

# Department of Planning & Community Development Fees

## Department of Planning & Community Development Development Review and Other Services Fees

as set by City Council on February 21, 2007 with an Effective Date of April 1, 2007

1. **Base fee for all applications** ..... \$ 25.00  
*This fee acknowledges basic administrative costs associated with maintaining permit files. Applications combining multiple reviews, such as a project that requires both site plan and design review, are subject to only one base fee.*
  
2. **Administrative permit applications** (administrative only; no other reviews necessary).  
The value of the project shall be calculated and presented on a cost per square foot basis and will be compared with applicable current standards to insure accuracy.
  - a. New residence ..... \$ Base fee + \$10/\$10,000
  - b. Residential addition, alteration, accessory building ..... \$ Base fee + \$10/\$10,000
  - c. Renewal of residential & accessory permit prior to expiration ..... \$ Base fee
  - d. Renewal of residential & accessory permit after expiration ..... New application
  - e. Lot line adjustment ..... \$ Base fee + plat recording fee
  - f. Home Occupation ..... \$ Base fee
  - g. Fences/Walls ..... \$ Base fee
  - h. Demolition ..... \$ Base fee
  - i. Variance ..... \$ Base fee
  - j. Flood plain approval ..... \$ Base fee
  - k. Administrative site plan amendment ..... \$ Base fee
  
3. **Signs**
  - a. Single sign ..... \$ Base fee
  - b. Multiple signs ..... \$ Base fee + \$10.00 per sign  
*Multiple signs are those where more than one sign is proposed on a single property, such as a wall sign and ground sign, but are combined in a single application. A sign with multiple panels, such as a ground sign or directory sign, is considered to be one sign.*
  - c. Sign Plan ..... \$ Base fee + \$25.00  
*A sign plan is an application for multiple signs on a single property that includes details and criteria that proposed and subsequent signs would be expected to comply with. Once approved by the DRB, subsequent signs that comply with the sign plan would not require further Design or DRB review and can be processed administratively.*
  - d. In Design Control District ..... See #5, below
  
4. **Development Review Board Review**  
The value of the project shall be calculated and presented on a cost per square foot basis and will be compared with applicable current standards to insure accuracy.
  - a. Site Plan Review or Amendment  
Less than \$5,000 construction cost ..... \$ Base fee + \$25  
More than \$5,000 construction cost ..... \$ Base fee + \$10/\$10,000
  - b. Conditional Use Review or Amendment ..... \$ 75.00
  - c. Variance ..... \$ 75.00
  - d. Appeal ..... \$ 75.00
  - e. Additional Public Hearing Notice ..... \$ 50.00

## Department of Planning & Community Development Fees

- f. Pre-application/pre-conference meeting ..... No charge
- g. Planned Developments or Subdivisions
  - Sketch Plan Review only ..... \$ Base fee + \$.50/\$10,000
  - Preliminary/Conditional Review ..... \$ Base fee + \$2/\$10,000
  - Final Plat/Plan ..... \$ Base fee + \$5/\$10,000
  - Lot line adjustment ..... \$ Base fee
  - Ratification ..... \$ Base fee

Plat Recording Fee ..... As determined by City Clerk  
*If two or more stages are consolidated, only the greater of the applicable fees shall apply.*

- h. Master Plan Approvals (AI-PUD, Office Park)
  - Sketch Plan Review only ..... \$ Base fee
  - Preliminary/Conditional Review ..... \$ 500
  - Final Plan ..... \$ 500

*The Applicant must also provide a sufficient number of copies of the plan or amendment for staff, board and committee members, and citizens.*

### 5. Design Review Process

The value of the project shall be calculated and presented on a cost per square foot basis and will be compared with applicable current standards to insure accuracy.

- a. Less than \$5,000 construction cost ..... \$ Base fee
- b. More than \$5,000 construction cost ..... \$ Base fee + \$2/\$10,000
- c. Signs ..... \$ Base fee + \$25.00
- d. Informal workshop/pre-application review ..... No charge

### 6. Parking Replacement Fee ..... \$ 5,000

### 7. Legal and Professional Expenses ..... At cost

*When the Development Review Board requires legal, engineering or other professional service to render a decision, the actual cost will be billed to the applicant.*

### 8. Certificate of Compliance ..... \$ 50.00

### 9. Publications

- a. Master Plan ..... \$ 15.00
- b. Zoning and Subdivision Bylaws ..... \$ 10.00
- c. Zoning Map (8.5x11) ..... \$ 1.00
- d. Zoning Map (11x17) ..... \$ 3.00
- e. Cityscape Workbook I ..... \$ 10.00
- f. Cityscape Workbook II ..... \$ 5.00
- g. Capital District Master Plan (full size, color d/s) ..... \$ 45.00
- h. Capital District Master Plan (reduced, color, s/s) ..... \$ 45.00

### 10. Other

- a. Request for a Zoning Amendment ..... \$ 500.00  
 (Includes 2 public hearing notices and statutory report)
- b. Request for a Zoning Amendment with  
 District Boundary Amendment ..... \$ 750.00  
 (Includes 2 public hearing notices, statutory report, map changes)

## Department of Planning & Community Development Fees

- c. Request for Montpelier Master Plan Amendment .....\$ 750.00  
(Includes 2 public hearing notices, statutory report, map changes)
- d. Six months after this fee schedule is adopted by the City Council, if development has begun without first obtaining a Zoning Permit, all zoning permit application fees are doubled.

### 11. Public Records Requests

- a. Large volume copy request ..... \$ 25.00 deposit required
- b. Letter size ..... \$ 0.10 per page; \$ 0.15 d/s
- c. Legal size ..... \$ 0.12 per page; \$ 0.18 d/s
- d. 11" x 17" size ..... \$ 0.15 per page; \$ 0.20 d/s
- e. Avg. staff research or preparation time beyond 1<sup>st</sup> ½ hour .....\$ 20.00 per hour
- f. Maps (photocopies)
  - 18" x 24" ..... \$ 3.00
  - 24" x 36" ..... \$ 5.00
  - 30" x 42" ..... \$ 7.00

### 12. GIS Map Requests

- a. GIS Staff time beyond 1<sup>st</sup> ½ hour .....\$ 32/hour
- b. Maps (produced on plotter)
  - Less than 24" on long edge .....\$ 8.00
  - Between 24" and 36" on long edge .....\$ 10.00
  - More than 36" on long edge .....\$ 12.00
  - Map background is orthophoto, solid color, or dense contour lines ..... add \$ 2.00
- c. Cost of CD with jewel case or cardboard sleeve.....\$ 5.00
- d. Cost for map tube.....\$ 5.00
- e. Flat rate for shipping map or CD, overnight is additional.....\$ 5.00

### 13. Impact Fees

Impact fees are assessed according to Article 12 of the Montpelier Zoning and Subdivision Regulations, and must be paid prior to the issuance of a building permit for projects subject to impact fees according to Section 1201.

### 14. Recording Fees Required for Municipal Actions, as Required by State Law:

- a. Per page ..... \$ 7.00 per page
- b. Per mylar or plan sheet (18" x 24") ..... \$ 8.00 per page
- c. Per mylar or plan sheet (18" x 36") ..... \$ 10.00 per page

### 15. Refunds/Waivers of Fees

Department Heads have authority to issue refunds and/or waive fees based upon the following criteria:

- a. With prior authorization from the City Council; or
- b. To correct an administrative error.
- c. Fees for applications withdrawn *after* the DRB agenda has been noticed in the newspaper but before staff reports and other materials have been prepared for the DRB may be refunded minus the Base Fee.
- d. Fees for applications withdrawn after the application has been before the DRB shall not be refunded.