

APPENDIX B: FEE SCHEDULE

Effective Date: July 1, 2022

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 SCHOOL IMPACT FEES, SEWER AND WATER FEES.

SUBDIVISION APPLICATION:

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

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

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	\$300
Annual Activities Permit	\$750
Temporary Activities Permit	\$100
Concert Application	\$200

SITE PLAN APPLICATION:

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

Commercial and Industrial	
A. Conceptual Plan	\$150
B. Less than 1,000 sq. ft. of improved area	\$200
C. 1,001 to 2,500 sq. ft. of improved area	\$300
D. 2,501 to 5,000 sq. ft. of improved area	\$500
E. 5,001 to 10,000 sq. ft. of improved area	\$750
F. Greater than 10,000 sq. ft. of improved area	\$1000
G. Design Review (no increase in footprint)	\$250
Residential	
A. Multi-Family, Townhouse, Duplex, Apartments	\$100 per unit
B. Accessory Apartments	\$200
C. Conceptual Plan	\$150
Public and Semi-Public ¹	
A. Less than 1,000 sq. ft. of improved area	\$150
B. 1,001 to 2,500 sq. ft. of improved area	\$.10 per sf
C. 2,501 sq. ft. 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
Land Disturbance Only	\$.10 per sf
Amendments	
A. Major	\$150
B. Minor	\$100

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).

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

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.

² Fee based on area affected by proposed amendment.

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

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
Wall Sign	\$50
Projecting Sign	\$50
Freestanding Sign	\$50
Home Occupation Sign	\$50

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	\$150 or .10/sf whichever is greater
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)	\$200

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. Multi-Family, Townhouse, Duplex, Apartments \$300/unit
- D. Land Filling/Regrading \$100

Public and Semi-Public³

- A. Less than 1,000 sq. ft. of improved area \$150
- B. 1,001 to 2,500 sq. ft. of improved area \$150 or .10/sf whichever is greater
- 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

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
- Move Structure on Streets \$100

EXCAVATION AND RIGHT-OF-WAY PERMIT

Excavation permits are classified as major or minor permits.

Major Excavation Permit \$100.00 per project application

Major Excavation Permit is issued for work within the public right-of-way which will disturb the roadbed, pavement, sidewalk or curbing.

If the cut is under 100 sq. ft., the Public Works Department will perform the repair and bill the applicant for the time and material costs (see PUBLIC WORKS TIME AND MATERIALS FEE SCHEDULE) or as otherwise agreed to by the Public Works Superintendent.

If the cut is over 100 sq. ft., the applicant will be required to hire a qualified contractor to make the repair in accordance with Essex Junction Public Works specifications.

Minor Excavation Permit \$30.00 per project application

Minor Excavation Permit is for other work within the right-of-way which will not disturb the roadbed, pavement, sidewalk, or curbing.

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

SEWER SERVICE

Municipal	\$1,000/new unit
Private Septic System	
A. Conventional	\$100
B. Mound	\$150
Private Packaged Treatment System	\$250

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
C. 1" Service, tap and curb stop	\$700 per meter
D. 1 1/2" Service, tap and curb stop	\$1,100 per meter
E. 2" Service	\$1,400 per meter
New 5/8" meter without tap or replace existing 5/8" meter	\$300 per meter

For a Meter Above 2"

Tap, Gate Valve, Installation of the Meter, 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. The Municipality will purchase the meter and provide it to the applicant at cost, plus \$500.

Water meter test - 5/8" to 1 1/2 " meter	One hour cost of labor
Water meter test - large meter	Cost

NOTE: If meter is defective there is no charge for meter test

Shut water off at curb stop - Regular time	\$10
Turn water on at curb stop - Regular time	\$10
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.

OTHER PERMITS AND FEES

Written Administrative Determinations	\$25
Fee for Returned Check or Other Form of Payment	\$25

RELIEF AND APPEALS

Appeal of Administrative Determination	\$100
Appeal of Staff Decision to Zoning Board of Adjustment	\$100
Appeal of Staff Decision to Planning Commission	\$100

Appeal of Staff Decision to Board of Trustees	\$100
Request for Variance	\$100
Waivers to General Development Standards	\$100
Waivers to Subdivision Standards	\$100
Waivers to Public Works Standards	\$100

COPY FEES

Text

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

Photo Copies

A. 8 ½ 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

PUBLIC WORKS TIME AND MATERIALS FEE SCHEDULE

Labor - Regular Time	\$25/hr
Labor - Overtime	\$37.50/hr set at 1.5 times OT
Materials	Cost
Compactor	\$10/hr
Compressor	\$15/hr
Dump Truck	\$25/hr
Loader	\$35/hr
Pickup Truck	\$10/hr
Roller	\$10/hr
Sweeper	\$55/hr
Trailer	\$10/hr
Power broom	\$10/hr
Loader Backhoe	\$50/hr
