



# City of Lake Helen Fee Schedule

Revision Date: May 14, 2026

\*All application fees will be required at time of submittal plus an additional cost deposit determined by the City. For development projects all costs incurred by the City for staff time will be paid by the application fee. The cost deposit will be used to pay for all other costs incurred by the City including consultant(s) review, all advertising, public notice and document recording costs. If the cost deposit balance drops below \$500.00, the applicant must replenish the cost deposit to the amount determined by the City to cover anticipated future costs. If the cost deposit is not replenished, the City staff shall recommend denial of the application as being incomplete. Any cost deposit not expended shall be reimbursed to the applicant.

**Note:** For an application to proceed to final review and approval by the City Commission, the Applicant must reimburse the City for all Consultants' invoices received by the end of the month prior to the month that the application will be on the City Commission agenda. If the application is approved by the City Commission, the approval shall not become effective and shall be contingent upon the Applicant reimbursing all additional consultants' invoices that are unreimbursed.

**Small Scale Project**-All residential projects less than 49 lots and non-residential projects less than 9,999 square feet or consisting of more than one use.

- Those projects determined to have significant community impact or located in an existing neighborhood may at the City Administrator's or designee's discretion be processed as a large-scale project and pay all fees associated with a large-scale project.

**Large Scale Project**-All residential projects of 50 lots or greater, non-residential projects more than 10,000 square feet, all mixed-use projects and development projects located in the Gateway Overlay District.

Annexation/De-Annexation	\$500.00 minimum *
<b>Comprehensive Plan Amendment</b>	
Small Scale Amendment	\$500.00 minimum *
Large Scale Amendment	\$1000.00 minimum *
Development Order/Agreement Amendment	\$250.00 minimum *
<b>Development Plan</b>	
Preliminary Application Conference and Concept Plan	\$100.00 minimum *
Preliminary Development Plan (if required) w/ one re-submittal allowed	\$500.00 minimum *
Final Development Plan (after Preliminary Plan approval) w/ one re-submittal	\$300.00 minimum *
Final Development Plan (w/o Preliminary Plan required) w/one re-submittal	\$800.00 minimum *
Each re-submittal after first allowed re-submittal	\$150.00 minimum *
Compliance Inspection for Development Certificate of Occupancy	\$150.00 minimum *
Each Compliance Re-inspection	\$50.00 minimum *
<b>Subdivision</b>	
Preliminary Application Conference and Concept Plan	\$100.00 minimum *
Preliminary Development Plan/Preliminary Plat	\$500.00 minimum *
Final Plat (after Preliminary Plan/Preliminary Plat approval) w/one re-submittal allowed	\$300.00 minimum *
Each re-submittal after first allowed re-submittal	\$150.00 minimum *
Engineering Inspection for Required Improvements	\$500.00 minimum *
Engineering Re-inspection	\$150.00 minimum *
Minor Replat	\$100.00 minimum *
Variance	\$200.00 minimum *
Rezoning	\$250.00 minimum *
Special Exception	\$200.00 minimum *

Appeal to City Commission	\$200.00 minimum *
Road Vacation	\$200.00 minimum *
Plat Vacation	\$200.00 minimum *
Request for Code Amendment	\$350.00 minimum *
Request for Letter of Comprehensive Plan Consistency Determination	\$15.00 minimum *
Request for Letter of Zoning District Consistency Determination	\$15.00 minimum *
Wetland Buffer Area Activity Permit	\$25.00 minimum *
Wetland Protection Area Activity Permit	\$25.00 minimum *
Lake Protection Area Activity Permit	\$25.00 minimum *
Land Clearing	\$150.00 minimum *
Lot Combination Letter	\$ 50.00 minimum *
Lot Split Letter	\$150.00 minimum *
DRC (Development Review Committee Meeting)	\$50.00 minimum *
Application to City Board (excluding City Commission)	\$25.00 minimum *

**Zoning Review**

Miscellaneous Permits	\$15.00 minimum *
Residential Permits	\$100.00 minimum *
Commercial Permits	\$150.00 minimum *

**Project Deposits**

Small Scale Development Project	\$2,500.00 minimum *
Large Scale Development Project	\$5,000.00 minimum *

1. Project deposits are required to reimburse the City's costs associated with development reviews completed by outside consultants or meeting attendance for development projects by outside consultants.
2. All entitlement and development order requests are subject to project deposits.
3. Project deposit accounts shall be replenished when balances reach \$500.00.
4. Any remaining balances in project deposit accounts shall be returned to applicants within 30 days of project completion or upon withdrawal of a project.
5. The City Administrator or designee may administratively adjust a deposit fee should the City Administrator feel the deposit is overly burdensome to a project.

**City Ordinance Fees**

Parking	\$75.00
Use of Tobacco on city owned property	\$100.00
Possession of Alcohol on city owned property	\$100.00
Unregistered Golf Cart operated on roadways	\$75.00
ATVs/UTVs operated on roadways	\$75.00

**Local Business Tax Receipt Application Review**

Local Business Tax Receipt Zoning Review of Application (Commercial)	\$60.00
Local Business Tax Receipt Zoning Review of Application (Residential)	\$35.00

**Local Business Tax Receipt Annual Renewal**

Local Business Tax Receipt Renewal	\$30.00
\$10 for each employee in excess of five (5)	\$10.00

**Sign Fees (Per Resolution 97-2)**

Sign Permit (Original)	\$50.00
Sign Permit (Renewal)	\$50.00
HPB Sign Review	\$50.00

**Alarm Fees**

Alarm Permit - Commercial	\$40.00
Alarm Permit - Residential	\$20.00
False Alarm	\$20.00 for the first, second and third false alarms within one year
False Alarm	\$50.00 in excess of three (3) false alarms in any twelve month period
Failure to appear within one (1) hour	\$20.00 for the first, second and third false alarms within one year
Failure to appear within one (1) hour	\$50.00 in excess of three (3) false alarms in any twelve month period

**Tree Removal Fees**

Tree Inspection	\$40.00 minimum *
Tree Recompense Value	\$30.00/DBH
Maintenance Fee to Recompense	\$10.00/DBH
New construction tree survey and landscape plan review and site inspections prior to permit issuance	\$125.00, over 2 hours will be charged an additional \$40.00 per hour
Review of requests for modification during new construction	\$75.00, over 1 hour review will be charged an additional \$40.00 per hour
Final inspection prior to Certificate of Occupancy	\$150.00, over 2 hours will be charged an additional \$40.00 per hour
Site Visit for Tree Removal Permit	\$40.00 per hour
Recompense and Mitigation Review	\$150.00, over 2 hours will be charged an additional \$40.00 per hour
Tree Removal Permit	\$20 up to 3 trees. \$4 for each additional tree

*\*plus any additional costs incurred by the City for staff and/or consultant(s) review*

**Historic Preservation Design Review Fees**

Preliminary Design Consultation Meeting	\$150.00, over 2 hours will be charged an additional \$50.00 per hour
Design Reviews for Board Consideration	\$175.00, over 2 hours will be charged an additional \$50.00 per hour
Final Built Design Inspections and Report of Completed Projects to City	\$200.00

**Facility Rentals**

	Daily Rate per day	Weekend Rate per day (Fri- Sun Holidays)
City Hall Conference Room		\$25.00 base fee plus \$15.00 per hour for use over 2 hours
Creative Arts Community Center – Large event space with patio	\$800.00	\$1,000.00
Small event space and meeting room	\$150.00	\$250.00
Both	\$900.00	\$1,200.00

Hopkins Hall	\$300.00	\$600.00
Hopkins Hall Library	\$150.00	\$200.00
Melissa Park Building	\$150.00	\$250.00
ShuffleBoard Building		TBD
Mitchell Brothers Sports Complex Fields	\$30.00 for 3 hours plus \$10.00 per hour for field lights	
Blake/Macy/Melissa Park Pavillion	\$75.00 per day	
New Royal Pavillion	\$150.00 per day	
Equestrian Center (daily stall fee)	\$25.00 per stall per day	
Equestrian Center (overnight stall fee)	\$50.00 for overnight stay	
Alcohol Pricing		
a) Licensed Vendor Service	20% of rental rate	20% of rental rate
b) Host Provided (Beer and Wine only)	25% of rental rate	25% of rental rate
Deposits w/o alcohol	50% of rental cost	
w/alcohol	75% of rental cost	

**The security deposit and rental fee is due at time of reservation.**

**Per City Ordinance 2004-09 the City Commission sets Park Hours from Sunrise to Sunset**

**Other Fees**

Notary Services	\$10.00
NSF Fee	\$30.00 or 10% of the amount of the check, whichever is greater
General Copying	15 cents per one-sided copy for paper copies that are 14 inches by 8 ½ inches or less and an additional 5 cents for two-sided copies or the actual cost of duplication of the public record whichever is greater

**Cemetery**

Plots	\$600.00
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**Dog/Cat Tags**

Tags - Dog or Cat	\$5.00
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**Yard Sale (Per Article 4)**

Yard Sale (allowed no more than once every six (6) months)	\$10.00
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**Recycling Containers**

Replacement of recycling containers	\$10.00
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**Golf Carts (Per Article 11)**

Administrative fee	\$25.00
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**Water / Utility Rates**

Residential Service Deposits	\$200.00
Commercial Service Deposits by Meter Size	
5/8 inch	\$50.00
1 inch	\$130.00
1 ½ inch	\$165.00
2 inch	\$330.00
3 inch	\$500.00
4 inch	\$830.00
6 inch	\$1,580.00
Water Connection Fees	Greater of \$1,000 or actual cost plus 20%
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Back-flow (fail to report)	Customer is required to pay for valve at City cost at time of installation
Capital Improvement Fee	\$20.00 per ERU or Commercial Unit

<b>Residential Rates</b>	
Rate for Water Service	\$ 68.38 per ERU minimum plus...
Gallons Used:	
0 – 2,000	\$1.62 per 1,000 gallons
2,001 – 6,000	\$3.20 per 1,000 gallons
6,001 – 12,000	\$4.06 per 1,000 gallons
12,001 – 17,000	\$4.78 per 1,000 gallons
17,001 – 25,000	\$6.41 per 1,000 gallons
25,000 +	\$8.00 per 1,000 gallons

Equivalent Residential Unit (ERU) Determination: Equivalent Residential Unit status for applying water rates shall be calculated as follows:

Single family structures	1 ERU
Apartments, mother in law cottages, condominiums, adult congregate living facilities and other structures having multiple dwelling units	1 ERU per dwelling unit

<b>Commercial Rates</b>	
Consumption Rate	\$8.00 per 1,000 gallons
Base Rate based on Meter Size	
1 inch and below	\$57.27
1 ½ inch	\$95.07
2 inch	\$157.82
3 inch	\$261.99
4 inch	\$434.86
6 inch	\$721.86

**Annual Adjustments to Quarterly Charge or Rate for Water Service:**

The City Commission hereby authorizes an annual adjustment to the water service base rates, consumption rates and capital improvement fee charges equal to the Consumer Price Index (CPI) for the Southeast Region For All Consumer Goods as published by the U.S. Bureau of Labor and Statistics for the twelve (12) months ending on the March 31 prior to the effective date of the annual increase, however the increase shall not be less than 2%. The annual CPI increase will first go into effect on October 1, 2019 and shall be automatically adjusted annually on the same date without further action of the City Commission.

Non Payment after 20 days of billing date	\$35.00
Non Payment after 20 days of billing date for Meters larger than 2 inches	\$50.00
Post Delinquent Fee:	\$25.00

*The post delinquent fee is added to account balances after thirty (30) days of billing date.*

Reconnection Fee:	\$50.00
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**All unpaid accounts after three (3) months will be reported to the Credit Bureau. The water utility will impose a twelve percent (12%) per annum interest charge on all uncollected accounts.**

Unlawful Connection (per 9.07.11)	Any person who violates this provision commits a misdemeanor of the second degree punishable by a fine of \$500.00 and/or sixty days in jail.
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Tampering (9.07.12)	Any person who violates this provision commits a misdemeanor of the second degree punishable by a fine of \$500.00 and/or sixty days in jail.
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*All credit card payments are subject to a convenience fee.*

**Revised and Approved May 14<sup>th</sup>, 2026**