



DEVELOPMENT PERMIT FEES

This schedule of fees applies to zoning, subdivision and public works.

Adopted by the Selectboard on August 19th, 2019. Amended 7/1/2021.

All applicants⁶ are required to pay the applicable Zoning Permit fee and Recording Fees for their respective permit applications.

Zoning Applications	Zoning Permit Fee	Document Recording Fees ²
Zoning Permit Fee for Residential and Commercial Construction ³	\$0.40 per square foot or \$50.00, whichever is greater ¹	\$15.00
Boundary Line Adjustment	\$100.00	\$15.00
Certificate of Occupancy	\$25.00	\$15.00
Conditional Use Review Application	\$300.00 ⁵	\$60.00
Site Plan Review Application	\$150.00 ⁵	\$60.00
Site Plan Review – Administrative Amendment	\$60.00 ⁵	\$15.00
Appeal of Zoning Administrative Officer Decision	\$200.00 ⁵	\$60.00
As-built Zoning Permits	Double the applicable Zoning Permit fee	\$15.00

Subdivision Applications	Permit Fee	Document Recording Fee
Administrative Subdivision Review	\$85.00	\$15.00
Sketch Plan Review ⁴	\$100.00	\$0.00
Preliminary Subdivision Application	\$350.00 plus \$50 for each new lot/unit created ⁵	\$60.00
Final Subdivision Application	\$400.00 plus \$50 for each new lot/unit created ⁵	\$60.00
Rural Road Plan Review (for the development of a road serving 4 – 9 houses) (if required independent from a Subdivision Application)	\$200.00 ⁵	\$60.00
Subdivision Amendment - Administrative	\$85.00	\$15.00
Subdivision Amendment - DRB	\$200.00 ⁵	\$60.00

Notes and Footnotes

- Impact fees may be applicable to certain Residential and Commercial Construction projects. The Impact Fee Schedule per the 2006 Impact Fee Ordinance is as follows:

Impact Fees	Single-Family	Multi-Family/unit	Mobile Home	Non-Residential
* Fire	\$ 218.70	\$ 153.09	\$ 153.09	\$ 0.11 per s.f.

- Recording fees are set by the State of Vermont pursuant to 32 V.S.A. §1671 with the following rates:

- Document recording—\$15.00 per page
- Survey Plat recording—\$25.00 per plat

Varying document recording fees per application are based on the average number of pages recorded per application type. Applicants are responsible for any applicable Survey Plat recording fees in addition to the listed document recording fees if their application requires a survey plat to be recorded.

Notes and Footnotes (Continued)

3. For residential construction, fee applies livable floor area portion of dwellings as well as finished basement areas, and accessory spaces (garages, decks, porches). For commercial construction, fee applies to all areas on the lot that will be used for the commercial use, including all enclosed and unenclosed as well as paved and unpaved areas used for the commercial use (storage, seating areas, etc), and unfinished areas within buildings. Fee also applies to changes from unfinished floor area to finished floor area. If the structure does not span, cover, or enclose any areas on a lot, such as signage, flag poles, or fences, the minimum fee of \$50.00 applies.
4. The Sketch Plan Review fee may be applied for credit for the associated Final Plan Review application. If an applicant is reapplying for Sketch Plan Review for a subdivision proposal on the same property and that is unrelated to any prior Final Subdivision applications, the Sketch Plan Review fee is waived. If the applicant withdraws their subdivision application or does not apply for Final Plan Review, the fee paid for the Sketch Plan Review application cannot be reimbursed.
5. Technical Review Fees may apply to these projects upon the request of the Development Review Board. For additional information, refer to *Procedures and Standards for Technical Review Fees*.
6. This Fee Schedule shall not apply to any Town of Richmond, or Town board/committee projects.
7. Fee Waivers. 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 Selectboard. The Selectboard shall review the request and make a final determination.
8. Refund of Fees. Refunds of fees shall be issued as outlined below. Refunds will also be issued for fee overages calculated in error by the Planning & Zoning Office
 - Zoning Permit Fee—application withdrawal
 - 100 percent refund (including recording fees) if requested prior to the permit being issued and the notice being posted on-site
 - No refund if requested after the permit is issued
 - DRB review fees—application withdrawal
 - 100 percent refund (including recording fees) if requested before the deadline for applications
 - No refund if requested after the deadline for applications

Highway and Water Resources Department Fees

Highway Department Permit Fees	Residential	Commercial
Town Highway Access Permit (includes recording fee)	\$ 115.00	\$145.00
Use of Public Right-of-Way (includes recording fee)	\$215.00	\$245.00

Highway Department Permit Violation Fees	Landowner Violated	Utility or Contractor Violated
Violation of Right of Way Permit Conditions or Failure to Obtain Right of Way Permit	\$500 and New Permit with Double Fee and single recording fee	\$1000 and New Permit with Double Fee and single recording fee
Violation of Access Permit or Failure to Obtain Access Permit	\$250 and New Permit with Double the Fee and single recording fee	\$500 and New Permit with Double the Fee and single recording fee

Water Resources Department Permit Fees	Private	Public
Utility Connection Permit (includes recording fees and \$500 technical review fee)	\$1500	\$ 1200
Application for Utility Plan Review (includes recording fee)	\$175.00	\$145.00
Excavation in the Water District Permit (includes recording fee) (18" depth or shallower, permit not required)	\$50	
Water and Sewer Allocation and Service Fees: For development on the municipal water and sewer system additional fees apply for new development and changes of use.	Contact Town Manager for rates and approvals.	

Water Permit Violation Fees	Landowner Violated	Utility or Contractor Violated
Failure to Obtain a Utility Connection Permit	\$1000 and New Permit with Double Fee	
Violation of Conditions of an Authorized Utility Connection Permit	\$1000 and New Permit with Double the Fee	
Violation of Conditions of an Authorized Excavation Permit	\$100 and New Permit with Double Fee	\$500 and New Permit with Double Fee
Excavation Permit Not Obtained, DigSafe Permit Obtained	\$200 and New Permit with Double Fee	\$750 and New Permit with Double Fee
Excavation Permit Not Obtained, DigSafe Permit Not Obtained	\$300 and New Permit with Double Fee	\$1000 and New Permit with Double Fee

Repeat offense of any of the above violations shall result in double the violation penalty, and may result in automatic rejection of future permits. Any damage incurred to town infrastructure, with or without proper town permits, shall require immediate repair and the full cost of said repairs shall be the responsibility of the party that caused the damage. Any unpaid fees or fines may result in legal action and/or property liens.