



City of Burlington, VT
Department of Planning and Zoning
FY2016 Fee Schedule

Development Applications and Permits	Fee
<u>Awning Permit:</u>	
A. Awning <u>with</u> a Sign: (per awning with signage)	1. \$10 filing fee; and , 2. \$80 per awning (less 50% if part of an approved Master Sign Plan)
B. Awning <u>without</u> Sign: (Treated as a Basic or COA Level 1)	\$80
<u>Fence Permit:</u>	\$50
<u>Sign Permit:</u> (<i>per sign</i>) (Awnings with signage subject to fee listed above)	1. \$10 filing fee; and , 2. \$80 per sign. (less 50% if part of an approved Master Sign Plan)
<u>Sketch Plan Review:</u>	
A. Initial Review (<i>per Board</i>)	\$300 per request
B. Subsequent Review (<i>per Board</i>)	\$250 per request
<u>Basic Zoning Permit:</u>	\$80
<u>Certificate of Appropriateness (COA) Level I:</u> (<i>Estimated Construction Cost (ECC) of \$23,000 or less^{F, H}</i>)	\$80
<u>Certificate of Appropriateness (COA) Level II:</u> (<i>Estimated Construction Cost (ECC) greater than \$23,000^{F, H}</i>)	
A. <u>Application Fee</u>	1. \$110; and , 2. \$2 per \$1,000 of ECC;
B. <u>Development Review Fee</u> (<i>due prior to release of the permit</i>)	\$4.50 per \$1,000 of ECC;
<u>Certificate of Appropriateness (COA) Amendment:</u> (<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
<u>Certificate of Appropriateness (COA) Level III:</u>	
<i>(Planned Unit Development, Lot line Adjustment and Lot Merger, or Subdivision; includes Major Impact Review Fee where applicable):</i>	
A. Preliminary Plat	
1. <u>Application Fee</u>	1. \$200 and \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the DRB Approval)</i>	\$3 per \$1,000 of ECC
B. Final Plat	
1. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200 and \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
C. Preliminary/Final Combination	
1. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200 and \$4 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
D. Lot Line Adjustment/Lot Merger	1. \$10 filing fee; and , 2. \$100 per lot involved
<u>Conditional Use, Variance, Public Hearings and Appeals:</u>	
A. Conditional Use and Variance <i>(in addition to applicable COA application fee and paid at the time of application)</i>	\$150
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
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 hearing before the DRB: Time extensions, Master Plan Review, etc.	\$150
E. Appeals to the DRB: Appeals of Administrative Officer decisions to the Development Review Board	\$250

Development Applications and Permits	Fee
F. Appeals to VSC-ED: Appeals of DRB decisions to the VT Superior Court – Environmental Division.	\$250 ¹

Other Fees	Fee
<u>Impact Fees</u> Visit: www.burlingtonvt.gov/PZ/Impact-Fees .	
<u>Zoning Certificate of Occupancy:</u> ² (by Code Enforcement Office)	
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
<u>Zoning Determination</u>	\$160 for Functional Family \$80 for all others
<u>Zoning Compliance Report Request:</u> ² (by Code Enforcement Office)	\$35
<u>Documents, Copies, etc.</u>	
A. Audio Tapes	\$3.50 per tape
B. File Research	\$20.00 per hour
C. <u>Planning Documents:</u> 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

Fee Schedule Notes:

- A. All revenue generated by this Fee Schedule, with the exception of Impact Fees, are 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

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.

eliminate duplicative and unnecessary accounting for payments and deposits within the same City fund. The payment of Impact Fees out of the City’s General Fund shall continue to apply.

- B. All development review and permit fees are non-refundable.
- C. 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.
- D. 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.
- E. 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*.
- F. “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.
- G. For permit applications submitted from July 1, 1998 to July 1, 2009, the Final Certification Occupancy fee is \$20 plus 10% of the zoning permit application fee. (From 7/1/1998 - 7/1/2009, the filing fee assessed by the Burlington Clerk Treasurer's Office was paid at the time of the original zoning permit application.)
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Sec. 3.2.4(a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2016 this amount is \$ (TBD on 1 July 2015).

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

	<i>Exempt from ATF</i>	<i>Nominal ATF</i>	<i><u>Tier 1 ATF</u></i>	<i><u>Tier 2 ATF</u></i>	<i><u>Tier 3 ATF</u></i>	<i><u>Tier 4 ATF</u></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 but before July 1, 2012.	All DRB reviewed permits including appeals with expiration dates after January 31, 2009 but before July 1, 2012.	All permits that are administratively reviewed with expiration dates on or after July 1, 2012.	All DRB reviewed permits including appeals with expiration dates on or after July 1, 2012.
<i>ATF Fee*</i>	ATF = \$0 No ATF fee applies.	ATF = \$75.00	ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$450.00 or an amount equal to the permit application fee, WHICHEVER IS LESS.	ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$1,500.00 or an amount equal to the permit application fee, WHICHEVER IS LESS.	ATF ≤ \$450.00 ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$450.00.	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.

231170-00002/Fees/CO After the Fact Table 4-20-12

* - *All other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.*

- 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.