



The Zoning Division provides service to the community by interpreting, administering, and enforcing the ACZO.

# ZONING DIVISION FEE SCHEDULE

## Consolidated Fees Applications, Permits, and Subdivision Plats

Adopted as of July 1, 2021

### Notes to the fee schedule:

- **A 10% Automation Enhancement Fee** will be assessed on the total of Zoning Fees charged. *DES fees are not* assessed the Automation Enhancement Fee.
- **References to “Special Exception” fees** refer to site plans and County Board approved use permits.

### ADMINISTRATIVE CHANGES

		Fees
<b>APPROVED SITE PLANS:</b>	<i>Per subsection of the Zoning Ordinance</i>	\$642
	<i>Façade Changes</i>	\$707
	<i>Outdoor Seating</i>	\$296 <i>plus \$73 DES fee</i>
	<i>Parking Changes</i>	\$707 <i>plus \$173 DES fee</i>
	<i>Temporary Uses</i>	\$707
	<i>Tenant Changes</i>	\$120
<b>SIGNS AND COMPREHENSIVE SIGN PLANS (CSPs):</b>		
	Type I <i>(total sign area less than 100 sq. ft.)</i>	\$117
	Type II <i>(total sign area between 100 and 500 sq. ft.)</i>	\$250
	Type III <i>(total sign area between 500 and 1,500 sq. ft.)</i>	\$500
	Type IV <i>(total sign area greater than 1,500 sq. ft.)</i>	\$1,250
	<i>Regional Shopping Centers</i>	\$1,500
	<i>Amendments to CSPs</i>	<i>fee charged based on the total sign area being amended</i>
<b>LANDSCAPE PLAN CHANGES:</b>	<i>Town House, Cluster, URD’s</i>	\$59 <i>plus \$16 DES fee</i>
	<i>All Other Landscape Plan Changes</i>	\$707 <i>plus \$173 DES fee</i>
<b>ALL OTHER ADMINISTRATIVE CHANGES TO APPROVED SITE PLANS</b> <i>(Including items with multiple requests)</i>		\$1,177 <i>plus \$288 DES fee</i>

ADMINISTRATIVELY-REVIEWED PERMITS & REQUESTS	
	Fees
<b>CONCEPTUAL SITE PLAN</b>	\$5,945
<b>DANCE HALL PERMIT - ANNUALLY</b> <i>(fee set by statute)</i>	\$600
<b>LANDSCAPE PLAN (NEW SUBMISSION)</b>	\$590 <i>plus \$318 DES fee</i>
<b>HOME OCCUPATION PERMIT</b>	\$50
<b>ACCESSORY HOMESTAY PERMIT</b>	\$66
<b>SIGN PERMIT:</b> <b>Permanent or Temporary</b> <i>(up 100 sq. ft.)</i>	
<i>By-right</i>	\$130
<i>Associated with a Comprehensive Sign Plan (CSP)</i>	\$226
<i>Signs over 40 feet (Rooftop)</i>	\$200
<b>Signs exceeding 100 sq. ft.</b>	Above fee plus \$1.35 per each sq. ft. over 100 sq. ft.
<b>ZONING LETTERS AND REQUESTS:</b>	
<i>Zoning Compliance Letter</i>	\$354
<i>Letter to DMV</i>	\$590
<i>Special Agreement Letters</i>	\$2,354
<i>Determination Letter</i>	\$354
<i>Buildability Letter</i>	\$354
<i>Buildability Letter (filed with property title search)</i>	\$59
<i>Original Reproduction of Certificate of Occupancy</i>	\$32
<b>Verification Permit (for projects that do not require building permits)</b>	\$120
<b>Accessory Dwelling Unit Application and Permit</b>	\$146 <i>plus \$311 Parking Survey (if required)</i>
<b>Family Suite Application</b>	\$34
<b>TELECOMMUNICATIONS PERMIT:</b> <b>Small Cell Wireless Facilities:</b>	
<i>(fees set by statute)</i> <span style="padding-left: 100px;"><i>(up to 35 per application)</i></span>	
<i>First Five Facilities</i>	\$100 each
<i>(plus fee for each additional facility beyond the first five facilities)</i>	\$50 each
<b>New Structures</b> <i>(up to 50 ft. above ground level)</i>	\$500
<b>Co-location of Wireless Facilities on Existing Structures</b>	\$500
<b>ZONING ORDINANCE COPY</b>	
with tabs	\$16
without tabs	\$12

<b>BUILDING PERMITS REVIEWED BY ZONING</b>	
	<b>Fees</b>
<b>NEW CONSTRUCTION</b>	
<b>Single-Family, Town Houses, Duplexes:</b> <i>Per Dwelling Unit</i>	\$590
<b>By-Right Development:</b> <i>including Apartments, Retail &amp; Offices</i>	\$238 plus \$120 per 10,000 sq. ft. GFA or fraction thereof
<b>All Special Exception Projects:</b>	\$590 plus \$120 per 5,000 sq. ft. GFA or fraction thereof
<b>New Parking Structures and Lots:</b>	\$238 plus \$120 per 5,000 sq. ft. GFA or fraction thereof
<b>MODIFICATIONS TO EXISTING STRUCTURES</b>	
Exterior Additions (Single-Family, Two-Family, Town Houses)	\$120
Exterior Alterations – All Other	\$354
Interior Alterations (Single-Family Dwellings, Two-Family, Town Houses)	\$120
Interior Alterations – All Other	\$177 per 10,000 sq. ft. GFA or fraction thereof
Mechanical Equipment	\$59
Plumbing Equipment	\$59
Electrical Equipment	\$59
<b>REVISIONS TO APPROVED PLANS</b>	
<b>New Construction:</b>	
By-right	\$59
Special Exception	\$238
<b>Modifications to Existing Structures:</b>	
By-right	\$59
Special Exception	\$59
<b>OTHER TYPES OF BUILDING PERMITS</b>	
<b>Footing &amp; Foundation, &amp; Excavation:</b>	
<i>By-Right</i>	\$59

BUILDING PERMITS REVIEWED BY ZONING	
	Fees
<b>NEW CONSTRUCTION</b>	
<i>Special Exception: Single-Family</i>	\$120
<i>Special Exception: All Other</i>	\$1,177
<b>Retaining Walls</b>	\$59
<b>Detached Garages &amp; Accessory Structures</b>	\$59
<b>Demolition Plans:</b>	
<i>By-Right</i>	\$120
<i>Special Exception</i>	\$1,177
<b>Swimming Pools</b>	\$59
<b>Temporary Structures (e.g., Fireworks stands)</b>	\$89
<b>Satellite dish antennae/telecommunications facilities</b>	\$89
<b>Decks and Fences</b>	\$59
<b>Driveways or On-grade Patios</b>	\$59
<b>Uses Not Elsewhere Specified</b>	\$59
<b>Bar Sink Affidavit</b>	\$32

CERTIFICATES OF OCCUPANCY (COs)	
	Fee
<b>RESIDENTIAL, COMMERCIAL, RETAIL, OFFICE, HOTEL AND INDUSTRIAL BUILDINGS</b>	
<b><i>Master Certificate of Occupancy</i></b> <i>(incl. Condo Conversion):</i>	
a. New apartments, office, commercial and hotel with or without elevators:	\$2,354 <i>plus</i> \$19 per unit
b. New tourist homes, boarding & rooming houses:	\$590 <i>plus</i> \$19 per unit
c. One- and Two-Family Dwellings	\$296
d. New Town House Projects <i>(including Site Work)</i>	\$1,177
e. Change in Ownership of Office and Commercial	\$1,177
f. Change in Ownership of Apartments and Hotels:	\$1,177 <i>plus</i> \$25 per unit
g. Condo Conversions	\$1,177 <i>plus</i> \$25 per unit
<b><i>Shell and Core Certificate for Elevator Buildings:</i></b>	
New Apartments, Office, Commercial and Hotel	

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.

CERTIFICATES OF OCCUPANCY (COs)	
	Fee
1. Up to 150,000 sq. ft of GFA	\$2,354
2. Over 150,000 sq. ft. of GFA	\$2,943
<b>Certificate for Partial Occupancy</b> (including change in business or use of an existing structure)	
<b>a. Office and Commercial</b>	
1) Up to 150 sq. ft. of GFA	\$238
2) Over 150 sq. ft. of GFA and up to 2,000 sq. ft of GFA	\$354
3) Over 2,000 sq. ft. <i>base fee</i>	\$590 <i>per 10,000 sq. ft. GFA or fraction thereof</i>
<b>b. Apartments and Hotels</b> <i>base fee</i>	\$473 <i>plus \$25 per unit</i>
<b>c. Town House Units</b> <i>base fee</i>	\$296 <i>plus \$25 per unit</i>
<b>Parking Structures Associated with Office, Commercial, Apartments and Hotels</b> <i>base fee</i>	\$590 <i>plus \$60 per 5,000 sq. ft.</i>
<b>Parking Structures not Associated with Other Uses per 5,000 sq. ft.</b> <i>base fee</i>	\$120 <i>plus \$117 per 5,000 sq. ft.</i>
<b>Short-term or Temporary Uses</b>	\$238
<b>Short-term Activities of Nonprofit Organizations</b>	No fee
<b>Family Day Care Homes for One (1) to Twelve (12) Children</b>	\$32
<b>Flat Fees</b>	
<i>Swimming Pools</i>	\$238
<i>Parking Lots</i>	\$238
<i>Vehicle Dealerships; New, Used, and Rentals</i>	\$1,177
<i>Accessory Dwelling Units</i>	\$224
<i>Uses Not Elsewhere Specified</i>	\$238
<b>CERTIFICATE OF OCCUPANCY RE-INSPECTION FEE</b>	\$177 <i>per inspection</i>

COLUMBIA PIKE FORM-BASED CODE (FBC) OR COLUMBIA PIKE NEIGHBORHOODS FORM-BASED CODE (N-FBC)	
	Fee
<b>Columbia Pike Form-Based Code Project Fee</b>	\$1.40 per sq. ft. <i>plus \$1,517 DES fee (up to \$6,355)</i>
<i>plus</i> fee for Landscape Plan Review (new submittal)	\$590 <i>plus \$318 DES fee</i>
<i>plus</i> fee for Final Facade Plan Review	\$590

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.

<b>Administrative Changes:</b>	<i>Landscape Plan (revision)</i>	\$59	<i>plus</i>	<i>\$16 DES fee</i>
	<i>Final Facade Plan (revision)</i>	\$708		
<b>All Other Administrative Changes:</b>	<i>Single Request</i>	\$642	<i>plus</i>	<i>\$288 DES fee</i>
	<i>Multiple Requests</i>	\$1,178	<i>plus</i>	<i>\$288 DES fee</i>

## GENERAL LAND USE PLAN (GLUP) STUDY and AMENDMENT REQUESTS

	Fee
<b>GLUP AMENDMENT</b>	\$8,959 plus \$4,371 DES fee
<i>If a Special GLUP Study has been completed</i>	\$3,583 plus \$1,748 DES fee

SPECIAL GLUP STUDY	
<i>Initial Review Fee</i>	\$4,397
<i>Study Fee</i>	\$17,590 plus \$5,766 DES fee
<b>Supplemental GLUP Study Review:</b>	\$7,036 plus \$2,306 DES fee
<i>*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope.</i>	
SPECIAL GLUP STUDY PLUS (study involves more than one applicant or site)	
<i>*Final determination as to whether a study is a Special GLUP Study or a Special GLUP Study Plus is determined by County staff</i>	
<i>Initial Review Fee</i>	\$7,539 plus \$2,306 DES fee
<i>Study Fee</i>	\$30,154 plus \$9,225 DES fee
<b>Supplemental GLUP Plus Study Review</b>	\$12,062 plus \$3,690 DES fee
<i>*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope</i>	
Amendment proposed by County Board in public interest	No Fee                      No Fee

## SUBDIVISION PLAT REVIEW

	Fee
<b>a. Subdivision Plat</b>	\$162 plus \$88 per lot
<b>b. Residential and Commercial Condominium Plats:</b>	
<i>9 or less units</i>	\$162
<i>10 or more units</i>	\$321

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee.

## REZONING REQUESTS

Rezoning to:	Site Area 25,000 sq. ft. or less		Site Area More than 25,000 sq. ft.	
	Zoning Fee	DES FEE	Zoning Fee	DES Fee
"R" Districts	\$4,507	\$1,148	\$5,982	\$2,297
"RA" Districts	\$4,507	\$1,148	\$7,460	\$3,444
"RA-H", "R-C", "RA-H-3.2", "RA4.8"	\$10,238	\$3,444	\$15,347	\$5,740
"S", "C", "M", "CP-FBC", "MU-VS" Districts	\$7,460	\$3,444	\$10,413	\$5,740
"C-O" Districts	\$15,347	\$5,740	\$15,347	\$5,740

### Fee

Rezoning advertised at applicant's request on the County Board's Own Motion	\$7,460 plus \$2,297 DES fee plus rezoning fee in above table
Rezoning when accompanied by Site Plan	Rezoning fee in above table plus applicable Site Plan fee

## SITE PLAN APPROVALS & AMENDMENTS

### Fee

<b>PHASED DEVELOPMENT SITE PLAN</b>	\$21,599 plus \$21,103 DES fee
<i>plus fee per acre</i>	\$131 plus \$128 DES fee
<b>CRYSTAL CITY BLOCK PLAN</b>	\$10,799 plus \$10,536 DES fee
<b>CRYSTAL CITY BLOCK PLAN AMENDMENT</b>	\$5,399 plus \$5,267 DES fee
<b>FINAL SITE PLANS and MAJOR SITE PLAN AMENDMENTS</b>	
<ul style="list-style-type: none"> <li>"R" &amp; "RA" Districts of Fewer than 25 Units</li> <li>"C-2" District</li> <li>"Voluntary Coordinated Housing Preservation and Development District (VCHPDD)</li> </ul>	
<i>base fee</i>	\$3,201 plus \$1,148 DES fee
<i>fee per 100 sq. ft. of office &amp; commercial space</i>	\$29 plus \$13 DES fee
<i>fee per dwelling and/or hotel unit</i>	\$120 plus \$58 DES fee
<ul style="list-style-type: none"> <li>All Other Site Plans</li> </ul>	
<i>base fee</i>	\$10,238 plus \$4,592 DES fee
<i>fee per 100 sq. ft. of office &amp; commercial space</i>	\$29 plus \$13 DES fee
<i>fee per dwelling unit and/or hotel unit:</i>	
<i>Final Site Plan</i>	\$120 plus \$59 DES fee
<i>Major Site Plan Amendment</i>	\$120 plus \$59 DES fee
<b>MINOR SITE PLAN AMENDMENTS</b>	
<i>base fee</i>	\$2,566 plus \$1,148 DES fee
<i>fee per 100 sq. ft. of office &amp; commercial</i>	\$29 plus \$13 DES fee
<i>fee per dwelling unit and/or hotel unit</i>	\$120 plus \$58 DES fee



SITE PLAN APPROVALS & AMENDMENTS		Fee	
<b>RESUBMISSION</b>			
	<i>base fee for each resubmission after the first resubmission</i>	\$590	<i>plus \$289 DES fee</i>
	<i>plus fee per residential unit</i>	\$14	<i>plus \$8 DES fee</i>
	<i>plus fee per 1,000 sq. ft. nonresidential</i>	\$14	<i>plus \$8 DES fee</i>
<b>FINAL 4.1 PLAN REVIEW</b>			
	<i>base fee</i>	\$1,285	<i>plus \$696 DES fee</i>
	<i>fee per 100 sq. ft. of office &amp; commercial space</i>	\$29	<i>plus \$13 DES fee</i>
	<i>fee per dwelling unit and/or hotel unit</i>	\$120	<i>plus \$58 DES fee</i>
<b>LANDSCAPE PLAN REVIEW</b>			
	<i>Town House Cluster</i>		
	<i>URD</i>	\$326	<i>plus \$318 DES fee</i>
	<i>UCD</i>		
<b>LANDSCAPE PLAN REVIEW (cont.)</b>	<i>All Other</i>	\$590	<i>plus \$318 DES fee</i>
<b>FINAL FACADE PLAN REVIEW</b>		\$590	

COUNTY BOARD USE PERMITS		Fees	
<b>TYPE I</b>			
	<i>Commercial &amp; non-commercial conditional uses except Type II</i>	\$1,920	
<b>TYPE II</b>			
	<i>Live entertainment &amp; food delivery services</i>	\$1,296	
<b>TYPE III</b>			
	<ul style="list-style-type: none"> <li><i>Commercial uses that have substantial alteration to structures and sites</i></li> <li><i>All Drive Through Uses</i></li> <li><i>Vehicle Service Establishments</i></li> <li><i>Any new buildings to be constructed for the purposes of conducting any type of use controlled by Use Permit, excluding one-family dwellings under the Unified Residential Development</i></li> </ul>	\$8,942	<i>plus \$2,181 DES fee</i>
<b>FAMILY DAY CARE HOME (CHILD CARE)</b>		\$131	
<b>SCHOOLS</b> (Private, Elementary, Secondary schools, Kindergartens, Nursery Schools, and Child Care Centers)			
	<i>Enrollment equal to, or less than, 100 students</i>	\$150	<i>plus \$38 DES fee</i>
	<i>Enrollment over 100 students, but equal to, or less than, 250 students</i>	\$354	<i>plus \$87 DES fee</i>
<b>LANDSCAPE PLANS (NEW SUBMISSION)</b>		\$326	<i>plus \$318 DES fee</i>
<b>COMPREHENSIVE SIGN PLAN</b>		\$1,920	
<b>UNIFIED RESIDENTIAL DEVELOPMENT (URD)</b>			
	<i>base fee</i>	\$2,589	<i>plus \$1,517 DES fee</i>
	<i>plus fee per housing unit</i>	\$8	

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## COUNTY BOARD USE PERMITS

Fees	
<b>UNIFIED COMMERCIAL DEVELOPMENT (UCD)</b>	\$1.40 per sq. ft. (up to \$6,355) plus \$1,517 DES fee
<b>COLUMBIA PIKE FORM-BASED CODE (FBC) or COLUMBIA PIKE NEIGHBORHOODS FORM-BASED CODE (N-FBC)</b>	\$1.40 per sq. ft. of GFA (up to \$6,355) plus \$1,517 DES fee
<i>plus</i> fee for Landscape Plan Review (new submittal)	\$590 <i>plus</i> \$318 DES fee
<i>plus</i> fee for Final Facade Plan Review	\$590
<b>MODIFICATIONS TO NONCONFORMING APARTMENTS WITH CREATION OF A VCHPDD (as permitted in the Zoning Ordinance §12.3.7.B et. seq.)</b>	\$1,920 <i>plus</i> \$1,873 DES fee
<b>PLACES OF WORSHIP OR LODGES</b> for secondary use of parking lots	\$326 <i>plus</i> \$318 DES fee
<b>OPEN-AIR MARKETS</b>	\$326 <i>plus</i> \$318 DES fee
<b>USE PERMIT AMENDMENTS</b>	
<i>Family Day Care Homes, Schools, Type I, Type II and Landscape Plan associated with Type I and Type II uses</i>	50% of above fees for these categories
<i>Type III and Landscape Plans associated with Type III uses</i>	100% of above fees for these categories
<b>USE PERMIT AMENDMENTS FOR ALL OTHER TYPES OF USE PERMITS AND LANDSCAPE PLANS (associated with the following uses):</b>	
<i>Amendments meeting the criteria for a major site plan amendment, as defined in the Zoning Ordinance subsection 15.5.3.A.</i>	100% of specified filing fees
<i>Amendments meeting the criteria for a minor site plan amendment, as defined in the Zoning Ordinance subsection 15.5.3.B</i>	50% of specified filing fees

## BZA VARIANCES OR USE PERMITS

(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)

Fees	
<b>MODIFICATION TO EXISTING ONE-FAMILY RESIDENTIAL</b> 1 <sup>st</sup> Subsection of the Zoning Ordinance	\$368 <i>plus</i> \$75 for each additional subsection
<b>NEW ONE-FAMILY DWELLINGS</b> 1 <sup>st</sup> Subsection of the Zoning Ordinance	\$2,896 <i>plus</i> \$579 for each additional subsection
<b>BUILDING LOCATION ERROR FOR NEW STRUCTURES</b> (Not applicable for errors in fence and/or accessory structure placement.)	\$4,355
<b>VARIANCES OR USE PERMITS FOR ALL OTHER USES</b> 1 <sup>st</sup> Subsection of the Zoning Ordinance	\$3,608 <i>plus</i> \$722 for each additional subsection
<b>VARIANCES OR USE PERMIT APPLICATION FOR NON-PROFIT ORGANIZATIONS &amp; INSTITUTIONAL USES</b>	\$301

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**BZA VARIANCES OR USE PERMITS**

*(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)*

**Fees**

<b>APPEALS TO DETERMINATIONS OF THE ZONING ADMINISTRATOR</b>	\$590
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