



**BOCA RATON MUNICIPAL FACILITIES AND SERVICES USER FEE SCHEDULE  
EFFECTIVE OCTOBER 1, 2021**

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# I. DEVELOPMENT SERVICES DEPARTMENT

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Note: A non-refundable convenience fee of up to 2.0% of the transaction amount may be imposed upon the person making a payment using a credit or debit card via one of the City's electronic payment channels. The purpose of the convenience fee is to recover the costs of accepting credit or debit card payments.

The fees listed in this section shall not apply to applications initiated by the City Council, any City board, the City Manager or the City Attorney.

## A. PLANNING AND ZONING DIVISION

### (1) Abandonments:

(a) Abandonment of rights-of-way -----	3,570.00
(b) Abandonment of easements and non-fee interest -----	1,035.00
(c) Administrative abandonment of rights-of-way -----	255.00
(d) Administrative abandonment of easements and non-fee interest -----	255.00
(e) Resubmittal Review Fee for abandonment of rights-of-way (each additional submittal requiring re-review) -----	255.00
(f) Resubmittal Review Fee for abandonment of easements and non-fee interest (each additional submittal requiring re-review) -----	100.00
(g) Resubmittal Review Fee for Administrative abandonment of rights-of way (each additional submittal requiring re-review) -----	100.00
(h) Resubmittal Review Fee for Administrative abandonment of easements and non-fee interest (each additional submittal requiring re-review) -----	100.00

### (2) Text amendments:

(a) Text amendments to comprehensive plan, subdivision or zoning district regulations-----	3,610.00
(Note: Amendments to Chapter 28 (Zoning Code) may only be processed pursuant to code Section 28-161)	
(b) Resubmittal Review Fee (each additional submittal requiring re-review) -----	255.00

**(3) Conditional use approvals in all zoning districts:**

(a) Fee based on structure size (total square feet):

Structure Size	Fee
0 to 4,999	2,040.00
5,000 to 14,999	2,550.00
15,000 to 49,999	3,075.00
50,000 and over	3,500.00

(b) Minor modifications, modifications to conditions of approval, and/or extensions to a previous approval -----2,500.00

**(4) Planned Developments (PD) includes PUD, PID, PCD & PMD:**

(a) Master Plan:

- 1. Application -----3,500.00
- 2. Modification to master plan -----2,500.00

**(5) Site plan approvals (SPA) in all zoning districts:**

(a) Site Plan fee based on structure size (total square feet):

Structure Size	Fee
0 to 4,999	1,800.00
5,000 to 14,999	2,375.00
15,000 and over	3,000.00

(b) Site Plan amendment involving an addition greater than 1,000 square feet:

Structure Size	Fee
1,000 to 4,999	1,800.00
5,000 to 14,999	2,375.00
15,000 and over	3,000.00

(c) Fee for site plan amendments including modifications to conditions of approval and/or an addition of up to 1,000 square feet to a previously approved site plan.-----1,300.00

(d) Fee for site plan amendments/minor modifications, or modifications related to an accompanying conditional use approval with no change to site layout characteristics (including but not limited to parking layout for driveways, access, etc.).  
----- 300.00

(e) Appeal to City Council pursuant to Code Sections 2-264(2) and 28-56; [requires advertising; see (15)(b)2. of this fee schedule].----- 750.00

**(6) Rezonings:**

Fee based on plot size (total square feet):

Plot Size	Fee
0 to 9,999	2,200.00
10,000 to 49,999	2,850.00
50,000 to 99,999	3,460.00
100,000 and over	4,100.00

**(7) Variances-Planning & Zoning Board:**

- (a) Application----- 1,530.00  
 First Class Mailing Costs as determined by notice requirements
- (b) Appeal to City Council pursuant to Code Section 28-131(7); [requires advertising; see (15)(b)2. of this fee schedule].----- 750.00
- (c) Resubmittal Review Fee (each additional submittal requiring re-review) ----- 255.00

**(8) Special cases:**

- (a) Administrative variance ----- 360.00
  - 1. Appeal to Planning and Zoning Board pursuant to Code Section 28-129(5); requires advertising; see (15)(b)1. of this fee schedule]. ----- 750.00
- (b) Comprehensive Plan future land use map or other map amendment:
  - 1. Small scale projects: under 10 acres -----3,600.00
  - 2. Large scale projects: 10 or more acres-----4,700.00
- (c) Master plan approval (non-PD) -----3,240.00
- (d) Master plan minor modification (non-PD)-----2,500.00
- (e) Sign code:
  - 1. Variance Application fee ----- 615.00
  - 2. Billboard Appeal Pursuant to 2004 Palm Beach County Unified Land Development Code 8.H.2.J. ----- 250.00
  - 3. Master Sign Plan or Amendment ----- 250.00
  - 4. Alternative Identity Sign ----- 500.00

5. Architectural Sign -----	750.00
6. Appeal of Master Sign Plan/Amendment, Alternative Identity Sign, or Architectural Sign decision to City Council pursuant Code Section 24-34(e); [requires advertising; see A.(15)(b)2. of this fee schedule].-----	750.00
7. Appeal of Sign permits to Community Appearance Board pursuant to Code Section 24-33(b).-----	750.00
(f) Coastal Construction Control Line Setback Variance (plus contracted technical and/or legal reviews at cost, where applicable) -----	2,500.00
(g) Special use in IG/S1 district-----	1,750.00
(h) Satellite dishes -----	1,200.00
(i) Vested rights determination -----	3,075.00
(j) Non-concurrent parking agreement-----	750.00
1. Resubmittal Review Fee (each additional submittal requiring re-review)-----	100.00
(k) Technical deviation from chapter 28 (Parking)-----	2,000.00
(l) Technical deviation from chapter 23 (Access/Reservoirs) -----	2,000.00
(m) Universal conditional (UC): The fee for a universal conditional future land use map amendment and/or rezoning shall be the total of the combined fees for the types of approval requested.	
(n) Universal conditional (UC) future land use map amendment and/or rezoning modification-----	1,175.00
(o) Historic designation (Landscape area, structure, building or district) -----	510.00
(p) Voluntary Annexation (Plus Consultant Fees at Cost as applicable)-----	3,240.00
(q) Multiple building project, (project review only)-----	150.00

**(9) Subdivision plat approvals:**

(a) Planned Developments (PUD, PID & PCD)/ PD Plats and non-PD Plats:	
1. Base fee for any plat plus processing charge-----	2,500.00
2. Base fee for reverting any previously recorded plat to acreage-----	3,675.00
3. Additional processing fee for plats:	
a. 1 to 90 lots, building sites or dwelling units, per lot, building site or dwelling units -----	11.00
b. Greater than 90 lots, building sites or dwelling units will be a total fee of -----	3,273.00
4. In addition to the fee determined by the above schedule, a separate check made payable to the Clerk of the Circuit Court of Palm Beach County shall accompany the plat to cover the cost to the County for recording the plat. The amount of the fee shall be as required by the Clerk of the Circuit of Palm Beach County.	



- 5. Administrative subdivision or reconfiguration approval----- 500.00
- 6. Appeal of administrative subdivision or reconfiguration to Planning and Zoning Board pursuant to Section 26-31(8) of the City Code; [requires advertising fee, see (15)(b)1. of this fee schedule----- 750.00

**(10) Planning Advisory Review (PAR) Compliance Resubmittal Review:**

- (a) Preliminary Review (initial review by Development Services-\$150.00 and Engineering-\$100.00) for all applications (except PD and UC). ----- 250.00
- (b) Preliminary Review for Planned Development (PD) and Universal Conditional Approval (UC) applications.----- 350.00
- (c) Compliance Resubmittal Review Fee (each additional submittal requiring re-review, after first Compliance Review). Fee applies to Compliance applications only, not Preliminary which requires payment of total application fee for each review.
  - 1. 1st Resubmittal ----- 255.00
  - 2. 2<sup>nd</sup>Resubmittal and Subsequent Resubmittals ----- 400.00

**(11) Environmental Advisory Board (EAB) fee for submittal of a project for required review by environmental advisory board:**

- (a) Environmentally Sensitive Lands Application Fee-----1,580.00
- (b) Dune Management Plan Review -----1,800.00
- (c) Appeal to Environmental Control Hearing Board pursuant to Code Section 27-6----- 255.00
- (d) Appeal to City Council, pursuant to Code Section 2-178(2), Dune Management Plan Only ----- 750.00

**(12) Sale of City owned property**

- Application Fee -----1,035.00

**(13) Community Appearance Board**

- (a) Application Fee (Final Review, Formal Recommendation, Preliminary, Revision), Each----- 100.00
- (b) Appeal to City Council pursuant to Code Section 2-132----- 750.00
- (c) Renewal Fee (subsequent to applicant missing two (2) consecutive scheduled meetings) ----- 100.00

**(14) Historic Preservation Board – Certificate of Appropriateness:**

- (a) Minor Repair/Maintenance -----70.00
- (b) Pools, Fences/Walls, Screen Enclosures, Alterations, Driveways, Re-roof, etc.----- 100.00
- (c) Demolition/New Construction Addition ----- 300.00

(d) Appeal to City Council pursuant to Code Section 28-238(4) ----- 750.00

**(15) Public Notice Posting & Advertising:**

(a) Administrative processing fee, per case (non-refundable) ----- 10% of total deposits

(b) "Case" Advertising Fees – Minimum deposit required:

Deposits will be credited in a project account to pay for advertising publications in local newspapers and posting of public notice signage on the property. Additional deposits may be required. Any remaining balance will be refunded upon final case review by the applicable board and/or City Council or application withdrawal. Where multiple items are advertised jointly in one ad, only one deposit is required, which shall be the higher deposit amount listed for the applications submitted.

<b>Case Description (including amendments/modifications)</b>	<b>Minimum Deposit</b>
1. Appeal to Planning and Zoning Board (Administrative Variance and Administrative Subdivision)	2,200.00
2. Appeal to City Council:	
a. Line Advertisement	800.00
b. Display Advertisement (may include map)	2,200.00
3. Conditional Use Approval	3,000.00
4. Dune Management	2,200.00
5. Easement/Abandonment/Non-Fee Interest	2,200.00
6. Final Plat (PD or non-PD)	2,200.00
7. Planned Commercial Development	3,000.00
8. Planned Industrial Development	3,000.00
9. Planned Mobility Development	3,000.00
10. Planned Unit Development	3,000.00
11. Rezoning	3,000.00
12. Right-of-Way Abandonment	3,000.00
13. Sale of City Owned Property	3,000.00
14. Sign Code Variance	2,200.00
15. Site Plan Approval	2,200.00
16. Universal Conditional future land use map amendment or rezoning (City Council Approval)	3,000.00
17. Universal Conditional future land use map amendment or rezoning (Planning and Zoning Approval Only)	2,200.00
18. Variances-Planning & Zoning Board	2,200.00
19. Variances for Marine Structures- (Marine Advisory Board & Planning and Zoning Board)	3,000.00

(c) Special Case Advertising Fees – Minimum deposit required:

Deposits will be credited in a project account to pay for advertising publications in local newspapers and posting of public notice signage on the property. Additional deposits may be required. Any remaining balance will be refunded upon final case review by the applicable board and/or City Council or application withdrawal. Where multiple items are advertised jointly in one ad, only one deposit is required, which shall be the higher deposit amount listed for the applications submitted.

Special Case Description	Minimum Deposit
1. Comprehensive Plan Future Land Use Map or Other Map Amendment:	
a. Small Scale projects: under 10 acres	2,600.00
b. Large Scale projects: 10 or more acres	3,700.00
2. Coastal Construction Control Line Setback Variance	3,000.00
3. Historic Designation	2,200.00
4. Master Plan (non-PD)	3,000.00
5. Release of Declaration of Covenants and Restrictions	2,200.00
6. Technical Deviation from Chapter 23	2,200.00
7. Technical Deviation from Chapter 28	2,200.00
8. Technical Deviation from Chapter 23 & 28	2,200.00
9. Text Amendments (Comprehensive Plan or City Code) - Minor or Major	3,000.00
10. Use in IG/S1	2,200.00
11. Vested Rights	2,200.00
12. Voluntary Annexation	2,200.00

**(16) Land Records Services:**

(a) Real Property Research/Report (Disposal, Acquisition, Unity of Title/Release of Unity, Subdivision Requests & History) -----	350.00
(b) Release of Unity of Title:	
1. Single Family Residence Property-----	95.00
2. Multi-Family/Commercial Property (Unity of title or declaration in lieu) -----	255.00
(c) Revocable License Agreement -----	255.00
(d) Easement /Right-Of-Way Deeds -----	95.00
(e) Street Name Change -----	1,430.00

(f) Street Number Change -----	105.00
(Not applicable to changes due to errors, safety issues or new construction)	
(g) Lien Filing and Lien Release:	
The amount of the fee shall be \$25.00 and recording fees as required by the Clerk of the Circuit Court of Palm Beach County.	
(h) Unity of Title (plus recording fees if recorded by the City)-----	55.00
(i) Declaration of Unity of Control in Lieu of Unity of Title (plus recording fees if recorded by the City)-----	255.00
(j) Petition/Requests for City to Acquire Property -----	565.00
(k) Subordination of Easements Pursuant to a Development Approval (to County or State)-----	255.00
(l) Release of Declaration of Covenants and Restrictions (required public hearing)-----	800.00
(m) Lake Maintenance Agreements: Processing a maintenance agreement for artificial lakes, ponds, or canals -----	250.00
(n) City Recording of Legal Instruments (in addition to the recording fees required by the Clerk of the Circuit Court of Palm Beach County -----	25.00

**(17) Other Services:**

(a) Zoning Confirmation Letter-----	150.00
(b) Application Closure/Refunds: includes withdrawal, expiration and/or abandoned applications - refund processing fee for applications requiring public hearing before Planning and Zoning Board, City Council, and/or other boards and committees (non-refundable fee). If sufficient funds are not available in project account to cover this fee, no refund of project fees will be made. This does not include escrow funds -----	255.00
1. Application closure prior to advertising, posting or public notice--50% refund of application fees less refund processing fee; 100% refund of advertising deposit.	
2. Application closure after advertising, posting or public notice--10% refund of application fees less refund processing fee; refund of advertising deposit balance.	
3. Application closure after hearing--0% refund of fees; refund of advertising deposit balance.	
4. A determination that an application is not needed or required after submittal may warrant 100% refund of fees; this applies to all application types, including technical deviations.	
(c) Large scale copies, per page. -----	1.00*
(d) Alcoholic Beverage License Review-----	205.00
(e) Finger Pier Maintenance Agreement Review (canal dead ends only) -----	500.00

(f) Planning and Zoning Property Status/ Report (Status of Planning and Zoning actions on site) per location. [Does not constitute an official "lien" search; for "Lien Search", see Section X.A.(1). Does not include Building Permits and Code Violations; if Building Permits and Code Compliance report desired, see section I.D(9)]. Additional charges may apply for related copies and extensive employee time. -----	250.00
(g) Pre-Application Conference (including Planning &/or Zoning) -----	155.00
(h) Review of Parking/Traffic Studies not accompanied with a Development Application -----	350.00
1. Resubmittal Review Fee (each additional submittal requiring re-review) -----	100.00
(i) EPZB Service Fees:	
1. Burn digital documents to a CD -----	0.50*
2. Digital Images on USB Flash Drive-----	7.00*
3. Scan documents up to 11" x 17" (per page) -----	0.10*
4. Scan large scale plans and documents (per page)-----	1.50*
5. Paper submittal to digital submittal coordination fee -----	25.00
(j) Request for deadline extension to development orders granted pursuant to the Laws of Florida and/or Florida Statutes. -----	300.00
(k) Review of LIRP Zoning 33% allocations of professional office plans and studies pursuant to Code Section 28-977(C)3.C. -----	350.00
1. Resubmittal Review Fee (each additional submittal requiring re-review) -----	100.00

\* A special service charge may be due pursuant to Florida Statute § 119.07.

**(18) Matters not specifically listed in this subsection:**

For matters not specifically listed in this subsection, the fee for the matter most similar to the pending petition shall apply.

**(19) Public Notice Mailing Costs:**

Payments will be credited in a project account to pay for related to public notice mailings required in the processing of an application set forth in subsection I.A. herein. Additional payments may be required. Related public notice mailing postage shall be paid at time of application submittal or as determined by staff. All payments must be paid prior to any notice being processed.

(a) Radius Map -----	25.00
(b) Mailing Labels generated from radius map (30 labels/page), per page -----	0.50*
(c) First class mailing postage costs as determined by number of notices	

\* A special service charge may be due pursuant to Florida Statute § 119.07.

**(20) Cost Recovery Fees – Land Development Reviews:**

(a) Administrative Processing Fee ----- 5% of initial deposit

(b) Initial Deposit and Minimum Balance:

Size of Project	Initial Deposit	Minimum Account Balance
Less than 5.0 acres	5,000.00	1,000.00
5.0 acres and less than 10.0 acres	8,000.00	1,600.00
10.0 acres and less than 25.0	11,000.00	2,200.00
25.0 acres and less than 50.0 acres	15,000.00	3,000.00
50.00 acres and over	23,000.00	4,600.00

Funds will be deposited in a project account to pay for outside professional services provided. Supplemental deposits may be required when additional work is authorized by the City or account balance falls below the minimum balance indicated above.

**(21) Wireless Communications Facilities:**

(a) New Tower Installation -----3,500.00

(Includes zoning review and approval, site plan review and approval, preliminary CAB review and basic engineering analysis.)

(b) New Antenna Installation -----2,960.00

(Includes zoning review and approval, site plan review and approval where applicable, preliminary CAB review and basic engineering analysis.)

(c) Mailing costs for public hearing (1,000-foot radius of Site) (Determined by production and postage charges, and number of required notices.)

(d) Advertising costs each for public hearings ----- 900.00

(e) Collocation Installation (Includes Administrative Review for Applications)----- 255.00

(f) Cooperation Application -----1,836.00

(g) Pre-Application Conference----- 155.00

(h) Modification of development standards -----1,840.00

(i) Additional required consultant reviews ----- actual cost

(j) Request for Letter of Application Extension----- 510.00

**B. ENGINEERING PERMITS, REVIEWS AND INSPECTIONS**

A complete copy of construction contracts are required to be provided to the City for all valuation-based fees.

**(1) Permits:**

- (a) Water, sewer, paving and drainage construction [except as listed below in subsections (b) and (c):
  - 1. First \$500.00 valuation of construction cost (total contract amount from certified copy of contract) Minimum Fee ----- 100.00
  - 2. \$501.00 and up (1.60% of the remaining total estimated valuation of construction cost; includes all plan check fees and all other sub permit fees contracted work, except fire.) Fire permit fees are in addition to these fees. ----- 1.60%
- (b) Sidewalks:
  - 1. First \$500.00 valuation of construction cost (total contract amount from certified copy of contract). Minimum Fee ----- 100.00
  - 2. \$501.00 and up (1.60% of the remaining total estimated valuation of construction cost.) ----- 1.60%
- (c) Each Driveway (includes all new and replaced driveways):
  - 1. First \$500.00 valuation of construction cost (total contract amount from certified copy of contract). Minimum Fee ----- 100.00
  - 2. \$501.00 and up (1.60% of the remaining total estimated valuation of construction cost.) ----- 1.60%

**(2) Reviews and Inspections:**

- (a) Public Works Review (PWR):
  - 1. Initial PWR submittal ----- 633.00
  - 2. Resubmittal (after initial PWR review) ----- 255.00
- (b) Engineering Plan/Infrastructure fees:
  - (a) PAR - Engineering Review – See 1. A. (10) for fee amount
  - (b) PWR (Inside City Limits) ----- 70.00
  - (c) PWR (Outside City Limits w/City Water) ----- 105.00
  - (d) Complete processing ----- 205.00