

Annexation - Planning Department

Annexation request fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Plan Review	\$573.74
Meeting Staff	\$337.58
Signage	\$482.28
Legal Notices	\$169.25
Mailing Notices	\$20
Agenda Management Software	\$16.40
Town Incurred Cost	\$1,599.25
Current Fee Charged for Service	\$1,000

Fee Justification

- **Staff Plan Review:** To ensure a comprehensive review, staff facilitates two interdepartmental meetings for every Planning Commission cycle. These sessions, each lasting between 90 minutes and two hours, serve as a forum for all relevant departments to provide feedback on the plans reviewed. The Office Coordinator documents these collective comments into a single consolidated list for the applicants. Following these sessions, Planning staff performs a secondary, in-depth review to refine all comments. Additionally, Planning staff is responsible for the preparation of all essential Planning Commission materials, including agendas, minutes, GIS maps, bond reports, plans of service, and project specific staff reports.
- **Meeting Staff:** The meeting staff are members who regularly attend Planning Commission meetings to support the Planning Commission by providing technical responses to questions asked. Key departmental personnel in attendance include Public Works, Utilities, Codes, Fire, and Planning. To meet legal and public-access, meetings are also attended by legal counsel and a media coordinator, who facilitates the broadcast of proceedings via the local cable network and social media channels.
- **Signage:** In accordance with Tennessee House Bill 2425 / Senate Bill 2422, the Town adheres to strict public notice requirements for all applicable annexation requests. This involves the installation of a minimum of three large-format signs (3' x 2') positioned at least five feet above the ground for maximum visibility. To ensure durability and stability, each sign is laminated and secured using two T-posts. Due to the scale of the materials and the manual labor required for secure site placement, two staff members are used for installation.
- **Legal Notices:** In accordance with the Tennessee Open Meetings Act, TCA 8-44-103, the Town is required to provide adequate public notice of all regular and special meetings. This is the cost associated with publishing a notice of meeting dates. In addition, pursuant to Tennessee House Bill 2425 / Senate Bill 2422, legal notices are required to be published in general circulation advertising the public hearing.
- **Mailing Notices:** Pursuant to Tennessee House Bill 2425 / Senate Bill 2422, the Town is mandated to provide written notification via First-Class Mail to all property owners within a 200-foot radius of any parcel(s) requesting annexation. This process involves the identification of adjacent parcels, verification of current ownership and the administrative coordination of mailing to ensure legal compliance. This cost includes postage and envelopes.
- **Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Rezoning; Standard - Planning Department

Rezoning request fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Plan Review	\$514.10
Meeting Staff	\$337.58
Signage	\$29.88
Legal Notices	\$169.25
Mailing Notices	\$29
Agenda Management Software	\$16.40
Town Incurred Cost	\$1,096.21
Current Fee Charged for Service	\$750

Fee Justification

- **Staff Plan Review:** To ensure a comprehensive review, staff facilitates two interdepartmental meetings for every Planning Commission cycle. These sessions, each lasting between 90 minutes and two hours, serve as a forum for all relevant departments to provide feedback on the plans reviewed. The Office Coordinator documents these collective comments into a single consolidated list for the applicants. Following these sessions, Planning staff performs a secondary, in-depth review to refine all comments. Additionally, Planning staff is responsible for the preparation of all essential Planning Commission materials, including agendas, minutes, GIS maps, bond reports, plans of service, and project specific staff reports.
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- **Signage:** Staff places signage on requested property to notify the public of requests being presented for consideration.
- **Legal Notices:** In accordance with the Tennessee Open Meetings Act, TCA 8-44-103, the Town is required to provide adequate public notice of all regular and special meetings. This is the cost associated with publishing a notice of meeting dates. In addition, pursuant to Tennessee House Bill 2425 / Senate Bill 2422, legal notices are required to be published in general circulation advertising the public hearing.
- **Mailing Notices:** To keep consistent with annexation requests as required by Tennessee House Bill 2425 / Senate Bill 2422, the Town provides written notification via First-Class Mail to all property owners within a 200-foot radius of any parcel(s) requesting rezoning. This process involves the identification of adjacent parcels, verification of current ownership and the administrative coordination of mailing to ensure legal compliance. This cost includes postage and envelopes.
- **Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Rezoning; Planned Development

- Planning Department

Rezoning request fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Plan Review	\$693.02
Meeting Staff	\$337.58
Signage	\$29.88
Legal Notices	\$169.25
Mailing Notices	\$29
Agenda Management Software	\$16.40
Town Incurred Cost	\$1,275.13
Current Fee Charged for Service	\$1,000

Fee Justification

- **Staff Plan Review:** To ensure a comprehensive review, staff facilitates two interdepartmental meetings for every Planning Commission cycle. These sessions, each lasting between 90 minutes and two hours, serve as a forum for all relevant departments to provide feedback on the plans reviewed. The Office Coordinator documents these collective comments into a single consolidated list for the applicants. Following these sessions, Planning staff performs a secondary, in-depth review to refine all comments. Additionally, Planning staff is responsible for the preparation of all essential Planning Commission materials, including agendas, minutes, GIS maps, bond reports, plans of service, and project specific staff reports.
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- **Signage:** Staff places signage on requested property to notify the public of requests being presented for consideration.
- **Legal Notices:** In accordance with the Tennessee Open Meetings Act, TCA 8-44-103, the Town is required to provide adequate public notice of all regular and special meetings. This is the cost associated with publishing a notice of meeting dates. In addition, pursuant to Tennessee House Bill 2425 / Senate Bill 2422, legal notices are required to be published in general circulation advertising the public hearing.
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- **Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Preliminary Plat - Planning Department

Preliminary Plat fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Plan Review	\$454.49
Meeting Staff	\$168.79
Legal Notices	\$19.25
Agenda Management Software	\$16.40
Town Incurred Cost	\$658.90
Current Fee Charged for Service	\$600

Fee Justification

- **Staff Plan Review:** To ensure a comprehensive review, staff facilitates two interdepartmental meetings for every Planning Commission cycle. These sessions, each lasting between 90 minutes and two hours, serve as a forum for all relevant departments to provide feedback on the plans reviewed. The Office Coordinator documents these collective comments into a single consolidated list for the applicants. Following these sessions, Planning staff performs a secondary, in-depth review to refine all comments. Additionally, Planning staff is responsible for the preparation of all essential Planning Commission materials, including agendas, minutes, GIS maps, bond reports, plans of service, and project specific staff reports.
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- **Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Final Plat - Planning Department

Final Plat fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Plan Review	\$394.82
Meeting Staff	\$168.79
Legal Notices	\$19.25
Agenda Management Software	\$16.40
Town Incurred Cost	\$599.26
Current Fee Charged for Service	\$500

Fee Justification

- Staff Plan Review:** To ensure a comprehensive review, staff facilitates two interdepartmental meetings for every Planning Commission cycle. These sessions, each lasting between 90 minutes and two hours, serve as a forum for all relevant departments to provide feedback on the plans reviewed. The Office Coordinator documents these collective comments into a single consolidated list for the applicants. Following these sessions, Planning staff performs a secondary, in-depth review to refine all comments. Additionally, Planning staff is responsible for the preparation of all essential Planning Commission materials, including agendas, minutes, GIS maps, bond reports, plans of service, and project specific staff reports.
- Meeting Staff:** The meeting staff are members who regularly attend Planning Commission meetings to support the Planning Commission by providing technical responses to questions asked. Key departmental personnel in attendance include Public Works, Utilities, Codes, Fire, and Planning. To meet legal and public-access, meetings are also attended by legal counsel and a media coordinator, who facilitates the broadcast of proceedings via the local cable network and social media channels.
- Legal Notices:** In accordance with the Tennessee Open Meetings Act, TCA 8-44-103, the Town is required to provide adequate public notice of all regular and special meetings. This is the cost associated with publishing a notice of meeting dates. In addition, pursuant to Tennessee House Bill 2425 / Senate Bill 2422, legal notices are required to be published in general circulation advertising the public hearing.
- Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Site Plan - Planning Department

Site Plan fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Plan Review	\$494.22
Meeting Staff	\$168.79
Legal Notices	\$19.25
Agenda Management Software	\$16.40
Town Incurred Cost	\$698.66
Current Fee Charged for Service	\$600

Fee Justification

- Staff Plan Review:** To ensure a comprehensive review, staff facilitates two interdepartmental meetings for every Planning Commission cycle. These sessions, each lasting between 90 minutes and two hours, serve as a forum for all relevant departments to provide feedback on the plans reviewed. The Office Coordinator documents these collective comments into a single consolidated list for the applicants. Following these sessions, Planning staff performs a secondary, in-depth review to refine all comments. Additionally, Planning staff is responsible for the preparation of all essential Planning Commission materials, including agendas, minutes, GIS maps, bond reports, plans of service, and project specific staff reports.
- Meeting Staff:** The meeting staff are members who regularly attend Planning Commission meetings to support the Planning Commission by providing technical responses to questions asked. Key departmental personnel in attendance include Public Works, Utilities, Codes, Fire, and Planning. To meet legal and public-access, meetings are also attended by legal counsel and a media coordinator, who facilitates the broadcast of proceedings via the local cable network and social media channels.
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- Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Board of Zoning Appeals - Planning Department

Board of Zoning Appeals fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, public notices, meetings attended by staff and agenda management.



Item	Associated Cost
Staff Preparation	\$341.85
Meeting Staff	\$177.68
Signage	\$10
Legal Notices	\$19.25
Agenda Management Software	\$82.03
Town Incurred Cost	\$630.81
Current Fee Charged for Service	\$300

Fee Justification

- **Staff Preparation:** Staff receives an application and creates a detailed staff report that serves as the foundation for the Board of Zoning Appeals' decision making. This process involves analysis of the Town ordinances as it applies to the specific request, ensuring each request is evaluated for regulatory compliance. A critical role played by staff involves the identification of potential alternatives that may better align with the intent of the ordinance while still meeting the applicant's goal. This report provides the Board with details from which to make an informed decision. Furthermore, staff also creates an agenda, minutes, and packet through the agenda management software. In preparation, staff also performs several site visits to post signage and gather photographs. These photographs are used in a slideshow that are presented during the meeting to help provide a visual understanding of the property and request being presented.
- **Meeting Staff:** The meeting staff are members who regularly attend Board of Zoning Appeals meetings to support the Board by providing technical responses to questions asked. Key departmental personnel in attendance include Codes and Planning. To meet legal and public-access, meetings are also attended by legal counsel and a media coordinator, who facilitates the broadcast of proceedings via the local cable network and social media channels.
- **Signage:** Staff places signage on requested property to notify the public of requests being presented for consideration.
- **Legal Notices:** In accordance with the Tennessee Open Meetings Act, TCA 8-44-103, the Town is required to provide adequate public notice of all regular and special meetings. This is the cost associated with publishing a notice of meeting dates. In addition, pursuant to Tennessee House Bill 2425 / Senate Bill 2422, legal notices are required to be published in general circulation advertising the public hearing.
- **Agenda Management Software:** The Town has a contract with a company to provide agenda management services for all boards and committees.

Grading Permit - *Public Works Department*

Grading Permit fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, meetings with applicant and inspections throughout the life of a project.



Item	Associated Cost
Staff Plan Review	\$334.88
Pre-Construction	\$167.44
Inspections	\$3,432.52
Bond	\$41.86
Town Incurred Cost	\$3,976.70
Current Fee Charged for Service	\$200 + (100 x Acres Rounded to Nearest Hundreth)

Fee Justification

- **Grading Permit Review:** To ensure a comprehensive review, staff facilitates independent evaluations. These evaluations last a varied amount of time based on the size and complexity of the project, if there is a floodplain onsite, water ways onsite, sinkholes onsite, etc. Also the number of subsequent reviews based on responses to comments varies depending on quality of submittal. The Storm Water Coordinator documents these collective comments into a single consolidated list for the applicants. Additionally, staff is responsible for the preparation of the Grading Permit Package.
- **Pre-Construction:** Staff initiates the pre-construction phase by securing a finalized, approved set of plans and coordinating the submittal of all required technical documentation with the applicant. A primary focus during this stage is the on-site inspection of initial Erosion Prevention and Sediment Control (EPSC) measures; staff may conduct multiple follow-up inspections to ensure full regulatory compliance. Once EPSC measures are formally approved, staff facilitates a pre-construction meeting to establish the project timeline and define all specific stormwater management requirements.
- **Inspections:** Throughout the duration of a project, Town inspectors conduct bi-weekly site assessments to monitor erosion control measures, identify technical deficiencies, and mandate necessary modifications. Depending on the development's scope, staff may also perform lot-by-lot inspections to ensure site stability. Developers are required to coordinate with staff for milestones of development, including initial erosion control verification, final lot grading, and sidewalk compliance. Furthermore, staff performs roadway inspections and verifies all stormwater infrastructure prior to burial to ensure long-term structural integrity. A comprehensive final inspection is required before a Certificate of Occupancy is issued, ensuring all Town standards have been met.
- **Bond:** Staff conducts a verification process of all stormwater systems—whether located within dedicated easements or on private property. This process confirms that all infrastructure is installed precisely according to the approved engineering plans and is fully operational as designed. Additionally, staff performs final inspections of all sidewalks and roadways as a prerequisite for bond adjustment or release, ensuring these public assets meet all quality and safety standards.

Building Permit - Codes Department

Building Permit fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, collecting required applicant information, fielding questions and inspections throughout the life of a project.



Item	Associated Cost
Administration Staff Review Office Coordinator & Admin. Asst.	\$147
Administrative Staff Review Building Official	\$39.65
Inspections	\$2,402.40
Town Incurred Cost	\$2,589.05
Current Fee Charged for Service	\$0.45 per Square Foot

Fee Justification

- **Administrative Staff Review - Office Coordinator & Administrative Assistant:** The application for a permit is received by the permits office and reviewed for compliance which includes an appropriate site plan and contact information. The permit is then forwarded to the codes official who checks for compliance with zoning regulations, approved plats, eagleview, or actual site visits. The permit is then prepared for permitting by compiling contractor licensing, workers comp, floodplain review, business license, school facilities tax, etc. Any of these processes may involve multiple back and forth with numerous people.
- **Administrative Staff Review - Building Official:** Inspecon requests are received and reviewed for compliance by administrative staff and then assigned to the inspectors area. Administrative staff also fields questions and inquiries regarding these inspections. After the project is completed, the administrative staff will complete the closeout of the project and issue the Certificate of Occupancy to the permit holder.
- **Inspections:** Once the building inspection is assigned, the inspector completes the inspection and enters it into Respond to notify the permit holder the status of the inspection. Typical inspections include: footing, plumbing in slab, slab, framing, r/i plumbing and mechanical, insulation, and final inspections.

Plan Review - *Codes Department*

Plan Review fees are used to cover all costs incurred by the Town to process the application including staff hours reviewing the request, collecting required applicant information, fielding questions.



Item	Associated Cost
Building Codes Office Coordinator & Admin. Asst.	\$73.50
Building Codes Building Official	\$317.24
Utilities Department	\$321.50
Fire Department	\$96.84
Planning Department	\$49.70
Town Incurred Cost	\$858.78
Current Fee Charged for Service	\$0.225 per Square Foot; up to \$5,000

Fee Justification

- **Plan Review:** The application for a plan review is received by the permits office and reviewed for compliance which includes an appropriate site plan and contact information. The plan review is then forwarded to the codes official, zoning, public works, utilities, and fire department for individual review. Each department checks their particular area initiating contact with the applicant to resolve issues. Once all items have been resolved, the administrative staff will ensure that all fees are collected (plan review, tap fees). The permit is then prepared for permitting by compiling contractor licensing, workers comp, floodplain review, business license, school facilities tax, development fees, etc. Any of these processes may involve multiple back and forth with numerous people.

Item	Associated Cost
Building Codes Office Coordinator & Admin. Asst.	\$18.38
Building Codes Building Official	\$475.86
Town Incurred Cost	\$494.24
Current Fee Charged for Service	\$400

Fee Justification

- Temporary Certificate of Occupancy Issuance:** The TCO application for a plan review is received by the building official; reviewed for compliance. The building official will then confirm with zoning, public works, utilities, and fire department for individual review and compile a list of pending issues. The TCO is issued by the building official.

Electric Permit; Single & Multi-Family Over 1,000 Amps - *Codes Department*

Electric Permit fees are used to cover all costs incurred by the Town to process the request including staff hours reviewing the request, collecting required applicant information, fielding questions and conducting inspections.



Item	Associated Cost
Building Codes Office Coordinator & Admin. Asst.	\$110.25
Building Codes Electrical Inspector	\$246.90
Town Incurred Cost	\$357.15
Current Fee Charged for Service	\$400

Fee Justification

- **Office Coordinator & Administrative Assistant:** The application for a permit is received by the permits office and reviewed for compliance and then is prepared for permitting.
- **Electrical Inspector**
 - Inspection requests are received and reviewed for compliance by administrative staff and then assigned to the inspectors area. Administrative staff also fields questions and inquiries regarding these inspections. After the project is completed the administrative staff will complete the closeout of the project.
 - Once the electrical inspection is assigned, the inspector completes the inspection and enters it into Respond to notify the permit holder the status of the inspection. Typical inspections include: temp pole, rough in, service release, ditch, and final inspections. Because of the scope of these inspections, these are usually broken down into several different inspections at each level.

Electric Permit; Non-Residential Over 1,000 Amps - *Codes Department*

Electric Permit fees are used to cover all costs incurred by the Town to process the request including staff hours reviewing the request, collecting required applicant information, fielding questions and conducting inspections.



Item	Associated Cost
Building Codes Office Coordinator & Admin. Asst.	\$73.50
Building Codes Electrical Inspector	\$246.90
Town Incurred Cost	\$320.40
Current Fee Charged for Service	\$300

Fee Justification

- **Office Coordinator & Administrative Assistant:** The application for a permit is received by the permits office and reviewed for compliance and then is prepared for permitting.
- **Electrical Inspector**
 - Inspection requests are received and reviewed for compliance by administrative staff and then assigned to the inspectors area. Administrative staff also field questions and inquires regarding these inspections. After the project is completed, the administrative staff will complete the closeout of the project.
 - Once the electrical inspection is assigned, the inspector completes the inspection and enters it into Respond to notify the permit holder the status of the inspection. Typical inspections include: temp pole, rough in, service release, ditch, and final inspections. Because of the scope of these inspections, these are usually broken down into several different inspections at each level.

Electric Permit; Temporary Pole Over 1,000 Amps - *Codes Department*

Electric Permit fees are used to cover all costs incurred by the Town to process the request including staff hours reviewing the request, collecting required applicant information, fielding questions and conducting inspections.



Item	Associated Cost
Building Codes Office Coordinator & Admin. Asst.	\$36.75
Building Codes Electrical Inspector	\$164.60
Town Incurred Cost	\$201.35
Current Fee Charged for Service	\$350

Fee Justification

- **Office Coordinator & Administrative Assistant:** The application for a permit is received by the permits office and reviewed for compliance and then is prepared for permitting.
- **Electrical Inspector**
 - Inspection requests are received and reviewed for compliance by administrative staff and then assigned to the inspectors area. Administrative staff also field questions and inquires regarding these inspections. After the project is completed the administrative staff will complete the closeout of the project.
 - Once the electrical inspection is assigned, the inspector completes the inspection and enters it into Respond to notify the permit holder the status of the inspection. Because of the scope of these inspections, these are usually broken down into several different inspections at each level.