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ORDINANCE 2025-011

**AN ORDINANCE OF THE TOWN COUNCIL OF THE
TOWN OF HOWEY-IN-THE-HILLS, FLORIDA;
PROVIDING FINDINGS OF TOWN COUNCIL PERTINENT
TO TOWN FEES AND CHARGES; REVISING THE TOWN'S
FEE SCHEDULE IN ITS ENTIRETY; WAIVING
CODIFICATION AND PROVIDING FOR POSTING OF
FEES AND CHARGES ON THE TOWN'S WEBSITE;
PROVIDING FOR SEVERABILITY AND AN EFFECTIVE
DATE; PROVIDING AUTHORIZATION FOR THE TOWN
COUNCIL TO AMEND, REVISE, ADD, AND DELETE FEES
AND CHARGES BY RESOLUTION.**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-
HILLS, FLORIDA:**

Section 1. Legislative findings.

- a) The Town Council of the Town of Howey-in-the-Hills finds that the various fees charged by the town to recover costs to the Town are no longer sufficient for that purpose. Therefore, the Town Council enacts this ordinance to ensure that the various fees are sufficient to recover the costs to the Town of its regulation.
- b) The Town Council finds further that the Town's Code of Ordinances is not an effective medium of public information for the numerous fees and charges imposed for Town services and for use of Town facilities. The Town Council finds, instead, that the Town's website is far more efficient, effective, and timely as a medium for informing the public of the various Town fees and charges. The Town Council has determined that the Town's code can be difficult to update in timely manner and, therefore, can be frequently misleading to members of the public seeking information on Town fees and charges.

Section 2. Revised building-permit fees and charges. The following schedule of fees and charges is approved by Town Council:

<u>Administrative</u>	4
<u>Canvassing and soliciting</u>	4
<u>Coin-Operated Devices</u>	4
<u>Collection of unpaid fees</u>	4
<u>Data log special request fee</u>	4
<u>Finance department fees</u>	4
<u>Garage sale permit</u>	4

45	Lien recording fees	4
46	Lien and foreclosure research fees	4
47	Notarization fees	4
48	Public Records Request fees	4
49	Returned check payment charge	4
50	Sign permit	5
51	Taylor Memorial Cemetery	6
52	Grave opening permit	6
53	Monument permit	6
54	Cost per plot	6
55	Mausoleum	6
56	Park and Recreation	7
57	Griffin Park boat ramp	7
58	Griffin Park gazebo	7
59	Blevin's Patriot Park	7
60	Special Events	7
61	Library	9
62	Late items	9
63	Lost or damaged items	9
64	Prints	8
65	Copies	8
66	Faxes	8
67	Public Services	9
68	Water User Charges	9
69	Town Water Rates	9
70	Utility Meter Fees and Hydrant Meter Water Deposit	10
71	Sewer user charges	10
72	Sanitation charges (solid waste)	10
73	Planning	12
74	Zoning and development application fees	12
75	Annexation	12
76	Administrative appeals	12
77	Comprehensive Plan Amendments	12
78	Development of Regional Impact (DRI)	13

79	Planned Unit Development	13
80	Site Plans	13
81	Subdivision Plans	14
82		

83	Administrative	
84		
85	Canvassing and soliciting	
86	Town of Howey-in-the-Hills Ordinances Chapter 71	
87	Certificate of registration application fee.....	60.00... 20.00
88	Coin-Operated Devices	
89	Town of Howey-in-the-Hills Ordinances Chapter 75	
90	License fee ...	25.00
91	Collection of unpaid fees	
92	Town of Howey-in-the-Hills Ordinances Chapter 171	
93	Fee	35.00
94	Data Log Special Request fee	
95	Fee	25.00
96	Finance department fees	
97	Printed copy of annual budget document	20.00
98	Printed copy of AFR.....	15.00
99	Garage sale permit	
100	Town of Howey-in-the-Hills Ordinances Chapter 30	
101	No fee	0.00
102	Lien recording fees	
103	Town of Howey-in-the-Hills Ordinances Chapter 8	
104	Fee for first page	75.00
105	Each page thereafter	8.50
106	Lien and foreclosure research fees	
107	Town of Howey-in-the-Hills Ordinances Chapter 8	
108	Regular	50.00
109	Expedited – 24-hour turn-around.....	80.00
110	Notarization fees	
111	No charge to Town of Howey-in-the-Hills Residents – By appointment only	
112	Non-Residents only for Town Business – By appointment only	
113	Public Records Request fees	
114		Defined by Florida Statute
115	Returned check payment charge *	
116	Town of Howey-in-the-Hills Ordinances Chapter 1	
117	Check amount \$0.01 to \$50.00.....	25.00
118	Check amount \$51.00 to \$300.00.....	30.00
119	Check amount greater than \$300.00	40.00 or 5% of check amount, whichever is greater
120	Any returned check, ACH payment, or credit card reversal	50.00
121	After 2 returned payments in a 3 months	100.00
122	Cash only after 3 returned payments	
123		

124	Sign permit	
125	Town of Howey-in-the-Hills Land Development Code Chapter 5	
126		25.00
127		

128 * If payment is not received within 30 days, the Town may file a civil action against the check writer for
 129 three times the amount of the check, but in no case less than \$50.00, in addition to the payment of the
 130 check plus any court costs, reasonable attorney fees, and any bank fees incurred by the Town in taking
 131 the action.

132	Taylor Memorial Cemetery		
133	Town of Howey-in-the-Hills Ordinances Chapter 73		
134	Grave opening permit		
135	Fee.....	50.00	25.00
136	Monument permit		
137	No Fee		0.00
138	Cost per plot		
139	Standard (5' x 10').....		555.00
140	Large (5' x 12.5').....		610.00
141	Mausoleum		
142	None available		
143			

144	Park and Recreation	
145	Town of Howey-in-the-Hills Ordinances Chapter 58	
146	Griffin Park boat ramp	
147	Annual boat ramp permit	35.00
148	Lost boat ramp key replacement.....	8.00 with proof of current permit tag 5.00
149	For each additional vessel owned by permit holder	35.00... 5.00
150	Griffin Park gazebo	
151	Gazebo rental deposit (refundable if clean upon departure).....	50.00
152	Gazebo rental	50.00
153	Blevin's Patriot Park	
154	Park rental deposit (refundable if clean upon departure).....	50.00
155	Park rental	50.00
156	Memorial bricks	45.00
157		
158	Special Events	
159		25.00
160		
161		

162	Library	
163	Late items	
164		Fee..... \$0.10/day per item
165	Lost or damaged items	
166		Fee..... Cost of the item plus \$5.00 for processing
167	Prints	
168		Black and white \$0.15/page
169		Color \$0.30/page
170		
171	Copies	
172		Black and white \$0.15/page
173		Color \$0.30/page
174		
175	Faxes	
176		Fee \$2.00/phone number plus \$1.00/page
177		
178		
179		

180 Public Services

181 Water User Charges

182 Town of Howey-in-the-Hills Ordinances Chapter 171

183 Non-resident service charge is 1.25 times the established amount

184 Connection fee

185 New Residential, Builder or Commercial (not less than cost) 450.00

186 Existing Residential, Builder or Commercial~~35.00~~ ~~30.00~~

187 Connection fee and deposit

188 Residential owner deposit 150.00

189 Residential tenant deposit..... 250.00

190 Builder deposit..... 150.00

191 Commercial deposit..... 250.00

192 Delinquent reconnection (Res. 2005-22)

193 During Public Services (business hours Mon-Fri 7a.m. – 3:30 p.m.).....~~50.00~~ ~~75.00~~

194

195 Penalty for late utility bill payment 10% of bill

196

197 Water **scheduled** turn-off or turn-on (Res. 2010-012)

198 Scheduled (business hours Mon-Fri 7a.m. – 3 p.m.) 30.00

199 Water plant improvement (each household)

200 10.00

201 Unpaid fee collection charges (Res. 2012-043)

202 35.00

203 Town Water Rates

204 Water availability (meter in ground and locked)

205 Monthly Base Rate..... 14.23

206 Potable

207 Monthly Base Rate 0-5,000 gallons 34.02

208 Rate per 1,000 gallons 5,001-9,000 2.72

209 Rate per 1,000 gallons 9,001-14,000 2.98

210 Rate per 1,000 gallons 14,001-20,000 3.24

211 Rate per 1,000 gallons 20,001-30,000 4.56

212 Rate per 1,000 gallons 30,001-60,000 13.15

213 Rate per 1,000 gallons 60,001 and over 17.20

214

215 Residential irrigation

216 Monthly Bases Rate 0-5,000 gallons 34.02

217 Rate per 1,000 gallons 5,001-30,000 2.72

218	Rate per 1,000 gallons, 30,001-60,000	2.98
219	Rate per 60,001 gallons and above.....	4.56
220		
221	Residential irrigation 2-month new landscape with irrigation meters	
222	Monthly Bases Rate 0-5,000 gallons	34.02
223	Rate per 1,000 gallons 5,001 and above.....	2.72
224	Commercial and homeowner associate irrigation rates	
225	Monthly Base Charge per Connection	34.02
226	Rate per 1,000 gallons 0–30,000	2.72
227	Rate per 1,000 gallons 30,001 and over	2.98
228	Utility Meter Fees and Hydrant Meter Water Deposit	
229	Meter tampering fee	
230	Per meter (fee plus costs of all labor and materials for damages incurred 150.00-50.00)	
231	Meter installation fee	
232	(minimum fee for standard installations, fee plus time and material for nonstandard	
233	installation and materials)	
234	5/8 x 3/4 inch meter standard installation	701.10
235	1 inch meter standard installation.....	860.93
236	1 1/2 inch meter standard installation	1,180.74
237	2 inch meter standard installation.....	1,405.85
238	3 inch meter standard installation.....	5,666.12
239	4 inch meter standard installation.....	8,193.57
240	2 inch hydrant meter and backflow preventer rental	1,600.00
241	<i>The 2 inch hydrant meter and back-flow preventer is used on a temporary basis,</i>	
242	<i>usually for construction site. The rental fee and deposit is a minimum of \$1,600.00</i>	
243	<i>with 50 percent being refundable upon return of the nondamaged and fully</i>	
244	<i>functional meter and back-flow preventer. A 50 percent nonrefundable fee covers</i>	
245	<i>the cost of installation and maintenance of the meter and back-flow preventer.</i>	
246		
247	2 inch hydrant meter deposit	500.00
248	<i>They 2 inch hydrant meter water deposit is required, refundable after full payment</i>	
249	<i>of all water bills and the account balance of \$0.00.</i>	
250	Sewer user charges	
251	Residential wastewater processing per ERU to CDD	24.00 28.01
252	Residential wastewater town collection infrastructure	22.00
253	Sanitation charges (solid waste)	
254	Residential-monthly (1 set)	31.86
255	Residential-monthly (2 sets)	60.53
256	Residential-monthly (3 sets)	89.21
257	Commercial-monthly	35.67/set

258 *Any commercial collection requiring mechanical containerized service shall be*
259 *contracted for on an individual basis with the town's franchised collector. Any*
260 *commercial collection requiring and receiving mechanical containerized service*
261 *shall not be required to pay a monthly fee to the town.*
262

Planning

Zoning and development application fees

- a) Establishment of administrative procedures. The following administrative procedures shall be utilized when collecting and processing all zoning and development review fees and deposits paid to the Town of Howey-in-the-Hills:
1. Minimum fees. A minimum fee shall be collected from each applicant by the Town Clerk at the time of filing each application for zoning permit issuance, site plan approval, subdivision plat approval, conditional use, variance, special exception, rezoning, planned unit development approval, amendment to the land development regulations, annexation, or comprehensive plan amendment or upon filing an appeal. No application shall be accepted until the fee is paid in full.
 2. Processing fees. In addition to the minimum fee collected at the time of application, the applicant shall be billed monthly for all amounts expended by the town in processing the application or appeal which exceed the minimum fee, including, but not limited to, amounts expended for staff time, engineering fees, attorney's fees, publication costs, copy charges, and telephone charges. Failure by the applicant to pay these excess charges within ten days of billing shall result in all work ceasing on the application until such time as the bill is paid. Failure of the applicant to pay these excess charges within 30 days of billing shall cause the application to be void, and a new application and minimum fee must be submitted prior to any further town action.
- b) Establishment of minimum fees: The following minimum fees are established for the services indicated:

Annexation

Fee..... 300.00

Administrative appeals

Fee..... 200.00

Comprehensive Plan Amendments

Comprehensive plan text amendments

Review deposit..... 2,000.00

Fee..... 1,000.00

Comprehensive plan future land use map amendment

Review deposit..... 2,000.00

10 acres or less 500.00

More than 10 acres..... 1,000.00

Concurrency letter and certificate

Letter Nonbinding..... 50.00

Certificate..... 100.00

Conditional use/special exception

Fee..... 400.00

Developer's agreement

Review Deposit 2,000.00

305	Fee.....	400.00
306	Development of Regional Impact (DRI)	
307	DRI town staff review	
308	Review Deposit	2,000.00
309	Fee.....	5,000.00
310	Development order amendment to the DRI	
311	Review Deposit	2,000.00
312	Fee.....	3,000.00
313	Infrastructure inspections for new developments	
314	<i>Minimum of 2 percent – Maximum of 3 percent of the construction costs for site</i>	
315	<i>improvements due to construction costs for site improvements due prior to</i>	
316	<i>construction.</i>	
317	Land clearing permit	
318	Fee.....	400.00
319	Lot grading inspection – per lot	
320	Fee.....	150.00
321	Planned Unit Development	
322	Zoning to PUD/Conceptual Development Plan/Developer’s Agreement	
323	Review Deposit	2,000.00
324	Fee.....	1,000.00
325	PUD preliminary plan (entire PUD or phase)	
326	Review Deposit	2,000.00
327	Fee.....	1,000.00
328	PUD final construction plan (entire PUD or phase)	
329	Review Deposit	2,000.00
330	Fee.....	500.00
331	PUD plat (entire PUD or phase submitted)	
332	Review Deposit	2,000.00
333	Fee.....	250.00
334	Major amendment to PUD	
335	Review Deposit	2,000.00
336	Fee.....	1,000.00
337	Minor amendment to PUD	
338	Fee.....	500.00
339	Preapplication conference	
340	Fee.....	400.00
341	Preconstruction meeting	
342	Fee.....	600.00
343	Rezoning	
344	Fee.....	350.00
345	Site Plans	
346	Minor site plans	
347	Review Deposit	2,000.00

348	Fee.....	500.00
349	Nonresidential site plans	
350	Review Deposit	2,000.00
351	Preliminary Fee less than 10,000 sq. ft	500.00
352	Final Fee less than 10,000 sq. ft	500.00
353	Preliminary Fee 10,000 sq. ft. or more	1,000.00
354	Final Fee 10,000 sq. ft. or more	1,000.00
355	Residential site plans	
356	Review Deposit	2,000.00
357	Preliminary Fee up to 6 units	500.00
358	Final Fee up to 6 units	500.00
359	Preliminary Fee more than 6 units	1,000.00
360	Final Fee more than 6 units	1,000.00
361	Subdivision Plans	
362	Minor subdivision plans	
363	Review Deposit	2,000.00
364	Fee.....	500.00
365	Nonresidential subdivision plans	
366	Review Deposit	2,000.00
367	Preliminary Fee 4 lots or less	500.00
368	Final Fee 4 lots or less	500.00
369	Plat Fee 4 lots or less	250.00
370	Preliminary Fee more than 4 lots	1,000.00
371	Final Fee more than 4 lots	500.00
372	Plat Fee more than 4 lots.....	250.00
373	Residential subdivision plans	
374	Review Deposit	2,000.00
375	Preliminary Fee up to 20 lots	1,000.00
376	Final Fee up to 20 lots.....	500.00
377	Plat Fee up to 20 lots	250.00
378	Preliminary Fee 21-99 lots	1,500.00
379	Final Fee 21-99 lots.....	1,000.00
380	Plat Fee 21-99 lots	250.00
381	Preliminary Fee 100 or more lots	2,000.00
382	Final Fee 100 or more lots	1,000.00
383	Plat Fee 100 or more lots.....	250.00
384	Time extension requests on development approvals	
385		450.00
386	Vacation (street)	
387	Fee.....	400.00
388	Variance	
389	Review Deposit	1,000.00
390	Fee.....	400.00
391		

Section 3. Authorization for fee-schedule amendments by resolution. To the extent not inconsistent with general law, the Town Council is authorized hereby to amend, revise, add, and delete from time to time the fees and charges on the schedule in Section 2 by resolution.

Section 4. Amendments to the Town Code. Section 30-2 is hereby revised to read: **Sec. 30-2 – Town Fees and charges.** Town fees and charges are located on the Town’s website and are available at Town Hall. Section 30-3 is hereby deleted in its entirety.

Section 5. Website posting; waiver of codification.

- a) The Town Clerk shall post on the Town’s website, and from time to time shall update on the website as necessary or useful, the schedule of fees and charges in Section 2.
- b) Except for the deletion required in Section 4, no part of this ordinance shall be codified in the Town’s Code of Ordinances.

Section 6. Severability. If any part of this ordinance is held by a court of competent jurisdiction to be invalid or unconstitutional, the holding shall not affect the validity of the remaining parts of the ordinance. To that end, this ordinance is declared to be severable.

Section 7. Effective date. This ordinance shall take effect upon enactment.

ORDAINED AND ENACTED this _ day of _, 202_, by the Town Council of the Town of Howey-in-the-Hills, Florida.

**TOWN OF HOWEY-IN-THE-HILLS,
FLORIDA**

By: its Town Council

By: _____
Graham Wells, Mayor

ATTEST:

John Brock, Town Clerk

APPROVED AS TO FORM AND LEGALITY
(for the use and reliance of the Town only)

438		Heather Ramos, Town Attorney
439		
440	First Reading	
441	Advertising - Second Reading	
442	Second Reading and Adoption	
443		