.99 acres \$2,600 - 200 or more acres	
Farmers Branch	\$700 - 0 - 4.99 acres \$1,000 - 5 - 10 acres \$1,500 - 10+ acres	
Frisco	\$750 - 0-49.9 acres \$1,200 - 50+ acres \$1,200 - all Planned Developments	\$10 per acre for PDs
Plano	\$600 for residential zoning \$1,500 for other up to 50 acres	\$10 per acre over 50 acres
Richardson	\$1,500 - all regular zoning \$2,500 all Planned Developments	
Addison (Proposed)	\$1,000	

Zoning Variance - if a property owner wishes to file a variance request to the Board of Zoning Adjustment, Addison's current fee is \$50. Variance requests are fairly rare occurring about once every year to 18 months. The proposed fee can be seen in the chart below.

Zoning Variance/Appeal, Special Exception		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$50	
Carrollton	\$200	
Farmers Branch	\$60 - Residential \$100 - Other	
Frisco	\$150	Postage for notifications
Plano	\$110	\$5 per property owner receiving notification
Richardson	\$250	
Addison (Proposed)	\$200	

Site Plan Review - this is not a service that Addison currently charges a fee for. There are many instances where site plans can be approved administratively either for properties that have straight zoning (LR, C-1, etc.) or when very minor adjustments are being made to certain Planned Development districts. Reviewing these site plans for compliance with zoning regulations takes can take significant staff time. The proposed fee can be seen in the chart below.

Site Plan Review Fee		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$0	
Carrollton	\$325 - 0-5.99 acres \$520 - 6-15.99 acres \$650 - 15-99.99 acres \$780 - 100+ acres	
Farmers Branch	\$275 - 0-4.99 acres \$400 - 5-10 acres \$500 - 10+ acres	
Frisco	\$0	\$100 per acre
Plano	\$0	\$100 per acre (min. \$250)
Richardson	\$500	
Addison (Proposed)	\$350 - 0 - 4.99 acres \$500 - 5+ acres	\$50 per acre

Landscape Plan Review - All non-residential properties are required to have a landscape plan. These are reviewed and approved administratively unless part of a rezoning case. The Town currently does not charge a fee for the review of these plans. The proposed fee can be seen in the chart below.

Landscape Plan Review Fee		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$0	
Carrollton	\$325	
Farmers Branch	\$0	
Frisco	\$0	
Plano	\$0	\$100 per acre (min. \$250)
Richardson	\$500	
Addison (Proposed)	\$150	\$50 per acre

Building Elevations/Façade Plan Review - Similar to the site plan and landscape plan review, staff must review any change in building elevations to assess compliance with zoning requirements for the site. The Town currently does not charge a fee for the review of these plans. The proposed fee can be seen in the chart below.

Building Elevations/Façade Plan Review Fee		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$0	
Carrollton	\$325	
Farmers Branch	\$0	
Frisco	\$0	
Plano	\$100	
Richardson	\$250	
Addison (Proposed)	\$150	

Civil Engineering Plan Review - another critical element of development plan review is civil engineering plan review. The Town does not charge for its review fee to check these plans. The proposed fee can be seen in the chart below.

Civil Engineering Plan Review Fee		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$0	
Carrollton	\$0	\$150 per acre
Farmers Branch	\$0	
Frisco	\$0	
Lewisville	\$125 - Less than 1 acre \$200 - 1 - 4.99 acres \$200 - More than 5 acres	\$15 per acre
Plano	\$100	
Richardson	\$500	\$25 per acre
Addison (Proposed)	\$500	\$50 per acre

Civil Engineering Plan Resubmittal Fee (starting on the 4th submittal) - typically, the initial submittal fee contemplates there being a couple iterations of submittals in order to get the plans finalized. With civil engineering particularly, there have been a few instances where several additional rounds of review were necessary to achieve a workable set of plans. These instances required an exorbitant amount of staff time and there is currently no disincentive for applicants to produce quality plans early in the process. To encourage this, staff is proposing that starting on the applicants 4th submittal and for each submittal afterwards, there be a resubmittal fee of \$500 plus an additional \$100 per acre.

Civil Engineering Plan Resubmittal Fee (starting on 4th submittal)		
City	Base Fee	Fee per Acre, Lot or Other
Addison (Current)	\$0	
Carrollton	\$0	\$250 per acre
Farmers Branch	\$0	
Frisco	\$0	
Plano	\$0	
Richardson	\$0	
Addison (Proposed)	\$500	\$100 per acre

Traffic Impact Analysis Review – to better understand the impact of future development on traffic flow, the Town recently instituted a more formalized criteria for when traffic impact analyses will be required. Based on the new criteria, more projects will be required to submit a traffic impact analysis with their development plan. Projects with a particularly high anticipated traffic impact require a more thorough analysis that includes modeling. The Town, through our review engineer, must then evaluate the analysis. The Town currently does not charge a fee for this review. Staff is proposing to implement a review fee, the amounts can be seen in the charts below.

Traffic Impact Analysis Review Fee		
City	Base Fee (without modeling)	Base Fee (with modeling)
Addison (Current)	\$0	\$0
Carrollton	\$0	\$0
Farmers Branch	\$0	\$0
Frisco	\$1,250	\$1,250
Plano	\$1,000	\$1,000
Richardson	\$500	\$1,500
Addison (Proposed)	\$1,000	\$1,500

Utility Fee Revisions

Utility Verification Letter – the utility verification letter is provided to developers during their initial phase to determine if the proposed development falls within the Town’s water and sanitary sewer CCN (certificate of convenience and necessity) area, obligating the Town to provide water and sewer service. Currently, the Town does not charge a fee associated with the verification letter. The proposed fee for the verification letter is \$50.00. This fee will offset some of the cost associated with the research and plan review necessary to determine if the development does indeed fall within the Town’s CCN area.

Fee Comparison	
City	Fee
Addison (Current)	\$0
Carrollton	\$0
Farmers Branch	\$0
Frisco	\$0
Lewisville	\$0
Plano	\$0
Richardson	\$50
Addison (Proposed)	\$50

Sanitary Sewer Connection – the sanitary sewer connection fee helps offset a new connections impact to the existing sanitary sewer system. Currently, the Town has invested significant capital dollars to develop and maintain the existing sanitary sewer system and every new connection adds to those costs. Currently, the Town charges \$35.00 per sanitary sewer connection no matter the size. The proposed fee would not only modify the dollar amount, but would also introduce a stepped method depending on the connection size.

Fee Comparison	
City	Fee
Addison (Current)	\$35
Carrollton	4" - \$65 6" - \$125
Farmers Branch	\$0
Frisco	4" - \$1200 Impact Fee (\$1,619 - \$134,900)
Plano	4" - \$50 6" - \$75 8" - \$125
Richardson	\$50.00
Lewisville	\$25.00 + Impact Fees (\$2,961 - \$493,598)
Addison (Proposed)	4" - \$100 6" - \$150 8" - \$200

Domestic Water Connection - the domestic water connection fee helps offset a new connections impact to the existing potable water system. Currently, the Town has invested significant capital dollars to develop and maintain the existing potable water system and every new connection adds to those costs. The Town's current and proposed charges for these fees can be seen in the chart below.

Fee Comparison	
City	Fee
Addison (Current)	0.75" - \$50
	1" - \$100
	1.5" - \$150
	2" - \$400
	4" - \$600
	6" - \$800
	8" - \$1,000
	10" - \$1,200
	12" - \$1,400
Carrollton	0.75" - \$65
	1" - \$125
	Upgrade 0.75" to 1" - \$325
	>1" – total cost of city's material + labor + equip.
Farmers Branch	No fee
Frisco (Residential Meter)	0.75" - \$410-\$470
	1" - \$500
	1.5" - \$685-\$825
	2" - \$805-\$850
	3" - \$1,230
	4" - \$16,40
Frisco (Commercial Meter)	6" - \$2,740
	1" - \$1,500
	1.5" - \$1,685-\$1,825
	2" - \$1,805-\$1,850
	3" - \$2,230-\$3,390
	4" - \$2,600-\$4,100
Lewisville	6" - \$3,650-\$5,895
\$15 + Impact Fees (\$2,161-\$360,238.	
Plano	0.75" - \$163
	1" - \$222
	1.5" - \$396
	2" - \$520
	4" - \$3,612
	6" - \$7,040
	8" - \$6,426
	10" - \$10,534
Richardson	0.75" - \$300
	5/8" - \$300
	1" - \$400

	1.5" - \$850
	2" - \$900
	3" - \$1,000
	4" - \$2,000
	6" - \$4,000
	8" - \$5,000
	10" - \$6,000
Addison (Proposed)	0.75" - \$300
	1" - \$400
	1.5" - \$850
	2" - \$900
	4" - \$2,000
	6" - \$4,000
	8" - \$5,000
	10" - \$6,000
	12" - \$8,000

Irrigation Water Connection - the irrigation water connection fee helps offset a new connections impact to the existing potable water system that will be utilized for irrigation purposes. Currently, the Town has invested significant of capital dollars to develop and maintain the existing potable water system and every new connection adds to those costs. The Town’s current and proposed charges for these fees will be the same as the domestic water connection fee.

Public Works Inspection – the public works inspection fee helps offset the cost of inspection services related to the installation of any new public infrastructure by a new development, i.e. water, sewer, stormwater, streets, signs, signals, etc. Inspection services are an extremely critical component in the construction of any project. It gives the Town assurance that the infrastructure was installed according to plan and with regards to all current standards and specifications. Currently, the Town does not charge anything to the developer for inspection services. The proposed fee can be seen in the chart below.

Fee Comparison	
City	Fee
Addison (Current)	\$0
C Carrollton	4% of est. construction cost
Farmers Branch	\$0
Frisco	4% of est. construction cost
Lewisville	3.5% of est. construction cost
Plano	4% of est. construction cost
Richardson	\$0
Addison (Proposed)	4% of est. construction cost + cost of overtime

Note: the percentage cost is only for the portion of the public infrastructure. The percentage is not based on total construction cost of the project.

Contractor Registration Fee – The design, construction, and/or connection of any new water or sewer line to the existing system is governed by the Town of Addison Construction standards and the Texas Commission of Environmental Quality. Connections to the existing potable water system must be performed by a person that is licensed, or under the supervisor of someone who is licensed, with the TCEQ. Currently, the Town does not require registration for the public utility contractors as we do for the private trades such as plumbers, electricians, etc. Requiring this registration would allow us to verify that the contractor is licensed, capable, and knowledgeable about all industry regulations. This fee would help to offset the administrative and record keeping costs. The proposed fee can be seen in the chart below.

Fee Comparison	
City	Fee
Addison (Current)	\$0
Carrollton	\$0
Farmers Branch	\$0
Frisco	\$0
Lewisville	\$80
Plano	\$100
Richardson	\$100
Addison (Proposed)	\$100

Right of Way – the right of way permit fee helps offset the research and review cost associated with allowing construction in the Town’s right of way. There is considerable staff time involved in assessing and reviewing these types of projects. The current and proposed fee can be seen in the chart below.

Fee Comparison	
City	Fee
Addison (Current)	\$10
Carrollton	\$0
Farmers Branch	\$0
Frisco	\$0
Lewisville	\$0
Plano	\$0
Richardson	\$0
Addison (Proposed)	\$50