

PLANNING DEPARTMENT APPLICATION FEES

(Updated January 2015)

<u>Zoning Map Amendment</u>	\$ 4000 per acre or portion of
- Amendment to less intense district	½ Zoning Map Amendment Fee
<u>Amendment to Rezoning Proffers</u>	½ Zoning Map Amendment Fee
<u>Text Amendment</u>	
- (Zoning Ordinance; Subdivision Ordinance)	\$ 6000
<u>Appeals to Board of Supervisors</u>	\$ 2500
<u>Special Use Permit</u>	
- for property zoned commercial/indus.	\$ 2500 for each disturbed acre or portion thereof + Site Plan Fees
- for property zoned AOC, FOC, Res.	\$ 825 + Site Plan Fees
- Amendment	½ Regular Fee
<u>Site Development Plan</u>	
- for property zoned commercial/indus.	\$ 5000 + \$ 250 /required parking space
- for property zoned AOC, FOC, or residential or for non-profit uses	\$ 2500 + \$ 250 /required parking space
Amendment by Planning Commission	½ Regular Fee
by Planning Administrator	¼ Regular Fee
<u>Major Subdivision</u> - (3 or more new lots)	\$ 4000/lot, plus \$ 300 for each road sign & pole set as needed
<u>Minor Subdivision</u> - (1 or 2 new lots)	\$ 4000 plus \$ 300 for each road sign & pole set as needed
<u>Boundary Line Adjustment</u>	\$ 500 plus \$ 2750 for each DUR transferred
<u>Maximum Lot Size Exception</u>	
- requiring Planning Commission approval	\$ 1500
<u>Subdivision Ordinance Waiver</u>	\$ 1250
<u>Vacation of Plat</u>	\$ 1825
<u>Board of Zoning Appeals</u>	\$ 750 (fee refunded if appeal upheld)
<u>Board of Septic & Well Appeals</u>	\$ 750
- Review of blasting plans	\$1250
<u>Septic and Well Applications</u>	
- Sewage Disposal (all forms)	\$ 270 (+ VDH fee: \$ 425 [letter & permit]) = \$ 695 all paid to VDH
- Well Water Supply	\$ 185 (plus VDH fee: \$300) = \$ 485 all paid to VDH
- Walkover Fee	\$ 80 paid to VDH

Land Disturbance Permits

Erosion & Sediment Control Plan \$ 500 per plan + \$ 100/acre of disturbed area

- For site plans, major subdivisions, or non-residential land disturbances of 10,000 sq. ft. or more (not including agricultural activities)

Agreement in lieu of Erosion & Sediment Control Plan

- For residential land disturbances of 10,000 sq. ft. or more \$ 250 per plan

E&S compliance inspection of either of above plans

1st visit: \$125; 2nd: \$250; 3rd: \$500; 4th: \$1000; etc.

Minor Land Disturbance Permit

- For any disturbance of less than 10,000 sq. ft. \$ 50

Stormwater Construction Permits

Large Construction Activity - (five acres or more of land clearing) \$ 360*

Small Construction Activity - (one acre up to five acres of land clearing) \$ 216*

Minor Construction Activity - (2,500 sq. ft. up to one acre of land clearing) \$ 144*

Sign Permit \$ 20 per sq. /ft.

Certificate of Appropriateness

- For property zoned commercial or industrial \$ 100

- For property zoned AOC/FOC/ Residential or for non-profit uses \$ 50

Zoning Determination Letter \$ 150

- (Identification of property zoning and permitted uses requiring interpretation of County regulations)

Zoning Certification Letter \$ 100

- (Identification of property zoning and permitted uses)

Zoning Permit

Structure not requiring a building permit \$ 100
Temporary Family Health Care Structure \$ 100*

Residential Structure

- New principal structure \$ 300
- Accessory structure or heated addition \$ 200
- Unheated additions (porches/decks) \$ 100

Initial review of Home Occupation /

Business License \$ 100

Commercial Structure

- New principal structure or any addition
with sq. ft. increase of 15% or more \$ 750

- Accessory structure or any addition
with sq. ft. increase of less than 15% \$ 500

Stream Buffer Mitigation Plan \$ 150

**Land Evaluation & Site Assessment
(LESA)** \$ 250

New Structure Addresses \$ 130

NOTE: Acreage, square foot, or parking space numbers are rounded to next whole number for determination of fee.

Collection and Expense Reimbursement Payment

All applicant fees and charges shall be made to the Treasurer of Clarke County at the time of application for actions pertaining to zoning and subdivision matters. Fees and expenses for professional review of application materials by County consultants shall be reimbursed to the County at cost. An administrative fee of \$30.00* shall be charged for reimbursements not received within 30 days of first payment notice (VA Code §58.1-3958). The County may require a deposit for professional consulting service fees to be paid at application submittal.

Fee Discount

The Planning Application Fees shall be 25% of the stated fees for a Retail Business in the AOC and FOC Zoning Districts that is limited to the sale of:

1. Fresh fruit and vegetables;
2. Apiary products;
3. Food items that are processed or baked;
4. Dairy products;
5. Egg, fish, and meat items;

6. Cut plants and flowers, and/or;
7. Gallon size or smaller container plants, where all such products are raised, grown, processed, and/or baked in Clarke County or Counties adjoining Clarke County.

Fee Waiver

The Board of Supervisors may waive fees in whole or in part for hardship or other unique reasons justifying relief. The Board of Supervisors or Planning Commission, at no cost to the landowner, may initiate Zoning Ordinance Amendments. The Board of Supervisors has granted waivers for the following circumstances:

1. Zoning Application for housing for low/moderate income elderly citizens developed by a non-profit entity;
2. Zoning Applications for volunteer emergency service provider uses;
3. Zoning Applications for municipal water storage uses;
4. Zoning Applications for County-owned recreational uses; and
5. Special Use Permit/Site Plan Applications for nursery, day care, or pre-school uses operated by a non-profit entity in an existing structure.

Refund

- Withdrawal of application before Planning Commission (or other review board) sets public hearing on request = 50% refund
- Withdrawal of application before Board of Supervisors sets public hearing on request = 25% refund

Re-advertising Fee

\$500

Fee charged to any applicant that is required to go through a land use application process that requires a public hearing and who subsequently requests a deferral of the public hearing after the advertisement is finalized.

Re-submission Fee

\$250

Fee charged to plan and plat review applicants for third and subsequent review re-submissions.

PROFESSIONAL REVIEW FEES

Applicants shall be responsible for the professional review of application materials by the County's engineering consultant. For projects up to 20 acres of total disturbed area, the professional review fees shall be calculated using the fixed fee schedule below. The fixed fee shall be paid to the County upon filing the application. Additional fees incurred for subsequent reviews shall be paid to the County upon filing a resubmitted application. The fixed fee schedule does not apply to the evaluation of Karst plans by the County's Karst engineer – applicants requiring such review shall be required to reimburse the County at cost.

For projects containing 20 acres or more of total disturbed area, applicants shall be responsible for reimbursing the County at cost dependent upon the complexity of the project.

Fixed Fee Schedule

The fixed fee is calculated by adding the base fee, the fee per acre (or portion thereof) of disturbed area, and the stormwater management (SWM) fee. The stormwater management fee is based on the total number of stormwater management facilities proposed. The fixed fee includes the cost of the initial review and review of one resubmission. Additional fees noted below will be charged for the third review and for each subsequent review.

<u>Acreage</u>	<u>Base Fee</u>	<u>Per Acre Fee</u>	<u>SWM Fee</u>
1 – 9.99	\$1,000	\$250	\$300 per facility
10 – 19.99	\$1,000	\$400	\$300 per facility

Additional Fees for Third and Each Subsequent Review:

1 – 9.99	\$500	\$100	\$100 per facility
10 – 19.99	\$500	\$150	\$100 per facility

Examples:

- Site plan with 0.75 acres disturbed area and one stormwater pond would require a base fee of \$1,000, an acreage fee of \$250, and a SWM fee of \$300. The total fee for the initial review and second review would be **\$1,550**. Each subsequent review would be charged a fee of **\$700**.
- Site plan with 5 acres disturbed area and three biofilters would require a base fee of \$1,000, an acreage fee of \$1,250, and a SWM fee of \$900. The total fee for the initial review and second review would be **\$3,150**. Each subsequent review would be charged a fee of **\$1,300**.
- Site plan with 12.5 acres disturbed area with two ponds and two infiltration trenches would require a base fee of \$1,000, an acreage fee of \$5,200, and a SWM fee of \$1,200. The total fee for the initial review and second review would be **\$7,400**. Each subsequent review would be charged a fee of **\$2,850**.