

ORDINANCE TO CHANGE CITY-COUNTY PLANNING DEPARTMENT FEES

THE CITY COUNCIL OF THE CITY OF DURHAM ORDAINS:

Section 1. All of Chapter 6 of the City of Durham Fee Schedule as adopted by Ordinance 14414 (OnBase PR 9057) on March 18, 2013 is hereby repealed and replaced by the following:

Section 2. This ordinance takes effect on July 1, 2016.

Chapter 6 - Primary implementing department: City-County Planning Part 6-101 (General fees)

Section 1

A. Zoning Map Change (Rezoning):

Per-acre fees shall be calculated on the entire project and shall not be calculated on a prorata share. Cases with multiple zones, are charged the highest base fee applicable according to the zone or use categories proposed, plus the per-acre fee according to the acres in each of the categories proposed.

1. **All Residential (Not Listed Below), 5 acres or less:** \$1,000.00 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
2. **Non-Substantial Modification to Existing Design Guidelines (Only):** \$1,500.00 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
3. **All Residential (Not Listed Below), More than 5 acres:** \$3,000, plus \$65.00 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
4. **PDR, Mixed Use, Office, Residential Multi-Family, Commercial, Industrial or Research with Development Plan with Development Plan:** \$4,500.00, plus \$65.00 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
5. **Design District or Residential Multi-Family, Commercial, Industrial or Research without Development Plan:** \$3,500.00, plus \$65.00 per acre (rounded up), plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
6. **Re-Review Fees (applicable to all development applications):** Half of filing fee, plus technology surcharge of 4%, applicable at time of 2nd re-review (3rd staff review of project) and charged for each subsequent review.
7. **Development Plan as Site Plan/Preliminary Plat:** Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus technology surcharge of 4%.

B. Consolidated Annexation:

1. **All except Single Family and/or Duplex, with zoning map change:** \$800.00 per case, plus \$47.00 recordation fee, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
2. **Single Family and/or Duplex, with zoning map change:** \$800.00 per case, plus \$47.00 recordation fee, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
3. **All consolidated annexation cases that are a direct translation from County zoning:** \$400.00 base fee, plus \$47.00 recordation fee, plus technology surcharge of 4%, plus

surcharges for advertising, letter notice and signs. Please note that if requested zoning is a direct translation from County zoning, the notification surcharge for newspaper advertising is reduced by \$272.00.

4. **Re-Review Fees (applicable to all development applications):** Half of filing fee, plus technology surcharge of 4%, applicable at time of 2nd re-review (3rd staff review of project) and charged for each subsequent review.

C. Comprehensive Plan Amendment:

1. **Future Land Use Map Plan Amendment:** \$2,100 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
2. **Comprehensive Plan Text Amendment:** \$3,000 per case, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
3. **Re-Review Fees (applicable to all development applications):** Half of filing fee, plus technology surcharge of 4%, applicable at time of 2nd re-review (3rd staff review of project) and charged for each subsequent review

D. Board of Adjustment Applications:

1. **Non-revenue Generating Single Family Use Permit (fences, etc.), and Reasonable Accommodations requests:** \$475.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
2. **Wireless Communication Facilities Use Permit:** \$3,165.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$5,000.00 for independent professional consultant review.
3. **Appeal:** \$300.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
4. **All Other BOA Applications (any other Use Permit, Appeal, Variance, etc.):** \$1,300.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.

E. Major Special Use Permit Applications:

1. **Wireless Communication Facilities Use Permit:** \$3,165.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$5,000.00 for independent professional consultant review.
2. **Traffic Impact Analysis (TIA) Use Permit:** \$2,025.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.
3. **All Other Major Special Use Permit Applications:** \$2,025.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs.

F. Site Plans:

1. **Administrative Site Plan – Level 1** (defined as a site plan requiring only Planning Department review): \$210.00, plus technology surcharge of 4%.
2. **Administrative Site Plan – Level 2** (defined as a site plan with a maximum of 200 square feet of new impervious surfaces added, no required or proposed changes in stormwater management, no more than 200 square feet of new building area and less than 12,000 square feet of land disturbance): \$500.00, plus technology surcharge of 4%.

3. **Administrative Site Plan – Level 3** (defined as a site plan with a maximum of 200 square feet of new impervious surfaces added, no required or proposed changes in stormwater management, no more than 1,000 square feet of new building area and less than 12,000 square feet of land disturbance): \$1,000.00, plus technology surcharge of 4%.
 4. **Administrative Site Plan – Level 4** (defined as a site plan that does not meet the definitions of a Level 1, Level 2, Level 3 or Major Site Plan): \$3,500 base fee, plus \$25.00 per 1,000 square feet of gross building area [rounded up], and/or \$25.00 per lot, and/or \$25.00 per attached dwelling unit, plus technology surcharge of 4%.
 5. **Major Site Plan:** \$4,000 base fee, plus \$25.00 per 1,000 square feet of gross building area [rounded up], and/or \$25.00 per lot, and/or \$25.00 per attached dwelling unit, plus technology surcharge of 4%.
 6. **Site Plans** which do not require an initial re-review will be reimbursed 33% of the original review fee.
- G. Re-Review Fees (applicable to all development applications):** Half of filing fee plus technology surcharge of 4%, applicable at time of 2nd re-review (3rd staff review of project) and charged for each subsequent review
- H. Site Plan Intake Fee:** \$500.00, creditable to site plan application fee if site plan intake meeting is not canceled or is cancelled within prescribed timeframes published by the Planning Department and/or if site plan application is incomplete after a number of submittals as published by the Planning Department.
- I. Landscape Extensions:** Major non-residential, defined as greater than 25,000 square feet in gross floor area: \$300.00; minor non-residential, defined as less than or equal to 25,000 square feet in gross floor area: \$150.00; residential \$75.00 per lot. Plus technology surcharge of 4%.
- J. Floodplain Development Permit (Small):** Floodplain Development Permit initiated through the Planning Department that does not require review of a flood study or approval by an elected body - \$150.00 plus technology surcharge of 4%.
- K. Floodplain Development Permit (Large):** Floodplain Development Permit initiated through the Planning Department that requires review of a flood study or approval by an elected body - \$500.00 plus technology surcharge of 4%.
- L. Development Plan as Site Plan/Preliminary Plat:** Half of zoning base fee, plus half of the site plan or preliminary base fee, plus technology surcharge of 4%.
- M. Subdivision Plats:**
1. **Preliminary Plat:** \$3,500.00 base charge, plus \$25.00 per lot, plus technology surcharge of 4%, plus surcharge for letter notice on those projects requiring governing body approval; plans which do not require an initial re-review will be reimbursed 33% of the original review fee.
 2. **Preliminary Plat Amendments:** \$1,000 plus technology surcharge of 4%
 3. **Final Plats:** \$700.00, plus \$25.00 per lot, plus technology surcharge of 4%; plans which do not require an initial re-review will be reimbursed 33% of the original review fee.
 4. **Exempt Final Plats:** \$75.00, plus technology surcharge of 4%.
 5. **Re-Review Fees (applicable to all development applications):** Half of filing fee, plus technology surcharge of 4%, applicable following initial and first re-review and charged for each subsequent review.
 6. **Minor Plat** (defined as subdivision of land into six lots or less that does not require right-of-way dedication, does not require new utilities or the extension of utilities, does not require stormwater management, and is not associated with an approved preliminary plat): \$250 plus 4% technology surcharge.

7. **Landscape Extensions:** Major non-residential, defined as greater than 25,000 square feet in gross floor area: \$300.00; minor non-residential, defined as less than or equal to 25,000 square feet in gross floor area: \$150.00; residential \$75.00 per lot; plus technology surcharge of 4%.
8. **Development Plan as Site Plan/Preliminary Plat:** Half of zoning base fee, plus half of the site plan or preliminary plat base fee, plus technology surcharge of 4%.

N. **Landscape Inspection Fee:** \$100.00, plus technology surcharge of 4% for first re-inspection

O. **Landscape Re-Inspection Fees:** \$100.00, plus technology surcharge of 4% for first re-inspection. For each subsequent re-inspection, the total fee under this subsection, including the technology surcharge, will increase by \$104.00. For example, the total fee for the first re-inspection will be \$104.00; the total fee for the second re-inspection will be \$208.00; and the total fee for the third re-inspection will be \$312.00.

P. **Historic Preservation Fees:**

1. **Historic Landmark Designation:** \$800.00, plus technology surcharge of 4%, plus surcharges for advertising and letter notice, plus \$26.00 recordation fee.
2. **Historic District Designation:** \$20,000 per application, plus technology surcharge of 4%, plus surcharges for letter notice and sign posting.
3. **Major Works Certificate of Appropriateness, Historic Preservation Commission Review:** \$150.00 base fee per application, plus \$100.00 additional charge if demolition or new construction, plus technology surcharge of 4%, plus surcharges for letter notice and sign posting. Applications associated with projects begun and/or completed without required approval pay double the application base fee.
4. **Master Certificate of Appropriateness, Historic Preservation Commission Review:** \$300.00 base fee per application, plus technology surcharge of 4%, plus surcharges for letter notice and sign posting. Applications associated with projects begun and/or completed without required approval pay double the application base fee.
5. **Minor Works Certificate of Appropriateness, Staff Review:** \$75.00 base fee per application, plus technology surcharge of 4%. Applications associated with projects begun and/or completed without required approval pay double the application base fee.
6. **Historic Signs:** \$150.00, plus technology surcharge of 4%, plus surcharges for advertising and letter notice. Applications associated with projects begun and/or completed without required approval pay double the application base fee.

Q. **Signage**

1. **Common Signage Plan Review:** \$175.00, plus technology surcharge of 4%.
2. **Banner Plan Review Only:** \$75.00, plus technology surcharge of 4%.
3. **Permanent Signs Requiring Permits (as defined by the Durham UDO):** \$75.00 application fee plus technology surcharge of 4%. Applications associated with projects begun and/or completed without required approval pay double the application base fee.
4. **Temporary Signs Requiring Permits (as defined by the Durham UDO):** \$50.00 application fee plus technology surcharge of 4%. Applications associated with projects begun and/or completed without required approval pay double the application base fee.
5. **Sign Compliance Inspection Fee:** \$50.00 for each re-inspection

- R. **Street/Alley Closing:** \$800.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs, plus \$47.00 recordation fee.
- S. **Street/Alley Renaming:** \$600.00, plus technology surcharge of 4%, plus surcharges for advertising, letter notice and signs; plus reimbursement for all street sign replacement costs, plus \$47.00 recordation fee.
- T. **Unified Development Ordinance Text Amendment:** \$3,000.00, plus technology surcharge of 4%, plus surcharge for advertising and letter notice.
- U. **Zoning and Business Verification Letters:** \$15.00, plus technology surcharge of 4%.
- V. **Home Occupation Permit:** \$25.00, plus technology surcharge of 4%.
- W. **Formal Letter of Interpretation:** \$40.00, plus technology surcharge of 4%.
- X. **Vested Rights Determination:** \$5,000 application fee, plus technology surcharge of 4%, plus surcharge for advertising and signs.
- Y. **Watershed Determination:** \$2,500 application fee, plus technology surcharge of 4%.
- Z. **Surcharges:**
 - 1. **Newspaper Advertising for:**
 - a. Zoning Map Change, Future Land Use Map / Plan Amendment, Historic District Designation, Historic Landmark Designation or Street Closing: \$460.00; if case has to be heard by both governing bodies, \$920.00.
 - b. BOA, Major Special Use Permit, Street Renaming, Vested Rights Determination, and Historic Landmark Designations: \$230.00.
 - c. Unified Development Ordinance Text Amendment and Comprehensive Plan Text Amendment: \$690.00.
 - 2. **Letter Notice for:**
 - a. Zoning Map Change, Historic District Designation, Historic Landmark Designation or Land Use Map/Plan Amendment: \$95.00.
 - b. Vested Rights Determination, Major Works Certificate of Appropriateness, BOA, Major Special Use Permit, Street Renaming or Street Closing: \$53.00.
 - 3. **Signs:** For Zoning Map Change, BOA, Major Special Use Permit, Vested Rights Determination, Street Renaming, Major Works Certificate of Appropriateness or Street Closing: \$100.00. If multiple signs are necessary to adequately notify neighbors, multiple signs will be charged for at the case intake.
- AA. **Costs for Departmental Publications:** Copies of publications on hand on June 16, 2008: \$5.00. Reproductions or new publications will be priced according to costs.
- BB. **Large Format Copies:** \$1.00 per square foot (for example: a 3 foot by 6 foot map equals 18 square feet for a copying charge of \$18.00).
- CC. **Limited Agriculture Permit:** \$25.00, plus technology surcharge of 4%.

DD. Architectural Review (per Section 3.24 of the Durham Unified Development Ordinance) \$150.00 plus technology surcharge of 4%.

EE. Outdoor Seating Permit:

1. Application for initial annual permit: \$250.00.
2. Application to renew annual permit: \$100.00.

FF. Temporary Use Permit: \$100.00, plus technology surcharge of 4%.

GG. Mobile Vendor Registration and Annual Renewals:

\$10.00. Note: The fees in (X) are pursuant to city code section 54-91(n).

Section 2 (Administrative Reductions)

Administrative reductions of the fees in this Part for review of a submitted development application may be made in writing by the Planning Director or designee when the Director determines that the time, effort, and processing by staff will be substantially reduced compared to what is required for a typical review that it would be inequitable to charge the standard fee for such review.

The fee charged shall be roughly proportionate to the cost of staff time and other required measures, as determined at the absolute discretion of the Planning Director.

Part 6-102 (Traffic Impact Analyses and Transportation Special Use Permits)

The fees to be charged by the City-County Planning Department for development review undertaken by the City of Durham Department of Transportation shall be as follows:

- A. Traffic Impact Analysis, fewer than 1,000 peak hour trips: \$4,000, plus technology surcharge of 4%, plus surcharges for Advertising, Letter Notice and Sign.
- B. Traffic Impact Analysis, equal to or greater than 1,000 peak hour trips: \$6,000, plus technology surcharge of 4%, plus surcharges for Advertising, Letter Notice and Sign.
- C. Transportation Special Use Permit: \$1,800, plus technology surcharge of 4%, plus surcharges for Advertising, Letter, Notice and Sign.
- D. Traffic Impact Phasing Analysis, fewer than 1,000 peak hour trips: \$2,000, plus technology surcharge of 4%.
- E. Traffic Impact Phasing Analysis, equal to or greater than 1,000 peak hour trips: \$3,000, plus technology surcharge of 4%.
