



SCHEDULE OF FEES

Town of Jackson Planning & Development Department
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APPLICABILITY

This schedule outlines fees assessed for processing applications required by the Town of Jackson Land Development Regulations, as well as fees associated with administrative tasks and other services provided by the Town of Jackson Planning Department. Fees are based upon the estimated cost of processing the application (staff time, advertising, and overhead). The Town Council may consider a reduction or waiver of application or permit fees within the discretion granted by the adopted Town policy regarding application fees.

PAYMENT TYPES ACCEPTED

Cash, checks and credit cards are accepted. Out of state checks must be certified.

PLANNING PERMIT FEES

All planning permit fees are due at the time of application submittal. Fees are cumulative. In addition to the permit fee, an applicant may also be responsible for hard costs associated with professional consultants or technical reviews. These costs will vary, depending on the application, but applications where such costs may apply are noted.

Type of Review	Initial Application Fee
Pre-Application Conference (per pre-app meeting)	
General Pre-Application Conferences	
For Sketch Plan, Special Use, or Planned Unit Development Applications	\$600.00
For Conditional Use, Development Plan, Map Amendment or Development Option Plan Applications	\$300.00
For Grading and Erosion Control Applications or an optional/elective pre-application conference with staff	\$150.00
Optional/elective pre-application conference with Planning Commission or the Town Council	Original pre-app fee
Optional/elective pre-application conference with the Design Review Committee	\$200
Physical Development	
Sketch Plan	\$2,500.00
Development Plan	\$2,500.00
Sign Permit	
Per Sign	\$75.00
Master Signage Plan	\$300.00
Use	
Basic Use Permit	\$500.00
Conditional Use Permit	
Use Permit Only	\$2,500.00
Concurrent with another application requiring public hearing	\$500.00
Special Use Permit	\$2,500.00
Development Option or Subdivision	
Development Option Plan	\$500.00
Subdivision Plat	\$1,000.00 + technical review
Exempt Land Division	Free
Boundary Adjustment	
Plat Required	\$1,000.00 + technical review
Without Plat	\$450.00 + technical review
Interpretations	
Formal Interpretation	\$500.00
Zoning Compliance Verification	\$500.00
Amendments	
LDR Text Amendment	\$1,500.00
Zoning Map Amendment	\$1,500.00
Planned Unit Development	\$1,500.00

Relief	
Administrative Adjustment	\$500.00
Variance	\$500.00
Appeal of an Administrative Decision	\$500.00
Beneficial Use Determination	\$1,000.00
Enforcement	
After the fact permit	Double the initial fee
Amendments of Permits or Approvals	
Re-submittal while still in review process	½ original fee
Amendment of approved plans and permits	Fee for permit review required by net change in density or intensity
Amendment to a condition requiring Council approval	\$500.00
Miscellaneous	
Administrative decisions elevated to public hearing	\$500.00 per hearing
Planner of the Day services or miscellaneous services and research	\$50/hr

Waiver of Fees:

The Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:

1. A project that is sponsored by a governmental entity, or a project that received public funding.
2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.

Such requests shall be submitted, for action by the Town Council, to the Planning Director within 30 days of receipt and prior to the submittal of an application. All requests shall be made prior to initiating a project as set forth in Division 5100. Common Procedures of the Jackson Land Development Regulations.

Fees are non-refundable once processing has commenced unless staff has determined that the permit is unnecessary.