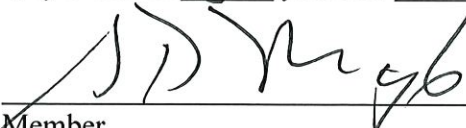


**ADVISORY PLAN COMMISSION OF THE TOWN OF PITTSBORO, INDIANA  
RESOLUTION AND CERTIFICATION OF AMENDMENTS TO OFFICIAL  
SCHEDULE OF FEES OF THE TOWN OF PITTSBORO UNIFIED DEVELOPMENT  
ORDINANCE**

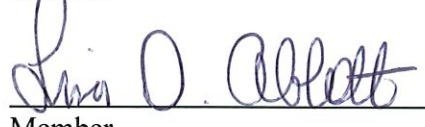
The Advisory Plan Commission of the Town of Pittsboro, Hendricks County, Indiana, having reviewed, considered and received public comment, both written and verbal, hereby recommends and certifies to the Town Council of the Town of Pittsboro, Hendricks County, Indiana, for approval and adoption of that certain Ordinance Amending and Replacing the Official Schedule of Fees of the Town of Pittsboro Unified Development Ordinance, attached hereto as **Exhibit A**.

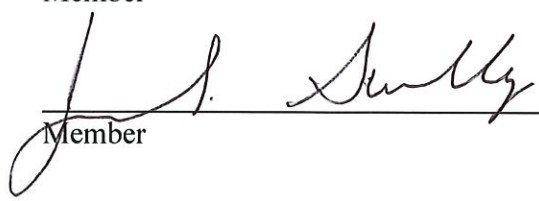
Adopted this 23<sup>rd</sup> day of August, 2022, by a vote of 5 yeas and 0 nays.

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Exhibit A



## ADVISORY PLAN COMMISSION STAFF REPORT

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Application No:	2022-APC-09
Meeting Date:	August 18, 2022
Subject:	Text Amendment to the Official Schedule of Fees of the Town of Pittsboro Unified Development Ordinance
Summary:	Consideration of an ordinance amending and replacing fees for permits, applications, and inspections as established in the Official Schedule of Fees, Charges, and Expenses adopted by the Town Council to reflect public notice requirements being performed by the Town.
Petitioner:	Planning Staff
Location:	Municipal Boundaries of the Town of Pittsboro
Parcel Size:	NA
Existing Zoning:	NA
Recommendation:	Approve
Prepared By:	Cynthia Bowen, FAICP <a href="mailto:cbowen@reasite.com">cbowen@reasite.com</a> 317-263-0127

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## Procedure

When the Town of Pittsboro adopted the Unified Development Ordinance (UDO) in 2015, the Official Schedule of Fees referenced in Section 11.13 of the UDO was simultaneously adopted. The Town Council ultimately has the authority to establish fees, but because these fees apply to the UDO and planning processes the Plan Commission recommends the ordinance to the Town Council. Before making a recommendation to the Town Council, the Plan Commission must hold a publicly advertised hearing. The public hearing is advertised in the Republican one time, at least 10 days before the hearing. After the Plan Commission conducts the hearing and makes a recommendation, the proposed amendment is placed on the agenda for the next Town Council meeting. If the Town Council approves the proposal, it immediately becomes effective. If the Town Council amends the proposal, it is returned to the Plan Commission for confirmation.

## Correspondence

As of writing this report, staff hasn't received any comments from the public.

## Summary

The proposed changes to the Official Schedule of Fees are detailed in the attached Draft Ordinance Markup. The purpose of these proposed amendments is to increase certain fees to better reflect the actual cost of review and approval by Town staff, consultants, and administrative bodies. Specifically:

1. New fee for Voluntary and Involuntary Annexation. \$600 plus \$25 per acre and \$0, respectively
2. New fee for Patio Permit - \$30
3. New fee for Exterior Concrete Work Permit - \$30
4. New fee to Replace Breaker Box (2 inspections) - \$90
5. New fee for a commercial building occupied without a certificate of occupancy permit - \$1,500 per day
6. New fee for a residential new home occupied without a certificate of occupancy permit - \$750 per day
7. New fee for an extension ladder needed on site for an inspection - \$50 per trip
8. New fee for inspection elements missed because they are not visible - \$100 per missed inspection

## Attachments

1. Highlighted text changes to the Official Schedule of Fees for the Town of Pittsboro Unified Development Ordinance. Changes to the existing ordinance are tracked with red text. Simple red text represents an addition to the existing ordinance.

## Recommendation

Staff recommends the Plan Commission approve the changes to the fee ordinance and forward a favorable recommendation of the proposed text amendments to the Official Schedule of Fees for the Town of Pittsboro Unified Development Ordinance to the Town Council for their approval.

## Motions

1. Motion to forward a favorable recommendation to the Pittsboro Town Council for the proposed text amendments to the Official Schedule of Fees for the Town of Pittsboro Unified Development Ordinance.
2. Motion to forward an unfavorable recommendation to the Pittsboro Town Council for the proposed text amendments to the Official Schedule of Fees for the Town of Pittsboro Unified Development Ordinance.
3. Motion to continue Application 2018-PC-02 to the September 27, 2022 Advisory Plan Commission Meeting.

**Exhibit A**

ORDINANCE NO. 2022-\_\_\_\_\_

**THE TOWN COUNCIL  
OF THE TOWN OF PITTSBORO, INDIANA**

An Ordinance Amending and Replacing the Official Schedule of Fees of the Town of Pittsboro Unified Development Ordinance.

WHEREAS, the Town Council of the Town of Pittsboro, Hendricks County, Indiana (the “Town”) previously adopted the Official Schedule of Fees of the Town of Pittsboro Unified Development Ordinance and wishes to modify said fees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PITTSBORO, INDIANA, THAT:

Section 1. The Official Schedule of Fees of the Town of Pittsboro Unified Development Ordinance is replaced in its entirety as follows:

**OFFICIAL SCHEDULE OF FEES**

Application:	Fee:	
<b>Annexation</b>	<b>Voluntary</b>	<b>\$600.00 plus \$25 per acre.</b>
	<b>Involuntary</b>	<b>\$0</b>
PUD	Concept PUD Plan <i>The first step is creating a PUD. This requires changing the zoning as well as approval of a conceptual site plan.</i>	\$700 base fee plus \$25 per acre for Zoning Ordinance Amendment. \$800 fee for Concept Plan plus \$25 per lot.
	Master PUD Plan <i>The second step of creating a PUD. This is where detailed plans are reviewed.</i>	\$900 fee for Master Plan plus: • \$25 per lot.
	PUD Amendment <i>A process to revise a previously approved PUD ordinance.</i>	\$900 fee for Ordinance amendment \$900 fee for Concept Plan amendment. \$900 fee for Master Plan amendment.
Plat	Major Subdivision Primary Plat	\$900 base fee plus \$25 per lot
	Major Subdivision Secondary Plat	\$900 base fee plus \$25 per lot
	Minor Subdivision Plat <i>Division of an existing parcel of land into five (5) or fewer parcels that are all served by existing infrastructure.</i>	\$700
	Plat Amendment	\$700

	HPR (Condo) Plat	\$700
Vacation	Plat Vacation	\$300
	Right-of-Way/Street Vacation	\$1,100 plus \$5 per 10 linear feet of street or alley
Plan Review	Site Plan Review	\$800 base fee plus: <ul style="list-style-type: none"> <li>• \$15 per unit for multi-family or</li> <li>• \$25 per acre for commercial, industrial, and institutional developments, including undeveloped areas.</li> <li>• \$100 for notification of a public hearing if one is required.</li> </ul>
Zoning Ordinance	Zoning Ordinance Amendment	\$700 base fee plus \$25 per acre
Plan Commission	Special Meeting	\$1500
Board of Zoning Appeals	Variance from Development Standards	Single Family Residential: \$650 for the first variance plus \$50 for each additional variance (when filed together) All Other Uses: \$650 for the first variance, \$250 for the second, \$150 for each additional after two (when filed together)
	Special Exception	\$650
	Use Variance	\$650
	Temporary Use	\$650
	Appeal	\$200
	Special Meeting	\$1500
Permits	Single Family Residential (ILP) – primary structure, accessory structure, addition with foundation, condominium unit, manufactured housing unit	\$200 Permit Review plus, \$400 Inspections (plus additional \$60 for slab construction)
	Single Family Residential – remodel (no foundation work)	\$250 Permit and Inspections

Multi-Family/Commercial/Industrial/Institutional (ILP) – primary structure, accessory structure, addition with foundation	\$500 plus \$0.10 per square foot Permit Review plus, \$80 per inspection
Multi-Family/Commercial/Industrial/Institutional – remodel (no foundation work)	\$600 Permit and Inspections
General Inspection – Slab, Electrical, Plumbing, at the request of the applicant, or other inspections as determined necessary by the Building Commissioner	\$60
Inspections requested to be performed on Town Holidays, Saturdays, and Sundays	\$60 in addition to base inspection fee
Additional Inspection – Assessed if an inspection fails and requires an additional inspection	\$100 for the first failure, \$150 for the second failure, \$300 for the third and any additional failures
Structures other than buildings	\$30
Carports	\$30
Swimming Pools which require an electric hookup (pursuant to Section 4.4, permitted accessory uses)	\$150
Tents (commercial only)	\$30
Fence	\$30
Mini-barn	\$30
Deck	\$30
To grade	\$30
Street/Curb Cuts	\$150
Parking	\$30
Patio Permit	\$30
Exterior Concrete Work Permit (for lots with and existing house)	\$30
Replace breaker box (requires 2 inspections)	\$90
Sign Permit - Temporary	\$30
Sign Permit – under 4 square feet	\$30
Sign Permit – 4 to under 50 square feet	\$100 plus \$1 per square foot (plus \$40 if illuminated)
Sign Permit – 50 to under 100 square feet	\$150 plus \$1 per square foot (plus \$40 if illuminated)
Sign Permit – 100 square feet or larger	\$200 plus \$1 per square foot (plus \$40 if illuminated)
Demolition	\$30
Sexually Oriented Business Permit	\$1,200 per year
Commercial Building Occupied without a Certificate of Occupancy	\$1,500 per day

Residential New Home Occupied without a Certificate of Occupancy	\$750 per day
Extension Ladder Needed Onsite for Inspection	\$50 per trip
Inspection Elements Missed Because Not Visible	\$100 per missed inspection

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be enforced from and after its passage in accordance with Indiana law.

[The remainder of this page intentionally left blank; signature page follows.]



PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the TOWN COUNCIL of  
PITTSBORO, INDIANA, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

\_\_\_\_\_  
Jarod Baker, President

\_\_\_\_\_  
Jay Thompson

\_\_\_\_\_  
William Majeske

\_\_\_\_\_  
Terry Northern

\_\_\_\_\_  
Randy Price

ATTEST:

\_\_\_\_\_  
Shari L. Ping, Clerk Treasurer