

(e) **Fees.**

(1) **Fee Schedule.** Unless otherwise noted, all fees are referenced to estimated Fair Market Value (FMV) of the structure or land use and shall be interpreted to mean the best reasonable estimate of the market value of the structure or land use (including labor and material costs) when construction is completed or the use becomes fully operational. Market value shall not be affected by virtue of any reduced or donated actual costs for labor or materials. Municipalities are subject to all applicable fees. When a permit has been denied any portion of a fee (other than an application fee) paid over Fifty Dollars (\$50.00) shall be returned. Required fees are as follows:

- a. Residences/Dwellings/Mobile Homes/Mobile Homes in Mobile Home Parks (new, converted, relocated, replaced); first (residential) structure on property; fee based on fair market value of structure:
    - 1. 0—less than \$50,000 ..... \$125.00
    - 2. \$50,000—less than \$100,000 ..... \$250.00
    - 3. \$100,000+..... \$3.00/\$1,000.00
  
  - b. Additions/Alterations to Residences—Dwellings
    - 1. 0—less than \$25,000 ..... \$ 75.00
    - 2. \$25,000+ ..... \$ 3.00/1,000.00
  
  - c. Residential Accessory Buildings
    - 1. 0—less than \$25,000 ..... \$ 75.00
    - 2. \$25,000..... \$ 3.00/1,000.00
  
  - d. Additions/Alterations to Residential Accessory Buildings
    - 1. 0—less than \$25,000 ..... \$ 75.00
    - 2. \$25,000+ ..... \$ 3.00/1,000.00
  
  - e. Commercial/Industrial/Municipal/  
Institutional--Principal Building..... \* \$ 250.00
  
  - f. Commercial/Industrial/Municipal/  
Institutional--Additions/Alterations ..... \* \$ 125.00
  
  - g. Commercial/Industrial/Municipal/  
Institutional--Accessory Buildings ..... \* \$ 125.00
- [\*The minimum commercial / industrial / municipal/institutional fee for a principal building shall be \$250. For any principal building exceeding \$100,000 in estimated Fair Market Value, the fee shall be \$2.50/\$1,000 of estimated Fair Market Value. The minimum commercial / industrial / municipal / institutional additions / alterations, accessory buildings shall be \$125.00. For any commercial / industrial / municipal / institutional addition / alterations, accessory buildings, exceeding \$50,000 in estimated Fair Market Value, the fee shall be \$2.50/1,000 of estimated Fair Market value.]
- h. Temporary Permits..... \$ 50.00
  
  - i. On-Site Consultation (request for on-site information  
not involving pending permit application) ..... \$ 250.00

j.	Gazebo(s) .....	\$	215.00
k.	Certified Soil Tests - Review & Filing Fee.....	\$	50.00
l.	Private Sewage System (Septic Tanks).....	\$	400.00
m.	Private Sewage System (Holding Tanks).....	\$	400.00
n.	Mounds or Systems requiring Pre-Treatment .....	\$	500.00
o.	Private Sewage System Reconnection And Private Interceptor.....	\$	50.00
p.	Sanitary Permit Transfer of Land Owner.....	\$	25.00
q.	Sanitary and Land Use Revisions.....	\$	25.00
r.	Return Inspection .....	\$	50.00
s.	County Sanitary Permit * (not including required soil verification)		
	1.....	\$	150.00
	2-5.....	\$	300.00
	6-9.....	\$	450.00
	10+.....	\$	600.00
	Portable Restroom .....	\$	50.00
	(*Cost applies to the initial or first phase of development. Subsequent phases must start over with fee schedule)		
t.	Subdivision – Each Lot Created .....	\$	Cost as per
	Additional Lot Division Review.....	Land Records Dept	
u.	Sign Permit (per sign) *(except R-1, R-2, R-3 & R-4 districts, where the Class A special use fee applies) .....	\$	50.00
v.	Land Use Regulations Booklet .....	\$	Cost+postage
w.	Conditional Use Applications (plus applicable land use fee).....	\$	350.00
x.	Special Use Applications (TBA for Ag-1 and F-1 Districts) (plus applicable land use fee)		
	Class A Special Use.....	\$	175.00
	Class B Special Use.....	\$	250.00
y.	Zoning Petition District Change		
	Number of Separately Owned Lots and Commonly Owned but Not Contiguous Lots included in Proposed Change		
	1.....	\$	225.00
	2 – 5.....	\$	325.00
	6 – 10.....	\$	500.00
	11 – 20.....	\$	1,050.00
	21 – 30.....	\$	1,500.00
	31 – 45.....	\$	2,250.00
	46 – 60.....	\$	3,050.00

	More than 60 .....	\$	5,050.00
z.	Zoning Petition Text Change .....	\$	300.00
aa.	Board of Adjustment Hearing.....		
	Special Exception.....	\$	550.00
	Variance or Appeal.....	\$	800.00
	Reconsideration* .....	\$	800.00
	*Transcript and any copy fees shall be paid by individual(s) whom make the request		
bb.	Special Zoning Committee or Board of Adjustment Meeting (fee is in addition to any other applicable fee).....	\$	325.00
cc.	Miscellaneous		
	1. Change of use .....	\$	Cost of Permit (i.e. from residence to accessory building; accy building to residence, etc)
	2. Failure to Obtain Permit Prior to Construction....		Double Fee Possible Citation (Doubling of fee may be waived by Department in its sole discretion)
dd.	Permit Renewal		
	1. Sanitary Permit .....	\$	Cost of Permit
	2. All other Permits .....		Non-renewable
ee.	Photocopies/Faxes		
	1. Per Page.....	\$	.25 + tax
	2. Faxes-1 <sup>st</sup> Page.....	\$	1.00 + tax
	Each Additional Page.....	\$	.50 + tax
ff.	Refunds		
	1. Fee(s) paid minus \$50.00 service fee.		
	2. No refunds after permit(s) have been issued.		
	3. No refunds after one (1) year duration on unissued permits.		
	4. No refunds on public hearing applications after application deadline date.		
	5. No refunds on special request applications after agenda deadline date.		
	6. No refunds on after-the-fact permits.		
gg.	Permit Expiration		
	1. State Sanitary Permits expire two (2) years from the issuance date and may be renewed per State policy.		
	2. All other permits expire one (1) year from their issuance date.		
hh.	Recreational Vehicle (RV) Placement Permit .....	\$	75.00
ii.	Review of Condominium Plat.....	\$	100.00 Per Unit
jj.	Stairway to navigable waters .....	\$	100.00

(2) **Fair Market Value, Fee Basis.** When an applicant's estimated Fair Market (FMV) is used in accepting a fee for issuance of a land use permit, and that FMV

deviates by ten percent (10%) or more from the actual fair market value as determined from the tax rolls of the Town Assessor the year after project completion, and that deviation would have resulted in a different required fee, the applicant may request a refund for any overpayment and the Administrator may request an additional fee for underpayment. Where any such deviation exceeds one hundred percent (100%) of the applicant's estimated FMV and resulted in underpayment of fees, there shall be a presumption that the applicant either did not exercise reasonable diligence or misrepresented the estimated FMV to obtain a lower fee. In such cases, the Administrator may require that triple the additional fee be paid. Where any such additional fee is not paid thirty (30) days or more after a written request was sent, nor an appeal filed, the Administrator may issue a citation. If such additional fee is still not paid after another thirty (30) day period, the permit becomes void and other enforcement actions may be taken.

- (3) **Payment of Fees.** All required fees shall be paid in full. No partial payment, payment schedules, loans, or debts shall be accepted. If fees are paid by check, and the check is returned for insufficient funds, any issued permit reliant upon the unpaid fees shall be voidable until the fees have in fact been paid. Where the Administrator informs an applicant and ostensible permit holder of such unpaid fees, and requests payment, an added Twenty-five Dollar (\$25.00) check handling fee shall be required and the permit shall not become valid until cash is paid or a subsequent check is honored by the applicant's bank. When such unpaid fees are not paid thirty (30) days or more after a written request was sent, nor an appeal filed, the Administrator may issue a citation. If such unpaid fees are still not paid after another thirty (30) day period, the permit becomes void and other enforcement actions may be taken.
- (4) **Refunds.** Except as provided in Subsection (e)(2), the Administrator shall not be responsible for tracking, crediting, or refunding any fees paid more than one (1) year prior to permit issuance. Applicants seeking refunds of fees paid for unissued permits shall submit a request to the Administrator within one (1) year of payment. Refunds sought for fees incurred due to erroneous information provided by the Zoning Department may be granted only by the Zoning Committee, in its sole discretion.
- (5) **Fee for Changes.** Where a permit is needed for a change in a land use or a change in the use of an existing structure, the fee shall be the same as that needed to initiate that new land use or to construct a structure of that estimated Fair Market Value for that new use.
- (6) **Sanitary Permit Fee.** The fee for renewal of a sanitary permit shall be the same as the fee to issue a new sanitary permit for that type of private sewage system.