

**ARLINGTON COUNTY, VIRGINIA**  
**DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT**  
**ZONING DIVISION**  
**CONSOLIDATED FEE SCHEDULE FOR APPLICATIONS, VARIOUS PERMITS,**  
**BUILDING PERMITS AND SUBDIVISION PLATS**  
**APPLICATION FEES**  
**UPDATED September 9, 2019**

**GLUP AMENDMENT REQUESTS**

**GLUP Amendment** – \$8,959 plus \$4,371 DES review fee  
 GLUP Amendment request if a Special GLUP Study has been completed - \$3,583 plus \$1,748 DES review fee

**Special GLUP Study**

- **Special GLUP Study**
  - Initial Review Fee - \$4,290
  - Study Fee - \$17,161 plus \$5,625 DES Fee
  - Supplemental GLUP Study Review - \$6,864 plus \$2,250 DES fee  
 \*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope.
  
- **Special GLUP Study Plus (study involves more than one applicant or site)**  
 \*Final determination as to whether a study is a Special GLUP Study or a Special GLUP Study Plus is determined by County staff.
  - Initial Review Fee - \$7,355 plus \$2,250 DES fee
  - Study Fee - \$29,419 plus \$9,000 DES Fee
  - Supplemental GLUP Plus Study Review- \$11,768 plus \$3,600 DES fee  
 \*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope

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

**REZONING REQUESTS**

| Rezoning to:                                     | Site Area 25,000 sq. ft. or less | Site Area More than 25,000 sq. ft. |
|--|----------------------------------|------------------------------------|
| "R" Districts                                    | \$4,397 plus \$1,120 DES fee     | \$5,836 plus \$2,241 DES fee       |
| "RA" Districts                                   | \$4,397 plus \$1,120 DES fee     | \$7,278 plus \$3,360 DES fee       |
| "RA-H", "R-C",<br>"RA-H-3.2", "RA4.8"            | \$9,988 plus \$3,360 DES fee     | \$14,973 plus \$5,600 DES fee      |
| "S", "C", "M",<br>"CP-FBC", "MU-VS"<br>Districts | \$7,278 plus \$3,360 DES fee     | \$10,159 plus \$5,600 DES fee      |
| "C-0" Districts                                  | \$14,973 plus \$5,600 DES fee    | \$14,973 plus \$5,600 DES fee      |

**Rezoning advertised at applicant's request on the County Board's Own Motion -**  
 \$7,278 plus the above fee, plus \$2,241 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.**

## SITE PLAN APPROVALS & AMENDMENT

Phased Development Site Plan - \$21,072 plus \$128 per acre, plus \$20,558 plus \$125 per acre DES review fee.

Crystal City Block Plan - \$10,536 plus \$10,279 DES review fee.

Crystal City Block Plan Amendments - \$5,267 plus \$5,139 DES review fee.

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)" - \$3,123 plus \$28 per 100 sq. ft. of office & commercial space, plus \$117 per dwelling unit; plus \$1,120 plus \$12 per 100 sq. ft. office & commercial, plus \$57 per dwelling unit DES review fee.

Final Site Plans - All other site plans - \$9,988 plus \$28 per 100 sq. ft. of office & commercial space, plus \$117 per dwelling unit and/or hotel unit; plus \$4,480 plus \$12 per 100 sq. ft. office/commercial plus \$58 per unit DES review fee.

Major Site Plan Amendments - For Site Plans in "R" & "RA" districts of fewer than 25 units, "C-2" and "VCHPDD" Site Plans - \$3,123 plus \$28 per 100 sq. ft. of office & commercial space, plus \$117 per dwelling unit and/or hotel unit; plus \$1,120 plus \$12 per 100 sq. ft. office/commercial plus \$57 per unit DES review fee.

Major Site Plan Amendments - All other site plans - \$9,988 plus \$28 per 100 per sq. ft. of office & commercial, \$117 per dwelling unit and/or hotel unit; plus \$4,480 plus \$12 per 100 sq. ft. of office/commercial plus \$57 per unit DES review fee.

Minor Site Plan Amendments - \$2,503 plus \$28 per 100 sq. ft. of office & commercial, \$117 per dwelling unit and/or hotel unit; plus \$1,120 plus \$12 per 100 sq. ft. of office/commercial plus \$57 per unit DES review fee.

**Resubmittal - \$576 per resubmittal after the first resubmittal plus \$13 per residential unit and \$13 per 1,000 sq. ft. nonresidential plus DES fee of \$282 plus \$7 per residential unit plus \$7 per 1,000 sq. ft. of nonresidential space.**

### Administrative Changes to Approved Site Plans

Administrative Changes - \$626 per subsection of the Zoning Ordinance

Landscape Plan Changes for Town House, Cluster, URD's - \$58 plus DES fee of \$15

Landscape Plan Changes All Other - \$690 plus DES fee of \$169

Comprehensive Sign Plan - \$117 per request

Administrative Change for Signs - \$128

Parking Changes - \$690 plus DES fee of \$169

Temporary Uses - \$690

Outdoor Seating - \$289 plus DES fee of \$71

Tenant Changes - \$117

Façade Changes - \$690

All Other including items with multiple requests - \$1,148 plus \$281 DES review fee.

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

Final 4.1 Plan Review - \$1,254 plus \$28 per 100 sq. ft. of office & commercial space, plus \$117 per dwelling unit and/or hotel unit; plus \$679 plus \$12 per 100 square feet of office/commercial plus \$57 per unit DES review fee.

Landscape Plan Review

Town House, Cluster, URD, and UCD - \$318 plus \$310 DES review fee.

All Other - \$576 plus \$310 DES review fee.

Final Façade Plan Review - \$576

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

## USE PERMITS

Family Day Care Home (Child Care) - \$128

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 - \$146 plus \$37 DES review fee.

Schools listed above with a total enrollment that exceeds 100 students but is equal to, or less than, 250 students - \$345 plus \$85 DES review fee.

Type I - Commercial & non-commercial conditional uses except Type II - \$1,873

Type II - Live entertainment & food delivery services - \$1,264

Type III - Commercial uses that have substantial alteration to structures and sites – All Drive through uses, vehicle service establishments - \$8,724 plus \$2,128 DES review fee.

Use Permit Amendments for:

- Family Day Care Homes, Schools, Type I, Type II and Landscape Plans associated with Type I and Type II uses – 50% of the above fees.
- Type III and Landscape Plans associated with Type III uses – 100% of the above fees (each for CPHD and DES fees).

Use Permits for Landscape Plans (new submittal) - \$318 plus \$310 DES review fee.

Use Permit for Comprehensive Sign Plan - \$1,873

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 - \$8,724 plus \$2,128 DES review fee.

Unified Residential Development - \$2,526 plus \$8 per housing unit; plus \$1,480 DES review fee.

Unified Commercial Development - \$1.35 per sq. ft., not to exceed \$6,200; plus \$1,480 DES review fee.

Columbia Pike Form Based Code (FBC) or Columbia Pike Neighborhoods Form Based Code (N-FBC) - \$1.35 per square foot of gross floor area of the entire building not to exceed \$6,200; plus \$1,480 DES review fee. In addition, the following fees will be charged:

- Landscape Plan (new submittal): \$576 plus \$310 DES review fee.
- Final Façade Plan Review: \$576
- Administrative Change to Landscape Plan: \$59 plus \$15 DES review fee.
- Administrative Change to Final Façade Plan: \$691
- All other Administrative Changes: \$626, or \$1,149 for multiple requests; plus \$281 DES review fee.

Modifications to nonconforming apartments with creation of a VCHPDD as permitted in the Zoning Ordinance §12.3.7.B et. seq.- \$1,873 plus \$1,827 DES review fee.

Use Permit Amendments for all other types of use permits and Landscape Plans associated with these uses:

- Amendments meeting the criteria for a major site plan amendment, as defined in the Zoning Ordinance subsection 36.H.2.a. – 100% of the above fees (each for CPHD and DES fees)
- Amendments meeting the criteria for a minor site plan amendment, as defined in the Zoning Ordinance subsection 36.H.2.b. – 50% of the above fees (each for CPHD and DES fees).

Administrative change to approved Landscape Plan - \$58 plus \$15 DES review fee.

Places of Worship or Lodges for secondary use of parking lots - \$318 plus \$310 DES review fee.

Open-Air Markets - \$318 plus \$310 DES review fee.

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

### **VARIANCES or USE PERMITS**

Modification to Existing One-Family Residential - \$359 for 1st subsection of the Zoning Ordinance, plus \$73 for each additional subsection.  
*(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)*

New One-Family Dwellings - \$2,825 for 1st subsection of the Zoning Ordinance, plus \$565 for each additional subsection.  
*(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)*

Building Location Error for New Structures - \$4,249  
*(Not applicable for errors in fence and/or accessory structure placement.)*

Variations or Use Permits for all other uses - \$3,520 for 1st subsection of the Zoning Ordinance, plus \$704 for each additional subsection.  
*(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)*

Variations Applications for non-profit organizations & Institutional Uses - \$294

Appeals to Determinations of the Zoning Administrator - \$576

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

## **FEES FOR ADMINISTRATIVELY-REVIEWED PERMITS AND REQUESTS**

Conceptual Site Plan - \$5,800

Landscape Plan (new submittal) - \$576 plus \$310 DES review fee.

Columbia Pike Form Based Code (FBC) or Columbia Pike Neighborhoods Form Based Code (N-FBC) - \$1.35 per square foot of gross floor area of the entire building not to exceed \$6,200; plus \$1,480 DES review fee. In addition, the following fees will be charged:

- Landscape Plan (new submittal): \$576 plus \$310 DES review fee.
- Final Façade Plan Review: \$576
- Administrative Change to Landscape Plan: \$59 plus \$15 DES review fee.
- Administrative Change to Final Façade Plan: \$691
- All other Administrative Changes: \$626, or \$1,149 for multiple requests; plus \$281 DES review fee.

Dance Hall Permits - \$630 annually

Home Occupation Permits (non-Accessory Homestay) - No fee for Arlington County residents

Home Occupation Permits – Accessory Homestay - \$64

Sign Permits - \$113 plus \$1.35 per sq. ft. for any sign exceeding 100 sq. ft. in size.

Temporary Sign Permits - \$113 plus \$1.35 per sq. ft. for signs exceeding 100 sq. ft. in size.

### Zoning Compliance Letters

Verification of Compliance - \$345

Letter to DMV - \$576

Special Agreement Letters - \$2,297

Determination letter - \$345

Buildability letter - \$345

Buildability letter (filed with property title search) - \$58

Sink letters - \$31

Lost certificates of occupancy - \$31

### Telecommunications Permits

#### 2316 Administrative Review-Eligible Projects

- Small Cell Wireless Facilities - \$100 each for the first five (5) facilities; \$50 for each additional
- New Structures up to 50 ft. above ground - \$500
- Co-Location of wireless facilities on existing structures - \$500

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

Zoning Ordinance - \$11.00 (Tabs \$15.00)

## CERTIFICATES OF OCCUPANCY

### **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 - \$2,297 plus \$18 per unit
- b. New tourist homes, boarding & rooming houses - \$576 plus \$18 per unit
- c. One- and two-family dwellings - \$289
- d. New town house projects (site work) - \$1,148
- e. Change in ownership of office and commercial - \$1,148
- f. Change in ownership of apartments and hotels - \$1,148 plus \$24 per unit
- g. Condo Conversions - \$1,148 plus \$24 per unit
- h. Re-inspection fee - \$173 per inspection

#### Shell and Core Certificate for Elevator Buildings

New apartments, office, commercial and hotel

- (1) Up to 150,000 sq. ft. of gross floor area - \$2,297
- (2) Over 150,000 sq. ft. of gross floor area - \$2,871
- (3) Re-inspection fee - \$173 per inspection

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

- a. Office and commercial
  - (1) Up to 150 sq. ft. of gross floor area (desk space) - \$232
  - (2) Over 150 sq. ft. of gross floor area and up to 2,000 sq. ft. of gross floor area - \$345
  - (3) Over 2,000 sq. ft. of gross floor area - \$576 per 10,000 sq. ft. of gross floor area or fraction thereof.
- b. Apartments and hotels - \$461 plus \$24 per unit

- c. Town house units - \$289 plus \$24 per unit.

**OTHER TYPES OF CERTIFICATES OF OCCUPANCY**

Parking Structures associated with office, commercial, apartments and hotels

\$576 plus \$59 per 5,000 sq. ft.

Re-inspection fee - \$173 per inspection

Parking Structures not associated with other uses - \$117 per 5,000 sq. ft.

Short-term Activities of Nonprofit Organizations - No fee

Family Day Care Homes for One (1) to Twelve (12) Children - \$31

Flat Fees

Swimming pools - \$232

Parking lots - \$232

Vehicle dealerships; new, used, and rentals - \$1,148

Accessory Dwelling units - \$219

Uses not elsewhere specified (including all temporary uses) - \$232

Reinspection Fee - \$173

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

**SUBDIVISION PLAT REVIEW**

- a. Subdivision Plat: Base fee of \$158 plus \$86 per lot.
- b. Residential and Commercial Condominium Plats: \$158 for 9 or less units;  
\$313 for 10 or more units.



**FEES for BUILDING PERMIT REVIEW by the ZONING OFFICE**

| <b><u>TYPE OF CONSTRUCTION</u></b>                                     | <b><u>FEE</u></b>  |
|--|--|
| <b><u>New Construction</u></b>   |  |
| New Single-Family, Town Houses, Duplexes                               | \$576 per dwelling unit  |
| By-right Development, including Apartments, Retail & Offices           | \$232 plus \$117 per 10,000 sq. ft. gross floor area or fraction thereof |
| All Site Plan Projects   | \$576 plus \$117 per 5,000 sq. ft. gross floor area or fraction thereof  |
| New Parking Structures & Lots  | \$232 plus \$117 per 5,000 sq. ft. gross floor area or fraction thereof  |
| Revisions to approved plans for new construction                       |  |
| By-right   | \$58   |
| Site Plan  | \$232  |
| <b><u>Modifications to Existing Structures</u></b>                     |  |
| Exterior Additions - Single-Family, Town House, Two-family             | \$117  |
| Exterior Mechanical Equipment  | \$58   |
| Exterior Alterations - All Other                                       | \$345  |
| Interior Alterations - Single-Family Dwellings, Town House, Two-family | \$117  |
| Interior Alterations - All Other                                       | \$173 per 10,000 sq. ft. gross floor area or part thereof                |
| <b><u>Other Types of Building Permits</u></b>                          |  |
| Footing & Foundation, & Excavation                                     |  |
| By-right   | \$58   |
| Site Plan  |  |
| Single Family  | \$117  |
| All Other  | \$1,148  |
| Retaining Walls  | \$58   |
| Detached Garages & Accessory Structures                                | \$58   |
| Demolition Plans - By-right  | \$117  |
| Demolition Plans - Site Plan   | \$1,148  |
| Swimming Pools   | \$58   |
| Temporary Structures (e.g. Fireworks Stands), satellite dish antennae  | \$87   |
| Decks and fences   | \$58   |
| Driveways, On-grade Patios   | \$58   |
| Uses not elsewhere specified   | \$58   |
| Request for sink letter  | \$31   |
| Accessory Dwelling unit application and permit                         | \$146 plus \$311 DES fee if parking survey required                      |
| Family Suite Application   | \$34   |
|  |  |