

## RESOLUTION 24-11215

### A RESOLUTION AUTHORIZING AND ESTABLISHING FEES ASSOCIATED WITH VARIOUS APPLICATIONS AND SERVICES PROVIDED BY THE PUBLIC WORKS DEPARTMENT AND FOR FEES ASSOCIATED WITH VARIOUS APPLICATIONS AND SERVICES PROVIDED BY THE CITY PLANNING DIVISION

WHEREAS, §7-1-4123(7) Mont. Code Ann. 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, §3.01 of the City Charter vests all powers of the city in the Council and Mayor as the legislative branch; and

WHEREAS, §76-3-602, Mont. Code Ann. provides that the governing body may establish reasonable fees to be paid by the subdivider to defray the expense of reviewing subdivision applications; and

WHEREAS, §§ 23-1106, 27-106, and other applicable sections of the Billings Montana, City Code provide that fees, charges, and expenses related to the Planning Division may be established by resolution; and

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

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; and
2. EFFECTIVE DATE. The fees established herein and shown on Exhibit A shall become effective August 1, 2024, and remain in effect thereafter until changed by resolution.

PASSED AND ADOPTED this 8th day of July, 2024.

CITY OF BILLINGS

By: William A. Cole  
William A. Cole, Mayor

ATTEST:

By: Denise R. Bohlman  
Denise R. Bohlman, City Clerk



EXHIBIT A FY 25 & 26 City of Billings Planning Application Fees								
Subdivision Application Review Fees	Existing FY 24 Fees Combined PLN/ENG	Proposed FY25 (5%) Planning Fee	Proposed FY 25 (30%) Engineering Fee	Proposed FY 25 Combined PLN/ENG	Proposed FY26 (5%) Planning Fee	Proposed FY 26 (10%) Engineering Fee	Proposed FY 26 Combined PLN/ENG	
Pre-application Meeting (required by regulations)	\$ 751	537	315	852	\$ 563	347	910	
Preliminary Major Plat	6 to 40 lots	\$ 4,647	4,071	1000	5,071	\$ 4,274	1100	5,374
	41 to 200 lots	\$ 7,544	7,113	1000	8,113	\$ 7,468	1100	8,568
	Over 200 lots	\$ 7,544	7,113	1000	8,113	\$ 7,468	1100	8,568
Preliminary Minor Plat	\$ 2,941	2,715	460	3,175	\$ 2,851	506	3,357	
Preliminary Subsequent Minor Plat	\$ 2,941	3,009	460	3,469	\$ 3,160	506	3,666	
Subdivision Variances (Processed with Residential & Subdivision Applications)	666	699		699	\$ 734		734	
Phased Subdivision Opening	1837	1,929		1,929	\$ 2,025		2,025	
Final Major Plat	6 to 40 lots	\$ 2,117	1,929	365	2,294	\$ 2,025	402	2,427
	41 to 200 lots	\$ 3,513	3,185	630	3,815	\$ 3,344	693	4,037
	Over 200 lots	\$ 3,513	3,185	630	3,815	\$ 3,344	693	4,037
Final Minor Plat	\$ 1,959	1,768	365	2,133	\$ 1,856	402	2,258	
Final Subsequent Minor Plat	\$ 1,959	1,763	365	2,128	\$ 1,851	402	2,253	
Expedited Plat	\$ 1,955	1,654	500	2,154	\$ 1,736	550	2,286	
Abbreviated Plat	\$ 1,955	1,654	500	2,154	\$ 1,736	550	2,286	
Exempt Plat	200	400		400	\$ 400		400	
Corrections or Vacations of Recorded Final Subdivision Plats	328	344		344	\$ 362		362	
Corrections or Adjustments to Conditions and/or Supporting Documents	328	344		344	\$ 362		362	
Minor Adjustments	328	344		344	\$ 362		362	
Major Adjustments	6 to 40 lots	1634	1,716	1,716	\$ 1,801		1,801	
	41 to 200 lots	4902	5,147	5,147	\$ 5,404		5,404	
	Over 200 lots	6536	6,863	6,863	\$ 7,206		7,206	
TAS/TIS Review	740		900	900	\$ -	990	990	
TAS/TIS Update Review	400		520	520	\$ -	572	572	

**EXHIBIT A FY 25 & 26 City of Billings Planning Application Fees**

	Existing FY 24 Fees (Combined PLN/ENG)	Proposed FY 25 ENG Fee 30% Increase	Proposed PLN FY25 Fee 5%	Proposed FY 25 Combined PLN/ENG	Proposed FY 26 ENG Fee 10 % Increase	Proposed PLN FY26 5% Increase	Proposed FY 26 Combined PLN/ENG
<b>Zoning and Other Applications</b>							
Annexations	\$ 1,438		\$ 1,510	\$ 1,510		\$ 1,585	\$ 1,585
Deannexations	\$ 1,438		\$ 1,510	\$ 1,510		\$ 1,585	\$ 1,585
Limits of Annexation Map Amendment Urban Planning Study	\$ 1,387		\$ 1,456	\$ 1,456		\$ 1,529	\$ 1,529
Zone Change + Postage*	\$ 1,559		\$ 1,637	\$ 1,637		\$ 1,719	\$ 1,719
Planned Neighborhood Development + Postage*	\$ 2,369		\$ 2,487	\$ 2,487		\$ 2,612	\$ 2,612
Land Use Contrary to Zoning + Postage*	\$ 563		\$ 591	\$ 591		\$ 621	\$ 621
Special Review + Postage*	Residential Commercial	\$ 1,178 \$ 1,611	\$ 1,237 \$ 1,692	\$ 1,237 \$ 1,692		\$ 1,299 \$ 1,776	\$ 1,299 \$ 1,776
Variance + Postage*	Residential Commercial	\$ 615 \$ 876	\$ 646 \$ 920	\$ 646 \$ 920		\$ 678 \$ 966	\$ 678 \$ 966
Planned Unit Development + Postage*		\$ 2,131	\$ 2,238	\$ 2,238		\$ 2,349	\$ 2,349
Administrative Relief	Base Additional Req.	\$ 206 \$ 75	\$ 216 \$ 79	\$ 216 \$ 79		\$ 227 \$ 83	\$ 227 \$ 83
Landscape Plan	<1.5 Acre >1.5 - 3 acres >3 - 5 Acres >5 Acres	\$ 244 \$ 366 \$ 488 \$ 610	\$ 256 \$ 384 \$ 512 \$ 641	\$ 256 \$ 384 \$ 512 \$ 641		\$ 269 \$ 404 \$ 538 \$ 673	\$ 269 \$ 404 \$ 538 \$ 673
Proportionate Compliance	Base Side (Add) Structure (Add)	\$ 206 \$ 75 \$ 50	\$ 216 \$ 79 \$ 53	\$ 216 \$ 79 \$ 53		\$ 227 \$ 83 \$ 55	\$ 227 \$ 83 \$ 55
Temporary Use Permit	Initial Review Annual Review Bond	\$ 262 \$ 173 \$ 1,650	\$ 275 \$ 182 \$ 1,650	\$ 275 \$ 182 \$ 1,650		\$ 289 \$ 191 \$ 1,650	\$ 289 \$ 191 \$ 1,650
Short Term Rental Permit (annual)		\$ 150	\$ 300	\$ 300		\$ 300	\$ 300
Master Site Plan Preapplication Meeting		\$ 511	\$ 537	\$ 537		\$ 563	\$ 563
Master Site Plan Review (Includes Engineering Review Fee)		\$ 1,623	\$ 460	\$ 1,329	\$ 1,789	\$ 500	\$ 1,396
Signs	Application Permit	\$2/sf \$1/sf	\$2/sf \$1/sf	\$2/sf \$1/sf		\$2.50 /sf \$1.50/sf	\$2.50 /sf \$1.50/sf
Fence Permit		\$ 36	\$ 38	\$ 38		\$ 40	\$ 40
Resubmittals Within 1 year of a withdrawal request + Postage*	Zone Change PND or PD Special Review - Residential Special Review - Commercial Variance - Residential Variance - Commercial	\$ 1,030 \$ 1,030 \$ 1,030 \$ 1,030 \$ 1,030 \$ 1,030		\$ 818 \$ 1,244 \$ 618 \$ 846 \$ 323 \$ 460	\$ 818 \$ 1,244 \$ 618 \$ 846 \$ 323 \$ 460	\$ 859 \$ 1,306 \$ 649 \$ 888 \$ 339 \$ 483	\$ 859 \$ 1,306 \$ 649 \$ 888 \$ 339 \$ 483
Zoning Clarification	Written On-Site Visit	\$ 83 \$ 155	\$ 87 \$ 163	\$ 87 \$ 163		\$ 92 \$ 171	\$ 92 \$ 171
Code Interpretation		\$ -	\$ 100	\$ 100		\$ 105	\$ 105
Plan Review Fee	Residential Commercial	\$ 139 \$ 232	\$ 146 \$ 244	\$ 146 \$ 244		\$ 153 \$ 256	\$ 153 \$ 256
Minor Modifications to Approved Applications (Sec 27-1611.C)		\$ -	\$ 216	\$ 216		\$ 277	\$ 277
Master Site Plan TAS/TIS		\$ 740	900	\$ 900	\$ 990	\$ 990	\$ 1,980
Master Site Plan TAS/TIS Update		\$ 400	520	\$ 520	\$ 572	\$ 572	\$ 1,144
TAS/Traffic and Queueing Mitigation		\$ 135	135	\$ 135	\$ 140	\$ 140	\$ 280

\*Postage will be charged based on United States Postal Service postcard rate per mailing recipient.

**EXHIBIT A FY 25 & 26 Engineering Division Plan Review Fees**

		Current Fee	Proposed FY 25 Fee	Proposed FY 26 Fee
Plan Review	Comm/Multi (< 1 acre)	\$ 250	\$ 330	\$ 360
Plan Review	Comm/Multi (>= 1 acre)	\$ 1,000	\$ 1,020	\$ 1,050
Plan Review	Garage	\$ 85	\$ 90	\$ 90
Plan Review	Residential	\$ 140	\$ 155	\$ 160