

### **Procedures and Standards for Technical Review Fees**

As authorized by 24 VSA 4440(d) and Section 8.6 of the Richmond Zoning Regulations the Selectboard hereby adopts these procedures and standards.

A minimum Technical Review Fee of \$500 shall be submitted by an applicant at the time of submitting an initial application for the following types of land development:

- Any project containing a new road or extension of a road (public or private);
- A subdivision project which proposes the creation of 4 or more lots;
- A multifamily project which proposes the creation of 3 or more dwelling units;
- A commercial or industrial project which proposes a new building or building expansion; exceeding 5,000 sf;
- A commercial or industrial project which proposed more than 1 acre of land disturbance; or
- Any additional project, as determined by the Development Review Board during the public hearing process.

Upon request of the Development Review Board (DRB), as a condition of continuing a public hearing, additional Technical Review Fees may be imposed dependent on the scope of work identified or requested by the Board.

Technical Review Fees may be used to pay for an independent review or inspection by an engineer or attorney or to provide independent expert testimony during a DRB Hearing proceedings. Examples of land development which the DRB may collect a technical review fee after the initial review include, but not limited to, proposals for development within the Special Flood Hazard Area which require a hydraulic and hydrologic analysis, new construction being accepted to the Town of Richmond, projects potentially impacting water supply or water quality or rare or irreplaceable natural areas, projects potentially with undue adverse impacts to neighboring properties such as noise, emissions, or odors, or projects which propose the creation of a homeowners or condominium association.

The Technical Review Fee will be held by the Town Financial Assistant in an account to pay for the legal, engineering, or other technical reviews related to an application. If additional fees are required during the Towns review of an application, the applicant shall receive written notice of the funds required and the application will be continued only when the funds are deposited with the Financial Assistant. The DRB may retain or request an estimated amount, as determined by the DRB, to complete any post-approval review, inspection, and reporting and make such payment a condition of the final approval.

Additional security, bond, or escrow account may also be imposed by the Town to ensure timely completion and appropriate maintenance of a project as specified within the Richmond Subdivision Regulations Section 708.1 or the Richmond Public Work Specifications.

After all appeals are final and there are no on-going permit conditions which require the Towns use of the Technical Review Fees, upon written request from the applicant, the remaining balance shall be returned to the person who submitted the fee. All written request shall be submitted to the Town Planner.