



Town of _____
Micanopy
_____ Florida

March 10, 2026

AGENDA ITEM: Adoption of Resolution 2026-03, Establishing an Updated Planning and Land Development Fee Schedule

SUBJECT: Adoption of Updated Planning and Land Development Fee Schedule

BACKGROUND:

The Town's current planning and land development fee schedule was adopted in 2019 through Resolution 2019-18. Since that time, the Town has increasingly relied on contract planning and engineering services to review development applications. The existing fee schedule does not adequately address the cost of professional review services and contains application fees that are significantly below those of surrounding municipalities.

The proposed resolution updates the Town's fee schedule to better reflect the actual administrative and professional costs associated with processing land use and development applications. The updated schedule also introduces several application types that were not previously included, such as pre-application conferences for commercial development, zoning verification letters, and additional historic preservation applications.

KEY CHANGES:

- Establishes a more comprehensive fee schedule for planning, zoning, subdivision, and historic preservation applications.
- Introduces escrow deposits for applications requiring professional planning, engineering, or legal review to ensure that these costs are borne by the applicant rather than the Town's General Fund.
- Updates application fees that have not been adjusted in many years and aligns them more closely with regional standards.
- Clarifies that applicants are responsible for reimbursement of consultant review costs and other expenses such as legal advertising and mailed notices.

FINANCIAL IMPACT:

Adoption of the proposed fee schedule will improve cost recovery for development review activities and reduce the likelihood that the Town's General Fund will subsidize private development applications.

706 NE Cholokka Blvd.
PO Box 137, Micanopy, FL 32667-0137
(352) 466-3121 Town Hall (352) 466-4912 Fax
townhall@micanopytown.com

STAFF RECOMMENDATION:

Staff recommends that the Town Commission adopt Resolution 2026-03 establishing the updated Planning and Land Development Fee Schedule.

ATTACHMENTS:

1. Resolution 2026-03 Establishing a Planning and Land Development Fee Schedule
2. Exhibit "A" – Fee Schedule



Town of _____

Micanopy

Florida

RESOLUTION NO. 2026-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MICANOPY, FLORIDA, ESTABLISHING A COMPREHENSIVE FEE SCHEDULE FOR PLANNING, LAND DEVELOPMENT, HISTORIC PRESERVATION, AND RELATED NON-UTILITY SERVICES; PROVIDING FOR FULL COST RECOVERY OF PROFESSIONAL REVIEW SERVICES; REPEALING RESOLUTION 2019-18 (EXCEPT WATER RATES); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town incurs administrative, planning, engineering, legal, advertising, and consultant review costs in processing development applications; and
WHEREAS, it is the intent of the Town Commission to ensure that development-related costs are borne by the applicant and not subsidized by the general taxpayer;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MICANOPY, FLORIDA:

SECTION 1. ADOPTION OF FEE SCHEDULE

The fee schedule attached hereto as Exhibit 'A' is hereby adopted.

SECTION 2. PROFESSIONAL REVIEW COST RECOVERY

All applications requiring review by the Town’s contract planner, engineer, attorney, historic preservation consultant, traffic consultant, or other professional shall reimburse the Town for actual costs incurred. Applicants shall provide escrow deposits as listed in Exhibit 'A' and replenish as necessary. No application shall proceed to public hearing or final action until all outstanding balances are paid in full.

SECTION 3. ADDITIONAL APPLICATIONS

Additional land use actions not specifically listed in Exhibit 'A' shall require payment of actual costs incurred by the Town, including consultant and legal review, as determined by the Town Administrator.

SECTION 4. REPEALING CLAUSE

Resolution 2019-18 is hereby repealed except for water and utility rates adopted separately.

SECTION 5. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____, 2026.

TOWN OF MICANOPY, FLORIDA

Mayor

ATTEST:
_____ Town Clerk

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EXHIBIT 'A' – COMPLETE FEE SCHEDULE

Application Type	Base Fee	Review Deposit
Pre-Application (Commercial)	\$400	Actual consultant cost if required
Certificate of Appropriateness – Residential/Minor	\$125	None unless consultant required
Certificate of Appropriateness – Commercial/Major	\$250	\$1,000
Historic Designation	\$150	As required
Zoning Verification Letter	\$50	N/A
Variance	\$200	\$1,500
Special Exception / Special Use	\$750	\$2,000
Conditional Use Permit	\$750	\$2,000
Appeal	\$750	\$2,000
Rezoning	\$1,750	\$5,000
Small Scale Comp Plan Amendment	\$2,000	\$5,000
Large Scale Comp Plan Amendment	\$3,500	\$7,500
Minor Commercial Site Plan	\$750	\$3,500
Major Commercial Site Plan	\$1,500	\$7,500
Lot Split	\$500	\$1,500
Minor Subdivision	\$1,000	\$4,000
Major Subdivision (Preliminary)	\$2,500	\$10,000
Annexation ≤10 acres	\$1,500	\$3,000
Annexation 10–50 acres	\$2,500	\$5,000
Annexation >50 acres	\$3,500	\$7,500
Tree Removal Permit	\$75	If consultant review required
Sign Permit	\$100	If consultant review required

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