

## CITY OF ESSEX JUNCTION DEVELOPMENT FEE SCHEDULE

Effective Date: February 12, 2026

**NOTE: ALL FEES ARE DUE UPON SUBMITTAL OF APPLICATIONS. APPLICATIONS SHALL NOT BE CONSIDERED COMPLETE NOR RECEIVED WITHOUT PAYMENT OF REQUIRED FEES. ALL FEES WILL BE ACCORDING TO THE CURRENT CITY FEE SCHEDULE AT THE TIME THE APPLICATION IS SUBMITTED AND APPROVED, FEES ARE NON-REFUNDABLE. ALL APPLICATION FEES SHALL BE DOUBLE THE AMOUNT LISTED BELOW FOR APPLICATIONS SUBMITTED AFTER THE ACTIVITY HAS COMMENCED FOR WHICH APPROVAL IS BEING SOUGHT WITH THE EXCEPTION OF SEWER AND WATER FEES.**

### **CONTENTS**

1. SUBDIVISION APPLICATION .....	2
2. EXPOSITION CENTER PLANNED DEVELOPMENT .....	2
3. SITE PLAN APPLICATION .....	3
4. ENGINEER PLAN REVIEW AND INSPECTIONS .....	4
5. CONDITIONAL USE AND SPECIAL USE PERMIT .....	4
6. SIGN PERMIT .....	4
7. ZONING/BUILDING PERMIT .....	4
8. TEMPORARY USE, STRUCTURE OR ACTIVITY PERMIT .....	5
9. EXCAVATION AND RIGHT-OF-WAY PERMIT .....	6
10. SEWER SERVICE .....	7
11. WATER SERVICE .....	7
12. OTHER PERMITS AND FEES .....	8
13. RELIEF AND APPEALS .....	8
14. COPY FEES .....	8
15. PUBLIC WORKS TIME AND MATERIALS FEE SCHEDULE .....	9

## **1. SUBDIVISION APPLICATION**

**A \$15 per application recording fee, and \$25 per plat recording fee, will be assessed in addition to the following fees:**

Boundary Line Adjustments	\$200
Lot Consolidation or Vacation of Property Line	\$200
Subdivision, Conventional <sup>1</sup>	
A. Sketch Plan	\$50 per lot/unit
B. Preliminary Plat	\$100 per lot/unit
C. Final Plat	\$200 per lot/unit
Planned Residential Development <sup>1</sup>	
A. Conceptual Plan	\$50 per lot/unit
B. Preliminary Plan	\$100 per lot/unit
C. Final Plan	\$200 per lot/unit
Planned Commercial Development <sup>1</sup>	
A. Conceptual Plan	\$.10 per sf
B. Preliminary Plan	\$.15 per sf
C. Final Plan	\$.20 per sf
Agriculture Planned Development	
A. Conceptual Plan	\$50 per lot/unit
B. Preliminary Plan	\$100 per lot/unit
C. Final Plan	\$200 per lot/unit
Amendments <sup>2</sup>	
A. Subdivisions	\$400
B. Planned Development	
1. Major	\$450
2. Minor	\$250
3. Minimal	\$150

## **2. EXPOSITION CENTER PLANNED DEVELOPMENT**

**A \$15 per application recording fee will be assessed in addition to the following fees.**

Conceptual Plan	\$150
Major Activities Permit	\$400
Annual Activities Permit	\$850

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<sup>1</sup> If combination application for Planned Development and Subdivision Review, only one application fee is required. Fees charged will be the higher of each individual fee.

<sup>2</sup> Fee based on area affected by proposed amendment.

Temporary Activities Permit	\$150
Concert Application	\$250

### **3. SITE PLAN APPLICATION**

**A \$15 per application recording fee will be assessed in addition to the following fees.**

Minimum Site Plan or Application Fee <sup>3</sup>	\$150
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#### Commercial and Industrial

A. Conceptual Plan	\$150
B. Less than 1,000 sq. ft. of improved area <sup>4</sup>	\$200
C. 1,001 to 2,500 sq. ft. of improved area <sup>4</sup>	\$350
D. 2,501 to 5,000 sq. ft. of improved area <sup>4</sup>	\$550
E. 5,001 to 10,000 sq. ft. of improved area <sup>4</sup>	\$850
F. Greater than 10,000 sq. ft. of improved area <sup>4</sup>	\$1200
G. Design Review (no increase in footprint)	\$150
H. Design Review (change of color only)	\$50

#### Residential

A. Multi-Family	\$150 per unit
B. Conceptual Plan	\$150
C. Design Review (no increase in footprint)	\$150
D. Design Review (change of color only)	\$50

#### Public and Semi-Public<sup>5</sup>

A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area	\$.15 per sf
C. 2,501 sq. ft. to 5,000 sq. ft. of improved area	\$.15 per sf
D. 5,001 to 10,000 sq. ft. of improved area	\$.15 per sf
E. Greater than 10,000 sq. ft. of improved area	\$.15 per sf
F. Greater than 100,000 sq. ft. of improved area	\$ 15,000

Land Disturbance Only	\$.10 per sf
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<sup>3</sup> The minimum fee is assessed for site plan applications not otherwise indicated below, or if the unit-based total falls below the minimum fee.

<sup>4</sup> Improved area includes but is not limited to driveways, parking lots, paths, roads and structures not solely intended for use in stormwater management. Improved area excludes areas solely dedicated to stormwater management.

<sup>5</sup> Fees shall be waived for projects paid for by the City of Essex Junction General Fund and for projects in City parks, but all associated recording fees shall be paid.

Amendments

A. Major	\$250
B. Minor	\$150

**4. ENGINEER PLAN REVIEW AND INSPECTIONS**

The applicant will pay the actual cost for engineering plan review and construction inspections by the City Engineer. The City Engineer will bill the municipality for services rendered and the municipality will bill the applicant. All bills for plan review must be paid in full prior to the issuance of a zoning permit for the project. All inspection fees must be paid prior to the issuance of a Certificate of Occupancy for the Project (For larger projects the fee must be paid prior to the issuance of a final Certificate of Occupancy).

**5. CONDITIONAL USE AND SPECIAL USE PERMIT**

A \$15 per application recording fee will be assessed in addition to the following fees.

Conditional Use	\$200
Special Use	\$200

**6. SIGN PERMIT**

A \$15 per application recording fee will be assessed in addition to the following fees.

Temporary Sign	No Fee
Temporary Sign in Right-of-Way	\$50
Permanent Sign	\$50

**7. ZONING/BUILDING PERMIT**

A \$15 per application recording fee will be assessed in addition to the following fees.

**Commercial and Industrial**

A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area greater	\$150 or .10/sf whichever is
C. 2,501 to 5,000 sq. ft. of improved area	\$.10 per sf
D. 5,001 to 10,000 sq. ft. of improved area	\$.10 per sf
E. Greater than 10,000 sq. ft. of improved area	\$.10 per sf
F. Greater than 100,000 sq. ft. of improved area	\$10,000
F. Design Review (no increase in footprint)	\$50

**Residential**

A. Single Family Detached	
1. New Principal Dwelling	\$300
2. Addition	
a. Less than 500 sq. ft.	\$100
b. 500 sq. ft or greater	\$200
3. Accessory Structures	
a. Detached Garage	\$100
b. Storage Sheds, Decks, Swimming Pools, Driveways, etc.	\$50
B. Accessory Apartments	\$ 200
C. Two-Family, Three-Family, Four-Family and Multi-Family	\$300/unit
D. Land Filling/Regrading	\$100

**Public and Semi-Public<sup>5</sup>**

A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area greater	\$150 or .10/sf whichever is
C. 2,501 to 5,000 sq. ft. of improved area	\$.10 per sf
D. 5,001 to 10,000 sq. ft. of improved area	\$.10 per sf
E. Greater than 10,000 sq. ft. of improved area	\$.10 per sf
F. Greater than 100,000 sq. ft. of improved area	\$10,000
New Use or Change of Use	\$200
Demolition or Relocation	\$200
Home Occupation	\$50
Certificate of Occupancy	\$50
Temporary Certificate of Occupancy	\$50

**8. TEMPORARY USE, STRUCTURE OR ACTIVITY PERMIT**

Temporary Use	\$50
Temporary Sale of Vehicles	\$50
Temporary Structure	\$50
Sidewalk or Tent Sale, Commercial	\$50
Yard or Garage Sale	No Fee
Peddlers, Door to Door	\$25

## **9. EXCAVATION AND RIGHT-OF-WAY PERMIT**

Permit Fee	\$85
After-the-Fact Excavation Permit Administrative Fee <sup>6</sup>	\$100
Road surface disturbance within ROW <sup>7</sup>	\$10 per sq ft
Sidewalk or Shared-Use Path surface disturbance within ROW <sup>7</sup>	\$10 per sq ft

### **Fee Adjustment**

All right-of-way surface disturbance fees are based on the area approved in the issued permit. If, upon inspection, the actual area of pavement, sidewalk, or shared-use path disturbance exceeds the permitted area, the City may assess additional fees commensurate with the additional disturbance.

### **Pavement Repair**

If the cut is 100 square feet or less, the Public Works Department may perform the pavement repair, provided the repair is technically feasible and can be completed with available in-house equipment, materials, and staff, as determined by the Public Works Superintendent.

If the cut is over 100 square feet, or if the Public Works Superintendent determines that the repair is not suitable for in-house completion due to site conditions, complexity, timing, or other constraints, the applicant shall be required to hire a qualified contractor to complete the repair in accordance with Essex Junction Public Works specifications.

### **Earth Work within Crescent Connector Right-Of-Way**

In accordance with the Municipal Code *Ordinance Regulating Earth Work Within the Crescent Connector Right-of-Way*, all earthwork within the Crescent Connector Right-Of-Way (Railroad Street between Park Street and Main Street) requires review and prior approval due to the presence of contaminated soil. The applicant will pay the actual cost for plan review and construction inspections by the City Engineer and/or City's consultant. The City Engineer and/or consultant will bill the municipality for services rendered and the municipality will bill the applicant. All bills for plan review must be paid in full prior to the issuance of an excavation permit.

**NOTE:** Excavations for water and sewer services are not included in the fees for WATER SERVICE and SEWER SERVICE

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<sup>6</sup> Applied when ROW work begins prior to permit issuance. This fee does not preclude enforcement or civil penalties under 19 V.S.A. § 1111 and does not apply to emergency excavations, subject to prompt post-emergency permitting.

<sup>7</sup> This per-square-foot fee does not apply to excavations associated with an approved zoning permit subject to the issuance of Certificate of Occupancy. In such cases, engineering plan review and inspection costs are assessed at actual cost pursuant to the City Council's policy for Funding Engineering Plan Review and Inspections.

## **10. SEWER SERVICE**

Connection Fee to Municipal Sewer System	\$7.19 per gallon/day
<ul style="list-style-type: none"><li>• Connection fees are assessed on all new units, as defined in Chapter 2 the Land Development Code</li><li>• Connection fees may be waived if a new unit does not require the modification or replacement of an existing sewer connection</li><li>• Flow rates (gallon/day) are determined by State of Vermont Wastewater System and Potable Water Supply Rules</li></ul>	
Municipal Sewer System Capacity Allocation Fee	\$12.80 per gallon/day
<ul style="list-style-type: none"><li>• Allocation fees are assessed based on net increase in wastewater capacity requested through Sewer Allocation Request form.</li></ul>	
Private Septic System	
A. Conventional	\$100
B. Mound	\$150
Private Packaged Treatment System	\$250

## **11. WATER SERVICE**

Tap, Curb Stop, Meter and Final Installation to be done by the Municipality. Excavation provided by the applicant. Meter will be supplied by the Municipality.

A. 3/4" Service (existing curb stop)	\$550 per meter
B. 3/4" Service, tap and curb stop	\$650 per meter
New 5/8" meter without tap or replace existing 5/8" meter	\$350 per meter

### **For a Meter Above 3/4"**

Tap, Gate Valve, curb stop, and Excavation shall be done by the applicant under the supervision of the City Engineer. If a metering vault is required, it shall be the responsibility of the applicant.

A. 1" Service, tap and curb stop	\$700 per meter
B. 1 1/2" Service, tap and curb stop	\$1,100 per meter
C. 2" Service	\$1,400 per meter
D. Anything larger: The Municipality will purchase the meter and provide it to the applicant at cost, plus \$500.	

Water meter test	At cost
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**NOTE: If meter is defective there is no charge for meter test**

Shut water off at curb stop - Regular time	\$25
Turn water on at curb stop - Regular time	\$25
Turn on or shut off during overtime hours per call-in	\$100
These rates shall not apply to delinquent account reconnections, which shall be in accordance with the maximum amount allowed by Vermont state law.	

## **12. OTHER PERMITS AND FEES**

Certificate of Zoning Compliance/Administrative Determination	\$50
Expedited Certificate of Zoning Compliance/Administrative Determination <sup>8</sup>	\$100
Fee for Returned Check or Other Form of Payment	\$25

## **13. RELIEF AND APPEALS**

Appeal of Administrative Determination	\$200
Appeal of Staff Decision to Development Review Board	\$200
Appeal of Staff Decision to City Council	\$200
Request for Variance	\$100
Waivers to General Development Standards	\$100
Waivers to Subdivision Standards	\$100
Waivers to Public Works Standards	\$100

## **14. COPY FEES**

### Text

A. Comprehensive Plan	Cost
B. Developers Handbook	\$5
C. Land Development Code	Cost

### Photo Copies

A. 8 2 X 11 (each side)	\$0.10
B. 11 X 14 (each side)	\$0.25
C. 11 X 17 (each side)	\$0.25

### Maps

A. City Map	\$1.50
B. Plats, Large Maps	\$5

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<sup>8</sup> Expedited Certificate of Zoning Compliance/Administrative Determination fee shall be paid if the applicant's requested processing date is within one (1) week from the submittal of a complete application. Availability of expedited service is subject to staff capacity.

## **15. PUBLIC WORKS TIME AND MATERIALS FEE SCHEDULE**

Labor - Regular Time	\$35/hr.
Labor - Overtime	\$52.50./hr set at true 1.5 times OT
Materials	Cost

Equipment Fee based on applicable Federal Schedule of Equipment Rates as amended

<https://www.fema.gov/assistance/public/schedule-equipment-rates>

- Compactor
- Compressor
- Dump Truck
- Loader
- Pickup Truck
- Roller
- Street Sweeper
- Trailer
- Power broom
- Loader Backhoe
- Vacuum Truck

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