

Town of Apple Valley

Agenda Item Report

Meeting Date: June 18, 2025

Prepared By: Jenna Vizcardo, Town Recorder

Subject: Adjustment to Residential Plan Review Fee & Pre-Payment Requirement

Overview

Following input from Shums Coda and review of surrounding jurisdictions, it has been identified that Apple Valley's current residential plan review fee of 25% is below the regional standard of 40%. The town's commercial fee of 65% remains in line with other communities.

Proposal

1. Increase Residential Plan Review Fee

- From 25% to 40% of the building permit fee
- Aligns with standard practices in Washington County and Washington City

2. Implement Pre-Payment Requirement

- Require plan review fees to be paid before accepting building permit applications
- Supports compliance with state code and improves application processing

Recommendation

Staff requests Council direction to:

- Draft an updated fee schedule reflecting the revised residential rate
- Prepare policy language for pre-payment enforcement