



City of Lake Helen Fee Schedule

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Development Related Activity Review Fee Schedule

*All fees will be required at time of submittal. All costs incurred by the City for staff and consultant(s) review; plus all advertising, public notice and document recording costs will be charged to the initial deposit and any excess cost must be reimbursed to the city prior to final approval.

Annexation/De-Annexation	\$400.00 minimum *
Comprehensive Plan Amendment	
Small Scale Amendment	\$500.00 minimum *
Large Scale Amendment	\$1000.00 minimum *
Development Order/Agreement Amendment	\$250.00 minimum *
Development Plan	
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 *
Subdivision	
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	1% of the cost of improvements
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	
Micellaneous Permits	\$15.00 minimum *
Residential Permits	\$100.00 minimum *
Commerical Permits	\$150.00 minimum *

Local Business Tax Receipt Application Review



City of Lake Helen Fee Schedule

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)	\$42.00
Sign Permit (Renewal)	\$25.00

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
Alarm Decal	\$10.00

Tree Removal Fees

Tree Inspection	\$20.00 minimum *
Tree Recompense Value	\$30.00 per DBH
Maintenance Fee to Recompense	\$10.00 per 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



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Hopkins Hall	Weekend Rate (<i>Friday-Sunday & Holidays</i>) \$300.00 plus Cleaning Upkeep Fee of \$100.00
Hopkins Hall	Weekday Rate \$150.00 plus Cleaning Upkeep Fee of \$50.00
Melissa Park Building	\$125.00 plus Cleaning Upkeep Fee of \$50.00
Shuffle Board Building	\$100.00 plus Cleaning Upkeep Fee of \$50.00
City Hall Conference Room	\$25.00 base fee / plus \$15.00 per hour for use over 2 hours
Mitchell Brothers Sports Complex Fields	\$30 for 3 hour use plus \$10 per hour for field lights
Equestrian Center (daily stall fee)	\$20.00 per stall per day
Equestrian Center (overnight stall fee)	\$45.00 for overnight stay
Equestrian Center	<i>Case by Case basis</i>

A security deposit in the amount of the 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	\$5.00
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

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)	\$5.00
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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 (Per Article 9 and Resolution 2019-01)



City of Lake Helen Fee Schedule

Application for Water Service	
Residential Service Deposits (established by owner of the property)	\$50.00
Residential Service Deposits (not in name of owner of the property)	\$140.00
Commercial Service Deposits	
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	\$650.00 for service on same side of road \$650.00 plus \$18.00 per linear foot of additional water line required for service on the opposite side of road
Back-flow (fail to report)	Customer required to pay for valve at City cost at time of installation
Capital Improvement Fee	\$20.00 per ERU or Commercial Unit

Residential Rates

Rate for Water Service	\$ 55.83 per ERU minimum plus...
Gallons Used:	
0 – 2,000	\$1.32 per 1,000 gallons
2,001 – 6,000	\$2.62 per 1,000 gallons
6,001 – 12,000	\$3.32 per 1,000 gallons
12,001 – 17,000	\$ 3.91 per 1,000 gallons
17,001 – 25,000	\$5.23 per 1,000 gallons
25,000 +	\$6.53 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

Commercial Rates

Consumption Rate	\$6.53 per 1,000 gallons
Base Rate based on Meter Size	
1 inch and below	\$46.76
1 ½ inch	\$77.63
2 inch	\$128.86
3 inch	\$213.92
4 inch	\$355.09
6 inch	\$589.43



City of Lake Helen Fee Schedule

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	\$25.00
Non Payment after 20 days of billing date for Meters larger than 2 inches	\$50.00
Post Delinquent Fee:	\$25.00
<i>The post delinquent fee is added to account balances after thirty (30) days of billing date.</i>	
Reconnection Fee:	\$25.00

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.
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.



City of Lake Helen Fine Schedule

Violation of Article 4 - Public Nuisance Animal

First Offense (with 12 month rolling calendar)	\$75.00
Second Offense (with 12 month rolling calendar)	\$150.00
Subsequent Offenses (with 12 month rolling calendar)	\$250.00

**plus Animal apprehension fee: \$25.00*

Violation of Article 4 License Tag Required for Pets

First Offense	\$50.00
Second Offense	\$100.00
Subsequent Offenses	\$250.00

Violation of Article 7 Noise

First Offense (with 12 month rolling calendar)	\$100.00
Second Offense (with 12 month rolling calendar)	\$250.00
Subsequent Offenses (with 12 month rolling calendar)	\$500.00

Violation of Article 7 Noise for Construction Operations for which a building permit has been issued

First Offense (with 12 month rolling calendar)	\$100.00
Second Offense (with 12 month rolling calendar)	\$250.00
Subsequent Offenses (with 12 month rolling calendar)	\$500.00

**Based on Builder not Location*

Violation of Article 11 Parking of Large Vehicles and Truck Route

First Offense	\$75.00
Second Offense	\$150.00
Subsequent Offenses	\$250.00

Violation of Article 11 Residential Parking

First Offense (with 12 month rolling calendar)	\$100.00
Second Offense (with 12 month rolling calendar)	\$250.00
Subsequent Offenses (with 12 month rolling calendar)	\$500.00

Violation of Article 23 Police False Alarm

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
Alarm Decal	\$10.00