

Zoning & Land Use Application Fee Schedule (Council approved February 2, 2015 by resolution)

Board or Commission & Process	Fee Schedule				
	Minimum Fee (per separate application)	Size Escalation & Inspection Fees	Cost of Legal Ad	Cost of any Notices	Cost of Expert(s)
BZA					
1) Appeal	\$25	N/A	deposit of \$25, refund if appeal granted	deposit of \$25, refund if unused	N/A
2) Conditional Use Permit	\$25 per hearing	N/A	deposit of \$25 per hearing, refund if unused	deposit of \$25 per hearing, refund if unused	Determined by BZA (deposit required, refund to actuals)
3) Hist S&G Interpretation	Part of Project Permit Application	N/A	deposit of \$25 per hearing, refund if unused	deposit of \$25 per hearing, refund if unused	N/A
4) Variance	\$25 per hearing	N/A	deposit of \$25 per hearing, refund if unused	deposit of \$25 per hearing, refund if unused	N/A
5) Demolition Review Permit	\$25	N/A	deposit of \$25 per hearing, refund if unused	deposit of \$25 per hearing, refund if unused	Determined by BZA (deposit required, refund to actuals)
PC/HLC					
6) Project Permit & Inspection(s)	\$25	\$10 per \$1,000 value (or portion thereof) unless project cost over \$1,500,000 - see addendum Each inspection: \$25 for project less than \$500 5% for project between \$500 - \$2,000 \$100 for projects over \$2,000	N/A	N/A	Determined by PC (deposit required, refund to actuals)
7) Site Plan approval & Inspection(s)	\$25	\$10 per \$1,000 value unless a unless project cost over \$1,500,000 - see addendum Each inspection: \$25 for project less than \$500 5% for project between \$500 - \$2,000 \$100 for projects over \$2,000	N/A	N/A	Determined by PC (deposit required, refund to actuals)
8) Business Sign Permit	\$25	N/A	N/A	N/A	N/A
9) Zoning Map Amendment	\$25	N/A	N/A	N/A	N/A
10) Plat Approval (Subdiv)	\$25	\$10 per \$1,000 value	deposit of \$25, refund if unused	deposit of \$25, refund if unused	Determined by PC (deposit required, refund to actuals)
11) Land Disturbance Permit (SWM)	\$25	N/A	N/A	N/A	\$2000 deposit required, final cost is actual cost
12) Waiver for Land Disturb Plan (SWM)	\$25	N/A	N/A	N/A	\$2000 deposit required, final cost is actual cost
13) Floodplain Review	\$25 (unless part of Project Appl)	1 & 2 family dwelling - \$1.00 per \$1,000.00 Accessory structures - \$1.00 per \$1,000.00 Any other structure - \$1.00 per \$1,000.00 Site plans, grade/fill (added fee) - \$50.00/acre or portion Floodway devel. reviews - \$1.00 per \$1,000.00	N/A	N/A	N/A

Note: The fee(s) for any application not specifically covered by this Fee Schedule shall be determined at the discretion of the Mayor.

Fee Schedule Addendum for Commercial or Residential Projects with Estimated Cost to Exceed \$1,500,000

1. The fee(s) for a large project shall be set at a level that covers the actual costs to the Town associated with pre-development review, administration, demolition oversight, construction oversight, inspections, certifications, ordinance review and changes, permit reviews, and other duties of the Town associated with the issuance of the permit. The fee may also include a reasonable contingency level, not to exceed 15%, to cover unexpected costs. Costs shall be determined by the Town on the basis of reasonable estimated market rates for such services or activities.
2. The fee(s) for large projects shall be established by a resolution of the Town Council, adopted after reasonable public notice and an opportunity for public comment. Prior to the adoption of such resolution, the Town must provide the applicant with an advance notice of the resolution, at least seven calendar days prior to the adoption of the resolution, and with an opportunity to provide written and/or verbal comments on the proposed fee(s). The Town may seek to establish fee(s) with the applicant by agreement prior to the passage of the resolution, provided that the public maintains the opportunity for advance notice and comment.
3. If an unexpected cost associated with Town administration of the permit for a large project arises, the Town may amend the fee to cover actual, reasonable market costs. Such amendment requires advance notice and opportunity for comment by both the applicant and the public, as provided in Section 2 above.
4. The Town and the applicant may agree on a payment schedule that allows for advance payments of portions of a fee prior to the application for or final issuance of such permit, in order to cover the reasonable, expected pre-construction review activities of the Town.
5. The Town shall keep a written accounting of all expenditures made to conduct development review, oversight, and other administrative activities associated with the issuance of a permit. Such accounting may be viewed by the applicant and the public upon request.
6. At the conclusion of the permit process or within 30 days of the time that the permit is issued, the applicant may petition in writing for a return of any portion of the fee that was not expended by the Town. If there are such unused funds remaining, the Town shall provide a refund upon request.