

Resolution Relating to

RESOLUTION _____

Sponsor(s): _____
Bd of Finance

Introduced: 06/13/11

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

PLANNING AND ZONING DEPARTMENT
FEES SCHEDULE

CITY OF BURLINGTON

In the year Two Thousand Eleven.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Department of Planning & Zoning and the Planning Commission have reviewed the department's fee schedule and have proposed to the City Council, pursuant to Comprehensive Development Ordinance § 3.2.4, to maintain the current fee structure with a few clarifying changes; and

WHEREAS, on presentation by the department to the Board of Finance on June 6, 2011 the attached fee schedule was unanimously supported by the Board.

NOW THEREFORE, BE IT RESOLVED, that the fee schedule for the Department of Planning & Zoning (attached) is hereby adopted by the City Council, effective upon passage.



City of Burlington, VT
Department of Planning and Zoning
Fee Schedule

Development Applications and Permits	Fee
Awning Permit:	
A. Awning with a Sign: (per awning with signage)	1. \$10 filing fee; and, 2. \$80 per awning
B. Awning without Sign: (Treated as a Basic or COA Level 1)	\$70
Fence Permit:	\$45
Sign Permit: (<i>per sign</i>) (Awnings with signage subject to fee listed above)	1. \$10 filing fee; and, 2. \$80 per sign.
Sketch Plan Review:	
A. Initial Review (<i>per Board</i>)	\$300 per request
B. Subsequent Review (<i>per Board</i>)	\$250 per request
Basic Zoning Permit:	\$70
Certificate of Appropriateness (COA) Level I: (<i>Estimated Construction Cost (ECC) of \$21,000 or less</i>)	\$70
Certificate of Appropriateness (COA) Level II: (<i>Estimated Construction Cost (ECC) greater than \$21,000</i>)	
A. Application Fee	1. \$110; and, 2. \$2 per \$1,000 of ECC; or \$0.10 per sqft.; whichever is greater
B. Development Review Fee (<i>due prior to release of the permit</i>)	\$4.50 per \$1,000 of ECC; or \$0.25 per sqft.; whichever is greater
Certificate of Appropriateness (COA) Amendment: (<i>based upon original ECC of total project</i>)	1. \$110; and, 2. \$0.50 per \$1,000 of ECC

Development Applications and Permits	Fee
Certificate of Appropriateness (COA) Level III: <i>(Planned Unit Development, Lot line Adjustment and Lot Merger, or Subdivision; includes Major Impact Review Fee where applicable):</i>	
A. Preliminary Plat	
1. Application Fee	1. \$300 per lot or unit; or \$200 and \$2 per \$1,000 of ECC; or \$0.10 per sqft.; whichever is greater
2. Development Review Fee <i>(due prior to release of the DRB Approval)</i>	\$3 per \$1,000 of ECC; or \$0.20 per sqft.; whichever is greater
B. Final Plat	
1. Application Fee	1. \$10 filing fee; and, 2. \$300 per lot or unit; or \$200 and \$2 per \$1,000 of ECC; or \$0.10 per sqft.; whichever is greater
2. Development Review Fee <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC; or \$0.20 per sqft.; whichever is greater
C. Preliminary/Final Combination	
1. Application Fee	1. \$10 filing fee; and, 2. \$300 per lot or unit; or \$200 and \$4 per \$1,000 of ECC; or \$0.10 per sqft.; whichever is greater
2. Development Review Fee <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC; or \$0.20 per sqft., whichever is greater
D. Lot Line Adjustment/Lot Merger	
	\$70 per lot involved
Conditional Use, Variance, Public Hearings and Appeals:	
A. Conditional Use and Variance <i>(in addition to applicable COA application fee and paid at the time of application)</i>	\$135
B. Conditional Use - Major Impact <i>(in addition to applicable COA application fee and paid at the time of application)</i>	1. \$210; and, 2. \$1.10 per \$1,000 of ECC; or \$0.10 per sqft.; whichever is greater
C. Conditional Use - Major Impact Review Amendment <i>(based upon the ECC of the <u>total</u> project)</i>	1. \$210; and, 2. \$1 per \$1,000 of ECC
D. Other matters requiring a public hearing before the DRB: Time extensions, Master Plan Review, etc.	\$135
E. Appeals to DRB: Appeals of Administrative Officer decisions to the Development Review Board	\$135

Burlington Department of Planning and Zoning – Fee Schedule.

Development Applications and Permits	Fee
F. Appeals to VSC-ED: Appeals of Development Review Board decisions to the VT Superior Court.	\$250 ¹

Other Fees	Fee
Zoning Certificate of Occupancy: ² <i>(by Code Enforcement Office)</i>	
A. Final Certificate of Occupancy	1. \$30 ^E and, 2. 10% of all zoning and conditional use permit application fees.
B. Temporary Certificate of Occupancy	\$150 each
C. “After-The-Fact” Zoning Certificate of Occupancy	see attached schedule
Zoning Compliance Report Request: ³ <i>(by Code Enforcement Office)</i>	\$35
Documents, Copies, etc.	
A. Audio Tapes	\$1.00 per tape
B. File Research	\$20.00 per hour
C. Planning Documents: Municipal Development Plan, Comprehensive Development Ordinance, etc.	actual cost of publication (hardcopy or CD)
D. Postage and Handling	\$4.00 (in state) \$5.00 (out of state)
E. Photocopies	\$0.10 per page (B&W) \$1.00 per page (Color)
F. Paper Zoning Map (24x36, color)	\$15.00 per map
G. Digital Maps (PDF format and emailed only)	no charge
Land Records Filing Fee <i>(per page)</i>	\$10.00 ⁴

Material stricken out deleted.

Material underlined added.

Fee Schedule Notes:

- A. All development review and permit fees include a \$10 filing fee assessed by the Burlington Clerk and Treasurer’s Office as required by state statute unless otherwise noted.

¹ For information only: Fee assessed by, and paid to, the VT Superior Court – Environmental Division.

² For information only: Fee assessed by, and paid to, the Burlington Code Enforcement Office.

³ For information only: Fee assessed by, and paid to, the Burlington Code Enforcement Office.

⁴ For information only: Fee assessed by, and paid to, the Burlington Clerk and Treasurer’s Office.

Burlington Department of Planning and Zoning – Fee Schedule.

- B. All development review and permit fees are **due at the time of application** unless otherwise noted and are non-refundable. Check should be made payable to the “City of Burlington.” Credit cards are not currently accepted.
- C. Permit applications resulting from a zoning Notice of Violation are subject to double or triple the application fee as specified under Sec. 2.7.8 of the *Burlington Comprehensive Development Ordinance*.
- D. “ECC” is the Estimated Construction Cost as specified under Sec. 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- E. For permit applications submitted prior to July 1, 2009, the Final Certification Occupancy fee is \$10 plus 10% of the zoning permit application fee. (Prior to July 1, 2009, the filing fee assessed by the Burlington Clerk Treasurer's Office was paid at the time of the original zoning permit application.)

ZONING CERTIFICATE OF OCCUPANCY AFTER THE FACT (ATF) FEE SCHEDULE

	<i>Exempt from ATF</i>	<i>Nominal ATF</i>	<i>Tier 1 ATF</i>	<i>Tier 2 ATF</i>
<i>Permit Type</i>	<ul style="list-style-type: none"> • Fence • Sign • Awning • Lot line adjustments • Satellite dishes • Handicap ramps • Demolition only • Permits approved before July 13, 1989 • Stormwater only 	Permits that fall within the following timeframe: approved on or after July 13, 1989 and expire before or on January 31, 2009.	All permits that are administratively reviewed with expiration dates after January 31, 2009.	All DRB reviewed permits including appeals with expiration dates after January 31, 2009.
<i>ATF Fee</i>	<p>ATF = \$0 No ATF fee applies. <i>However, all other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.</i></p>	<p>ATF = \$75.00 <i>All other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.</i></p>	<p>ATF ≤ \$450.00 ATF fee equals \$150.00 per TZCO required previously but not obtained up to a maximum fee of \$450.00. Number of TZCO's required calculated from the expiration date of the permit or the date of occupancy if that occurred first, based upon TZCO intervals of 180 days. <i>All other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.</i></p>	<p>ATF ≤ \$1,500.00 ATF fee equals \$150.00 per TZCO required previously but not obtained up to a maximum fee of \$1,500.00. Number of TZCO's required calculated from the expiration date of the permit or the date of occupancy if that occurred first, based upon TZCO intervals of 180 days. <i>All other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.</i></p>

Effective: March 24, 2010