



## **Board of County Commissioners - Staff Report**

**Meeting Date:** December 15, 2020

**Presenter:** Rian Rooney

**Submitting Dept:** Planning & Building Services

**Subject:** Planning & Building Services Department Fee Schedule Update

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### **Statement / Purpose:**

Request for approval of the revisions to the Teton County Planning & Building Services Department Schedule of Fees and for the update to be effective January 1, 2021.

### **Background / Description (Pros & Cons):**

Pursuant to the Wyoming Administrative Procedures Act, a 45-day comment period must be advertised and comments invited prior to adoption of new rules. At the October 20, 2020 Board of County Commissioners meeting, the Board authorized the commencement of the comment period, which began on October 28, 2020.

The Planning & Building Services Department has not updated its Schedule of Fees for Planning Permits and Building Permits since 2014, when a revised Schedule was adopted to match the restructured Teton County Land Development Regulations (LDRs) that went into effect January 1, 2015. The Teton County Engineering Department updated the Engineering Permit Fees section of the Schedule earlier this year.

Planning staff has identified several fees that were not included in the 2014 update that should be included to reflect current procedures and administrative processes since that update. To enhance predictability for the public and accurately reflect current procedures, staff is proposing to update the fee schedule to add those fees to be effective on January 1, 2021.

Staff prepared a redlined draft of proposed updates, dated October 9, 2020, which was included with the staff report for the October 20, 2020 Board of County Commissioners meeting and subsequently released, following authorization to begin the 45-day comment period.

Following additional departmental review and in response to public comment received on the October 9, 2020 draft, staff has produced a draft dated December 2, 2020 that clarifies language initially included in the October 9, 2020 draft and enumerates a few additional existing fees which were not explicitly listed on the fee schedule. The December 2, 2020 draft proposes to add the following fees and modifications to the fee schedule:

- **Basic Use Permit fees specific to Small Wireless Facilities (\$500 up to five + \$100 for each additional):** Recommendation from Federal Communications Commission.
- **Exaction for Residential Subdivision Fee-in-Lieu (\$19,883.67 per parcel):** This fee is incurred when residential subdivision results in creation of a new residential parcel(s) and dedication of land for parks and school facilities is not feasible. The purpose of the park and school exactions is to ensure that new subdivisions include adequate land for parks, recreation, and educational facilities to maintain the level of service in the community as growth occurs. The fee in-lieu value of \$19,883.67 is due for each newly created lot of record and is calculated using the Teton County Assessor's 2020 median market land value per acre (\$662,788.86) then allocating 3% of the cost of an acre as a development exaction fee. The 2019 calculated values were \$591,690 median market value of an acre and \$17,750.70 exaction fee in-lieu of land dedication.
- **Teton County Scenic Preserve Trust Stewardship fee (\$13,200).** The Teton County Open Space Resolution informs us that annual stewardship expenses shall be calculated based on an estimate of the average annual hours spent by staff on landowner correspondence, easement

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compliance reviews, notification of violations, resolution of violations, and other stewardship duties, plus the cost of completing an annual monitoring visit and report. This \$13,200 one-time stewardship fee, due at time of recording an easement to the Teton County Scenic Preserve Trust, was established in the mid-2000s but was subsequently removed from the fee schedule in 2014. At that time, Teton County encouraged landowners to pursue easements with other land trusts due to a lack of staffing and management resources at the County. However, beginning in 2019 the Board of County Commissioners expressed an interest in encouraging landowners to pursue easements with Teton County Scenic Preserve Trust. To reflect this new policy direction, this fee needs to be added back onto the fee schedule for transparency and public information.

- **Teton County Scenic Preserve Trust Easement Review fee (new or amendment) (\$500):** This \$500 fee is for review of a proposed new or amendment of an existing Teton County Scenic Preserve Trust Easement. The \$500 fee value is the same as the existing cost for any administrative decisions that are elevated to public hearing for a decision by the Board of County Commissioners, which is consistent with the process for easement reviews in which a public hearing is held with the Board of County Commissioners convened as the Board of Trustees of the Teton County Scenic Preserve Trust.
- **Enumeration of Miscellaneous Planning Request fees: Special Purpose Fencing Exemption Request, Review of a required annual monitoring report, Environmental Analysis Exemption Request (\$50).** These fees are for services and reviews requested through a Miscellaneous Planning Request application and are not currently enumerated on the fee schedule. Review of monitoring reports was previously listed under the Administrative Fees section of the fee schedule but is now moved to the Planning Permit Fees section to reflect the Miscellaneous Planning Request application process. These fees should be explicitly listed on the schedule for clarity and transparency.
- **Separation of fees for Revalidation (\$50) and Update (\$400) of an Environmental Analysis.** These two processes are presently listed as a single fee of \$400. However, the process for Revalidation of an Environmental Analysis is a simple staff review and should reflect the standard \$50 fee consistent with one hour of staff research time. The draft proposes to separate these two tasks to reflect their differences in scope and required staff time to review.
- **Planning Review of Building Permit fee (varies):** This fee has historically been collected for Planning staff review of building permit applications. Although this fee was removed from the fee schedule in a previous update, this review still occurs. Staff requests to add this fee back in to reflect existing procedures for transparency and public information.
- **Renaming of road (unplatted)—discretionary requests fee (\$500).** This fee already existed on the fee schedule, however, unless the private road is unplatted, road renaming needs to occur through plat vacations, not through a separate process. When a private road is unplatted and a renaming is requested, the Planning and Building Services Department is responsible for this administrative process. To clarify this, the December 2, 2020 draft retains the fee but adds “(unplatted)” to the service name. Additionally, the associated fee has been increased, at the request of the Planning Director, from \$100 to \$500 to more accurately reflect the staff time and resources required to process these requests.
- **Physical address change fee (\$200).** This fee is proposed to reflect administrative staff time required to change addressing requested by a property owner. Staff is currently developing administrative procedures and application request forms for this task as well.



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- **Assignment of physical address (no existing address) (free).** This task is undertaken by the Planning & Building Services Department administrative staff when necessary because a property does not have an existing address. There is no fee.

In addition to adding or modifying these fees, the proposed changes also incorporate cleanup items including updating the Planning and Building Services Department title, the County website address, adding a reference to the affordable housing calculator, correcting errors and typos, rewording text for clarity, and specifying when fees are due.

### **Stakeholder Analysis & Involvement:**

The proposed updates to the fee schedule have been compiled and reviewed by staff from the Planning and Building Services Department. Public comment received on the October 9, 2020 draft is attached to this report. In response to additional suggestions received through public comment, staff has prepared the December 2, 2020 draft for consideration.

### **Fiscal Impact:**

There is no fiscal impact resulting from approval of the proposed updates. In general, the proposed updates codify existing fees which have not been explicitly included in the latest version of the fee schedule and some of which the Planning and Building Services Department has stopped collecting. The inclusion of these fees on the fee schedule will likely generate a small increase in department revenues.

### **Staff Impact:**

There is no staff impact resulting from approval of the proposed updates. Preparation of the revised fee schedule required approximately 30 hours of staff time.

### **Legal Review:**

Gingery

### **Staff Input / Recommendation:**

Staff recommends that the Board of County Commissioners approve the revised Teton County Planning & Building Services Department Schedule of Fees, as represented in the attached draft dated December 2, 2020, to become effective on January 1, 2021.

### **Attachments:**

1. Redlined version of the Teton County Planning and Building Services Schedule of Fees showing proposed updates, dated December 2, 2020
2. Public Comment

### **Suggested Motion:**

I move to approve the update to the Teton County Planning & Building Services Department Schedule of Fees, as reflected in the draft dated December 2, 2020, to become effective on January 1, 2021.



## SCHEDULE OF FEES

Teton County Planning & ~~Development Department~~ Building Services  
P.O. Box 1727, 200 S. Willow Street, Jackson WY 83001  
Phone (307)733-3959 ~~Fax (307)739-9208~~  
~~www.tetonwyo.org~~ www.tetoncountywy.gov

### APPLICABILITY

This schedule outlines fees assessed for processing applications required by the Teton County Land Development Regulations, as well as fees associated with administrative tasks and other services provided by the Teton County Planning and ~~Development~~ Building Services Department. Fees are based upon the ~~estimated~~ usual cost of processing the application (staff time, advertising, and overhead), and in the case of Building Permits, on the valuation of the construction proposed. The Board of County Commissioners or Planning Director may consider a reduction or waiver of application or permit fees within the discretion granted by the adopted ~~Board policy regarding application fees~~ Teton County Fee Waiver Policy.

### PAYMENT TYPES ACCEPTED

Cash, checks and credit cards are accepted. Out of state checks must be certified. A 2.5% convenience fee is assessed for credit card payments, with a minimum charge of \$1.95 on all credit card transactions.

### FEES

*Planning Permit Fees*

*Building Permit Fees*

*Electrical Permit Fees*

*Engineering Permit Fees*

*Administrative Fees and Services*

*Fee Waiver Policy*

### PLANNING PERMIT FEES

All planning permit fees are due at the time of application submittal, unless otherwise specified. Fees are cumulative; if multiple permits are required for a proposal, the fee for each permit will be assessed. In addition to the permit fee, an applicant may also be responsible for direct costs associated with required technical reviews, for example, the fee charged by the County Surveyor for review of a Subdivision Plat application. These direct costs will vary, depending on the application and external technical reviews required, but applications where such costs may apply are noted.

For information on affordable and workforce housing mitigation fees, see the “Affordable Housing Mitigation Requirement Calculator” located on the Jackson/Teton County Affordable Housing Department website: <http://www.tetonwyo.org/885/Developer-Resources>.

## Planning Permit Fees

Type of Review	Initial Application Fee
<b>Pre-Application Conference (per pre-app meeting)</b>	
<u>General Pre-Application Conferences</u>	
For Sketch Plan, Special Use, or Planned Unit Development Applications	\$600.00
For Conditional Use, Development Plan, <u>Zoning</u> Map Amendment or Development Option Plan Applications	\$300.00
For Grading and Erosion Control Applications or an optional/elective pre-application conference with staff	\$150.00
<u>For optional/elective pre-application conference with Planning Commission or the Board of County Commissioners</u>	<u>Additional fee in the amount of original pre-application fee</u>
<u>Environmental Analysis Pre-Application Conference</u>	
<u>For</u> Applicant-hired consultant	\$300.00
<u>For</u> County-hired consultant	\$900.00
<b>Environmental Analysis</b>	
Applicant-hired consultant	\$1,500.00
County-hired consultant	\$1,500.00 + cost of preparation*
<b>Physical Development</b>	
Sketch Plan	\$2,500.00
Development Plan	\$2,500.00
Building Permit	See Building Permit Fees
Grading Permit	See Engineering Permit Fees
Sign Permit	
Per Sign	\$75.00
Master Signage Plan	\$300.00
<b>Use</b>	
Basic Use Permit	\$500.00
<u>For Small Wireless Facility</u>	<u>\$500.00 for up to five facilities + \$100.00 for each additional facility</u>
Conditional Use Permit	
Use Permit Only	\$2,500.00
Concurrent with another application requiring public hearing	\$500.00
Special Use Permit	\$2,500.00
<b>Development Option or Subdivision</b>	
Development Option Plan	\$500.00
Subdivision Plat	\$450.00 + technical review*
<u>Exaction fee in-lieu of land dedication</u>	<u>\$19,883.67 per parcel*</u>
Exempt Land Division	Free
<u>Exaction fee in-lieu of land dedication</u>	<u>\$19,883.67 per parcel*</u>
Boundary Adjustment	
Plat Required	\$450.00 + technical review*
Without Plat	\$450.00 + technical review*
<b>Interpretations</b>	
Formal Interpretation	\$500.00
Zoning Compliance Verification	\$500.00
<b>Amendments</b>	

LDR Text Amendment	\$1,500.00
Zoning Map Amendment	\$1,500.00
Planned Unit Development	\$5,000.00

<b>Relief</b>	
Administrative Adjustment	\$500.00
Variance	
Variance Only	\$1,500.00
Concurrent with another application requiring public hearing	\$500.00
Beneficial Use Determination	50% of all actual costs*; \$2000.00 initial deposit required
<b>Enforcement</b>	
After the fact permit	Double the initial fee
<b>Amendments of Permits or Approvals</b>	
Re-submittal while still in review process	½ original <u>application</u> fee
Amendment of approved plans and permits (see <u>LDR</u> Section 8.2.13 for explanation)	<del>Fee for permit required</del> <u>Current application fee for type of application being amended</u>
<del>Revalidation or u</del> Update of an <del>expired</del> Environmental Analysis	\$400.00
Amendment to a condition requiring Board or Planning Director approval	\$500.00
<b><u>Teton County Scenic Preserve Trust</u></b>	
<u>Stewardship Fee (payment shall be made to the Teton County Scenic Preserve Trust)</u>	<u>\$13,200.00*</u>
<u>Easement Review (new or amendment)</u>	<u>\$500.00</u>
<b>Miscellaneous</b>	
Administrative decisions elevated to public hearing (not including appeals)	\$500.00 per hearing
Planner of the Day services or miscellaneous services and research	\$50/hr after the 1 <sup>st</sup> hour*
<u>Special Purpose Fencing Exemption request</u>	<u>\$50.00</u>
<u>Review of required annual monitoring report</u>	<u>\$50.00/hr</u>
<u>Environmental Analysis Exemption request</u>	<u>\$50.00</u>
<u>Revalidation of an Environmental Analysis</u>	<u>\$50.00</u>

\*Not due at time of initial application, but due prior to issuance of permit/review or as condition of approval as directed by Planning Director or Board of County Commissioners

## BUILDING PERMIT FEES

The Building Division is responsible for the collection of fees adopted by the County in association with building permits. Depending on the nature of the project these fees may include the building permit and plan review fees, miscellaneous, demolition, mechanical, plumbing, development, grading and erosion control, septic, sewer, exaction, affordable housing, and energy mitigation program fees.

When submitting your Building Permit application plans, you will be required to pay both a plan review fee and a planning review fee. ~~This~~ The plan review fee is equal to 65% of your building permit fee and is charged in addition to the building permit fee. The planning review fee varies depending on the building permit application and is described below. The remainder of the fees are due and payable at the time you pick-up the approved building permit. You may also be responsible for Engineering Permit fees, such as Grading and Erosion Control or Small Wastewater Facility, or sewer connection fees, depending on the nature of the project.

## Refunds

If you decide not to build after you have submitted your plans and paid the plan review fee, you may be eligible for a refund of up to 80% of that fee. Section 108.6 of the International Building Code, as amended by Teton County, states:

“The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of plan review payment, and then only under the following conditions:

1. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
2. The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. The Building Official may authorize refunding of not more than 80 percent of the fee paid for which a plan review fee has been paid is withdrawn or cancelled before any plan review effort has been expended.”

### *Building Permit Fees*

Building Permit Fees for new construction will be established using the most current Building Valuation Data published by the International Code Council and a Permit Fee Multiplier as listed below:

1 – 2,500 square feet	<b>0.006</b>
2,501 – 5,000 square feet	<b>0.009</b>
5,000 + square feet	<b>0.012</b>

The valuation for remodels shall be 75% of the new construction valuation.

The calculation for Building permit Fees is as follows:

$$\begin{aligned}
 & 1^{\text{st}} 2,500 \text{ square feet} \times \text{square foot construction costs} \times 0.006 = \text{fee} + \\
 & 2^{\text{nd}} 2,500 \text{ square feet} \times \text{square foot construction costs} \times 0.009 = \text{fee} \\
 & + \text{remaining square feet} \times \text{square foot construction costs} \times 0.012 = \underline{\text{fee}} \\
 & \hspace{15em} = \textbf{Total Building Permit Fee}
 \end{aligned}$$

Plan Review Fee

65% of Total Building Permit Fee



Planning Review Fee

Residential Structures

\$100.00 + \$50.00 per 1000 sf greater than 5000 sf

Non-Residential Structures

65% of Total Building Permit Fee

Minimum Building Permit Fee 250.00

Minimum Miscellaneous Permit Fee 250.00

## Inspection and Review Fees

Inspection or Review	Fee	Notes
Inspections outside of normal business hours	\$75.00	Per hour <sup>1</sup> ; minimum 2-hour charge
Re-Inspection Fees	\$50.00	Per hour <sup>1</sup> ; <del>minimum 1-hour charge</del> ; for fees assessed under provisions of Sections 109.3.4 and R109.4
Inspections for which no fee is indicated	\$50.00	Per hour <sup>1</sup> ; minimum <del>1/2</del> 1-hour charge
Additional plan review	\$100.00	Per hour <sup>1</sup> ; minimum <del>1/2</del> 1-hour charge; for review required by changes, additions or revisions to plans
Use of outside consultants	Actual cost <sup>2</sup>	
Demolishing any building or structure	\$50.00	
<del>New housing built off-site</del> Mobile Homes	\$350.00	Per <del>modular</del> mobile unit; includes plumbing and mechanical inspections without separate permitting
Fire sprinkler and alarm systems		Permit fees based on the valuation of the systems equipment and installation
<del>To</del> Town of Jackson and Wilson Sewer District <del>S</del> ewer connection Permit	\$100.00	

## Mechanical Code and Fuel Gas Code Permit Fees

Permit, Review or Inspection	Fee	Notes
For issuing each permit	\$50.00	
For issuing each supplemental permit	\$25.00	For which the original permit has not expired, been cancelled, or finalized
<del>Furnaces</del>		

<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved. Minimum charge is one hour.

<sup>2</sup> Actual costs include administrative and overhead costs.

## Sewer Connection Fees

<b><u>Furnaces</u></b>		
For the installation or relocation of each forced-air or gravity-type furnace or burner including ducts and vents attached to such appliance, up to and including 100,000 BTU/h	\$15.00	
For the installation or relocation of each forced-air or gravity-type furnace or burner including ducts and vents attached to such appliance, over 100,000 BTU/h	\$20.00	
For the installation or relocation of each floor furnace, including vent	\$15.00	
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	\$15.00	
<b>Gas Piping Systems</b>		
For each gas piping system of 1-5 outlets	\$5.00	
For each additional gas piping system outlet	\$1.00	Per outlet
<b>Appliance Vents</b>		
For the installation, relocation or replacement of each appliance vent not installed and not included in an appliance permit	\$8.00	
<b>Repairs or Additions</b>		
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$14.00	
<b>Boilers, Compressors, and Absorption Systems</b>		
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6KW) or each absorption system to and including 100,000 BTU/h (29.3KW)	\$15.00	
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6KW) to and including 15 horsepower (52.7KW), or each absorption system over 100,000 BTU/h (29.3KW) to and including 500,000 BTU/h (146.6 KW)	\$30.00	
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7KW) to and including 30 horsepower (105.5 KW), or each absorption system over 500,000 BTU/h to and including 1,000,000 BTU/h	\$40.00	

<b>Permit, Review or Inspection</b>	<b>Fee</b>	<b>Notes</b>
<b>Boilers, Compressors, and Absorption Systems Cont'd</b>		

For the installation or relocation of each boiler or compressor over 30 horsepower (105.5KW) to and including 50 horsepower (176KW), or each absorption system over 1,000,000 BTU/h (293.1KW) to and including 1,750,000 BTU/h	\$55.00	
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For the installation or relocation of each boiler or compressor over 50 horsepower (176KW) or each absorption system over 1,750,000 BTU/h	\$95.00	
<b>Air Handlers</b>		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) including ducts attached thereto	\$10.00	This fee does not apply to an airhandling unit which is a portion of a factory assembled appliance for which a permit is required elsewhere in the Mechanical Code
For each air-handling unit over 10,000 cfm	\$20.00	
<b>Evaporative Coolers</b>		
For each evaporative cooler other than portable type	\$10.00	
<b>Ventilation and Exhaust</b>		
For each ventilation fan connected to a single duct	\$10.00	
For each ventilation fan which is not a portion of any heating or air-conditioning system authorized by a permit	\$10.00	
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$10.00	
<b>Incinerators</b>		
For the installation or relocation of each domestic-type incinerator	\$20.00	
For the installation or relocation of each commercial or industrial-type incinerator	\$15.00	
<b>Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Mechanical Code but not classified in other appliance categories or for which no other permit is listed in this table	\$10.00	
<b>Inspections Outside of Normal Business Hours</b>		
Inspections outside of normal business hours	\$75.00	Per hour <sup>1</sup> ; minimum 2 hour charge
Re-Inspection Fees		For fees assessed under provisions of Section 107.2.3 <sup>1</sup>
Inspections for which no fee is indicated		Per hour <sup>1</sup> ; minimum 2 hour charge
Additional plan review		Per hour <sup>1</sup> ; minimum ½ hour charge; for review required by changes, additions or revisions to plans

### *Plumbing Permit Fees*

Permit, Review or Inspection	Fee	Notes
For issuing each permit	\$50.00	

<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved.

For each supplemental permit	\$25.00	
For each plumbing fixture or trap, or set of fixtures on one trap	\$7.00	Including water, drainage piping, and backflow protection thereof
Rainwater systems (inside building)	\$7.00	Per drain
For each water heater and/or vent	\$7.00	
For each industrial waste pre-treatment interceptor	\$7.00	For its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps
For installation, alteration or repair of water piping and/or water treating equipment	\$10.00	Each
For each repair or alteration of drainage or vent piping	\$10.00	Each
For each lawn sprinkler system on any one meter	\$7.00	Including backflow protection devices therefore
For atmospheric-type vacuum breakers		For those not included in rainwater systems
1-5	\$5.00	
Over 5, each	\$1.00	
For each backflow protective device other than atmospheric-type vacuum breakers		
2 inches and smaller	\$7.00	
Over two inches	\$15.00	
For each medical gas piping system serving 1-5 inlets or outlets for a specific gas	\$50.00	
For each additional gas inlet/outlet	\$5.00	
Inspections outside of normal business hours	\$75.00	Per hour; minimum 1 hour charge
Re-inspection fees	\$50.00	Each; for fees assessed under provisions of Section 107.3.3
Inspections for which no fee is indicated	\$50.00	Per hour; minimum ½ hour charge
Additional plan review	\$100.00	Per hour; minimum ½ hour charge; for review required by changes, additions, or revisions to approved plans

## Energy Mitigation Program Fees

### Residential Energy Efficiency Fees

Fees shall be assessed for new construction and additions of all detached one-and two-family dwellings and multiple single-family dwellings (townhouses) not more than 3 stories high with separate means of egress with conditioned space over 2,500 square feet in compliance with this section. Fees shall be applied only to new square footage; additions to structures built after January 21, 2010 shall be included as total square footage, and the fee structure shall apply. Refunds shall be distributed not more than one (1) time upon issuance of a Certificate of Occupancy for the fees assessed for the gross square footage. Any upgrades made after issuance of a eCertificate of eOccupancy are not eligible for a refund. Fees assessed for Non-essential Building Elements are not eligible for refund.

### Gross Square Footage

Buildings of 2,500 square or less shall meet the energy requirements of the International Residential Code. Fees for structures described above over 2,500 square feet of conditioned space shall be as follows:

Structures of 2,501 sq. ft. – 5,000 sq. ft. (Gross sq. ft. of conditioned space - 2,500 sq. ft.)	\$4.00/sq. ft.
Structures over 5,000 sq. ft. \$10,000 + (gross sq. ft. of conditioned space – 5,000 sq. ft.)	\$8.00/sq. ft.

### Non-essential Building Elements

The following fees shall be assessed for items deemed non-essential to the operation of the structure. Credits, as described below, are not applicable to these fees.

Solid fuel burning decorative devices	\$5,000 Exception: a single fireplace on the property
Decorative fuel gas burning appliance or any fuel gas decorative device	\$5,000 Exception: sealed combustion, direct vent fuel gas fireplace heater
Exterior fuel burning decorative device	\$1,000
Exterior heated hardscape	\$10.00 per sq. ft. e.g. driveways, walkways, and patios
Pools and spas	\$10.00 per sq. ft. Exception: manufactured units with less than 100 sq. ft. of surface area fitted with a tight fitting cover having a minimum R-value of 12
Ponds and water features with a pump	\$150.00 per hp. Min 1 hp.

\*Denotes referenced standards table in Chapter 6 of the IECC where the HERS, ASHRAE, and other relevant standards are clarified

### Home Energy Rating System (HERS) index square footage thresholds

Below 2500 sq. ft.	Minimum HERS score of 100	Meets 2006 IECC
2500-5000 sq. ft.	Minimum HERS score of 75	Exceeds 2006 IECC by 25%
Above 5000 sq. ft.	Minimum HERS score of 50	Exceeds 2006 IECC by 50%

Leadership in Energy and Environmental Design (LEED) – All projects using the LEED rating system must be registered with the US Green Building Council at time of plan submittal, and achieve a minimum of “certified” rating.

Projects meeting the Home Energy Rating System (HERS) standards and Leadership in Energy and Environmental Design (LEED) certification are eligible for credits.

## Credits

Fees as described above may be offset by the installation of devices or systems installed on site to reduce the energy demands of the structure. Credits shall not exceed the fees assessed and shall be paid to the homeowner upon issuance of a Certificate of Occupancy. Fees assessed for Non-essential Building Elements are not refundable.

Photovoltaic solar electric system	\$5,000 Per kw
Solar hot water system	\$5,000
Ground source heat pump	\$5,000 with minimum coefficient of performance of 4 or greater
Super-insulated thermal envelope	\$8,000 R60 ceilings and R-28 walls
Average fenestration U-factor < 0.29	\$8,000
Approved passive solar design	\$8,000 e.g., south windows > north windows with properly sized roof overhangs to provide summer shading
Zone Ductless Primary Heating System	\$8000.00 e.g., hydronic floor <del>heating</del> heating
Whole house ventilation system utilizing Heat Recovery System(s)	\$1,500

## Commercial Energy Efficiency Fees

Fees shall be assessed for new construction and additions of residential, commercial and industrial buildings. Fees shall be applied only to new square footage, additions to structures built after January 21, 2010 shall be included as total square footage, and the fee structure shall apply. Refunds shall be distributed not more than one (1) time upon issuance of a Certificate of Occupancy for the fees assessed for the gross square footage. Any upgrades made after issuance of a eCertificate of ~~e~~Occupancy are not eligible for a refund. Fees assessed for Non-essential Building Elements are not eligible for refund.

Exception: Single-family structures as regulated by the International Residential Code and R-2 Occupancies providing the R-value for the entire envelop of each individual unit meets the minimum building envelope requirements of Chapter 4 of the International Energy Conservation Code.

## Gross Square Footage

Buildings up to 10,000 sq. ft. shall meet the requirements of the International Energy Conservation Code or ASHRAE 90.1.2004. Fees for structures described over 10,000 sq. ft. of conditioned space shall be as follows.

Structures of 10,000 sq. ft. – 20,000 sq. ft. (gross sq. ft. of conditioned space – 10,000 sq. ft.)	\$4.00/sq. ft.
Structures over 20,000 sq. ft. \$10,000 + (gross sq. ft. of conditioned space – 10,000 sq. ft.)	\$8.00/sq. ft.

## Non-Essential Building Elements

The following fees shall be assessed for items deemed non-essential to the operation of the structure. Credits, as described below, are not applicable to these fees.

Solid fuel burning decorative devices	\$5,000 Exception: a single fireplace on the property with an opening < 6 sq. ft.
Fuel gas burning exterior decorative device	\$5,000
Exterior heated hardscape	\$10.00/sq. ft. e.g. driveways, walkways, and patios except where determined by the Building Official to be necessary for required egress and/or accessibility



Pools and spas	\$10.00 per sq. ft. including package units over 100 sq. ft. of surface area, not equipped with an evaporative cover on the water surface with an insulation value of R-12
Ponds and water features with a pump system	\$150 Per hp. Min 1 hp.

### Credits

Fees as described above may be offset by the installation of devices or systems installed on site to reduce the energy demands of the structure. Credits shall not exceed the fees assessed and shall be paid to the owner upon issuance of a Certificate of Occupancy. Fees assessed for Non-essential Building Elements are not eligible for refund.

Structures less than 20,000 sq. ft.

- a) The building shall be super insulated (R-60 ceilings, R-26 walls) and be equipped with high efficiency heating (90 AFUE) and cooling (13 SEER) systems and have a maximum glass-to-wall area of 40% or less; or
- b) Compliance, and certification, with LEED or ASHRAE's ADEG for small offices, with a 3<sup>rd</sup> party commissioning report of mechanical systems.

Structures 20,000 sq. ft. or greater

- a) 14% more energy efficient than the current edition of ASHRAE 90.1. with a 3<sup>rd</sup> party commissioning report of mechanical systems.

## ELECTRICAL PERMIT FEES

The fees assessed for electrical permits are processed, reviewed and inspected by Jackson Hole Fire/ EMS. Electrical permits and fees are often required in conjunction with building permits, and so are incorporated here for convenience of reference. Questions about electrical permits or associated fees should be directed to Jackson Hole Fire/EMS.

## ENGINEERING PERMIT FEES

The following fees are assessed for permits processed and reviewed by the Teton County Engineer's Office, but commonly reviewed and issued in conjunction with a Planning or Building Permit. Fees are cumulative, and due at the time of application submittal. Application fees are determined based upon the estimated cost of the project and processing the application (staff time, advertising, and overhead). Upon consideration of the complexity of the project, the Engineer may assess additional fees or require external/third party review by a qualified professional of the County's choosing and at the Applicant's expense.

## Engineering Permit Fees: Grading & Erosion Control (GEC)

### GEC Permit Fees

#### **Individual Residential (primary +1 accessory)**

Statement	\$400
Plan Level	\$700

#### **Multi-Unit Residential (3+ units)**

Statement	\$200/unit
Plan Level	\$350/unit

#### **Multi-Lot Residential/Subdivision**

Plan Level Only	\$350/lot
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#### **Commercial Development**

Based on total development area	\$0.10/ft <sup>2</sup>
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#### **Permit Revisions**

Revisions to all GEC permits	half of new permit fee for work shown
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### Compliance Fees

Failure to obtain a permit prior to commencing development = DOUBLE application fee

## Engineering Permit Fees: Septic/Small Wastewater Facility

### SWF Permit Fees

#### **New Residential**

Base fee (includes 1 bedroom or equivalent)	\$250
PLUS \$100 per bedroom (for 2+ bedrooms)	\$100/bedroom

#### **New Commercial**

Base fee (includes 1 bedroom or equivalent)	\$400
PLUS \$1 per gal/day of the system design flow	\$1/GPD

### Other Septic Fees

Repair	\$50
Adams Canyon Sewer Connection	\$100
Adams Canyon Sewer Usage Fee	\$100/year

### Compliance Fees

Failure to obtain a permit prior to commencing development = DOUBLE application fee

## Engineering Permit Fees: Bridge Permits

	<u>Bridge Permit Fees</u>	
<b>Small-Scale Project</b>		<b>\$300</b>
Construction cost less than \$75,000		
<b>Large-Scale Project</b>		<b>\$600</b>
Construction cost greater than \$75,000		
<b>Third Party Review (if required)</b>		<b>At cost to be reimbursed</b>

Compliance Fees

Failure to obtain a permit prior to commencing development = DOUBLE application fee

## ADMINISTRATIVE FEES AND SERVICES

The following fees are assessed for copies, scanning, maps, and other miscellaneous administrative services provided by the Planning Department. These fees may be stand-alone, or may be assessed in conjunction with any application for which the listed service is requested or required.

## Administrative Fees

<b><u>Type of Administrative Task</u></b>	<b><u>Fee</u></b>
<b>Notice and Hearings</b>	
Neighbor Notice Mailings <del>when more than 25 notices are required</del>	\$1.50 per notice <u>over 25 notices</u>
Cancel or postpone <u>public</u> hearing at applicant request	
Re-advertising or new neighbor notices required	Actual cost
No required re-advertising or new neighbor notices	\$50.00
<b><u>Preparation of hearing transcript</u></b>	
<b>Miscellaneous Services</b>	
Financial assurance administration—renewal, reduction, amendment or release; reduction and release are separate requests	\$50.00 per <del>change</del> <u>request</u>
<b><u>Review of Periodic Monitoring Reports</u></b>	<del>\$50.00</del> <u>per hr</u>
Renaming of road ( <u>unplatted</u> )—discretionary requests	<del>\$100.00</del> <u>\$500.00</u>
<b><u>Physical address change</u></b>	<u>\$200.00</u>
<b><u>Assignment of physical address (no existing address)</u></b>	<u>Free</u>
Required recording of documents with Teton County Clerk	Actual cost
Required technical reviews	Actual cost
<b>Copies and Scans</b>	
Standard black and white	
10 pages or less (double-sided counts as 2 pages)	Free
More than 10 pages	\$0.20 per page
Color (up to 11x17 page size)	\$2.00 per page
Scans	
10 pages or less	Free
More than 10 pages	\$0.10 per page
Large format over 11x17	\$1.00 per page
<b>Maps and Documents</b>	
Geographic information system (GIS) maps	
8.5x11 black and white line drawing	\$1.25 each
8.5x11 color line drawing	\$2.50 each
8.5x11 color aerial photo	\$6.50 each
Print 11x17 size	\$1.00 addt'l fee per map
Copy of complete Jackson Teton County Comprehensive Plan	\$50.00
Copy of complete Teton County Land Development Regulations	\$50.00
Large format zoning map	\$20.00

## Rian Rooney

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**From:** Rian Rooney  
**Sent:** Thursday, December 3, 2020 4:45 PM  
**To:** 'Susan Johnson'  
**Cc:** County Planning Commission; Board Of County Commissioners  
**Subject:** RE: Updated fee schedule  
**Attachments:** TCFeeSchedule\_20201202\_redline.pdf

Dear Susan,

I have reviewed your suggestions with the rest of the Planning Division and have created an updated draft proposal of changes reflecting many of your suggestions as well as some additional clarifications identified by staff.

- Regarding PUD fees, your point is well taken on the administrative review differences in processing minor amendments to some of the resort master plans. However, because the “minor amendment” term is not defined across all PUD master plans, staff is hesitant to introduce a term to the fee schedule that could create additional confusion or debate in instances when it is not defined. For amendments to PUDs which are defined as “minor” in a master plan, staff notes that the fee waiver request is an available option and that the nature of the amendment and review process can be further discussed at the pre-application conference. Additionally, some of the master plans outline an alternative review process for minor amendments (for example, the Snake River Canyon Ranch master plan directs certain minor amendments to follow a Development Option Plan review, which has a \$500 fee). An available option is to amend a PUD master plan to have minor amendments follow specific review procedures in the LDRs, similar to the Snake River Canyon Ranch master plan.
- Staff has proposed to separate “Revalidation of an Environmental Analysis” (\$50) from “Update of an Environmental Analysis” (\$400), in line with your suggestion.
- Staff has proposed to enumerate the fees associated with Miscellaneous Planning Requests, including Special Purpose Fencing Exemption Request (\$50), Environmental Analysis Exemption Request (\$50), and Review of Monitoring Reports (\$50/hr), under the “Miscellaneous” category of the Planning Permit Fees section of the schedule.
- Staff has updated the proposed language to “Amendments to approved plans and permits” to say: “Current application fee for type of application being amended,” in accordance with your suggestion for clarity.

Thank you again for the review of the fee schedule update and suggestions for improvement. I’ve attached an updated draft of revisions to the fee schedule for your consideration.

Best,

Rian Rooney  
Associate Long Range Planner  
Teton County Planning & Building Services  
PO Box 1727 | 200 S. Willow Street  
Jackson, WY 83001

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**From:** Rian Rooney  
**Sent:** Monday, November 23, 2020 9:57 AM  
**To:** Susan Johnson <susan@sjplanningsolutions.com>  
**Cc:** County Planning Commission <planningcom@tetoncountywy.gov>; Board Of County Commissioners



<commissioners@tetoncountywy.gov>

**Subject:** RE: Updated fee schedule

Dear Susan,

Thank you for these comments. I appreciate your thoughtful review. I will be reviewing these suggestions with the department this week and will provide an update as soon as possible on our recommendations.

Have a wonderful Thanksgiving.

Best,

Rian Rooney

Associate Long Range Planner

Teton County Planning & Building Services

PO Box 1727 | 200 S. Willow Street

Jackson, WY 83001

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**From:** Susan Johnson <[susan@sjplanningsolutions.com](mailto:susan@sjplanningsolutions.com)>

**Sent:** Wednesday, November 18, 2020 12:24 PM

**To:** Rian Rooney <[rrooney@tetoncountywy.gov](mailto:rrooney@tetoncountywy.gov)>

**Cc:** County Planning Commission <[planningcom@tetoncountywy.gov](mailto:planningcom@tetoncountywy.gov)>; Board Of County Commissioners <[commissioners@tetoncountywy.gov](mailto:commissioners@tetoncountywy.gov)>

**Subject:** Updated fee schedule

Dear Rian,

Thank you for the opportunity to provide comments on the proposed updated fee schedule. I hope that you found the notes that I left on this topic. I gave them to Danielle Carpenter (previous Admin Coordinator) before I left the Planning Department in the fall of 2019. Since the fee schedule was last updated, there are some application fees that are regularly charged, but are not on the schedule. Below are my comments on suggested additional changes to the fee schedule:

- All of the Resort Master Plans (except JH Golf and Tennis) include an administrative process for Minor Amendments to the Master Plan. These are small changes that must meet certain criteria outlined in each Master Plan in order to qualify as a Minor Amendment. Minor Amendments should not cost \$5,000.00, as they are generally very specific, have little to no material impact, and have no public hearing requirements at all. Major Amendments to a Resort Master Plan are generally substantive, complex, and require a minimum of four public hearings (before both the Town and the County Planning Commissions, as well as the Town and County elected officials), which is why a higher fee is charged. I would recommend lowering the fee for a Minor Amendment from the current \$5,000.00 fee to a \$500.00 fee, which is in alignment with fees for other administrative reviews that require a moderate amount of staff time.
- The fee of \$400.00 for a Revalidation of an expired Environmental Analysis (EA) is not consistent with the amount of work entailed in that review process. A revalidation of an EA occurs when an EA has expired, but conditions on the property or in the regulations have not changed, and therefore this simply entails the submittal of a memo by an Environmental Consultant attesting that nothing has changed since the EA was completed X number of years ago (EAs are currently valid for 3 years). This is a quick review by staff who generally reads the memo, verifies the situation via side-by-side comparison of aerial photos from the original EA and the most recent aerials, and provides a quick letter to the applicant that the EA has been extended for another 3 years. This should take no more than one hour of staff time and should entail a \$50.00 fee, commensurate with the cost of one hour of staff research time. The \$400.00 fee for an update to an EA is appropriate, as there are actual changes that have occurred and need to be analyzed, such as a newly established eagle nest on a property or changes to wetlands, which could now be causing potential impacts to an approved development area, for example.

- There are also administrative reviews that are common, but are not on the fee schedule, such as Wildlife Friendly Fencing exemption requests for special purpose fencing and administrative reviews for reception/event site monitoring reports. These should be included on the fee schedule as well. The review fee that has typically been charged for these reviews (even though it is not a listed fee) is \$50.00, which is appropriate.
- Regarding “Amendments of approved plans and permits,” the fee is called out as “Original application fee.” To me this sounds like an applicant is supposed to go back in the record and see what the fee was for the original permit application. I don’t think this is the intent. For example, we probably don’t want to go back to the original fee charged in 1980 for a final plat when we are bringing forward an application today to amend that original 1980 plat. I think the intent is to charge the same fee for the revision as would be charged for a new application. If that is the case then this should say “Current application fee for type of application being revised.”

I also attached the redline version of the proposed amended fee schedule with my recommended changes highlighted, for ease of review. Thank you for considering my comments.

Best Regards,

Susan

Susan Johnson | SJ Planning Solutions

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Jackson, WY 83001

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