

CLARKE COUNTY PLANNING DEPARTMENT

FEE SCHEDULE (updated 7-16-2024)

ZONING ORDINANCE FEES

ZONING PERMITS	
Residential Structures: Single-family dwelling, manufactured home, minor dwelling, tenant house, temporary dwelling, commercial district accessory dwelling, or model home	\$300
Accessory structure requiring a building permit or heated addition	\$200
Unheated residential additions (e.g., porches, decks)	\$100
Agricultural building or non-residential building not requiring a building permit	\$100
Temporary family health care structure	\$100
Home occupation	\$100
Short-term residential rental	\$100
Group home	\$100
Agritourism activity	\$50
Farm winery, farm brewery, or farm distillery	\$300
Change of use not requiring a site development plan	\$100
Commercial accessory structure or any addition with less than 15% increase in floor area not requiring Site Development Plan review	\$500
Signs:	
-- New sign	\$50 base fee + \$2 per square foot
-- Replace existing sign	\$50 base fee + \$2 per square foot of new proposed sign area.
-- Reface existing sign	\$50

REZONING, CONDITIONAL ZONING, PROFFER AMENDMENT	
<u>Minor rezoning</u> : Reduced fee charged to rezoning or conditional zoning application that (1) is required in conjunction with a boundary line adjustment between parcels zoned RR and either AOC or FOC, and (2) does not result in an increase in the development capacity of the subject property, either through subdivision or additional dwelling units	\$1,000
Rezoning or conditional zoning	\$4,000 base fee + \$100/acre or portion of*
Rezoning or conditional zoning to less intense district	\$2,000 base fee + \$100/acre or portion of*
Amendment to proffered conditions	\$2,000
Amendment of proffered conditions, conditional zoning to less intense district or minor rezoning	\$1,000

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SPECIAL USE PERMIT	
New special use permit for property zoned AOC, FOC, RR, or any residential Berryville Annexation Area zoning district	\$825 + Site Development Plan fees*
New special use permit for property zoned CH, CN, or any non-residential Berryville Annexation Area zoning district	\$2,500 + Site Development Plan fees*
Amend special use permit -- property in AOC, FOC, RR, or any residential Berryville Annexation Area zoning district	\$825 + Site Development Plan fees if applicable*
Amend special use permit -- property in CH, CN, or any non-residential Berryville Annexation Area zoning district	\$1,250 + Site Development Plan fees if applicable*

SITE DEVELOPMENT PLAN AND OTHER PLAN REVIEWS	
Site development plans:	
-- Administrative site development plan	\$1,000*
-- For property zoned AOC, FOC, RR, any residential Berryville Annexation Area zoning district, or for non-profit uses	\$2,500 + \$250 per disturbed acre*,**
-- For property zoned CH, CN, or any non-residential Berryville Annexation Area zoning districts	\$5,000 + \$250 per disturbed acre*,**
-- Site plan amendment reviewed by Planning Commission	½ regular fee*
Miscellaneous plan reviews:	
-- Stream buffer mitigation plan	\$150
-- Intensive livestock, dairy, or poultry facility development plan	\$250

CERTIFICATES OF APPROPRIATENESS	
For properties zoned AOC, FOC, Residential, or for non-profit uses	\$50
For properties zoned CH or CN	\$100

BOARD OF ZONING APPEALS -- VARIANCES AND APPEALS	
Variance	\$750
Appeal	\$750 (fee refunded if appellant is successful)

* Base application fee – additional professional review fees may apply.

** Includes erosion and sediment control plan review

Zoning District Key:

- AOC – Agricultural-Open Space-Conservation
- FOC – Forestal-Open Space-Conservation
- RR – Rural Residential
- CH – Highway Commercial
- CN – Neighborhood Commercial

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Special Fees for Wireless Communication Facilities (WCFs)

Fees for New WCFs

WCF Class	Application Fee	Telecommunications Consultant Fee
Class 1	\$500	\$2,000*
Class 2	\$1,500	\$2,500
Class 3	Special Use Permit Fee + Site Plan fee (\$1,500)	\$3,200
Class 4	Special Use Permit Fee + Site Plan fee (\$1,500)	\$3,200
Class 5/Amateur Radio Antenna	\$100	\$100*

Fees for Co-location and Maintenance/Upgrade Projects on Existing WCFs

Project Type	Application Fee	Telecommunications Consultant Fee
Co-location of antennas	\$500	\$1,000*
Maintenance or upgrade of equipment	\$500	\$850*

* -- Consultant Fee assessed at Zoning Administrator's discretion

OTHER ZONING ORDINANCE FEES

Zoning certification letter (identification of property zoning and permitted uses)	\$100
Zoning determination letter (identify property zoning and permitted uses requiring interpretation of County regulations)	\$150
<u>Re-Advertising Fee</u> : 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	\$500
<u>Re-Submission Fee</u> : Fee charged to plan and plat review applicants for third and subsequent review re-submissions	\$250
Zoning Ordinance text amendment	\$6,000

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SUBDIVISION ORDINANCE FEES

Administrative land division	No fee
Merger of lots	No fee
Vacation of plat	\$150
Boundary line adjustment	\$500
Maximum lot size exception	\$1,500
Major subdivision (3 or more lots)	\$4,000 per lot*
Minor subdivision (1-2 lots)	\$4,000*

* Base application fee – additional professional review fees may apply.

EROSION AND SEDIMENT CONTROL FEES

Erosion & Sediment Control Plan review not associated with site development plan or subdivision plat review	\$500/plan + \$100/acre of disturbed area
Agreement in Lieu of Erosion & Sediment Control Plan (for single-family dwelling construction of 10,000 sq. ft. or more)	\$250/plan
Compliance inspection fees	1 st visit - \$125; 2 nd visit - \$250; 3 rd visit - \$500; 4 th visit - \$1,000; etc.
Minor Land Disturbance Permit (for activities less than 10,000 sq. ft.)	\$50

SEPTIC AND WELL ORDINANCE FEES

Resistivity test review for onsite sewage disposal system*	\$275 per each system site reviewed
Blasting plan review, Board of Septic and Well Appeals	\$500**
Variance request to Board of Septic and Well Appeals	\$750
Appeal to Board of Septic and Well Appeals	\$750
Appeal to Board of Supervisors	\$2,500

* Resistivity test reviews fees are charged in conjunction with applications for onsite sewage disposal systems filed with the Virginia Department Health (VDH). These fees are paid directly to the Department of Planning. Please consult VDH to determine their fees for onsite sewage disposal systems.

** Base application fee – additional professional review fees may apply.

MISCELLANEOUS FEES

New structure address	\$130
Street name sign and mounting pole	\$350 per set

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PROFESSIONAL REVIEW FEES

Applicants shall be responsible for the professional review of application materials by the County’s technical review consultants – **Engineering Consultant, Karst Consultant** (for applications requiring Karst Plan review or resistivity testing for onsite sewage disposal permits), and **Telecommunications Consultant** (for wireless communication facility applications).

The **County Engineering Consultant** review fees are based on the fixed fee schedule listed below. The fixed fee shall be paid to the County upon filing the application and 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 and shall be paid to the County upon filing a resubmitted application.

County Engineering Consultant	
Site Development Plan/Site Development Plan Amendment (First and Second Reviews)	\$2,500 base fee + \$250/acre or fraction of
Major Subdivision (First and Second Reviews)	\$2,750 base fee + \$250/acre or fraction of
Third and Subsequent Reviews of Site Development Plan, Site Development Plan Amendment, or Major Subdivision	\$750 per review
Erosion & Sediment Control Plan (First and Second Reviews)	\$1,600 base fee + \$250/acre or fraction of
* Examples of a complex control measure include temporary and permanent sediment basins	and/or each complex control measure*
Third and Subsequent Reviews of Erosion & Sediment Control Plan	\$600 per review

The **County Karst Consultant** review fees are also based on the fixed fee schedule listed below. Fees for resistivity review of onsite sewage disposal permits shall be paid to the County prior to receiving preliminary approval from the Virginia Department of Health (VDH), and shall include the cost of the Consultant’s initial review. An additional fee shall be charged for each subsequent review. Fees for Karst plan review and blasting plan review shall be paid to the County upon filing the application and shall include the cost of the initial review and one resubmission. An additional fee shall be charged for each subsequent review and shall be paid to the County upon filing a resubmitted application.

County Karst Consultant	
Karst plan review:	
-- Site area up to 5 acres (First and Second Reviews)	\$500
-- Site area up to 5 acres (Third and Subsequent Reviews)	\$500 per review
-- Site area over 5 acres	Negotiable
Blasting plan review:	
-- Blasting for residential or agricultural use (First and Second Reviews)	\$1,000
-- Blasting for commercial use (First and Second Reviews)	\$2,750
-- Fee for each subsequent review after first and second reviews	\$750

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The **County Telecommunications Consultant** review fees are based on a separate fixed fee schedule listed in the “Special Fees for Wireless Communication Facilities (WCFs)” section above.

Other Notes Regarding Fees:

- Refunds. Fees may be refunded in certain circumstances:
 - Application is withdrawn before Planning Commission (or other review board) sets public hearing on request -- 50% refund
 - Application is withdrawn before Board of Supervisors sets public hearing on request -- 25% refund

- 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.