Chapter 1. General Provisions

ARTICLE 5
Fee Schedule

This schedule establishes the fees charged for various activities throughout several chapters of the Albemarle County Code pursuant to the authority provided by the Code of Virginia §§15.2-2241, 15.2-2286, 62.1-44.15, 36-98.3, and 36-105 and Chapter 3 (Agricultural and Forestal Districts), Chapter 5 (Building Regulations), Chapter 7 (Health and Safety), Chapter 14 (Subdivision of Land), Chapter 17 (Water Protection), and Chapter 18 (Zoning), of the Albemarle County Code.

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Sec. 1-500 – General Provisions

A. *Fee Waived.* Any fee contained within this Article will be waived on all applications made by Albemarle County or the Albemarle County School Board.

B. *Mode of payment.* Each fee contained within this Article must be paid by means acceptable to the County of Albemarle.

C. *Timing of Payment.* All required fees must be paid in full at the time of application submission, unless otherwise specified. No application shall be considered complete until all required fees have been deemed paid in full.

D. *Refund of Fees*. Except as provided in Section 1-501, if an application is withdrawn within 10 days of submittal and prior to the sending of notices or legal advertisement regarding the application, upon written request a refund may be provided subject to a nonrefundable 35% of the application amount.

Sec. 1-501 – Building Fees

A- Rules Applicable to Building Fees – *Refund of Fees.* Building Fees refunds are as provided in *13VAC5-63-70*.

B- Building Fee Amounts

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 $15
Building - Commercial Swimming Pool	$360.00
Building - Commercial Temporary Certificate of Occupancy (Each 30 Days)	$150
Building - Elevators, Escalators and Lifts	$285
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.)	$500
Building - New SF Residential (1,501 - 2,500 sq. ft.)	$1,000
Building - New SF Residential (2,501 - 3,500 sq. ft.)	$1,500
Building - New SF Residential (3,501 - 4,500 sq. ft.)	$2,000
Building - New SF Residential (4,501 - 7,500 sq. ft.)	$3,000
Building - New SF Residential (greater than 7,500 sq. ft.)	$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 $35
Building - Residential Plan Review	$0.05 per sq. ft. Minimum fee $10
Building - Tents and Residential Swimming Pools, Hot Tubs, or Spas	$60
Building - Demolition Permit	$110
Electric - Alarm Systems	$0.04 per sq. ft. Minimum fee $90
Electric - Commercial Plan Review	$0.01 per sq. ft. Minimum fee $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 (bonding and wiring separate fees)	$35
Electric - Temporary Service	$110
Electric- Additions/Alterations/Repairs	$0.04 per sq. ft. Minimum fee $90.
Mechanical - Above Ground Tanks	$120
Mechanical - Additions/Alterations/Repairs	$0.04 per sq. ft. Minimum fee $90
Mechanical - Commercial Plan Review	$0.01 per sq. ft. Minimum fee $15.
Mechanical - Furnace/Woodstove/Gas Log System	$75
Mechanical - Gas/Oil Lines	$40
Mechanical - Range Hoods	$30
Mechanical - Hood Suppression 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 per elevator
Other - Group Home/Daycare/Adult Care Form, With No Inspection	$75
Other - Permit Extension Request	$75

Other - Permits, and Plan Amendments	$35
Plumbing - Additions/Alteration/Repairs	$10.00 per fixture Minimum fee $90.
Plumbing - Commercial Plan Review	$1.80 per fixture; $15 minimum
Plumbing - Mobile/Prefabricated Homes	$35
Plumbing - 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 Re-inspections) 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 per hour
Zoning - Inspection (each, preliminary or final)	$25

Sec. 1-502 – Subdivision Fees

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

Required Notice – Per notice	$235 base fee (at time of application) plus the actual cost of first-class postage and advertisement, once determined.
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
Preliminary or Final Subdivision (each) - 3 or more lots	$1,300
Subdivision - Vacation of A Plat or Part Thereof	$285
Subdivision - Variation or Exception	$980

Sec. 1-503 – Water Protection Fees

A – Rules Applicable to Water Protection Fees

1. VSMP: Payment of fees.
    a) Transfer or modification. Each owner required to pay the transfer or modification fee as provided in County Code Chapter 1, Article 5, shall pay the fee upon submittal of the application to transfer or modify.
    b) Annual maintenance fee. Each owner must pay the fee annually to the County until a notice of termination is effective. The maintenance fee will be billed in arrears and is due by April 1 of each year. On the first April 1 after the land disturbing activity has begun, this fee will be prorated on a monthly basis, and the full fee will be due by April 1 of each year thereafter. The final fee will be prorated on a monthly basis based on the date of permit termination.

2. *Use of Water Protection fees*. The fees imposed under Section 1-503 B shall be used solely to carry out the County's responsibilities under the Virginia Stormwater Management Act, the Erosion and Sediment Control Law, the applicable regulations in 9VAC25-830 through 9VAC25-890, and any other applicable standards and specifications.

3. *Late payments*. Any late payment shall be subject to interest at the underpayment rate provided in Virginia Code § 58.1-15 and shall be calculated on a monthly basis at the applicable periodic rate. A ten percent late payment fee shall be charged to any account more than 90 days past due.

4. *Remedies*. The County may pursue any remedies provided by State law to collect any past due amount. In addition, the County or the program administrator may pursue the remedies provided in section 17-900*et seq.*, including revocation of any approval.

B – Water Protection Fee Amounts

Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	$285
VESCP – Disturbed area less than one acre	
Plan review and initial grading permit or each amendment	$240

Annual Maintenance	$230
VESCP – Disturbed area one acre up to 5 acres	
Plan review and initial grading permit or each amendment	$565
Annual Maintenance	$340
SF – Land disturbing activity pertaining to a sole single family (SF) detached dwelling (including within a common plan of development) with less than 5 acres of land disturbance	
Plan review and initial grading permit and first year annual maintenance fees or each amendment	$235
Annual Maintenance, starting with the second year	$235
VSMP – Small construction activity or land clearing that is less than 10,000 sf within a common plan of development or is equal to or greater than 10,000 sf and less than 1 acre	
Plan Review and Permit Issuance	$235
Transfer or Modification	$120
Annual Maintenance	$160
VSMP – Small construction activity or land clearing that is equal to or greater than 1 acre and less than 5 acres	
Plan Review and Permit Issuance	$2,205
Transfer or Modification	$225
Annual Maintenance	$1,530
VSMP – Large construction activity or land clearing that is equal to or greater than 5 acres and less than 10 acres	
Plan Review and Permit Issuance	$2,775
Transfer or Modification	$285
Annual Maintenance	$1,925
VSMP – Large construction activity or land clearing that is equal to or greater than 10 acres and less than 50 acres	
Plan Review and Permit Issuance	$3,675
Transfer or Modification	$340
Annual Maintenance	$2,550
VSMP – Large construction activity or land clearing that is equal to or greater than 50 acres and less than 100 acres	
Plan Review and Permit Issuance	$4,980
Transfer or Modification	$510
Annual Maintenance	$3,460
VSMP – Large construction activity or land clearing that is equal to or greater than 100 acres	
Plan Review and Permit Issuance	$7,835
Transfer or Modification	$795

Annual Maintenance	$5,440
Other Services	
Amendment to Approved Plan (VSMP)	$225 per review
Construction record drawings review	$340
Exception (VSMP)	$270 each
Re-inspection pertaining to a single-family dwelling	$170 for the first and $270 for each subsequent reinspection
Re-inspection not pertaining to a single-family dwelling	$285 for the first and $385 for each subsequent reinspection
Review of mitigation plan pertaining to a land disturbing activity in a stream buffer	$170
Stream Determination	$320
Variation (VESCP)	$170 each

Sec. 1-504 – Zoning Fees

A – Rules Applicable to Zoning Fees

1. *Calculation of fees in special circumstances.*

In the special circumstances provided below, the fee required by section 35.1 shall be calculated as follows:

a. *Simultaneous review of special use permit for outdoor display and sales and supporting initial site plan.* The applicant shall pay the fee for the special use permit, but not the fee for the initial site plan for outdoor display and sales, which require simultaneous review of both the special use permit application and a supporting initial site plan.
b. *Multiple special use permits to establish a single use*. If multiple special use permits are required to establish a single use, the applicant shall pay only the largest single fee for a special use permit for all of the special use permit applications.

2. *Pre-existing use fee waiver.* If an applicant applies for a special use permit, the applicable fee shall be waived provided that the following conditions are met:

a. The use applied for does not conform to the zoning prescribed for the district in which the use is situated;

b. A business license was issued by the county for the applied-for use; and

c. The holder of the business license has operated continuously in the same location for at least 15 years and has paid all real estate, business license, and personal property taxes related to the use.

B – Zoning Fee Amounts

ARB - Minor Board review (Building permits, major amendment)	$700
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, Personal Wireless Service Facilities, structures 750 ft or more from EC not taller than 5 stories or located behind a structure that fronts the EC, Other CWCA)	$540
ARB - Major Board review (Conceptual plan; advisory review; preliminary, initial or final site plan)	$1,185
Entrance Corridor - Resubmittal of Any Sign	$65
Entrance Corridor - Review of any Sign	$130
Bond Agreement with Surety - Establish, Amend, Replace, Reduce, or Release a Bond	$285

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 (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
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 - Letter of Revision	$120
Site Development Plan - Preapplication Plan and Minor 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 Minor – Home occupation, class B and Day care center	$1,185

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
Special Use Permit - For each Resubmittal after the First	$590
Zoning Clearance - Home Occupations	$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 which Do Not Affect Use or Density	$505.00 application fee plus $235 notice base fee (at time of application) plus the additional 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 and Reapplication of a withdrawn application	$1,480
Zoning Map Amendment - (Fee includes initial application and first resubmittal)	$2,960

Sec. 1-505 – Miscellaneous Fees

Appeal – Board of Building Appeals	$350
Appeal – Board of Supervisors	$350
Appeal – Board of Zoning Appeals	$350
Appeal – County Engineer Determination	$350
ACSJA - Amend Service Authority Jurisdictional Area	$130
Agricultural and Forest District – Withdrawal of Local or State District	$250
Short Term Rental Registry	$30
Technology Surcharge - Additional Fee charged as a percentage of each fee *(Does not apply to required notices in Chapters 14 & Chapter 18, State Permit Issuance Fee, and Dam Break Inundation Zone)*	4%