

Planning & Zoning Fee Schedule

Last revised 7/6/2022 (revised subdivision, site plan fee per lot/unit)



Type of Permit or Review	Application Fee ¹³	Recording Fee	Total Fee
Zoning permit – building ¹			
Residential dwellings	\$.40/sq ft	\$15	varies
Residential accessory structures ³	\$.30/sq ft	\$15	varies
Affordable residential dwellings ²	waived	\$15	\$15
Non-residential structures	\$.50/sq ft	\$15	varies
Zoning permit - other			
Boundary line adjustment	\$75	\$15	\$90
Transfer of land for agriculture, forest, conservation	\$75	\$15	\$90
Sign (permitted by Zoning Administrator)	\$25	\$15	\$40
Site plan - minor revision	\$75	\$15	\$90
Miscellaneous ^{5, 10}	\$25	\$15	\$40
Zoning - other			
Certificate of compliance	\$50	n/a	\$50
Certificate of occupancy/use	\$0	\$0	\$0
Conditional certificate of occupancy/use	\$100	\$0	\$100
DRB review – subdivision & transfers			
Transfer of land to adjoiner ⁴	\$75	\$15	\$90
Subdivision sketch plan	\$200	\$15	\$215
Subdivision preliminary plat ⁷	\$300 or \$100 per lot	\$15	varies
Subdivision final plat ⁷	\$300 or \$100 per lot	\$15	varies
Subdivision revision (no newspaper warning)	\$50	\$15	\$65
Subdivision revision (newspaper warning)	\$300	\$15	\$315
DRB review – other			
Sign (permitted by DRB)	\$50	\$15	\$65
Site plan – new and major revisions ¹¹	\$300	\$15	\$315
New residential units	\$100 per unit	n/a	varies
Renovated structures ¹²	\$.05/sq ft	n/a	varies
New non-residential structures			
Below or equal to 1,000 sq ft	\$.10/sq ft	n/a	varies
Above 1,000 sq ft	\$.25/sq ft	n/a	varies
Conditional use ⁶	\$300	\$15	\$315
Variance	\$200	\$15	\$215
Development on a private right of way or class 4 road ⁹	\$200	\$15	\$215
Miscellaneous/other	\$200	\$15	\$215
Appeal of a Zoning Administrator action ⁸	\$200	\$15	\$215

Notes:

1. Includes livable floor area portion of dwellings (per definition in Zoning) as well as finished basement areas, and accessory space such as attached decks & landings, attached garages & porches, etc. Changes from existing, unpermitted accessory space to livable floor area pay the full fee.
2. Perpetually affordable dwellings as defined in the Zoning regulations or as otherwise approved by Selectboard.
3. Accessory structures that include an accessory apartment shall pay the higher residential dwelling fee for the residential area.
4. Inclusive fee - for DRB review and zoning permit.
5. For example: structure replacement (increase in size pays bldg permit fee), swimming pools, tennis courts (and other similar "outdoor courts" that require a zoning permit), home occupation, pond, permit renewal, use permit, etc.
6. Conditional use applications that include site plan changes shall only pay the site plan fee.
7. Flat fee or per lot fee, whichever is greater; only lots created for new development counted for the per lot fee; the per lot fee shall be waived for lots that will have any perpetually affordable housing (per Zoning regulations or as approved by Selectboard)
8. This fee shall be refunded for successful appeals that overturn a Zoning Administrator action/decision.
9. Subdivisions that require this review shall only pay subdivision fees.
10. When a zoning permit has expired before a Certificate of Occupancy is issued, in the event that substantial construction (investment) has been done, a permit may be re-issued for a \$25 administrative fee. In the event that a zoning permit has expired when no substantial construction has been completed, the owner will be required to obtain a new permit under the current regulations and fee schedule.
11. Site plan application fees include the base \$300 plus the additional fees indicated in the categories listed. The residential per unit fee shall be waived for perpetually affordable housing units (per Zoning regulations or as approved by the Select Board).
12. Applies only to major renovations that involve changes to the footprint or exterior form of an existing structure – e.g., relocation of an existing structure, reconstruction of portions of the structure's footprint, etc.
13. Fees increase for permits issued after the fact. If no formal notice of violation has been issued, then the fee shall be 1.5 times what is shown. If a formal notice of violation has been issued, the fee shall be two times what is shown.
14. The DRB may retain independent consultants to facilitate the review of applications, and whose services shall be paid for by the applicant. The consultant(s) shall work at the DRB's direction and shall provide the DRB such reports and assistance, as the DRB deems necessary to determine compliance with this bylaw. The scope of the independent review shall be as narrow as possible, and the cost shall be minimized to the extent practical. The applicant shall be notified as to the choice of the consultant(s) and the estimated cost prior to the independent consultant(s) starting work.
15. When a structure is destroyed by fire through no intentional act of the property owner, the fee associated with the rebuilding of the original square footage of the structure on the same foot print shall be waived and replaced with the miscellaneous zoning permit fee.
16. Reduction or waiver of fees. Fees under this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such reduction or waiver shall provide the request in writing to the Director of Planning and Zoning. The Director shall review such requests and provide a written recommendation to the Selectboard. The Director may also initiate such a request and recommendation. The Selectboard shall review the request and recommendation and make a final determination.
17. Refunds of fees. Partial refunds of fees paid will be issued as outlined below. Refunds will also be issued for fee overages calculated in error by the Planning & Zoning office. If further guidance is necessary, the applicant or the Director of Planning and Zoning may request a determination from the Select Board.

- Zoning permit fees – application withdrawal:
 - 100% refund (application and recording fees) – If requested prior to permit being issued and notice being posted on-site.
 - 50% refund (application fee only) – If requested after permit is issued, and before expiration of the permit.
 - 0% refund – If requested after the permit has expired.
- Zoning permit fees – size differential – for structures built smaller than originally permitted:
 - 50% refund of the differential – If requested prior to issuance of a certificate of occupancy, and if the square foot differential is more than 100 square feet.
 - 0% refund of the differential – If requested after the issuance of a certificate of occupancy, or if the square foot differential is 100 square feet or less.
- DRB review fees – application withdrawal (application and recording fees):
 - 100% refund – If requested within one week of application submittal, and prior to staff review (as evidenced by staff comments delivered to the applicant), and prior to any required legal notice being submitted to the newspaper of record.
 - 50% refund – If requested after any of the three parameters listed above, and prior to the start of the DRB review.
 - 0% - If requested after the DRB review has begun.