

Planning and Zoning Fee Schedule

Type of Permit or Review	Application Fee ^{12, 13}	Digitization Fee	Total Fee
Zoning (building) permit			
New residential ¹	\$.45 per sq ft	\$13	varies
New residential - unfinished basement	\$.20 per sq ft	\$0	varies
New residential - garage bay	\$50 per bay	\$0	varies
Residential additions & alterations	\$5 per \$1,000 project cost, min \$30	\$13	varies
New non-residential ¹	\$.35 per sq ft	\$13	varies
Non-residential additions & alterations	\$5 per \$1,000 project cost, min \$30	\$13	varies
Demolition	\$50	\$13	\$63
Sign permit			
Temporary sign permit (per sign)	\$5	\$0	\$5
Permanent sign permit (per sign)	\$55	\$0	\$55
Peddlers permit			
Peddlers Permit	\$70 + \$10/additional person/month	\$0	varies
Peddlers permit, travelling, annual	\$700 per calendar year	\$0	\$700
After-the-fact permit or review ²			
Supplemental fee - No notice of violation issued ³	Standard fee plus 50%	\$0	varies
Supplemental fee - Notice of violation issued ³	Standard fee plus 100%	\$0	varies
Certificate of Occupancy ¹⁴	\$140	\$13	\$153
Certificate of Compliance	\$27	\$13	\$40
Subdivision			
Sketch Plan - Base fee ^{4, 11}	\$350	\$13	\$363
Sketch - per residential unit/lot (first 2) ⁵	\$25	\$0	varies
Sketch - per residential unit/lot (units / lots 3-9) ⁵	\$50	\$0	varies
Sketch - per residential unit/lot (units / lots 10+) ⁵	\$25	\$0	varies
Sketch - per non-residential sq ft ⁶	\$0.02	\$0	varies
Sketch (SEQ) supplemental fee ⁷	Per unit/lot fee plus 50%	\$0	varies
Master plan	\$550	\$13	\$563
Preliminary Plat - Base fee ^{4, 11}	\$500	\$13	\$513
Preliminary Plat - per unit/lot ⁵	\$50	\$0	varies
Preliminary Plat - per non-residential sq ft ⁶	\$0.05	\$0	varies
Preliminary Plat - per non-residential sq ft above 10,000 ⁶	\$0.03	\$0	varies
Preliminary Plat (SEQ) supplemental fee ⁷	Per unit/lot fee plus 50%	\$0	varies
Final Plat - Base fee ^{4, 11}	\$500	\$13	varies
Final Plat - per unit/lot (first 2) ⁵	\$25	\$0	varies
Final Plat - per unit/lot (units / lots 3-9) ⁵	\$50	\$0	varies
Final Plat - per unit/lot (units / lots 10+) ⁵	\$35	\$0	varies
Final Plat - per non-residential sq ft ⁶	\$0.03	\$0	varies
Final Plat - per non-residential sq ft above 10,000 ⁶	\$0.02	\$0	varies
Final Plat (SEQ) supplemental fee ⁷	Per unit/lot fee plus 50%	\$0	varies
Minor Lot Line Adjustment	\$100	\$13	\$113
Site plan & conditional use			
Site plan (DRB review)	\$275	\$13	varies
Site plan (Administrative review)	\$140	\$13	\$153
Per residential unit (DRB or Admin) ⁵	\$100	\$0	varies
Per non-residential sq ft (DRB or Admin) ⁶	\$0.10	\$0	varies
Per non-residential sq ft above 10,000 (DRB or Admin) ⁶	\$0.05	\$0	varies

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Type of Permit or Review	Application Fee ^{12, 13}	Digitization Fee	Total Fee
Conditional use	\$165	\$13	\$178
Interim Zoning Application	\$275	\$13	\$288
Variance	\$165	\$13	\$178
Design Review			
Sign applications	\$55	\$0	\$55
All other applications	\$165	\$0	\$165
Miscellaneous DRB review	\$110	\$13	\$123
Independent technical review ⁸	per hour	\$0	varies
Legal review ⁸	per hour	\$0	varies
Appeal of Administrative Officer	\$220	\$13	\$233
DRB continuance requested by applicant ⁹	\$50	\$0	\$50
City Clerk Recording (per page)	\$0	\$15	varies
City Clerk Mylar Recording (per page)	\$0	\$25	varies
Digital parcel map update ¹⁰	\$60-120	\$0	\$60-120
Sewer connection inspections	\$50	\$13	\$63

Notes

1 Permit fees shall be based on all new square footage of all structures except additions to existing structures, unfinished basements, unfinished attics, unenclosed porches and decks, garage bays for single and two-family homes, and parking areas located beneath multi-family residential buildings and congregate care facilities.

2 An after-the-fact fee shall be required for any permit or development review application submitted following the commencement of construction on a project without all applicable valid local approvals.

3 Refers to a formal notice of violation issued by the city's Administrative Officer

4 The base fee shall apply to all applicable applications. Per unit/lot/square foot and supplemental fees shall apply cumulatively in addition to the base fee and shall apply to new units/lots/square feet not previously approved.

5 Per unit / lot fee: Charged for number of new units or lots (whichever is greater).

6 Per square foot fee: Charged for the number of new square feet of buildings.

7 SEQ supplemental fees shall apply to all applications for land within the Southeast Quadrant. These fees shall be calculated as supplemental to the per unit/lot/square foot fees applicable to the application.

8 Legal and Independent Technical reviews: All expenses for legal review required by the Land Development Regulations and/ or the DRB shall be paid by the applicant(s). The City shall require and hold one or more up-front deposits for use in payment. All unused fees shall be returned to the applicant following issuance of a decision of withdrawal of the application.

9 Applies to all applications for which the applicant requests a continuance of a public hearing, without the application being heard by the DRB, following warning of the hearing in any form. This fee shall not apply if city staff ask in writing that the applicant submit a request for continuance. Fee payable at time of request.

10 Digital parcel map update fees shall be required for all approved applications that adjust or create new parcels. Georeferenced files shall pay a fee of \$60. Non-georeferenced files shall pay a supplemental fee of \$60.

11 Applications received after January 1, 2013 to only establish "footprint lots" within previously approved subdivisions and PUDs shall pay the lesser of (a) the base fees or (b) the per unit/lot/ square foot and supplemental fees.

12 Reduction or waiver of fees. Fees under this Schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such reduction or waiver shall provide the request in writing to the Director of Planning and Zoning. The Director shall review such requests and provide a written recommendation to the City Manager. The Director may also initiate such a request and recommendation. The City Manager shall review the request and recommendation and make a final determination.

13. Postponement of Fees. Payment of fees shall be made at the time of application except as provided for below:

(a) Perpetually Affordable Housing to which the City is a Financial Contributor. Payment of zoning permit fees may be paid to the City Treasurer after the issuance of any permits under the Zoning Regulations of the City of South Burlington for construction and development but prior to the issuance of a Certificate of Occupancy provided the following two criteria are met: (i) The project is for the development of housing that is not less than 50% of the dwelling units perpetually affordable, with "affordable" being defined by the City's Land Development Regulations; and (ii) The City has made some prior financial contribution to the development in the form of a grant from the City's general or housing trust fund or by means of a Vermont Community Development Fund/Community Development Block Grant or other such State of Federal grants or loans in which the City is a transactional party.

14. Payment of fee for a Permanent Certificate of Occupancy shall be made at the time of zoning permit application for the applicable project. Payment of fee for a Temporary Certificate of Occupancy, if requested, shall be made at the time of request for the Temporary Certificate of Occupancy