

January 1, 2025

INSTRUCTIONS FOR RESIDENTIAL DEVELOPERS REGARDING OPEN SPACE IMPACT FEE CREDIT:

Applicants wishing to receive credit for on-site open space within must submit a site plan (at a scale of 1 inch: 30 feet or larger) showing the location, size, and improvements proposed for the open space along with the completed “Open Space Impact Fee Worksheet” to the Department of Planning & Development.

In order to qualify for credit, such open space, including above-grade open space must:

- Have a minimum contiguous area of 2000 square feet, a minimum dimension of 25 feet.
- Include landscaping improvements, recreational facilities and/or walkways that provide active/usable open space.
- Be open and accessible to all residents of the development, but need not be open to the public unless otherwise required. Common open spaces should, however, be capable of being easily monitored by the City to ensure that they remain open and maintained.
- The open space must be improved in accordance with a stated time schedule and maintained in accordance with an approve plan

The fee will be reduced at a rate of \$418 per 87 square feet of qualifying open space, the amount of park space required per person based on the City Space goal of two acres per 1000 persons (sf open space/87 sf x \$418).

The fee section on the Building Permit application form and the “Open Space Impact Fee Worksheet” shall remain blank until a letter approving the eligible open space has been signed by Department Planning & Development.

For more information on Impact Fees, contact:

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