Albemarle County

Community Development Department

Fee Study Fall 2023



BERKLEY GROUP

Prepared by the Berkley Group in partnership with Albemarle County

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Project Background

This project is a furtherance of work performed in 2007 as part of the *Final Report for Albemarle County Community Development Fee Study* (performed by the PFM Group). In this study, a number of recommendations were made to better align fees with actual costs and initiate new fees to cover activities not previously part of the schedule, but which were being performed by Community Development Department (CDD) staff. The study made recommendations on creating a fee schedule that reduced paging through multiple chapters of the Code to find fees, reduce the number of fees, and reduce confusion by applicants and staff on exactly which fees to charge for the permits. The Final Report was accepted by the Board of Supervisors (BOS) and, while some of the recommendations were not implemented, such as the reduction in the number of fee categories, the report was used as the basis for subsequent work by the BOS on fee adjustments in 2021.

On April 21, 2021, the Albemarle County Board of Supervisors, after performing a comprehensive analysis of its land use development-related fees, adopted increases in Community Development Department (CDD) fees consistent with the policy of following Board-approved salary adjustments and attempting to recover approximately 50% of the cost of department operations. In addition, a technology surcharge and fees for several services previously provided without charge were added to the fee schedule. With that adoption, the Board requested that staff examine the structure of fees for CDD in more detail.

Fees to recover some of the cost of providing land use development services are codified under County Code Chapters 5 (Building Regulations), 7 (Short Term Rental Registry), 14 (Subdivision Ordinance), 17 (Water Protection Ordinance), and 18 (Zoning Ordinance). Historically, each time any fees change, the appropriate section(s) of County Code must be amended to properly codify and enact the changes.

In 2022, the Albemarle County Community Development Department (CDD) contracted with The Berkley Group to explore best practices regarding fee structures and methodologies. The project includes examining the current fee categories and comparing them with six benchmark, or peer, localities and the City of Charlottesville; examining relevant best practices; and recommending how to best create a simplified Schedule of Fees that is transparent, equitable, and easy to use.

Project Goals and Methodology

County Goals

The goals of this project included:

- Consolidating the fees into a unified Schedule of Fees in one chapter within the Albemarle County Code that provides an easier way to amend them, when necessary;
- Simplifying fees so they are easier for customers to understand and staff to administer;
- Consolidating and aligning the fees to be consistent with the level of staff effort required, equalizing costs based on project size and maintaining existing revenue levels; and
- Implementing the new fee structure prior to implementation of the new Community Development System (CDS) and implementing the structure seamlessly with CDS implementation.

Methodology

In making the County's fee structure more streamlined, the development process will become more transparent and easier to navigate, lowering unintended barriers to economic development. The existing fee structure is complicated for both customers and staff to navigate. As a result, there is the potential for miscommunication and errors in fee calculations. This has caused frustration on the part of applicants and stress for CDD staff.

The BOS has not asked for an examination of, or changes to, fee amounts so this analysis attempts to keep any fee changes as revenue neutral as possible (within 2%) while simplifying the CDD fee structure. Where maintaining total revenue neutrality was not possible across similar fee categories, a single fee or reduced fee adjustment was recommended. In these instances, revenue neutrality was achieved by lowering or raising consolidated fees as minimally as possible across fee categories with the goal of equalizing costs and effectively cancelling out the adjustments.

As the County begins to move to electronic plan submittals, plan review, and permit fee calculations, streamlining the structure of fees will allow for a simpler and more accessible application process for both community members and administrators, and better enable the new system to launch with minimal disruption to operations.

Data Sources

Primary sources of data for this project include information accessible on public websites as well as data provided upon request from municipalities. Sources include, but are not limited to: Albemarle County CDD, Charlottesville Area Associations of Realtors (CAAR), Zillow, comparable locality data.

Other valuable sources of information include input from Blue Ridge Area Homebuilders (BRHB), Charlottesville Area Development Roundtable (CADRe), Engage Albemarle, the Albemarle County Planning Commission, and general public input.

Outreach

Stakeholder Groups

This project involved direct engagement with community stakeholder groups which included Blue Ridge Homebuilders (BRHB) and the Charlottesville Area Development Roundtable (CADRe). A meeting was held between Albemarle County staff and BRHB in March of 2023 to receive their input regarding proposed initial ideas for changes to development fees. In addition, recommended changes have been shared with both BRHB and CADRe to receive their feedback in order to help us to refine our proposal and provide more clarity going forward.

Community Survey

In addition to reaching out to development groups within the community, who have the most experience working with development fees, a community survey was conducted through *Engage Albemarle* which included the proposed updated County Development fee schedule and asked for feedback from community members regarding the changes. This survey was directly shared via email with both stakeholder groups BRHB and CADRe as well as with 2,726 community members through County View. The survey went live on June 2nd, 2023, and closed on June 19th, 2023. In total there were 16 participants that responded to the survey. Most feedback received from this survey was generally positive and appreciative for the County's work in simplifying and streamlining fees. Other comments from the survey were addressed that help clarify fees language and layout of the schedule to help reduce confusion.

All this input has helped to ensure that the goal for a transparent, simplified fee structure was met.

Comparative Analysis

In examining the current structure of fees administered by CDD, a comparison of that structure to other comparable communities was conducted, along with any applicable industry best practices. This comparative analysis of the County's CDD fees was with six other communities of comparable size and development character, along with the City of Charlottesville.

Benchmark Communities

The benchmark communities were selected, in consultation with CDD staff, for their similarities to Albemarle in the following ways:

- Charlottesville: neighboring city surrounded on all boundaries with the County;
- Chesterfield County: rapidly urbanizing area, also with a large agricultural footprint, abutting Richmond south of the James River;
- Hanover County: traditional rural area with significant urban pressures from Richmond to the south, as well as Fredericksburg/Spotsylvania County to the north;
- Henrico County: rapidly urbanizing area, also with a strong agricultural history, that abuts Richmond north of the James River;
- James City County: more traditional suburban-focused county that abuts the majority of Williamsburg; large university presence;
- Roanoke County: growing, rural/mountainous region that surrounds the city of Roanoke, with comparative development pressures; and
- Rockingham County: rural county that surrounds the city of Harrisonburg, with James Madison University as a major part of its character.

Major Analysis Results

There were a number of major takeaways that resulted from the comparative analysis with the seven communities examined.

Primarily, Albemarle County has significantly more fee categories than any other benchmark community. This is examined further below in the tables and related discussion.

Secondarily, Albemarle County's existing fee structure is already more straightforward and logical than its benchmark communities. As an example, the benchmark communities do not use a price per square footage, when calculating building permit fees, like Albemarle's. They either use the valuation method, which charges a fee based on the value of the building project according to the applicant; a method that charges a base fee plus all trade fees, individually added to the base fee; or a method that involves a combination of price per square foot plus valuation. These methodologies are more complex, include "hidden fees" in that they are relatively difficult to find, evaluate, and properly

calculate, and are based on applicant subjectivity (in terms of project valuation). This results in a less than transparent or end-user friendly Schedule of Fees. Albemarle has avoided many of these pitfalls by using the price per square foot method.

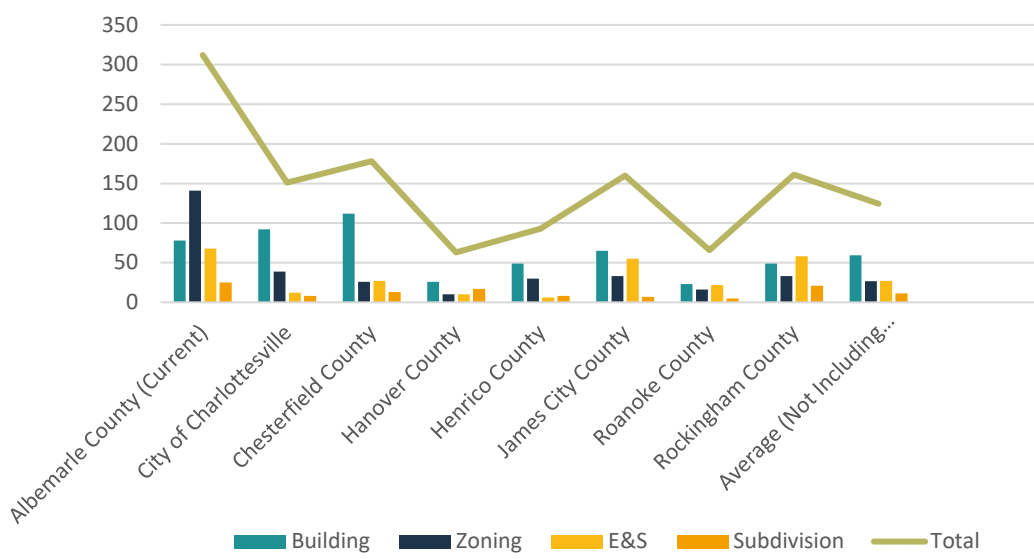
The fee amount charged has been the focus of previous studies and is largely determined by the cost of the service, calculated through labor cost by the amount of time spent on the service. The County's fee structure is the focus of this project, and the goal is a simplified, unified, fee schedule. As part of the streamlining, a "crosswalk" spreadsheet was developed that shows how the revised fee structure relates to the existing fee structure. This spreadsheet can be found in *Appendix B*. It is also important to note that the short-term rental registry fee was not changed, but simply incorporated into this overall Schedule of Fees rather than Chapter 7 of County Code.

Finally, none of the communities examined have a simple, unified, and transparent fee schedule structure. They are all different with few commonalities and few best practices. While Albemarle's is the most complex, in terms of the number of permits required, it is also the most logical and straightforward in terms of how the fees are calculated and applied.

Regarding the number of fee categories, *Table 1* shows how Albemarle County compares to the benchmark communities in this report.

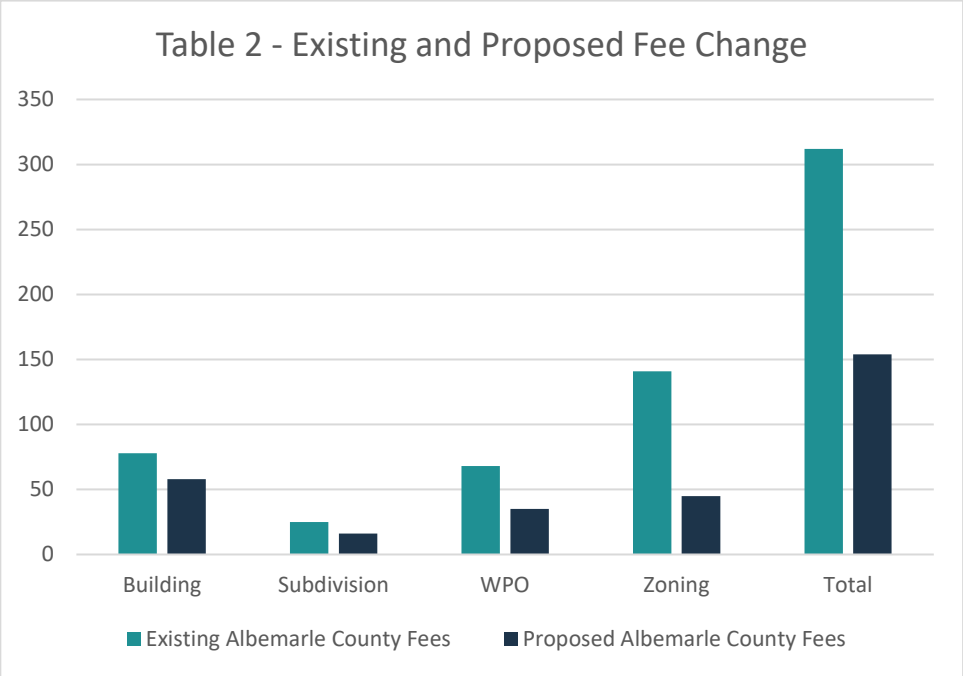
As shown, Albemarle has 75% more fee categories than its next closest counterpart (Chesterfield County) and 150% more than the average of the other communities.

Table 1 - Benchmark Locality Development Fee Counts



Type of Fees	Albemarle County (Current)	City of Charlottesville	Chesterfield County	Hanover County	Henrico County	James City County	Roanoke County	Rockingham County	Average (Not Including Albemarle)
Building	78	92	112	26	49	65	23	49	59
Subdivision	25	8	13	17	8	7	5	21	11
WPO	68	12	27	10	6	55	22	58	27
Zoning	141	39	26	10	30	33	16	33	27
Total	**312**	**151**	**178**	**63**	**93**	**160**	**66**	**161**	**125**

Table 2 presents the amount of current fees alongside the amount of proposed fees recommended in the new fee schedule. As *Table 2* shows, the overall number of separate fee categories are significantly reduced (-53%) bringing the County's fee structure more in line with the benchmark communities.



	Existing Albemarle County Fees	Proposed Albemarle County Fees	Percentage of Change
Building	**78**	**58**	**-25.6%**
Subdivision	**25**	**16**	**-36.0%**
WPO	**68**	**35**	**-51.5%**
Zoning	**141**	**45**	**-68.1%**
Total	**312**	**148**	**-52.6%**

Recommended Best Practices for Fee Schedules

The following recommendations are key attributes for local government agencies to follow as they move from a traditional fee system to a modern fee structure. These industry best practices are derived from direct local government experience and knowledge, research, and a current examination of communities across the country.

- **Keep it simple**. Most fee schedules are overly complex due to the myriad of development and construction types performed in every community and "fee creep" over time as new categories are added.
- **Bundle permits as much as possible, especially for single- or two-family residential construction and accessory structures**. Examples include deck, shed, or pool packages or kits. It's important to have a simple application process that clearly lays out the process steps (e.g., application submittal, staff review, permit issuance, required inspections, final approval/certificate of occupancy) along with the total, or approximated, fee.
- **Cost recovery**. Application review, plan review, and inspections take time which is labor to the municipality. These costs are either borne by the applicant or by the taxpayer. The applicants should pay for the direct cost of services used or, at least, offset most of those costs. The use of third-party inspections from approved firms, and billing those costs to the applicant, has become increasingly common. Albemarle County should regularly review fees to ensure that costs incurred by Albemarle County are kept to an acceptable minimum.
- **Benchmarking**. Every three to five years, perform a comparative analysis of fees and fee structures with regional localities, particularly ones with similar demographics and other community characteristics. There are many variables that affect fees beyond "level of service." Policy decisions and how fees are calculated (sq. ft. review fees vs. value of construction) can lead to profoundly differing fee structures.
- **Adopt an automatic, periodical fee adjustment to keep up with inflation or other market factors (e.g., Consumer Price Index [CPI]).** Consistent changes based upon items such as salary increases (costs), or CPI changes can be predictable and transparent ways to structure fees to keep up with changing economic conditions more regularly. This adjustment need not be applied annually but could be done biannually or commensurate with the benchmarking analysis.
- **Round fees (up or down)**. Fee amounts fluctuate widely based on a number of methodologies including direct cost recovery. Rounding individual service fees to the nearest dollar or the nearest five-dollar increment (e.g., instead of a $37.32 fee make it $37, $35, or $40) makes them more understandable and easier to calculate. Municipalities should not lose money on services, but they should also not aim to profit [§36-105(B) of the *Code of Virginia*]. Rounding is a simple housekeeping tool, not intended to materially affect overall fee amounts.

- **Predictable fees**. Fees for reviews and permits should be clear and easy to understand.
- **Transparency.** Fees should be posted online and easy to find and download. They should also be available at a kiosk or as hard copies at the front counter or wherever customers are served.
- **Fee schedules should be comprehensive.** The schedules must include all known and applicable fees in one, easy to find, location. This should include any third-party review fees that may need to be paid, at the expense of the applicant.
- **Credibility.** Staff should be able to explain the purpose of any fees to interested parties and ensure that the same fee amount is quoted regardless of the staff member.

Another best practice, which was not mentioned above but relates to transparency is civic engagement. Asking for public input by involving local stakeholders, such as the Blue Ridge Homebuilders Association (BRHA) and Charlotteville Area Development Roundtable (CADRe), as well as the general public (*Engage Albemarle*) and appointed officials (Planning Commission), is a great way to keep the public informed on county-wide fees. While it could be argued that fees are only the purview of the governing body, which is true, effectively utilizing relevant appointed bodies to review and make recommendations is good governance and definitely a recommended best practice.

Recommendations

Commensurate with the identified project goals, methodology, research, public input and best practices, the intended outcome of this project is the official repeal of the five relevant fee sections [County Code Chapters 5 (Building Regulations), 7 (Short Term Rental Registry), 14 (Subdivision Ordinance), 17 (Water Protection Ordinance), and 18 (Zoning Ordinance)] and the adoption of a new Schedule of Fees, by ordinance, as drafted.

The major recommendations to be adopted as a matter of policy by the Board of Supervisors are as follows:

Notice requirements for those applications involving advertisement in the newspaper and/or mailings to adjacent owners – The current fees have not kept up with the increasing costs of postage and advertising in the newspaper. To better address these fees, the fee paid for notice should be changed to the actual cost for the advertisement (when advertisement is applicable) and the actual cost of the postage (for mailings). The initial application fee will include a standard administrative fee for the notice. The actual costs for notice will be charged following the mailings and prior to issuance of related permits.

Tiered bundled residential fee structure (includes single-family, two-family, townhouse and condominiums) –To consolidate and simplify fees for applicants, bundling fees into six (6) different permit categories, or tiers, based on the size of dwelling is recommended. Currently, these fees are $0.58 per square foot (SF) for finished spaces, $0.18/SF for unfinished spaces (decks, garages, basements, etc.), and $0.05/SF for plan review. The proposed six (6) tiers are:

Gross Square Feet (GSF)	Fee
<1500 GSF	$500
1501-2500 GSF	$1000
2501-3500 GSF	$1500
3501-4500 GSF	$2000
4501-7500 GSF	$3000
>7500 GSF	$4000

** Fees do not include proffers, zoning inspections, 2% State Levy, or 4% Technology Surcharge*

This fee structure lowers any unintended barriers for the construction of smaller homes, which typically have fewer and quicker inspections, and better equalizes the costs based on the size of the project (i.e., charging higher fees for larger homes which typically require more and longer inspections).

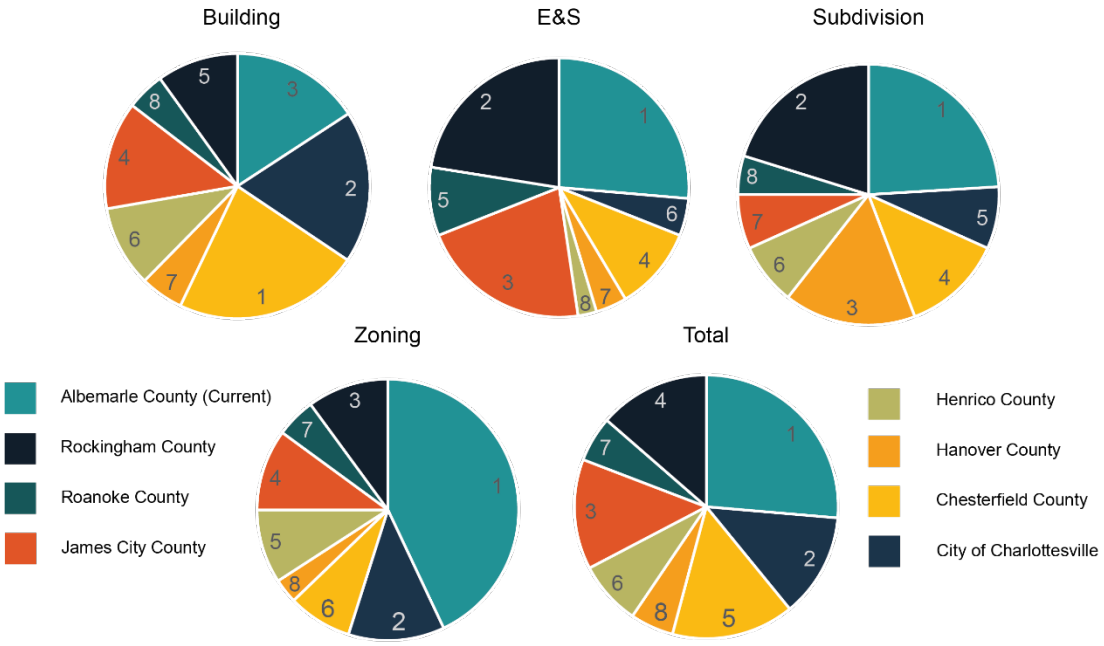
Consistent fees among the development codes – Through this work to consolidate and simplify the fees, an inconsistency in fees for bond transactions (establishing or replacing a bond, etc.) and for appeals of decisions under these regulations was noted. The proposed unified fee schedule eliminates these inconsistencies.

Timing for the payment of fees – Payments for rezoning and special use permit applications should be made at the time of initial application rather than at review/approval. The review begins once the application is deemed complete, therefore the fees should be paid accordingly. Fees for notices related to these applications will be charged once approval is attained.

Rounding to the Nearest Dollar – As a result of fee increases over the years, some resulting fees include dollars and cents ($118.86 for a letter of revision) or uneven numbers ($562 or $331 for example). The proposed fee schedule rounds fees to the nearest dollar ending in “0” or “5.”

Reduce the amount of fee categories to simplify and make easier for applicants – As shown in *Table 3*, Albemarle County ranked first (1st) overall, first (1st) in three of the four major fee categories, and 3rd in the fourth category. With a total of 312 fees managed by CDD, Albemarle County has 75% more fee categories than second ranked Chesterfield County, and 395% more than Hanover County with the least amount of fees.

Table 3 -Count of Number of Fees by Locality



Current Benchmark Locality Count Rankings								
Type of Fees	**Albemarle County (Current)**	**City of Charlottesville**	**Chesterfield County**	**Hanover County**	**Henrico County**	**James City County**	**Roanoke County**	**Rockingham County**
Building	3rd	2nd	1st	7th	5th	4th	8th	5th
Subdivision	1st	5th	4th	3rd	5th	7th	8th	2nd
WPO	1st	6th	4th	7th	8th	3rd	5th	2nd
Zoning	1st	2nd	6th	8th	5th	3rd	7th	3rd
Total	1st	5th	2nd	8th	6th	4th	7th	3rd

After working with CDD staff and community stakeholders on a revised fee structure, if adopted, Albemarle County will rank fifth (5th) overall, and be tied for first (1st) in only one category (Zoning) with the City of Charlottesville.

Proposed Benchmark Locality Count Rankings								
Type of Fees	**Albemarle County (Proposed)**	**City of Charlottesville**	**Chesterfield County**	**Hanover County**	**Henrico County**	**James City County**	**Roanoke County**	**Rockingham County**
Building	4th	2nd	1st	7th	5th	3rd	8th	5th
Subdivision	3rd	5th	4th	2nd	5th	7th	8th	1st
WPO	3rd	6th	4th	7th	8th	2nd	5th	1st
Zoning	1st	1st	6th	8th	5th	3rd	7th	3rd
Total	5th	4th	1st	8th	6th	3rd	7th	2nd

These significant reductions are predicated on the potential for combining similar fee categories that shared the same "first level" fee category (e.g., Site Development Plan and Subdivisions) and combining similar "second level" fee types to create fewer individual fees without losing revenue or accountability.

In the case of land use fees, we were able to reduce the "first level" fee category for:

- Site Development Plan fee categories from 17 to 5, a 70% reduction
- Subdivision fees from 20 to 7, a 65% reduction
- Water Protection Ordinance fees from 68 to 35, a 51% reduction
- Special Use Permits from 20 to 5, an 75% reduction
- Rezonings from 8 to 4, a 50% reduction

The "crosswalk" of the fee simplification and combinations are included in *Appendix B*.

While streamlining the fee structure, fees that had similar but nuanced intents were combined. For example, there were several subcategories for rezonings, such as resubmittals or changes based on acreage, but they are all a rezoning application. Same process, similar costs. Based on benchmark examples and best practices, nine different rezoning fees were streamlined into one single fee for a rezoning application. The same reduction opportunity was identified with Zoning Map Amendments as well.

The County will begin the migration of their present system to CDS in 2023-24. Integrating the fee structure into the system is a complex and time-consuming endeavor. As CDS is introduced to the broader community, and the number of people using CDS grows, it is imperative that the fee structure is intuitive, easy to navigate, internally consistent, and able to be easily amended.

Conclusion

As with any policy or procedure, a fee schedule structure must adapt to changes over time due to technological, cultural, or economic shifts. A regular update and fee category restructuring helps to ensure a more efficient system for the community. Comparative research showed that Albemarle County's development fee structure was significantly out of line with the benchmark communities and the city of Charlottesville in terms of the sheer number of permit categories. By consolidating similar fee categories, a 53 percent reduction was achieved moving the County from first in number of required permit categories to fifth among its peer communities.

The analysis conducted for this project identified several problems associated with fees and applications that have added strain to both staff and applicants for community development-related processes. Solutions to these problems have been identified with thorough research into industry best practices, an analysis of peer communities as well as engagement with local community development stakeholders, County staff, the Planning Commission, and the general public. This report details the results of that work and has presented a new Schedule of Fees for Albemarle's Community Development Department that –

- creates a more efficient, streamlined system;,
- allows for easier modification of fees;
- prepares the fee categories for integration with new technology;
- maintains revenue neutrality for the budget; and
- create incentives for affordable development.

Going forward it will be important for Albemarle County to monitor this new structure through regular studies of County fees and revisit the fee categories or amounts on an annual, bi-annual, or some agreed upon periodic basis to ensure that the new system remains responsive to the community's changings needs.

Appendix A: "Proposed Unified Fee Schedule"

ZONING FEES	Fee
ACSJA - Amend Service Authority Jurisdictional Area	$ 130.00
Agricultural and Forest District – Withdrawal of Local or State District	$150
ARB - Minor Board review (Building permits, major amendment)	$698
ARB - Minor Staff Review of County Wide Certificates of Appropriateness (Fencing, Equipment, Lighting	$265
ARB - Major Staff Review of CWCA (Additions to ARB-approved buildings, Building permits (per review), Minor amendments, PWSF, structures 750 ft or more from EC not taller than 5 stories or located behind a structure that fronts the EC, Other CWCA)	$540
Entrance Corridor - Resubmittal of Any Sign	$65
ARB - Major Board review (Conceptual plan; advisory review; preliminary, initial or final site plan)	$1,185
Entrance Corridor Review of any Sign	$130
Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	$285
Appeal - Board of Zoning Appeals	$350
BZA - Variance and Special Use Permit	$590
Floodplain - Floodplain Impact Plan Review or Letter of Map Amendment (LOMA)(topographic plan with floodplain model)	$355
Floodplain - Letter of Map Change review (topographic plan only)	$175
Groundwater Assessment - Tier I	$60
Groundwater Assessment - Tier II	$390
Groundwater Assessment - Tier III	$605
Groundwater Assessment - Tier IV	$1,300
Zoning Determination	$220
Required Notice - Administrative (per notice)	$235 base fee (at time of application) plus the actual cost of first class postage and advertisement, once determined.
Sign Permits – Architectural Review Board not required (Temporary Signs)	$30
Sign Permits – Architectural Review Board required	$140
Appeal - Board of Supervisors	$350
Site Development Plan - Additional Fee for Dam Break Inundation Zones	1% of total amount of payment required or $1,000, whichever is less
Site Development Plan - Initial Site Plan, Final Site Plan, Major Amendment and Exception to Drawing Site Plan	$1,775
Site Development Plan - Inspections Pertaining to Secured Site Plan Improvements; Per Inspection	$330
Site Development Plan - Letter of Revision	$120
Site Development Plan - Preapplication Plan and Minor ~~and Initial Site Plan~~ Amendment	$590
Special Exception	$980
Tier II PWSF	$2,155
Site Development Plan - Variation or Exception Under Section 32.3.5	$980
Special Use Permit - Farmer's Market	$130
Special Use Permit – All Other Special Use Permits and SUP Amendment (fee includes application and first resubmittal)	$2,365
Special Use Permit - Deferral of Scheduled Public Hearing at Applicant’s Request	the actual cost of first class postage and advertisement, as applicable.
Special Use Permit - Telecommunications, Solar	$2,365

ZONING FEES	Fee
Special Use Permit - For each Resubmittal after the First	$590
Zoning Clearance - Home Occupations and Short Term Rental Registry	$30
Zoning Clearance - All other uses	$60
Zoning Clearance - Homestay	$120
Zoning Clearance - Temporary fundraising activity	No Charge
Zoning Map Amendment - Amendment Pertaining to Proffers to Do Not Affect Use or Density	$505.00 base fee (at time of application) plus the cost of first class postage and advertisement, once determined.
Zoning Map Amendment - Deferral of Scheduled Public Hearing at Applicant's Request	the actual cost of first class postage and advertisement, as applicable.
Zoning Map Amendment - Resubmittal	$1,480
Zoning Map Amendment - (Fee includes initial application and first resubmittal)	$2,960
4% Technology Surcharge - Additional Fee on each *(Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Agricultural and Forest District – Creation New State District)*	4%

SUBDIVISION FEES	Fee
Appeal - Board of Supervisors	$350
Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	$285
Easement plat required with site plan or plat amendment	$235
Easements - Plat(S) With A Deed	$900
Easements - Plat(S) Without A Deed	$580
Streets - Authorization for One Or More Private Streets Within A Subdivision	$790
Private Road Plans	$475
Public Road Plans	$295
Streets - Waiver or Variation to Requirements	$640
Subdivision - 1 or more Special Lots, Boundary Line Adjustment	$235
Subdivision - Additional Fee for Dam Break Inundation Zones	1% of total amount of payment required or $1,000, whichever is less
Subdivision - Extension of Plat Approval	$140
Subdivision - 2 Lots and Family Subdivision	$815
Subdivision - 3 or more lots	$1,300
Subdivision - Vacation of A Plat or Part Thereof	$284
Subdivision - Variation or Exception	$980
4% Technology Surcharge - Additional Fee on each (Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Agricultural and Forest District – Creation New State District)	4%

BUILDING FEES	Fee
Appeal - Board of Building Appeals	$350
Building - Alteration/Repairs of Structures in All Use Groups	$0.20 per sq. ft. Minimum fee $90.00
Building - Commercial Plan Review	$0.04 up to 5,000 sq. ft PLUS $0.03 per sq. ft. over 5,000. Minimum fee $16.00
Building - Commercial Swimming Pool	$360.00
Building - Commercial Temporary Certificate of Occupancy (Each 30 Days)	$150
Building - Elevators, Escalators and Lifts	$285
Building - Groundwater Assessment (Tier I)	$60
Building - Mobile/Prefabricated Homes	$55
Building - New Commercial (including additions)	$0.24 up to 5,000 sq. ft PLUS $0.17 per sq. ft. over 5,000. Minimum fee $90.00
Building - New SF Residential (less than 1,500 sq. ft.) Building - New SF Residential (1,501 - 2,500 sq. ft.) Building - New SF Residential (2,501 - 3,500 sq. ft.) Building - New SF Residential (3,501 - 4,500 sq. ft.) Building - New SF Residential (4,501 - 7,500 sq. ft.) Building - New SF Residential (greater than 7,500 sq. ft.)	$500 $1000 $1,500 $2,000 $3,000 $4,000
Building - Paint Spraying Booths	$30
Building - Residential Accessory Structure (attached garages, detached garages, sheds, decks, and porches 10 sq. ft. or larger)	$0.18 per square foot, calculated on gross finished square footage. The minimum fee is $30.00
Building - Residential Plan Review	$0.05 per sq. ft. Minimum fee $10.00
Building - Tents and Residential Swimming Pools, Hot Tubs, or Spas	$60
Building - Demolition Permit	$110
Electric - Alarm Systems	$90
Electric - Commercial Plan Review	$15
Electric - Early Service	$70
Electric - Mobile/Prefabricated Homes, Fuel Dispensing Pumps, Residential Accessory Structures, Service Change, Swimming Pool, Hot Tub, or Spa	$35
Electric - Residential Plan Review	$0.05 per sq. ft. Minimum fee $10.00
Electric - Signs	$55
Electric - Mobile/Prefabricated Homes, Fuel Dispensing Pumps, Residential Accessory Structures, Service Change, Swimming Pool, Hot Tub, or Spa	$35
Electric - Temporary Service	110
Electric- Alterations/Repairs	$0.04 per sq. ft. Minimum fee $90.
Mechanical - Above Ground Tanks	$120
Mechanical - Alterations/Repairs	$0.04 per sq. ft. Minimum fee $90
Mechanical - Commercial Plan Review	$0.01 per sq. ft. Minimum fee $15.
Mechanical - Furnance/Woodstove/Gas Log System	$75
Mechanical - Gas/Oil Lines	$40
Mechanical - Range Hoods	$30
Mechanical - Hood Supression Systems, Mobile/Prefabricated Homes	$35
Mechanical - New Commercial (including additions to existing)	$0.04 per sq. ft. Minimum fee $90.
Mechanical - Residential Plan Review	$0.05 per sq. ft. Minimum fee $10.00
Mechanical - Underground Tanks	$200
Other - Addition or Change in Contractor After Permit Is Issued	$35
Other - Administrative Fee for Working Without A Permit	$250
Other - Change of Building Occupancy Classification	$175
Other - Code Modification Request (No Refund Allowed)	$250
Other - Elevator Certificate	$100
Other - Group Home/Daycare/Adult Care Form, With No Inspection	$75
Other - Permit Extension Request	$75
Other - Permits, and Plan Amendments	$35

BUILDING FEES	Fee
Plumbing - Alteration/Repairs	$10.00 per fixture Minimum fee $90.
Plumbing - Commercial Plan Review	$0.01 per sq. ft. Minimum fee $15.
Plumbing - Mobile/Prefabricated Homes	$35
Plumbing - New Commercial (including additions)	$10.00 per fixture Minimum fee $90.
Plumbing - Residential Accessory Structures	$35
Plumbing - Residential Plan Review	$0.05 per sq. ft. Minimum fee $10.
Plumbing - Sewer Laterals (unless the lines are included as part of a permit)	$30
Plumbing - Water Lines (unless the lines are included as part of a permit)	$30
Plumbing- Fire Suppression Systems (Sprinkler)	$0.95 each head. Minimum fee $90. PLUS plan review fee $0.02 per sq. ft. Minimum fee $75.00
Inspections - Building (Regular Reinspections) for each inspection performed after the second inspection of such work.	$100
Inspections - Building Special Inspections (Unique structures such as bridges and towers, determined by Building Official)	$100 an hour
Zoning - Inspection (each)	$25
4% Technology Surcharge - Additional Fee on each	4%
2% State Surcharge - Additional fee on each	2%

WATER PROTECTION FEES	Fee
Appeal - County Engineer Determination	$350
Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	$285
VESCP – Disturbed area less than one acre.	
Plan review (or agreement in lieu) and initial grading permit or each amendment	$240
Permit maintenance (annual)	$230
VESCP - Disturbed area one acre up to 5 acres.	
Plan review and initial grading permit or amendment. Includes 1st year of inspections.	$565
Permit maintenance (annual)	$340
SF – Land disturbing activity pertaining to a sole single family detached dwelling (including within a common plan and less than 5 acres of land disturbance).	
Plan review and initial grading permit or amendment. Includes 1st year of inspections.	$235
Annual permit renewal and inspection fees starting with second year	$235
VESCP - Land disturbing activity pertaining to single family dwelling unit - Reinspection (each subsequent one)	$170 for the first reinspection and $270 for each subsequent reinspection
VESCP or VSMP - Review of mitigation plan pertaining to a land disturbing activity in a stream buffer	$170
VESCP or VSMP - Stream Determintation	$320
VESCP - Variance	$170
VSMP - Small construction activity or land clearing that is less than 1 acre/if involves construction of a sole single-family detached dwelling	
Permit Issuance Fee	$235
Transfer or Modification Fee	$120
Permit Maintenance Fee	$160
VSMP - Small construction activity or land clearing (1 acre and less than 5 acres) if involves construction of a sole single family detached dwelling	
Permit Issuance Fee	$2,204
Transfer or Modification Fee	$225
Permit Maintenance Fee	$1,530
VSMP - Large construction activity or land clearing that is equal to or greater than 5 acres and less than 10 acres	
Permit Issuance Fee	$2,775
Transfer or Modification Fee	$285
Permit Maintenance Fee	$1,925
VSMP - Large construction activity/land clearing that is equal to or greater than 10 acres and less than 50 acres	
Permit Issuance Fee	$3,675
Transfer or Modification Fee	$340
Permit Maintenance Fee	$2,550
VSMP - Large construction activity/land clearing that is equal to or greater than 50 acres and less than 100 acres	
Permit Issuance Fee	$4,980
Transfer or Modification Fee	$510
Permit Maintenance Fee	$3,460

WATER PROTECTION FEES	Fee
VSMP - Large construction activity/land clearing that is equal to or greater than 100 acres not involving construction of a sole single family detached dwelling	
Permit Issuance Fee	$7,835
Transfer or Modification Fee	$795
Permit Maintenance Fee	$5,440
VSMP - Amendment to Approved Plan	$227
VSMP - Each reinspection	$285 for the first reinspection and $385 for each subsequent
VSMP - Contruction record drawings; review	$340
Variations (VESCP only)	$170
Exceptions (VSMP only)	$270
4% Technology Surcharge - Additional Fee on each (Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Agricultural and Forest District – Creation New State District)	4%

Appendix B: “Fee Schedule Crosswalk”

ZONING FEES	New Fee Name or Location	Current Fee	New Fee	Fee Change Note
ACSJA - Amend Service Authority Jurisdictional Area		$ 130.00		
~~Agricultural and Forest District – Creation New Local District~~	Agricultural and Forest District – Withdrawal of Local or State District	~~$ 50.00~~	$150	Staff recommends changing to only charge when a district is withdrawn. Based on the higher state district fee.
~~Agricultural and Forest District – Creation New State District~~	Agricultural and Forest District – Withdrawal of Local or State District	$ 150.00		
~~Architectural Review Board - Building Permit Certificate of Appropriateness; Per Review by the ARB~~	ARB - Minor Board review (Building permits, major amendment)	$698		
~~Architectural Review Board - CWCA - Fencing or Equipment or Lighting~~	ARB - Minor Staff Review of County Wide Certificates of Appropriateness (Fencing, Equipment, Lighting	~~$ 269.00~~	$265	Similar fees ($3 difference) that were merged with the lower being chosen. Rounded from $266 to $265.
~~Architectural Review Board - CWCA - Additions To ARB-Approved Buildings~~	ARB - Major Staff Review of CWCA (Additions to ARB-approved buildings, Building permits (per review), Minor amendments, PWSF, structures 750 ft or more from EC not taller than 5 stories or located behind a structure that fronts the EC, Other CWCA)	~~$ 538.00~~	$540	Includes new fee to cover Rio29 form-based code and other miscellaneous CWCA reviews. Rounded from $538 to $540.
~~Architectural Review Board - CWCA - Minor Amendments to Site or Architectural Plans~~		~~$ 538.00~~		
~~Architectural Review Board - CWCA - Personal Wireless Services Facilities~~		~~$ 538.00~~		
~~Architectural Review Board - CWCA - Structures 750 Feet or More from The Entrance Corridor, Not Taller Than Five Stories~~		~~$ 538.00~~		
~~Architectural Review Board - CWCA - Structures Located Behind A Structure That Fronts the Entrance Corridor~~		~~$ 538.00~~		
~~Architectural Review Board - CWCA- Building Permits Where the Change Is 50% Or Less of The Altered Elevation~~		~~$ 538.00~~		
~~Architectural Review Board - Resubmittal of Any Sign to Be Constructed in The Entrance Corridors~~	Entrance Corridor - Resubmittal of Any Sign	$65		
~~Architectural Review Board - Review by The ARB Conceptual Plan/Advisory Review~~	ARB - Major Board review (Conceptual plan; advisory review; preliminary, initial or final site plan)	~~$ 538.00~~	$1,185	Fee modified based on staff input that these reviews are more. similar to site plan Certificate Of Appropriateness with this same fee.
~~Architectural Review Board - Review by The ARB Preliminary/Initial Review of a Site Development Plan~~		~~$ 538.00~~		
~~Architectural Review Board - Review of Any Sign to Be Constructed in The Entrance Corridors~~	Entrance Corridor Review of any Sign	$130		While this is typically a staff review, this fee covers review by ARB also.
~~Bonds - Inspection Request (for a plat or Bond reduction)~~	Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	~~$ 296.00~~	$285	New fee reflects a unified fee for all bond transactions across the fee schedule. Rounded from $283 to $285.
~~Bonds - Estimate Request for Subdivision Improvements~~		~~$ 296.00~~		
~~Bonds - Inspections Pertaining to Secured Site Plan Improvements~~		~~$ 331.00~~		
~~BZA - Appeal of Zoning Administrator's Determination~~	Appeal - Board of Zoning Appeals	~~$ 284.00~~	$350	New fee reflects a unified fee for all appeals across the fee schedule.
~~BZA - Interpreting a District Map~~		~~$ 284.00~~		This is an appeal or a determination and doesn't need to be separately stated.

ZONING FEES	New Fee Name or Location	Current Fee	New Fee	Fee Change Note
~~BZA - Special use permits for signs under sections 4.15.5 and 4.15.5A~~	BZA - Variance and Special Use Permit	~~$ 592.00~~	$590	Consolidated two fee categories into one. Rounded from $592 to $590.
~~BZA - Variance~~		~~$ 592.00~~		
~~Change in Road or Development Name~~		~~$ 95.00~~		Infrequently a request. Typically handled with site plan or subdivision plat.
Floodplain - Floodplain Impact Plan Review	Floodplain - Floodplain Impact Plan Review or Letter of Map Amendment (LOMA)(topographic plan with floodplain model)	$355		
~~Floodplain - Letter of Map Change review (topographic plan with floodplain model)~~	~~Floodplain - Floodplain Impact Plan Review or Letter of Map Amendment (LOMA)(topographic plan with floodplain model)~~	~~$ 355.00~~		Current fee combined with application with same fee listed above.
Floodplain - Letter of Map Change review (topographic plan only)		$ 177.00	$175	Rounded from $177 to $175.
Groundwater Assessment - Tier I		$ 59.00	$60	Rounded from $59 to $60.
Groundwater Assessment - Tier II		$ 391.00	$390	Rounded from $391 to $390.
Groundwater Assessment - Tier III		$ 603.00	$605	Rounded from $603 to $605.
Groundwater Assessment - Tier IV		$ 1,302.00	$1,300	Rounded from $1,302 to $1,300.
~~Official Determination - All other Including Development Rights~~	Zoning Determination	~~$ 119.00~~	$220	Fee was merged for a simple flat fee for any zoning determination. The increase for development rights better reflects the actual time spent to be equivalent across determinations. Rounded from $219 to $220.
~~Official Determination - Compliance~~		~~$ 219.00~~		Current fee combined with application with same fee listed above. Rounded from $219 to $220.
~~Required Notice - (Farmers' Markets) Published Notice~~	Required Notice - Administrative (per notice)	~~$ 227.00~~	$235 base fee (at time of application) plus the actual cost of first class postage and advertisement, once determined.	New fee is based off of the administrative cost to process notices along with the real cost of postage and advertising. Rounded from $237 to $235.
~~Required Notice - (Public Hearings and SDP's) Mailing & Preparing or Delivery & Published Notice - Up To 50 Notices~~		~~$ 448.00~~		
~~Required Notice - (SUBs and Readvertisements) Mailing & Preparing or Delivery Per Notice - Up To 50 Notices~~		~~$ 237.00~~		
~~Required Notice - Preparing and mailing or delivering, per notice more than 50~~		~~$1.19 plus the actual cost of first class postage~~		
Sign Permits – Architectural Review Board not required (Temporary Signs)	Sign Permit - Temporary	$30		
Sign Permits – Architectural Review Board required	Other Signs	$142	$140	Rounded from $142 to $140.

ZONING FEES	New Fee Name or Location	Current Fee	New Fee	Fee Change Note
~~Site Development Plan - Appeal to Board of Supervisors~~	Appeal - Board of Supervisors	~~$ 284.00~~	$350	New fee reflects a unified fee for all appeals across the fee schedule.
Site Development Plan - Additional Fee for Dam Break Inundation Zones		1% of total amount or ~~$1,101.00~~ (whichever is less)	1% of total amount of payment required or $1,000, whichever is less	Updated per VA Code 15.2-2243.1(B)
~~Site Development Plan - Exception to Drawing of Site Plan Under Section 32.3.5(A)~~		~~$ 1,775.00~~		Captured below with same fee
~~Site Development Plan - Extension of Approval Prior To Expiration of An Approved Plan~~		~~$ 142.00~~		Eliminated - infrequent request
~~Site Development Plan - Extension of Period of Validity~~		~~$ 562.00~~		Eliminated - infrequent request
~~Site Development Plan – Final~~	Site Development Plan - Initial Site Plan, Final Site Plan, Major Amendment and Exception to Drawing Site Plan	$1,775		Consolidated fee for plans with similar staff effort. Added missing type from line 50 (exception to drawing site plan).
~~Site Development Plan – Initial - Non-Residential After Preapplication Plan (the fee paid for preapplication plans shall be applied to the fee for initial site plans)~~		~~$1420.00 PLUS $16.00 per dwelling unit and $0.016 per~~		
Site Development Plan - Inspections Pertaining to Secured Site Plan Improvements; Per Inspection		$331	$330	Rounded from $331 to $330.
Site Development Plan - Letter of Revision		$ 118.86	$120	Rounded from $118.86 to $120.
~~Site Development Plan – Major Amendment~~	~~Site Development Plan - Final Site Plan, Major Amendment and Exception to Drawing Site Plan~~	~~$1,775~~		
~~Site Development Plan – Minor Amendment~~	Site Development Plan - Preapplication Plan,and Minor ~~and Initial Site Plan Amendment~~	$ 592.00	$590	Rounded from $592 to $590.
~~Site Development Plan – Preapplication Plan~~		$ 592.00		
~~Site Development Plan - Reinstatement of Review Under Sections 32.4.2.1(D) And 32.4.3.1(E)~~		~~$ 284.00~~		Eliminated - infrequent request
~~Site Development Plan - Reinstatement of Review Under Sections 32.4.2.5(E)~~		~~$ 95.00~~		Eliminated - infrequent request
~~Site Development Plan -~~ Special Exception		$ 503.00	$980	Increased to be consistent with administrative variation or exception and better reflect staff costs.
~~Site Development Plan - Tier II PWSF~~	Tier II Personal Wireless Service Facilities	$ 2,154.00	$2,155	Rounded from $2,154 to $2,155.
Site Development Plan - Variation or Exception Under Section 32.3.5 ~~After Approval of a Final Site Plan~~	Site Development Plan - Variation or Exception Under Section 32.3.5	$ 982.00	$980	Rounded from $982 to $980.
~~Site Development Plan - Variation or Exception Under Section 32.3.5 Before Approval of a Final Site Plan~~		$ 982.00		
~~Special Use Permit - Farmers' Market with Existing Commercial Entrance~~		~~$ 130.00~~		

ZONING FEES	New Fee Name or Location	Current Fee	New Fee	Fee Change Note
Special Use Permit - Farmers' Market Without Existing Commercial Entrance	Special Use Permit - Farmer's Market	~~$ 580.00~~	$130	Consolidated farmer's market SUP and chose the lower of the two fees.
Special Use Permit – All Other Special Use Permits and SUP Amendment (fee includes initial application and first resubmittal)			$2,365	Consolidate most SUPs into one fee of $2,366, the higher of which better aligns with staff efforts. Home occ class B and day care centers are minor tier of $1,183. Farmer's market are separate and lower fee based on prior legislative intent. SUP fee rounded from $2,366 to $2,365.
Special Use Permit - Deferral of Scheduled Public Hearing at Applicant's Request		~~$ 194.00~~	the actual cost of first class postage and advertisement, as applicable.	Actual cost to be determined
~~Special Use Permit - Farmers' Market with Existing Commercial Entrance~~	Special Use Permit - Farmer's Market	~~$ 130.00~~		Consolidated farmer's market SUP and chose the lower of the two fees. (row 61)
~~Special Use Permit - Farmers' Market Without Existing Commercial Entrance~~		~~$ 580.00~~		
~~Special Use Permit – Public Utilities~~	~~Special Use Permit - Telecommunications, Solar~~	~~$ 1183.00~~	$2,365	Rounded from $2,366 to $2,365.
~~Special Use Permit - Reapplication Withdrawn Application Authorized by the BOS~~	Special Use Permit - For each Resubmittal after the First	~~$ 1823.00~~		Eliminated - infrequent application
~~Special Use Permit - Resubmittal Additional Lots Under Section 10.5.2.1~~		~~$ 592.00~~		
~~Special Use Permit - Resubmittal All Other Special Use Permits~~		~~$ 1183.00~~	$590	Simplifying the resubmittal process with one fee. Chose the fee with the highest frequency. Rounded from $592 to $590.
~~Special Use Permit - Resubmittal Amend Existing Special Use Permit~~		~~$ 592.00~~		
~~Special Use Permit - Resubmittal Day Care Centers~~		~~$ 592.00~~		
~~Special Use Permit - Resubmittal Extending Special Use Permit~~		~~$ 592.00~~		
~~Special Use Permit - Resubmittal Fee Public Utilities~~		~~$ 592.00~~		
~~Special Use Permit - Resubmittal Home Occupation Class B Permit~~		~~$ 592.00~~		
~~Special Use Permit - Resubmittal Rural Area Division For "Family Division"~~		~~$ 592.00~~		
~~Special Use Permit - Special Exception~~	~~Special Exception~~	~~$ 503.00~~		

ZONING FEES	New Fee Name or Location	Current Fee	New Fee	Fee Change Note
~~Zoning Clearance - Home Occupation Class A~~	Zoning Clearance - Home Occupations and Short Term Rental Registry	~~$ 30.00~~	$30	Combined into one fee category of the same fee.
~~Zoning Clearance - Major Home Occupation~~		~~$ 30.00~~		
~~Zoning Clearance - Minor Home Occupation~~		~~$ 30.00~~		
~~Zoning Clearance - Short Term Rental Annual Registry~~		~~$ 30.00~~		
Zoning Clearance - All other uses		$ 59.00	$60	Rounded from $59 to $60.
~~Zoning Clearance - Homestay~~		$ 119.00	$120	Rounded from $119 to $120.
Zoning Clearance - Temporary fundraising activity		No charge		
~~Zoning Map Amendment – 50 Acres or More (application and first resbumission)~~	Zoning Map Amendment - Fee includes initial application and First Resubmittal	~~$ 4,141.00~~	$2,960	Modified for a simpler flat ZMA structure, not based on acreage, to be more in line with best practices. Chose the fee that was most median of the current ZMA fees. Rounded from $2,958 to $2,960.
Zoning Map Amendment - Amendment Pertaining to Proffers to Do Not Affect Use or Density		$503.00 plus calculated notification and legal advertisement costs	$505.00 base fee (at time of application) plus the cost of first class postage and advertisement, once determined.	Base fee rounded from $503 to $505.
Zoning Map Amendment - Deferral of Scheduled Public Hearing at Applicant's Request	Deferral of Scheduled Public Hearing at Applicant's Request and Actual Cost of Notice (if applicable)	~~$ 194.00~~	$235 base fee (at time of application) plus the actual cost of first class postage and advertisement, as applicable.	Changed to uniform notice fee, if applicable. Base fee rounded from $237 to $235.
~~Zoning Map Amendment - Reapplication Authorized by BOS~~	Zoning Map Amendment - Resubmittal	~~$ 1,823.00~~	$1,480	Modified for a simpler flat ZMA resubmittal structure, not based on acreage, to be more in line with best practices. Chose the fee that was closest to half of the proposed ZMA fee. Rounded from $1,479 to $1,480.
~~Zoning Map Amendment - Resubmittal 50 Acres or More~~		~~$ 2,070.00~~		
~~Zoning Map Amendment - Resubmittal Under 50 Acres~~		~~$ 1,479.00~~		
~~Zoning Map Amendment – Under 50 Acres (application and first resbumission)~~	~~Zoning Map Amendment~~	~~$ 2,958.00~~	~~$2,960~~	Combined into one fee category of the same fee.
~~Zoning Text Amendment~~		~~$ 1,075.00~~		No longer applicable.
4% Technology Surcharge - Additional Fee on each *(Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Agricultural and Forest District – Creation New State District)*		4%		

SUBDIVISION FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
Estimate or inspection for establishing or reducing a bond	Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	~~$296~~	$285	New fee reflects a unified fee for all bond transactions across the fee schedule. Rounded from $283 to $285.
~~Easement - Plat(S) Amending A Previously Approved Easement Plat(S)~~	Easement plat required with site plan or plat amendment	$237	$235	Combine 2 categories with same fee. Rounded from $237 to $235.
~~Easement - Plat(S) Required with A Site Plan~~		$237		
Easements - Plat(S) With A Deed		$899	$900	Rounded from $899 to $900.
Easements - Plat(S) Without A Deed		$580		
Streets - Authorization for One Or More Private Streets Within A Subdivision		$792	$790	Rounded from $792 to $790.
Streets - Private Road Plans		$473	$475	Rounded from $473 to $475.
Streets - Public Road Plans		$296	$295	Rounded from $296 to $295.
~~Streets - Variation to Or Exception from Curb And/or Gutter Requirements Before Approval of a Preliminary Plat Under Section 14-203.1~~	Streets - Waiver or Variation to Requirements	$639	$640	No change, collapsed categories to one common one. Rounded from $639 to $640.
~~Streets - Variation to Or Exception from One Or More Street Standards Before Approval of a Preliminary Plat Under Section 14-203.1~~		$639		
~~Streets - Variation to Or Exception from Street Interconnection Requirements Before Approval of a Preliminary Plat Under Section 14-203.1~~		$639		
~~Streets - Waiver of Curb And/or Gutter Requirements Before Approval of a Preliminary Plat~~		$639		
~~Streets - Waiver of One Or More Street Standards Before Approval of a Preliminary Plat~~		$639		
~~Streets - Waiver of Street Interconnection Requirements Before Approval of a Preliminary Plat~~		$639		
~~Subdivision - 1 or more Special Lots~~	Subdivision - 1 or more Special Lots, Boundary Line Adjustment	~~$105~~	$235	Merged fee with BLAs which reflect a similar amount of staff effort. Chose the higher of the two to be more in line with the higher fees of multi-lot subdivisions. Rounded from $237 to $235.
~~Subdivision - Appeal of A Plat Decision to The Board of Supervisors~~	Appeal - Board of Supervisors	~~$319~~	$350	Revised fee reflects a unified fee for all appeals across the fee schedule.
~~Subdivision - Boundary Line Adjustment~~		~~$237~~		
~~Subdivision - Condominium Plat~~		~~$119~~		
Subdivision - additional fee for Dam Break Inundation Zones		1% of total amount or ~~$1,101.00~~ (whichever is less)	1% of total amount of payment required or $1,000, whichever is less	Updated per VA Code 15.2-2243.1(B)
Subdivision - Extension of Plat Approval		$142	$140	Rounded from $142 to $140.
~~Subdivision - Family Subdivisions~~	Subdivision - 2 Lots and Family Subdivision	$817	$815	Consolidated with family subdivision and chose the higher fee to better reflect staff efforts. Rounded from $817 to $815.
~~Subdivision - Final - Two-Lot Subdivision~~		~~$639~~		

SUBDIVISION FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
~~Subdivision - Final Plat/Plat following Final Site Plan Approval – 1 To 9 Lots~~	Subdivision - 3 or more lots	~~$1,183~~	$1,300	Simplified subdivision fees for a flat rate of any multi-lots greater than two. Chose the new fee based on it being the middle group of the three groups of fees in the current structure. Rounded from $1,301 to $1,300.
~~Subdivision - Final Plat/Plat following Final Site Plan Approval - 10 to 19 Lots~~		$1,301		
~~Subdivision - Final Plat/Plat following Final Site Plan Approval - 20 Or More Lots~~		~~$1,455~~		
~~Subdivision - Preliminary - 1 or more lots~~		~~$1,360~~		The preliminary fee is eliminated because these are usually done in one step as a final plat.
~~Subdivision - Preliminary - Two-Lot Subdivision~~		~~$296~~		The preliminary fee is eliminated because these are usually done in one step as a final plat.
~~Subdivision - Reinstatement of Review~~		~~$615~~		Infrequent and would be new application.
~~Subdivision - Relief from plat conditions imposed by the commission prior to the date of adoption of Chapter 14~~		~~$461~~		Infrequent would instead charge variation or exception fee to align with similar staff costs.
~~Subdivision - Resubdivisions~~		~~$817~~		Infrequent and would be new application.
~~Subdivision - Rural Subdivisions~~		~~$817~~		
Subdivision - Vacation of A Plat or Part Thereof		$284		
~~Subdivision - Variation or Exception Under Section 14-203.1 After Approval of a Final Plat, Not Provided for Under Subsections (E)(4), (5), Or (6)~~	Subdivision - Variation or Exception	$982	$980	No change, consolidated categories to one common one. Rounded from $982 to $980.
~~Subdivision - Variation or Exception Under Section 14-203.1 Before Approval of a Final Plat, Not Provided for Under Subsections (E)(4), (5), Or (6)~~		$982		
4% Technology Surcharge - Additional Fee on each (Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Agricultural and Forest District – Creation New State District)		4%		

BUILDING FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
Appeal - Board of Building Appeals	Appeal - Board of Building Appeals	$0.00	$350.00	New fee reflects a unified fee for all appeals across the fee schedule.
Building - Alteration/Repairs of Structures in All Use Groups		$0.20 per sq. ft. Minimum fee $88.00	$0.20 per sq. ft. Minimum fee $90.00	Minimum fee rounded from $88 to $90.
Building - Commercial Plan Review		$0.04 up to 5,000 sq. ft PLUS $0.03 per sq. ft. over 5,000. Minimum fee $16.00	$0.04 up to 5,000 sq. ft PLUS $0.03 per sq. ft. over 5,000. Minimum fee $16.00	Minimum fee rounded from $16 to $15.
Building - Commercial Swimming Pool		$ 361.00	$360.00	Rounded from $361 to $360.
Building - Commercial Temporary Certificate of Occupancy (Each 30 Days)		$ 150.00		
Building - Elevators, Escalators and Lifts		$ 284.00	$285	Rounded from $284 to $285.
Building - Groundwater Assessment (Tier I)		$ 59.00	$60	Rounded from $59 to $60.
Building - Mobile/Prefabricated Homes		$ 53.00	$55	Rounded from $53 to $55.
~~Building - Mobile/Prefabricated Homes~~	Building - Mobile/Prefabricated Homes	$ 53.00	$55	Rounded from $53 to $55.
Building - New Commercial (including additions)		$0.24 up to 5,000 sq. ft PLUS $0.17 per sq. ft. over 5,000. Minimum fee $88.00	$0.24 up to 5,000 sq. ft PLUS $0.17 per sq. ft. over 5,000. Minimum fee $90.00	Minimum fee rounded from $88 to $90.
~~Building -~~ New Single Family Residential ~~(including additions)~~	Building - New Residential (less than 1,500 sq. ft.) Building - New Residential (1,501 - 2,500 sq. ft.) Building - New Residential (2,501 - 3,500 sq. ft.) Building - New Residential (3,501 - 4,500 sq. ft.) Building - New Residential (4,501 - 7,500 sq. ft.) Building - New Residential (greater than 7,500 sq. ft.)	~~$0.58 per sq. ft. finished + $0.18 per sq. ft. unfinished and $0.05 per unfinished sq. ft. (minus unfinished basement)~~	$500.00 $1000.00 $1,500.00 $2,000.00 $3,000.00 $4,000.00	New fees based on research for simplification of single-family residential building fee structure.
Building - Paint Spraying Booths		$ 30.00		
Building - Residential Accessory Structure (attached garages, detached garages, sheds, decks, and porches 10 sq. ft. or larger)		$0.18 per square foot, calculated on gross finished square footage. The minimum fee is $30.00		
Building - Residential Plan Review		$0.05 per sq. ft. Minimum fee $8.00	$0.05 per sq. ft. Minimum fee $10.00	Rounded minimum fee from $8 to $10.

BUILDING FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
~~Building - Residential Swimming Pools, Hot Tubs and Spas~~	Building - Tents and Residential Swimming Pools, Hot Tubs, or Spas	$ 60.00	$60	Combined into 1 fee category from 2 with same fee.
~~Building - Tents~~		$ 60.00		
Building - Demolition Permit		$ 112.00	$110	$112 rounded to $110.
Electric - Alarm Systems		$0.04 per sq. ft. Minimum fee $88.00	$90	Minimum fee rounded tom $88 to $90.
Electric - Commercial Plan Review		$0.01 per sq. ft. Minimum fee $16.00	$15	Minimum fee rounded from $16 to $15.
Electric - Early Service		$ 72.00	$70	Minimum fee rounded from $72 to $70.
~~Electric - Fuel Dispensing Pumps~~	Electric - Mobile/Prefabricated Homes, Fuel Dispensing Pumps, Residential Accessory Structures, Service Change, Swimming Pool, Hot Tub, or Spa	$ 35.00	$35	Consolidated into 1 fee category from several with same fee.
~~Electric - Mobile/Prefabricated Homes~~		$ 35.00		
~~Electric - New Residential (including additions)~~	Included as part of building permit fee			
~~Electric - Residential Accessory Structures~~	Electric - Mobile/Prefabricated Homes, Fuel Dispensing Pumps, Residential Accessory Structures, Service Change, Swimming Pool, Hot Tub, or Spa	~~$ 35.00~~		Consolidated into 1 fee category from several with same fee. See row 22.
Electric - Residential Plan Review		$0.05 per sq. ft. Minimum fee $8.00	$0.05 per sq. ft. Minimum fee $10.00	Except covered in flat fee for SF residential. Rounded minimum fee from $8 to $10.
~~Electric - Service Change~~	Electric - Mobile/Prefabricated Homes, Fuel Dispensing Pumps, Residential Accessory Structures, Service Change, Swimming Pool, Hot Tub, or Spa	$ 35.00		Consolidated into 1 fee category from several with same fee. See row 22.
Electric - Signs		$ 53.00	$55	Rounded from $53 to $55.
~~Electric - Swimming Pool, Hot Tub, Or Spa (Wiring)~~	Electric - Mobile/Prefabricated Homes, Fuel Dispensing Pumps, Residential Accessory Structures, Service Change, Swimming Pool, Hot Tub, or Spa	$ 35.00		
~~Electric - Swimming Pools, Hot Tubs and Spas (Bonding)~~		$ 35.00		
Electric - Temporary Service		$ 112.00	$110	Rounded from $112 to $110.
Electric- Alterations/Repairs		$0.04 per sq. ft. Minimum fee $88.00	$0.04 per sq. ft. Minimum fee $90.	Rounded minimum fee from $88 to $90.
Mechanical - Above Ground Tanks		$ 119.00	$120	Rounded from $119 to $120.
Mechanical - Alterations/Repairs		$0.04 per sq. ft. Minimum fee $88.00	$0.04 per sq. ft. Minimum fee $90	Rounded minimum fee from $88 to $90.
Mechanical - Commercial Plan Review		$0.01 per sq. ft. Minimum fee $16.00	$0.01 per sq. ft. Minimum fee $15.	Rounded minimum fee from $16 to $15.

BUILDING FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
Mechanical - Furnance/Woodstove/Gas Log System		$ 77.00	$75	Rounded from $77 to $75.
Mechanical - Gas/Oil Lines		$ 42.00	$40	Rounded from $42 to $40.
Mechanical - Hood Supression Systems		$ 35.00		
Mechanical - Mobile/Prefabricated Homes		$ 35.00		
Mechanical - New Commercial (including additions to existing)		$0.04 per sq. ft. Minimum fee $88.00	$0.04 per sq. ft. Minimum fee $90.	Rounded from $88 to $90.
~~Mechanical - New Residential (including additions)~~		~~Included as part of building permit fee~~		
Mechanical - Range Hoods		$ 30.00		
Mechanical - Residential Plan Review		$0.05 per sq. ft. Minimum fee $8.00	$0.05 per sq. ft. Minimum fee $10.00	Rounded minimum fee from $8 to $10.
Mechanical - Underground Tanks		$ 201.00	$200	Rounded from $201 to $200.
Other - Addition or Change in Contractor After Permit Is Issued		$ 34.00	$35	Rounded from $34 to $35.
Other - Administrative Fee for Working Without A Permit		$ 250.00		
Other - Change of Building Occupancy Classification		$ 177.00	$175	Rounded from $177 to $175.
Other - Code Modification Request (No Refund Allowed)		$ 250.00		
Other - Elevator Certificate		$ 100.00		
Other - Group Home/Daycare/Adult Care Form, With No Inspection		$ 74.00	$75	Rounded from $74 to $75.
Other - Permit Extension Request		$ 74.00	$75	Rounded from $74 to $75.
~~Other Permits~~	Other - Permits, and Plan Amendments	$ 35.00	$35	Combined into 1 fee category from 2 with same fee.
~~Other - Plan Amendments (New plans submitted requiring a fire.safety/structual~~		$ 35.00		
Plumbing - Alteration/Repairs		$10.00 per fixture Minimum fee $88.00	$10.00 per fixture Minimum fee $90.	Rounded minimum fee from $88 to $90.
Plumbing - Commercial Plan Review		$0.01 per sq. ft. Minimum fee $16.00	$0.01 per sq. ft. Minimum fee $15.	Rounded minimum fee to $15.
Plumbing - Mobile/Prefabricated Homes		$ 35.00		
Plumbing - New Commercial (including additions)		$10.00 per fixture Minimum fee $88.00	$10.00 per fixture Minimum fee $90.	Rounded minimum fee to $90
~~Plumbing - New Residential (including additions)~~		~~Included as part of building permit fee~~		
Plumbing - Residential Accessory Structures		$ 35.00		
Plumbing - Residential Plan Review		$0.05 per sq. ft. Minimum fee $8.00	$0.05 per sq. ft. Minimum fee $10.	Rounded minimum fee to $10.
Plumbing - Sewer Laterals (unless the lines are included as part of a permit)		$ 30.00		
Plumbing - Water Lines (unless the lines are included as part of a permit)		$ 30.00		

BUILDING FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
Plumbing- Fire Suppression Systems (Sprinkler)		$0.95 each head. Minimum fee $88.00. PLUS plan review fee $0.02 per sq. ft. Minimum fee $75.00	$0.95 each head. Minimum fee $90. PLUS plan review fee $0.02 per sq. ft. Minimum fee $75.00	Rounded minimum fee for plan review from $88 to $90.
Inspections - Building (Regular Reinspections) for each inspection performed after the second inspection of such work.		~~$35~~	$100	Revised inspection fee more consistent with other inspection fees and better covers staff time.
Inspections - Building Special Inspections (Unique structures such as bridges and towers, determined by Building Official)			$100 an hour	New fee for special structures requiring extensive time for inspection.
~~Zoning - Final Inspection (the fee for each final inspection before a certificate of occupancy or a temporary certificate of occupancy)~~	Zoning - Inspection (each)	~~$ 18.00~~	$25	Slight increase to this fee for preliminary inspection and final inspection associated with a building permit.
~~Zoning - Initial Inspection (the fee for each inspection related to the issuance of a building permit for main or accessory structures)~~		~~$ 18.00~~		
4% Technology Surcharge - Additional Fee on each		4%		
2% State Surcharge - Additional fee on each		2%		

WATER PROTECTION FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
Appeal - County Engineer Determination	Appeal - County Engineer Determination	$0.00	$350	New fee reflects a unified fee for all appeals across the fee schedule.
Bond	Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond		$285	Current fee reflects a unified fee proposed for all bonds across the fee schedule. Rounded $283 to $285.
~~VESCP – All other land disturbing – Amendment to approved plan~~		~~$ 227.00~~		
~~VESCP - All Other Land Disturbing - Annual permit renewal and inspection fee, disturbed area less than one acre~~		~~$ 227.00~~		
~~VESCP – All Other Land Disturbing – Annual permit renewal and inspection fee, disturbed area one acre or larger, starting with second year~~		~~$113 per disturbed acre or fraction over an acre~~		
~~VESCP – All other land disturbing – Each request for partial or full release of surety~~		~~$ 283.00~~		This fee moved up in schedule.
~~VESCP – All Other Land Disturbing – Permit and first year inspection fees, disturbed area one acre or larger~~	VESCP – Disturbed area less than one acre. Plan review (or agreement in lieu) and initial grading permit or each amendment	~~$113 per disturbed acre or fraction over an acre~~	$240	Combines plan or agreement review, permit and 1st year inspections for all VESCP less than one acre.
~~VESCP – All Other Land Disturbing – Plan review, disturbed area less than one acre~~		~~$ 170.00~~		
~~VESCP - All Other Land Disturbing - Plan review, disturbed area one acre or larger~~	VESCP - Disturbed area less than one acre. Permit maintenance (annual)	$ 227.00	$230	Rounded $227 to $230.
~~VESCP – All other land disturbing – Reinspection (1st)~~		~~$ 283.00~~		
~~VESCP – All other land disturbing – Reinspection (for each subsequent)~~		~~$ 383.00~~		
~~VESCP – Land disturbing activity pertaining to non-exempt agricultural land – Permit and First Year Inspection~~	*VESCP – Disturbed area one acre or larger up to 5 acres*			
~~VESCP - Land disturbing activity pertaining to non-exempt agricultural land– Plan Review~~	VESCP - Disturbed area one acre up to 5 acres. Plan review and initial grading permit or amendment	~~$ 340.00~~	$565	Combines plan or agreement review, permit and 1st year inspections for all VESCP 1-5 acres.
~~VESCP – Land disturbing activity pertaining to non-exempt agricultural land – Reinspection (1st)~~	Permit maintenance (annual)	~~$ 170.00~~	$340	Increased to reflect the actual inspection time for the entire year with multiple inspections.
~~VESCP - Land disturbing activity pertaining to non-exempt agricultural land – Reinspection (each susequent one)~~		~~$ 270.00~~		
~~VESCP – Land disturbing activity pertaining to non-exempt agricultural land Annual Renewal and Inspection Fees-Non-Exempt Agricultural~~		~~$ 170.00~~		

WATER PROTECTION FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
~~VESCP - Land disturbing activity pertaining to single family dwelling unit - Agreement in lieu of a plan~~		~~$ 170.00~~		
~~VESCP - Land disturbing activity pertaining to single family dwelling unit - Annual Permit Renewal & Inspection Starting 2nd Year~~		~~$ 170.00~~		
~~VESCP - Land disturbing activity pertaining to single family dwelling unit - For Single Family Dwelling~~	SF – Land disturbing activity pertaining to a sole single family detached dwelling (including within a common plan and less than 5 acres of land disturbance). Includes plan or agreement in lieu of review, and first year inspections.	~~$ 170.00~~	$235	Unified fee for this and less than 1 acre disturbed. Rounded $237 to $235.
~~VESCP - Land disturbing activity pertaining to single family dwelling unit - Permit and First Year Inspection Fees - Single Family Dwelling~~	~~Plan review or agreement in lieu of a plan, and grading permit~~	~~$ 170.00~~	~~$237~~	
~~VESCP - Land disturbing activity pertaining to single family dwelling unit - Reinspection (1st)~~	Annual permit renewal and inspection fees starting with second year	~~$ 170.00~~	$235	Rounded $237 to $235.
VESCP - Land disturbing activity pertaining to single family dwelling unit - Reinspection (each subsequent one)	Each reinspection for inspection violations	~~$ 270.00~~	$170 for the first reinspection and $270 for each subsequent reinspection	
VESCP or VSMP - Review of mitigation plan pertaining to a land disturbing activity in a stream buffer		$ 170.00		Combining the same fee for the same review (VESCP and VSMP) into one fee category
VESCP or VSMP - Stream Determintation		$ 320.00		Stream determinations (VESCP and VSMP) combined into one category.
VESCP - Variance		$ 170.00		
VSMP - Small construction activity or land clearing that is less than 1 acre/if involves construction of a sole single-family detached dwelling	*VSMP – Small construction activity or land clearing that is less than 1 acre*			
Permit Issuance Fee	Plan review and initial grading permit	$237/$237	$235	
Transfer or Modification Fee	Transfer, modification, or amendment to an approved plan	~~$20/$23~~	$120	Increased to better reflect staff time.
Permit Maintenance Fee	Permit maintenance (annual)	$140/$159	$160	Rounded $159 to $160.
VSMP - Small construction activity or land clearing that is equal to or greater than 1 acre and less than 5 acres/ if involves construction of a sole single family detached dwelling	*VSMP – Small construction activity or land clearing that is equal to or greater than 1 acre and less than 5 acres*			
Permit Issuance Fee	Plan review and initial grading permit	$2204/$237	$2,204	Rounded $2,204 to $2,205.
Transfer or Modification Fee	Transfer, modification, or amendment to an approved plan	$ 227.00	$225	Rounded $227 to $225.

WATER PROTECTION FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
Permit Maintenance Fee	Permit maintenance (annual)	$ 1,530.00	$1,530	
VSMP - Large construction activity or land clearing that is equal to or greater than 5 acres and less than 10 acres	*VSMP – Large construction activity or land clearing that is equal to or greater than 5 acres and less than 10 acres*			
Permit Issuance Fee	Plan review and initial grading permit	$ 2,775.00	$2,775	
Transfer or Modification Fee	Transfer, modification, or amendment to an approved plan	$ 283.00	$285	Rounded $283 to $285.
Permit Maintenance Fee	Permit maintenance (annual)	$ 1,927.00	$1,925	Rounded $1,927 to $1,925.
VSMP - Large construction activity/land clearing that is equal to or greater than 10 acres and less than 50 acres	*VSMP – Large construction activity/land clearing that is equal to or greater than 10 acres and less than 50 acres*			
Permit Issuance Fee	Plan review and initial grading permit	$ 3,673.00	$3,675	Rounded $3,673 to $3,675.
Transfer or Modification Fee	Transfer, modification, or amendment to an approved plan	$ 340.00	$340	
Permit Maintenance Fee	Permit maintenance (annual)	$ 2,551.00	$2,550	Rounded $2,551 to $2,550.
VSMP - Large construction activity/land clearing that is equal to or greater than 50 acres and less than 100 acres	*VSMP – Large construction activity/land clearing that is equal to or greater than 50 acres and less than 100 acres*			
Permit Issuance Fee	Plan review and initial grading permit	$ 4,979.00	$4,980	Rounded $4,979 to $4,980
Transfer or Modification Fee	Transfer, modification, or amendment to an approved plan	$ 510.00	$510	
Permit Maintenance Fee	Permit maintenance (annual)	$ 3,457.00	$3,460	Rounded $3,457 to $3,460
VSMP - Large construction activity/land clearing that is equal to or greater than 100 acres not involving construction of a sole single family detached dwelling	*VSMP – Large construction activity/land clearing that is equal to or greater than 100 acres*			
Permit Issuance Fee	Plan review and initial grading permit	$ 7,835.00	$7,835	
Transfer or Modification Fee	Transfer, modification, or amendment to an approved plan	$ 793.00	$795	Rounded $793 to $795
Permit Maintenance Fee	Permit maintenance (annual)	$ 5,441.00	$5,440	Rounded $5,441 to $5,440
VSMP - Amendment to Approved Plan	*Other services (VESCP, VSMP and single family unless included above)*	$ 227.00		

WATER PROTECTION FEES	New Fee Name or Location	Current Fee	New Fee (includes rounding)	Fee Change Note
VSMP - Each reinspection	Each reinspection for violations	$283 / $383	$285 for the first reinspection and $385 for each subsequent	Rounded $283 to $285 and $383 to $385.
VSMP - Contruction record drawings; review		$ 340.00		
~~VSMP - Exceptions~~	Variations (VESCP only)	~~$ 272.00~~	$170	
~~VSMP - Reinspection (1st)~~	Exceptions (VSMP only)	~~$ 283.00~~	$270	Rounded $272 to $270
~~VSMP - Review of mitigation plan pertaining to a land disturbing activity in a stream buffer~~	~~Review of mitigation plan pertaining to a land disturbing activity in a stream buffer~~	~~$ 170.00~~		Combining the same fee for the same review (VESCP and VSMP) into one fee category, Row 24.
~~VSMP - Stream Determination~~		~~$ 320.00~~		Stream determinations (VESCP and VSMP) combined into one category. Row 25.
4% Technology Surcharge - Additional Fee on each (Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Agricultural and Forest District – Creation New State District)		4%		