

Sec 27-114 FEES FOR APPLICATION DEVELOPMENT REVIEW

(a) The following fees shall be collected by the Department of Planning and Zoning when applications for development review are submitted.

Application	Plan Review Fee (Dollars)	Escrow Account Fee (Dollars)	Notes
Abandonment of Rights-of-Way	\$1,800	see notes	(1)
Abandonment of easements and non-fee interests	\$600	see notes	(1)
Annexation-voluntary	\$300	see notes	(1),(5)
Appeal of administrative decisions	\$1,000	see notes	(1)
Archeological certificate to dig	\$180	\$1,800	(1),(6)
Comprehensive plan text amendment	\$2,500	see notes	(1),(6)
Comprehensive land use plan map change			
a. Small Scale	\$3,000	see notes	(1),(2)
b. Large Scale	\$3,500	see notes	(1),(2)
Development of regional impact	\$5,500*	\$7,800	(1),(6)
a. Substantial deviation	\$4,000*	\$2,500	(1),(6)
b. Notice of proposed change for a minor modification	\$3,000	see notes	(1)
c. Annual Report Review	\$1,000	see notes	(1)
Development approval extension	\$1,675	see notes	(1)
Development Review Committee(DRC) Pre-application	\$400	see notes	(1)
Developer's agreements review and approval	\$2,000	see notes	(1)
Historic Preservation			
a. Historic structure or district designation	\$180	\$1,800	(1),(5),(6)
b. Certificate of Appropriateness	\$180	\$1,800	(1),(5),(6)
c. Ad valorem tax exemption for historic property	\$60	\$600	(1),(5),(6)
Nonconforming use permits	\$110	see notes	(1)
Performance bond or monies accepted by the Town	\$150	see notes	(1),(7)
Planned unit development			
a. Subdistrict and Master plan approval	\$4,000	see notes	(1)
b. Per waiver requested	\$250	see notes	(1)
c. Modification to previously approved master site plan requiring Town Council review	\$2,000	see notes	(1)
d. Minor Development Review Committee (DRC) modification to previously approved master site plan	\$650	see notes	(1)
e. Minor PZ Staff modification to previously approved master site plan	\$150	see notes	
Recordation of documents - Plus recordation fees charged by the Clerk of the Circuit Court	\$90	n/a	(3)
Re-submittal fee (after first resubmittal) requiring review by Development Review Committee (DRC)	\$500	see notes	
Research fees, per hour	\$30	n/a	(4)
Review by TC (conceptual plan)	\$250	n/a	
Review of legal documents (post approval)	n/a	\$500	(1)
Site plan approval, non-residential			
a. 0--4,999 square feet	\$2,000	see notes	(1)
b. 5,000--14,999 square feet	\$3,000	see notes	(1)
c. 14,999 square feet	\$4,500	see notes	(1)
d. Greater than 50,000 square feet	\$6,000	see notes	(1)
e. Modification to previously approved site plan requiring Town Council review	\$2,000	see notes	(1)
f. Minor Development Review Committee (DRC) modification to previously approved site plan	\$600	see notes	(1)
g. Minor PZ Staff modification to previously approved site plan	\$150	see notes	(1)

Site plan approval, residential			
a. Base fee	\$1,200	see notes	(1)
b. Additional fee	Greater of \$15 per dwelling unit or lot	see notes	(1)
c. Modification to previously approved site plan requiring Town Council review	\$2,000	see notes	(1)
d. Minor Development Review Committee (DRC) modification to previously	\$600	see notes	(1)
e. Minor PZ Staff modification to previously approved site plan	\$150	see notes	(1)
Small Scale Planned Development			
a. Base fee (administrative small scale)	\$1,000	see notes	(1)
b. Base fee (requiring Town Council review)	\$2,000	see notes	(1)
c. Per waiver requested (in addition to base fee)	\$250	see notes	(1)
Special Event Permit (*fees per Article IV, Table II of the Zoning Code)			
a. Class A1	\$40	n/a	
a. Class A	\$100	n/a	
b. Class B	\$400	n/a	
c. Class C	\$300	n/a	
d. Class D	\$700	n/a	
Special Exception (one use per application plus \$500 for each additional request)			
a. 0--4,999 square feet	\$2,000	see notes	(1)
b. 5,000--14,999 square feet	\$2,500	see notes	(1)
c. 14,999 square feet	\$4,000	see notes	(1)
d. Greater than 50,000 square feet	\$5,000	see notes	(1)
e. Modification to previously approved special exception requiring Town Council review	\$2,000	see notes	(1)
f. Minor Development Review Committee (DRC) modification to previously approved special exception	\$600	see notes	(1)
g. Minor PZ staff modification to previously approved special exception	\$150	see notes	(1)
Unfinished structure, authorization to cease construction	\$1,020	\$300	(1),(6)
Unity of title - request to dissolve	\$600	see notes	(1)
Variance, nonresidential	\$870	see notes	(1)
Variance, residential	\$630	see notes	(1)
Vegetation removal and land clearing permit			
	\$210 plus \$45 per acre for land clearing		
a. Flat Fee- commercial, industrial, multifamily residential development		n/a	
b. Exotic removal	n/a	n/a	
Zoning code text amendment	\$2,500	see notes	(1)
Zoning map amendment	\$2,200	see notes	(1),(2)
Zoning determination letter	\$100	n/a	(1),(4)

***any additional staff costs for reviewing the applications will be billed to applicant.**

Notes:

(1) Additional costs may be incurred by the applicant, including, but not limited to, the following:

a. Professional fees paid by the Town to review or prepare such professional documents as a property appraisal, traffic impact and parking analyses, vegetation and environmental assessments, archeological or historic assessments, market studies, engineering studies or reports, legal documents and costs, site or architectural plans, noise study, lighting plans, or other documents required to review a development application. In these cases, the applicant may be required to provide a deposit that will be placed in an escrow account with the Town. Upon completion of the review of the development applications, the applicant will be either refunded any unused amount of the escrow account fee or charged for any additional costs incurred by the Town in excess of the deposit. If costs exceed the deposit, application review, permitting, platting, scheduling of a public hearing, inspections or issuing of a Certificate of Occupancy or completion may be suspended until such time as the outstanding costs are paid.

b. Costs associated with advertising for public hearings and other public notice requirements are the responsibility of the applicant. As part of the sufficiency determination, staff will determine the cost and notify the applicant. The fee shall be paid prior to such application being scheduled for a public hearing requiring notice.

(2) The application fee may be waived by the Town Manager provided the application is considered in conjunction with the submission of a voluntary annexation application.

(3) \$75.00 administrative fee to be charged in addition to the recordation fee.

(4) \$25.00 per hour or portion thereof in excess of 20 minutes.

(5) Fees may be waived by the Town Manager for historic preservation to encourage the preservation of historic structures and areas; and for voluntary annexations of developed areas.

(6) An escrow fee is required with the submittal of this application to cover variable costs associated with note (1) above. In these cases, the applicant shall be required to provide a deposit that will be placed in an escrow account with the Town. Upon completion of the review of the development applications, the applicant will be either refunded any unused amount of the escrow account fee or charged for any additional costs incurred by the Town in excess of the deposit. If costs exceed the deposit, application review, permitting, platting, scheduling of a public hearing, inspections or issuing of a Certificate of Occupancy or Completion may be suspended until such time as the outstanding costs are paid.

(7) The fee for acceptance of performance bonds/monies is non-refundable.

(b) In addition, applicants for any application for development review listed in the above table, shall place funds as determined by the Town into any escrow account to reimburse the Town for such legal costs and fees the Town incurs in reviewing and processing applications for development review. The costs and fees billed to an applicant by the Town shall be the same costs and fees actually billed to the Town, in accordance the agreement between the Town and the Town Attorney. Failure by an applicant to deposit monies into the escrow account when requested shall result in the cessation of the review of the application.

(c) Failure by an applicant to pay additional costs incurred by the Town for any application for development review, as required by this Section, within 30 days of being notified by the Town, shall result in cessation of the review of the application. The Town may serve a notice of violation and subsequently a notice of hearing before the Town's Special Magistrate to collect said costs incurred.