

Fee Schedule for the Metropolitan Development Commission

Effective January 1, 2011

In order to compensate without using tax dollars for the expense of advertising and processing, the following applicable fees shall be paid by the applicant at the time of filing a petition or requesting a service:

Filing Fees	
(1) Petition requesting a Zoning Base Map Change (Rezoning) to a:	
(a) Commercial or Industrial District	\$2,789.00 plus \$19.00 for each acre or any portion thereof over 1 acre.
(b) Special District (to include all Special Use, University Quarter, Hospital, Historic Preservation, Speedway, and Park Districts)	\$2,789.00 plus \$19.00 for each acre or any portion thereof over 1 acre.
(c) D-P District (Planned Unit Development) or C-S District (Special Commercial District)	\$3,499.00 plus \$19.00 for each acre or any portion thereof over 1 acre.
(d) Dwelling District over three acres	\$2,789.00 plus \$19.00 for each acre or any portion thereof over 1 acre.
(e) Dwelling District three acres or less	\$ 479.00
(f) Gravel-Sand-Borrow District (GSB District) or Special Use District XIII (SU-13 District) or Special Use District XXIII (SU-23 District) or Special Use District XXVIII (SU-28 District) or Special Use District XLI (SU-41 District)	\$5,499.00 plus \$69.00 for each acre or any portion thereof over 1 acre.
(g) Any other District	\$3,299.00 plus \$19.00 for each acre or any portion thereof over 1 acre.

(2) Petition requesting Commission Approval	
(a) Approvals in the Regional Center (RC) for:	
1. RC New Construction, Addition to, or Exterior Renovation of a Building or Parking Garage (excluding single- and two-family residential):	
i. Less than 5,000 square feet and less than 2 stories and not a High Impact Project	\$ 479.00
ii. High Impact Project - 5,000 to 30,000 square feet or between 3 stories and 6 stories	\$1,299.00
iii. High Impact Project - Over 30,000 square feet or 7 stories or more	\$1,999.00
2. RC Surface Parking Lot	\$2,299.00
3. RC Wireless Facility	\$ 450.00

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4. RC Sidewalk café	\$ 450.00
5. RC Non-building structures only, such as art, appurtenances, etc.	\$ 450.00
6. RC Building Identification Signs (petitions for multiple Building Identification signs are levied the largest applicable base fee and then the per sign fee):	
i. Window signs	No cost
ii. Wall, Awning, Canopy, Projecting, Marquee, or Suspended sign 64 square feet or less	\$ 450.00 plus \$29.00 per sign
iii. Wall, Awning, Canopy, Projecting, Marquee, or Suspended sign greater than 64 square feet	\$1,250.00 plus \$29.00 per sign
iv. Roof Signs	\$2,270.00 plus \$29.00 per sign
v. All Other Building Identification signs	\$ 450.00 plus \$29.00 per sign
7. RC Freestanding Sign	\$1,870.00 per sign
8. RC Off-Premises Sign	\$3,299.00 per sign face
9. RC Construction, addition to, or renovation of an individual Single or Two-family dwelling, addition, outbuilding, or associated accessory structure	No cost
10. RC Paint Color	No cost
11. RC Demolition not considered a High Impact Project	\$ 479.00
12. RC Demolition considered a High Impact Project	\$1,999.00

(b) Approvals in a Special District (e.g. Hospital, University Quarter, Park, Speedway) for:

1. New Construction, Addition to, or Exterior Renovation of a Building or Parking Garage (excluding single-and two-family residential):	\$2,789.00
2. Surface Parking lot	\$2,789.00
3. On-premise Signs	\$2,760.00 plus \$29.00 per sign
4. Off-Premises Sign	\$3,299.00 per sign
5. Construction, addition to, or renovation of an individual Single or Two-family dwelling, addition, outbuilding, or associated accessory structure	\$ 479.00
6. Single or Two-family residential Subdivision	\$2,789.00
7. Master Plan or Use Approval (excluding signs)	\$2,789.00

(3) Petition requesting approval to Modify a Previously-approved Petition	
(a) Approval to modify or terminate covenants, commitments, conditions, or development statement in:	
1. D-P or C-S or Special district	\$1,999.00
2. all other districts	\$1,899.00
(b) Approval to modify or terminate a site plan, elevation or other plan in:	
1. D-P or C-S or Special district	\$2,199.00
2. all other districts	\$2,099.00
Note: If a petition pertaining to the same property requests approval as described in both subsection a. and subsection b. above, then the fee would be only the higher of the two.	
(c) Approval for one single- or two-family dwelling, regardless of the district, to modify or terminate:	
1. covenants, commitments, conditions, or development statement	\$ 479.00
2. site plan, elevation or other plan	\$ 529.00
Note: If a petition pertaining to the same property requests approval as described in both subsection 1. and subsection 2. above, then the fee would be only the higher of the two.	
(d) Additional fee for any petition involving a petition over 20 years ago or a petition that has been modified more than twice	\$ 159.00

(4) Petition requesting a Variance or Special Exception	
(a) Variance of Development Standards of the:	
1. Dwelling Districts Zoning Ordinance	\$ 550.00 plus \$ 29.00 for each variance of development standards requested
2. Sign Regulations for on-premise sign(s)	\$1,970.00 plus \$ 29.00 for each variance of development standards requested
3. Sign Regulations for off-premise sign(s)	\$3,270.00 plus \$ 29.00 for each variance of development standards requested
4. Commercial, Industrial and All Other Zoning Ordinances	\$1,970.00 plus \$ 29.00 for each variance of development standards requested

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(b) Variance of Use for a:	
1. Single or Two-family Dwelling use	\$ 579.00 plus \$ 29.00 for each variance of development standards requested
2. All other uses	\$1,999.00 plus \$ 29.00 for each variance of development standards requested

(c) Special Exceptions pertaining to:	
1. Commercial or Industrial Use	\$1,650.00 plus \$ 29.00 for each variance of development standards requested
2. Dwelling Use for a Manufactured Home	\$ 479.00 plus \$ 29.00 for each variance of development standards requested
3. Religious Use	\$1,650.00 plus \$ 29.00 for each variance of development standards requested
4. Wireless Facility	\$1,650.00 plus \$ 29.00 for each variance of development standards requested

(5) Petition regarding Plat approval	
(a) Preliminary Plat for a Major subdivision	\$2,999.00 plus \$19 per lot
(b) Preliminary Plat for a Minor subdivision	\$2,299.00 plus \$19 per lot
(c) Preliminary Plat for a Cluster subdivision	\$3,899.00 plus \$19 per lot
(d) Additional fee for a Waiver of Subdivision Control Ordinance	\$ 479.00
(e) Secondary Plat for a Major or Cluster subdivision	\$1,699.00
(f) Secondary Plat for a Minor subdivision	\$ 499.00

(6) Petition requesting Vacation or Vacation approval	
(a) Vacating a Street or alley right-of-way	\$4,299.00 plus \$5 per 10 linear foot of the street or alley
(b) All other vacation requests	\$2,899.00

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(7) Administrative Appeal:	
(a) Appeal of the Administrator's interpretation of the ordinance (must be filed concurrently with another petition)	\$1,970.00
(b) Administrative Appeal of an Administrative action, such as issuance of an ILP, approval or denial of a development plan submittal, action upon an Administrator's Approval	\$2,379.00

(8) Miscellaneous:	
(a) Amendment to a Petition that changes the requested use requiring revised legal notice after legal notice has been published	\$ 799.00
(b) Amendment to a Petition pertaining to the C-S or D-P District requiring revised legal notice after legal notice has been published	\$ 849.00
(c) Amendment to any other Petition requiring revised legal notice after legal notice has been published	\$ 250.00
(d) Subdivision Surety Reduction	\$ 139.00 per surety per section
(e) Sidewalk or Street Sign Inspection of a subdivision and Surety Release	\$ 139.00 per section
(f) Address/Street name changes:	
1. Request for Change of Address	\$ 300.00 per lot
2. Street name change (other than for public safety reasons)	\$1,500.00 per block
(g) Appeal of Address Guidelines and Standards	\$ 300.00
(h) Certified copy of records, ordinances or other information	\$ 10.00 plus any photocopying charges
(i) Zoning affidavits for licensure (such as auto dealers)	\$ 293.00
(j) Research, production or similar work	\$ 85.00 minimum; \$ 85.00 per hour of review over 1 st hour
(k) Zoning Confirmation: (see notes below)	
1. Classification and Enforcement Status	\$ 85.00
2. History and Nonconforming Use Research	\$ 85.00 minimum; \$ 85.00 per hour of review over 1 st hour

(Notes: A Zoning Classification and Enforcement Status consists of a letter stating the zoning district of the property as shown on the most current zoning base maps and states any active code enforcement activity. A zoning classification letter does not include any information on possible variances or commitments also on the site.

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History Research of a site, in addition to a statement of current zoning district status, also includes research of zoning and variance petitions, as well as permit history, pertaining to the property.

Nonconforming Use Research involves detailed study of zoning regulations and classifications for a site to assess the legal status of a use or structure on that site, based on historic zoning ordinances and base maps, as well as petition and permit files of the Department of Metropolitan Development.)

(9) Administrator's Approval: (see notes below)

(a) Specific Review	\$ 99.00
(b) General Review	\$ 279.00

(Notes: In those petitions where the Commission, Hearing Examiner or Committee has granted a rezoning, variance, special exception or approval subject to a variance condition or written commitment that stipulates the review and approval of a final plan by the Administrator, a "specific review" relates to a specified item or items requiring approval, such as signs, landscaping or parking lot layout. A "general review" relates to an overall review of the entire plan and any specific requirements placed on the plan by the Commission, Hearing Examiner, or Committee.

The fee for "Administrator's Approval" shall be assessed, and payment due, at the time of submittal.)

(10) Certificate of Legally Established Nonconforming Use (LNCU): *

(a) Single- or Two-family residential use and associated development standards	\$ 299.00
(b) All other uses and development standards	\$ 479.00
* Note: Any research conducted shall be billed at \$85 per quarter hour with \$85 minimum fee.	

Improvement Location Permit Fees	
(1) Non-Refundable Application Fee	\$ 32.00
(2) New Single-family Construction:	
(a) Metes and bounds	\$ 199.00
(b) Platted-Master Permit	\$ 156.00
(c) Platted	\$ 156.00
(3) Single-family Accessory Buildings and Additions: \$ 108.00	
(4) Two-family/Cluster/Attached: \$ 199.00	
(5) Other Improvements associated with single- and two-family (including, but not limited to; ponds, satellite dishes, radio towers): \$ 108.00	
(6) Multi-Family:	
(a) New Construction	\$ 682.00 (plus \$29.00 per unit)
(b) Additions	\$ 682.00 (plus \$29.00 per unit)
(c) Additions (excluding Dwelling Unit):	\$ 380.00 for improvements up to and including 1,000 square feet of area (plus \$122.00 per additional 1,000 square feet)
(d) Other Improvements: (including, but not limited to; awnings, ponds, roof line changes, satellite dishes, radio towers)	\$170.00
(7) Signs	
(a) Off-Premises sign:	
i. Sign area up to and including 100 square feet:	\$ 417.00
ii. Sign area greater than 100 square feet:	\$ 838.00
(b) On-Premises Freestanding – Pole, Pylon, Roof, Ground Sign:	\$ 422.00
(c) On-premises Building signs Wall, Incidental, others	\$ 142.00
(d) Business - awnings or canopies with signs:	\$ 170.00

(8) Commercial, Industrial or Special Use:	
(a) New Construction:	\$ 380.00 for improvements up to and including 1,000 square feet of area (plus \$122.00 per additional 1,000 square feet)
(b) Awnings, Canopies without a sign:	\$ 170.00
(c) Surface Parking:	\$ 152.00 per every 1,000 square feet of new area
(d) Other Improvements (including, but not limited to; ponds, satellite dishes, radio towers):	\$ 170.00

(9) Floodplain Development Plan Review Fees:	
(a) Plan Review for New Single-family Construction:	\$ 183.00
(b) Plan Review for Single-family accessory buildings, additions, and craft permits	\$ 117.00
(c) Plan Review Fees for Commercial and Subdivision Development:	
i. Initial fee for plat and/or plan submittal with up to 3 hours of technical review	\$ 514.00
ii. Hourly rate (over 3 hours)	\$ 242.00
(d) Alternative Accelerated Plan Review for Commercial and Subdivision Development	
i. Accelerated initial fee for plat and/or plan submittal with 1 hour of technical review	\$ 301.00
ii. Accelerated hourly rate (over 1st hour)	\$ 301.00
(e) Review and approval of community acknowledgement for FEMA removal from floodplain for single-family residential structures.	\$ 93.00

C. WAIVER OR MODIFICATION OF FEES -

- (1) The Metropolitan Development Commission may at any time for good cause shown, or upon its own motion, waive or modify the applicable filing fee to not less than one hundred (\$100.00) dollars, transfer a filing fee and waive or modify the fee for an Improvement Location Permit required as a part of the decision of the Commission, said permit fee schedule being established by these Rules of Procedure. Modification of the permit fee for an Improvement Location Permit shall not be less than the minimum fee specified by these Rules of Procedure.
- (2) To encourage the development of certified green building projects, the Director of the Department of Code Enforcement is authorized to create and implement a policy discounting or offering rebates for permits issued by the Department of Code Enforcement under these rules for certified green building projects. Such discount or rebate shall not

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exceed fifty percent (50%) of the total cost of each permit issued. Any such policy or program developed by the director shall expire no later than December 31, 2011.

- (3) The Director of the Department of Code Enforcement is also authorized to create and implement a policy discounting permits issued by the Department of Code Enforcement under these rules for charitable corporations organized under Section 501(c)(3) of the Internal Revenue Code. Such discount or rebate shall not exceed fifty percent (50%) of the total cost of each permit issued.

- D. REDUCTION OF FEES** - Where three or more petitions are being heard together as companion petitions, the fee shall be 75% of the total fee of all petitions added together.
- E. FEES FOR PERMITS OBTAINED AFTER COMMENCEMENT OF WORK** - If work for which a permit is required has commenced in violation of the provisions of Ordinances 68-AO-11, as amended, the permit fee shall be five (5) times the applicable amount stated in Article II, 7; provided, however, that the maximum fee incurred under this section shall be five thousand dollars (\$5,000.00) plus the amount of the normal fee for the permit.
- F. REFUND OF FEES OF WITHDRAWN OR TRANSFERRED PETITIONS** - The Administrator may, upon request and for good cause shown, refund the applicable filing fee if the petition is withdrawn prior to the publishing or mailing of any public notice. The Administrator may, upon request and for good cause shown, refund all except one hundred (\$100.00) dollars of the applicable filing fee if the petition is withdrawn before any public hearing. The request shall be in writing and received within 90 days of withdrawal.

The Administrator may, upon request and for good cause shown, transfer the applicable filing fee to another petition pertaining to the same property if the transfer of the petition occurs before any public hearing. The request shall be in writing and received within 90 days of the transfer.

- G. DEPARTMENTAL FEE WAIVER** – For all departments of the City of Indianapolis, all fees outlined above shall be waived for projects in which:
 - (1) a department is the applicant or petitioner and the project is located on property owned by the department or the City of Indianapolis; or
 - (2) the Department of Metropolitan Development or the Commission is the applicant or petitioner.
- H. STATE FEE WAIVER** – For all departments of the State of Indiana, all fees outlined above shall be waived for projects in which a department is the applicant or petitioner and the project is located on property owned by the department or the State of Indiana.
- I. MAINTENANCE OF FUNDS** – The Commission shall establish a nonreverting fund to maintain the receipts from any filing fees for petitions and other activities in accordance with IC 36-7-4-411 to defray administrative costs.

- 8. TRAFFIC IMPACT STUDIES** - Each petition for zone map change, petition for commission approval, petition for variance, plat petition or vacation petition shall be subject to the provisions of the “Applicant's Guide, Transportation Impact Studies for Proposed Development” dated June 29, 1990, which is incorporated herein by reference and made a part of these Rules of Procedure.
- 9. CONTIGUOUS LOTS**– For rezoning, variance, approval and modification petitions, the subject lots must be contiguous to be considered as one petition filing.