Summary of Proposed Changes to the CDD Fee Schedule

1. **Bundled and Tiered Single-Family Residential Fee Structure:** To consolidate and simplify fees, staff proposes bundling fees for single-family residential building permit applications into a single fee, with six different categories or tiers, based on the size of the dwelling. Currently, these fees are based on $0.58 per finished square foot (ft^2) plus $0.18 per unfinished square foot plus $0.05 per gross square feet (minus the area of unfinished basement) for plan review. This bundled fee would include building plan review and inspection. Staff is proposing six tiers for this fee:
    - 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, staff proposes that the fee paid for required notices 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 would include a standard administrative fee for the notice. The actual costs for notice would be charged following the mailings and prior to the issuance of related permits. This change would apply to the Zoning Ordinance and Subdivision Ordinance.
3. **Merger of Fee Categories for Single Flat Fee:** Where practical, fee categories would be combined. Affected fees would include:
   a) fees for multiple similar applications with equivalent staff effort/costs;
   b) separate fees involved in a single application; and
   c) multiple separate fee categories with the same fee amount.
   Examples of multiple applications include combining two different rezoning tiers into one and combining six different special use permit fee categories into two. Examples of combining several separate fees for an application into a single fee are found in the Virginia Erosion and Sediment Control Program (VESCP) fees in the Water Protection Ordinance. In this case, the plan or agreement review, permit and 1st year inspections would be combined into one fee.
4. **Fee Consistency:** Where inconsistencies have been found in fees, staff has 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 both to create a local or state district and to withdraw from a state district. Staff recommends (a) eliminating the fee to create or to add to a district, (b) maintaining the fee for withdrawal from a state district, and (c) applying the withdrawal fee to local districts.
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 would round fees to the nearest dollar ending in "0" or "5."
7. **Building Inspections:** Staff proposes a new fee for unique inspections, such as those for bridges and other structures that can take many hours. In addition, staff proposes increasing the cost of each re-inspection after the second inspection from $35 to $100.
8. **Review of applications in the Entrance Corridor:** To simplify and consolidate fees, applications would be grouped into the following categories based on staff effort:
   a) Board Review Minor (building permits, major amendments) and Board Review Major (conceptual plan, advisory review, preliminary, initial or final site plan), and
   b) Staff Review Minor (fencing, equipment, lighting) and Staff Review Major (additions to ARB-approved buildings, building permits, minor amendments, PWSF, structures 750 feet or more from EC not taller than five stories or located behind a structure that fronts the EC, Other).
   In some cases, the new fee would be only rounded to the closest $5 increment (such as from $269 to $265). In other cases, the fee would be increased more substantially to align with similar staff effort, such as ARB advisory review and review of an initial site plan (from $538 to $1,185, as required for review of a final site plan).
9. **Water Protection Ordinance (WPO) Virginia Stormwater Management Program (VSMP) Permit:** The WPO currently requires each owner to pay one-half of the VSMP fee upon submittal of the application and to pay the remaining one-half prior to issuance of coverage under the general permit. When staff met with stakeholder group, Charlottesville Area Development Roundtable (CADRe), we were asked to combine these two payments into one payment. The revisions to strike the partial payment language (Section 17-209 B1) are reflected in the attached draft ordinance. Staff also supports this revision to payment timing as easier to administer.