APPENDIX C: TRUSTEES POLICY FOR FUNDING ENGINEER PLAN REVIEW AND INSPECTIONS

Engineering Plan Review and Inspections Policy

Upon adoption of this policy applicants will now be required to pay the actual cost for engineering plan review and inspections. The Village Engineer will bill the municipality for services rendered and the municipality will then bill the applicant based on the actual cost of providing engineering plan review and construction inspection.

Plan Review

All bills for plan review are due prior to the issuance of the first zoning permit for a project. A zoning permit will not be issued until all costs for engineering plan review have been paid. The Village reserves the right to deny issuance of a zoning permit until the fees for engineering plan review have been paid. The applicant must also pay for engineering review for any site plan amendments that require engineering review. A zoning permit will not be issued for a site plan amendment until all engineering bills have been paid. The municipality will provide the applicant with a bill for engineer plan review including the number of hours spent on review.

Inspections

The applicant must pay for all costs for construction inspection by the Village Engineer. All current bills must be paid before a certificate of occupancy can be issued. For projects that involve residential units being constructed over time, no certificate of occupancy will be issued unless all current bills for construction inspection have been paid. The Village Engineer, at his/her discretion, may allow applicants to use their own project engineer to conduct construction testing upon determination the project engineer is qualified to do so. The applicant will be required to provide all testing data to the Village Engineer for review and approval and shall pay for all costs of the Village Engineer's time to review the testing data.

The Village of Essex Junction reserves the right to deny issuance of a certificate of occupancy until all current engineering bills have been paid. The Village engineer will provide the applicant with a bill including the number of hours spent on inspection and what was inspected.

Summary

The following is a summary of the policy for funding engineering plan review and construction inspections:

- The applicant is responsible for payment of all costs for engineering plan review
- All bills for engineering review must be paid prior to the issuance of the first zoning permit
- The applicant is responsible for the payment of all costs for construction inspection
- The Village will provide applicants with an engineering bill including the costs and hours spent on review
- All current bills for construction inspection must be paid prior to the issuance of a certificate of occupancy. All bills for construction inspection must be paid prior to the issuance of the last certificate of occupancy
- The Village of Essex Junction reserves the right to withhold issuance of a zoning permit of certificate of occupancy if there are outstanding bills for engineering services
- The Village Engineer, at his/her discretion, may allow applicants to use their own project engineer to conduct construction testing upon determination the project engineer is qualified to so. The applicant shall pay for the cost for the Village Engineer to review and approve the testing data