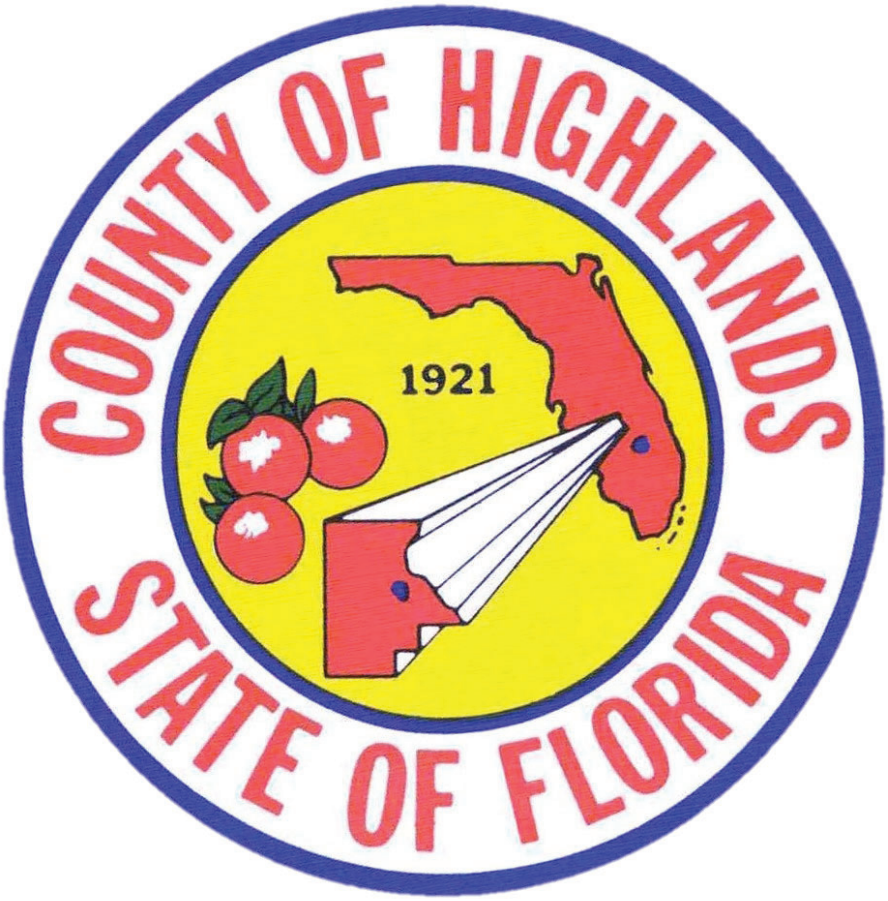
HIGHLANDS COUNTY
SCHEDULE OF FEES



Effective October 01, 2026

Highlands County Engineering
505 South Commerce Avenue
Sebring, FL 33870
(863) 402-6877

FY 26-27

Starting Work Without a Permit

Work without a permit: If any work is commenced without permit, the penalty will be a $100.00 fee. This penalty will be in addition to the permit fee which will be assessed.

Refund Policy

Please be aware that refunds <u>will not be</u> granted on requests involving:

- Permit fees of $70.00 or less
- Permits which have expired
- Permits under which inspections were made and/or work has commenced
- Permits having a change of contractor
- Request received after 48 hours for an Existing Driveway Permit, or three months after permit issuance for new construction

Refunds Where New Construction Permits Will Not Be Used:

A full refund less $100.00 or 50% of the permit fee, whichever is greater rounded to the nearest dollar, shall be granted to the permit holder providing:

- The department receives a written request from the permit holder requesting cancellation and refund, must include the permit number and/or job location
- The permit holder submits with the request a copy of the original validated receipt; if the original validated receipt is not available, a copy of the cancelled check or financial statement will be accepted
- No work has been performed under the permit
- The permit is still valid
- The permit has not been revoked
- The refund request is received within 90 days after permit issuance
- The cost of the permit exceeded $100.00

Refunds of Overcharge

For refunds of an overcharge of permit fees, the following must be submitted:

- Letter from the permit holder requesting a refund explaining the overcharge, which must include the permit # and/or job location
- Copy of the original validated receipt; if the original validated receipt is not available, a copy of the cancelled check or financial statement will be accepted
- The permit is still valid
- The permit has not been revoked

Full Refunds

Full refunds are granted only in cases where an error has occurred on the part of the department, such as in cases where the permit is issued for work outside the jurisdiction of the Engineering Department. Refunds are not given on duplicated permits submitted/issued by the contractor and/or owner.

Where to Direct Your Refund Request:

Highlands County Engineering Department
505 S. Commerce Ave.
Sebring, FL 33870
driveway@highlandsfl.gov

Comprehensive Plan Map Amendments *

Preliminary Concurrency Evaluation	$80.00
Traffic Study Methodology Pre-Application Conference	$300.00
Traffic Impact Analysis Review	$600.00

Development Review *

Concurrency Review

Small Project w/Analysis by County Engineer	$300.00
Project w/ Minor Traffic Impact Analysis (TIA) **	$400.00
Project w/ Major Traffic Impact Analysis (TIA) **	$600.00
Pre-Application Conference-	$300.00
Traffic Study Methodology Review and Pre-Application Conference **	$300.00

Development of Regional Impact or Large Scale Comprehensive Plan Amendments Adopted Per State Coordinated Review Process *

Base Fee	$3,000.00
Additional Charge per Acre over 400 Acres	$5.00
Substantial Deviation (DRI)	$1,000.00
Annual Review Fee	$300.00

Flood Hazard Development *

Flood Hazard Development Permit	$500.00

Improvement (Development) Plans Review *

Improvement Plans / Off-Site Improvement Plans Review (Per Sheet)	$500.00
Revision of Previously Approved Improvement Plan (Per sheet)	$350.00

Planned Development District Review *

Base Fee	$3,000.00
Additional Charge Per Acre Over 400 Acres	$5.00
Post Approval Revisions Review/Text Amendments	$1,000.00
Annual Review Fee	$300.00

Commercial Development *

Preliminary or Final Site Plan Review (Per sheet)	$500.00
Commercial Driveway (Connection) Permit	$800.00
Revision of Previously Approved Preliminary or Final Plan (Per sheet)	$350.00
Site Plan Exemption	$400.00
Variance Requests to Land Development Regulations	$350.00

Master Park Plan *

RV and Mobile Home Parks Review (Per sheet)	$500.00

Preliminary Plat Review *

(Some Commercial Developments May Follow These Procedures)

Permanent Control Points	$7.00
1-50 Property Corners, Permanent Reference Monuments	$700.00
Each Additional 1-50 Corners, Permanent Reference Monuments	$300.00

Final Plat Review and Field Locate All Corners *

(Some Commercial Developments May Follow These Procedures)

1-50 Property Corners, Permanent Reference Monuments	$700.00
Each Additional 1-50 Corners, Permanent Reference Monuments	$300.00

Mining Permits*

Base Fee, Plan Review (Per sheet)	$500.00
Per Mining Acre	$10.00
Annual Review Fee	$500.00

***There shall be a maximum of two reviews for each project type. If insufficient information is provided with the second submittal, the application shall be denied, and a new application shall be filed along with the applicable review fees.**

**** Traffic Study Methodology Reviews shall be required for all Traffic Impact Analyses; however, a Pre-Application Conference is optional for Minor Traffic Impact Analysis.**

Residential Driveway Permit*

(All with Grades Set)

New Driveway, One Access	$250.00
Existing Driveway Inspection	$80.00
Conversion, Existing Driveway to New Driveway, One Access	$170.00

Conversion, Existing Driveway to New Driveway, Two Access Points	$200.00
New Driveway, Two Access Points	$280.00
Renewal of Expired Permit	$70.00
Resetting of Grade Stakes	$80.00
Re-Inspection of Finals	$80.00
Pre-pour Re-Inspection	$80.00
Ditch Closure/Modification (Includes Grades)	$400.00
Road Damage (Per square yard)	$90.00
Red Tag Fee	$100.00
Repair or Replacement of Driveway, One Access	$150.00
Repair or Replacement of Driveway, Two Access Points	$180.00

Right-of-Way Use Permits

Temporary Use	$400.00
Temporary Road Closure (TTC Required)	$200.00
Temporary Road Closure (No TTC Required)	$100.00
Other Right-Of-Way Construction	$400.00
General Utility Permit	$400.00
House Moving Permit	$400.00
Unauthorized work within the Right-Of-Way (plus restoration)	$1,000.00
Visibility Triangle Review	$25.00

Vacation of Right-of-Way or Easements

Encroachment Agreement	$300.00
Vacation of Right-of-Way – Preliminary Review	$200.00
Vacation of Right-of-Way – Secondary Review (includes $200 from Preliminary)	$1,000.00
Vacation of Right-of-Way Due to Existing Encroachments	$1,200.00
Vacation of Easement – Preliminary Review	$200.00
Vacation of Easement – Secondary Review (includes $200 from preliminary)	$1,000.00
Vacation of Easement Due to Existing Encroachments	$1,200.00
Vacation of Plat	$1,200.00

GIS/Addressing

Address Assignment or Change	$35.00 per Address
Address Verification Letter	$15.00
Roadway Rename	$200.00 Base Fee + $35 per Affected Site
Manufacture (and Installation on Public Road) Street Name Sign for Road Renaming (Based on standard 15-character sign)	$150.00 per sign
New Roadway Added to GIS for Commercial or Residential Platting	$ 0.03 per linear foot
Addressing/GIS Pre-Application Meeting Review	$75.00
Addressing/GIS Preliminary Plat Review	$100.00
Addressing/GIS Preliminary Plan Review	$150.00

Media Processing, Manuals & Standards Cost

Land Development Regulations (Hard Copy)	$75.00
Technical Standards Manual (Hard Copy)	$25.00
Map Book of Roads Maintained by Highlands County	$50.00

Copies/Prints (All)

Letter Size (ANSI A, 8.5x11) (F.S. 119.07)	$0.15
Legal Size (F.S. 119.07)	$0.15
Tabloid Size (ANSI B, 11X17)	$0.25
Two Sided- Letter Size (ANSI A, 8.5x11) (F.S. 119.07)	$0.20
Two Sided- Legal Size (F.S. 119.07)	$0.20
Two Sided- Tabloid Size (ANSIB, 11X17)	$0.30

Large Format Printing, Including Color

ARCH A (9x12), ARCH B (12X18), ARCH C (18X24), ARCH D (24X36), including equivalent size in ISO and other international paper standards	$5.00
Paper Sheets of ARCH E (36x48) or larger, including equivalent sizes in ISO (A0 or larger) and other international standards	$10.00

Digital Analysis, Overlay and Associated Manual Work

Basic GIS Services *(Routine Work, Minimal Analysis)* Examples: Simple map creation, basic spatial overlays, digitizing, formatting	$75.00 Per Hour (minimum 1-hour, $50.00 per additional hour)
Advanced GIS Analysis & Custom Mapping *(Moderate Complexity Work)* Examples: Custom map design, large format map design, moderate spatial analysis (buffering, spatial joins, proximity analysis), and data processing	$100.00 Per Hour (minimum 1-hour, $50.00 per additional hour)
Expedited & Rush Order Requests – Same Day or ASAP (if feasible)	+50% surcharge

Electronic Database, Documents, and Digital Map File Retrievals

Minimum Charge (30 minutes)	$15.00
Additional 30 minutes	$10.00