RESOLUTION NO. 25-2026, RESOLUTION ADOPTING UPDATED FEE SCHEDULE FOR JEFFERSON COUNTY PLANNING DEPARTMENT TO INCORPORATE FLOODPLAIN DEVELOPMENT REVIEW FEES

Whereas, on September 6, 2022, the Board of County Commissioners, Jefferson County, Montana adopted Resolution 24-2022, *Resolution Adopting Revised Fee Schedule for Jefferson County Planning Department* (Resolution 24-2022); and,

Whereas, Resolution 24-2022 was adopted to update the fee schedule for fees associated with certain areas of land use review in order to bring the fees charged in line with the costs of review; and,

Whereas, the updated fee schedule adopted in Resolution 24-2022 was authorized by Mont. Code Ann. §§ 76-2-101 *et. seq.*, 76-3-601 *et seq.*, 76-8-101 *et seq.*, which laws permit the governing body to adopt fees for local review of applications and land use matters in the areas of zoning, subdivision review, and buildings for lease or rent. The updated fee schedule did not incorporate floodplain development fees; and,

Whereas, on December 1, 2026; the Jefferson County Commission passed and adopted Resolution No. 24- 2026, *Resolution Adopting Amended Jefferson County Floodplain Hazard Management Regulations, and Adopting FEMA Preliminary Floodplain Maps as Best Available Evidence* (Resolution No. 24-2026); and,

Whereas, Resolution No. 24-2026 was adopted in accordance with the provisions of Mont. Code Ann. § 76-5-301 in order to:

- update the floodplain land use regulations adopted under Resolution No. 8-86,
- amend floodplain land use regulations for Jefferson County participation in the National Floodplain Insurance Program and to stay current with state and federal regulations and best practices, and,
- adopt the preliminary floodplain maps as best available information to administer floodplain regulations; and,

Whereas, Mont.Admin.R. 36.15.204(3)(b) authorizes the imposition of reasonable fees for the processing of floodplain permit applications; and,

Whereas, the Jefferson County Commission finds the floodplain development fees contained in the Jefferson County Planning Department Fee Schedule attached as Exhibit 1 to be reasonable and appropriate for the review of floodplain permits; and,

Whereas, on December 1, 2026, following public notice, the Jefferson County Commission held a public hearing on the adoption of the updated fee schedule where comments from the public were considered; and,

Whereas, at the close of the public hearing, the Jefferson County Commission voted to adopt the updated fee schedule to incorporate into the fee schedule floodplain development fees.

ACCORDINGLY, IT IS RESOLVED, the Floodplain Development Fees outlined in the Jefferson County Planning Department Fee Schedule attached as Exhibit 1, and incorporated by reference, are hereby adopted with an effective date of December 1, 2026.

IT IS FURTHER RESOLVED the Planning Department Fees adopted pursuant to Resolution 24-2022 outlined in Exhibit 1 and incorporated by reference are re-adopted and remain unchanged.

IT IS FURTHER RESOLVED, Resolution 24-2022 is hereby superceded by this resolution, Resolution No. 25-2026.

Dated this 1st day of December, 2026.

Board of County Commissioners
Jefferson County, Montana

Dan Hagerty
Chairman

Craig Doolittle
Commissioner

Cory Kirsch
Commissioner

ATTEST:

Ginger Kunz
Jefferson County Clerk & Recorder

Jefferson County Planning Department Fee Schedule

SUBDIVISION	BASE FEES	OTHER FEES
Pre-application	$250	●
Preliminary Plat Review - FIRST MINOR	$800	●
Final Plat Review - FIRST MINOR	$500	●◊Δ
Preliminary Plat Review - MAJOR, SUBSEQUENT MINOR	$1000 + $50 per unit/lot under review	●□
Final Plat Review - MAJOR, SUBSEQUENT MINOR	$500	●◊Δ
Variance/Waive to Subdivision/Road Standards (per each variance requested)	$250	●□
Subdivision Improvements Agreement (SIA)	$250	●
SIA Extension or Partial Reduction	$150	●
Extension of Preliminary Approval	$200	●
Phased Subdivision (master plan review in addition to preliminary plat review fees)	$1,000	●□
Phased Subdivision - phased commencement review (new fee for each phase proposed)	$1,400	●□Δ
Amended Plat	$500	●□Δ
Change of Preliminary Plat or Final Plat Conditions (per change) or Findings of Fact	$450 non-material, $750 material	●□Δ
PUD Designation	$750	●□
PUD Final Review	$500	●Δ
Overall Development Plan Review	$750	●□
Fire Dept. or Fire Service Review Fee	$200	
Road Supervisor Review Fees	$200	
Administrative Fee for Facilitating Reviews with County Engineer	$250	
County Engineer to Review Subdivision Improvements	Pay actual costs as billed by consultant	●
Appeal of Administrative Decision	$500	●
Petition to Create a Rural Improvement District (RID), Rural Special Improvement District (RSID) or Rural Maintenance District (RMD)	$500	●
Exempt divisions & Certificates of Survey Reviews (Boundary Relocations, Aggregations, Family Conveyances, Mortgage Exemptions, Agricultural Exemption, Utility Sites, Court Ordered Divisions)	$200	◊Δ
Certificates of Survey Reviews (Retracements)	$65	◊Δ

ZONING	BASE FEES	OTHER FEES
Site Development Permit	$75	●
Conditional Use	$300 + $100 for each additional request	●□
Variance	$500 + $100 for each additional request	●□
Extension to Zoning Approval	$100	●
Appeals of Administrators Decision	$500	●
Zoning Map Change	$1,500	●□
Zoning Text Amendment	$1,500	●□
Citizen Intitiated Zoning Request	$2,500	●□
Inclusion into County Zoning District	$1,500	●□

BUILDINGS FOR LEASE OR RENT (BLR)	BASE FEES	OTHER FEES
Pre-application	$250	●
Review BLR Applications	$250 + $10 per building/unit under review	●□
Variance for BLR Regulations (per each variance request)	$100	●□
Modification/Amendment to an Approved BLR Project	$100	●□
Extension to an Approved BLR Project	$50	●
Appeal of Administrative Determination	$250	●
Amendment to BLR Regulations	$1,500	●□
MISC FEES	**BASE FEES**	**OTHER FEES**
Growth Policy Text or Map Amendment	$2,500	●□
Agricultural Covenant Revocation Request	$250	●
Other Planning Services Provided that Require Substantial Staff Time or Cost	$65 per hour	

FLOODPLAIN DEVELOPMENT	BASE FEES	OTHER FEES
Pre-application Meeting	$250	●
Permit Application (fee for after-the-fact permits is doubled)	$400	●□
Extension to Approved Floodplain Permit	$100	
Variance to Floodplain Regulations (per each variance request)	$500	●□
Appeal of Administrative Decision	$500	●

OTHER FEES THAT MAY APPLY:

● = The petitioner(s) is responsible for additional expenses when the Department requires outside technical /

□ = Plus notice costs (actual costs of legal advertisements in newspapers and $10 per lot postage for mailed

◊ = Plus Examining Land Surveyor costs

Δ = Plus recording fees