



**OFFICE OF THE CITY CLERK
COUNCIL ACTION FORM**

SUBJECT: Resolution 22-11049, establishing and revising
Planning and Engineering Divisions' fees for FY23-24

Council Meeting Date: June 25, 2022

Vote: Unanimously Approved

**Shaw, Gulick, Neese, Owen, Joy, Choriki, Tidswell,
Purinton, Boyett, Rupsis, Mayor Cole**

RESOLUTION 22-11049

**A RESOLUTION OF THE CITY OF BILLINGS, MONTANA PURSUANT
TO §7-1-4123(7) MCA AND §3.01 OF THE CITY CHARTER
AUTHORIZING AND ESTABLISHING FEES ASSOCIATED WITH
VARIOUS APPLICATIONS AND SERVICES PROVIDED BY THE
PUBLIC WORKS DEPARTMENT, AND PURSUANT TO ORDINANCE
NO. 4314, AMENDED BY ORDINANCE NO. 4494, FOR FEES
ASSOCIATED WITH VARIOUS APPLICATIONS AND SERVICES
PROVIDED BY THE CITY PLANNING DIVISION.**

WHEREAS, §7-1-4123(7) MCA provides that the imposition of a special assessment reasonably related to the cost of a special service or special benefit provided by a municipality or the imposition of a fee for the provision of a service is a legislative power of a municipality; and

WHEREAS, Ordinance No. 4314, amended by Ordinance No. 4494, provides that application fees shall be established by Resolution; and

WHEREAS, §3.01 of the City Charter vests all powers of the city in the Council and Mayor as the legislative branch;

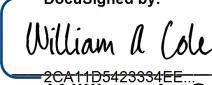
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

1. PLANNING AND PUBLIC WORKS FEES. The following fees as shown in Exhibit A are hereby established and are payable upon application;
2. EFFECTIVE DATE. The fees established herein and shown on Exhibit A shall become effective July 1, 2022 and remain in effect thereafter until changed by resolution.

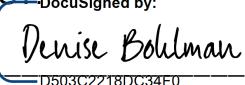
PASSED AND ADOPTED this 27th day of June, 2022.



CITY OF BILLINGS

DocuSigned by:
BY: 
William A. Cole, Mayor

ATTEST: DocuSigned by:

BY: 
Denise R. Bohlman, City Clerk

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Exhibit A

FY 23 & 24 Planning Application Fees

Subdivision Application Review Fees		Existing Fee Combined PLN/ENG	Proposed Engineering Fee FY23/24	Proposed FY23 (3%) PLN only	FY23 Combined PLN/ENG	Proposed FY24 (3%) PLN only	FY24 Combined PLN/ENG
Preapplication Meeting		\$ 702	240	\$ 496.46	\$ 736	\$ 511	\$ 751
Preliminary Major Plat	6 to 40 lots	\$ 4,359	770	\$ 3,763.62	\$ 4,534	\$ 3,877	\$ 4,647
	41 to 200 lots	\$ 7,090	770	\$ 6,576.55	\$ 7,347	\$ 6,774	\$ 7,544
	Over 200 lots	\$ 7,090	770	\$ 6,576.55	\$ 7,347	\$ 6,774	\$ 7,544
Preliminary Minor Plat		\$ 2,763	355	\$ 2,511.14	\$ 2,866	\$ 2,586	\$ 2,941
Preliminary Subsequent Minor Plat		\$ 2,763	355	\$ 2,511.14	\$ 2,866	\$ 2,586	\$ 2,941
Subdivision Variances (Processed with Subdivision Applications)	Residential/Commercial	628		\$ 647	\$ 647	\$ 666	\$ 666
Phased Subdivision Opening		1732		\$ 1,784	\$ 1,784	\$ 1,837	\$ 1,837
Final Major Plat	6 to 40 lots	\$ 1,987	280	\$ 1,783.96	\$ 2,064	\$ 1,837	\$ 2,117
	41 to 200 lots	\$ 3,299	480	\$ 2,944.77	\$ 3,425	\$ 3,033	\$ 3,513
	Over 200 lots	\$ 3,299	480	\$ 2,944.77	\$ 3,425	\$ 3,033	\$ 3,513
Final Minor Plat		\$ 1,838	280	\$ 1,630.49	\$ 1,910	\$ 1,679	\$ 1,959
Final Subsequent Minor Plat		\$ 1,838	280	\$ 1,630.49	\$ 1,910	\$ 1,679	\$ 1,959
Expedited Plat		\$ 1,835	380	\$ 1,529.55	\$ 1,910	\$ 1,575	\$ 1,955
Exempt Plat		200		\$ 200		\$ 200	\$ 200
Corrections or Vacations of Recorded Final Subdivision plats		309		\$ 318	\$ 318	\$ 328	\$ 328
Corrections or Adjustments to Plats, Conditions and Supporting Documents		309		\$ 318	\$ 318	\$ 328	\$ 328
Minor Adjustments		309		\$ 318	\$ 318	\$ 328	\$ 328
Major Adjustments	6 to 40 lots	1540		\$ 1,586	\$ 1,586	\$ 1,634	\$ 1,634
	41 to 200 lots	4621		\$ 4,760	\$ 4,760	\$ 4,902	\$ 4,902
	Over 200 lots	6161		\$ 6,346	\$ 6,346	\$ 6,536	\$ 6,536
TAS/TIS Review		680	680		\$ 740		\$ 740
TAS/TIS Update Review		364	400		\$ 400		\$ 400

Exhibit A

FY 23 & 24 CITY Planning Application Fees

Zoning and Other Applications		Existing Fee	Proposed FY23	Proposed FY24
Annexations		\$ 1,307	\$ 1,396	\$ 1,438
Deannexations		\$ 1,307	\$ 1,396	\$ 1,438
Limits of Annexation Map Amendment Urban Planning Study		\$ 817	\$ 1,346	\$ 1,387
Zone Change + Postage (.40 per mailing)	Residential	\$ 1,062	\$ 1,514	\$ 1,559
	Commercial	\$ 1,470		
Planned Neighborhood Development + Postage (.40 per mailing)	Neighborhood	\$ 1,400	\$ 2,300	\$ 2,369
	Comm/MU/TC	\$ 2,250		
Land Use Contrary to Zoning + (.40 per mailing)		\$ 121	\$ 546	\$ 563
Special Review + (.40 per mailing)	Residential	\$ 1,062	\$ 1,144	\$ 1,178
	Commercial	\$ 1,470	\$ 1,564	\$ 1,611
Variance + (.40 per mailing)	Residential	\$ 531	\$ 596.93	\$ 615
	Commercial	\$ 653	\$ 850.00	\$ 876
Planned Unit Development + (.40 per mailing)	<5 Acres	\$ 1,223	\$ 2,069	\$ 2,131
	>5 Acres	\$ 1,960		
Administrative Relief	Base	\$ 175	\$ 200	\$ 206
	Additional Req.	\$ 75	\$ 75	\$ 75
Landscape Plan	<1 Acre	\$ 230	\$ 237	\$ 244
	1-3 Acres	\$ 345	\$ 355	\$ 366
	3-5 Acres	\$ 460	\$ 474	\$ 488
	5+ Acres	\$ 575	\$ 592	\$ 610
Proportionate Compliance	Base	\$ 115	\$ 200	\$ 206
	Site (Add)	\$ 75	\$ 75	\$ 75
	Structure (Add)	\$ 50	\$ 50	\$ 50
Concept Development Meeting (PND, MSP, Other Inquiries)		\$ 482	\$ 496	\$ 511
Temporary Use Permit	Initial Review	\$ 247	\$ 254	\$ 262
	Annual Review	\$ 163	\$ 168	\$ 173
	Bond	\$ 1,650	\$ 1,650	\$ 1,650
Short Term Rental License	Initial Review		\$ 150	\$ 155
	Annual Review		\$ 75	\$ 79
Zoning Clarification		\$ 77	\$ 81	\$ 83
Zoning Compliance	Residential	\$ 77	\$ 150	\$ 155
	Commercial	\$ 115		
Master Site Plan Review (Includes \$357 Eng. Fee)		\$ 1,431	\$ 1,576	\$ 1,623
Plan Review	Residential	\$ 77	\$ 135	\$ 139
	Commercial	\$ 115	\$ 225	\$ 232
Signs	Application	\$2/sq. ft.	\$2/sq. ft.	\$2/sq. ft.
	Permit	\$1/sq. ft.	\$1/sq. ft.	\$1/sq. ft.
	Face Change	\$ 28	\$ 30	\$ 30
Fence Permit		\$ 30	\$ 35	\$ 36
Resubmittals Within 1 year of a withdrawal request, plus required postage .40 per mailing	Zone Change & PND	\$ 817	\$ 1,000	\$ 1,030
	Special Review	\$ 817	\$ 1,000	\$ 1,030
	Variance	\$ 817	\$ 1,000	\$ 1,030
TAS/TIS		\$ 680	\$ 740	\$ 740
TAS/TIS Update		\$ 364	\$ 400	\$ 400
TAS/ Traffic and Queing Mitigation		\$ 125	\$ 135	\$ 135

Exhibit A

FY 23 & 24 Engineering Division Plan Review Fees

		Current Fee	Proposed Fee
Plan Review	Comm/Multi (< 1 acre)	\$220.00	\$250.00
Plan Review	Comm/Multi (>= 1 acre)	\$880.00	\$1,000.00
Plan Review	Garage	\$80.00	\$85.00
Plan Review	Residential	\$130.00	\$140.00

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Initials: 0

Denise Bohlman

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Stamps: 1

bohlmand@billingsmt.gov

Enveloped Stamping: Enabled

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William A Cole



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coleb@billingsmt.gov

Viewed: 6/29/2022 9:53:27 PM

Mayor

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Denise Bohlman



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bohlmand@billingsmt.gov

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City Clerk

City of Billings

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Carbon Copy Events	Status	Timestamp
Toni Keehner keehnert@billingsmt.gov Deputy City Clerk City Clerk Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/30/2022 7:37:29 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/29/2022 3:30:44 PM
Certified Delivered	Security Checked	6/30/2022 7:37:22 AM
Signing Complete	Security Checked	6/30/2022 7:37:28 AM
Completed	Security Checked	6/30/2022 7:37:29 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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