

RESOLUTION**IN THE MATTER OF ADOPTING A FEE SCHEDULE FOR CONTRACTED PROFESSIONAL ENGINEERING AND PLANNING SERVICES FOR PLAN, STUDY, AND REPORT REVIEWS FOR MAJOR SUBDIVISION, DEVELOPMENT, AND CONSTRUCTION PROJECTS IN LICKING COUNTY, OHIO. LICKING COUNTY PLANNING AND DEVELOPMENT DEPARTMENT.**

WHEREAS: section 713.22: County Planning Commission of the Ohio Revised Code (ORC) provides for the establishment of a County Planning Commission, and the powers and duties of said agency; and,

WHEREAS: the Board of County Commissioners, Licking County, Ohio (“Commissioners”) created the Licking County Planning Commission (“LCPC”) with an effective starting date of January 1, 1982; and,

WHEREAS: the Commissioners have adopted the Licking County Subdivision Regulations, Licking County Subdivision Improvement Regulations, Licking County Soil Erosion and Stormwater Regulations, Licking County Access Management Regulations, Flood Damage Prevention Regulations for Licking County, Ohio, the Newark Heath Airport Airspace Zoning Resolution; and,

WHEREAS: the Licking County Planning Commission needs professional engineering and planning services to provide technical review assistance for major subdivision, development, and construction projects review for projects in the unincorporated areas of Licking County, Ohio, to meet Ohio Revised Code specified review times and to accommodate the increase in applications; and,

WHEREAS: the Licking County Planning and Development Department has an agreement with DLZ Ohio, Inc., for the provision of plan review services for pending LCPC applications and plan, study, and report document review as necessary to maintain desired plan review timelines; and,

WHEREAS: the proposed fees apply to the review of plans, studies, and reports to ensure compliance with the Licking County Subdivision Regulations, Licking County Subdivision Improvement Regulations, Licking County Soil Erosion and Stormwater Regulations, Licking County Access Management Regulations, Flood Damage Prevention Regulations for Licking County, Ohio, the Newark Heath Airport Airspace Zoning Resolution, and any subsequent adoption thereof; and,

WHEREAS: The Licking County Planning Commission adopted the fee schedule during their regularly scheduled meeting on Monday, November 24, 2025, and made a recommendation to the Commissioners to adopt the fee schedule; NOW, THEREFORE,

BE IT RESOLVED by the Board of County Commissioners, County of Licking, State of Ohio:

That we do hereby approve the fee schedule for Professional Engineering and Planning Services for Plan, Study, and Report Reviews for Major Subdivision, Development, and Construction Projects in Licking County, Ohio, to be effective immediately.

**LICKING COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 25-0966-PLAN

November 25, 2025

Adopting a fee schedule for contracted professional engineering and planning services for plan, study, and report reviews for Major Subdivision, Development, and Construction Projects

Upon the motion of Timothy E. Bubb, seconded by Duane H. Flowers.

VOTE:

Rick Black	Aye
Timothy E. Bubb	Aye
Duane H. Flowers	Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Licking County, Ohio, on the date noted above.



Christel Hamper, Clerk of the Board
Board of County Commissioners
Licking County, Ohio

LICKING COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

Professional Engineering and Planning Services for Plan, Study, and Report Reviews for Major Subdivision, Development, and Construction Projects in Licking County, Ohio

FEE SCHEDULE

Licking County Planning Commission Board Resolution Number:
Board of Commissioners, Licking County, Ohio Resolution Number:
Effective Date:

This fee schedule has been adopted by the Board of County Commissioners, County of Licking, State of Ohio, and the Licking County Planning Commission (collectively "County"). The County has entered into an *Agreement for Professional Engineering and Planning Services for Plan, Study, and Report Reviews for Major Subdivision, Development, and Construction Projects in Licking County, Ohio* ("Agreement") with DLZ, Ohio Inc., a professional engineering and planning consultant ("Consultant"),

The Agreement fee structure is based on the Consultant's hourly rate, the classification of the staff member reviewing the plan, study, or report, and travel and mileage expenses. The Consultant's staff classifications and hourly rate table are provided in Appendix C (Compensation) of the Agreement. The staff member classifications include, but are not limited to, Engineer I, Engineer IV, Architect Associate I, Architect III, Architect IV, Landscape Architect I, Landscape Architect IV, Department Manager, Division Manager, etc. Mileage and travel expenses are included if the Consultant's staff member must travel to attend a meeting, discussion, plan review session, project site visit, etc., associated with reviewing a plan, study, or report.

The Licking County Planning Commission ("LCPC") staff administers regulations (see below), which apply (if applicable) to the review of major subdivision, development, and construction projects within the unincorporated areas of Licking County, Ohio. The Licking County Planning and Development Department Fiscal Officer and Administrative Assistant-Bookkeeper staff positions, together with the LCPC planner staff, coordinate, process, and track the collection of fees from the applicants, payment of invoices to the Consultant, and the return of unused fees (if any) to the applicants.

For the purposes of this fee schedule, the developer is the "Applicant." Should the Applicant have an agent (professional engineer, project manager, attorney, etc.) act on their behalf, the Applicant is ultimately responsible for the payment of the review fees specified herein.

A) REVIEW FEE DEPOSIT/ADDITIONAL FEE DEPOSIT/RETURN OF UNUSED FEE DEPOSIT

1. The review fee amount listed in the Licking County Planning Commission Fee Schedule for the Agreement shall be a deposit. The fees shall be deposited into the Planning and Development Department's "Planning Fees" account, and the review fee deposit shall be used to pay invoices from the Consultant.
2. The review fee amount listed in the Licking County Planning Commission Fee Schedule for the Agreement shall be paid by the Applicant and is the responsibility of the Applicant.
3. If the review fee deposit is depleted such that it no longer covers the cost of pending or future invoices to complete the review, an additional review fee deposit shall be required from the Applicant in the amount listed under "Consultant Fee Deposit Amount" in this fee schedule for the specified plan, study, or report being reviewed. The LCPC staff shall monitor the review fee balance and notify the Applicant when additional review fees are needed and when they are due.
4. When all of the following occur, the Licking County Planning and Development Department Fiscal Officer shall return any unused review fees (if any) to the entity that paid the review fee deposit to the Applicant:
 - a. The Consultant provides the Licking County Planning and Development Department staff written confirmation that their review of a plan, study, or report is complete and the document complies with applicable regulations; and,
 - b. The Consultant confirms that all invoices have been submitted and paid; and,
 - c. The LCPC staff have issued an approved permit and/or signed plans as applicable for which the plan, study, or report is associated with.
 - d. The LCPC Planner assigned to the application for which the plan, study, report, etc., for which the review fee was paid, provides a "Review Fee Release Form" to the Fiscal Officer notifying the Fiscal Officer to release the funds.
 - i. Payment of unused funds shall be processed by the Fiscal Officer with assistance from the Administrative Assistant/Bookkeeper in accordance with the Licking County procedures for purchase orders, warrants, and payments.
5. If the Applicant has an agent acting on the Applicant's behalf and the agent pays the review fee deposit on behalf of the Applicant, the unused amount shall be returned to the agent who paid the review fee. If additional fees are needed, the Applicant is responsible for the additional review fees as specified in

section A-3 above. However, the agent may pay on behalf of the Applicant per any agreements made between the Applicant and the agent.

B) ADDITIONAL FEE DEPOSIT NOTICE

1. The Licking County Planning Commission staff shall provide written notice on agency letterhead to the Applicant and the agent (if an agent acts on behalf of the Applicant) if additional review fees need to be deposited.
2. Said notice shall provide fourteen (14) calendar days for the Applicant to pay the additional review fee deposit.
3. The written notice shall provide a summary of the following:
 - The original deposit amount;
 - The invoices paid out of the original deposit, including the date of the invoices;
 - The date of payments;
 - The amount paid for each invoice; and
 - The remaining balance from the original deposit.
- The notice shall be addressed and sent to the Applicant and the agent (if different than the developer).
- The notice shall be sent to the developer and the Applicant (if an agent acts on behalf of the Applicant) by email or first-class mail.

C) Penalties for Late Payment

If the Applicant fails to pay the additional review fees by the due date listed on the notice specified in (B) above, the Applicant shall be responsible for all penalties and late fees charged to the County by the Consultant.

The County may pursue all legal means to collect the review fees, penalties, and late fees charged to the County by the Consultant from the developer.

The LCPC staff may, at their discretion, grant an extension to the due date up to fourteen (14) days upon just and reasonable cause. The developer shall provide a written request, on company letterhead, stating the just and reasonable cause the developer cannot submit payment within the time specified in the notice. Additionally, the developer shall specify the date payment shall be sent, within the fourteen (14) day extension period, to the LCPC staff as specified in (D) below. Upon receiving the written request, the LCPC staff shall review the request and notify the developer in writing (email or letter) stating whether or not the extension has been granted.

If the LCPC staff does not receive the payment within the required fourteen (14) days or the granted extension period (up to fourteen [14] days, then the LCPC staff may proceed with other legal means to obtain payment.

D) PAYMENT

All fees are payable to:

Licking County Planning Commission
Attn: Review Fee Deposit
Licking County Planning and Development Dept.
Donald D. Hill County Administration Building
20 South Second Street, First Floor
Newark, OH 43055

The Licking County Planning Commission accepts cash or check payments. Currently, we cannot accept debit card or credit card payments in the office. Fees may be paid by debit or credit within the application step in OpenGov, which is the Licking County Planning Commission online application platform.

OpenGov Public Link: <https://lickingcountyoh.portal.opengov.com/>

Continued on the next page.

E) FEE SCHEDULE STRUCTURE & GUIDANCE

The fee schedule is structured based on the body of regulations that is being administered. The bodies of regulations include:

- Licking County Subdivision Regulations
- Licking County Subdivision Improvement Regulations
- Licking County Access Management Regulations
- Licking County Soil Erosion and Stormwater Regulations
- Special Purpose Flood Damage Prevention Regulations for Licking County, Ohio

Furthermore, the fee schedule is based on the document type, which may include, but is not limited to, plans, studies, reports, surveys, and plats.

For each body of regulations, the fees for applications and reviews for various documents are listed. The first column is the application document that is to be reviewed. The second column is the fee deposit amount for the specified application document to be reviewed.

The footnotes associated with the following tables are listed at the end of the fee schedule on page 6.

	Consultant Fee Deposit Amount
LICKING COUNTY SUBDIVISION REGULATIONS	
Major Subdivision Review Fee	
Sketch Plan	
Subdivision Sketch Plan	\$1,000.00
Preliminary Plan	
Subdivision Preliminary Plan <i>(See Soil Erosion & Stormwater section for additional fees that may apply)</i>	\$3,000 + \$100 per lot for SFR ⁸
	\$3,000 + \$200 per lot for NSFR ⁸
a) Preliminary Plan Resubmission ⁴	\$2,500
b) Open Space Management Plan and Open Space Site Plan ³	\$1,500
• Open Space Management Plan & Open Space Site Plan Resubmission ⁴	\$1,500
c) Traffic Impact Study (“TIS”) Report	\$5,000 for NSFR ⁸
	\$3,500 for SFR ⁸
• Resubmission of TIS Report ⁴	\$3,000 for NSFR ⁸
	\$1,800 for SFR ⁸
Final Plat	
Final Plat	\$2,500 + \$50 per lot
a) Final Plat Resubmission ⁴	\$1,500
Re-Plat	
Re-plat - Combination of Lots	\$1,500
Re-plat - Creating New Lots or Modifying Lot Lines	\$2,000 + \$150 per lot

	Consultant Fee Deposit Amount
Licking County Subdivision Improvement Regulations	
Construction Plans (Site Plan, Roadway Profiles, Details, Street/Storm, Grading/Drainage, Signage, Striping, and sidewalk/crosswalk ADA compliance.)	\$4,000 + \$1.50 per lineal foot ⁵ of roadway or part thereof
a) Construction Plan Resubmission ⁴	\$2,500
b) Site Inspection ⁶	\$2,500
c) Lighting Construction Plan	\$1,500
d) Landscape & Open Space Construction Plans	\$3,000
e) Public Improvement to Existing Roadway(s) (Plans, Profiles and Details) (i.e. Turn Lanes, Widening)	\$4,000
Subdivision Improvement Variance, Modification, or Appeal ² (each)	\$1,500
Licking County Access Management Regulations	
Plan and Report	
a) Site Plan ⁷	\$2,500
b) Site Plan Resubmission ⁴	\$1,500
c) Traffic Impact Study Report	\$5000 for NSFR ⁸
	\$3000 for SFR ⁸
Access Management Variance, Modification, or Appeal ² (each)	\$2,000
Access Management Variance/Modification for a Single-Family Residential Use.	\$1,500

	Consultant Fee Deposit Amount
Licking County Soil Erosion and Stormwater Regulations	
Mass Grading	
Mass Grading (Includes Temporary Sediment & Erosion Control Plans)	\$3,000
Soil Erosion & Stormwater Plans for Preliminary Subdivision Plans	
Soil Erosion & Stormwater plans submitted in conjunction with Preliminary Subdivision Plans ¹⁰	\$1,500
Soil Erosion & Stormwater Plans	
Site Plan, Profiles and Details (Stormwater Infrastructure)	\$2,000
a) Resubmission of Plans ⁴	\$1,000
Soil Erosion and Stormwater Report & Calculations	\$2,000
a) Resubmission of Report ⁴	\$1,000
Storm Water Pollution Prevention Plan (SWPPP)	\$2,000
a) Resubmission of Plans ⁴	\$1,000
Environmental Reports (each report)	\$2,000
Variance, Modification, or Appeal ² (each)	\$1,500

	Consultant Fee Deposit Amount
Special Purpose Flood Damage Prevention Regulations	
a) Construction Plans for a Bridge, Culvert	\$3,500
b) Construction Plans for temporary stream crossing	\$3,000
c) Construction Plans for a Building or Structure	\$4,000 for NSFR ⁸
	\$3,000 for SFR ⁸
d) Site Plan and/or Grading Plan ¹¹	\$3,500
e) Hydrologic & Hydraulic Study Report, Model, and/or Flood Hazard Zone Map	\$8,500

	Consultant Fee Deposit Amount
Newark-Heath Airport Airspace Zoning Resolution	
Site Plan, and Plan Profiles for Structures	\$3000.00

Footnotes:

¹Lots created under ORC 711.001 (B) (1) (b) Adjacent Property Transfer, ORC 711.001 Parcels Over 20-Acres, and ORC 711.133 (C) Agriculture or Personal Recreational Parcels are exempt and shall not require a fee. However, any remainder parcel, associated with an exempt parcel, that qualifies as a Subdivision Without a Plat (ORC 711.131) or Large Lot Land Division (ORC 711.133), shall require a fee as noted above.

²If an appeal is approved by the Licking County Planning Commission, then the fee will be reimbursed to the Applicant.

³If the subdivision requires open space, then an Open Space Management Plan will be required, and the following fee will also apply.

⁴Resubmission: Any plat, plan set, and/or report submitted is provided a single follow-up review after the initial submission, included within the original fee to allow the LCPC to ensure that the comments have been adequately addressed and the plat, plan, or report is compliant with applicable regulations. Any submission needed beyond the initial submission and the follow up submission is required to provide an additional review fee as herein identified.

⁵This is determined based upon the length of the roadway along the centerline of any new/proposed roadways. It is measured along the centerline of the new roadway from the edge of any existing pavement on any existing roadway to the furthest edge of pavement on the new roadway opposite of the existing roadway. For example if Smith Road is an existing roadway and a new road to be known as Jones Road is constructed and it terminates in a cul-de-sac, the new road (Jones Road) would be measured along the centerline of Jones Road, from the edge of the existing pavement on Smith Road to the end of the pavement at the cul-de-sac bulb (not the center of the cul-de-sac radius).

⁶The construction plans fee covers the Final Walkthrough and one follow-up inspection. Any additional site inspections will require this additional fee.

⁷This fee does not apply to single-family residential uses.

⁸SFR = Single-Family Residential; NSFR = Non-Single-Family Residential. Non-Single-Family Residential includes condominium developments and multi-family developments, as well as any commercial, industrial, institutional, or other non-residential developments.

⁹These variance fees are in lieu of the regular variance fee listed above it and apply only to the specific variance type listed.

¹⁰This fee only applies when Soil Erosion and Stormwater plans are required to be submitted at the Preliminary Plan stage of a subdivision.

¹¹If the proposal is being reviewed as a development under Soil Erosion and Stormwater Regulations or as a Subdivision, then this fee will not apply.