

Department of Planning & Community Development
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TO: Permit Applicants
FROM: Brendan McHugh, Planning & Zoning Administrator
DATE: August 7, 2015
RE: Zoning Permit & Planning Fees as Adopted by Town Council June 17, 2015

GENERAL ZONING PERMITS			
Type	Zoning Fee	Building Fee	Total or Minimum
New Business	\$25	----	\$25
Sign Permit	\$50	\$50 (if applicable)	\$50 / \$100
Minor Home Occupation <i>(see NOTE 2)</i>	\$50	----	\$50
Major Home Occupation <i>(see NOTE 2)</i>	\$75	\$75	\$150 + CUP (if required)
Change of Use	\$50	\$75	\$125
Demo	\$25	\$100	\$125
E&S Surety for Demo	----	----	\$1500
Amend Existing Permit	\$25	\$25	\$50
911 Addressing	\$125	----	\$125

GENERAL ZONING PERMITS – CONTINUED

Type	Zoning Fee	Building Fee	Total or Minimum
Cellular Communications (new ground equipment and/or replace existing antenna or equipment) + Site Plan Review Fee	\$25	\$225	\$250 + \$50 Site Plan Review
New Celluar: Co-location + Site Plan Review Fee	\$25	\$500	\$525 + \$50 Site Plan Review
New Telecom. Tower + Site Plan Review Fee	\$25	\$4,800	\$4,825 + \$50 Site Plan Review
Amusement Rides – Kiddie	\$25 per ride	\$25 per ride	\$50 per ride
Amusement Rides – Adult	\$25 per ride	\$35 per ride	\$60 per ride
Backflow Preventer	\$25	\$50	\$75
Fire Alarm Systems, Sprinklers, Pulls, etc.	\$50	\$150 + \$2.00 per device	\$200 + \$2.00 per device
General Zoning Permit (see Note 3)	\$25	\$0.20 per sf or Minimum \$250	\$25 + \$0.20 per sf or Minimum \$275
Permit – After the Fact (Penalty)	Double the normal fee amount When work is performed without first obtaining the required permit(s)		
Permit Renewal	Between 6 months to 1 year of original issuance		\$50
	Between 1 to 2 years of original issuance		50% of original permit fee
	After 2+ years of original issuance		Expired – See Note 1
Note 1	A permit must pass at least one (1) inspection every six (6) months to remain active. If permit expires after 2 years without passing an inspection, a new permit and full fee is required. No renewals permitted after 2 years of inactivity.		
Note 2	All home occupations must have a new business zoning permit, plus a Town business license. An inspection by the Building Official is required prior to opening.		
Note 3	General Zoning covers uses such as tent/canopy, grand stands, fuel storage tanks, chimney/fireplace, sales/construction trailer, temporary events, stop work orders, etc.		

RESIDENTIAL CONSTRUCTION ZONING PERMITS			
Type	Zoning Fee	Building Fee	Total or Minimum
Single Family Dwelling	\$0.20 per sf or Minimum \$250	\$0.40 per sf or Minimum \$350	\$0.60 per sf or Minimum \$600
Repair/Renovation (No enlargement)	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
Additions & Finishing Off Unfinished Space	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
Attached Garages, Carports, Porches, Stoops	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
All Decks & Handicap Ramps	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
Accessory Structure Up to 256 sf	\$25	-----	\$25
Accessory Structure 257+ sf	\$50	\$0.20 per sf or Minimum \$125	\$50 + \$0.20 per sf or Minimum \$175
New/Upgrade Electric (Includes expansion)	\$25	\$50	\$75
New/Upgrade Plumbing (Includes expansion)	\$25	\$50	\$75
New/Upgrade Mechanical (Includes expansion)	\$25	\$50	\$75
Swimming Pool (Above ground)	\$25	\$100	\$125
Swimming Pool (In-ground)	\$25	\$150	\$175
Re-Inspections *Re-inspection fees due before next inspection or CO issuance	\$25	\$50	\$75
Plan Review	-----	\$50	\$50

NON-RESIDENTIAL CONSTRUCTION ZONING PERMITS (COMMERCIAL/INDUSTRIAL)

Type	Zoning Fee	Building Fee	Total or Minimum
New Commercial or Industrial Structure	\$0.25 per sf or Minimum \$300	\$0.45 per sf or Minimum \$400	\$0.70 per sf or Minimum \$700
Repair/Renovation (No Enlargement)	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
Additions & Finishing Off Unfinished Space	\$25	\$0.25 per sf or Minimum \$150	\$25 + \$0.25 per sf or Minimum \$175
New Roof / Re-Roofing	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
Accessory Structure (Shed, Exterior Tanks, Freezers, Generators, etc.)	\$50	\$0.20 per sf or Minimum \$125	\$50 + \$0.20 per sf or Minimum \$175
New/Upgrade Electric (Includes expansion)	\$25	\$0.03 per sf or Minimum \$100	\$25 + \$0.03 per sf or Minimum \$125
New/Upgrade Plumbing (Includes expansion)	\$25	\$0.03 per sf or Minimum \$100	\$25 + \$0.03 per sf or Minimum \$125
New/Upgrade Mechanical (Includes expansion)	\$25	\$0.03 per sf or Minimum \$100	\$25 + \$0.03 per sf or Minimum \$125
Commercial Swimming Pool	\$25	\$0.20 per sf or Minimum \$200	\$25 + \$0.03 per sf or Minimum \$225
Re-Inspections *Reinspection fees due before next inspection or CO issuance	\$25	\$50	\$75
Plan Review	----	\$0.25 per sf or Minimum \$300	\$0.25 per sf or Minimum \$300
Building Compliance Inspection	----	\$25	\$25

PLANNING & SUBDIVISION FEES		
Type	Base Fee	Fee per Acre/Lot*
Rezoning	\$2,000	\$50 per acre or fraction
Conditional Use	\$800	-----
Administrative Appeal	\$500	-----
Comprehensive Plan Amendment	\$2,000	\$50 per acre or fraction

*Per acre is calculated based on the nearest whole acre (i.e., 1.6 acres is calculated as 2 acres)

SITE PLAN & SUBDIVISION FEES		
Type	Base Fee	Fee per Acre/Lot*
Minor Subdivision (Lot consolidation, boundary line adjustment, re-subdivision, easement plats, etc.)	\$100	-----
Major new Subdivision Preliminary Plat	\$500	\$50 per lot
Major New Subdivision Final Plat	\$500	\$50 per lot
Non-Residential Site Plan	\$300	\$50 per 2,500 sf
Residential Site Plan (Single Lot)	\$50	-----
Residential Site Plan for Housing Subdivision	\$300	\$50 per lot
Amend Residential Site Plan or Revision (after 3 rd review)	\$300	\$50 per lot
Amend Non-Residential Site Plan	\$300	\$50 per 2,500 sf
Survey of Existing Lot of Record	\$100	-----
Subdivision Waiver/Variance	\$500	\$50 per lot
Subdivision Vacation	\$500	\$50 per lot

*Per acre is calculated based on the nearest whole acre (i.e., 1.6 acres is calculated as 2 acres)

ENVIRONMENTAL PERMIT FEES		
Type	Base Fee	Fee per Acre/Lot/Hour*
Woodlot Management**	\$25	-----
Woodlot Management – Penalty Tree Removal Without Permit	Double permit fee + \$200 per tree removed	
Chesapeake Bay Mitigation Plan	\$100	\$50 per acre or fraction
Minor Water Quality Impact Analysis (WQIA)	\$500	\$50 per acre or fraction
Bay Act Exception & Major WQIA	\$800	\$50 per acre or fraction
Land Disturbance	\$100	\$100 per acre or fraction
E&S Surety – less than one acre	\$1,500	-----
E&S Surety – more than one acre	\$2,500	\$100 for each 1/10 th acre over 2 acres
Stormwater Management Plan Review	\$100	\$35 per hour
Stormwater Permit	Per State Statute Fee Schedule	

*Per acre is calculated based on the nearest whole acre (i.e., 1.6 acres is calculated as 2 acres)

**Verification from certified arborist declaring tree eligible for removal is required before any tree can be removed

WATER-RELATED STRUCTURES			
Type	Zoning Fee	Building Fee	Total or Minimum
All Piers	\$25	\$500	\$525
All Bulkheads	\$25	\$100 per 100 linear feet or fraction	Minimum \$125
Boat House/Slip	\$25	\$0.20 per sf or Minimum \$125	\$25 + \$0.20 per sf or Minimum \$150
Shoreline Maintenance Agreement	\$50 per year – via Town Manager's Office		

PUBLIC WORKS – LAND USE FEES	
Type	Fee
Residential Driveway/Entrance Permit	\$100
Surety for Residential Driveway/Entrance Permit	Minimum \$1000

PUBLIC WORKS – WATER/SEWER FEES			
User	Water	Sewer	Combined
Residential	\$2,250	\$3,750	\$6,000
Commercial/Industrial	\$5,625 + \$100 per fixture	\$9,375 + \$100 per fixture	Minimum \$15,000 + \$100 per fixture
Outside Town Limits	150% normal fee		

Note: Fees for zoning permits which are not identified in the above schedule is in addition to any 3rd party inspection costs incurred by applicant. Fees cannot be waived per State Law. Fees in this schedule DO NOT INCLUDE the 2% DHCD State Tax Levy.