

Engineering Plan Review Fee Change

Date: April 30, 2020

To: Developers, Builders, and Contractors

From: Greg Peters, P.E., Director of Public Works

CC: Jim Proce, ICMA-CM, PWLF, MBA, City Manager
Justin Clay, Construction & Engineering Superintendent

Re: Fee Change

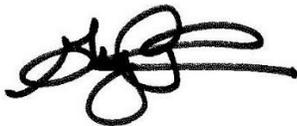
At the April 28, 2020 City Council Meeting, the Council passed an ordinance approving fee changes for engineering review. The goal of these changes is to streamline processes, make fees more consistent with project size, and provide more transparency to the development community on the anticipated fees they will be required to pay for their project. We are moving away from the \$2,500 deposit method which was previously used.

Effective May 1st, engineering plan review fees will be \$250.00 + \$10/Acre for each review. As such, payment will be required with each submittal. The per acre cost is based on the individual phase of the project, and not the overall acreage of a master planned development. It is the goal of the City of Anna to approve engineering plans within three reviews, however there may be specific situations where a 4th or 5th review is required. We believe that this change will result in a reduction in the total plan review cost for most projects.

In addition, the fee for review of separate special plans not included in the regular plan set for the project will have a flat review fee of \$250 per review. This will apply to the following special plan submittal types:

- flood studies
- special water/sewer infrastructure (off-site lift stations, water pressure tanks/standpipes)
- structural plans (retaining walls greater than 4-feet in height submitted separately from a civil package)

Attached is a spreadsheet providing cost examples. If you have any questions please email Justin Clay and I at jclay@annatexas.gov and gpeters@annatexas.gov. Thank you for your cooperation as we work to improve our processes.



Greg Peters, P.E.
Director of Public Works
City of Anna, Texas

Plan Review Fee Structure - Examples						
Fees Paid						
Acreage*	Base Review Fee	Review Fee Per Acre	Review Fee (per review)**	Example	Total Review Fee (Based on 3 reviews)	Total Review Fee (Based on 5 reviews)
1	\$ 250.00	\$ 10.00	\$ 260.00	Retail Pad Site	\$ 780.00	\$ 1,300.00
2	\$ 250.00	\$ 10.00	\$ 270.00	Retail Pad Site	\$ 810.00	\$ 1,350.00
5	\$ 250.00	\$ 10.00	\$ 300.00	Small Commercial Development	\$ 900.00	\$ 1,500.00
10	\$ 250.00	\$ 10.00	\$ 350.00	Medium Commercial Development	\$ 1,050.00	\$ 1,750.00
25	\$ 250.00	\$ 10.00	\$ 500.00	Small Residential Subdivision Phase	\$ 1,500.00	\$ 2,500.00
50	\$ 250.00	\$ 10.00	\$ 750.00	Medium Residential Subdivision Phase	\$ 2,250.00	\$ 3,750.00
100	\$ 250.00	\$ 10.00	\$ 1,250.00	Large Residential Subdivision Phase	\$ 3,750.00	\$ 6,250.00
200	\$ 250.00	\$ 10.00	\$ 2,250.00	Large Residential Subdivision Phase	\$ 6,750.00	\$ 11,250.00
250	\$ 250.00	\$ 10.00	\$ 2,750.00	Large Mixed Use Single Phase Development	\$ 8,250.00	\$ 13,750.00
*The City understands that large developments often include multiple phases. Acreage is determined by the total land area to be developed in the active phase of development. Future phases will be reviewed when they go through the development process.						
**Engineering Plan Review Fees are due at time of plan submittal. Plans will not be processed and reviewed until fee is paid.						
	It is the goal of the Anna Public Works Department to achieve approved civil plans after 3 rounds of plan review. If all comments are not addressed/agreed to after 3rd review, staff will schedule a meeting with the design engineer to meet in person and resolve the remaining issues.					
	In rare cases up to 5 reviews may be necessary to adequately ensure the project meets City Standards. Unless the design engineer refuses to compromise on a specific City requirement, there should never be more than 5 rounds of plan review for a project.					