City of Burlington, Vermont
Department of Permitting & Inspections
FY2021 Fee Schedule

Unless otherwise noted all fees are non-refundable

Development Applications and Permits	Applicable Fee
Administrative Review	
Administrative pre-application conference	No charge
Administrative Time Extension	No charge
Administrative Determinations	$140
Awning Permit (no signage) **Basic Zoning Permit** (non-design control RL) **Fence Permit** **Certificate of Appropriateness Level I (COA I)** Change of use or projects with an estimated construction cost (ECC) of less than $25,000[F]	$107
Sign Permit	$118/sign ($74/sign if part of an approved Master Sign Plan)
Certificate of Appropriateness (COA) Level II For projects with an estimated construction cost (ECC) of greater than $25,000. [F] Administrative review as allowed under Section 3.2.7 (b) of the Comprehensive Development Ordinance. A. Application Fee B. Development Review Fee (due prior to release of permit)	1. $140 + 2. $2.20 per $1,000 of ECC. $4.50 per $1,000 of ECC.
Certificate of Appropriateness (COA) Level III Lot Line Adjustments and Lot Merger – no new lots created	$140 per lot involved
Filing Fee Included in addition to all application fees	$15

Development Review Board Review	
Sketch Plan Review A. Initial Review B. Subsequent Review	 $300 per Board per visit $250 per Board per visit
Certificate of Appropriateness (COA) Level III **Preliminary Plat** A. Application Fee	1. $200 + 2. $2 per $1,000 of ECC; **or** $300 per

	lot if subdivision only.
B. Development Review Fee Due prior to release of the DRB approval	$3 per $1,000 of ECC.
Certificate of Appropriateness (COA) Level III **<u>Final Plat</u>** A. Application Fee	1. $15 filing fee + 2. $250 + 3. $2.20 per $1,000 of ECC, **<u>or</u>** $330 per lot if subdivision only.
B. Development Review Fee Due prior to release of the DRB approval	$3.00 per $1,000 of ECC.
<u>Preliminary/Final Combination</u> A. Application Fee	1. $15 filing fee + 2. $250 + 3. $4.40 per $1,000 of ECC, **or** $330 per lot if subdivision only.
B. Development Review Fee Due prior to release of the permit	$3.00 per $1,000 of ECC.
Conditional Use, Variance, Major Impact, Public Hearings and Appeals	
Conditional Use or Variance In addition to any applicable COA fees	$195
Major Impact Review In addition to any applicable COA fees	1. $250 + 2. $1.21 per $1,000 of ECC.
Other Matters requiring an action by the DRB Time extensions, Master Sign Plan, etc.	$155
Appeals to the DRB Appeals of Administrative and Enforcement decisions to the DRB.	$250

Other Fees	
Impact Fees	**Visit:** https://www.burlingtonvt.gov/PZ/Impact-Fees
Documents, Copies, etc. **a. Audio Tapes** **b. File research** **c. Planning documents** **i. Municipal Development Plan** **ii. Comprehensive Development Ordinance** **d. Postage and Handling** **e. Photocopies** **f. Paper zoning map** **g. Digital Maps**	$3.50/tape $20.00/hour Actual cost of publication (hardcopy or CD) $4.00 in-state $5.00 out-of-state $0.10 per page (black-and-white) $1.00 per page (color) $15.00 per map (24 x 36, color) No charge

Other Related Fees	
Zoning Compliance Report A. Standard B. Expedited (within 2 weeks) C. Renewal (if within 2 years of prior compliance report)	 $35 $70 $17
Zoning Certificate of Occupancy A. Final Certificate of Occupancy B. Temporary Certificate of Occupancy C. "After the fact" Zoning Certificate of Occupancy	 Included in application fees above, the fee is $30 + 10% of the total application fees and may be refunded if the permit is not enacted. $150 each See attached schedule

Appeals of DRB Decision to the Vermont Superior Court Environmental Division	Visit: https://www.vermontjudiciary.org/fees

Fee Schedule Notes

A. All fees are non-refundable and are due at the time of application unless otherwise noted.
B. All revenue generated by this Fee Schedule, with the exception of Impact Fees, is deposited into the City's General Fund. Therefore, this Fee Schedule shall not apply when any fees would also be paid out of the City's General Fund, with the exception of the payment of Impact Fees, in order to eliminate the duplicative and unnecessary accounting for payments and deposits within the same City fund. For any application submitted by a municipal entity listed as a City Department by the City of Burlington that is not fully funded by the City's General Fund, the application and development review fee shall together be capped at $165,000. The payment of Impact Fees out of the City's General Fund and/or other funds shall continue to apply.
C. Permit fees include a $15 filing fee assessed by the Burlington Clerk/Treasurer's office as required by state statute unless otherwise noted.
D. Checks should be made payable to the "City of Burlington." Credit cards are accepted (Visa, MasterCard, and American Express) for a $3 processing fee plus 2.65% for transactions over $123.00.
E. Permit applications resulting from a zoning Notice of Violation are subject to double, triple or triple plus up to $500 the application fee as specified under Section 2.7.9 of the *Burlington Comprehensive Development Ordinance.*
F. "ECC" is the Estimated Construction Cost as specified under Section 3.2.4 (a) of the *Comprehensive Development Ordinance*. Fees are calculated for every $1,000 of ECC.
G. The Administrative Officer shall make the determination if an application shall be administered as an amendment to an existing permit or a new project entirely based on the relationship between what is being proposed and the original permit. Applications for an amendment to modify an active permit will be assessed based on the net difference in ECC from the original permit or actual area affected by the proposed amendment.
H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Section 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2021, this amount is $25,000.