



CITY OF  
TUCSON

PLANNING &  
DEVELOPMENT  
SERVICES  
DEPARTMENT

## Planning and Development Services - Administrative Manual Fee Change Report

SUBJECT: Sign Standards Fee Establishment

This report provides information on the establishment of two new fees to be added to the Unified Development Code's Development Review Fee Schedule in the Administrative Manual (Section 4-01.16). This includes the establishment of (1) a fee for permanent sign permits and the establishment of (2) a blanket fee for the use of portable signs approved via the portable master sign program.

### The Issue

On December 5, 2017, the City of Tucson Mayor and Council approved the Sign Revision Project, a significant rewrite of the Tucson Sign Code. Its adoption has created the need to establish the following two new fees:

1. **Permanent Sign Permit** - Implement a permit fee of \$145.00 in lieu of annual sign regulation fees.

This fee is to offset generation of \$100,000 revenue of annual billing after man hours and processing. Staff calculated staff labor of city average cost of an employee at \$32.20 per hour, for 3 FTEs, finance, collections, mail room and I.T. to process billing and fix billing issues and customer service.

2. **Portable Master Sign Program Permit** - Implement a permit fee of \$55.00 for use of portable signs approved via a master sign portable program in lieu of annual sign regulation fees.

This fee is based on existing fees for similar processes in other parts of the Unified Development Code.