



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

MEMORANDUM

To: Weathersfield Planning Commission
From: Chris Whidden, Land Use Administrator
Date: 9/23/2020
Re: Zoning Fees

I have reviewed the current zoning permit fees (see attached) that were adopted by the Selectboard in 2011. Since then, there has been no update to the zoning fees. After conducting research into other towns' fee structures, it is apparent that Weathersfield's fee schedule is out of date and needs to be amended. There is a lot of money that the town is currently not making compared to other towns, there have been several buildings constructed that were permitted "after the fact", and the cost of administration of the Bylaws is greater than the income generated from these applications. For these reasons, I humbly request this honorable Commission to consider and approve the attached proposed fee schedule for Selectboard consideration and approval.

Respectfully Submitted,

Chris Whidden, Esq.
Land Use Administrator
Parks and Recreation Commission

Current Fees

ZONING PERMIT FEES

(adopted by Select Board 4/5/2011)

	BASE FEE	ADDITIONAL FEE	RECORDING FEE
Administrative Permits			
Permitted Accessory Uses	\$30	\$0.05 per sq. ft. new construction	✓
Permitted Principal Uses	\$100	\$0.05 per sq. ft. new construction	✓
Certificate of Occupancy	\$40		✓
Permit Amendments	***	\$0.05 per sq. ft. new construction	✓
Permit Renewal	\$30		✓
Property line adjustment	\$40		✓
Zoning Board of Adjustment			
Conditional Uses (all) including: - storage of flammable liquids & gases (7.16) - enlargement, alteration, change, of extension of time of nonconforming uses (6.4.1)	\$200	\$0.05 per sq. ft. new construction	✓
"Other Use" Determination	\$200		✓
Variance hearing	\$200		✓
Appeal, Permittee	Free		✓
Appeal, interested party	\$95		✓
Flood Hazard Review	\$200		✓
Site Plan Review	\$170		✓
Site Plan Amendment	\$100		✓
Planning Commission			
Sketch Plan Review	\$100		
Preliminary Plat Review	\$100		
Final Plat Review	\$100	\$50 per lot	✓
Access approval	\$75		✓
Misc.			
Municipal Permits	Free		✓

Renewal Energy Structures	Free		✓
Late Fees	✕		
Driveway Permit	\$30		
Publications			
Town Plan	\$8		
Subdivision Regulations	\$4		
Zoning Bylaws	\$6		

*** Same as original base price

✕ Double all applicable fees

✓ Recording fee as set by VT statutes and the Weathersfield Town Clerk

TOTAL PERMIT FEE = BASE FEE + ADDITIONAL FEE + RECORDING FEE



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PROPOSED FEE SCHEDULE

LAND USE ADMINISTRATOR

Permitted Accessory Use - \$45.00 + \$0.05 per square foot new construction
Permitted Principle Use - \$150.00 + \$0.05 per square foot new construction
Certificate of Occupancy - \$65
Certificate of Conformance - \$65
Permit Amendments - \$15 + \$0.05 per square foot
Permit Renewal - \$45
Property Line Adjustment - \$55
"After the Fact" Permits - \$250.00 + \$0.05 per square foot new construction

ZONING BOARD OF ADJUSTMENTS

Conditional Use - \$250 + \$0.05 per square foot
"Other Use" determination - \$250
Variance Hearing - \$250
Permittee Appeal - Free
Interested Party Appeal - \$125
Flood Hazard Review - \$250
Site Plan Review - \$200
Site Plan Amendment - \$125

PLANNING COMMISSION

Sketch Plan Review - \$150
Preliminary Plat Review - \$150
Final Plat Review - \$150 + \$75.00/proposed lot
Access Approval - \$100

MISC.

Municipal Permits - Free
Renewable Energy Structures - Free
Driveway Permit - \$45.00

PUBLICATIONS

Town Plan 0 - \$15
Subdivision Regulation - \$15
Zoning Bylaws - \$15

**TOWN OF BRANDON
49 CENTER STREET
BRANDON, VT 05733
(802) 247-3635 EXT. 202**

**LAND USE
APPLICATIONS & FEES**

Subdivision 0-3 lots	\$75.00 per lot
4+	\$100.00 per lot
Boundary Line Adjustment	\$150.00
Construction, alteration, reconstruction, relocation, conversion, structural alteration, relocation, or enlargement of any building or structure	\$110.00 commercial \$100.00 residential \$68.00 addition
Mining, excavation operations, or removal of topsoil or gravel in excess 14 CubicYards	\$100.00
Home occupation	\$68.00
Private swimming pools – in-ground	\$48.00
Fences (more than 6'1")	\$48.00
Accessory Structures	\$68.00
Substantial change in the nature or intensity of the current use building, structure or land	\$68.00
Interior renovations to residential structures that increase the number of dwellings or bedrooms	\$68.00
Interior renovations to non-residential primary structure done in contemplation of a change of Use or change in intensity of use	\$68.00
Razing any structure (over 500 square feet or any structure in the Central Business District)	\$48.00
Signage	\$68.00
*Development in Fluvial Erosion Hazard and Special Flood Hazard Areas	\$68.00
Certificate of Occupancy (Hazard Areas only)	\$68.00
*A Conditional Use may be required for all development in Flood Hazard Areas and necessary permits from State or Federal Agencies have must be submitted.	

**DEVELOPMENT REVIEW BOARD
HEARINGS & FEES**

Appeals (Refund if Approved)	\$250.00
Variance	\$250.00
Conditional Use	\$250.00
Waiver	\$250.00
Act 250 Local Hearing	\$250.00

PUBLIC WORKS

APPLICATIONS & FEES

Access/driveway review	\$60.00
Access/driveway deposit*	\$300.00
Excavation/review	\$60.00
Excavation/refund deposit *	\$300.00
Resurfacing bid price*	varies
Sewer Review	\$60.00
Sewer Tap/refundable deposit*	\$250.00
Sewer Capacity/per gallon *	\$2.79

- ☐ Application fees include a fee of \$10.00 a page to record permits in the Land Records.
- ☐ Application fees are not refundable if a permit is withdrawn or denied.
- ☐ Proof of Federal Non-Profit status must be provided for exemption of application fees.
- ☐ Applications marked * are not exempt from payment of fees.
- ☐ *Fee is doubled for "after the fact" permits*

Please Note:

For information concerning public works permits please call:
the Brandon Public Works Director at 802-247-3635 ext. 211
For information concerning municipal water permits please call:
the Brandon Fire District #1 at 802-247-3311
For information about State permits please call:
the Vermont Department of Environmental Conservation at 802-282-6488
the Vermont Department of Labor & Industry at 802-786-5867
the Regional Act 250 Review Board at 802-786-5923
the Vermont Division of Fire & Safety 888-786-5872 (Rutland Office)

VILLAGE OF LUDLOW, VERMONT

PERMIT FEE SCHEDULE

ADMINISTRATIVE PERMITS

Residences	\$150.00 per unit plus \$0.05 per sq. ft.
Motels, Hotels, Inns, etc.	\$100.00 per rental unit, plus \$0.05 per sq. ft.
Commercial Structures	\$200.00 per unit, plus \$0.05 per sq. ft.
Industrial Structures	\$200.00 per unit, plus \$0.05 per sq. ft.
Additions/Alterations to Existing Residential Structures	\$50.00 plus \$0.05 per sq. ft. added
Additions/Alterations to Existing Commercial Structures	\$100.00 plus \$0.05 per sq. ft. added
Detached Accessory Buildings	\$50.00 plus \$0.05 per sq. ft. added
Minor Accessory Buildings	\$50.00 plus \$0.05 per sq. ft. added
Lot Line Adjustments	\$100.00
Access Permits	\$25.00
Sign Permits	\$25.00
Certificates of Occupancy	\$35.00
Recording Fees	\$10.00
Home Occupations	\$100.00
Investigation Surcharge	\$75.00
Bianchi Fees	\$35.00

PUBLIC HEARINGS

Appeals	\$150.00
Conditional Use Permits and Amendments	\$300.00
Planned Residential Developments	\$600.00
Subdivision Permits	\$600.00 plus \$150.00 per lot
Variances	\$300.00
Local Act 250 Review	\$300.00
Recording Fees [surcharge to each permit]	\$10.00 per page
Access Approvals	\$50.00

Land Use & Development Application

Town of Manchester, Department of Planning & Zoning
6039 Main Street, Manchester Center, VT 05255
Phone (802) 362-1313 ext. 3 Fax (802) 362-1314
www.manchester-vt.gov j.hurley@manchester-vt.gov



Applicant		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
Signature:		Date:
Landowner		
Name:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
Signature:		Date:
Project Location		
Street Address:		Acreage:
Tax Map ID:		Parcel ID:
Zoning District: <input type="checkbox"/> DN <input type="checkbox"/> TC <input type="checkbox"/> MU1 <input type="checkbox"/> MU2 <input type="checkbox"/> MU3 <input type="checkbox"/> OI <input type="checkbox"/> R10 <input type="checkbox"/> R4 <input type="checkbox"/> R1 <input type="checkbox"/> RR <input type="checkbox"/> RA <input type="checkbox"/> FC (Check All That Apply & Consult with AO)		
Overlay Districts: <input type="checkbox"/> FHO <input type="checkbox"/> APO <input type="checkbox"/> DRO (Check All That Apply & Consult with AO)		
Project Description		
Describe the Project:		Estimated Construction Costs:
Existing Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other		
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Recreation <input type="checkbox"/> Other		
Type of Application: <input type="checkbox"/> New Construction <input type="checkbox"/> Site Plan <input type="checkbox"/> Conditional Use <input type="checkbox"/> Design Review <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> CHO <input type="checkbox"/> Accessory Apartment <input type="checkbox"/> Appeal to DRB <input type="checkbox"/> Waiver/Variance <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Temporary Structure <input type="checkbox"/> BLA <input type="checkbox"/> Subdivision <input type="checkbox"/> Permit Amendment <input type="checkbox"/> Permit Extension <input type="checkbox"/> CC <input type="checkbox"/> Other (Check All That Apply & Consult with AO)		
For AO Use		
Project #:	Fee Received:	Date Received:
AAG Review Date:	Date Warned:	
DAC Review Date:	DRB Hearing Date:	

See Reverse for Fee Schedule & Submission Requirements

Planning & Zoning Fee Calculation Table (Consult with AO)			<i>After-the-fact Permit Fee is Double the Total.</i>
Project Type	Fee		<i>All Fees Include Applicable Recording Fees</i>
Major Project Hearing	\$350		<i>Minimum Permit Fee for New Residential Construction is \$75.</i>
DRB Hearing	\$175		<i>APPLICATIONS FOR ANY LAND USE OR DEVELOPMENT OTHER THAN SINGLE-FAMILY RESIDENTIAL MUST BE ACCOMPANIED BY A SITE PLAN IN COMPLIANCE WITH SECTION 4.3 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.</i>
Administrative Permit with Design Review	\$100		
Administrative Permit	\$75		
Sign Permit with Design Review	\$100		
Administrative Sign Permit (perm./temp.)	\$75/\$25		
Boundary Line Adjustment	\$150		
Minor Subdivision	\$250/lot		
Major Subdivision	\$500/lot		
Administrative Opinion	\$100		
Administrative Permit Extension	\$25		
Permit Extension Requiring DRB Hearing	\$175		<i>APPLICATIONS FOR SIGNS MUST INCLUDE COLOR, DIMENSIONED RENDERINGS OF ALL PROPOSED SIGNS, WITH AN INDICATION OF PROPOSED LOCATIONS AND DISTANCE TO THE GROUND FROM THE EXTENT OF ALL SIGNS.</i>
Administrative Permit Amendment	\$50		
Permit Amendment Requiring DRB Hearing	\$175		
Appeal of Administrative Officer's Decision	\$175		
Certificate of Compliance (complex/simple)	\$50/\$20		
Zoning Compliance Notice	\$10		
New Commercial Construction	\$0.25/SF		
New Residential Construction >2,500 SF	\$0.15/SF		
New Residential Construction <2,500 SF	\$0.10/SF		
Custom Map - Basic	\$10		
Custom Map - Complex	\$75		<i>APPLICATIONS REQUIRING DESIGN REVIEW MUST MEET THE REQUIREMENTS OF SECTION 5.4 OF THE MANCHESTER LAND USE & DEVELOPMENT ORDINANCE.</i>
Total:			
<i>Consolidated review will occur unless applicant requests otherwise. For consolidated review, apply only the highest fee as listed above.</i>			

ABBREVIATIONS:

DRB – Development Review Board
 DAC – Design Advisory Committee
 AAG – Administrative Advisory Group
 CHO – Customary Home Occupation
 BLA – Boundary Line Adjustment
 AO – Administrative Officer/Zoning Administrator
 CC – Certificate of Compliance

OVERLAY DISTRICTS:

FHO – Flood Hazard Overlay
 APO – Aquifer Protection Overlay
 DRO – Design Review Overlay

BASIC DISTRICTS:

DN – Downtown
 TC – Town Center
 MU1 – Mixed Use 1
 MU2 – Mixed Use 2
 MU3 – Mixed Use 3
 OI – Office Industrial
 R10- Residential 10
 R4 – Residential 4
 R1 – Residential 1
 RR – Rural Residential
 RA – Rural Agricultural
 FC – Forest Conservation

TOWN of MILTON, VT | PLANNING FEE SCHEDULE

If you have any questions, call (802)893-1186 or visit us in the Milton Municipal Complex at 43 Bombardier Road, Milton, VT 05468.

We're here to assist you through the permitting process so you can develop your property according to Milton's Town Plan and regulations. ♦ If you have questions, or need help completing any form, please contact us! ♦ Please read this form closely take advantage of cost saving incentives and avoid penalties. ♦ Fees are subject to change and payable by cash, check, credit/debit card (3% surcharge), or e-check (\$1.50 surcharge).

HOW TO OPEN & CLOSE A ZONING PERMIT

- ☐ You submit a complete application and pay fee.
- ☐ We review the permit; compliant permits are approved and non-compliant permits are denied with an explanation.
- ☐ We mail you the permit decision, poster, and record a notice in the land records.
- ☐ You notify your neighbors by posting the red "P" poster where it will be visible from the nearest public right-of-way.
- ☐ Approved permits take effect after the 15-day appeal filing period has expired.
- ☐ You can now begin your project!
- ☐ If you change your project, you must amend the permit to update the plans.
- ☐ If you need more than one year to complete the project, you must renew the permit to keep it valid.
- ☐ When the project is finished, you must submit a Certificate of Compliance/Occupancy application to close your permit. **(SAVE MONEY: Applications submitted prior to the expiration of the zoning permit have a reduced fee!)**
- ☐ Compliant projects are inspected and approved; non-compliant projects must be denied with an explanation.
- ☐ We mail you the Certificate and record a notice in the land records

EXPEDITED SERVICES

- ✓ Expedited review is available upon request and when possible.
 - ✓ You must indicate on the application form that you are requesting this service.
 - ✓ The surcharge payment is due at the time of filing and will be refunded if the deadline is not met.
- | | |
|--|--------------------------------|
| Expedited Zoning Permit Service (5 Business Days ¹)..... | \$75 surcharge added to total |
| Expedited Certificate of Compliance (3 Business Days ¹)..... | \$200 surcharge added to total |
| Expedited Certificate of Compliance (5 Business Days ¹)..... | \$75 surcharge added to total |

1. Business days are the days the Town is open for business and will be calculated on a 24-hour basis. Example: If the application is filed and paid on Friday at 3:00 p.m., a 3-day expedited permit will be issued by Wednesday at 3:00 p.m.

ZONING PERMITS

- ✓ Payment is due at the time of filing.
- ✓ Where multiple permit types apply to a single application, the higher fee applies.
- ✓ Applications will not be considered complete or filed without payment of required fees.
- ✓ All Zoning Permits are subject to an additional \$10 recording fee.
- ✓ Applications withdrawn prior to issuance of the permit and applications deemed not to require a permit will receive a full refund.
- ✓ The Zoning Administrator must act on the application within 30 days of your permit application filing.
- ✓ Applicants will be mailed a copy of the permit/decision.
- ✓ Denied applications are eligible for credit for a corrective permit if submitted within 30 days of the denial; the credit does not apply to the \$10 recording fee.
- ✓ Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).

Planning Division Fee Schedule

✓ All Zoning Permits require a Certificate of Occupancy/Compliance prior to use or occupancy.

PERMIT TYPE	PERMIT FEE
Residential Dwelling Unit.....	\$250 per new unit +0.10 per new sq. ft. ¹
Residential Alteration/ Accessory Structure ^{2 & 6}	\$41
Residential Permit Amendment ^{2, 4 & 6}	\$16
Non-Residential Unit.....	\$250 per new unit ⁷ +0.20 per new sq. ft. ¹
Non-Residential Alteration/ Accessory Structure ^{2 & 6}	\$51
Non-Residential Permit Amendment ^{2 & 4}	\$21 ⁶
Mixed-Use Development ³	hybrid, see note #3
One-Time, One-Year Permit Renewal ⁴	\$11
Alteration: Change of Use Only ⁵	\$21
Alteration: Demolition/Removal Only.....	\$16
Sign: Business/Subdivision/Directory.....	\$5
Sign: Advertising.....	\$5
Sign: Home Occupation.....	\$5
Sign: Special Business Event.....	\$5
Sign: Civic Event.....	\$5

¹. Square footage refers to the gross floor area defined as the sum, in square feet, of the total horizontal areas of all floors of a principal structure or building and shall include all storage and utility areas, basements, attics, and mezzanines (finished & unfinished). It shall not include square footage for decks, sheds, garages, accessory structures, or unenclosed decks or porches.

². Does not apply to any application proposing additional units; new residential/non-residential fee applies.

³. Within a mixed-use building or site, applicable residential fees apply to units and gross floor area dedicated to residential use and applicable non-residential fees apply to units and gross floor area dedicated to non-residential use.

⁴. Amendments and renewals must be submitted prior to the expiration of the permit. Renewals are valid for one-year from date of approval for the identical project. Amendments expire with the date of the original permit, but are eligible for renewal. If the Zoning Administrator determines that the scope of a residential amendment is a major, substantive change to the original proposal, s/he may require a new permit.

⁵. Applies to changes of use when no site or structural changes subject to permitting are proposed on the site.

⁶. Alterations and amendments that add new square footage to the existing or proposed principal building or structure shall be charged \$0.10 per new square foot for residential permits, and \$0.20 for non-residential permits.

⁷. Applies to each owned, leasable, or leased unit (self-storage units exempt).

IMPACT FEES

✓ Impact fees are assessed for new dwelling units according to the Impact Fee Ordinance to fund capital improvements identified in and established by the Town's Capital Improvement Plan.

✓ Accessory apartments are exempt from Impact Fees.

FEE TYPE	FEE AMOUNT
FY17 Impact Fee.....	\$4,392 per dwelling unit
FY17 Reduced Impact Fee (elderly housing units & one-bedroom units).....	\$3,294 per dwelling unit

CERTIFICATE OF COMPLIANCE/OCCUPANCY & INSPECTIONS

✓ Remember to check your permit to verify that you have completed the work as approved prior to submitting your Certificate application. If the work doesn't match the permit, you must amend your permit, otherwise the Certificate will be denied. Development that is used or occupied prior to certification is a violation and subject to enforcement if not cured.

✓ Payment is due at the time of filing.

✓ Where multiple permit types apply to a single application, the higher fee shall apply.

✓ Payment is non-refundable; failed inspections are not eligible for refund or credit.

✓ Applications will not be considered complete or filed without payment of required fees.

Planning Division Fee Schedule

- ✓ When Impact Fees apply, no Certificate may be issued until a the full impact fee is paid.
- ✓ Applications submitted prior to the expiration of the associated Zoning Permit have a REDUCED FEE.
- ✓ The Administrator must inspect and issue a statement of condition within 14 days of the compliance application filing. Your signature grants the Administrator permission to enter your property to inspect the work.
- ✓ Inspection of new residential & new non-residential will be done by appointment.
- ✓ Applicants will be mailed a copy of their Certificate/decision.
- ✓ All Certificates are subject to an additional \$10 recording fee.
- ✓ Applications for after-the-fact use or occupancy (without a Certificate) or applications to correct a formal violation are subject to a surcharge penalty ⁴. (See Penalties section below).

INSPECTION/CERTIFICATE TYPE	REDUCED FEE	FULL FEE
Uses Subject to Development Review	\$36+2.50 per unit	\$58+2.50 per unit
New Residential ¹	\$31	\$50
Other Residential ^{1 & 2}	\$26	\$42
Business Identification /Subdivision/ Directory Signs	\$26	\$42
Advertising Sign	\$16	\$26
Home Occupation Signs	\$11	\$18
Special Event Business Signs	\$5	\$8
Civic Event Signs	\$5	\$8
Landscaping Surety Inspection ³	\$25	

Due upon request for inspection to enter or exit warrantee period.

1. Does not apply to residential uses subject to development review.
2. Applies to Accessory Structures, Alterations, and Amendments.
3. Landscape inspections can only be done May 15 through October 15, when foliage is clearly visible.
4. After-the-fact penalties shall not apply to corrective Certificates of Compliance/Occupancy applications for which an after-the-fact penalty has already been paid for the associated Zoning Permit, unless the use or occupancy is in violation of the corrective permit.

RESIDENTIAL/COMMERCIAL BUILDING ENERGY STANDARDS

Applicants must determine whether or not their project requires a Residential Building Energy Standards or Commercial Building Energy Standards Certificate. For more information, visit:

http://publicservice.vermont.gov/energy_efficiency.

MILTON HIGHWAY ACCESS, WATER & WASTEWATER PERMITS

Highway access (new driveways/curb cuts), water and sewer connections/change of use require permits from the Town's Department of Public Works. Please call the Department at (802) 893-6030 for assistance.

STATE & FEDERAL PERMITS

State and federal regulations may apply. State law requires that you contact the necessary State agencies and obtain any required State permits before construction may commence. Contact the local Permit Specialist at (802) 241-3273 for assistance. Some local permits can only be issued after required State permits have been approved.

DEVELOPMENT REVIEW FEES

- ✓ To learn about the development review process, please visit: <http://miltonvt.org/government/boards/drb.html>.
- ✓ Payment is due at the time of filing.
- ✓ Applications will not be considered complete or filed without payment of required fees.
- ✓ All fees are non-refundable.

Planning Division Fee Schedule

- ✓ Multiple applications that can be heard at the same hearing shall receive 50% off the less expensive application(s); this discount shall not apply to variances or appeals.
- ✓ With the exception of Sketch Plans, all development review applications are subject to an additional \$10 recording fee and a \$2 notice fee ¹ per adjoining property owner and application party.
- ✓ Certain applications require publication of a public warning in the newspaper (listed below).
- ✓ Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).

APPLICATION TYPE	FEE	WARNING
Pre-Application Staff Evaluation and Consultation ²	\$100 (credited to next app. & discount eligibility)	
Site Plan	\$500	n/a
Site Plan Amendment	\$235	n/a
Administrative Site Plan Amendment ³	\$75	n/a
Conditional Use	\$150	\$85
Interim Zoning Conditional Use ⁵	\$200	\$85
Subdivision/PUD Sketch Plan	\$235	n/a
Minor (6 or fewer) Subdivision/Minor PUD Final ³	\$500+50 per lot & unit	\$85
Major (7 or more) Subdivision/Major PUD Preliminary ³⁺⁴	\$500	\$85
Major (7 or more) Subdivision /PUD Final ³	\$500+50 per lot	\$85
Boundary Line Adjustment	\$100+75 per lot involved	\$85
Minor Subdivision/PUD Amendments	\$100+75 per lot, unit & phase amended	\$85
Major Subdivision/ PUD Amendments	\$175+75 per lot, unit & phase amended	\$85
Administrative PUD Amendments ³	\$100	\$85
Variance ³	\$150	\$85
Appeal to DRB ³	\$150	\$85
Monument/Statue Approval ³	\$100	n/a

OTHER DEVELOPMENT REVIEW FEES

Salvage Yard Certificate of Approved Location ³	\$100	\$85
Subdivision Survey Plat Recording Fee		\$15
<i>Due at the time of final plat submission for DRB signature. Fee established by Clerk.</i>		
Plat Recording 90-Day Deadline Extension		\$25
<i>Due upon written request.</i>		
Independent Technical Review Escrow	cost per hour billed from \$500 escrow	
<i>Due upon request by the Appropriate Municipal Panel; unused balance reimbursed.</i>		
Legal Review Escrow	cost per hour billed from \$500 escrow	
<i>Due at the time of final review application filing with draft legal instruments; unused balance reimbursed.</i>		
Revised Final Plan/Plat Staff Review	first review free, each additional review \$50	
	base fee + \$30 per hour for ea. hour over 1.	

Base fee due upon revised plan submission, applicant will be billed for hourly rate, due with Plat submission or Zoning Permit application.

1. The Planning Act (24 VSA 4464(a)(1)(C)) requires written notification (which this fee funds) to the applicant and to owners of all properties adjoining the property subject to development (with the exception of Sketch Plans), including the owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public right-of-way and, in any situation in which a variance is sought regarding setbacks from a State highway, also including written notification to the Secretary of Transportation.

2. Staff will review a complete subdivision sketch/PUD sketch, subdivision/PUD amendment, boundary line adjustment, site plan, and site plan amendment applications for evaluation and present a written, non-binding report as soon as possible (and within 15 business days of submission) to address potential regulatory issues. The cost of review will be credited to the next

Planning Division Fee Schedule

application, and the next application will be eligible for a 25% application fee discount according to the fee calculation table above if ALL identified, non-discretionary regulatory issues are addressed in the application to the satisfaction of staff.

3. Not eligible for pre-application evaluation or discount.

4. If the DRB determines at sketch that preliminary and final review can be reviewed concurrently at sketch, both fees shall be assessed, with a single warning.

5. Interim Zoning applications must be submitted with all associated development review applications to which the use is subject.

PENALTIES FOR AFTER-THE-FACT APPLICATIONS/VIOLATIONS

✓ *After-the-fact means the submission of any application required in this schedule after discovery by the Town of construction, demolition, subdivision, occupation or commencement of use prior to Town approval.*

1. After-the-Fact Applications are subject to **TWO** (2) times the normal fee for each subsequent development review, zoning permit, and certificates of compliance/occupancy application needed to correct the non-compliance.
2. After-the-fact applications for properties for which a formal Zoning Violation has been recorded in the land records are subject to **FOUR** (4) times the normal fee for each and every subsequent development review, zoning permit, and certificate of compliance/occupancy application to correct the violation.

ZONING/SUBDIVISION VIOLATIONS

✓ *Enforcement is conducted according to the Town's Zoning Enforcement Policy and applicable ordinances. Penalty fee established by the Ordinance.*

Zoning.....	\$200 per offense, per day
Subdivision.....	\$40 per offense, per day

LITTER VIOLATIONS

✓ *Litter Enforcement is conducted according to the Town's Litter Ordinance through a civil ticketing process. Penalty fee established by the Ordinance.*

Litter.....	\$500 per day, or waiver fee
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RESEARCH & WRITTEN OPINIONS

- ✓ *File research and jurisdictional opinions are provided at staff's discretion.*
- ✓ *Payment for one hour is due in advance of services rendered. Payment for hours over one shall be paid prior to issuance of the report.*
- ✓ *DISCLAIMER: The Town's staff does not provide legal advice, conduct title searches, survey land, or resolve boundary disputes. Opinions are not final decisions of the Town and should not be relied upon as definitive statements as the interpretation or application of the land use laws and development regulations.*

File Research and/or Written Staff Opinion.....	\$50 base fee +30 for ea. additional hour over 1
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PUBLIC RECORD COPIES/REQUESTS

✓ *Formal public records request may be submitted using the Department's record request form. Pursuant to 1VSA316(d), copying fees are established by the Secretary of State's Uniform Schedule of Public Record Charges. Other charges may apply to unique record requests.*

Photocopies of Records (black & white).....	\$0.05 per single-sided letter or legal page
	\$0.09 per double-sided letter or legal page
	\$0.10 per single-side ledger page
	\$0.18 per double-side ledger page
Photocopies of Records (color).....	\$1.00 per side of letter or legal page
	\$2.00 per side of ledger page
Paper Prints of Digital Records.....	\$0.02 per single-sided letter or legal page

Planning Division Fee Schedule

Plotter Maps.....	\$15 per 3' x 4' map
Duplication Labor.....	\$0.33 per minute after the first 30 minutes
Postage/Shipping.....	at cost (<i>must be paid in advance; contact us for fee</i>)

FEE REDUCTION OR WAIVER

Fees established by this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such a reduction or waiver shall provide the request in writing to the Director of Planning and Economic Development. The Director shall review such requests and provide a written recommendation for consideration and final determination by the Selectboard at the next available meeting, as determined by the Town Manager. The Director may also initiate such a request.

ADOPTION/AMENDMENT

Pursuant to Vermont Statutes Annotated, Title 24, Chapter 117, Subchapter 9, Section 4440, this schedule is established by Resolution of the Selectboard on March 7, 2016, and effective March 14, 2016. Non-substantive revisions that do not impact a Planning & Zoning fee classification or amount may be made to this schedule administratively without Selectboard approval.

FEE CALCULATORS

ZONING PERMIT FEE CALCULATOR

Zoning Permit Application Fee	see schedule above	
Zoning Permit Square Footage Fee ¹ (if applicable)	# _____ sq. ft. x \$ _____ =	+
Zoning Permit Unit Fee (if applicable)	# _____ units x \$ _____ =	+
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) (if requested)	see schedule above	+
Zoning Permit Recording Fee		+ \$10
TOTAL DUE		=

CERTIFICATE OF COMPLIANCE/OCCUPANCY FEE CALCULATOR

Certificate of Compliance Fee	see schedule above	+
Certificate of Compliance Unit Fee (if applicable)	# _____ units x \$ _____ =	
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) (if requested)	see schedule above	+
Impact Fee (if applicable)	\$4,392 (full)/\$3,294 (reduced)	+
Certificate of Compliance Recording Fee		+ \$10
Landscape Surety Inspection Fee (if applicable)	see schedule below	+
TOTAL DUE		=

Planning Division Fee Schedule

DEVELOPMENT REVIEW APPLICATION FEE CALCULATOR

Base Application Fee	see schedule above	
Variable Fee Application (<i>if applicable</i>)	total units ____ x fee ____ = total lots ____ x fee ____ = total phases ____ x fee ____ =	+
Multiple Application Discount (<i>If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.</i>)		
Extra Application 1	total fee ____ x 0.50 =	+
Extra Application 2	total fee ____ x 0.50 =	+
Extra Application 3	total fee ____ x 0.50 =	+
Pre-Application Credit (<i>if applicable</i>)	subtract 100 from total	-
SUBTOTAL		=
Pre-Application Discount (<i>if applicable</i>)	25% from subtotal above	-
SUBTOTAL		=
Violation Penalty (<i>if applicable</i>)	multiply subtotal by 4	+
After-the-Fact Penalty (<i>if applicable</i>)	multiply subtotal by 2	+
SUBTOTAL		=
Decision Recording Fee		+ \$10 (not applicable to Sketch Plans)
Warning Fee (<i>if applicable, see above</i>)	add \$85	+
Adjoiners Notice (<i>if applicable, see above</i>) ¹	total no. ____ multiplied by 2 =	+
Application Party Notice (<i>Include all persons you also wish to receive notice: owners, applicants, and consultants.</i>)	total no. ____ multiplied by 2 =	+
Legal Review Escrow (<i>if applicable</i>)	\$500	+
TOTAL DUE		=

TOWN OF NORWICH - PERMIT FEE SCHEDULE

November 1, 2013

TYPE OF PERMIT	PERMIT FEE	RECORDING FEE ¹
<u>Administrative:</u>		
Residential Structures & Additions ²	\$ 45 + .12/sq. ft.	\$ 10
Small Additions (Under 400 sq. ft.) ²	\$ 15 + .10/sq. ft.	\$ 10
Accessory Structures ³	\$ 25 + .07/sq. ft.	\$ 10
Small Accessory Structures (under 250 sq. ft.) ²	\$ 10 + .05/sq. ft.	\$ 10
Non-Residential Buildings (up to 5000 sq. ft.)	\$ 65 + .17/sq. ft.	\$ 10
Additional area over 5000 sq. ft.	.07/sq. ft.	
Permitted Uses, Ponds, Home Businesses	\$ 55	\$ 10
Development Envelopment Review – Admin.	\$ 55	\$ 10
Boundary Line Adjustments - Annexations	\$ 45 + 10/lot over two	\$ 10
Other Permits: Fences, Signs, Demolitions	\$ 30	\$ 10
<u>Development Review Board Hearings:</u> Fees include newspaper and mailed notices		
Site Plan Review	\$ 250 + .03/sq. ft.	\$ 10
Development Envelopment Review	\$ 200	\$ 10
Conditional Use, Appeals, or Variances	\$ 250	\$ 10
Subdivision - Preliminary Plan Review	\$ 250 + 30/lot	
Additional Warned Hearings – Intermediate or Final Plan Review	\$ 100	\$ 25
Planned Unit Development (PUD)	\$ 275 + 30/unit	\$ 10
Telecommunications Facilities - New Towers	\$ 550	\$ 10
Installed on Existing Structures	\$ 250	\$ 10
<u>Other:</u>		
Amendments & Extensions to admin. permits	50% original fee, max \$100	\$ 10
Permits for development commenced before application submitted and approved	Twice Regular Fee	\$ 10
Highway Access Permits	\$ 30	\$ 10

¹Recording Fees- Fee for recording a Memorandum of Permit in the Town Land Records as required by State law.

²Fees for dwellings based on the area covering the ground including decks, porches and garages; and any additional finished living area not included in the footprint such as a second floor. Unfinished basements, attics, or storage area are not included.

³Fees for accessory buildings are based on ground area covered.

TOWN & VILLAGE OF WATERBURY

FEE STRUCTURE

All fees are non-refundable except when an application is withdrawn prior to any review by the Zoning Administrator or Development Review Board. A withdrawal request must be made in writing. Please make checks payable to the Town of Waterbury. For questions about the fee's or permit process contact the Zoning Administrator at 244-1018.

APPLICATION FEES

NEW CONSTRUCTION

Single-Family Dwelling	_____ \$200
Two-Family Dwelling	_____ \$400
Multi-Family Dwelling	_____ \$200 per unit
Commercial / Industrial Building / Addition	_____ \$50 + \$150 per 1,000 sf (as total sf of all comm./ind. floors)
Residential Building Addition	_____ \$50 + \$10 per 100 sf for any size over 500 sf
Residential Accessory Structure (garage, shed)	_____ \$50 + \$10 per 100 sf for any size over 500 sf
Accessory Apartment	_____ \$200
Porch / Deck / Fence / Pool / Ramp	_____ \$50
Development in SFHA (incl. repairs + renovation)	_____ \$50

USE

Establish new use	_____ \$50 (\$0 if in conjunction with a construction project, see above)
Change existing use	_____ \$50 (\$0 if in conjunction with a construction project, see above)
Convert to commercial or industrial use	_____ \$50 + \$150 per 1,000 sf (as total sf of all comm./ind. floors)
Establish home occupation	_____ \$50

OTHER

Land Subdivision (# of Lots: _____)	_____ \$50 + \$100 per lot
Boundary Line Adjustment (BLA)	_____ \$100
Planned Unit Development (PUD)(# of Lots: _____)	_____ \$50 + \$100 per lot
Parking Lot	_____ \$100
Soil / sand / gravel / mineral extraction	_____ \$100
Excavation and/or fill in SFHA	_____ \$100

SIGN _____ \$50

CERTIFICATE OF COMPLETION (SFHA only) _____ \$50

REVIEW FEES if you project requires one (or more) of the following applications an additional Development Review Board (DRB) fee applies

Conditional Use (incl. Waiver), Site Plan, Variance,	
Overlay (RHS, DDR, SFHA*),	
Subdivision (Subdivision*, BLA*, PUD)	_____ \$100

*depending on the scope of the project the DRB REVIEW FEE may not apply, contact the ZA for a determination.

RECORDING FEES a one-time Land Record recording fee applies to each projects application packet

Permit Recording Fee	_____ \$10
Final Plat Recording Fee (for Subdivisions)	_____ \$15

► **Application Fee + Review Fee + Recording Fee = \$ _____ TOTAL ZONING PERMIT APPLICATION FEE ◀**

ADDITIONAL FEES

After-the-fact Zoning Permit Application (if you failed to obtain Zoning approval prior to project commencement the following fee will be added to the Total Zoning Application Fee)	_____ \$100
Appeal of the Zoning Administrators Determination	_____ \$50
Letter of Compliance (includes Recording Fee)	_____ \$40



TOWN of WINDSOR

P.O. Box 47 29 Union Street
Windsor, Vermont 05089
Zoning 674 1018

Zoning/ Subdivision Permit Fee Schedule:

effective 07/01/20009 (applic. fees adopted by Select Board 06/27/2007; new recording fees, 07/01/2009)

NOTE: PERMIT FEES SHALL BE DOUBLED FOR DEVELOPMENT COMMENCED BEFORE PERMIT IS ISSUED

Permit type:	Flat fee	Per Sq. Ft. fee (*1)	Recording fee (*2)
Administrative			
Construction	\$25 plus	\$0.10 res./ \$0.15 comm.	\$10
Signs/fence	\$25	n/a	\$10
Home occ. (Sect.3.11(B))	\$25	n/a	\$10
Design review	\$25	n/a (Sect 5.4(C), signs,fence,other)	\$10
Dev. Rev. Board			
Site plan	\$50 plus	\$0.15 (building construction)	\$10
Conditional use	\$100 plus	\$0.15 (incl. site plan rev.)	\$10
Design review (*3)	\$50 plus	\$0.10 res./ \$0.15 comm.	\$10
Flood hazard rev.(*3)	\$50 plus	\$0.10 res./ \$0.15 comm.	\$10
Subdivision	\$100 plus	\$20/lot	\$25 (*4)
PRD/PUD	\$200 plus	\$30/dwelling unit	\$25 (*4)
Variance	\$100	n/a	\$10
Appeals	\$50	n/a	\$10

*1) residential s.f. = extent of construction (footprint s.f.)

commercial s.f. = extent of construction **times** # of floors (total building s.f.)

(*2) most permits are one page, if more than one page, additional fee per page

(*3) if Design or Flood reviews are combined with another DRB hearing, fee may be waived

(*4) Mylar recording fee \$15 per 18" x 24" sheet

Other Town Application Fees:

Wastewater/sewer allocation:	
Single family dwelling unit	\$50
Accessory dwelling unit	\$50 (Sect. 3.1(A), Zoning Regulations)
Multi-family dwelling unit	\$60/ dwelling unit
Commercial	\$150
Water allocation:	
Single family dwelling unit	\$50
Accessory dwelling unit	\$50 (Sect. 3.1(A), Zoning Regulations)
Multi-family dwelling unit	\$60/ dwelling unit
Commercial	\$150
Driveway location	\$50
Wastewater disposal system	State of VT, 802 885 8850