

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: June 16, 2026

Agenda Item: 5C	Prepared by: L. Suzanne Pritchard, PLA, AICP, CFM
Agenda Section: Consent: Resolution	Date: June 11, 2025
Subject: A Resolution to update the Schedule of Application Fees for Planning and Zoning Actions	Division: Planning and Development

Background:

The City’s schedule of Planning and Zoning application fees has not been comprehensively updated in nearly two decades. Current fees for rezonings, Planned Development Districts (PDDs), and subdivisions have been in place since 2007, while the fees for variances and special exceptions have remained unchanged for over forty years. This has led to a system where taxpayers are effectively subsidizing the costs of processing development applications. Additionally, the City has provided zoning letters and address verification letters at no cost, even though these services require staff time and resources. The existing fee structure is no longer sufficient to cover the administrative, technical, and legal review associated with these requests.

Proposal:

Staff recommends adopting a revised schedule of Planning and Zoning Application Fees that aligns with the true cost of processing these requests. The proposed changes include updated fees for subdivisions, variances, and special exceptions to reflect current costs and regional norms. The revised schedule also introduces reasonable fees for zoning verification letters and address verification letters, recognizing the staff time involved. This update supports a more equitable cost recovery approach by ensuring that development applicants, rather than the general taxpayer base, bear the financial responsibility for the services provided.

The below table details the current and proposed fees:

Action		Current Cost	Proposed Cost
Public beach access relocations		\$1,000	\$1,000
Street/Alley Closings		\$600	\$600
Rezonings		\$500	\$500
Minor PDD Amendments		\$0	\$0
Major PDD Amendments		\$500	\$500
PDD Creation	<5 acres	\$1,250	\$1,250
	5-100 acres	\$1,500	\$1,500
	>100 acres	\$2,500	\$2,500
Subdivisions	Exempt	\$0	\$50
	Minor	\$250 + \$10/lot	\$250 + \$10/lot
	Sketch Plan	NA	\$250 + \$10/lot
	Major Preliminary	\$250 + \$10/lot (up to 59 lots)	\$250 + \$10/lot
	Major Final	\$250 + \$10/lot (up to 18 lots)	\$250 + \$10/lot

BZA Variance		\$50	\$250
BZA Special Exception		\$50	\$250
Zoning Letter	Simple	\$0	\$50
	Complex	\$0	\$75
Address Verification Letter		\$0	\$25

Recommended Action:

Adoption of the Resolution

Reviewed by Department Head

Reviewed by City Manager

Reviewed by City Attorney

Council Action:

Motion By _____ 2nd By _____ To _____

RESOLUTION

**A RESOLUTION AUTHORIZING THE UPDATE OF THE
EXISTING SCHEDULE OF APPLICATION FEES FOR
PLANNING AND ZONING ACTIONS TO REFLECT CURRENT
COSTS, PROMOTE EQUITABLE COST RECOVERY, AND
ENSURE CONSISTENCY WITH REGIONAL PRACTICES.**

WHEREAS, the City has not increased the existing schedule of municipal application fees for proposed rezonings, Planned Development Districts, and subdivisions since 2007; and

WHEREAS, the City has not increased the existing schedule of municipal application fees for proposed variances and special exceptions in forty years; and

WHEREAS, an updated fee schedule of municipal application fees would help ensure that the costs of processing and reviewing Planning and Zoning Applications are appropriately covered by the applicants, rather than shifting the burden to the taxpayers of North Myrtle Beach.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Myrtle Beach, that the City update the existing schedule of municipal application fees as follows:

1. Public beach access relocations: \$1,000
2. Street/Alley Closings: \$600
3. Rezonings: \$500
4. Minor PDD Amendments: \$0
5. Major PDD Amendments: \$500
6. PDD Creation <5 acres: \$1,250
7. PDD Creation 5-100 acres: \$1,500
8. PDD Creation >100 acres: \$2,500
9. Exempt Subdivisions: \$50
10. Minor Subdivisions: \$250 + \$10/lot
11. Sketch Plan: \$250 + \$10/lot
12. Major Preliminary Subdivisions: \$250 + \$10/lot
13. Major Final Subdivisions: \$250 + \$10/lot
14. Zoning Variance: \$250
15. Zoning Special Exception: \$250
16. Simple Zoning Letter: \$50
17. Complex Zoning Letter: \$75
18. Address Verification Letter: \$25

DONE, RATIFIED AND PASSED, THIS _____ DAY OF _____, 2025.

ATTEST:

Mayor Marilyn Hatley

Allison K. Galbreath, City Clerk

Resolution: RES 25-10