

RESOLUTION 8920

A resolution of the Missoula City Council amending the CPDI Planning Fee Schedule, Exhibit B of Resolution 8887, by adding a resubmittal fee, technology fee, hazardous vegetation fee and snow and ice removal fee.

WHEREAS, 7-1-4123(7) MCA authorizes local governments to charge reasonable fees for the provision of services; and

WHEREAS, the City of Missoula has conducted an official fee study in 2025 to establish the costs of providing certain services; and

WHEREAS, the City Council duly advertised and conducted a public hearing relating to these proposed fees; and

WHEREAS, in accordance with the City Charter, Article 1, Section 6, a public hearing was duly advertised on 12/06/2025 and 12/13/2025 and held by the City council on 12/15/2025, in order to give the public an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOULA, MONTANA, hereby amends and adopts the fees as shown in Exhibit A with an effective date of January 1, 2026.

PASSED AND ADOPTED this 15th day of December, 2025.

ATTEST:


Claire Trimble (Dec 18, 2025 08:47:28 MST)
Claire Trimble
City Clerk

APPROVED:


Andrea Davis
Mayor

(SEAL)



Exhibit A 2026 Planning Fee Schedule	
Fee Title	2026 Fee
NOTIFICATION LETTERS	
Base Fee	\$ 9.00
Certified First Class Mail (cost per letter)	\$ 11.00
First Class Mail (cost per letter)	\$ 2.00
SIGN PERMITS	
Banner Sign Permit	\$ 97.00
Sidewalk Sign Permit	\$ 130.00
Wall / Projecting / Ground Sign Permit	\$ 188.00
Window Sign Permit	\$ 147.00
Awning / Canopy / Hanging Sign Permit	\$ 164.00
Dynamic Display / Pump Top Unit Sign Permit	\$ 164.00
Other Sign Permit	\$ 129.00
ZONING COMPLIANCE PERMITS (ZCP) - ZONING COMPLIANCE REVIEW (ZCR)	
ZCP / ZCR Residential Accessory Use	\$ 184.00
ZCP / ZCR Commercial or Industrial Accessory Use	\$ 531.00
ZCP / ZCR Single & Two-Unit Residential	\$ 294.00
ZCP / ZCR Commercial & Mixed Use	\$ 709.00
ZCP / ZCR Industrial	\$ 692.00
ZCP / ZCR Multi-Dwelling (3 or more units)	\$ 802.00
ZCP/ZCR Multiple Building Permits on One Parcel	\$ 2,107.00
Administrative Adjustment (requiring report)	\$ 2,139.00
ZCP Temporary Uses	\$ 131.00
Final Zoning Compliance Inspection	\$ 369.00
ZCP / ZCR Internal Building Changes Only/Other Minor Services - 30 minute or less fee	\$ 112.00
ZCP Site Alterations (e.g. Landscaping and Paving Plans)	\$ 668.00
ZCP Wireless Communications Facilities - Modification to Existing	\$ 628.00
ZCP Wireless Communications Facilities - New	\$ 638.00
ZCR/ZCP Resubmittal (50% of the application fee for each resubmittal)	50% of fee
ZCP/ZCR Activity Area Review	\$ 216.00
TOWNHOME EXEMPTION DEVELOPMENT	
ZCP TED - 5 or less Units	\$ 1,652.00
ZCP TED - 6 - 10 units	\$ 2,337.00
ZCP TED - each additional unit above 10	\$ 229.00
TED Amendment	\$ 522.00
GROWTH POLICY COMPLIANCE	
Growth Policy Compliance - Single Family Residential (Long Range Planning Review)	\$ 601.00
Growth Policy Compliance - Multi-Family, Commercial & Industrial (Long Range Planning Review)	\$ 1,012.00
Growth Policy Compliance Appeal	\$ 3,214.00
FLOODPLAIN ACTIVITES	

Letter of Map Change Request (w / o FP Permit)	\$ 331.00
Floodplain Permit – Small Scale (SDUs, small ponds, typical agricultural structures, utilities) *multiple SDUs on one permit will be charged per SDU	\$ 1,161.00
Floodplain Permit – Large Scale (In - stream structures, bank stabilization, bridges, campgrounds, gravel pits)	\$ 1,473.00
Floodplain Permit – Large Scale (multi-dwelling, commercial / industrial structures)	\$ 1,352.00
Floodplain Application during / after Project Complete (50% of fee added to original fee)	50% of fee
Floodplain Permit Extension	\$ 78.00
Floodplain Permit Variance Application	\$ 2,472.00
Floodplain Permit Appeal Application	\$ 2,853.00
BOARD OF ADJUSTMENT (BOA)	
Variance: Single & Two Unit Residential - base (+ fee per additional variance)	\$ 2,921.00
Variance: Single & Two Unit Residential - per additional variance	\$ 261.00
Variance: Multi-Dwelling, Commercial & Industrial - base (+ fee per additional variance)	\$ 4,304.00
Variance: Multi-Dwelling, Commercial & Industrial - per additional variance	\$ 305.00
Appeal of Administrative Action	\$ 4,257.00
Appeal of Administrative Action - With Historic Preservation Officer Involvement	\$ 5,168.00
Sign Variance	\$ 3,407.00
PUBLIC FORUM:	
Public Forums - Base fee (+ fee per additional code variation)	\$ 3,048.00
Public Forums - Each Additional Variation	\$ 146.00
DESIGN REVIEW	
Special Sign Design Review - Base Including First Sign	\$ 2,104.00
Special Sign Design Review - Each Additional Sign	\$ 151.00
Building Graphics Review	\$ 972.00
Special Sign Design Review - Heritage Signs	\$ 2,043.00
Design Review for Townhouse Alternative Compliance	\$ 2,506.00
Design Review for Multi-Dwelling / Landscaping Alternative Compliance	\$ 3,699.00
CONDITIONAL USE	
Conditional Use Review	\$ 4,993.00
DESIGN EXCELLENCE REVIEW (DER)	
Design Excellence Review: Site Modification / Façade Modification	\$ 552.00
Design Excellence Review: New Construction / Addition	\$ 785.00
Additional Cost per Variation	\$ 177.00
ZONING / REZONING / ANNEXATION	
Zoning Map Amendment (Rezoning) - Base Fee Includes Rezone to 1 Standard Zoning District (+ fee per each additional resultant zoning district)	\$ 7,212.00
Zoning Map Amendment (Rezoning) - each additional resultant zoning district	\$ 712.00
PUD Overlay Rezoning - Projects 1 acre or less	\$ 10,579.00
PUD Overlay Rezoning - Projects over 1 acre to 10 acres	\$ 14,431.00

PUD Overlay Rezoning - Greater than 10 acres - Base fee (+ fee per acre over 10 acres)	\$ 14,540.00
PUD Overlay Rezoning - Greater than 10 acres - fee per acre	\$ 323.00
Neighborhood Character Overlay - Base fee including 1 subdistrict (+ fee per additional subdistrict)	\$ 10,340.00
Neighborhood Character Overlay - each additional subdistrict	\$ 218.00
PUD Overlay - Final Development Plan	\$ 3,666.00
Land Use Plan Amendment: Targeted - Base fee (+ fee for each resultant land use designation)	\$ 4,400.00
Land Use Plan Amendment: Targeted - each resultant land use designation	\$ 259.00
Land Use Plan Amendmen - Appeal	\$ 15,186.00
Annexation - Base fee up to 3 acres (+ fee per each additional acre)	\$ 7,196.00
Annexation - each additional acre	\$ 122.00
Annexation with Subdivision	\$ 3,131.00
Adaptive Reuse Zoning Map Amendment (Rezoning) – Base fee up to 1 historic structure (+ fee per each additional historic structure)	\$ 8,023.00
Adaptive Reuse Zoning Map Amendment (Rezoning) – each additional historic structure	\$ 1,074.00
DEVELOPMENT AGREEMENTS	
Development Agreements	\$ 7,966.00
SUBDIVISION:	
Subdivision Exemption Affidavit (SEA)	\$ 400.00
Subdivison Preliminary Plat (1 - 5 lots) Administrative	\$ 10,994.00
Subdivision Preliminary Plat (1-5 Lots) w/ Public Hearing	\$ 12,249.00
Subidivision Preliminary Plat (1-5 Lots) Parks and Trails Review	\$ 388.00
Final Plat Review (1-5 Lots)	\$ 2,667.00
Final Plat (1-5 Lots) Parks and Trails Review	\$ 919.00
Subdivision Preliminary Plat (6 - 10 Lots): base fee + cost per each lot	\$ 15,774.00
Subdivison Preliminary Plat (11 - 20 Lots): base fee + cost per each lot	\$ 16,638.00
Subdivision Preliminary Plat (21 - 40 Lots): base fee + cost per each lot	\$ 18,818.00
Subdivision Preliminary Plat (Over 40 Lots): base fee + cost per each lot	\$ 22,624.00
Subdivision Lot Fee (over 5 lots) - per Lot (applies to all base fees)	\$ 199.00
Subdivision Preliminary Plat Parks and Trails Review	\$ 3,924.00
Subdivision Final Plat Review	\$ 4,126.00
Final Plat Resubmittal Fee (50% of cost of original fee)	50% of fee
Phased Development Review	\$ 4,032.00
Subdivision Final Plat Parks and Trails Review	\$ 5,217.00
Variance from Subdivision Standard	\$ 1,829.00
Vacation of Recorded Plat	\$ 3,039.00
Phasing Plan Extension / Amendment	\$ 2,860.00
Minor Plat Adjustment	\$ 568.00
Sxwtpqyen Master Plan Review - Under or equal to 5 acres with subdivision (in addition to subdivision/annexation fees)	\$ 5,210.00

Sxwtpqyen Master Plan Review - Under or equal to 5 acres without subdivision (in addition to annexation fee)	\$ 7,224.00
Sxwtpqyen Master Plan Review - Over 5 acres with subdivision (in addition to subdivision/annexation fee)	\$ 7,678.00
HISTORIC PRESERVATION:	
Historic Preservation Permit - Demolition / Relocation	\$ 2,521.00
Historic Preservation Permit - w/out HPC Review	\$ 1,769.00
Historic Preservation Permit - w/ HPC Review	\$ 2,590.00
Historic Preservation Permit - Expedited	\$ 1,670.00
Historic Preservation Permit - Add-on for Public Hearing for an Expedited Permit	\$ 347.00
Demolition Fees:	
Demolition - Entire Detached Structure (1-2 unit buildings)	\$ 27.00
Demolition - Entire Detached Structure (commercial/ 3+ unit buildings)	\$ 27.00
Demolition - Partial / Exploratory Demolition (1-2 unit buildings)	\$ 27.00
Demolition - Partial / Exploratory Demolition (commercial/ 3+ unit buildings)	\$ 27.00
RESUBMITTAL:	
50% of the application fee for each resubmittal	
TECHNOLOGY FEE:	
Tech Fee 5% of total fees paid	

CODE COMPLIANCE:	
HAZARDOUS VEGETATION PROGRAM:	
Minimum cutting and removal fee/penalty	Actual Cost
Administrative fee; non-compliance	Up to \$242.60
SNOW & ICE REMOVAL	
Snow & ice removal service per work order	Actual Cost
Administrative fee; non-compliance	Up to \$242.60

RES 8920 Planning Fee Schedule Amendment

Final Audit Report

2025-12-18

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