



RESOLUTION NO. 2023-024

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING THE FISCAL YEAR 2023-2024 SCHEDULE OF FEES WHICH ESTABLISHES REASONABLE FEES FOR TOWN SERVICES AND OTHER CHARGES; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach (“Town”) maintains and desires to promote the safety, health and welfare of its residents by providing for enforcement of its Code of Ordinances as well as setting forth fees for providing certain utilities and administrative services; and

WHEREAS, the Town Commission finds that adopting the 2023-24 schedule of fees serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2. The “Town of Highland Beach Schedule of Fees,” which are attached as **Exhibits “A”, “B”, “C”, “D”** and incorporated herein, is hereby adopted.

Section 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

Section 4. If any provision of this Resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application and to this end the provisions of this Resolution are declared severable.

Section 5. This Resolution shall become effective upon approval by Town Commission.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this
____ day of _____, 2023.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith M. Goldberg

EXHIBIT “A”

TOWN OF HIGHLAND BEACH
SCHEDULE OF FEES

EFFECTIVE 10/01/2023– 09/30/2024

I. TOWN CLERK

- a. Public Records Request
 - i. Photocopies (8 ½ x 14 or less):
 - a. Single Sided: Black and White Copies \$0.15 per page
 - b. Double Sided: Black and White Copies \$0.20 per page
 - c. Single Sided: Color Copies \$0.25 per page
 - d. Double Sided: Color Copies \$0.30 per page
 - e. Photocopies total cost under \$5.00 No charge
 - ii. USB Flash Drive Based on actual cost
 - iii. Other materials Based on actual cost
- b. Labor Costs for Research and Reproduction,
Special Service Charges relevant to Public Records Based on actual cost
- c. Postage/Mailing Cost Based on actual cost
 - *Additional Cost May Apply Based on Florida Statute, Chapter 119*
- d. Municipal Lien Search Requests \$150.00 per Parcel Control Number
- e. Notary Service:
 - Highland Beach Residents (after first five (5) signatures) \$5.00 per signature
- f. Non-Residents \$5.00 per signature
- g. Administration of Oaths and Affirmations \$10.00 per person
- h. Acknowledgements \$10.00 per person
- i. Certified Copies \$1.00 per document
- j. Zoning Maps Based on actual cost
- k. Development Order Applications \$200.00 per application
 - *Administrative cost for preparation and mailings of public notices*

II. LIBRARY

- a. Library Cards
 - i. Highland Beach Property Owners and Residents with six (6) months lease agreement or longer No charge
 - ii. Seasonal renters (3-6 months) \$25.00 per year
 - iii. Non-residents \$75.00 per year
 - iv. Replacement cards \$5.00 per card
- b. Overdue Materials
 - i. Books and magazines \$0.25 per day per item
 - ii. DVDs and CDs \$1.00 per day per item
 - iii. E-readers \$3.00 per day per item
- c. Printing/Copying using Library Computers
 - i. First 5 pages of Black & White Copies No charge
 - ii. More than Five (5) Pages \$0.25 per page
- d. Room usage fees for Independent Contractors
 - i. Background Check for Independent Contractor \$19.95
 - ii. Tom Reid Room \$10.00 per month
 - iii. Community Room \$20.00 per month

III. CODE COMPLIANCE & POLICE FINES/FEES

- a. Illegal parking in designated disabled parking spots \$250.00
 - b. Class I Infraction (First and repeat violations) \$50.00
 - c. Class II Infraction (First offense) \$50.00
 - d. Class II Infraction (Repeat violation) \$100.00
 - e. Class III Infraction (First and repeat violations) \$200.00
 - f. Cost of Prosecution \$250.00
- *Class I, II and III Infractions based per Section 2-174 of Town Code of Ordinances

IV. ADMINISTRATIVE COSTS

Pursuant to Section 2-117 (c) of the Code of Ordinances, administrative costs incurred by the town in the successful prosecution of a code enforcement case shall be assessed against the violator pursuant to F.S. § 162.07(2).

EXHIBIT “B”

TOWN OF HIGHLAND BEACH
BUILDING AND LAND DEVELOPMENT
SCHEDULE OF FEES

EFFECTIVE 10/01/2023 – 09/30/2024

I. BUILDING DEPARTMENT

- a. All building permit fees shall be based upon the value of the work to be performed. The "value of work" shall be determined in accordance with Section 109 of the Town's Administrative Amendments to the Florida Building Code.
- b. The minimum building permit fee shall be \$100.
- c. Building permit fees shall be calculated per each \$1,000 of valuation or portion thereof, for each trade (building, plumbing, mechanical or electrical) or for each specialty (pools, fire suppression, alarm, or security systems, etc.). Those fees are as follows:
 - i. \$25.00 per \$1,000 or portion thereof of value up to \$500,000.
 - ii. \$20.00 per \$1,000 or portion thereof of value above \$500,000.
- d. Sales Trailer Permit Fee: The fee for sales trailers shall be \$500 per trailer, shall include all sub-trade inspections, and shall expire after six (6) months. The permit may be renewed for additional six (6) month increments upon payment of an additional fee.
- e. Construction Trailer Permit Fee: The fee for construction trailers shall be \$250 and shall include all sub-trade inspections.
- f. Contractor Registration: All contractors must be registered with the Building Department of the Town of Highland Beach. Registration includes basic information about the contractor, and proof of licenses and insurance. Licenses and insurance are typically demonstrated through a State of Florida registration or certification, or a Palm Beach County Business Tax Receipt. There will be no charge for registering with the Town of Highland Beach.
- g. Reinspection Fees:
 - i. \$75.00 for second inspection (same item).
 - ii. \$150.00 for third inspection* (same item).
 - iii. \$250.00 for fourth inspection* (same item).
 - iv. \$300.00 for fifth inspection* (same item).

* (requires license holder or qualifier to be at the site)
- h. Additional Fees:
 - i. \$100.00 for fire sprinkler permits, except electrical component of permit. (Delray Fire Fee Schedule)

Resolution No. 2023-024

- ii. \$50.00 per page for plans requiring additional review after the initial review.
- iii. \$50.00 for change in contractor
- iv. \$100.00 floor and/or balcony tile fee (not shower tile or pan replacement).
- v. \$100.00 for water heater change-out
- vi. \$100.00 installation of residential alarm or security system.
- vii. Portable Storage Unit: \$50.00 for site permit fee
- viii. \$100.00 for failure to call for a final inspection prior to permit expiring.
- ix. \$50.00 per page for plans requiring additional review after the initial review.
- i. Penalty Fees:
 - i. Two and half times (2.5X) the original permit fee, but not to exceed \$10,000, for work commenced without a permit.
Approved by the Town Commission on October 7, 2020
- j. Planning & Zoning Fees:
 - i. Site plan: \$1,500.00
 - ii. Special Exception: \$1,500.00
 - iii. Comprehensive Plan Amendment: \$1,500.00
 - iv. Revision to Code of Ordinances: \$1,500.00
 - v. Variance: \$1,500.00
\$500.00 each additional variance
 - vi. Appeal of Building Code or Zoning Determination: \$1,500.00
 - vii. Zoning Verification Letter: \$150.00
 - viii. Hourly attorney consultation fee. Must be paid with all land development applications. \$500.00 deposit plus any costs that exceed the \$500.00
 - ix. License Agreement or Unity of Title: \$1,000.00
 - x. Appeal to Town Commission: \$1,500.00

- xi. Engineering Review Fee: \$500.00 plus any additional cost
- xii. Short-Term Rentals registration fee. \$250.00
- xiii. Short-Term Rentals inspection fee. \$150.00
- xiv. Short-Term Rentals re-inspection fee (failure to pass initial inspection) \$50.00
- xv. Short-Term Rentals annual renewal fee. \$100.00
- xvi. Short-Term Rentals change of agent fee. \$50.00
- xvii. Short-Term Rentals penalties:
 - a. \$250.00 fine, daily, per violation for first offence;
 - b. Up to \$500.00 fine, daily, per violation for repeat offences;
 - c. \$150.00 administrative fee.

Refund Policy

- *No refunds for issued permits, permits under \$200, penalty fees, surcharges, etc.*
- *No refunds on permit applications greater than 30 days old*
- *Refunds shall be 60% of the fee paid in excess of \$200.*

Cost Recovery Provision. Applicant is responsible for the cost of recovering administrative, engineering, legal review, and/or any other professional service required in conjunction with any application, including any public notice costs in excess of minimum advertising fee, including notice costs, such as postage, etc.

EXHIBIT “C”

TOWN OF HIGHLAND BEACH
SCHEDULE OF FEES

EFFECTIVE 10/01/2023 – 05/31/2024

VIII. SOLID WASTE AND RECYCLING SERVICES

a. Single-family curbside	\$ 29.15 per month*
b. Multi-family curbside (4 units or less)	\$ 29.15 per month*
c. Multi-family curbside (more than 4 units)	\$ 17.46 per month*
d. Special medical	Per Contract
e. Container rentals	Per Contract
f. Commercial services	Per Contract

*Cost includes 5% administrative charge

EFFECTIVE 06/01/2024 – 09/30/2024

a. Single-family curbside	\$ 31.19 per month*
b. Multi-family curbside (4 units or less)	\$ 31.19 per month*
c. Multi-family curbside (more than 4 units)	\$ 18.68 per month*
d. Special medical	Per Contract
e. Container rentals	Per Contract
f. Commercial services	Per Contract

*Cost includes 5% administrative charge

EXHIBIT “D”

TOWN OF HIGHLAND BEACH
SCHEDULE OF FEES

EFFECTIVE 05/01/2024 – 09/30/2024

May go into effect earlier if Fire Rescue Department goes live prior to May, 1 2024.

I. EMERGENCY MEDICAL SERVICES TRANSPORT FEES

a. Basic Life Support	\$650.00
b. Advanced Life Support 1	\$685.00
c. Advanced Life Support 2	\$770.00
d. Mileage	\$12.00/mile

II. SCHEDULE OF FIRE INSPECTIONS

There are no fees for Required Florida Fire Prevention Code Annual Fire inspections.

a. Ambulatory Health Care	Annual
b. Apartments/Condominiums (3-6 units with common area) No fire protection equipment systems	Annual
c. Apartments/Condominiums (3-6 units without common area) No fire protection equipment systems	Annual
d. Apartments/Condominiums (7 units or more)	Annual
e. Apartments/Condominiums with Fire Protection Equipment Systems	Annual
f. Assembly/Restaurants	Annual
g. Business – Shell	Annual
h. Fire Pump Inspection	Annual
i. Gate Inspections per access point	Annual
j. Hotel Dormitories	Annual
k. Lodging or Rooming Houses	Annual
l. Storage/Parking	Annual

III. CUSTOMER REQUESTED PERMIT FEES

a. Temporary Structures (Tents)	\$150.00
b. Flow Test	\$350.00
c. Bonfire Permit (Beach)	\$300.00
d. Pyrotechnics/Fireworks	\$250.00
e. Fire Watch	\$125.00 per hour (min 4 hours min fee \$500)
f. Special Event	\$150 per hour (2-hour min) \$50.00 per hour over 2 hours (fees are per staff member)

IV. NEW AND EXISTING CONSTRUCTION FEES

a. Plans and Inspections	\$100 on Cost of Construction up to \$20,000
b. Plans and Inspections	0.5% on Total Construction Cost Above \$20,000

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| c. Penalty for Work commencing prior to plan review/approval | 2.5 times permit fees |
| d. Customer Requested After Hours Inspections | \$125.00 per visit per hour
(min. 2 hours) |

V. FIRE ALARMS FEES

- a. False Alarm for Non-Registered System** All false alarms fiscal year \$200R-\$1,000C

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| b. False Alarms for Registered System | No Charge for false alarms 1-3 fiscal year |
| | 4 th false alarm fiscal year \$75 |
| | 5 th false alarm fiscal year \$100 |
| | 6 th false alarm fiscal year \$150 |
| | 7 th or more false alarm fiscal year \$200/call |

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| c. Alarm Registration | \$35.00 |
| d. Renewals/Updates | \$10.00 |