



**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Tripp Lawrence, Assistant Director of Finance  
**DATE:** April 11, 2022 (for the April 26, 2022 City Council meeting)  
**SUBJECT:** Proposed Increase in Planning Services Division Fees

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**ISSUE**

The Planning Division of the Community Planning & Building Department would like to increase certain Zoning and Land Use Permit Fees, Development Review Fees, Major Site Plan Fees, Grading Plan Fees, Land Disturbance Permit Fees, and Other Development Review Fees

**STAFF RECOMMENDATION**

Staff recommends approval of the attached ordinance amending Planning Service Fees.

This ordinance requires two readings. If first is approved, the second reading would be scheduled for the City Council meeting on May 10<sup>th</sup>.

**BACKGROUND**

The City charges fees, as authorized by the Code of Virginia, for the administration of the Unified Development Ordinance, including local erosion and sediment control, Virginia Stormwater Management Program, Virginia Uniform Statewide Building Code, Virginia Statewide Fire Prevention Code, subdivision, and zoning ordinances; and for the review of applications for rights of way vacations. The purpose of the attached ordinance is to adopt a schedule of fees to defray the cost of administering these programs and for review of these applications. The proposed fees set forth in this ordinance, which represent an increase between 8-10%, are all reasonable fees that take into consideration the time, skill, and the expense involved, including the expense of providing notice of public hearings when required.

The fees were last increased on May 9, 2017 (R17-04) for FY 2018.

**FISCAL IMPACT**

The FY 2023 City Manager's Recommended Budget includes \$198,100 revenue budgeted in Planning Division Fee revenue, taking into account the proposed increases. As of April 7, 2022, revenue for FY 2022 totals \$102,632.

Attachment: Resolution

cc: Mark Whitley, Assistant City Manager  
Kathleen Dooley, City Attorney  
Chuck Johnston, Community Planning & Building Director  
Marne Sherman, Development Administrator



April 26, 2022  
Regular Meeting  
Ordinance No. 22-\_\_

**MOTION:**  
**SECOND:**  
**RE: Amending the Fee Schedule for Planning and Zoning Applications**  
**FIRST READ:** \_\_\_\_\_ **SECOND READ:** \_\_\_\_\_

**Sec. I. Introduction.**

The City charges fees, as authorized by the Code of Virginia, for the administration of Unified Development Ordinance, including review and processing of development and land use applications. These fees may be amended from time to time by ordinance. This update marks the first comprehensive amendment of the Planning Services fee schedule since 2017.

The fees outlined in this ordinance are reasonably calculated to reflect the costs of administering these programs, taking into account the time, skill, and expense required, including the expense of providing statutory notice of public hearings.

City Council held a public hearing regarding the fee schedule set forth in this ordinance on \_\_\_\_\_, 2022.

**Sec. II. 2022 Schedule of Fees.**

The City Council of the City of Fredericksburg hereby amends the schedule of fees for Planning Services by adopting the Proposed Fees shown below:

**1. Zoning and Land Use Permit Fees**

<b>Zoning and Land Use Permit Fees</b>		
<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Accessory Structure Permit (Structures < 256 sq. ft. and No Building Permit Required)	\$0	\$0
Administrative Adjustments Including: Administrative Modification/Alternative Landscape Plan/Alternative Parking Plan/Site Plan Exception/Subdivision Exception/ <u>Alternative Form of Development</u>	\$120	\$150

Architectural Review Board (Certificate of Appropriateness)		
Signs, Fences, Accessory Structures	\$60	\$75
Alterations and <u>Partial</u> Demolition	\$120	\$150
New Construction, Additions, <u>and Complete Demolition</u>	\$180	\$250
Board of Zoning Appeals – Appeal, Variance, <u>Special Exception</u> , Chesapeake Bay Overlay District RPA Exception	\$400 for an Individual SF Lot \$600 All Others	\$450 for an Individual SF Lot \$700 All Others
Certificate of Zoning Use Permit	\$30	\$50
City Council – Appeal, Exception	\$400 for an Individual SF Lot \$600 All Others	\$450 for an Individual SF Lot \$700 All Others
Corridor Overlay Design Review – New Construction	\$60	\$75
Downtown Parking Fund	\$7,150	\$8,150 / Parking Space
Fence Permit	\$0	\$0
Home Occupation Permit / Homestay Permit	\$30	\$50
Non-Conforming Use – Change, Expansion	\$300	\$350
Sidewalk Café	\$0	\$0
Signs, A-Frame	\$25	\$25
Signs, <del>Illuminated</del> <u>Freestanding</u>	\$90/sign	\$175/sign + \$60 if illuminated + 2% State Fee

Signs, <del>Non-Illuminated</del> <u>Building Mounted</u>	\$60/sign	\$85/sign + \$30 if illuminated + 2% State Fee
Signs, Temporary	\$50	\$75
Special Exception Permit	\$750 + \$150/acre	\$850 + \$175/acre
Special Use Permit	\$300 for an Individual SF Lot \$750 + \$150 an acre for All Others	\$350 for an Individual SF Lot \$850 + \$175 an acre for All Others
Temporary Use Permit	\$30	\$50
Text Amendment	N/A	N/A
Vacation of Easement / Right-of-Way	\$300	\$350
Zoning Letter – Confirmation, Verification, DMV	\$60 for an Individual SF Lot \$120 All Others	\$75/GPIN
Zoning Map Amendment, ≤ 2 acres	\$750 + \$150/acre	\$850 + \$175/acre
Zoning Map Amendment, > 2 acres	\$1,500 + \$150/acre	\$1,700 + \$175/acre
Zoning Map Amendment, Proffer Amendment	100% of Zoning Map Amendment Fee	100% of Zoning Map Amendment Fee

**2. Development Fees**

<b>DEVELOPMENT REVIEW FEES</b>		
<b>Subdivision Plats</b>		
<b>Description</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Preliminary Subdivision Plat <i>Major Subdivision (&gt;50 lots)</i> <i>Minor Subdivision (10-50 lots)</i>	\$1,500 + \$60/lot	\$1,750 + \$75/lot
Final Subdivision Plat	Minor Subdivision without Preliminary Subdivision Plat Approval \$1,600 + \$120 / lot  All Others \$1,200 + \$120 / lot	Minor Subdivision without Preliminary Subdivision Plat Approval \$1,850 + \$150 / lot  All Others \$1,500 + \$150 / lot
Final Subdivision Plat – Boundary Line Adjustment, Consolidation, Easement / ROW Dedication	\$600	\$700
Vacation of a Recorded Subdivision Plat	\$150	\$175
<b>Minor Site Plan Land Disturbance &lt; 2,500 sq. ft.</b>		
Application Fee	\$575	\$650
Archaeological Review Fee	\$60	\$75
Revision to Approved	\$250	\$300
<b>Major Site Plan – Land Disturbance ≥ 2,500 sq. ft. and Construction Plan (Subdivision)</b>		
Administrative Base Fee	\$1,000	\$1,200
Archaeological Review Fee	\$120	\$150
E&S/SWM Plan Review Fee	Residential Site Plans < 10 lots, Multi-Family, and Non-Residential Projects	Residential Site Plans < 10 lots, Multi-Family, and Non-Residential Projects

	\$700	\$800
	Residential Site Plans ≥ 10 lots and Mixed-Use Projects \$1,000	Residential Site Plans ≥ 10 lots and Mixed-Use Projects \$1,200
Utilities / Water, Sewer, Storm Sewer	\$120 + \$0.60 / linear ft of storm sewer \$120 + \$0.60 / linear ft of sanitary sewer \$120 + \$0.60 / linear ft of waterline	\$150 + \$0.70 / linear ft of storm sewer \$150 + \$0.70 / linear ft of sanitary sewer \$150 + \$0.70 / linear ft of waterline
Public Streets	\$600 + \$0.60 / linear ft of each travel lane	\$700 + \$0.70 / linear ft of each travel lane
Parking Areas / Vehicular Travel Lanes	\$120 + \$0.04 / square ft of paved area	\$150 + \$0.05 / square ft of paved area
Fire Lane	\$150	\$175
Revision to Approved	50% of original fee Minimum fee \$575	50% of original fee Minimum fee \$650
<b>Grading Plan</b>		
Administrative Base Fee	\$700	\$800
Archaeological Review Fee	\$120	\$150
E&S/SWM Plan Review Fee	\$700	\$800

<b>Land Disturbance Permit Fees</b>		
Land Disturbing Activity less than 10,000 sq. ft. not associated with single family dwelling or residential accessory improvements (valid for six months)	\$200  \$200/renewal	\$250  \$250/renewal

- Renewal fee for each succeeding 6-month period		
Land Disturbing Activity less than 2-month's duration - Renewal fee for additional 2-month period (may only be renewed once)	\$200 \$200/renewal	\$250 \$250/renewal
Land Disturbing Activity 10,000 sq. ft. or greater (valid for twelve months) - Renewal fee for each succeeding 6-month period	\$600+\$300/acre Max. \$3,600 \$800/renewal	\$700 + \$350/acre Max. \$4,100 \$900/renewal
Land Disturbing Activity 10,000 sq. ft. or greater associated with single family attached/detached of 10 lots or more and mixed use development (valid for 30 months) - Renewal fee for each succeeding 6-month period	\$5,600 + \$600/acre, no limit to acreage <sup>1</sup> \$1,600/renewal	\$6,500 + \$680/acre, no limit to acreage <sup>1</sup> \$1,850/renewal

<sup>1</sup>Single Family attached/detached residential units in subdivisions also pay the Residential Lot Grading Plan fee-when the building permit is applied for on the individual lot.

<b>Other Development Review Fees</b>		
As-Built Plan Application	\$200	\$250
Development Review Fee Refunds	If a site / subdivision application is withdrawn, the applicant may submit a request in writing for a refund. A refund will be issued subject to the following:	If a site / subdivision application is withdrawn, the applicant may submit a request in writing for a refund. A refund will be issued subject to the following:



	<p>1. The initial staff review has not been completed.</p> <p>2. A plan review and processing fee will be deducted from the original fee.</p> <p>Plan Review and Processing Fee: 50% of the original fee;          Minimum fee \$600</p>	<p>1. The initial staff review has not been completed.</p> <p>2. A plan review and processing fee will be deducted from the original fee.</p> <p>Plan Review and Processing Fee: 50% of the original fee;          Minimum fee \$700</p>
Performance Guarantee – Intake / Contract Management	\$200	\$250
Performance Guarantee – Reduction, Release, Replacement / Substitution of Agreement, Contract Extensions	\$100	\$150
Performance Guarantee – Default Action	\$500	\$600
Performance Guarantee – Report Requests	\$50	\$75
Residential Lot Grading Plan (Individual Lots)	<p>\$350/SF Dwelling Unit (Attached/Detached) + \$60 for Archaeological Review*</p> <p><i>*Lots within a subdivision with an approved major site plan are exempt from the Archaeological Review fee.</i></p> <p>\$175 Amendment</p>	<p>\$400/SF Dwelling Unit (Attached/Detached) + \$75 for Archaeological Review*</p> <p><i>*Lots within a subdivision with an approved major site plan are exempt from the Archaeological Review fee.</i></p> <p>\$200 Amendment</p>

**Sec. III. Effective date.**

This ordinance becomes effective on July 1, 2022.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

Approved as to form:

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Kathleen Dooley, City Attorney

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***Clerk's Certificate***

*I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Ordinance No. 22- duly adopted at a meeting of the City Council meeting held April 26, 2022 at which a quorum was present and voted.*

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***Tonya B. Lacey, MMC  
Clerk of Council***