

## YAVAPAI COUNTY DEVELOPMENT SERVICES FEE SCHEDULE

FEE TYPE	Base Fee
<b>Zoning Clearance Fees</b>	
1. Residential: Site built house; manufactured/mobile home; duplex; triplex; quad; multi-family; motel w/ cooking facilities	\$190.00 per dwelling unit (includes original attachments)
Detached Accessory Structures, such as courts, pools, garages, water tanks, barns, stables, and sheds greater than four hundred (400) square feet.	\$ 85.00 (per structure)
Fences, walls, sheds four hundred (400) square feet or less in size, and extensions to existing detached accessory structures	\$ 85.00
2. Residential Follow-on (means attached to a primary structure): Attached Accessory/Additions (including enclosures)	\$ 105.00
Remodel	\$ 85.00
Slabs, paving, patios, etc.	\$ 85.00
3. Non-Residential: Motels; Camps; Commercial; Industrial. Otherwise, minimum permit.	\$0.25 sq. ft. under roof
Miscellaneous Non-Residential, such as fences, walls, paving, sign supports, etc.	\$85.00
Change of Use	\$0.25 sq. ft. under roof
Non-Residential Remodel	\$355.00
4. Minimum Permit	\$50.00
5. Minor Land Division Permit	\$100.00 per lot
6. Permit Renewals (within 180 days of original permit) Single Family Residential Non-Single Family Residential	\$50.00 \$50.00
7. Revised Plot Plan	\$65.00
8. Refunds of Zoning Clearance Fees Denied or withdrawn Z.C.	Retain 80%
9. Manufactured/Mobile Home Parks (RV)	\$300.00 + \$10 per space
10. Commercial Permit Review Fee	\$700.00 (non-refundable)
11. Lighting Permit	\$190.00
12. Home Occupation	\$190.00

Adopted Effective 4/15/09  
Amended Effective 3/22/12

<b>Temporary Dwelling Permits</b>	
New	\$210.00
Renewal	\$190.00
Second Renewal	See Use Permit
<b>Sign Permits</b>	<b>Base Fee</b>
1. Temporary Signs, Directional Signs (both On and Off-Premise).	\$145.00
2. All On-Premise Signs intended for advertising regardless of use or size.	\$180.00
3. All Off-Premise Signs (other than directional).	\$180.00
Note: Structures other than purely supports (such as monuments, poles and standards) must be permitted as structures separate from their associated signs with permits under general Zoning Clearance Procedures or have a proven pre-existing legal status.	
<b>Hearing Applications to Boards of Adjustment &amp; Appeals</b>	<b>Base Fee (Includes Electronic Document Fee)</b>
1. Base Variance	\$530.00
2. Each additional Variance	\$50.00
BOA Appeals (must be separate Hearing Application)	\$1040.00
<b>Miscellaneous Hearing Applications</b>	<b>Base Fee (Includes Electronic Document Fee)</b>
Hearing Officer Appeal (Payable to Board of Supervisors)	\$440.00
Secondary Medical Dwelling (Administrative Review)	\$530.00
Minor Administrative Variance (Administrative Review)	\$530.00
<b>Miscellaneous</b>	<b>Base Fee</b>
Abandoned Vehicle Inspection	\$50 for the first vehicle, \$10 each additional vehicle
Zoning Verification Letter	\$50.00
Zoning Verification Report	\$335.00

Adopted Effective 4/15/09

Amended Effective 3/22/12

<b>Zoning Map Change or Use Permit (determined by district in which the requested use would most closely be allowed as a matter of right)</b>	<b>Base Fee + Multiplier (Includes Electronic Document Fee)</b>
Residential (R1L; RMM; R1; RCU; R2; OS)	\$600.00 plus \$20 per acre (Maximum Fee - \$2,200.00)
Commercial (RCD; RS; P1; C1; C2)	\$1000.00 plus \$100 per acre (Maximum Fee - \$9,000.00)
Industrial (C3; PM; M1; M2)	\$1200.00 plus \$100 per acre (Maximum Fee - \$9,200.00)
Planned Area Development (PAD)	\$1000.00 plus \$20 per acre (Maximum Fee - \$13,800.00)
Planned Area Development (PAD) Major Amendment (P&Z and BOS hearing required)	Same as Full Fee less 25%
Planned Area Development (PAD) Minor Amendment (Staff Review)	\$530.00
Administrative Amendment	\$250.00
Density District Change (decrease in density)	\$0.00
Density District Change (increase in density)	New application fee for corresponding use district type (i.e. residential, commercial, industrial)
Extension of Time for time limited zoning.	Base Fee Only
Amendment of Conditional Zoning	Full Fee less 25%
UP Renewal with NO modifications	Full Fee Less 50%
UP Renewal with modifications	Full Fee
UP Manufactured Home/Mobile Home/RV Park	\$700.00 plus \$20 per space
Administrative UP with Comment	Same as Full UP Fee less 25%

<b>Street Names and Addressing</b>	<b>Base Fee + Multiplier (Includes Electronic Document Fee)</b>
Change existing street name	\$300.00 plus \$20 per lot requiring an address change
Change existing address number (per request and not initiated by Yavapai County for 911 purposes)	\$85.00

<b>Wireless Use Permits</b>	<b>Base Fee (Includes Electronic Document Fee)</b>
Applications to be processed by Administrative Review	\$870.00
Applications to be processed by Administrative Review with Comment Period	\$1885.00
Applications requiring a Use Permit	\$3830.00
Applications to review/renew an existing approved facility	50% of Base Fee
Note: On Wireless Use Permit applications, a \$150 rebate/incentive will be given to the applicant for every additional wireless provider that certifies in writing, at the time of submittal, that they will co-locate their antennae on the tower if approved.	

<b>Final Site Plan</b>	<b>Base Fee (Includes Electronic Document Fee)</b>
Final Site Plan for Hearing or Administrative Review	\$800.00

Adopted Effective 4/15/09  
Amended Effective 3/22/12

<b>Development Agreements</b>	\$3645.00
Amendment to approved Development Agreement	\$2590.00

<b>General Plan Amendments (includes community plans)</b>	<b>Base Fee + Multiplier (Includes Electronic Document Fee)</b>
Minor	\$350.00
Major (heard once per year)	\$1000.00 plus \$10 per acre (Maximum Fee - \$7,400.00)

<b>Subdivisions</b>	<b>Base Fee + Multiplier (Includes Environmental, Floodplain &amp; Electronic Document Fees)</b>
Sketch Plan	\$350
Administrative Preliminary Plat	\$400.00 plus \$20 per lot (Maximum Fee - \$4,400.00)
Preliminary Plat	\$865.00 plus \$20 per lot (Maximum Fee - \$4,865.00)
Final Plat	\$715.00 plus \$15 per lot (Maximum Fee - \$3,715.00)
Record of Survey in lieu of subdivision	\$715.00 plus \$15 per lot (Maximum Fee - \$3,715.00)
Abandonment of a Final Plat/Zoning/Reversion to Acreage	\$615.00
Extension of Time for Pre-Plat	\$300.00
Administrative consideration of a 6-month extension for Final Plat recording.	\$300.00
2 <sup>nd</sup> and any Subsequent Extension(s) of Final Plat Recording (Requiring Public Hearing)	\$500.00
Pre-recording Final Plat	\$345.00
Request of Waiver of Subdivision Requirements.	\$500.00 per waiver

<b>Base P&amp;Z Commission Review</b>	<b>Base Fee</b>
(Examples: review of miscellaneous applications such as Alternative Financial Assurances; Section Line Setback Waiver and etc.)	\$580.00

<b>Re-advertising</b>	<b>Base Fee</b>
Deferred date specific	\$250.00
Deferred date unspecified; application to be reheard between 0 and 179 days of original hearing date – requires re-advertising only.	\$375.00
Deferred date unspecified; application to be reheard between 180 and 364 days of original hearing date – requires re-advertising, posting, and public hearing notices mailed to surrounding property owners	Base fee of application type
Deferred date unspecified; application to be reheard 365 days or longer after original hearing date – requires new application.	New full application fee

YAVAPAI COUNTY  
**Development Services**



**Prescott Office -**

500 S. Marina Street, Prescott, AZ 86303  
(928) 771-3214 Fax (928) 771-3432

**Cottonwood Office -**

10 S. 6<sup>th</sup> Street, Cottonwood, AZ 86326  
(928) 639-8151 Fax (928) 639-8153

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Addressing – Building Safety – Customer Service & Permitting – Environmental - Land Use – Planning

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**Refund Policy**

BOS Adoption January 11, 2007

Amended January 19, 2010

Development Services fees have been adopted by the Board of Supervisors to cover the cost of provided services. Included in the adopted codes and ordinances are provisions for the refund of monies when an application is withdrawn prior to completion of the process or due to duplication or departmental error. No refunds are processed for expired applications or permits, except for Impact Fees

A refund must be requested in writing by the applicant for consideration. This request for refund shall be filed by the original permittee not later than 180 days after the date of fee payment. The time limit for a request for refund shall be extended in conjunction with an application/approved permit extension for permits with no construction begun, not to exceed one (1) year. Monies are refunded to original payor only, unless written authorization is included in the request granting permission to refund fees to another party. Refunds for less than \$5.00 will not be processed.

**Planning Unit**

Hearings

- |  |             |
|--|-------------|
| • Application Accepted – No Processing                                       | 100% Refund |
| • Application Accepted – Agency Review Only                                  | 75% Refund  |
| • Application Accepted – Advertising done/<br>up to 20 days prior to hearing | 50% Refund  |
| • Posting done/Briefs Complete   | No Refund   |
| • Document Fees  | No Refund   |
| • Department Errors  | 100% Refund |

**Land Use Unit**

Hearings

Same as Planning Unit

Minor Land Division Permit

No Refund

Zoning Clearance Fees

- |  |             |
|--|-------------|
| • Denied or Withdrawn Zoning Clearance | Retain 80%  |
| • Document Fees                        | No Refund   |
| • Department Errors                    | 100% Refund |

**Building Safety Unit**

- Plan Check Fees  
No refund once the plan check process has begun.  
Retain \$50.00 or calculated plan review – whichever is greater.
- Building Permit Fees: No work started and no inspection called.  
Retain \$25.00 or 25% whichever is greater.
- Plumbing, Electrical, Mechanical Fees: No work started and inspections called.  
Retain \$10.00 or 25% whichever is greater.
- Document Fees  
No Refund
- Department Errors  
100% Refund

**Environmental Unit**

Environmental Fees:

- Application withdrawn/prior to EU Processing  
100% Refund
- EU has processed permit no construction begun  
50% Refund
- Construction of EU permit begun and/or inspected and/or finalized.  
No Refund
- Document Fees  
No Refund
- Department Errors  
100% Refund

**Impact Fees**

- Permit withdrawn or expired / no construction begun  
100% Refund