

2023 Fee Schedule
City of Mishawaka: Department of Planning & Community Development

1. Filing Fees (*Non-refundable*)

A.	Annexation Petition	
	<i>Under 10 acres</i>	\$300
	<i>Over 10 acres</i>	\$500
B.	Rezoning Petition	\$400
C.	Rezoning of nonconforming or legal nonconforming properties to R-1 Single Family Residential	\$25
D.	Vacation of Public Right of Way <i>(plus recording & auditing fees)</i>	\$400
E.	Plan Commission Final Site Plan Review <i>(plus recording & auditing fees)</i>	\$300
F.	Administrative Site Plan Review <i>(plus recording & auditing fees)</i>	\$200
G.	Developmental & Sign Variances	
	1. R-1, R-2 & R-4 Districts; S-2 PUD for Residential Single & Two Unit	\$100
	2. R-3, C-1, C-2, C-3, C-4, C-5, C-6, C-7 & C-8; I-1 & I-2; S-1, S-2 for High Density Residential, Commercial & Industrial	\$300
	3. Residential R-1, R-2 and R-4 districts; S-2 planned unit development district for single-unit and two-unit residential: handicap accessible ramps	\$25
H.	Use Variance	
	1. R-1, R-2 & R-4 Districts; S-2 PUD for Residential Single & Two Unit	\$250
	2. R-3, C-1, C-2, C-3, C-4, C-5, C-6, C-7 & C-8; I-1 & I-2; S-1, S-2 for High Density Residential.	\$400
I.	Conditional Use Permit	\$500
J.	Subdivision Plats & Replats (up to 20 lots) (Add \$3.00 for each additional lot exceeding 20 lots)	\$250
K.	Application Fee for Self-Sufficiency Program	\$10

L.	Application Fee for First-Time Homebuyer Program	\$10
M.	Tax Abatement	
1.	Application Fee for Residential Tax Abatement	\$100
2.	Application Fee for Personal Property Tax Abatement	\$300
3.	Application Fee for Real Property Tax Abatement	\$300
2.	Ordinance Fees	
A.	Zoning Ordinance (Paper)	\$50
B.	Subdivision Regulations (Paper)	\$25
C.	Sign Ordinance (Paper)	\$25
D.	Design Review (Paper)	\$50
E.	Zoning, Subdivision, Sign, and Design Review Ordinances on CD	\$10
3.	Aerial Photographs/Printing	
A.	200 Scale (No larger than 24" x 36")	\$25
B.	100 Scale (No larger than 24" x 36")	\$25
C.	Zoning Map (Of entire City, No larger than 24" x 36")	\$50
4.	Computer Generated Prints	
A.	8.5" x 11" BLACK & WHITE	\$.50
	8.5" x 11" COLOR	\$1.00
B.	11" x 17" BLACK & WHITE	\$1.00
	11" x 17" COLOR	\$2.00
5.	Photocopies	
A.	8.5" x 11" and 8.5" x 14"	\$.05
B.	11" x 17"	\$.10
6.	Permit Fees	
A.	Improvement Location Permit (ILP) for Single Family New Principal Buildings & Uses	\$25
	Improvement Location Permit (ILP) Two Unit, and Attached Condominium Residential New Principle Buildings and Uses	\$50
B.	Improvement Location Permit (ILP) for Single, Two Unit, and Attached Condominium Residential-	\$10

Accessory, Buildings and Uses (Including additions, garages, pools, and fences)

C.	Improvement Location Permits (ILP) for High Density Residential, and all Commercial & Industrial uses	
	<i>Under 1,000 Square Feet</i>	\$75
	<i>Over 1,000 Square Feet</i>	\$150
D.	Parking Permits	
	<i>Permits are prorated by month for new permits</i>	
	<i>All permits are non-refundable</i>	
	1. Parking Permit for Municipal Lots 1, 4, 5	\$70
	2. Parking Permit for Municipal Lot 2	\$140
E.	Sign ILP for Temporary Signs	\$50
F.	Sign ILP for Permanent Signs	
	<i>60 square feet and under</i>	\$75
	<i>Over 60 square feet</i>	\$150
G.	Sign ILP for Off-Premise Billboards	\$300
H.	Certificates of Appropriateness- HPC	\$10
I.	Historic Designation Request – HPC	\$10

7. Requests for Formal Information

A.	Zoning Verification Letter (Single Family)	\$25
B.	Zoning Verification Letter (Non-Single Family)	\$50
C.	Re-build letter (Single Family)	\$25
D.	Re-build letter (Non-Single Family Residential)	\$50
E.	Grandfather/Legal Non-Conforming Letter (Single Family Residential)	\$25
F.	Grandfather/Legal Non-Conforming Letter (Non-Single Family Residential)	\$50
G.	Form Verification Letter Sign Off for other government agencies (Vehicle sales, Off-Premise Signs, etc.)	\$50
H.	<u>Minor Information Research Requests-</u>	\$200
	Requests involving the equivalent of less than a half a day of staff time. This type of request could include property history, verification of adjacent property zoning, site plan approval dates and copies, certificates of occupancy, and other related information. This charge is related to researching and compiling the information and	

certifying the requested information in writing. Note: All files are open for public review and research free of charge.

I. Major Information Research Requests-

Actual Cost

Requests involving the equivalent of more than a half a day of staff time. This type of request could include property history, verification of adjacent property zoning, site plan approval dates and copies, certificates of occupancy, and other related information. This charge is related to researching and compiling the information and certifying the requested information in writing. Note: All files are open for public review and research free of charge. This fee will vary based on the information requested and shall be limited to the actual cost incurred by the City to hire a private consultant or company to perform said work.