Summary of Proposed Changes to the CDD Fee Schedule

1. **Bundled and Tiered Single-Family Residential Fee Structure:** To consolidate and simplify fees, we are bundling fees for building permits for single-family residential applications into 6 different categories or tiers, based on the size of the home. Currently, these fees are based on $0.58 per square foot ($ft^2$) for finished space plus $0.18 per square foot for unfinished plus $0.05 per gross square feet (minus the area of unfinished basement) for plan review. This bundled fee includes building plan review and inspection. We are proposed 6 tiers of fees:
    - Up to 1,500 ft^2
    - 1,500-2,500 ft^2
    - 2,501-3,500 ft^2
    - 3,501-4,500 ft^2
    - 4,501-7,500 ft^2
    - Above 7,500 ft^2
2. **Newspaper and Mailing Notice Requirements:** The current fees have not kept up with the increasing costs of postage and advertising in the newspaper. To better address these fees, we propose the fee paid for notice be changed to the actual cost for the advertisement (when an 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 the issuance of related permits.
3. **Merger of Fee Categories for Single Flat Fee:** Where practical, fee categories have been combined. This includes: a) fees for multiple similar applications with equivalent staff effort/costs; b) where several separate fees are involved in a single application, were merged into a single flat fee; and c) multiple separate fee categories with the same fee amount. One example of multiple applications is with rezonings and special use permits. We propose consolidating two different rezoning tiers into one and six different special use permit fee categories into two. Examples of combining several separate fees for an application into a single fee are found within the Virginia Erosion and Sediment Control Program (VESCP) fees within the Water Protection Ordinance. In this case, the plan or agreement review, permit and 1st year inspections are combined into one fee.
4. **Fee Consistency:** Where we have found inconsistencies in fees, we have sought to establish a common fee where relevant. Fees for transactions relating to performance bonds and for appeals of decisions under the several regulations are two examples of proposed changes to establish consistency.
5. **Agricultural and Forest Districts:** There are currently fees to create a local or state district as well as to withdraw from one. Staff recommends eliminating the fee to create or to add to the district and maintaining the fee for withdrawal from the district.

6. **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.”
7. **Building Inspections:** We propose a new fee for unique inspections, such as those for bridges and other structures that can take many hours.