



The Zoning Division provides service to the community by interpreting, administering, and enforcing the ACZO.

# ZONING DIVISION FEE SCHEDULE

## Consolidated Fees Applications, Permits, and Subdivision Plats

Adopted as of July 1, 2020

Notes to the fee schedule:

- **A 10% Automation Enhancement Fee** will be assessed on the total of Zoning Fees charged. *DES fees are not* assessed the Automation Enhancement Fee.

### ADMINISTRATIVE CHANGES

		Fees
<b>APPROVED SITE PLANS:</b>	<i>Per subsection of the Zoning Ordinance</i>	\$642
	<i>Façade Changes</i>	\$707
	<i>Outdoor Seating</i>	\$296 <i>plus \$73 DES fee</i>
	<i>Parking Changes</i>	\$707 <i>plus \$173 DES fee</i>
	<i>Temporary Uses</i>	\$707
	<i>Tenant Changes</i>	\$120
<b>SIGNS AND COMPREHENSIVE SIGN PLANS (CSPs):</b>		
	Type I <i>(total sign area less than 100 sq. ft.)</i>	\$117
	Type II <i>(total sign area between 100 and 500 sq. ft.)</i>	\$250
	Type III <i>(total sign area between 500 and 1,500 sq. ft.)</i>	\$500
	Type IV <i>(total sign area greater than 1,500 sq. ft.)</i>	\$1,250
	<i>Regional Shopping Centers</i>	\$1,500
	<i>Amendments to CSPs</i>	<i>fee charged based on the total sign area being amended</i>
<b>LANDSCAPE PLAN CHANGES:</b>	<i>Town House, Cluster, URD's</i>	\$59 <i>plus \$16 DES fee</i>
	<i>All Other Landscape Plan Changes</i>	\$707 <i>plus \$173 DES fee</i>
<b>ALL OTHER ADMINISTRATIVE CHANGES TO APPROVED SITE PLANS</b> <i>(Including items with multiple requests)</i>		\$1,177 <i>plus \$288 DES fee</i>

ADMINISTRATIVELY-REVIEWED PERMITS & REQUESTS	
	Fees
<b>CONCEPTUAL SITE PLAN</b>	\$5,945
<b>DANCE HALL PERMIT - ANNUALLY</b> <i>(fee set by statute)</i>	\$600
<b>LANDSCAPE PLAN (NEW SUBMISSION)</b>	\$590 <i>plus \$318 DES fee</i>
<b>HOME OCCUPATION PERMIT</b>	\$50
<b>ACCESSORY HOMESTAY PERMIT</b>	\$66
<b>SIGN PERMIT:</b> <b>Permanent or Temporary</b> <i>(up 100 sq. ft.)</i>	
<i>By-right</i>	\$130
<i>Associated with a Comprehensive Sign Plan (CSP)</i>	\$226
<i>Signs over 40 feet (Rooftop)</i>	\$200
<b>Signs exceeding 100 sq. ft.</b>	Above fee plus \$1.35 per each sq. ft. over 100 sq. ft.
<b>ZONING VERIFICATIONS AND REQUESTS:</b>	
<i>Verification of Compliance</i>	\$354
<i>Letter to DMV</i>	\$590
<i>Special Agreement Letters</i>	\$2,354
<i>Determination Letter</i>	\$354
<i>Buildability Letter</i>	\$354
<i>Buildability Letter (filed with property title search)</i>	\$59
<i>Original Reproduction of Certificate of Occupancy</i>	\$32
<b>Accessory Dwelling Unit Application and Permit</b>	\$146 <i>plus \$311 Parking Survey (if required)</i>
<b>Family Suite Application</b>	\$34
<b>TELECOMMUNICATIONS PERMIT:</b> <b>Small Cell Wireless Facilities:</b>	
<i>(fees set by statute)</i> <i>(up to 35 per application)</i>	
<i>First Five Facilities</i>	\$100 each
<i>(plus fee for each additional facility beyond the first five facilities)</i>	\$50 each
<b>New Structures</b> <i>(up to 50 ft. above ground level)</i>	\$500
<b>Co-location of Wireless Facilities on Existing Structures</b>	\$500
<b>ZONING ORDINANCE COPY</b>	
with tabs	\$16
without tabs	\$12

## BUILDING PERMITS REVIEW BY ZONING

	Fees
<b>NEW CONSTRUCTION</b>	
<b>Single-Family, Town Houses, Duplexes:</b> <i>Per Dwelling Unit</i>	\$590
<b>By-Right Development:</b> <i>including Apartments, Retail &amp; Offices</i>	\$238 <i>plus</i> \$120 per 10,000 sq. ft. GFA or fraction thereof
<b>All Site Plan Projects:</b>	\$590 <i>plus</i> \$120 per 5,000 sq. ft. GFA or fraction thereof
<b>New Parking Structures and Lots:</b>	\$238 <i>plus</i> \$120 per 5,000 sq. ft. GFA or fraction thereof
<b>Revisions to approved plans for new construction</b>	
<i>By-Right</i>	\$59
<i>Site Plan</i>	\$238
<b>MODIFICATIONS TO EXISTING STRUCTURES</b>	
Exterior Additions (Single-Family, Two-Family, Town Houses)	\$120
Exterior Mechanical Equipment	\$59
Exterior Alterations – All Other	\$354
Interior Alterations (Single-Family Dwellings, Two-Family, Town Houses)	\$120
Interior Alterations – All Other	<i>\$177 per 10,000 sq. ft. GFA or fraction thereof</i>
<b>OTHER TYPES OF BUILDING PERMITS</b>	
<b>Footing &amp; Foundation, &amp; Excavation:</b>	
<i>By-Right</i>	\$59
<i>Site Plan: Single-Family</i>	\$120
<i>Site Plan: All Other</i>	\$1,177
<b>Retaining Walls</b>	\$59
<b>Detached Garages &amp; Accessory Structures</b>	\$59
<b>Demolition Plans:</b>	
<i>By-Right</i>	\$120
<i>Site Plan</i>	\$1,177
<b>Swimming Pools</b>	\$59

## BUILDING PERMITS REVIEW BY ZONING

	Fees
<b>NEW CONSTRUCTION</b>	
<b>Temporary Structures (e.g., Fireworks stands) Satellite dish antennae/telecommunications facilities</b>	\$89
<b>Decks and Fences</b>	\$59
<b>Driveways or On-grade Patios</b>	\$59
<b>Uses Not Elsewhere Specified</b>	\$59
<b>Bar Sink Affidavit</b>	\$32

## CERTIFICATES OF OCCUPANCY (COs)

	Fee
<b>RESIDENTIAL, COMMERCIAL, RETAIL, OFFICE, HOTEL AND INDUSTRIAL BUILDINGS</b>	
<b>Master Certificate of Occupancy (incl. Condo Conversion):</b>	
a. New apartments, office, commercial and hotel with or without elevators:	\$2,354 <i>plus</i> \$19 per unit
b. New tourist homes, boarding & rooming houses:	\$590 <i>plus</i> \$19 per unit
c. One- and Two-Family Dwellings	\$296
d. New Town House Projects (including Site Work)	\$1,177
e. Change in Ownership of Office and Commercial	\$1,177
f. Change in Ownership of Apartments and Hotels:	\$1,177 <i>plus</i> \$25 per unit
g. Condo Conversions	\$1,177 <i>plus</i> \$25 per unit
<b>Shell and Core Certificate for Elevator Buildings:</b>	
New Apartments, Office, Commercial and Hotel	
1. Up to 150,000 sq. ft of GFA	\$2,354
2. Over 150,000 sq. ft. of GFA	\$2,943
<b>Certificate for Partial Occupancy (including change in business or use of an existing structure)</b>	
<b>a. Office and Commercial</b>	
1) Up to 150 sq. ft. of GFA	\$238
2) Over 150 sq. ft. of GFA and up to 2,000 sq. ft of GFA	\$354
3) Over 2,000 sq. ft. <span style="float: right;"><i>base fee</i></span>	\$590 <i>per</i> 10,000 sq. ft. GFA <i>or fraction thereof</i>
<b>b. Apartments and Hotels <span style="float: right;"><i>base fee</i></span></b>	
	\$473 <i>plus</i> \$25 per unit

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.

**CERTIFICATES OF OCCUPANCY (COs)**

	<b>Fee</b>
<b>c. Town House Units</b>	<i>base fee</i> \$296 <i>plus</i> \$25 per unit
<b>Parking Structures Associated with Office, Commercial, Apartments and Hotels</b>	<i>base fee</i> \$590 <i>plus</i> \$60 per 5,000 sq. ft.
<b>Parking Structures not Associated with Other Uses per 5,000 sq. ft.</b>	<i>base fee</i> \$120 <i>plus</i> \$117 per 5,000 sq. ft.
<b>Short-term or Temporary Uses</b>	\$238
<b>Short-term Activities of Nonprofit Organizations</b>	No fee
<b>Family Day Care Homes for One (1) to Twelve (12) Children</b>	\$32
<b>Flat Fees</b>	
<i>Swimming Pools</i>	\$238
<i>Parking Lots</i>	\$238
<i>Vehicle Dealerships; New, Used, and Rentals</i>	\$1,177
<i>Accessory Dwelling Units</i>	\$224
<i>Uses Not Elsewhere Specified</i>	\$238
<b>CERTIFICATE OF OCCUPANCY RE-INSPECTION FEE</b>	\$177 <i>per inspection</i>

**COLUMBIA PIKE FORM-BASED CODE (FBC) OR COLUMBIA PIKE NEIGHBORHOODS FORM-BASED CODE (N-FBC)**

	<b>Fee</b>
<b>Columbia Pike Form-Based Code Project Fee</b>	\$1.40 per sq. ft. <i>plus</i> \$1,517 <i>DES fee</i> (up to \$6,355)
<i>plus</i> fee for Landscape Plan Review (new submittal)	\$590 <i>plus</i> \$318 <i>DES fee</i>
<i>plus</i> fee for Final Facade Plan Review	\$590
<b>Administrative Changes:</b> <i>Landscape Plan (revision)</i>	\$59 <i>plus</i> \$16 <i>DES fee</i>
<i>Final Facade Plan (revision)</i>	\$708
<b>All Other Administrative Changes:</b> <i>Single Request</i>	\$642 <i>plus</i> \$288 <i>DES fee</i>
<i>Multiple Requests</i>	\$1,178 <i>plus</i> \$288 <i>DES fee</i>

## GENERAL LAND USE PLAN (GLUP) STUDY and AMENDMENT REQUESTS

	Fee
<b>GLUP AMENDMENT</b>	\$8,959 plus \$4,371 DES fee
<i>If a Special GLUP Study has been completed</i>	\$3,583 plus \$1,748 DES fee

	Fee
<b>SPECIAL GLUP STUDY</b>	
<i>Initial Review Fee</i>	\$4,397
<i>Study Fee</i>	\$17,590 plus \$5,766 DES fee
<b>Supplemental GLUP Study Review:</b>	\$7,036 plus \$2,306 DES fee
<i>*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope.</i>	
<b>SPECIAL GLUP STUDY PLUS (study involves more than one applicant or site)</b>	
<i>*Final determination as to whether a study is a Special GLUP Study or a Special GLUP Study Plus is determined by County staff</i>	
<i>Initial Review Fee</i>	\$7,539 plus \$2,306 DES fee
<i>Study Fee</i>	\$30,154 plus \$9,225 DES fee
<b>Supplemental GLUP Plus Study Review</b>	\$12,062 plus \$3,690 DES fee
<i>*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope</i>	
Amendment proposed by County Board in public interest	No Fee                      No Fee

## SUBDIVISION PLAT REVIEW

	Fee
<b>a. Subdivision Plat</b>	\$162 plus \$88 per lot
<b>b. Residential and Commercial Condominium Plats:</b>	
<i>9 or less units</i>	\$162
<i>10 or more units</i>	\$321

## REZONING REQUESTS

Rezoning to:	Site Area 25,000 sq. ft. or less		Site Area More than 25,000 sq. ft.	
	Zoning Fee	DES FEE	Zoning Fee	DES Fee
"R" Districts	\$4,507	\$1,148	\$5,982	\$2,297
"RA" Districts	\$4,507	\$1,148	\$7,460	\$3,444
"RA-H", "R-C", "RA-H-3.2", "RA4.8"	\$10,238	\$3,444	\$15,347	\$5,740
"S", "C", "M", "CP-FBC", "MU-VS" Districts	\$7,460	\$3,444	\$10,413	\$5,740
"C-O" Districts	\$15,347	\$5,740	\$15,347	\$5,740

### Fee

Rezoning advertised at applicant's request on the County Board's Own Motion	\$7,460 plus \$2,297 DES fee plus rezoning fee in above table
Rezoning when accompanied by Site Plan	Rezoning fee in above table plus applicable Site Plan fee

## SITE PLAN APPROVALS & AMENDMENTS

### Fee

<b>PHASED DEVELOPMENT SITE PLAN</b>	\$21,599 plus \$21,103 DES fee
<i>plus fee per acre</i>	\$131 plus \$128 DES fee
<b>CRYSTAL CITY BLOCK PLAN</b>	\$10,799 plus \$10,536 DES fee
<b>CRYSTAL CITY BLOCK PLAN AMENDMENT</b>	\$5,399 plus \$5,267 DES fee
<b>FINAL SITE PLANS and MAJOR SITE PLAN AMENDMENTS</b>	
<ul style="list-style-type: none"> <li>"R" &amp; "RA" Districts of Fewer than 25 Units</li> <li>"C-2" District</li> <li>"Voluntary Coordinated Housing Preservation and Development District (VCHPDD)</li> </ul>	
<i>base fee</i>	\$3,201 plus \$1,148 DES fee
<i>fee per 100 sq. ft. of office &amp; commercial space</i>	\$29 plus \$13 DES fee
<i>fee per dwelling and/or hotel unit</i>	\$120 plus \$58 DES fee
<ul style="list-style-type: none"> <li>All Other Site Plans</li> </ul>	
<i>base fee</i>	\$10,238 plus \$4,592 DES fee
<i>fee per 100 sq. ft. of office &amp; commercial space</i>	\$29 plus \$13 DES fee
<i>fee per dwelling unit and/or hotel unit:</i>	
<i>Final Site Plan</i>	\$120 plus \$59 DES fee
<i>Major Site Plan Amendment</i>	\$120 plus \$59 DES fee
<b>MINOR SITE PLAN AMENDMENTS</b>	
<i>base fee</i>	\$2,566 plus \$1,148 DES fee
<i>fee per 100 sq. ft. of office &amp; commercial</i>	\$29 plus \$13 DES fee
<i>fee per dwelling unit and/or hotel unit</i>	\$120 plus \$58 DES fee

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.

SITE PLAN APPROVALS & AMENDMENTS		Fee	
<b>RESUBMISSION</b>			
	<i>base fee for each resubmission after the first resubmission</i>	\$590	<i>plus \$289 DES fee</i>
	<i>plus fee per residential unit</i>	\$14	<i>plus \$8 DES fee</i>
	<i>plus fee per 1,000 sq. ft. nonresidential</i>	\$14	<i>plus \$8 DES fee</i>
<b>FINAL 4.1 PLAN REVIEW</b>			
	<i>base fee</i>	\$1,285	<i>plus \$696 DES fee</i>
	<i>fee per 100 sq. ft. of office &amp; commercial space</i>	\$29	<i>plus \$13 DES fee</i>
	<i>fee per dwelling unit and/or hotel unit</i>	\$120	<i>plus \$58 DES fee</i>
<b>LANDSCAPE PLAN REVIEW</b>			
	<i>Town House Cluster URD UCD</i>	\$326	<i>plus \$318 DES fee</i>
<b>LANDSCAPE PLAN REVIEW (cont.)</b>	<i>All Other</i>	\$590	<i>plus \$318 DES fee</i>
<b>FINAL FACADE PLAN REVIEW</b>		\$590	

COUNTY BOARD USE PERMITS		Fees	
<b>TYPE I</b>			
	<i>Commercial &amp; non-commercial conditional uses except Type II</i>	\$1,920	
<b>TYPE II</b>			
	<i>Live entertainment &amp; food delivery services</i>	\$1,296	
<b>TYPE III</b>			
	<ul style="list-style-type: none"> <li><i>Commercial uses that have substantial alteration to structures and sites</i></li> <li><i>All Drive Through Uses</i></li> <li><i>Vehicle Service Establishments</i></li> <li><i>Any new buildings to be constructed for the purposes of conducting any type of use controlled by Use Permit, excluding one-family dwellings under the Unified Residential Development</i></li> </ul>	\$8,942	<i>plus \$2,181 DES fee</i>
<b>FAMILY DAY CARE HOME (CHILD CARE)</b>		\$131	
<b>SCHOOLS</b> (Private, Elementary, Secondary schools, Kindergartens, Nursery Schools, and Child Care Centers)			
	<i>Enrollment equal to, or less than, 100 students</i>	\$150	<i>plus \$38 DES fee</i>
	<i>Enrollment over 100 students, but equal to, or less than, 250 students</i>	\$354	<i>plus \$87 DES fee</i>
<b>LANDSCAPE PLANS (NEW SUBMISSION)</b>		\$326	<i>plus \$318 DES fee</i>
<b>COMPREHENSIVE SIGN PLAN</b>		\$1,920	
<b>UNIFIED RESIDENTIAL DEVELOPMENT (URD)</b>			
	<i>base fee</i>	\$2,589	<i>plus \$1,517 DES fee</i>
	<i>plus fee per housing unit</i>	\$8	

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.



## COUNTY BOARD USE PERMITS

Fees	
<b>UNIFIED COMMERCIAL DEVELOPMENT (UCD)</b>	\$1.40 per sq. ft. (up to \$6,355) plus \$1,517 DES fee
<b>COLUMBIA PIKE FORM-BASED CODE (FBC) or COLUMBIA PIKE NEIGHBORHOODS FORM-BASED CODE (N-FBC)</b>	\$1.40 per sq. ft. of GFA (up to \$6,355) plus \$1,517 DES fee
<i>plus</i> fee for Landscape Plan Review (new submittal)	\$590 <i>plus</i> \$318 DES fee
<i>plus</i> fee for Final Facade Plan Review	\$590
<b>MODIFICATIONS TO NONCONFORMING APARTMENTS WITH CREATION OF A VCHPDD (as permitted in the Zoning Ordinance §12.3.7.B et. seq.)</b>	\$1,920 <i>plus</i> \$1,873 DES fee
<b>PLACES OF WORSHIP OR LODGES</b> for secondary use of parking lots	\$326 <i>plus</i> \$318 DES fee
<b>OPEN-AIR MARKETS</b>	\$326 <i>plus</i> \$318 DES fee
<b>USE PERMIT AMENDMENTS</b>	
<i>Family Day Care Homes, Schools, Type I, Type II and Landscape Plan associated with Type I and Type II uses</i>	50% of above fees for these categories
<i>Type III and Landscape Plans associated with Type III uses</i>	100% of above fees for these categories
<b>USE PERMIT AMENDMENTS FOR ALL OTHER TYPES OF USE PERMITS AND LANDSCAPE PLANS (associated with the following uses):</b>	
<i>Amendments meeting the criteria for a major site plan amendment, as defined in the Zoning Ordinance subsection 15.5.3.A.</i>	100% of specified filing fees
<i>Amendments meeting the criteria for a minor site plan amendment, as defined in the Zoning Ordinance subsection 15.5.3.B</i>	50% of specified filing fees

## BZA VARIANCES OR USE PERMITS

*(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)*

Fees	
<b>MODIFICATION TO EXISTING ONE-FAMILY RESIDENTIAL</b> 1 <sup>st</sup> Subsection of the Zoning Ordinance	\$368 <i>plus</i> \$75 for each additional subsection
<b>NEW ONE-FAMILY DWELLINGS</b> 1 <sup>st</sup> Subsection of the Zoning Ordinance	\$2,896 <i>plus</i> \$579 for each additional subsection
<b>BUILDING LOCATION ERROR FOR NEW STRUCTURES</b> <i>(Not applicable for errors in fence and/or accessory structure placement.)</i>	\$4,355
<b>VARIANCES OR USE PERMITS FOR ALL OTHER USES</b> 1 <sup>st</sup> Subsection of the Zoning Ordinance	\$3,608 <i>plus</i> \$722 for each additional subsection
<b>VARIANCES OR USE PERMIT APPLICATION FOR NON-PROFIT ORGANIZATIONS &amp; INSTITUTIONAL USES</b>	\$301

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.

**BZA VARIANCES OR USE PERMITS**

*(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)*

**Fees**

<b>APPEALS TO DETERMINATIONS OF THE ZONING ADMINISTRATOR</b>	\$590
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