



ARLINGTON COUNTY, VIRGINIA

<p style="text-align: center;">County Board Agenda Item Meeting of April 25, 2009</p>
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DATE: April 8, 2009

- SUBJECTS:**
- A. Amendments to Sections 1, 31, 34 and 36 of the Arlington County Zoning Ordinance to remove the zoning fee schedule from the Zoning Ordinance and replace it with a reference to indicate that fees will be charged according to a schedule adopted by the County Board; and
 - B. An ordinance to adopt a schedule of fees for Fiscal Year (FY) 2010 that would implement an inflationary increase of 4.7% over fees previously set forth in the Zoning Ordinance for FY 2009.

C. M. RECOMMENDATIONS:

1. Adopt the ordinance attached as Attachment A to amend, reenact and recodify Sections 1, 31, 34 and 36 of the Arlington County Zoning Ordinance to remove the zoning fee schedule from the Zoning Ordinance and replace it with a reference to indicate that fees will be charged according to a schedule adopted by the County Board; and
2. Adopt the ordinance attached as Attachment B to adopt a schedule of zoning fees for Fiscal Year 2010 that would implement a 4.7% inflationary increase over the Fiscal Year 2009 fees, and introduce some new fees, in order to provide for efficient administration of the County's review process, to encourage economic development, and to promote the health, safety, and general welfare of the public.

ISSUES: As part of the regular budget process, zoning fees in the Department of Community Planning, Housing and Development (DCPHD) and the Department of Environmental Services (DES) are being raised 4.7% to adjust for inflation. In addition, a Zoning Ordinance Amendment would remove the fee schedule from the Zoning Ordinance, and replace it with a reference to indicate that fees will be charged according to a schedule adopted by the County Board. The fee schedule would then be maintained separately from the Zoning Ordinance. No issues have been identified.

County Manager: _____
County Attorney: _____
Staff: Deborah Albert, DCPHD, Planning Division Adam Denton, DES
PLA-5246

SUMMARY: The zoning fee schedule changes in this report are proposed for the Fiscal Year (FY) 2010 Budget. All fees in the Zoning Ordinance, found in Sections 34 and 36, were last increased effective July 1, 2008, with the adoption of the FY 2009 Budget. The increases are intended to further the County's goal of recovering the costs of reviews and processing as well as operating the Current Planning and Zoning Administration programs in the CPHD Planning Division, and the Development Services Bureau in the DES Transportation Division. The rate of inflation over the last year was four and seven-tenths percent (4.7%), and was applied to all fees (rounded up to the nearest dollar), reflecting the inflation rate since these fees were last raised in FY 2009. In addition, some new fees are proposed related to family suites and accessory dwellings, for which amendments were adopted in July, 2008, and related to the DES review of administrative change requests and use permits. Additional clarifications have also been made related to fees for administrative review applications and drive-through uses. The proposed new fees and fee increases will not result in more revenue than the cost of the services provided. The modified fee schedule would become effective on July 1, 2009, if approved by the County Board.

In addition, a proposed Zoning Ordinance amendment would remove the fee details from the Zoning Ordinance and replace them with a reference to indicate that fees will be charged and the County Board shall adopt a schedule of fees to be maintained separately from the Zoning Ordinance. Zoning fee changes would be required to be adopted by ordinance, and staff expects that changes to such schedule would continue to be heard annually as part of the budget cycle. The fee schedule is currently maintained in both the Zoning Ordinance and in a version easily accessible to the general public. Removal of the fee schedule from the Ordinance would promote procedural efficiency by eliminating the need to maintain two versions, and the need to revise the Zoning Ordinance each time fees are adjusted.

BACKGROUND: State code § 15.2-2286 gives local jurisdictions the authority to include provisions in the Zoning Ordinance for collecting fees to cover the cost of activities related to administration of the Zoning Ordinance, however, it does not require that specific fee amounts be identified within the Ordinance.

In previous years, zoning fee increases were implemented on a three-year cycle established by the County Board. As part of the approved FY 2008 budget, the County signaled a move toward an enterprise fund approach, whereby fees would be increased significantly in order to achieve full cost recovery. In September 2007, the County Board authorized creation of an enterprise fund that includes the Inspections Services Division and the Planning Division's Zoning Section, and addressed the development demands placed on the CPHD's Current Planning Section and DES' Transportation Division by increasing fees and earmarking the revenue for additional positions. These changes went into effect on October 1, 2007. As a result of the change in fee structure, and starting last year with FY 2009, inflation increases will be implemented on an annual basis to all fees rather than on the three-year cycle previously followed. The following table shows the previous cycle of fee increases as well as increases implemented with the enterprise fund fee structure changes and the proposed fee increases for FY 2010.

Table 1. Fee Increase Summary

Year	Fee Effective Date	Types of Fee Increase
FY 2006	July 1, 2005	Building Permit applications (Sections 36.C.4.a, b, and c)
FY 2007	July 1, 2006	Certificates of Occupancy and Subdivision Plat Review applications (Sections 36.D, 36.K)
FY 2008	July 1, 2007	Signs, Rezoning, Compliance Letters, Variances, Use Permits and Site Plans (Sections 34.A, 36.B, 36.E.2, 36.F.3, 36.G.4 and 36.H.12)
Enterprise Fund Implementation	October 1, 2007	Signs, Interpretation and General Administration, Building Permits, Certificates of Occupancy, Variances and Appeals, Amendments, Use Permits and Site Plans (Sections 34.A, 36.B, 36.C.4, 36.D, 36.E., 36.F.3, 36.G.4 and 36.H.12)
FY 2009	July 1, 2008	All Zoning Fees: Building Permits, Certificates of Occupancy, Variances, Appeals, Rezoning, Applications, Miscellaneous fees, Use Permits, and Subdivision Plat Review fees (Sections 34 and 36)
FY 2010 (proposed - annual increase)	July 1, 2009	All Zoning Fees (as in FY 2009, shown above); selected new CPHD and DES fees (as described in Tables 2 and 3 below)

DISCUSSION: The proposed increases for all fees are based on an inflation adjustment for the past year of four and seven-tenths percent (4.7%). Rounding has been done upward to the nearest dollar, and results in staff proposing raising most fees by approximately four and seven-tenths percent (4.7%) to eight and seven-tenths percent (8.7%); the fee increases will not result in more revenue than the cost of providing the services. Existing fees that are at or below eleven dollars (\$11) were not increased this year in order to account for larger increases due to rounding as part of the FY 2009 budget. The modified fee schedule would become effective on July 1, 2009, if approved by the County Board.

The proposed fee schedule changes are listed below. The following fees support the Enterprise Fund: Building Permit fees, Certificate of Occupancy fees, Variance/Use Permit fees, Miscellaneous fees and Subdivision Plat Review fees. Current planning activities are supported by Rezoning fees, Site Plan fees and Use Permit fees. Fees that include an additional “DES Fee” support activities of the Development Services Bureau in the Department of Environmental Services. Specific fees can be found in the attached proposed fee schedule.

New Fees: There are several new fees proposed to be added to the fee schedule for FY 2010. New fees include CPHD fees for accessory dwellings (ADs) and family/caregiver suites and a DES fee for a parking survey, if required, associated with accessory dwelling applications. Fees for ADs and family/caregiver suites were not identified as part of the Zoning Ordinance amendment that allowed ADs as a new use as of January 1, 2009, and broadened the

definition of a family/caregiver suite. Clarifications have been made to other CHPD fees, where the fee schedule did not clearly identify fees for administrative approvals separately from special exception applications, and where specific uses, such as drive-through uses, were described too narrowly.

New DES fees reflect staff time spent by DES reviewing Administrative Change requests and Use Permits, services for which a fee is not currently collected by DES. The proposed new fees include the following Administrative Changes: landscape plans; parking; outdoor seating; and multiple requests. DES is also proposing new Use Permit fees for schools; commercial uses with substantial alterations; public garages; and new building construction. The proposed fees are calculated to be equal to 25% of the CHPD fee, reflecting the minimum amount of time DES staff spends reviewing these types of requests. A DES fee for places of worship and lodges allowing secondary parking uses is included. This fee existed prior to 2008, equal to the CPHD fee, and was unintentionally omitted with a previous fee increase in FY 2008. This fee is proposed to be reinstated with the 2010 fiscal year.

The following tables summarize the new CPHD and DES fees, respectively. These fees are also highlighted in the comprehensive table of changes (Table 4) below.

Table 2: Proposed New FY 2010 Fees (CPHD)

Proposed Fee Item	Proposed Fee	Reason for change
Signs: Automation Enhancement Surcharge	10%	Surcharge should have been incorporated with the Enterprise Fund amendments, but was inadvertently omitted at that time
Accessory Dwelling application and permit	\$137	New use
Family Suite application	\$31	New application fee reflects application processing time
Accessory Dwelling Certificate of Occupancy	\$206	New use
Type IV Certificates of Occupancy: County owned, operated and/or sponsored facilities and activities	County owned/operated/sponsored facilities and activities are NOT exempt from fees	Consistent with Enterprise Fund decisions that County facilities are no longer exempt from Zoning fees
ALL drive-through uses	\$8,220 plus DES fee of \$715	Clarification of existing fee: this fee should include ALL drive-through uses rather than a select list
Landscape Plans (by-right and Use Permit)	\$542 plus \$299 DES fee	Clarification: previously only Site Plan landscape plans were reflected in the fee schedule

Proposed Fee Item	Proposed Fee	Reason for change
Requests for Columbia Pike Form-based Code Reviews	\$1.20 per sf gfa, not to exceed \$5,842 plus DES fee of \$1,429	Clarification: previously only use permit applications were reflected in the fee schedule

Table 3: Proposed New FY 2010 Fees (DES)

Proposed Fee Item	Proposed Fee	Reason for Change
Administrative Changes to Landscape Plan (TH. SF Cluster and URDs)	\$14	Support DES Review
Administrative Changes to Landscape Plan Changes (All Other)	\$163	Support DES Review
Administrative Changes to Parking	\$163	Support DES Review
Administrative Changes for Outdoor Seating	\$68	Support DES Review
Administrative Changes for All Other and requests with multiple items	\$271	Support DES Review
Schools (< 100 students)	\$35	Support DES Review
Schools (>100 students)	\$82	Support DES Review
Commercial uses with substantial alteration	\$2,055	Change DES fee from \$682 to \$2,055, consistent with other Type III Use Permit fees
Live entertainment, public garages and food delivery	\$298	Support DES Review (new fee only applies to public garages, and not to live entertainment or food delivery)
New building construction	\$2,055	DES fee consistent with other Type III Use Permit fees
Places of worship or lodges permitting secondary use of parking lots	\$299	Fee was inadvertently omitted by a previous fee increase in FY 2008
Accessory Dwelling Parking Survey (if required)	\$300	Parking survey may be required for new use. Survey fee is based on staff time required to complete two required surveys.

PROPOSED ZONING FEE CHANGES

Table 4: Proposed Fee Increases (Comprehensive). For reference, the following fees are listed in the order they are currently shown in the Zoning Ordinance. New fees identified in Tables 2 and 3 above are also highlighted in this table.

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
SIGNS			
34.A.1	Sign Permit	\$100.00 plus \$1.15 per sq. ft. over 100 sq. ft.	\$105 plus \$1.20 per sq. ft. over 100 sq. ft.
34.A.3	Comprehensive Sign Plan (not increased with EF)	\$1,684	\$1,764
34.A.3	Administrative Review for Signs	\$114	\$120
INTERPRETATION			
36.B.	Verification of compliance	\$310	\$325
36.B.	DMV Letter	\$517	\$542
36.B.	Special Agreement Letters	\$2,066	\$2,164
36.B.	Determination/buildability letters	\$52	\$55
BUILDING PERMITS			
a.	New Construction		
36.C.4.a	New SF, TH, Duplex (by-right and site plan)	\$517	\$542
C.4.a	Apartments, retail and office (by-right)	\$207 plus \$104 per 10,000 sq. ft.	\$217 plus \$109 per 10,000 sq. ft.
C.4.a	All site plan projects (excluding townhouses)	\$517 plus \$207 per 5,000 sq. ft.	\$542 plus \$217 per 5,000 sq. ft.
C.4.a	New parking structures and lots (by-right and site plan)	\$207 plus \$104 per 5,000 sq. ft.	\$217 plus \$109 per 5,000 sq. ft.
b.	Modifications to Existing Structures		
	Exterior additions		
C.4.b.	SF, TH, duplexes	\$104	\$109
C.4.b.	All other	\$310	\$325
C.4.b.	Exterior Mechanical Equipment	\$52	\$55
C.4.b	Interior Alternations		
C.4.b.	SF, TH, duplexes, apts	\$104	\$109
C.4.b.	All other	\$155 per 10,000 sq. ft.	\$163 per 10,000 sq. ft.
	Other Types of Building Permits		

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
	Footing, foundation and excavation		
36.C.4.c	By-right	\$52	\$55
C.4.c	Single Family - site plan	\$104	\$109
C.4.c	All other - site plan	\$1,033	\$1,082
C.4.c	Retaining walls	\$52	\$55
C.4.c	Decks and fences	\$52	\$55
C.4.c	Detached garages and accessory structures	\$52	\$55
	Demolition Plans		
C.4.c	By-right, per site	\$104	\$109
C.4.c	Site Plan, per site	\$1,033	\$1,082
C.4.c	Swimming Pools	\$52	\$55
C.4.c	Satellite dishes, antennae and temporary structures	\$78	\$82
C.4.c	Driveways and on-grade patios	\$52	\$55
C.4.c	Revisions to approved by-right and site plan new construction only projects	\$52	\$55
C.4.c	Revisions to approved site plan new construction only projects - Site Plan	\$207	\$217
C.4.c	Uses not elsewhere specified	\$52	\$55
C.4.c	Request for sink letter	\$26	\$28
C.4.e (new)	Accessory Dwelling application and permit	\$130	\$137 plus DES fee of \$300 if parking survey required
C.4.e (new)	Family Suite application	\$29	\$31
CERTIFICATE OF OCCUPANCY			
36.D	Certificates of Occupancy		
Type I	<i>Flat Fees</i>		
1	Swimming Pools	\$207	\$217
2	Parking Lots	\$207	\$217
3	Motor Vehicle Dealers	\$1,033	\$1,082
4	Uses not elsewhere specified	\$207	\$217
5	Accessory Dwelling	\$196	\$206
6	Re-inspection fee	\$155	\$163
Type II	Residential, Commercial, Office, Hotel and Industrial Buildings		
	Master CO (including condo conversion)		

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
Type II.1.a.	New apartments, office, commercial and hotel with or without elevators	\$2,066 plus \$16 per unit	\$2,164 Plus \$17 per unit
b.	New motels, tourist homes, rooming houses and boarding houses	\$517 plus \$16 per unit	\$542 plus \$17 per unit
c.	New one and two-family dwellings	\$259	\$272
d.	New TH Projects	\$1,033	\$1,082
e	Change in Ownership – office and commercial	\$1,033	\$1,082
f.	Change in Ownership – multi-family, TH	\$1,033 plus \$21 per unit	\$1,082 plus \$22 per unit
g.	Change in Ownership -hotels, motels, tourist homes, rooming houses and boardinghouses	\$1,033 plus \$21 per unit	\$1,082 plus \$22 per unit
h.	Condo conversion (with and without elevators)	\$1,033 plus \$21 per unit	\$1,082 plus \$22 per unit
i.	Re-inspection fee	\$155 per inspection	\$163 per inspection
Type II.2	Shell and Core		
Type II.2.a.(1)	New Apartments, office, commercial and hotel < 150,000 sq. ft.	\$2,066	\$2,164
II.2.a.(2)	New Apartments, office, commercial and hotel > 150,000 sq. ft.	\$2,583	\$2,705
II.2.b.	Re-inspection fee	\$155 each re-inspection	\$163 each re-inspection
Type II.3	Partial CO (including change in business or use of an existing structure)		
a.(1)	Commercial, Office and Industrial Uses up to 150 sf gfa	\$207	\$217
a.(2)	Commercial, Office, Industrial >150 sq. ft. up to 2,000 sq. ft.	\$310	\$325
a.(3)	Commercial, Office, Industrial >150 sq. ft. up to 2,000 sq. ft.	\$517 per 10,000 sq. ft.	\$542 per 10,000 sq. ft.

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
b.	Multiple-family Dwellings	\$414 plus \$21 per unit	\$434 plus \$22 per unit
c.	Hotels	\$414 plus \$21 per unit	\$434 plus \$22 per unit
d.	Townhouse Units	\$259 plus \$21 per unit	\$272 plus \$22 per unit
e.	Parking structures associated with office, commercial, apt and hotel	\$517 plus \$52 per unit	\$542 plus \$55 per unit
g. (formerly f)	Re-inspection fee per inspection	\$155	\$163
Type III.	<i>Parking Structures – not associated with other uses</i>	\$104 per 5,000 sq. ft.	\$109 per 5,000 sq. ft.
Type IV	<i>County Owned Facilities and Non Profits</i>		
Type V	<i>Family Home Day Care</i>	\$26	\$28
4	Request for replacement of lost CO	\$26	\$28
36.E.	VARIANCE/USE PERMITS		
36.E.2.a.	Appeals		
a.	Determination of Zoning Administrator	\$517	\$542
b.	Variance or Use Permit for existing single-family residential	\$321 plus 20% for each additional subsection	\$337 plus 20% for each additional subsection
c.	New single-family construction/new subdivision	\$2,542 plus 20% for each additional subsection	\$2,662 plus 20% for each additional subsection
d.	Non-profit Organization	\$264	\$277
e.	Building Location Error	\$3,823	\$4,003
f.	All other	\$3,167 plus 20% for each additional subsection	\$3,316 plus 20% for each additional subsection
	REZONING		
	Rezoning (Site Area <= 25,000 sq. ft.)		
36.F.3.a.	“R” Districts	\$3,957 plus \$1,033 DES	\$4,143 plus \$1,082 DES

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
36.F.3.a.	“RA” Districts	\$3,957 plus \$1,033 DES	\$4,143 plus \$1,082 DES
36.F.3.a.	“RA-H”, “R-C”, “RA-H3.2”, and “RA4.8” Districts	\$8,988 plus \$3,099 DES	\$9,411 plus \$3,245 DES
36.F.3.a.	“S”, “C” and “M” Districts	\$6,550 plus \$3,099 DES	\$6,858 plus \$3,245 DES
36.F.3.a.	“C-O” Districts	\$13,476 plus 5165 DES	\$14,110 plus \$5,408 DES
Rezoning (Site Area > 25,000 sq. ft.)			
36.F.3.a.	“R” Districts	\$5,253 plus \$2,066 DES	\$5,500 plus \$2,164 DES
36.F.3.a.	“RA” Districts	\$6,550 plus \$3,099 DES	\$6,858 plus \$3,245 DES
36.F.3.a.	“RA-H”, “R-C”, “RA-H3.2”, and “RA4.8” Districts	\$13,476 plus \$5,165 DES	\$14,110 plus \$5,408 DES
36.F.3.a.	“S”, “C” and “M” Districts	\$9,143 plus \$3,099 DES	\$9,573 plus \$3,245 DES
36.F.3.a.	“C-O” Districts	\$13,476 plus \$5,165 DES	\$14,110 plus \$5,408 DES
36.F.3.b.	Rezoning on the County Board’s Own Motion	Above fee + \$6,550 plus \$2,066 DES	Above fee + \$6,858 plus \$2,164 DES
36.F.3.c.	Amendment in the public interest	no fee	

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
36.F.3.d.	Rezoning requiring a GLUP Amendment	Above fee + \$8,264 plus \$4,132 DES	Above fee + \$8,653 plus \$4,327 DES
G.	USE PERMITS		
G.4.a.	Family home day care	\$114	\$120
b.	Schools (< 100 students)	\$130	\$137 plus DES fee of \$35
c.	Schools (>100 students)	\$310	\$325 plus DES fee of \$82
d.	Other (commercial or non-commercial)	\$1,684	\$1,764
e.	Commercial uses with substantial alternation (including ALL drive-through uses)	\$7,851 plus DES fee of \$682	\$8,220 plus DES fee of \$2,055
f.	live entertainment, public garages and food delivery	\$1,137	\$1,191
f.	public garages	\$1,137	\$1,191 plus DES fee of \$298
g.	New building construction	\$7,851	\$8,220 plus DES fee of \$2,055
h.	URD	\$2,273 plus \$5.70 per dwelling unit, plus DES fee of \$1,364	\$2,380 plus \$6 per dwelling unit, plus DES fee of \$1,429
i.	UCD or CP FBC	\$1.15 per square foot, not to exceed \$5,579 plus DES fee of \$1,364	\$1.20 per square foot, not to exceed \$5,842 plus DES fee of \$1,429
j.	places of worship/lodges permitting secondary use of parking lots	\$285	\$299 plus DES fee of \$299
APPLICATIONS			

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
36.H.12	Phased Development Site Plan	\$18,966 plus \$114 per acre plus DES fee of \$18,966 plus \$114 per acre	\$19,858 plus \$120 per acre plus DES fee of \$19,858 plus \$120 per acre
36.H.12	Final Site Plan (R, RA of less than 25 units, C-2)	\$2,810 plus \$23 per 100 sq. ft. office/commercial plus \$104 per unit plus DES fee of \$1,033 plus \$11 per 100 sq. ft. office/commercial plus \$52 per unit	\$2,943 plus \$25 per 100 sq. ft. office/commercial plus \$109 per unit plus DES fee of \$1,082 plus \$11 per 100 sq. ft. office/commercial plus \$55 per unit
36.H.12	Final Site Plan (All other)	\$8,988 plus \$23 per 100 sq. ft. office/commercial plus \$104 per unit plus \$104 per unit plus DES fee of \$4,132 plus \$11 per 100 sq. ft. office/commercial plus \$52 per unit	\$9,411 plus \$25 per 100 sq. ft. office/commercial plus \$109 per unit plus \$109 per unit plus DES fee of \$4,327 plus \$11 per 100 sq. ft. office/commercial plus \$55 per unit

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
36.H.12	Major Site Plan Amendment (R, RA of less than 25 units, C-2)	\$2,810 plus \$23 per 100 sq. ft. office/commercial plus \$104 per unit plus \$104 per hotel unit plus DES fee of \$1,033 plus \$11 per 100 sq. ft. office/ commercial plus \$52 per unit	\$2,943 plus \$25 per 100 sq. ft. office/commercial plus \$109 per unit plus \$109 per hotel unit plus DES fee of \$1,082 plus \$11 per 100 sq. ft. office/ commercial plus \$55 per unit
36.H.12	Major Site Plan Amendments (All other)	\$8,988 plus \$23 per 100 sq. ft. office/commercial plus \$104 per unit plus \$104 per hotel unit plus DES fee of \$4,132 plus \$11 per 100 sq. ft. of office/ commercial plus \$52 per unit	\$9,411 plus \$25 per 100 sq. ft. office/commercial plus \$109 per unit plus \$109 per hotel unit plus DES fee of \$4,327 plus \$11 per 100 sq. ft. of office/ commercial plus \$55 per unit

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
36.H.12	Minor Site Plan Amendment (R, RA of less than 25 units and C-2)	\$2,252 plus \$23 per 100 sq. ft. office/commercial plus \$104 per unit plus \$104 per hotel unit plus DES fee of \$1,033 plus \$11 per 100 sq. ft. of office/ commercial plus \$52 per unit	\$2,358 plus \$25 per 100 sq. ft. office/commercial plus \$109 per hotel unit plus DES fee of \$1,082 Plus \$11 per 100 sq. ft. of office/ commercial plus \$55 per unit
36.H.12	Additional Review Fee (prior to acceptance of application)	\$517 per resubmittal after the first resubmittal plus \$11 per unit residential \$11 per 1,000 sq. ft. nonresidential plus DES fee of \$259 plus \$6 per unit residential plus \$6 per 1,000 sf nonresidential space	\$542 per resubmittal after the first resubmittal plus \$11 per unit residential \$11 per 1,000 sq. ft. nonresidential plus DES fee of \$272 Plus \$6 per unit residential plus \$6 per 1,000 sf nonresidential space
36.H.12.	Final 4.1 Plan Review	\$1,137 plus \$23 per 100 sq. ft. office/commercial plus \$104 per unit plus \$104 per hotel unit \$625 plus \$11 per sf of office/commercial space plus \$52 per hotel/dwelling unit	\$1,191 Plus \$25 per 100 sq. ft. office/commercial Plus \$109 per unit plus \$109 per hotel unit \$655 plus \$11 per sf of office/commercial space plus \$55 per hotel/dwelling unit
36.H.12	Administrative Changes	\$563	\$590

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
36.H.12	Administrative Changes to Landscape Plan (TH, Cluster)	\$52	\$55 plus DES fee of \$14
36.H.12	Administrative Changes to Landscape Plan Changes (All Other)	\$620	\$650 plus DES fee of \$163
36.H.12	Administrative Changes to Comprehensive Sign Plans	\$104	\$109
36.H.12	Admin. Changes to Parking	\$620	\$650 plus DES fee of \$163
36.H.12	Admin. Changes to allow dishes and antennas	\$259	\$272
36.H.12	Admin. Changes for Temporary Uses	\$620	\$650
36.H.12	Admin. Changes for Outdoor Seating	\$259	\$272 plus DES fee of \$68
36.H.12	Admin Changes for Tenant changes	\$104	\$109
36.H.12	Admin Changes for Façade Changes	\$620	\$650
36.H.12	Admin Changes for All Other and requests with multiple items	\$1,033	\$1,082 plus DES fee of \$271
36.H.12	Landscape Plan Reviews (TH, Cluster, URD and UCD)	\$285 plus \$285 DES fee	\$299 plus \$299 DES fee
36.H.12	Landscape Plan Reviews (All other)	\$517 plus \$285 DES fee	\$542 plus \$299 DES fee
36.H.12	Final Façade Review	\$517	\$542
K.	SUBDIVISION PLAT REVIEW		

Zoning Ordinance Section	FEE	FY 2009 Fees (Existing)	Proposed FY 2010 Fees (Rounded Up)
K.1.a.	Subdivision Plat	\$141 base fee plus \$77 per lot	\$148 base fee plus \$81 per lot
K.1.b.	Residential and Commercial condominium plats (<=9 units)	\$141	\$148
K.1.b.	Residential and Commercial condominium plats (>9 units)	\$281	\$295
(new)	Landscape Plan (by-right and Use Permit)	\$517 plus \$285 DES fee	\$542 plus \$299 DES fee
(new)	Requests for Columbia Pike Form-based Code Reviews	\$1.15 per square foot not to exceed \$5,579 plus DES fee of \$1,364	\$1.20 per square foot not to exceed \$5,842 plus DES fee of \$1,429

Zoning Ordinance Amendment: Currently, staff maintains the zoning fee schedule both in the Zoning Ordinance, and in a schedule available online that lists all zoning fees in a format more easily accessible to the general public. When fees are modified, a Zoning Ordinance amendment is required. In order to make the process more efficient and reduce the potential for transcription errors, staff is also proposing amendments to Sections 1, 31, 34 and 36 of the Zoning Ordinance that would remove the fee schedule from the Ordinance, and separately establish a schedule of fees to be adopted by the County Board. The proposed amendment to Section 1 would add a new definition for “application” in order to establish the types of documents for which fees would be charged, including but not limited to site plans, use permits, variances, appeals, administrative changes, buildability letters and zoning determinations. The amendments to Sections 34 and 36 would remove the fees from the Ordinance as well as add the reference indicating that the County Board will adopt a schedule of fees. Lastly, the amendment to Section 31 would remove a reference to a fee listed in Section 36. Procedurally, Virginia Code § 15.2-107 requires that zoning fees be adopted by Ordinance, and therefore a public hearing before the County Board would continue to be required. Staff expects that fee changes would continue to be brought forward annually as part of the budget process.

FISCAL IMPACT: It is estimated that the proposed fee schedule will generate an additional \$129,460 in fee revenue for CPHD and \$31,990 for DES in Fiscal Year 2010. The fee revenue increases have been included in the Fiscal Year 2010 Budget.

Community Process: The proposed amendment and fee schedule was discussed at a meeting of the Zoning Committee of the Planning Commission (ZOCO) on January 28, 2009. ZOCO members did not express any concern with removing the fee schedule from the Zoning Ordinance, and did not have comments on any of the proposed fee increases. Proposed new DES fees were discussed at the February 16, 2009, National Association of Industrial and Office Properties/Northern Virginia Building Industry Association (NAIOP/NVBIA) meeting. No concerns were raised in regard to the new fees proposed.

Subsequent to advertising of the fee schedule, a concern was raised by a community member about the structure of the Form Based Code project fees (proposed fee is \$1.20 per square foot, not to exceed \$5,800). The concern raised was that, because an applicant would hit the maximum fee amount at approximately 4,800 square feet, it is essentially a flat fee, and therefore creates a disproportionate burden on small projects, which would pay more per square foot. In general, zoning fees are allowed, by Virginia code, to cover cost of administration, permits, applications and processing thereof, of requirements in the Zoning Ordinance. The Form Based Code is structured such that the approval process (both via Use Permit or Administratively) is designed to include review of whether a project meets very specific requirements, and therefore cost involved with staff review should be similar for projects of various sizes once a certain threshold in size is reached.

Planning Commission: The Planning Commission only needed to hear the proposed amendment to remove fees from the Zoning Ordinance (Subject A), which was heard at their meeting on March 2, 2009. The Planning Commission voted unanimously (10-0) to recommend that the County Board adopt the Zoning Ordinance Amendment to remove fees from the Zoning Ordinance and replace them with a reference to indicate that a schedule of fees will be adopted by the County Board. The Planning Commission also voted to recommend that staff consider removing the reference to the County Manager (line 563) where the proposed amendment requires a fee schedule; and that staff consider clarifications to the existing language (lines 96-98) that describes how uses are permitted by reference in Zoning Ordinance Sections previous to a given Section in the text. The County Manager reference has been removed, and double-strikethrough and grey highlighting is used to indicate language that has been modified since the advertisement. While the County Manager recommendation is a reflection of Arlington County process, it is not required, and therefore does not need to be reflected in the Zoning Ordinance. The language on lines 96-98 has not been changed, as it was not advertised for amendments. While staff acknowledges that the sentence could be more clear, staff will note that a technical correction is needed, that can be addressed at a later time, more comprehensively, in the context of other similar amendments.

CONCLUSION: The proposed fee increases are intended to further the County's goal of recovering costs associated with reviews and processing and of operating the current planning and zoning administration programs, to ensure improved community review of proposed development, to provide for efficient administration of the Zoning Ordinance, to encourage economic development, and to promote the health, safety, and general welfare of the public. Therefore, staff recommends that the County Board adopt the attached ordinance

(Attachment B) to adopt a new fee schedule, and the attached ordinance (Attachment A) to amend, reenact and recodify Sections 1, 31, 34 and 36 of the Arlington County Zoning Ordinance to remove the fee schedule from the Zoning Ordinance and replace it with a reference to indicate that the County Board will adopt a schedule of fees to be maintained separately from the Zoning Ordinance, in order to provide for efficient administration of the Zoning Ordinance.

AN ORDINANCE TO AMEND, REENACT AND RECODIFY SECTION 1. DEFINITIONS; SECTION 31. SPECIAL PROVISIONS; SECTION 34. NAMEPLATES, SIGNS, AND OTHER DISPLAYS OR DEVICES TO DIRECT, IDENTIFY, AND INFORM; AND TO SECTION 36. ADMINISTRATION AND PROCEDURES, OF THE ARLINGTON COUNTY ZONING ORDINANCE TO REMOVE THE ZONING FEE SCHEDULE FROM THE ZONING ORDINANCE AND REPLACE IT WITH A REFERENCE TO INDICATE THAT FEES WILL BE CHARGED ACCORDING TO A SCHEDULE ADOPTED BY THE COUNTY BOARD.

Be it ordained that Sections 1, 31, 34 and 36 of the Arlington County Zoning Ordinance are hereby amended, reenacted and recodified as follows to remove the zoning fee schedule from the Zoning Ordinance and to replace it with a reference to indicate that fees will be charged according to a schedule adopted by the County Board; to provide for efficient administration of the County’s review process, to encourage economic development, and to promote the health, safety, and general welfare of the public:

SECTION 1. DEFINITIONS

A. [Terms defined.]

For the purposes of this ordinance certain terms and words used herein shall be defined and interpreted as follows.

The word "used" includes "designed, intended or arranged to be used" and vice versa; words used in the present tense include the future; words used in the singular number include the plural number and vice versa; the word "building" includes the word "structure"; the word "dwelling" includes the word "residence"; the word "lot" includes the word "plot"; and the word "shall" is mandatory and not directory.

* * *

Apartment house. Same as "Dwelling, multiple."

Application: an application is a document submitted to the County in an effort to obtain permission under the Arlington County Zoning Ordinance to proceed with a particular action. Examples of such actions include, but are not limited to: site plan, use permit, variance, appeals, administrative changes, and the like. Applications may include requests for buildability letters, zoning determinations, second sink letters, accessory dwellings, family suites, etc.

Automobile service station. Any premises used for supplying gasoline and oil, at retail direct to the customer, including minor accessories and services for automobiles.

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SECTION 31. SPECIAL PROVISIONS

* * *

17. *Unified Commercial/Mixed Use Development . . .*

* * *

d. Procedures for Unified Commercial/Mixed Use Development Approval.

- (1) Unified Commercial/Mixed Use Developments shall be permitted by use permit approval, as specified in Section 36G.
- (2) An approved use permit for a Commercial/Mixed Use Development Plan may be modified or amended as specified in Subsection 36.G.
- ~~(3) Fee(s): As specified in Section 36.G.4.e.~~

* * *

SECTION 34. NAMEPLATES, SIGNS, AND OTHER DISPLAYS OR DEVICES TO DIRECT, IDENTIFY, AND INFORM*

* * *

A. Administration.

- 1. A sign permit shall be obtained from the Zoning Administrator before any sign or advertising is erected, displayed, replaced, or altered so as to change its overall dimensions (except any sign listed in subsection E. of this section). Every application for a sign permit shall be accompanied by plans showing the area of the sign, the size, and design proposed; the method of lighting, if any; and the exact location proposed for the sign. A sign permit for a permanent sign shall be approved or rejected within five (5) work days. Upon request, a statement of the reasons for denial of a sign permit shall be provided within thirty (30) days after rejection. A sign permit for any temporary sign that requires a permit shall be approved or rejected within twenty-four (24) hours of the receipt of a sign permit application. If the permit is denied, the reason for the denial will be given orally, with a written reason provided within five (5) days, if requested. Every sign for which a permit is issued, except temporary signs, shall have the permit number and the date of issuance affixed thereon in letters one (1) inch high at the bottom right-hand corner. ~~A fee of one hundred (\$100.00) dollars shall be paid for a sign permit for a permanent sign, plus one dollar and fifteen cents (\$1.15) per square foot for any sign exceeding one hundred (100) square feet in size.~~

- 71 2. Prohibited signs and other signs not identified in this section shall not be
- 72 permitted by variances.
- 73 3. Special exceptions: A comprehensive sign plan may be approved by use
- 74 permit or site plan approval as provided in Section 36. The comprehensive
- 75 sign plan shall establish the placement of signs, the hours of lighting, the
- 76 height of signs, the total number of square feet of sign surface, and the number
- 77 of signs to be placed on a site. ~~Every application for a comprehensive sign~~
- 78 ~~plan shall be accompanied by a fee of one thousand six hundred eighty four~~
- 79 ~~dollars (\$1,684.00). In addition, every application for an administrative~~
- 80 ~~review request for signs shall be accompanied by a fee of one hundred~~
- 81 ~~fourteen dollars (\$114.00).~~
- 82 4. Wherever commercial speech is permitted on a sign under this section of the
- 83 ordinance, noncommercial speech also is permitted.

* * *

SECTION 36. ADMINISTRATION AND PROCEDURES

* * *

B. Interpretation and General Administration.

93 Other uses of the same general character as those listed in a particular classification
94 may be permitted in the mapped districts of that classification by the Zoning Administrator.
95 Any use so determined shall be regarded as a listed use and a log of all said determinations
96 shall be maintained as a part of the public records of the Zoning Administrator. In no
97 instance, however, shall a use be permitted in a district when said use is first permitted in a
98 classification which, in this zoning text, follows that for said district.

99 The Zoning Administrator may provide a written statement of the current
100 classification of a property, the uses permitted in said classification, and verification of
101 compliance with the Zoning Ordinance. ~~The application for such a statement from the Zoning~~
102 ~~Administrator shall be accompanied by a fee of three hundred dollars (\$310.00). Applications~~
103 ~~for letters to the Virginia Department of Motor Vehicles regarding new and used motor~~
104 ~~vehicle sales and rental lots shall be accompanied by a fee of five hundred seventeen dollars~~
105 ~~(\$517). Requests for special agreement letters and supplemental documentation for~~
106 ~~financing, settlements, court cases, and the like shall be accompanied by a fee of two~~
107 ~~thousand sixty six dollars (\$2,066). Requests for determination of lot buildability shall be~~
108 ~~accompanied by a fee of fifty two dollars (\$52).~~

109 (Ord. No. 89-10, 5-13-89; Ord. No. 92-13, 4-25-92; Ord. No. 95-9, § 4-29-95; Ord. No. 98-
110 11, 7-1-98; Ord. No. 01-8, 4-21-01; 4-24-04; 10-1-07; 04-19-08)

C. Permits.

- 114 1. No excavation shall be commenced; no wall, structure, premises or land shall
 115 be used; no wall, building or structure or part thereof shall be built,
 116 constructed or altered; nor shall any building be moved; nor shall any
 117 regulated sign be erected, repaired or repainted until application has been
 118 made and the proper approval or permit has been obtained from the Zoning
 119 Administrator.
- 120 2. All applications for building permits shall be accompanied by accurate plot
 121 plans in triplicate drawn to scale, showing the actual shape and dimensions of
 122 the lot to be built upon, the exact sizes and locations on the lot of the
 123 structures and accessory structures then existing, and the lines within which
 124 the proposed building or structure shall be erected or altered, the existing and
 125 intended use of such structure or part thereof, the number of dwelling or
 126 housing units the building is designed to accommodate, and such other
 127 information with regard to the lot and neighboring lots as may be necessary to
 128 determine and provide for the enforcement of this ordinance.
- 129 3. In order to determine whether or not a permit should be issued under this
 130 section, the Zoning Administrator in appropriate cases, may require that the
 131 application for a building permit be accompanied by a topographic survey of
 132 the lot showing existing and proposed grades.
- 133 4. Every application for a building permit that is required under this section of
 134 the Zoning Ordinance shall be accompanied by a fee as follows:
 135 a. ~~New Construction:~~

New single family, townhouses, duplexes (by right and site plan)	\$517 per dwelling unit
By-right development, including apartments, retail, and offices	\$207 plus \$104 per 10,000 square feet gross floor area or fraction thereof
Site plan projects, including office, residential, hotel, commercial and institutional uses (excluding townhouses)	\$517 plus \$207 per 5,000 square feet gross floor area or fraction thereof
New parking structures and lots (by right and site plan)	\$207 plus \$104 per 5,000 square feet gross floor area or fraction thereof

- 137
 138 b. ~~Modifications to Existing Structures:~~
 139

Exterior Additions:	
Single Family, town houses, duplexes	\$104
All Other	\$310 flat fee
Exterior mechanical equipment	\$52
Interior Alterations:	
Single family dwellings, town houses, duplexes, apartments	\$104
All Other	\$155 per 10,000 square feet gross floor area or part thereof

- 140
- 141 e. ~~Other Types of Building Permits:~~
- 142 ~~Footing and foundation, and excavation by right....\$ 52~~
- 143 ~~Footing and foundation, and excavation single family site plan...\$104~~
- 144 ~~Footing and foundation, and excavation all other site plan...\$1033~~
- 145 ~~Retaining walls \$52~~
- 146 ~~Decks and fences \$52~~
- 147 ~~Detached garages and accessory buildings \$52~~
- 148 ~~Demolition Plans:~~
- 149 ~~By right construction, per site \$104~~
- 150 ~~Site plan construction, per site \$1,033~~
- 151 ~~Swimming pools \$52~~
- 152 ~~Satellite dish, antennae, temporary structures (e.g. fireworks stands) \$78~~
- 153 ~~Driveways, on-grade patios \$52~~
- 154 ~~Revisions to approved by right and site plan new construction only projects ..~~
- 155 ~~.. \$52~~
- 156 ~~Revisions to approved site plan new construction only projects \$207~~
- 157 ~~Uses not elsewhere specified \$52~~
- 158 ~~Requests for sink letters shall be accompanied by a fee of twenty five~~
- 159 ~~dollars..... (\$26)~~

160 d. ~~The following additional fee shall apply to each permit:~~

161 ~~1. A 10% automation enhancement surcharge.~~

162 ~~(10-1-07; 04-19-08)~~

163

164 **D. Certificates of Occupancy.**

165

166 Every certificate of occupancy shall state that the building or the proposed use of a building
 167 or land complies with all provisions of law and of County ordinances and regulations. No
 168 occupancy, or change of occupancy, use or change of use of any land or building shall take
 169 place until a certificate of occupancy shall have been issued by the Zoning Administrator.
 170 This provision shall include a new building, an existing building which has been altered, a
 171 change in ownership of buildings other than one- or two-family dwellings, a conversion to
 172 condominiums or cooperatives, the use of vacant land, a change in the use of land or of a
 173 building, or change in a nonconforming use. Said certificate shall be issued within ten (10)
 174 days after a written request for the same has been made to the Zoning Administrator,
 175 provided it has been determined that such occupancy, use, erection or alteration of such
 176 building or land or part thereof has been completed in conformity with the provisions of this
 177 ordinance. ~~The fee for such certificate of occupancy shall be as set forth below, paid to the~~
 178 ~~treasurer, Arlington County, Virginia.~~

179

180 Type I. Flat Fees: Swimming pools; parking lots; motor vehicle dealerships: new, used and
 181 rentals; accessory dwellings; uses not elsewhere specified.

182 1. ~~Swimming pools: \$207~~

183 2. ~~Parking lots: \$207.~~

Request to Advertise

Remove Fee Schedule from Zoning Ordinance

Adopt Fee Schedule

184 ~~3. Motor vehicle dealerships: New, Used and Rentals: \$1,033~~

185 ~~4. Uses not elsewhere specified: \$207.~~

186 ~~5. Re-inspection fee: \$ 155 for each re-inspection.~~

187 *Type II. Residential, Commercial, Office, Hotel and Industrial Buildings:*

188 1. Master Certificate of Occupancy. A master certificate of occupancy (M.C.O.)
189 shall be required for the entire building and site work. Except for certificates
190 for shell and core and partial occupancy, as defined in paragraphs 2. and 3.
191 below, no other certificate of occupancy is required if the M.C.O. can be
192 approved and issued prior to any occupancy of the building. A request for a
193 certificate for partial occupancy of a building may be made after the filing of
194 the applications for the M.C.O. and the certificates of occupancy described in
195 paragraph 2. below have been issued, if applicable. ~~The fee for the M.C.O.~~
196 ~~shall be as follows:~~

197 ~~a. New multiple family dwellings, commercial, office, industrial and~~
198 ~~hotel buildings with elevators or without elevators: \$2,066 plus \$16~~
199 ~~per unit.~~

200 ~~b. New motels, tourist homes, rooming houses and boardinghouses: \$517~~
201 ~~plus \$16 per unit.~~

202 ~~c. One and two family dwellings: \$259.~~

203 ~~d. New town house projects (site work) \$1,033.~~

204 ~~e. Change in ownership of commercial, office and industrial buildings:~~
205 ~~\$1,033~~

206 ~~f. Change in ownership of multiple family dwellings with and without~~
207 ~~elevators and town houses (rental units): \$1,033 plus \$21 per unit.~~

208 ~~g. Change in ownership of hotels, motels, tourist homes, rooming houses~~
209 ~~and boardinghouses: \$1,033 plus \$21 per unit.~~

210 ~~h. Multiple family dwellings with and without elevators converting to~~
211 ~~condominiums or cooperatives: \$1,033 plus \$21 per unit.~~

212 ~~i. Re-inspection fee: \$155 for each re-inspection.~~

213 2. Shell and Core Certificate for Elevator Buildings. Prior to any approval of a
214 request for a certificate for partial occupancy of any new elevator building or
215 a multiple-family dwelling with elevator(s) converting to condominiums or a
216 cooperative, the owner shall have filed a request for a master certificate of
217 occupancy and shall have been issued a certificate of occupancy for the shell
218 and core of the building. No shell and core certificate of occupancy shall be
219 issued until the building support systems such as the fire alarm system,
220 elevators, restrooms, ventilating system and exit-ways have been inspected
221 and approved. ~~The fee for a shell and core certificate shall be as follows:~~

222 ~~a. New multiple family dwellings, commercial, industrial, office and~~
223 ~~hotel buildings, and multiple family dwellings converting to~~
224 ~~condominiums or cooperatives:~~

225 ~~(1) Up to one hundred fifty thousand (150,000) square feet of~~
226 ~~gross floor area: \$2,066~~

227 ~~_____ (2) Over one hundred fifty thousand (150,000) square feet of gross~~
228 ~~_____ floor area: \$2,583~~

229 ~~_____ b. Re-inspection fee: \$155 for each re-inspection.~~

230 3. Certificate for Partial Occupancy. A request for a certificate for partial
231 occupancy of a multiple-family dwelling or hotel and tenant space for an
232 office, commercial or industrial building may be made; however, no
233 certificate for partial occupancy shall be issued unless the space is approved
234 for occupancy and the master certificate of occupancy or the shell and core
235 certificates of occupancy for the building have been issued. ~~The fee for~~
236 ~~certificate for partial occupancy shall be as follows:~~

237 ~~_____ a. Commercial, office and industrial uses:~~

238 ~~_____ (1) Up to one hundred fifty (150) square feet of gross floor area~~
239 ~~_____ (desk space): \$207~~

240 ~~_____ (2) Over one hundred fifty (150) square feet of gross floor area and~~
241 ~~_____ up to two thousand (2,000) square feet of gross floor area: \$310~~

242 ~~_____ (3) Over two thousand (2,000) square feet of gross floor area: \$517~~
243 ~~_____ per ten thousand (10,000) square feet of gross floor area or~~
244 ~~_____ fraction thereof.~~

245 ~~_____ b. Multiple family dwellings: \$414 plus \$21 per unit.~~

246 ~~_____ c. Hotels: \$414 plus \$21 per unit.~~

247 ~~_____ d. Town house units: \$259 plus \$21 per unit.~~

248 ~~_____ e. Parking structures associated with office, commercial, apartment and~~
249 ~~_____ hotel: \$517 plus \$52 per 5,000 square feet.~~

250 ~~_____ f. Re-inspection fee: \$155 for each re-inspection.~~

251 *Type III. Parking Structures (not associated with other uses): \$104 per 5,000 square feet of*
252 *gross floor area or fraction thereof.*

253 *Type IV. County Owned, Operated and/or Sponsored Facilities and Activities and Short-term*
254 *Activities of Nonprofit Organizations.: No fee.*

255 *Type V. Family Day Care Homes for One (1) to Nine (9) Children.: \$26*

256 ~~4. Requests for replacement of a lost Certificate of Occupancy shall be accompanied~~
257 ~~by a fee of twenty five dollars (\$26).~~

258 ~~5. A 10% automation enhancement surcharge shall be applied to each permit above.~~
259 ~~(7-1-73; 2-21-76; Ord. No. 83-17, 7-1-83; Ord. No. 84-4, 2-4-84; Ord. No. 84-16, 6-2-84;~~
260 ~~Ord. No. 90-7, 7-1-90; Ord. No. 93-15, 7-27-93; Ord. No. 94-12, 4-23-94; Ord. No. 97-5, 4-~~
261 ~~12-97; Ord. No. 00-10, 4-13-00; Ord. No. 01-13, 6-9-01; 10-1-07; 04-19-08)~~

262

263 **E. Board of Zoning Appeals; Variances and Appeals.**

264

265 1. There shall be a Board of Zoning Appeals as provided for and having the
266 powers, functions and responsibilities as described in the Code of the
267 Commonwealth of Virginia.

268 2. Every appeal from a determination of the Zoning Administrator and every
269 application for a variance shall be filed in writing with the Zoning

Administrator. The time of the public hearing is determined by the Board of Zoning Appeals. The filing fee shall be as follows:

- ~~a. Appeals from a determination of the Zoning Administrator — \$517.~~
- ~~b. Variances or Use Permits for existing single family residential — Three hundred twenty one dollars (\$321) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.~~
- ~~c. Variances or Use Permits for single family new construction/resubdivision for new construction — Two thousand five hundred forty two dollars (\$2,542) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.~~
- ~~d. Variance or Use Permit applications from nonprofit organizations and for nonprofit institutional uses — Two hundred sixty four dollars (\$264).~~
- ~~e. Variances or Use Permits for a building location error, defined as a request for an "as built" variance when a new structure is not built in accordance with the approved plans — Three thousand eight hundred twenty three dollars (\$3,823).~~
- ~~f. Variances or Use Permits for all other uses — Three thousand one hundred sixty seven dollars (\$3,167) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.~~
- ~~g. A 10% automation enhancement surcharge shall be applied to each application above.~~

* * *

F. Amendments.

1. The County Board may, from time to time on its own motion or on petition of the owner or owners of property, after public notice and hearing, amend the requirements and districts herein established. All changes and amendments shall be referred to the County Planning Commission.
2. Every application by a property owner or contract owner for an amendment shall be filed in writing with the Zoning Administrator one hundred twenty (120) days before the public hearings; however, the County Board may, on its own motion, schedule hearings for a date which is less than one hundred twenty (120) days from the date of filing of the application. When a completed zoning amendment application is filed concurrently with a completed site plan or major site plan amendment application, the Zoning

314 Administrator shall notify, as required in Administrative Regulation 4.1, the
 315 applicant that the public hearing for the amendments will be concurrent with
 316 the hearing on the associated site plan or site plan amendment. The date of
 317 filing of a complete application shall be determined as set forth in
 318 Administrative Regulation 4.1, based on whether the requirements of
 319 Administrative Regulation 4.1 have been met. Public hearings for changes
 320 and amendments which are proposed by the County Board on its own motion
 321 for any property within the County may be held by the County Board at any
 322 meeting of the Board. Applications for rezoning of County property shall be
 323 filed immediately after the board authorizes advertising of the action unless
 324 the County Manager has caused an application to be filed prior to such time.

325 (2-7-04)

326 3. ~~Every application for such amendment shall be accompanied by a filing fee as~~
 327 ~~follows:~~

328 ~~a. On a request of an owner or contract owner applying for an~~
 329 ~~amendment to be heard at a regular zoning hearing:~~

An Amendment for Rezoning To:	Site Area 25,000 Sq. Ft. or Less	Site Area More Than 25,000 Sq. Ft.
“R” Districts	\$3,957 plus \$1,033 DES fee	\$5,253 plus \$2,066 DES fee
“RA” Districts	\$3,957 plus \$1,033 DES fee	\$6,550 plus \$3,099 DES fee
“RA-H,” “R-C,” “RA-H.3.2” and “RA4.8” Districts	\$8988 plus \$3,099 DES fee	\$13,476 plus \$5,165 DES fee
“S,” “C” and “M” Districts	\$6,550 plus \$3,099 DES fee	\$9,143 plus \$3,099 DES fee
“C O” Districts	\$13,476 plus \$5,165 DES fee	\$13,476 plus \$5,165 DES fee

331 ~~b. For applicants applying to the County Board for an amendment on its~~
 332 ~~own motion: Above fee schedule, plus six thousand five hundred sixty~~
 333 ~~dollars (\$6,560) plus two thousand sixty six dollars (\$2,066) for the~~
 334 ~~Department of Environmental Services.~~

335 ~~c. When the County Board proposes an amendment in the public interest:~~
 336 ~~No fee.~~

337 ~~d. When an application for rezoning requires consideration of a general~~
 338 ~~land use plan amendment: Above fee schedule plus eight thousand two~~
 339 ~~hundred sixty four (\$8,264) plus four thousand one hundred thirty two~~
 340 ~~dollars (\$4,132) for Department of Environmental Services review.~~

341 ~~e. When an application for rezoning is accompanied by an application for~~
 342 ~~a site plan: Above fee schedule plus the applicable site plan fee.~~

343 ~~f. A 10% automation enhancement surcharge shall be applied to each~~
 344 ~~application.~~

345 4. No application for any change of zoning of the same lot shall be considered by
 346 the County Board within a period of three hundred sixty (360) days from its
 347

348 last consideration by the County Board. This provision, however, shall not
349 impair the right of the County Board to propose a change of zoning on its own
350 motion.

- 351 5. Any amendment or amendments adopted by the County Board may be
352 modified from the form in which they were advertised within the limits
353 necessary to relate properly such amendment or amendments to the
354 comprehensive zoning plan and ordinance.
- 355 6. Every applicant for an amendment, including a petitioner whose request was
356 authorized on the County Board's own motion, shall file with his application a
357 complete disclosure of the equitable ownership of the real estate to be affected
358 including, in the case of corporate ownership, the names of stockholders,
359 officers and directors, and in any case the names and addresses of all of the
360 parties in interest, provided that the requirement of listing names of
361 stockholders, officers and directors shall not apply to a corporation whose
362 stock is traded on a national or local stock exchange and having more than
363 five hundred (500) shareholders.

364 (5-1-71; 6-30-71; 2-5-72; 6-5-79; 6-9-79; Ord. No. 89-10, 5-13-89; Ord. No. 91-19, 5-14-91;
365 Ord. No. 92-13, 4-25-92; Ord. No. 95-9, § 4-29-95; Ord. No. 98-11, 7-1-98; Ord. No. 00-13,
366 5-20-00; Ord. No. 01-7, 4-21-01; Ord. No. 01-8, 4-21-01; 10-1-07; 04-19-08)

367
368 **G. Use Permits.**

- 369
- 370 1. Use permits may be issued for any of the special exceptions or conditional
371 uses for which a use permit is required by the provisions of this ordinance;
372 provided, that the County Board shall find that after a duly advertised hearing,
373 the use will not: (1) affect adversely the health or safety of persons residing or
374 working in the neighborhood of the proposed use; (2) be detrimental to the
375 public welfare or injurious to property or improvements in the neighborhood;
376 (3) be in conflict with the purposes of the master plans of the County. In
377 granting any use permit the County Board shall designate such conditions in
378 connection therewith as will, in its opinion, assure that the use will conform to
379 the foregoing requirements and that such use will continue to do so.
- 380 2. Construction or operation shall be commenced within one (1) year of date of
381 issuance or the use permit becomes void; provided, however, that in granting a
382 use permit the County Board may extend this period to up to three (3) years
383 upon its determination that additional time may be needed to commence
384 construction or operation. If after a use permit has been used and the use for
385 which the use permit was obtained is discontinued for more than one (1) year,
386 the use permit becomes void.
- 387 3. No application for a use permit for the same lot shall be considered by the
388 County Board within a period of three hundred sixty (360) days from its last
389 consideration. This provision, however, shall not impair the right of the
390 County Board to propose a use permit on its own motion.

- 391 4. Written application for a use permit shall be filed with the Zoning
392 Administrator. An application for Unified Residential Development approval
393 shall comply with applicable portion of Administrative Regulation 4.11,
394 Unified Residential Development Use Permit Approval Procedure, as
395 amended. Use Permits shall be heard at the first regular meeting of each
396 month, except the County Board may establish, on its own motion, another
397 time for the use permit hearing, which hearing may be at any County Board
398 meeting.
- 399 a. ~~Requests for family home day care use permits shall be accompanied~~
400 ~~by a fee of one hundred fourteen dollars (\$114).~~
 - 401 ~~b. Schools, including private, elementary, or secondary schools, and~~
402 ~~kindergartens, nursery schools, child care centers, and any other~~
403 ~~programs regulated by Chapter 52 of the Arlington County Code with~~
404 ~~a total enrollment that is equal to, or less than, 100 students shall be~~
405 ~~accompanied by a fee of one hundred thirty dollars (\$130).~~
 - 406 ~~c. Schools, including private, elementary, or secondary schools, and~~
407 ~~kindergartens, nursery schools, child care centers, and other programs~~
408 ~~regulated by Chapter 52 of the Arlington County Code with a total~~
409 ~~enrollment that exceeds 100 students but is equal to, or less than, 250~~
410 ~~students shall be accompanied by a fee of three hundred ten dollars~~
411 ~~(\$310).~~
 - 412 ~~d. Every other application for a noncommercial or commercial use,~~
413 ~~except requests that include construction of a new building for the~~
414 ~~purposes of conducting the use and requests for commercial uses that~~
415 ~~include substantial alteration of structures or sites (which shall include~~
416 ~~alterations affecting more than fifty (50) percent of the total floor area~~
417 ~~of the structure, resulting in the expansion of the first floor plan by~~
418 ~~more than twenty (20) percent or resulting in the disturbance of more~~
419 ~~than fifty (50) percent of the site), requests for restaurants with drive-~~
420 ~~through windows, requests for automobile service stations with or~~
421 ~~without vehicle repair service, or requests for live entertainment,~~
422 ~~public garages and food delivery services, shall be accompanied by a~~
423 ~~fee of one thousand six hundred eighty-four dollars (\$1,684).~~
 - 424 ~~e. Requests for commercial uses that include substantial alteration to~~
425 ~~structures and site, restaurants with drive-through windows, or~~
426 ~~automobile service stations with or without vehicle repair services~~
427 ~~shall be accompanied by a fee of seven thousand eight hundred fifty-~~
428 ~~one dollars (\$7,851), plus six hundred sixty dollars (\$682) for the~~
429 ~~Department of Environmental Services review.~~
 - 430 ~~f. Requests for live entertainment, public garages and food delivery~~
431 ~~services shall be accompanied by a fee of one thousand one hundred~~
432 ~~thirty-seven dollars (\$1,137).~~
 - 433 ~~g. Requests for use permits of any type that include construction of a new~~
434 ~~building, excluding one-family dwellings under the Unified residential~~

435 development, for the purposes of conducting the proposed use shall be
436 accompanied by a fee of seven thousand eight hundred fifty one
437 dollars (\$7,851).

438 ~~h. Requests for use permits for Unified Residential Development shall be~~
439 ~~accompanied by a fee of two thousand two hundred seventy three~~
440 ~~dollars (\$2,273.00) per use permit, plus five dollars seventy cents~~
441 ~~(\$5.70) per dwelling unit plus one thousand three hundred sixty four~~
442 ~~dollars (\$1,364) for the Department of Environmental Services review.~~

443 ~~i. Requests for use permits for Unified Commercial Development or~~
444 ~~Columbia Pike Form-based Code shall be accompanied by a fee of one~~
445 ~~dollar and fifteen cents (\$1.15) per one (1) square foot of the gross~~
446 ~~floor area of the entire building, not to exceed five thousand five~~
447 ~~hundred seventy nine dollars (\$5,579) plus one thousand three~~
448 ~~hundred sixty four dollars (\$1,364) for the Department of~~
449 ~~Environmental Services review.~~

450 ~~j. Requests for use permits filed by places of worship or lodges~~
451 ~~permitting secondary use of parking lots that are accessory to these~~
452 ~~uses, as specified in Section 33.A.8. of the Zoning Ordinance, shall be~~
453 ~~accompanied by a fee of two hundred seventy five dollars (\$275).~~

454 ~~k. A 10% automation enhancement surcharge shall be applied to each~~
455 ~~application above.~~

The time of the hearing shall be the first regular meeting of each month,
except the County Board may establish, on its own motion, another time for
the use permit hearing, which hearing may be at any County Board meeting.

- 459 5. Every applicant for a use permit which would allow the construction of a new
460 structures shall file with his application information as defined in Section 36,
461 paragraph J. (2-7-04)
- 462 6. Every applicant for a use permit which would allow the construction of: (1) a
463 new structure; or (2) a parking area for more than ten (10) automobiles, shall
464 file with his application information as defined in Section 36, paragraph J.
- 465 7. Administrative change: The Zoning Administrator may approve minor
466 modifications to approved use permits which comply with the spirit of this
467 Code, the intent of the County Board in its approval of the use permit and the
468 general purpose of the comprehensive plan for the development of the area.
- 469 8. Every applicant for a use permit or use permit amendment, including a
470 petitioner whose request was authorized on the County Board's own motion,
471 shall file with his application a complete disclosure of the equitable ownership
472 of the real estate to be affected including, in the case of corporate ownership,
473 the names of stockholders, officers, and directors and, in any case, the names
474 and addresses of all of the parties in interest, provided that the requirement of
475 listing names of stockholders, officers, and directors shall not apply to a
476 corporation whose stock is traded on a national or local stock exchange and
477 has more than five hundred (500) stockholders.

478 (10-3-74; 11-23-74; 2-21-76; Ord. No. 87-5, 2-28-87; Ord. No. 89-10, 5-13-89; Ord. No. 92-
479 13, 4-25-92; Ord. No. 92-23, 6-13-92; Ord. No. 94-12, 4-23-94; Ord. No. 95-9, § 4-29-95;
480 Ord. No. 96-2, 1-20-96; Ord. No. 97-15, 7-19-97; Ord. No. 98-11, 7-1-98; Ord. No. 00-14, 5-
481 20-00; Ord. No. 01-8, 4-21-01; 10-1-07; 04-19-08)

482

483 **H. Site Plan Approval.**

484

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486

487 6. Affordable Dwelling Units for Increased Density Within General Land Use
488 Plan.

489 a. In exchange for approval by the County Board of a site plan containing
490 density equal to or greater than 1.0 FAR, affordable dwelling units
491 (ADUs), or optional contributions to support ADUs in lieu thereof,
492 shall be required in accordance with the following provisions of this
493 subsection.

494 i. Site plans containing less than 1.0 FAR shall be exempt from
495 the ADU requirements hereof.

496 b. Once a site plan has been approved, the site plan applicant must select
497 one of the following options for meeting the ADU requirements:

498 i. On-Site Units. Unless a different option is selected by the
499 applicant, ADUs shall be provided on-site as part of the site
500 plan project, the total gross square footage of which shall be
501 5% of the GFA above 1.0 FAR; or

502 ii. Off-Site Nearby. ADUs shall be provided off-site near the site
503 plan project, the total gross square footage of which ADUs
504 shall be 7.5% of the GFA of the site plan project above 1.0
505 FAR. For purposes of this subsection, near the site shall mean
506 as follows: if the site plan project is in a Metro Station Area,
507 the off-site units shall be within 0.5 miles from any Metro
508 Station; if the site plan project is not in a Metro Station Area,
509 the off-site units shall be within 0.5 miles of the project; or

510 iii. Off-Site Elsewhere. ADUs shall be provided in locations in the
511 County other than those provided for in i. and ii., the total gross
512 square footage of which ADUs shall be 10% of the GFA of the
513 site plan project above 1.0 FAR; or

514 iv. Cash Contribution. The applicant shall make a cash
515 contribution to the Affordable Housing Investment Fund
516 calculated as follows for each of the described tiers;

517 1. \$1.50 per square foot of GFA for first 1.0 FAR.

518 2. \$4.00 per square foot of GFA from 1.0 FAR to 3.0 FAR
519 for residential projects and \$4.00 per square foot of all
520 GFA above 1.0 FAR in commercial projects (including
521 hotel and retail).

- 522 3. \$8.00 per square foot of GFA above 3.0 FAR for
 523 residential projects.
 524 4. For mixed-use projects, cash contributions shall be
 525 calculated by applying the proportionate amount of
 526 commercial and residential GFA to each tier.
 527 5. The cash contribution will be indexed to Consumer
 528 Price Index for Housing in the Washington-Baltimore
 529 MSA as published by the Bureau of Labor Statistics
 530 and adjusted annually, beginning January 2007.
 531 Revised amounts apply only to site plans filed after the
 532 adjustment date. Amounts for the calculation of the
 533 cash option are established at the time the site plan
 534 application is filed.

535 * * *

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 537
 538 11. *[Information Required:]* Every applicant for a site plan approval shall file with
 539 his application information as defined in Section 36, paragraph J.
 540 ~~12. *Application Fees:* Every application for a phased development or final site~~
 541 ~~plan approval for any major project or minor site plan amendment shall be~~
 542 ~~accompanied by a fee in accordance with the following schedule:~~

Phased Development Site Plan	\$18,966 plus \$114 per acre of site area, plus Department of Environmental Services review fee of \$18,966 plus \$114 acre of site area
Final Site Plan (R, RA less than 25 units and C 2)	\$2,810 plus \$23 per 100 square feet of commercial and office space and \$104 per unit, plus Department of Environmental Services review fee of \$1,033 plus \$11 per 100 square feet of commercial and office space plus \$52 per unit
Final Site Plan (All other)	\$8,988 plus \$23 per 100 square feet commercial and office space and \$104 per dwelling unit and \$104 per hotel unit plus Department of Environmental Services review fee of \$4,132 plus \$11 per 100 square feet of office and commercial space plus \$52 per

Attachment A

	unit
Major Site Plan Amendments (R, RA of less than 25 units and C-2)	\$2,810 plus \$23 per 100 square feet of commercial and office space and \$104 per dwelling unit and \$104 per hotel unit, plus Department of Environmental Services review fee of \$1,033 plus \$11 per 100 square feet of office and commercial space plus \$52 per hotel unit and dwelling unit
Major Site Plan Amendments (all other)	\$8,988 plus \$23 per 100 square feet of commercial and office space and \$104 per dwelling unit and \$104 per hotel unit, plus Department of Environmental Services review fee of \$4,132 plus \$11 per 100 square feet of office and commercial space plus \$52 per hotel unit and dwelling unit
Minor Site Plan Amendment	\$2,252 plus \$23 per 100 square feet of commercial and office space and \$104 per dwelling unit and \$104 per hotel unit, plus Department of Environmental Services review fee of \$1,033 plus \$11 per 100 square feet of office and commercial space plus \$50 per hotel unit and dwelling unit
Final 4.1 Plan Review	\$1,137 plus \$23 per 100 square feet of commercial and office space, and \$104 per dwelling unit and \$104 per hotel unit, plus Department of Environmental Services review fee of \$625 plus \$11 per 100 square feet of office and commercial space plus \$52 per hotel unit and dwelling unit
Additional Review Fee	\$517 per resubmittal after the first resubmittal plus \$11 per unit residential and \$11 per 1,000

Attachment A

	square feet of nonresidential space plus Department of Environmental Services review fee of \$259 plus \$6 per unit residential plus \$6 per 1,000 square feet of nonresidential space
Administrative Changes	Five hundred forty five dollars (\$563) per request per subsection
Administrative Changes to landscape plans (TH and cluster)	\$52
Administrative Changes to landscape plan (all other)	\$620
Administrative Changes to comprehensive sign plans	\$104
Administrative Changes to parking	\$620
Administrative Changes to allow dishes and antennas	\$259
Administrative Changes for temporary uses	\$620
Administrative Changes for outdoor seating	\$259
Administrative Changes for tenant changes	\$104
Administrative Changes for façade changes	\$620
Administrative Changes for all other and requests with multiple items	\$1,033
Landscape Plan reviews (TH, Cluster and URDs)	\$285 plus \$285 Department of Environmental Services review fee
Landscape Plan Reviews (All other)	\$517 plus \$285 Department of Environmental Services review fee
Final Façade Review	\$517
Automation Enhancement	A 10% automation enhancement surcharge shall be applied to each application above.

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545

K. Subdivision Plat Review.

1. Every subdivision plat submitted for review for compliance with the Zoning Ordinance or site plan conditions shall be accompanied by a fee in accordance with the following schedule adopted by the County Board.:

a. ~~Subdivision plat~~ Base fee of one hundred forty one dollars (\$141.00), plus seventy seven dollars (\$77.00) per lot.

b. ~~Residential and commercial condominium plats~~ Base fee of one hundred forty one dollars (\$141.00) for nine (9) units or less; two hundred eighty one dollars (\$281.00) for ten (10) or more units.

(Ord. No. 94-12, 4-23-94; Ord. No. 97-5, 4-12-97; Ord. No. 00-10, 4-13-00; 04-19-08)

M. Fees

~~The County Manager shall recommend and the~~ County Board shall adopt a schedule of fees to be paid upon the filing of each application, permit and inspection required by this Ordinance.

AN ORDINANCE TO ADOPT A ZONING FEE SCHEDULE AND TO SET FEES AT A LEVEL THAT WILL COVER THE COST OF MAKING INSPECTIONS, ISSUING PERMITS, ADVERTISING OF NOTICES AND OTHER EXPENSES INCIDENT TO THE ADMINISTRATION OF A ZONING ORDINANCE OR TO THE FILING OR PROCESSING OF ANY APPEAL OR AMENDMENT THERETO.

Whereas, in order to provide for efficient administration of the County’s Zoning Ordinance, provide for the efficient administration of the zoning inspection, permitting and review process, to encourage economic development, and to promote the health, safety, and general welfare of the public it is necessary for the County to recover the costs of those services from the applicants; and

Whereas the County is authorized by Virginia Code §15.2-2286, to charge fees to recover its costs of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of the Zoning Ordinance and the filing or processing of any appeal or amendment thereto;

Therefore, be it ordained by the County Board of Arlington County that the fee schedule attached hereto is hereby adopted:

**ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND
DEVELOPMENT
ZONING ADMINISTRATION**

**CONSOLIDATED FEE SCHEDULE FOR
APPLICATIONS, VARIOUS PERMITS,
BUILDING PERMITS AND SUBDIVISION
PLATS**

APPLICATION FEES

JULY 1, 2009

REZONING REQUESTS

October 1, 2007 Rezoning to:	Site Area 25,000 sq. ft or less	Site Area More than 25,000 sq ft
"R" Districts	\$4,143 plus \$1,082 DES fee	\$5,500 plus \$2,164 DES fee
"RA" Districts	\$4,143 plus \$1,082 DES fee	\$6,858 plus \$3,245 DES fee
"RA-H", "R-C", "RA-H-3.2", "RA4.8"	\$9,411 plus \$3,245 DES fee	\$14,110 plus \$5,408 DES fee
"S", "C", "M", "MU-VS" Districts	\$6,858 plus \$3,245 DES fee	\$9,573 plus \$3,245 DES fee
"C-0" Districts	\$14,110 plus \$5,408 DES fee	\$14,110 plus \$5,408 DES fee

Rezoning advertised at applicant's request on the County Board's Own Motion -
\$6,858, plus the above fee, plus \$2,164 DES review fee.

Rezonings with General Land Use Plan (GLUP) Amendment - \$8,653, plus the above
fee, plus \$4,327 DES review fee.

Automation Enhancement Fee – 10% of total fees

Rezoning when accompanied by Site Plan - above fee in addition to applicable Site Plan
fee.

Amendment proposed by County Board in public interest - No fee.

APPLICATIONS FOR SITE PLAN APPROVAL or AMENDMENTS

Effective July 1, 2009

Phased Development Site Plan - \$19,858, plus \$120 per acre, plus DES fee of \$19,858 plus
\$120 per acre.

Final Site Plans - For Site Plans in "R" & "RA" districts of fewer than 25 units, "C-2" &
"Voluntary Coordinated Housing Preservation and Development District (VCHPDD)" -
\$2,943 plus \$25 per 100 sq. ft. of office & commercial space, plus \$109 per dwelling unit,
plus DES fee of \$1,082 plus \$11 per 100 sq. ft. office/commercial plus \$55 per unit.

Final Site Plans - All other Site Plans - \$9,411, plus \$25 per 100 sq. ft of office and
commercial space; plus \$109 per dwelling unit; and \$109 per hotel unit plus, DES fee of
\$4,327 plus \$11 per 100 sq. ft. commercial plus \$55 per unit.

Major Site Plan Amendments - For Site Plans in "R" & "RA" districts of fewer than 25 units,
"C-2" and "VCHPDD" Site Plans - \$2,943, plus \$25 per 100 sq. ft. of office and commercial
space, \$109 per dwelling unit, plus \$109 per hotel unit, plus DES fee of \$1,082 plus \$11 per
sq. ft. office/commercial plus \$55 per unit.

Major Site Plan Amendments - All other site plans - \$9,411, plus \$25 per 100 per sq. ft
office/commercial, \$109 per dwelling unit, \$109 per hotel unit, plus DES review fee of
\$4,327 plus \$11 per 100 sq. ft. of office/commercial plus \$55 per unit.

Minor Site Plan Amendments - \$2,358 plus \$25 per 100 sq. ft. office/commercial, \$109 per
dwelling unit, plus \$109 per hotel unit plus DES fee of \$1,082 plus \$11 per 100 sq. ft. of
office/commercial plus \$55 per unit.

Request to Advertise

Remove Fee Schedule from Zoning Ordinance

Adopt Fee Schedule

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Resubmittal - \$542 per resubmittal after the first resubmittal plus \$11 per residential unit and \$11 per 1,000 sq. ft. nonresidential plus DES fee of \$272 plus \$6 per residential unit plus \$6 per 1,000 sq. ft. of nonresidential space.

Administrative Changes to Approved Site Plans

- Administrative Changes - \$590 per subsection of the Zoning Ordinance
- Landscape Plan Changes for Town House, Cluster, URD's - \$55 plus DES fee of \$14
- Landscape Plan Changes All Other - \$650 plus DES fee of \$163
- Comprehensive Sign Plan - \$109 per request
- Administrative Change for Signs - \$120
- Parking Changes - \$650 plus DES fee of \$163
- Satellite dishes and antennas - \$272
- Temporary Uses - \$650
- Outdoor Seating - \$272 plus DES fee of \$68
- Tenant Changes - \$109
- Façade Changes - \$650
- All Other including items with multiple requests - \$1,082 plus DES fee of \$271

Automation Enhancement Fee – 10% of total fees (Excluding DES fees)

Final 4.1 Plan Review - \$1,191, plus \$25 per 100 sq. ft. of office and commercial space, plus \$109 per dwelling unit, plus \$109 per hotel unit, plus DES fee of \$655 plus \$11 per 100 square feet of office/commercial plus \$55 per unit.

Landscape Plan Review

- Town House, Cluster, URD, and UCD - \$299 plus DES review fee of \$299.
- All Other - \$542 plus \$299 DES fee

Final Façade Plan Review - \$542

Automation Enhancement Fee – 10% of total fees (Excluding DES fees)

USE PERMITS

Family Day Care Home (Child Care) - \$120.

Schools, including private, elementary, or secondary schools, and kindergartens, nursery schools, child care centers, with a total enrollment that is equal to, or less than, 100 students - \$137 plus DES fee of \$35

Schools listed above with a total enrollment that exceeds 100 students but is equal to, or less than, 250 students - \$325 plus DES fee of \$82.

Request to Advertise

Remove Fee Schedule from Zoning Ordinance

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Type I - Commercial & non-commercial conditional uses except Type II - \$1,764.

Type II - Live entertainment & food delivery services - \$1,191.
Public garages - \$1,191 plus DES fee of \$298

Type III - Commercial uses that have substantial alteration to structures and sites – All Drive through uses, auto service stations, vehicle repair services - \$8,220, plus DES review fee of \$2,055.

Use Permits including New Construction of a Building - (for any type of use controlled by Use Permit, excluding one-family dwellings under the Unified residential development) New buildings to be constructed for the purposes of conducting the proposed use - \$8,220 plus DES fee of \$2,055 (Note: only Unified Residential Development - \$2,380 plus \$6.00 per housing unit, plus DES review fee of \$1,429).

Unified Commercial Development or Columbia Pike Form-based Code - \$1.20 per one (1) sq. ft. of gross floor area of the entire building, not to exceed \$5,842, plus DES review fee of \$1,429.

Places of Worship or Lodges permitting secondary use of parking lots - \$299 plus DES fee of \$299.

Automation Enhancement Fee – 10% of total fees (Excluding DES fees)

VARIANCES or USE PERMITS

Modification to Existing One-Family Residential - \$337 for 1st subsection of the Zoning Ordinance. Each additional subsection is an additional \$67. Fees over the base fee will be determined following receipt of the application and must be paid prior to advertising.

New One-Family Dwellings - \$2,662 for 1st subsection of the Zoning Ordinance. Each additional subsection is an additional \$532.

Building Location Error for New Structures - \$4,003. Does not apply to errors in fence or accessory structure placement.

Variations or Use Permits for all other uses - \$3,316 for 1st subsection of the Zoning Ordinance. Each additional subsection is an additional \$663.

Variations Applications made by Non-profit Organizations & for Non-profit Institutional Uses - \$277.

Request to Advertise

Remove Fee Schedule from Zoning Ordinance

Adopt Fee Schedule

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Appeals to Determinations of the Zoning Administrator - \$542

Automation Enhancement Fee – 10% of total fees

FEES FOR ADMINISTRATIVELY-REVIEWED PERMITS AND REQUESTS

Landscape Plan (new submittal) - \$542 plus DES fee of \$299

Columbia Pike FBC - \$1.20 per square foot not to exceed \$5,842 plus DES fee of \$1,429

Dance Hall Permits - \$600 per year

Home Occupation Permits - No fee as long as Arlington residency is maintained

Sign Permits for Permanent Signs - \$105 plus \$1.20 per sq. ft. for any sign exceeding 100 sq. ft. in size.

Zoning Compliance Letters –

Letter to DMV - \$542

Verification of Compliance - \$325

Special Agreement Letters - \$2,164

Determination/buildability letter - \$55

Sink letters - \$28

Lost certificates of occupancy - \$28

Automation Enhancement Fee – 10% of total fees

Zoning Ordinance - \$10.00 (Tabs \$14.00)

CERTIFICATES OF OCCUPANCY

Effective July 1, 2009

RESIDENTIAL, COMMERCIAL, OFFICE, HOTEL AND INDUSTRIAL BUILDINGS

Master Certificate of Occupancy (including Condo Conversion)

- a. New apartments, office, commercial and hotel with or without elevators - \$2,164 plus \$17 per unit
- b. New tourist homes, rooming houses and boardinghouses - \$542 plus \$17 per unit.

Request to Advertise

Remove Fee Schedule from Zoning Ordinance

Adopt Fee Schedule

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- c. One- and two-family dwellings - \$272
- d. New town house projects (site work) - \$1,082
- e. Change in ownership of office and commercial - \$1,082
- f. Change in ownership of apartments and hotels - \$1,082 plus \$22 per unit.
- g. Condo Conversions - \$1,082 plus \$22 per unit
- h. Re-inspection fee - \$163 per inspection

Shell and Core Certificate for Elevator Buildings

New apartments, office, commercial and hotel

- (1) Up to 150,000 square feet of gross floor area - \$2,164
- (2) Over 150,000 square feet of gross floor area - \$2,705
- (3) Re-inspection fee - \$163 per inspection

Certificate for Partial Occupancy (including change in business or use of an existing structure)

- a. Office and commercial
 - (1) Up to 150 square feet of gross floor area (desk space) - \$217
 - (2) Over 150 square feet of gross floor area and up to 2,000 square feet of gross floor area - \$325
 - (3) Over 2,000 square feet of gross floor area - \$542 per 10,000 square feet of gross floor area or fraction thereof.
- b. Apartments and hotels - \$434 plus \$22 per unit
- c. Town house units - \$272 plus \$22 per unit.

OTHER TYPES OF CERTIFICATES OF OCCUPANCY

Parking Structures associated with office, commercial, apartments and hotels

\$542 plus \$55 per 5,000 sq. ft.

Re-inspection fee - \$163 per inspection

Parking Structures not associated with other uses

\$109 per 5,000 sq. ft.

Short-term Activities of Nonprofit Organizations

- No fee.

Family Day Care Homes for One (1) to Nine (9) Children -

\$28

Flat Fees

Swimming pools - \$217

Parking lots - \$217

Motor vehicle dealerships; new, used, and rentals - \$1,082

Accessory Dwellings - \$206

Uses not elsewhere specified (including all temporary uses) - \$217

Reinspection Fee - \$163

Automation Enhancement Fee – 10% of total fees

SUBDIVISION PLAT REVIEW

- a. Subdivision Plat: Base fee of \$148, plus \$81 per lot.
- b. Residential and Commercial Condominium Plats: Base fee of \$148 for 9 units or less; \$295 for 10 or more units.

FEES for BUILDING PERMIT REVIEW by the ZONING OFFICE**FEES EFFECTIVE July 1, 2009**

<u>TYPE OF CONSTRUCTION</u>	<u>FEE</u>
<u>New Construction</u>	
New Single-Family, Town Houses, Duplexes	\$542 per dwelling unit
By-right Development, including Apartments, Retail & Offices	\$217 plus \$109 per 10,000 sq. ft. gross floor area or fraction thereof
All Site Plan Projects	\$542 plus \$217 per 5,000 sq. ft. gross floor area or fraction thereof
New Parking Structures & Lots	\$217 plus \$109 per 5,000 sq. ft. gross floor area or fraction thereof
Revisions to approved plans for new construction	
By-right	\$55
Site Plan	\$217
<u>Modifications to Existing Structures</u>	
Exterior Additions - Single-Family, Town House, Two-family	\$109
Exterior Mechanical Equipment	\$55
Exterior Alterations - All Other	\$325
Interior Alterations - Single-Family Dwellings, Town House, Two-family	\$109
Interior Alterations - All Other	\$163 per 10,000 sq. ft. gross floor area or part thereof
<u>Other Types of Building Permits</u>	
Footing & Foundation, & Excavation	
By-right	\$55
Site Plan	
Single Family	\$109
All Other	\$1,082
Retaining Walls	\$55
Detached Garages & Accessory Structures	\$55
Demolition Plans - By-right	\$109
Demolition Plans - Site Plan	\$1,082
Swimming Pools	\$55
Temporary Structures (e.g. Fireworks Stands), satellite dish antennae	\$82
Decks and fences	\$55
Driveways, On-grade Patios	\$55
Uses not elsewhere specified	\$55
Request for sink letter	\$28
Accessory Dwelling application and permit	\$137 plus DES fee of \$300 if parking survey is required
Family Suite Application	\$31
Automation Enhancement Fees	10% of total fees

Request to Advertise

Remove Fee Schedule from Zoning Ordinance

Adopt Fee Schedule

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