

**Policy for HSCD Fee Schedule beginning July 1, 2011 The Fees shall be:**

- The charge will be an initial upfront deposit of \$80 per acre based on the Limit of Disturbance, plus \$100 application fee, with a limit of \$1800 on the initial submission.
- This would be followed by payment of \$100 per hour for the time spent on plan reviews thereafter. This applies to all plans coming to the Howard Soil Conservation District, including pond safety & As-built reviews, with the exception of single lot residential grading plans (GP's).
- A flat fee of \$250 will be charged for single lot residential grading plans with a Limit of Disturbance 2.0 acres or less. Larger LOD's will be charged at the rate for larger plans (\$80 per acre based on the Limit of Disturbance, plus \$100 application fee, with a limit of \$1800 on the initial submission).

**Operating Policy:**

1. Billings will be completed monthly,
2. Plan Reviewers will keep track of the time spent reviewing each plan and record the time in a database noting plan, date and time spent.
3. Time spent will include administrative time such as phone calls, research, database input, bill development by the reviewer, internal and external meetings and discussions regarding the project etc.
4. Billing will be to the nearest half hour
5. The \$100 per hour cost will be counted toward the use of the initial payment of \$80 per acre LOD. Once the initial fee is used, if it is fully utilized, then the cost will be \$100 per hour.

Example: A plan has 10 acres LOD, the initial fee at the time of submittal would be \$100 application fee plus (\$80 X 10 acres =) \$800 for a total of \$900. The \$800

gives 8 hours of review time toward the life of the review process. Once the review time exceeds the 8 hours then the charge is \$100 per hour.

6. There will be no refunds if the initial payment is in excess of the time spent on plan reviews through to final signature.
7. It is expected that a plan will go through the following sequence: ECP (initial submission) – Sketch – Preliminary – Final – Site Development Plan.
8. Additional plan review requirements may include Redlines, As-builts, Field Revisions, Plats and Signature Updates. These will be billed at the \$100 per hour rate after the initial fee submission exhausted (see #5).
9. Additional acreage on subsequent plans will be billed at the \$80 per acre rate. No refunds for less acreage on subsequent plans.