



Clarke County Planning Department

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DEPARTMENT OF PLANNING FEE SCHEDULE – COUNTY APPLICATIONS

(updated 8/12/2019)

LAND DEVELOPMENT APPLICATIONS

Zoning Map Amendment (Rezoning)	
-- Zoning Map Amendment (Rezoning)	\$4000/acre or portion of
-- Zoning Map Amendment (Downzoning) to Less Intense District	½ Rezoning fee
-- Minor Rezoning Fee: Reduced fee charged to rezoning application that (1) is required in conjunction with a boundary line adjustment between parcels zoned RR and either AOC or FOC, and (2) does not result in an increase in the development capacity of the subject property, either through subdivision or additional dwelling units	\$1000
-- Amendment to Proffered Conditions	½ Rezoning fee
Zoning or Subdivision Ordinance Text Amendment	\$6000
Special Use Permit	
-- For property zoned institutional, business, or commercial	\$2500/disturbed acre or portion of + Site Plan fees
-- For property zoned AOC or FOC	\$825 + Site Plan fees
-- For property zoned Residential	\$825+ Site Plan fees
-- Special Use Permit Amendment	½ regular fee
Site Development Plan (Site Plan)	
-- For property zoned institutional, business, or commercial	\$5000 + \$250/required parking space
-- For property zoned AOC, FOC, or for non-profit uses	\$2500 + \$250/required parking space
-- For property zoned Residential	\$2500 + \$250/required parking space
-- Site Plan Amendment Approved by Planning Commission	½ regular fee
-- Site Plan Amendment Approved by Zoning Administrator	¼ regular fee
Major Subdivision (3 or more lots)	\$4000/lot + \$300/road sign and pole set
Minor Subdivision (1-2 lots)	\$4000 + \$300/road sign and pole set
Boundary Line Adjustment	\$500
-- Dwelling Unit Right (DUR) transfer	\$2,750 per DUR transferred
Maximum Lot Size Exception	\$1500
Vacation of Plat	\$1825

Review of Blasting Plans/Board of Septic & Well Appeals	\$1250
Zoning Permit	
-- Residential or agricultural structure not requiring a building permit	\$100
-- Temporary Family Health Care Structure	\$100
-- Residential structure/New principal structure	\$300
-- Residential accessory structure or heated addition	\$200
-- Unheated residential additions (e.g., porches, decks)	\$100
-- Commercial structure/New principal structure or any addition with 15% or more increase in floor area	\$750
-- Commercial accessory structure or any addition with less than 15% increase in floor area	\$500
Home Occupation Business License Review	\$100
Sign Permit	\$20/sq. ft.
Land Disturbance Permits	
-- Erosion & Sediment Control Plan for site plans, major subdivisions, or non-residential land disturbance of 10,000 sq. ft. or more (excluding exempt agricultural activities)	\$500/plan + \$100/acre of disturbed area
-- Agreement in Lieu of Erosion & Sediment Control Plan (for single-family dwelling construction of 10,000 sq. ft. or more)	\$250/plan
-- Compliance inspection fees	1 st visit - \$125; 2 nd visit - \$250; 3 rd visit - \$500; 4 th visit - \$1000; etc.
-- Minor Land Disturbance Permit (for activities less than 10,000 sq. ft.)	\$50
Certificate of Appropriateness	
-- For properties zoned industrial (County only) or commercial	\$100
-- For properties zoned AOC, FOC, Residential, or for non-profit uses	\$50

SPECIAL FEES FOR WIRELESS COMMUNICATION FACILITIES (WCFs)

Fees for New WCFs (* -- Consultant Fee assessed at Zoning Administrator's discretion)

WCF Class	Application Fee	Telecommunications Consultant Fee
Class 1	\$500	\$2,000*
Class 2	\$1,500	\$2,500
Class 3	Special Use Permit Fee + Site Plan fee (\$1,500)	\$3,200
Class 4	Special Use Permit Fee + Site Plan fee (\$1,500)	\$3,200
Class 5/Amateur Radio Antenna	\$100	\$100*

Fees for Co-location and Maintenance/Upgrade Projects on Existing WCFs

Project Type	Application Fee	Telecommunications Consultant Fee
Co-location of antennas	\$500	\$1,000*
Maintenance or upgrade of equipment	\$500	\$850*

VARIANCES, APPEALS, AND VARIATIONS

Zoning Ordinance Variance Request -- Board of Zoning Appeals	\$750
Zoning Ordinance Appeal -- Board of Zoning Appeals	\$750 (fee refunded if appellant is successful)
Subdivision Ordinance Variation	\$1250
Septic and Well Ordinance Variance Request -- Board of Septic and Well Appeals	\$750
Septic and Well Ordinance Appeal -- Board of Septic and Well Appeals	\$750
Septic and Well Ordinance Appeal – Board of Supervisors	\$2500

MISCELLANEOUS FEES

Zoning Determination Letter (identify property zoning and permitted uses requiring interpretation of County regulations)	\$150
Zoning Certification Letter (identification of property zoning and permitted uses)	\$100
Stream Buffer Mitigation Plan	\$150
Land Evaluation & Site Assessment (LESA)	\$250
New Structure Address	\$130
Re-Advertising Fee: Fee charged to any applicant that is required to go through a land use application process that requires a public hearing and who subsequently requests a deferral of the public hearing after the advertisement is finalized	\$500
Re-Submission Fee: Fee charged to plan and plat review applicants for third and subsequent review re-submissions	\$250

PROFESSIONAL REVIEW FEES

Applicants shall be responsible for the professional review of application materials by the County’s technical review consultants – **Engineering Consultant, Karst Consultant** (for applications requiring Karst Plan review or resistivity testing for onsite sewage disposal permits), and **Telecommunications Consultant** (for wireless communication facility applications).

The **County Engineering Consultant** review fees are based on the fixed fee schedule listed below. The fixed fee shall be paid to the County upon filing the application and includes the cost of the initial review and review of one resubmission. Additional fees noted below will be charged for the third review and for each subsequent review and shall be paid to the County upon filing a resubmitted application.

County Engineering Consultant	
Site Development Plan/Site Development Plan Amendment (First and Second Reviews)	\$1100 base fee + \$250/acre or fraction of
Major Subdivision (First and Second Reviews)	\$1100 base fee + \$250/acre or fraction of
Third and Subsequent Reviews of Site Development Plan, Site Development Plan Amendment, or Major Subdivision	\$750 per review
Special Use Permit (In addition to Site Development Plan/Site Development Plan Amendment Review Fees)	\$500
Rezoning/Conditional Zoning (In addition to Site Development Plan/Site Development Plan Amendment Review Fees)	\$500
Erosion & Sediment Control Plan (First and Second Reviews)	\$500 base fee + \$250/acre or fraction of
* Examples of a complex control measure include temporary and permanent sediment basins	and/or each complex control measure*
Third and Subsequent Reviews of Erosion & Sediment Control Plan	\$500 per review

The **County Karst Consultant** review fees are also based on the fixed fee schedule listed below. Fees for resistivity review of onsite sewage disposal permits shall be paid to the County after receiving preliminary approval from the Virginia Department of Health (VDH), and shall include the cost of the Consultant’s initial review. An additional fee shall be charged for each subsequent review. Fees for Karst plan review shall be paid to the County upon filing the application and shall include the cost of the initial review and one resubmission. An additional fee shall be charged for each subsequent review and shall be paid to the County upon filing a resubmitted application.

County Karst Consultant	
Resistivity Review of Onsite Sewage Disposal Permits from VDH	\$275 per review
Karst plan review:	
-- Site area up to 5 acres (First and Second Reviews)	\$500
-- Site area up to 5 acres (Third and Subsequent Reviews)	\$500 per review
-- Site area over 5 acres	Negotiable

The **County Telecommunications Consultant** review fees based on a separate fixed fee schedule listed in the “Special Fees for Wireless Communication Facilities (WCFs)” section above.

Other Notes Regarding Fees:

- Acreage, square foot, or parking space numbers are rounded to next whole number for determination of fee.
- Refunds. Fees may be refunded in certain circumstances:
 - Application is withdrawn before Planning Commission (or other review board) sets public hearing on request -- 50% refund
 - Application is withdrawn before Board of Supervisors sets public hearing on request -- 25% refund
- All applicant fees and charges shall be made to the Treasurer of Clarke County at the time of application for actions pertaining to zoning and subdivision matters. Fees and expenses for professional review of application materials by County consultants shall be reimbursed to the County at cost. An administrative fee of \$30.00* shall be charged for reimbursements not received within 30 days of first payment notice (VA Code §58.1-3958). The County may require a deposit for professional consulting service fees to be paid at application submittal.
- Virginia Department of Health (VDH) – Additional County fees for Private Wells and Private Onsite Sewage Disposal System Permit Applications. In addition to departmental fees for private well and private onsite sewage disposal system permit applications, additional County fees are charged for the purpose of enforcing the County’s well and septic regulations. Resistivity testing and review by the County’s Karst consultant is also required for private onsite sewage disposal system permit applications. These additional fees are as follows and are payable directly to VDH:
 - Sewage disposal applications -- \$270
 - Well applications -- \$185
 - Combined sewage disposal and well applications -- \$455
 - Walkover fee -- \$80
- Fee Waiver. The Board of Supervisors may waive fees in whole or in part for hardship or other unique reasons justifying relief. The Board has granted waivers for the following circumstances:
 - Zoning Application for housing for low/moderate income elderly citizens developed by a non-profit entity
 - Zoning Applications for volunteer emergency service provider uses
 - Zoning Applications for municipal water storage uses
 - Zoning Applications for County-owned recreational uses
 - Special Use Permit/Site Plan Applications for nursery, day care, or pre-school uses operated by a non-profit entity in an existing structure.