

## Department of Planning and Zoning

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### ZONING ADMINISTRATIVE INTERPRETATION

#### ZAI-17-02 HVAC Zoning Permit Costs

<u>Reference:</u>	<i>Comprehensive Development Ordinance, Article 3, Part 2, Section 3.2.4 (a)</i>
<u>Date:</u>	August 1, 2016

Pursuant to the authority granted to the City's Zoning Administrative Officer under 24 V.S.A. Section 4448, and Article 3, Part 3 of the *Burlington Comprehensive Development Ordinance*, the following administrative interpretation is intended to ensure consistency and clarity in the interpretation and application of the *Burlington Comprehensive Development Ordinance*. Pursuant to Sec. 2.3.5 of the *Burlington Comprehensive Development Ordinance* any decision or act taken by the administrative officer may be appealed to the Development Review Board as specified under the requirements of Article 12.

The following interpretation is to be used regarding the applicability of the *Burlington Comprehensive Development Ordinance* relative to zoning permit fees for HVAC and similar mechanical appurtenances. This interpretation shall apply for zoning permitting fee purposes only.

As provided in the CDO below:

#### Sec. 3.2.4 Application Forms and Fees

##### **(a) Fees:**

*Fees sufficient to cover the costs of administration, plan review and consultation, inspection, enforcement, publication of notice and similar matters may be charged to applicants for zoning permits, certificates of appropriateness, certificates of occupancy, zoning amendments, conditional use approvals, variances, appeals, and other administrative relief.*

As the cost for reviewing the placement of HVAC is fundamentally the same for mechanical equipment regardless of size, the cost for administration of zoning permits will be calculated based on the cost of associated installation expenses for such projects (general construction/installation costs, ductwork, steel supports, controls, electrical fit-up) and will not include the cost of the mechanical equipment itself.

The placement of such equipment shall require, in addition to a zoning permit, the issuance of a Construction Permit from DPW-ISD prior to commencement of any construction or installation.



David E. White, AICP, Director of Planning & Zoning