



# Development Services Fees and Payment Menu

Payment Types and Related Fees, Effective July 1, 2021

Updated April 2023

City-County Planning and Related City Public Works, Transportation, and Water Management Fees

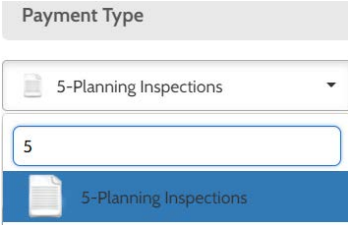
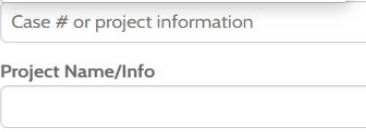
## Planning

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

Application Questions: [Planning@DurhamNC.gov](mailto:Planning@DurhamNC.gov) | 919-560-4137

### Important Things to Know About Paying Development Services Fees

1. Planning Customer Service staff are here to help with specific fee payments from 8:00 a.m. to 5:00 p.m. on non-holiday weekdays. Email [Planning@DurhamNC.gov](mailto:Planning@DurhamNC.gov) or call 919-560-4137. Staff will get back to you as soon as possible within 48 hours (2 workdays).
2. Checks are not accepted in person or by mail and will be returned and the review delayed. The Planning Department and partner departments are using the [Development Services One-Time Payment Portal](#) to collect fees for all application or permit types listed in this schedule.
3. For City-County Inspections Department fees help, please contact Inspections at 919-560-4144 or [PermitTechnicians@DurhamNC.gov](mailto:PermitTechnicians@DurhamNC.gov).
4. Please read the schedule carefully to note changes in names of fee types. **Total Fee \$** listed includes the 4% technology fee and notice fees, as needed.  
**A NOTE ABOUT PROCESSING FEES: Total Fees listed do NOT include the Processing Fee charged by the payment portal AFTER entering the listed fee amount.** The portal adds \$0.50 to the listed fee for each e-check or 3.3% of the listed fee for credit or 1% for some debit card payments. *For example, if paying by e-check for a \$156 fee, enter the \$156.00 fee and payment method, then the portal adds a \$0.50 Processing Fee, for a total of \$156.50. For credit or debit payments, enter the \$156.00 fee and payment method; the payment portal adds 3.3% (\$5.15), for a total of \$161.15 (\$156 x 3.3% = \$5.15; \$156 + \$5.15 = \$161.15).*
5. Some applications continue to require more than one payment using different payment types. They are listed together for convenience but paid separately.
6. Attach a copy of all payment receipt(s) with the application. Applications without proof of correct payment will not be accepted.

Making a Payment	Description Fields	Additional Information
<p><b>Find the application type listed in the tables below.</b></p> <ul style="list-style-type: none"> <li>• Make note of all related payment amounts and payment types. There may be more than one separate payment needed.</li> </ul>  <ul style="list-style-type: none"> <li>• Open the Online Payment Portal and Choose the Payment Type. <b>HINT:</b> Enter the payment #, such as "5" into the "Payment Type" field to jump to the desired payment type.</li> <li>• Then enter the <b>Total Fee \$</b> listed in this document.</li> <li>• <b>DO NOT include Processing Fee in Total Fee \$.</b></li> </ul>	<p><b>Fill in Description Fields:</b></p> <ul style="list-style-type: none"> <li>• <u>Use both lines</u> to identify the project. More description is better than less, and helps staff verify that the payment is correct, resulting in fewer delays.</li> </ul>  <ul style="list-style-type: none"> <li>• Start description with labels described in the table under <b>Total Fee \$ and Type with Label</b>. Add PID or Address at a minimum.</li> <li>• <b>Example:</b> "Level 4-T1 SP-Main Street Makeover, 123456" for a "Level 4, Tier 1 Site Plan called Main Street Makeover, located at parcel 123456."</li> <li>• <b>New Applications</b> - DO NOT USE FORMER PERMIT or CASE NUMBERS as this makes the payment harder to identify and may delay processing and review.</li> </ul>	<p><b>If more than one payment is needed:</b></p> <ul style="list-style-type: none"> <li>• Use the same project description from the application fee payment for other payments needed for the same project and add what it's for, such as "TIA" or "UEA," etc.</li> <li>• Example: "TIA - Level 4-T1 SP-Main Street Makeover, 123456."</li> <li>• For existing applications or new permits/cases with a staff-given number, enter the permit or case number, the project type, and project name.</li> <li>• Use both description fields as needed.</li> <li>• <b>A Processing Fee applies to each payment. DO NOT include Processing Fee in Total Fee \$.</b></li> <li>• If you need assistance, contact the Planning Department at 919-560-4137. Durham One Call will respond and assist as needed.</li> </ul>

Making a Payment	Description Fields	Additional Information
<p><b>All Planning Applications – Re-Review Fees</b></p> <ul style="list-style-type: none"> <li>• <b>Please Note:</b> Re-review fees are required at 3rd re-review (4th staff review of project) and are charged for each subsequent review.</li> <li>• Use the payment type that goes with the application, permit, or verification letter. It may be different than the original payment types due to name and number changes of the payment types.</li> </ul>	<p><b>Re-Review Fees Only:</b></p> <ul style="list-style-type: none"> <li>• In first line of the payment portal description field, label payment as “RE-REVIEW – [Case or Permit #]” and Project Name.</li> <li>• At the time of the 4<sup>th</sup> review (3rd re-review), pay ½ the fee shown for each payment type, including the 4% technology fee, and <i>Processing Fees</i>.</li> <li>• <b>DO NOT include Processing Fee in Total Fee \$.</b></li> </ul>	<p><b>Re-review fee calculations:</b></p> <ul style="list-style-type: none"> <li>• Half of the total original fee, including fees per lot, per acre, or per 1,000 square feet, and the 4% technology fee.</li> <li>• Re-review fees do not normally include notice and recordation fees unless the applicant delays a public hearing and re-advertising is required, but will require <i>Processing Fees</i>.</li> <li>• <b>DO NOT include Processing Fee in Total Fee \$.</b></li> </ul>

**Quick Links to Popular Application Types, Grouped by Payment Type - (1), (2), (3), etc.**

Fee /Application Types	Fee /Application Type	Fee /Application Type
(1) Engineering (PW) <a href="#">Civil CDs</a> ; <a href="#">CD Field Changes</a>	(2) Engineering (PW) <a href="#">Construction in Right-of-Way Permits</a> (not temporary closures)	(3) <a href="#">Floodplain Reviews</a> ; <a href="#">Temporary Right-of-Way Closures</a>
<p>(4) <a href="#">Annexations</a>; <a href="#">Certificate of Appropriateness (COA)</a>;  <a href="#">Business Verification</a>  <a href="#">Exempt Plat</a> and <a href="#">Final Plat</a>  <a href="#">Development Agreements</a>  <a href="#">Hist. Landmarks</a> and <a href="#">Landmark Signs</a>  <a href="#">Home Occupation Permit</a>  <a href="#">Miscellaneous Planning</a> (like architectural review, common signage plans, etc.)  <a href="#">Mobile (Street) Vendor Registration</a>  <a href="#">Preliminary Plat</a>  <a href="#">Reasonable Accommodation-BOA</a></p>	<p><a href="#">Sign Permits and Related Fees</a>  <a href="#">Site Plans, Levels 1-3,</a>  <a href="#">Level 4 Site Plan Tiers,</a>  <a href="#">Major Site Plans</a>  <a href="#">Special Use Permit, Major</a>  <a href="#">Special Use Permit, Minor</a>  <a href="#">Street Tree in Right-of-Way</a>  <a href="#">Temporary Use Permit</a>  <a href="#">UDO Text Amendments</a>  <a href="#">Variance, BOA</a>  <a href="#">Zoning Map Changes</a>  <a href="#">Zoning Verification Letter</a></p>	<p>(5) <a href="#">Landscape Extensions</a>;  <a href="#">Planning Inspections</a>  (6) <a href="#">Stormwater As-Built Reviews</a>  (7) <a href="#">Small Cell Wireless Permit</a>  (8) <a href="#">Traffic Impact Analysis</a>  (9) <a href="#">Pump Station CD Review</a>;  <a href="#">RGD Alternative - Water Mgmt.</a>; <a href="#">SUDS Fee</a>  (10) <a href="#">RGD Alternative - Engineering</a>;  <a href="#">RGD Alternative - Transportation</a>  (11) <a href="#">RGD Alternative – Stormwater</a>  (12) Residential Subdivision <a href="#">Payment-in-Lieu of Open Space</a></p>

**Latest Revisions March and April 2023:**

- 1) As-Built reviews, Video Inspections, and UEA payments should be made in the **Public Works Payment Portal:** <https://ipn2.paymentus.com/rotp/dhbp>.
- 2) Updated link to new **Planning Applications and Fees webpage:** <https://www.durhamnc.gov/5007/Applications-and-Fees>.
- 3) Added first sign inspection fee to each sign permit fee to clarify that they should be paid together when the permit is submitted, using payment type 4-Planning.

## 1. Annexation, Consolidated - Planning

- Fees include notice fees with 1 sign\*, in-person recordation by staff, and 4% technology fee.
- Processing fees apply according to payment method and are extra and charged at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Additional signs, as required to provide sufficient notification, are \$104 each + Processing fees. Listed fees and payment amounts do not include other associated Planning application fees, such as a Zoning Map Change.
- Separate payments for the UEA fee and the SUDS fee, + Processing fees as listed below, are required at the time of application for a Consolidated Annexation.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
1.1a. Consolidated Annexation, 1 Single-Family or 1 Two-Family Residential Lot	Fee includes notice with 1 sign*, in-person recordation, and technology; does not include fees for any other associated Planning application	<b>\$863.88* + <u>Processing Fee</u></b> <b>4-Planning; Label as ANNEX-Project Name</b>	\$400.00 + \$16.00 + \$399.00 + \$48.88 \$863.88*	Base Annexation Fee + 4% Technology Fee + Notice Fees* + Recordation Fee Total Annexation Fee*
1.1b. Related UEA fee, Annexation, 1 Residential Lot	Utility Extension Agreement for 1 residential lot, and technology, collected separately by Engineering	<b>\$104 + <u>Processing Fee</u></b> <b>Pay to Public Works at</b> <a href="https://ipn2.paymentus.com/rotp/dhbp">https://ipn2.paymentus.com/rotp/dhbp</a>	\$100.00 + \$4.00 \$104.00	UEA Base Fee + 4% Technology Fee Total UEA Fee
1.2a. Consolidated Annexation, All Other, except 1 Single-Family or 1 Two-Family Residential Lot	Fee includes notice with 1 sign*, in-person recordation, and technology; does not include fees for any other associated Planning application	<b>\$1,562.88* + <u>Processing Fee</u></b> <b>4-Planning; Label as ANNEX-Project Name</b>	\$800.00 + \$32.00 + \$682.00 + \$48.88 \$1,562.88*	Base Annexation Fee + 4% Technology Fee + Notice Fees* + Recordation Fee Total Annexation Fee*
1.2b. Related UEA fee, Annexation, All, except 1 Single-Family or 1 Two-Family Residential Lot	Utility Extension Agreement for all other annexations, and technology, collected separately by Engineering	<b>\$520 + <u>Processing Fee</u></b> <b>Pay to Public Works at</b> <a href="https://ipn2.paymentus.com/rotp/dhbp">https://ipn2.paymentus.com/rotp/dhbp</a>	\$500.00 + \$20.00 \$520.00	UEA Base Fee + 4% Technology Fee Total UEA Fee
1.2c. Related <u>SUDS fee</u> for Annexation; no technology fee	SUDS Fee (Summary Utility Development Statement), collected separately by Water Management	<b>\$500 + <u>Processing Fee</u></b> <b>9-Water Mgmt. Dev Services Fees</b> <b>Label as SUDS-Project Name</b>	\$500.00	Total SUDS Fee

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**2. Comprehensive Plan Amendment - Planning**

- Fees include notice fees, as listed below, and the 4% technology fee.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- For 2.1a, and 2.1b, Comprehensive Plan Amendment, notice includes 1 governing body hearing†. For 2.2, Comprehensive Plan Text Amendment, 2 governing body hearings are required and included in the payment.
- Additional signs, as required to provide sufficient notification of a proposed Tier boundary change (2.1b only), will be charged at \$104 each + Processing fees.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
2.1a. Comprehensive Plan Amendment, NO Proposed Tier Boundary Change	Stand-alone Future Land Use Map (FLUM) Amendment, NOT associated with a rezoning; payment includes notice and technology; a sign is not required	<b>\$2,762† + <u>Processing Fee</u></b> 4-Planning <i>Label as COMP-Project Name</i>	\$2,100.00 + \$84.00 <u>+ \$578.00</u> \$2,762.00	Base Fee + 4% Technology Fee <u>+ Notice Fees† (no sign)</u> Total Fee
2.1b. Comprehensive Plan Amendment, WITH Proposed Tier Boundary Change	Stand-alone Future Land Use Map (FLUM) Amendment, NOT associated with a rezoning; includes notice fees with 1 sign*, and technology	<b>OR \$2,866*† + <u>Processing Fee</u></b> 4-Planning <i>Label as COMP-Project Name</i>	\$2,100.00 + \$84.00 <b>OR + \$682.00</b> \$2,866.00	Base Fee + 4% Technology Fee <b>OR + Notice Fees*† (1 sign*)</b> Total Fee
2.2. Comprehensive Plan Text Amendment	Fee includes published notice for a total of 3 public hearings (Planning Commission, City Council and BOCC), and technology	<b>\$3,838 + <u>Processing Fee</u></b> 4-Planning <i>Label as COMP-Project Name</i>	\$3,000.00 + \$120.00 <u>+ \$718.00</u> \$3,838.00	Base Fee + 4% Technology Fee <u>+ Notice Fees (City &amp; Co.)</u> Total Fee

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**3. Zoning Map Change (Rezoning) - Planning**

- **Zoning Map Change fees are based on type of development plan (none, text-only, or graphic) and consistency with the adopted Future Land Use Map (FLUM) of the Durham Comprehensive Plan.**
- Fee includes the Engineering Zoning Review fee, notice fees with 1 sign\*, 1 governing body hearing†, and 4% technology.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Additional signs, as required to provide sufficient notification, are \$104 each + Processing fees. Listed fees do not include other associated Planning application fees, such as Annexations.
- NOTE: A separate \$500 SUDS (Summary Utility Development Statement) fee + Processing fees is charged for a rezoning that is not part of a consolidated annexation request. Other separate fees are listed at the end of Section 3 and are required at the time of application for a Zoning Map Change.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
3.1a. Zoning Map Change (Rezoning), no Development Plan, 5 Acres or Less; <b>CONSISTENT</b> with adopted FLUM	Fee includes zoning map change fees, Engineering Zoning Review, notice fees with 1 sign*, and technology	<b>\$1,826*† + Processing Fee</b> 4-Planning <i>Label as ZMC-Project Name</i>	\$1,000.00 + \$100.00 + \$44.00 + \$682.00 \$1,826.00	Base Zoning Map Change Fee + Eng. Zoning Review Fee + 4% Technology Fee + Notice Fees*† Total Fee*† ( <b>CONSISTENT</b> )
3.1b. Same as 3.1a, <b>INCONSISTENT</b> with adopted FLUM	Same as above with addition of \$1,040 <u>inconsistency fee</u>	<b>OR \$2,866*† + Processing Fee</b> 4-Planning <i>Label as ZMC-Project Name</i>	<b>OR</b> \$1,826.00 + \$1,000.00 + \$40.00 \$2,866.00	<b>OR</b> Total Fee from 3.1a, above + Inconsistency Fee + 4% Inconsistency Tech Fee Total Fee*† ( <b>INCONSISTENT</b> )
3.1c. Related <u>SUDS fee</u> , if Zoning Map Change is not part of an Annexation, <i>no technology fee</i>	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management	<b>\$500 + Processing Fee</b> 9-Water Mgmt. Dev Services Fees; <i>Label as SUDS-Project Name</i>	\$500.00	Total SUDS Fee
3.2a. Rezoning without a Development Plan, more than 5 Acres; <b>CONSISTENT</b> with adopted FLUM	Fee includes zoning map change fees, Engineering Zoning Review, notice fees with 1 sign*, and technology	<b>\$2,866*† + Processing Fee</b> 4-Planning <i>Label as ZMC-Project Name</i>	\$2,000.00 + \$100.00 + \$84.00 + \$682.00 \$2,866.00	Base Zoning Map Change + Eng. Zoning Review Fee + 4% Technology Fee + Notice Fees*† Total Fee*† ( <b>CONSISTENT</b> )
3.2b. Same as 3.2a, <b>INCONSISTENT</b> with adopted FLUM	Same as above with addition of \$1,040 <u>inconsistency fee</u>	<b>OR \$3,906*† + Processing Fee</b> 4-Planning; <i>Label as ZMC-Project Name</i>	<b>OR</b> \$2,866.00 + \$1,000.00 + \$40.00 \$3,906.00	<b>OR</b> Total Fee from 3.2a, above + Inconsistency Fee + 4% Inconsistency Tech Fee Total Fee*† ( <b>INCONSISTENT</b> )
3.2c. Related <u>SUDS fee</u> , if Zoning Map Change is not part of an Annexation, <i>no technology fee</i>	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management	<b>\$500 + Processing Fee</b> 9-Water Mgmt. Dev Services Fees; <i>Label as SUDS-Project Name</i>	\$500.00	Total SUDS Fee

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

**Planning Application Guide (NEW LOCATION):** <https://www.durhamnc.gov/5007/Applications-and-Fees>

**3. Zoning Map Change (Rezoning) – Planning (Continued)**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
3.3a. Rezoning, Text Commitment Only Development Plan, 5 Acres or Less; <b>CONSISTENT</b> with adopted FLUM	Fee includes zoning map change fees, Engineering Zoning Review, notice fees with 1 sign*, and technology	<b>\$2,866*† + <u>Processing Fee</u></b> 4-Planning <i>Label as ZMC-Project Name</i>	\$2,000.00 + \$100.00 + \$84.00 <u>+ \$682.00</u> \$2,866.00	Base Zoning Map Change + Eng. Zoning Review Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*† ( <b>CONSISTENT</b> )
3.3b. Same as 3.3a, <b>INCONSISTENT</b> with adopted FLUM	Same as above with addition of \$1,040 <u>inconsistency fee</u>	<b>OR \$3,906*† + <u>Processing Fee</u></b> 4-Planning; <i>Label as ZMC-Project Name</i>	<b>OR</b> \$2,866.00 + \$1,000.00 <u>+ \$40.00</u> \$3,906.00	<b>OR</b> Total Fee from 3.3a, above + Inconsistency Fee <u>+ 4% Inconsistency Tech Fee</u> Total Fee*† ( <b>INCONSISTENT</b> )
3.3c. Related <u>SUDS fee</u> , if Zoning Map Change is not part of an Annexation, <i>no technology fee</i>	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management	<b>\$500 + <u>Processing Fee</u></b> 9-Water Mgmt. Dev Services Fees; <i>Label as SUDS-Project Name</i>	\$500.00	Total SUDS Fee
3.4a. Rezoning, Text Commitment Only Development Plan, more than 5 Acres; <b>CONSISTENT</b> with FLUM	Fee includes zoning map change fees, Engineering Zoning Review, notice fees with 1 sign*, and technology	<b>\$4,426*† + <u>Processing Fee</u></b> 4-Planning <i>Label as ZMC-Project Name</i>	\$3,500.00 + \$100.00 + \$144.00 <u>+ \$682.00</u> \$4,426.00	Base Zoning Map Change Fee + Eng. Zoning Review Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*† ( <b>CONSISTENT</b> )
3.4b. Same as 3.4a, <b>INCONSISTENT</b> with adopted FLUM	Same as above with addition of \$1,040 <u>inconsistency fee</u>	<b>OR \$5,466*† + <u>Processing Fee</u></b> 4-Planning; <i>Label as ZMC-Project Name</i>	<b>OR</b> \$4,426.00 + \$1,000.00 <u>+ \$40.00</u> = \$5,466.00	<b>OR</b> Total Fee from 3.4a, above + Inconsistency Fee <u>+ 4% Inconsistency Tech Fee</u> Total Fee*† ( <b>CONSISTENT</b> )
3.4c. Related <u>SUDS fee</u> , if Zoning Map Change is not part of an Annexation, <i>no technology fee</i>	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management	<b>\$500 + <u>Processing Fee</u></b> 9-Water Mgmt. Dev Services Fees; <i>Label as SUDS-Project Name</i>	\$500.00	Total SUDS Fee
3.5. Development Agreement	See UDO Sec. 1.12, Development Agreements; includes application, notice fees with 1 sign*, and 1 governing body public hearing† and technology; recordation fees will be determined by the Durham County Register of Deeds	<b>\$7,962*† + <u>Processing Fee</u></b> 4-Planning <i>Label as DEV AGREE-Project Name</i> <i>Recording fees are separate</i>	\$7,000.00 + \$280.00 <u>+ \$682.00*†</u> Total Fee + Recording Fee	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee + Separate Recording Fee

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

**Please see the next page for 3.6, Rezoning with a Graphic Development Plan, and 3.7, Modifications to Text Commitments, Only, on Existing Development Plans.**

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**3. Zoning Map Change (Rezoning) – Planning (Related Fees, Continued)**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
3.6a. Rezoning with a Graphic Development Plan; <b>CONSISTENT</b> with adopted FLUM	Fee includes zoning map change fees, Engineering Zoning Review, notice fees with 1 sign*, and technology	<b>\$5,466*†</b> <b>+ \$67.60 per acre</b> <b>= Zoning Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning <i>Label as ZMC-Project Name</i>	\$4,500.00 + \$100.00 + \$184.00 <u>+ \$682.00</u> <b>\$5,466.00</b> <i>ADD Per Acre</i> [\$65.00 + \$2.60] <u>+ \$67.60/Ac.</u> <b>= All Above</b>	Base Zoning Map Change Fee + Eng. Zoning Review Fee + 4% Technology Fee <u>+ Notice Fees*†</u> <b>Subtotal*† (CONSISTENT)</b> <i>ADD Per Acre Fee (Round Up)</i> [Base Per Acre + 4% Tech Fee] <u>+ Per Acre Fee Subtotal</u> <b>Total Fee*† (CONSISTENT)</b>
3.6b. Same as 3.5a, <b>INCONSISTENT</b> with adopted FLUM	Same as above with addition of \$1,040 <u>inconsistency fee</u>	<b>OR \$6,506*†</b> <b>+ \$67.60 per acre</b> <b>= Zoning Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning <i>Label as ZMC-Project Name</i>	<b>OR \$5,466.00</b> + \$1,000.00 <u>+ \$40.00</u> <b>= \$6,506.00</b> <i>ADD Per Acre</i> [\$65.00 + \$2.60] <u>+ \$67.60/Ac.</u> <b>= All Above</b>	<b>OR Subtotal*† from 3.5a, above</b> + Inconsistency Fee <u>+ 4% Inconsistency Tech Fee</u> <b>Subtotal*† (INCONSISTENT)</b> <i>ADD Per Acre Fee (Round Up)</i> [Base Per Acre + 4% Tech Fee] <u>+ Per Acre Fee Subtotal</u> <b>Total Fee*† (INCONSISTENT)</b>
3.6c. Related <u>SUDS fee</u> , if Zoning Map Change is not part of an Annexation, <i>no technology fee</i>	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management	<b>\$500 + <u>Processing Fee</u></b> 9-Water Mgmt. Dev Services Fees; <i>Label as SUDS-Project Name</i>	\$500.00	Total SUDS Fee
3.7. Modifications to Text Commitments, Only, on Existing Development Plans	Existing development plans only; payment includes zoning map change fees, Engineering Zoning Review, and notice fees with 1 sign*, and technology	<b>\$2,346*† + <u>Processing Fee</u></b> 4-Planning <i>Label as ZMC-Project Name</i>	\$1,500.00 + \$100.00 + \$64.00 <u>+ \$682.00</u> \$2,346.00	Base Zoning Map Change Fee + Eng. Zoning Review Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
<i>(Included Engineering Zoning Review – All Zoning Map Changes)</i>	<i>The Engineering Zoning Review fee and technology fee is now included in all listed rezoning payment amounts</i>	<i>(*NEW* - \$104 included in all rezoning fees, above)</i>	<i>[\$100.00 + \$4.00 \$104.00]</i>	<i>[Base Fee + 4% Technology Fee Fee for Reference Only]</i>
Possible Related <u>TIA Fees</u> , per Transportation – All Zoning Map Changes	Project may require a Traffic Impact Analysis; contact the City Transportation Department	<b>Varies + <u>Processing Fee</u></b>	Varies	See <u>TIA Fees</u>

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

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**As-Built Drawing Reviews by Departments** – See tables for [Engineering](#), [Floodplain](#), or [Stormwater](#), as applicable.

#### 4. Board of Adjustment (BOA) - Planning

- The Board of Adjustment holds quasi-judicial hearings on the following applications. Fees include 4% technology fee, unless noted, in addition to applicable notice fees.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.** Additional signs, as required to provide sufficient notification, are \$104 each + [Processing fees](#). Special Use Permit payments include recordation at the Durham County Register of Deeds, by staff.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
4.1a. Appeal of an Administrative Decision, NOT Site-Specific	Includes letter notice and technology	<b>\$367 + <a href="#">Processing Fee</a></b> 4-Planning <i>Label as BOA-Project Name</i>	\$300.00 + \$12.00 <b>\$312.00</b> + \$55.00 <b>\$367.00</b>	Base Fee + 4% Technology Fee <b>Subtotal, Appeal Not Site Spec.</b> + Notice Fees, Not Site-Specific <b>Fee Total, Not Site-Specific</b>
4.1b. Appeal of an Administrative Decision, Site-Specific	Includes letter notice, 1 sign*, and technology	<b>OR \$471* (Site Specific Appeal)</b> + <a href="#">Processing Fee</a> 4-Planning; <i>Label as BOA-Project Name</i>	<b>OR \$312.00</b> + \$159.00 <b>\$471.00</b>	<b>OR Subtotal, Appeal Not Site Spec.</b> + Notice Fees*, Site-Specific <b>Fee Total, Site-Specific*</b>
4.2a. Projects for 1-Family or 2-Family Lots: Variance or Reasonable Accommodation	Includes letter notice, 1 sign*, and technology	<b>\$653* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as BOA-Project Name</i>	\$475.00 + \$19.00 + \$159.00 <b>\$653.00</b>	Base Application Fee + 4% Technology Fee + Notice Fees* <b>Fee Total</b>
4.2b. Projects for 1-Family or 2-Family Lots: Minor Special Use Permit	Includes letter notice, 1 sign*, in-person recordation, and technology	<b>\$680.04* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as BOA-Project Name</i>	\$653.00 + \$27.04 <b>\$680.04</b>	Subtotal from 4.2a, above + <a href="#">Recordation Fee</a> <b>Fee Total*</b>
4.3a. Other Projects: Variance or Reasonable Accommodation	Includes letter notice, 1 sign*, and technology	<b>\$1,511* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as BOA-Project Name</i>	\$1,300.00 + \$52.00 + \$159.00 <b>\$1,511.00</b>	Base Application Fee + 4% Technology Fee + Notice Fees* <b>Fee Total</b>
4.3b. Other Projects: Minor Special Use Permit, Except <a href="#">WCF</a> (See <a href="#">4.4</a> , below)	Includes letter notice, 1 sign*, in-person recordation, and technology	<b>\$1,538.04* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as BOA-Project Name</i>	\$1,511.00 + \$27.04 <b>\$1,538.04</b>	Subtotal from 4.3a, above + <a href="#">Recordation Fee</a> <b>Fee Total**</b>
4.4a. <a href="#">WCF</a> Minor Special Use Permit; <i>does not include Small Cell Wireless Permits</i>	Includes letter notice, 1 sign*, in-person recordation, and technology	<b>\$3,477.64* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as BOA-Project Name</i>	\$3,165.00 + \$126.60 + \$159.00 + \$27.04 <b>\$3,477.64</b>	Base Fee + 4% Technology Fee + Notice Fees* + <a href="#">Recordation Fee</a> <b>Fee Total*</b>
4.4b. <a href="#">WCF</a> Independent Consultant - <i>no technology fee</i>	Pay separately; required for review of <a href="#">WCF</a> special use permits	<b>\$5,000 + <a href="#">Processing Fee</a></b> 7-Small Cell Wireless Permit <i>Label as WCF-Project Name</i>	\$5,000.00	Total Consultant Fee <i>(Paid to 7-Small Cell Wireless Permits because no technology fee)</i>

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

**Planning Application Guide (NEW LOCATION):** <https://www.durhamnc.gov/5007/Applications-and-Fees>



**5. Engineering (Public Works Department) Reviews Paid via the DSC Payment Portal**

- Public Works Engineering reviews are grouped by payment type and include the 4% technology fees. (e.g., \$100 (base fee) + \$4 (4%) = \$104 fee).
- [Processing fees](#) apply according to payment method and are extra and applied at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Please label payments with “CD-” or “PW Permit #”, as appropriate and labeled below.
- Most Public Works case types are paid at <https://ipn2.paymentus.com/rotp/dhbp>, except 5.1 through 5.3, listed below and the Reference Guide for Development.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
Engineering As-Built Review		<b>Pay to Public Works at</b> <a href="https://ipn2.paymentus.com/rotp/dhbp">https://ipn2.paymentus.com/rotp/dhbp</a>		
5.1. Engineering (Civil) Construction Drawing Review	See Public Works Construction Drawing Submittal Checklist for applicable fee for type and scope of project	<b>Varies + <a href="#">Processing Fee</a></b> 1-Engr As-Built, CD, Video, UEA; Label as CD-Project Name	Fee varies for type and scope of project	Calculate per Public Works Construction Drawing Submittal Checklist
5.2. Field Change to Approved Construction Drawings	Field change fee, if approved by Public Works Engineering Development Review staff	<b>\$208 + <a href="#">Processing Fee</a></b> 1-Engr As-Built, CD, Video, UEA; Label as CD-Project Name	\$200.00 + \$8.00 \$208.00	Base Fee + 4% Technology Fee Total Fee
5.3. Right-of-Way Permit (PW Permit), Engineering	Right-of-Way Permit (PW Permit) fee - NOT including <a href="#">Right-of-Way Temporary Closures</a> , <a href="#">Street Vendor Registration</a> , or <a href="#">TIA</a>	<b>\$156 + <a href="#">Processing Fee</a></b> 2-Engr RightofWay Permit, ReInsp Label as PW Permit # - Address	\$150.00 + \$6.00 \$156.00	Base Fee + 4% Technology Fee Total Fee
Utility Extension Agreement (UEA)		<b>Pay to Public Works at</b> <a href="https://ipn2.paymentus.com/rotp/dhbp">https://ipn2.paymentus.com/rotp/dhbp</a>		
Video Inspection		<b>Pay to Public Works at</b> <a href="https://ipn2.paymentus.com/rotp/dhbp">https://ipn2.paymentus.com/rotp/dhbp</a>		
Engineering Re-Inspection		<b>Pay to Public Works at</b> <a href="https://ipn2.paymentus.com/rotp/dhbp">https://ipn2.paymentus.com/rotp/dhbp</a>		
<a href="#">Reference Guide for Development</a> (RGD), Engineering (Public Works)	Proposed Alternative to Engineering (Public Works) RGD Standards	See <a href="#">17. Reference Guide for Development</a>		See <a href="#">17. Reference Guide for Development</a>

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

## 6. Floodplain Reviews - Planning

- Reference: See Unified Development Ordinance (UDO) Sec. 3.21, Floodplain Development Permit.
- Floodplain payments are collected by Planning and include 4% technology fees.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Except 6.2b, Enhanced Floodplain Building Permit Reviews, for Floodplain Building Permit Reviews that result in a Floodplain Development Permit, the appropriate floodplain development permit fees will be charged.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
6.1. Floodplain As-Built Drawing Review	Fee per phase; review of floodplain development permit as-built documentation when construction is complete and prior to a Certificate of Completion or final approval	<b>\$104/phase + <u>Processing Fee</u></b> 3-Floodplain, ROWTempClosure; <i>Label as FP AB-Permit #</i>	\$100.00 + \$4.00 \$104.00	Base Fee/Phase + 4% Technology Fee Fee/Phase
6.2. Enhanced Floodplain Building Permit Review	Associated with an enhanced building permit review, due at the time of enhanced review. If a floodplain development permit is required that fee must be paid in addition to this Enhanced Floodplain Permit review fee.	<b>\$156/permit + <u>Processing Fee</u></b> 3-Floodplain, ROWTempClosure; <i>Label as ENHANCED FP BP-Permit #</i>	\$150.00 + \$6.00 \$156.00	Base Fee/Permit + 4% Technology Fee Fee/Permit
6.3. Small Floodplain Development Permit	Review of proposed floodplain development that does not modify or obstruct floodway or non-encroachment areas	<b>\$156 + <u>Processing Fee</u></b> 3-Floodplain, ROWTempClosure; <i>Label as SMALL FP-Permit #</i>	\$150.00 + \$6.00 \$156.00	Base Fee + 4% Technology Fee Total Fee
6.4. Medium Floodplain Development Permit	Review of proposed development that obstructs or modifies the floodplain without increasing the dimensions of the floodway & non-encroachment areas & that requires approval of flood hazard calculations or an engineer's certification	<b>\$353 + <u>Processing Fee</u></b> 3-Floodplain, ROWTempClosure; <i>Label as MED FP-Permit #</i>	\$340.00 + \$13.60 \$353.60	Base Fee + 4% Technology Fee Total Fee
6.5. Large Floodplain Development Permit	Review of proposed floodplain development that requires review of a flood study, no-rise certification, CLOMR, or LOMR, etc.	<b>\$624 + <u>Processing Fee</u></b> 3-Floodplain, ROWTempClosure; <i>Label as LARGE FP-Permit #</i>	\$600.00 + \$24.00 \$624.00	Base Fee + 4% Technology Fee Total Fee

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**7. Historic Properties – Certificate of Appropriateness (COA) - Planning**

- Fee includes 4% technology fees and, for Major and Master COAs, notice, and 1 sign\*. Additional signs, as required to provide sufficient notification, are \$104 + [Processing fees](#). [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically significant structures. See [Work Requiring a Certificate of Appropriateness](#).
- Applications fees are doubled for “after-the-fact,” or “retroactive,” applications submitted after work has begun or been completed.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.1a. Minor Certificate of Appropriateness (COA)	Planning staff approval; payment includes technology	<b>\$78** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$75.00 + \$3.00 \$78.00	Base Fee** + 4% Technology Fee Total Fee**
7.1b. After-the-Fact Minor COA	Minor COA application made after work begun or completed	<b>\$156 + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 \$156.00	Base Fee** + 4% Technology Fee Total Fee**
7.2a. Major COA with NO new construction, NO demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$315* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 + \$159.00 \$315.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.2b. After-the-Fact Major COA, NO new construction, NO demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$471* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 + \$159.00 \$471.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3a. Major COA with EITHER new construction OR demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$419* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$250.00 + \$10.00 + \$159.00 \$419.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3b. After-the-fact Major COA with EITHER new construction OR demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$679* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$500.00 + \$20.00 + \$159.00 \$679.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4a. Major COA with BOTH new construction AND demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$523* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$350.00 + \$14.00 + \$159.00 \$523.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4b. After-the-Fact Major COA with BOTH new construction AND demolition	After-the-fact application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$887* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$700.00 + \$28.00 + \$159.00 \$887.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

**7. Historic Properties – Certificate of Appropriateness (COA) (Continued)**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.5a. Master COA for Public Projects	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$471* ** + <u>Processing Fee</u></b> 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 <u>+ \$159.00</u> \$471.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **
7.5b. After-the-Fact Master COA for Public Projects	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$783* + <u>Processing Fee</u></b> 4-Planning; <i>Label as COA-Project Name</i>	\$600.00 + \$24.00 <u>+ \$159.00</u> \$783.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

**8. Historic Properties – Governing Body Approvals - Planning**

- Includes 8.1, Historic District Designation, 8.2, Historic Landmark Designation, and 8.3, Landmark Sign Designation. Fee includes required notification fees for 1 governing body hearing†, 1 sign\*, and 4% technology fees.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Additional signs, as required to provide sufficient notification, are \$104 each + Processing fees.
- Application fees are doubled for after-the-fact designation of a Historic Landmark or Landmark Sign, for work begun or completed without required approvals, plus required notification fees and technology as listed below.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
8.1. Historic District Designation	New or expanded local Historic District; includes all notice with 1 sign*, and technology, and 1 governing body hearing†	<b>\$21,482*† + <u>Processing Fee</u></b> 4-Planning; <i>Label as HDD-Project Name</i>	\$20,000.00 + \$800.00 <u>+ \$682.00</u> \$21,482.00	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
8.2a. Historic Landmark Designation	Designation or removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fee	<b>\$1,437.04*†** + <u>Processing Fee</u></b> 4-Planning; <i>Label as LDMARK-Project Name</i>	\$800.00 + \$32.00 + \$578.00 <u>+ \$27.04</u> \$1,437.04	Base Fee** + 4% Technology Fee <u>+ Notice Fees*†</u> <u>+ Recordation Fee</u> Total Fee*†**
8.2b. After-the-Fact Historic Landmark Designation	After-the-fact removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fees	<b>\$2,269.04*† + <u>Processing Fee</u></b> 4-Planning; <i>Label as LDMARK-Project Name</i>	\$1,600.00 + \$64.00 + \$578.00 <u>+ \$27.04</u> \$2,269.04	Base Fee** + 4% Technology Fee <u>+ Notice Fees*†</u> <u>+ Recordation Fee</u> Total Fee*†**

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

**Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>**

## 7. Historic Properties – Governing Body Approvals (Continued)

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
8.3a. Landmark Sign Designation	Designation or removal of landmark sign designation by 1 governing body hearing†; includes published and letter notice	<b>\$451** + <u>Processing Fee</u></b> 4-Planning <i>Label as LMK SIGN-Project Name</i>	\$150.00 + \$6.00 <u>+ \$295.00</u> \$451.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees</u> Total Fee
8.3b. After-the-Fact Landmark Sign Designation	After-the-fact removal of landmark sign designation; 1 governing body hearing†; includes published and letter notice	<b>\$607 + <u>Processing Fee</u></b> 4-Planning <i>Label as LMK SIGN-Project Name</i>	\$300.00 + \$12.00 <u>+ \$295.00</u> \$607.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees</u> Total Fee

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

**Inspections Department Fees.** Fees for building permits, electrical, mechanical, plumbing, and multi-trade permits are on the [Inspections Department web page](#). Payment requires contractor log-in with a Land Development Office (LDO) account, or call 919-560-4144 to create a log-in. Payment is made on the City of Durham [Land Development Office website](#), NOT in the Development Services payment portal.

## 9. Landscape Extension - Planning

- Landscape Extensions must be approved before requesting site inspection for Planning sign-off on a building permit or other Certificate of Compliance. See UDO Sec. 9.11, Extensions. The fee amount includes a 4% technology fee. Processing fees apply according to payment method and are extra and added at checkout.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
9.1. Landscape Extension, Residential Project	Residential projects, except Multifamily (see 9.2 or 9.3, below)	<b>\$78/permit + <u>Processing Fee</u></b> 5-Planning Inspections <i>Label as LD EXTEN-Permit #</i>	\$75.00 <u>+ \$3.00</u> \$78.00	Base Fee/Permit <u>+ 4% Technology Fee</u> Total Fee/Permit
9.2. Landscape Extension, Minor Nonresidential or Multifamily Project	Projects with 25,000 square feet of gross floor area or less per permit	<b>\$156/permit + <u>Processing Fee</u></b> 5-Planning Inspections <i>Label as LD EXTEN-Permit #</i>	\$150.00 <u>+ \$6.00</u> \$156.00	Base Fee/Permit <u>+ 4% Technology Fee</u> Total Fee/Permit
9.3. Landscape Extension, Major Nonresidential or Multifamily Project	Projects with more than 25,000 square feet of gross floor area per permit	<b>\$312/permit + <u>Processing Fee</u></b> 5-Planning Inspections <i>Label as LD EXTEN-Permit #</i>	\$300.00 <u>+ \$12.00</u> \$312.00	Base Fee/Permit <u>+ 4% Technology Fee</u> Total Fee/Permit

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

## 10. Major and Transportation Special Use Permits - Planning

- Major Special Use Permits and Transportation Special Use Permits require quasi-judicial hearings by the governing body having jurisdiction on the site.
- Fees include technology in addition to applicable notice fees, unless otherwise noted.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Additional signs, as required to provide sufficient notification, are \$104 each + processing fees.
- Special Use Permits require recordation at the Durham County Register of Deeds and will be done in person by staff.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
10.1. All Major Use Permits, Except <u>WCF</u> (Wireless Communication Facilities)	Major Special Use Permit: includes letter notice, 1 sign*, in-person recordation fee, and technology	<b>\$2,292.04* + <u>Processing Fee</u></b> 4-Planning Label as MSUP-Project Name	\$2,025.00 + \$81.00 + \$159.00 + \$27.04 \$2,292.04	Base Fee + 4% Technology Fee + Notice Fees* + <u>Recordation Fee</u> Total Fee*
10.2a. <u>WCF</u> Major Special Use NOTE: Does not include Small Cell Wireless Permit	<u>WCF</u> Major Special Use Permit application: includes letter notice, 1 sign*, in-person recordation, and technology	<b>\$3,477.64* + <u>Processing Fee</u></b> 4-Planning Label as MSUP-Project Name	\$3,165.00 + \$126.60 + \$159.00 + \$27.04 \$3,477.64	Base Fee + 4% Technology Fee + Notice Fees* + <u>Recordation Fee</u> Total Fee*
10.2b. WCF Independent Consultant - no technology fee	Pay separately; fee required for review of all <u>WCF</u> special use permits (paid to 7-Small Cell Wireless Permits because no technology fee)	<b>\$5,000 + <u>Processing Fee</u></b> 7-Small Cell Wireless Permit Label as WCF-Project Name	\$5,000.00	Total Consultant Fee
10.3. Transportation Special Use Permit (TSUP)	Transportation Special Use Permit: payment includes letter notice, 1 sign*, in-person recordation, and technology	<b>\$2,292.04* + <u>Processing Fee</u></b> 4-Planning Label as TSUP-Project Name	\$2,025.00 + \$81.00 + \$159.00 + \$27.04 \$2,292.04	Base Fee + 4% Technology Fee + Notice Fees* + <u>Recordation Fee</u> Total Fee*
Related <u>TIA Fees</u> may be required for a TSUP	Project may require a Traffic Impact Analysis; contact the City Transportation Department	Varies, per Transportation Department	Varies	See <u>TIA Fees</u>

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>



## 11. Planning Customer Service and Minor Development

- Includes miscellaneous administrative reviews, in alphabetical order. The fee includes 4% technology fees.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- For questions, contact [Planning@DurhamNC.gov](mailto:Planning@DurhamNC.gov).

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
11.1. Architectural Review Application	Per Sec. 3.22 of the Durham Unified Development Ordinance	<b>\$218.40 + <u>Processing Fee</u></b> 4-Planning; Label as ARCH-Project Name	\$210.00 + \$8.40 \$218.40	Base Fee + 4% Technology Fee Total Fee
11.2. Business Verification Letter	Verification of allowable use of a property for a new business outside the home or change of ownership	<b>\$26/address + <u>Processing Fee</u></b> 4-Planning; Label as BUSV-Address	\$25.00 + \$1.00 \$26.00	Base Fee + 4% Technology Fee = Total Fee
11.3a. Copies of Planning Department Publications	Copies of Planning Department publications on hand	<b>At cost + 4% + <u>Processing Fee</u></b> 4-Planning; Label as COPIES	At Cost + 4% Total	Document Fee + 4% Technology Fee = Total Fee
11.3b. Copies, Letter Size	Black and white copies made by request + Color copies made by request + <u>Add technology fee on total of the above</u>	<b>\$0.0045/page</b> <b>+ \$0.45/color page</b> <b>+ 4% on total</b> <b>+ <u>Processing Fee</u></b> 4-Planning; Label as COPIES	\$.0045 <u>AND/OR \$0.45</u> + 4% Total	Per Page: Black/White Copy Per Page: Color Copy + 4% Technology Fee = Total Fee
11.3c. Copies, Large Format	By request, including technology	<b>\$1.04/SF + <u>Processing Fee</u></b> 4-Planning; Label as LF COPIES	\$1.00 + \$0.04 \$1.04	Base Fee/Square Foot + 4% Technology Fee Total Fee/Square Foot
11.4. DMV Business Verification Letter	Verification of a property for a new auto sales use or change of ownership; addressed to the NC DMV	<b>\$26/address + <u>Processing Fee</u></b> 4-Planning; Label as DMV-Address	\$25.00 + \$1.00 \$26.00	Base Fee + 4% Technology Fee Total Fee
11.5. Family Care Home or Group Home Verification Letter; <i>UDO paragraph 5.3.2C</i>	Includes verification that a property meets UDO separation requirement from existing family care or group homes, as applicable; provides a letter valid for 180 days, which can be renewed once	<b>\$26/address + <u>Processing Fee</u></b> 4-Planning; Label as FCH-Address	\$25.00 + \$1.00 \$26.00	Base Fee + 4% Technology Fee Total Fee

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**11. Planning Customer Service and Minor Development (Continued)**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
11.6. Formal Letter of Interpretation	Written request for formal letter of interpretation of the UDO from the Planning Director – see UDO Sec. 3.1	<b>\$41.60 + <u>Processing Fee</u></b> 4-Planning; Label as INTERPRET-	\$40.00 + \$1.60 \$41.60	Base Fee + 4% Technology Fee Total Fee
11.7. Home Occupation Permit	New business in the home, subject to requirements of UDO paragraph 5.4.4, Home Occupations	<b>\$26 + <u>Processing Fee</u></b> 4-Planning; Label as HOME OCC-Address	\$25.00 + \$1.00 \$26.00	Base Fee + 4% Technology Fee Total Fee
11.8. Mobile (Street) Vendor Registration or Renewal	Per City Ordinance, annual registration is required for non-First-Amendment sales within the right of way; expires on June 30th of each year	<b>\$10.40 per cart or truck + <u>Processing Fee</u></b> 4-Planning Label as VENDOR-Business Name	\$10.00 + \$0.40 \$10.40	Registration Fee/Cart or Truck + 4% Technology Fee Fee/Cart or Truck
11.9. Offsite Planning Paper File Retrieval Fee	For retrieval of paper files stored off-site when a digital copy is available; if no digital copy is available, there is no charge	<b>\$20.80/file + <u>Processing Fee</u></b> 4-Planning	\$20.00 + \$0.80 \$20.80	Document Fee + 4% Technology Fee Total Fee
11.10a. Outdoor Seating Permit for initial permit, change, or to renew an expired Permit	Applies to initial permit for outdoor seating in the right-of-way in Downtown; also applies to changes to initial permit or if permit is not renewed each year before it expires	<b>\$260 + <u>Processing Fee</u></b> 4-Planning Label as SEATING-Establishment Name	\$250.00 + \$10.00 \$260.00	Base Fee + 4% Technology Fee Total Outdoor Seating Fee
11.10b. Outdoor Seating Permit, annual renewal	Annual renewal fee, due by June 30th of each year	<b>\$104 + <u>Processing Fee</u></b> 4-Planning; Label as SEATING-Establishment Name	\$100.00 + \$4.00 \$104.00	Base Fee + 4% Technology Fee Total Fee
11.11. Temporary Use Permit	Per UDO Section 3.12, Temporary Use Permit	<b>\$104 + <u>Processing Fee</u></b> 4-Planning; Label as TUP-Address or Temp Business Name	\$100.00 + \$4.00 \$104.00	Base Fee + 4% Technology Fee Total Fee
11.12. Zoning Verification Letter	Verification of current zoning on a parcel of land; NOT for a change of use (see <a href="#">Business Verification Letter</a> )	<b>\$26/address + <u>Processing Fee</u></b> 4-Planning; Label as ZV-Address	\$25.00 + \$1.00 \$26.00	Base Fee + 4% Technology Fee Total Fee

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**Planning Miscellaneous Applications**

**12.-16. Development Agreement, Small Cell, UDO Amendment, Vested Rights, Watershed Determination**

- Notice and 4% technology fees are included in the total payments, as listed below.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT add Processing Fee to the Total Fee \$.**
- Small Cell Wireless Permits include administrative approvals; technology fees do not apply. Processing fees apply.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
12. Development Agreement (See also Zoning Map Changes)	See UDO Sec. 1.12, Development Agreements; includes application, notice fees with 1 sign*, and 1 governing body public hearing† and technology; recordation fees will be determined by the Durham County Register of Deeds	<b>\$7,962*† + <u>Processing Fee</u></b> 4-Planning <i>Label as DEV AGREE-Project Name</i> <i>Recording fees are separate</i>	\$7,000.00 + \$280.00 <u>+ \$682.00*†</u> Total Fee + Recording Fee	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee + Separate Recording Fee
13. Small Cell Wireless Permit <i>NOTE: No technology fees</i>	Per state law. A maximum of 25 facilities are allowed on one submittal and would equal \$1,500 total, <i>no technology fee</i>	<b>1st-5th: \$100 each facility</b> <b>+ 6th-25th: \$50 each facility</b> <b>= Total for all on Same Permit</b> <b>+ <u>Processing Fee</u></b> 7-Small Cell Wireless Permit	\$100.00  \$50.00 <hr/> Total of Above	Each, Facilities 1-5, Same Permit Each, Facilities 6-25, Same Permit <hr/> Total Fee
14. Unified Development Ordinance (UDO) Text Amendment	Privately initiated request to amend the adopted UDO; includes notice fees for Planning Commission and both governing bodies	<b>\$3,838 + <u>Processing Fee</u></b> 4-Planning <i>Label as UDO Amend-Subject</i>	\$3,000.00 + \$120.00 <u>+ \$718.00</u> \$3,838.00	Base Fee + 4% Technology Fee <u>+ Notice Fees</u> Total Fee
15. Site-Specific Statutory Vested Rights Determination	Per NCGS §160D-108, 160D-108.1, and UDO Sec. 3.20; includes application, notice fees with 1 sign*, 1 governing body public hearing†, and technology	<b>\$5,599*† + <u>Processing Fee</u></b> 4-Planning <i>Label as VESTED RTS-Project Name</i>	\$5,000.00 + \$200.00 <u>+ \$399.00</u> \$5,599.00	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
16. Watershed Determination	Request for formal determination of a parcel’s location in relation to a watershed protection overlay boundary; requires recommendation by the applicable governing body and the State of North Carolina and final approval by the governing body; no public hearings are required	<b>\$2,600 + <u>Processing Fee</u></b> 4-Planning <i>Label as WATERSHED-Address or Project Name</i>	\$2,500.00 <u>+ \$100.00</u> \$2,600.00	Base Fee <u>+ 4% Technology Fee</u> Total Fee

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable Processing Fee.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable Processing Fee.

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**17. Reference Guide for Development (RGD) Alternative Standards Requests, by Department**

- City Council adopted the [Reference Guide for Development](#) in 2020. Applicants requesting alternatives to the standards in that document should contact the reviewing department prior to submitting a request and paying the fee. Technology fees do not apply to these requests.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
17.1a. Engineering (Public Works) RGD, Tier 1	Tier 1 proposed Alternative Standards Request, as defined in the RGD	<b>\$1,500 + <a href="#">Processing Fee</a></b> 10-RGD Alternative-Engineering	\$1,500.00	Total Fee
17.1b. Engineering (Public Works) RGD, Tier 2	Tier 2 proposed Alternative Standards Request, as defined in the RGD	<b>\$4,000 + <a href="#">Processing Fee</a></b> 10-RGD Alternative-Engineering	\$4,000.00	Total Fee
17.2a. Stormwater (Public Works) RGD, Tier 1	Tier 1 proposed Alternative Standards Request, as defined in the RGD	<b>\$1,500 + <a href="#">Processing Fee</a></b> 11-RGD Alternative- Stormwater	\$1,500.00	Total Fee
17.2b. Stormwater (Public Works) RGD, Tier 2	Tier 2 proposed Alternative Standards Request, as defined in the RGD	<b>\$4,000 + <a href="#">Processing Fee</a></b> 11-RGD Alternative- Stormwater	\$4,000.00	Total Fee
17.3a. Transportation RGD, Tier 1	Tier 1 proposed Alternative Standards Request, as defined in the RGD	<b>\$1,500 + <a href="#">Processing Fee</a></b> 10-RGD Alternative-Engineering	\$1,500.00	Total Fee
17.3b. Transportation RGD, Tier 2	Tier 2 proposed Alternative Standards Request, as defined in the RGD	<b>\$4,000 + <a href="#">Processing Fee</a></b> 10-RGD Alternative-Engineering	\$4,000.00	Total Fee
17.4a. Water Management RGD, Tier 1	Tier 1 proposed Alternative Standards Request, as defined in the RGD	<b>\$1,500 + <a href="#">Processing Fee</a></b> 9-Water Mgmt. Dev Services Fees	\$1,500.00	Total Fee
17.4b. Water Management RGD, Tier 2	Tier 2 proposed Alternative Standards Request, as defined in the RGD	<b>\$4,000 + <a href="#">Processing Fee</a></b> 9-Water Mgmt. Dev Services Fees	\$4,000.00	Total Fee

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**18. Right-of-Way – Temporary Closure - Planning**

- Right-of-Way permits, issued through Engineering (Public Works), include various permits for improvements within the public right-of-way. See Engineering Department Fees, [5.7, Right-of-Way Permit, Engineering](#).
- Right-of-way temporary closures, issued through Planning, are **temporary** closures of street lanes, sidewalks, parking spaces, and loading zones or loading spaces for a defined period during construction of adjacent properties or to accommodate outdoor seating. All temporary closure requests require the base fee plus the fee-per-day for affected portions of the right-of-way. Technology fees are included in the payment amounts shown below, except as noted.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
<a href="#">Right-of-Way Permit, Engineering</a>	See <a href="#">Engineering Department fees</a>	See <a href="#">5.7</a>		See <a href="#">5.7</a>
18. Right-of-Way Temporary Closure, Application Base Fee, Planning + Add fees below, as applicable	Base fee applies to all temporary closures; add fees below, as applicable; includes technology, except metered parking space fees	<b>\$130 base fee</b> <b>+ Total of Applicable Items Below</b> <b>+ <a href="#">Processing Fee</a></b> <b>3-Floodplain, ROWTempClosure;</b> <i>Label as CLOSURE-PW Permit#</i>	\$125.00 + \$5.00 \$130.00	Base Fee + 4% Technology Fee Application Fee Subtotal + Total of Applicable Items Below
+ Per Lane, Major Thoroughfare	Major thoroughfare, temporary lane closure	\$72.80/day	\$72.80/day	+ Fee per Day (Includes 4%)
+ Per Lane, Other Streets	Other streets, temporary lane closure	\$20.80/day	\$20.80/day	+ Fee per Day (Includes 4%)
+ Per Sidewalk, Design Districts	Design Districts, temporary sidewalk closure	\$10.40/day	\$10.40/day	+ Fee per Day (Includes 4%)
+ Per Sidewalk, Other Districts	Other zoning districts, temporary sidewalk closure	\$2.08/day	\$2.08/day	+ Fee per Day (Includes 4%)
+ Per Unmetered, On-Street Parking/ Loading Zone or Space	Unmetered space or loading zone, temporary closure in Design Districts	\$15.60/day	\$15.60/day	+ Fee per Day (Includes 4%)
+ Per Unmetered, On-Street Parking/ Loading Zone or Space, Other Districts	Unmetered space or loading zone, temporary closure in other districts	\$15.60/day	\$15.60/day	+ Fee per Day (Includes 4%)
+ Per Metered, On-Street Parking/ Loading Zone or Space, All Districts	Metered, on-street parking space, temporary closure – maximum meter fees per day + 4% technology fee	\$15.60/day	\$15.60/day	+ Fee per Day (Includes 4%)
<b>Equals Total for Right-of-Way Temporary Closure</b>	Add all applicable categories above	<b>Total of Above, as Needed</b> <b>+ <a href="#">Processing Fee</a></b> <b>3-Floodplain, ROWTempClosure;</b> <i>Label as CLOSURE-PW Permit#</i>	Total Of Above	= Total Fee

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**19. Sign Permits and Related Applications – Planning**

- Includes various signs that require permits: 19.1, Banner Plan, 19.2, Common Signage Plan or Wayfinding Signage Plan, 19.3, Permanent Signs, and 19.4, Temporary Signs. Technology fees are included in the fees below. **Revised 4/2023 to clarify that inspection fee is paid with sign permit fee for each sign/banner.**
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Fees are per sign. Multiple signs may be submitted on the same permit for the same property with one total fee paid for all.
- NOTE: After-the-fact sign applications for work begun or completed without a permit requires double **the sign or banner fees.**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
19.1a. Banner Plan	Request for Banner Plan only	<b>\$130**/banner + <u>Processing Fee</u></b> 4-Planning; Label BANNER-Address	\$75.00 + \$50.00 + \$5.00 \$130.00	Base Fee**/Banner Inspection Fee/Banner + 4% Technology Fee Fee**/Banner
19.1b. After-the-Fact Banner Plan	Banner Plan submittal after work begun or completed without permit	<b>\$208/banner + <u>Processing Fee</u></b> 4-Planning; Label BANNER-Address	\$130.00 + \$78.00 \$208.00	Fee**/Banner (ATF) After-the-fact (ATF) + 4% Fee**/Banner
19.2. Common Signage Plan, or Wayfinding Signage Plan	Includes applications for an original plan or an amendment to an existing plan	<b>\$182 + <u>Processing Fee</u></b> 4-Planning; Label CSP-Project Name	\$175.00 + \$7.00 \$182.00	Base Fee + 4% Technology Fee Total Fee
19.3a. Permanent Sign	All permanent signs: fee is per sign, including the inspection fee.	<b>\$130**/sign + <u>Processing Fee</u></b> 4-Planning; Label SIGN-Address	\$75.00 + \$50.00 + \$5.00 \$130.00	Base Fee**/Sign Inspection Fee/Sign + 4% Technology Fee Fee**/Sign
19.3b. After-the-Fact Permanent Sign	Permanent sign, per sign; application submitted after work begun or completed without permit	<b>\$208/sign + <u>Processing Fee</u></b> 4-Planning; Label as SIGN-Address	\$130.00 + \$78.00 \$208.00	Fee**/Sign (ATF) After-the-fact (ATF) + 4% Fee**/Sign
19.4a. Temporary Sign	Per temporary sign requiring a permit	<b>\$104**/sign + <u>Processing Fee</u></b> 4-Planning; Label as SIGN-Address	\$50.00 + \$50.00 + \$4.00 \$104.00	Base Fee**/Sign Inspection Fee/Sign + 4% Technology Fee Fee**/Sign
19.4b. After-the-Fact Temporary Sign	Per temporary sign requiring a permit, application submitted after work begun or completed without permit	<b>\$156/sign + <u>Processing Fee</u></b> 4-Planning; Label as SIGN-Address	\$104.00 + \$52.00 \$156.00	Fee**/Sign (ATF) After-the-fact (ATF) + 4% Fee**/Sign
19.5. Sign Compliance Reinspection	<b>For reinspection of each sign by Planning. One inspection is included in the sign/banner permit fee. Not including electrical or other trade inspections.</b>	<b>\$52.00/sign, per reinspection + <u>Processing Fee</u></b> 5-Planning Inspections; Label as SIGN-Reinspect-Permit#	\$50.00 + \$2.00 \$52.00	Base Fee/Sign/Reinspection + 4% Technology Fee Fee/Sign/Reinspection

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.



**20. Site Compliance (Planning Inspection) – Planning**

- Fees for Planning inspections of property prior to issuance of a Certification of Compliance, with reduced fees for attached units on individual lots, such as townhomes. Technology fees are included.
- Processing fees apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- \*New\*- Starting in July 2021, Planning collects a fee for a Certified Arborist’s inspection of street trees installed in the right-of-way, per paragraph 9.6.2A.2.a, New Streets, of the UDO.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
20.1a. Site Compliance, All Except Attached Units on Individual Lots, each of 1 <sup>st</sup> & 2 <sup>nd</sup> Inspections	Each of 1 <sup>st</sup> & 2 <sup>nd</sup> Planning inspections, per permit	<b>\$104 each/ permit</b> + <u>Processing Fee</u>  5-Planning Inspections <i>Label as PLN INSPECT-Permit#</i>	\$100.00 + \$4.00 \$104.00	1 <sup>st</sup> & 2 <sup>nd</sup> Inspection Fee/Permit + 4% Technology Fee 1 <sup>st</sup> & 2 <sup>nd</sup> Fee/Permit
20.1b. Additional inspections – Site Compliance, All Except Attached Units on Individual Lots	Each Planning inspection after the 2 <sup>nd</sup> , per permit, add \$104 to previous total	<b>\$208 – 3<sup>rd</sup> inspection</b> <b>\$312 – 4<sup>th</sup>, etc.</b> + <u>Processing Fee</u>  5-Planning Inspections <i>Label as PLN INSPECT-Permit#</i>	\$200.00 + \$8.00 \$208.00  + \$104.00 \$312.00	3 <sup>rd</sup> Base Inspection Fee/Permit + 4% Technology Fee 3 <sup>rd</sup> Fee/Permit  <u>For Each Additional Inspection</u> 4 <sup>th</sup> , etc. Fee/Permit
20.2a. Site Compliance, Attached Units on Individual Lots, each of 1 <sup>st</sup> & 2 <sup>nd</sup> Inspections	Each of 1 <sup>st</sup> & 2 <sup>nd</sup> Planning inspections per permit	<b>\$26 each/ permit</b> + <u>Processing Fee</u>  5-Planning Inspections <i>Label as PLN INSPECT-Permit#</i>	\$25.00 + \$1.00 \$26.00	1 <sup>st</sup> & 2 <sup>nd</sup> Inspection Fee/Permit + 4% Technology Fee 1 <sup>st</sup> & 2 <sup>nd</sup> Fee/Permit
20.2b. Additional inspections – Site Compliance, Attached Units on Individual Lots	Each Planning inspection after the 2 <sup>nd</sup> , per permit, add \$26 to previous total	<b>\$52 – 3<sup>rd</sup> Inspection</b> <b>\$78 – 4<sup>th</sup>, etc.</b> + <u>Processing Fee</u>  5-Planning Inspections <i>Label as PLN INSPECT-Permit#</i>	\$50.00 + \$2.00 \$52.00  + \$26.00 \$78.00	3 <sup>rd</sup> Base Inspection Fee/Permit + 4% Technology Fee 3 <sup>rd</sup> Fee/Permit  <u>For Each Re Inspection</u> 4 <sup>th</sup> , etc. Fee/Permit
20.3a. Street Tree in the Right-of-Way, 1 <sup>st</sup> & 2 <sup>nd</sup> Inspections included	Fee includes a maximum of 2 Planning inspections per permit	<b>\$104/permit + Processing Fee</b>  5-Planning Inspections <i>Label as ST TREE-Permit#</i>	\$100.00 + \$4.00 \$104.00	Inspection Fee/Bldg. Permit + 4% Technology Fee Fee/Permit (includes 2 inspections)
20.3b. Additional inspections – Street Tree in the Right-of-Way	Fee is charged for each Planning inspection of the same permit, starting with the 3 <sup>rd</sup> one	<b>\$52/permit + Processing Fee</b>  5-Planning Inspections <i>Label as ST TREE-Permit#</i>	\$50.00 + \$2.00 \$52.00	Re-Inspection Fee/Permit + 4% Technology Fee Fee/Permit/Inspection

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**21. Site Plans – Planning**

- Reference: See UDO Sec. 3.7, Site Plan Review and Appendix, [II, Site Plans](#).
- Structured parking, accessory buildings, and service areas within a building are considered habitable building areas.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Level 4 Site Plans are site plans that don't meet the criteria for Level 1, Level 2, Level 3, or Major Site Plans. Level 4 fees have been restructured.
- Tiers 1-4 of the 7-tiered, Level 4 fee structure have a flat fee, including technology, that applies to nonresidential and multifamily buildings totaling less than 100,000 square feet of new, habitable building area on a single lot.
- Tier 5, Level 4 Site Plans applies to buildings larger than 100,000 square feet on a single lot and adds \$46.80 per 1,000 square feet of the new total, habitable building area to the base fee.
- Tier 6, Level 4 Site Plans includes new residential and other lots, such as open space and common areas, and may also include a maximum of 5,000 square feet of nonresidential and accessory buildings in the project.
- Tier 7 is for a mixture of uses with more than 5,000 square feet of nonresidential or multifamily.
- See also Appendix, [II.A, Development That Does Not Require a Site Plan](#).

Fee Type	Description	Total Fee \$ & Type with Label	Parts of Total	Fee Details
21.1. <a href="#">Level 1 Site Plan</a>	A site plan with all the following: 1. No new impervious surfaces added, 2. No changes in stormwater management, 3. No new, habitable building area, 4. Less than 12,000 sq. ft. of land disturbance, 5. Does not meet the requirement for <a href="#">Development That Does Not Require a Site Plan</a> , and 6. Requires only Planning Department and Inspections Department review.	<b>\$218.40 + <a href="#">Processing Fee</a></b> 4-Planning Label as Level 1 SP-Project Name	\$210.00 + \$8.40 \$218.40	Base Fee + 4% <a href="#">Technology Fee</a> Total Fee
21.2. <a href="#">Level 2 Site Plan</a>	A site plan with all the following: 1. A maximum of 500 square feet (sq. ft.) of new impervious surfaces (NOTE: Building area resulting in a conversion to new impervious surface counts toward this threshold) (Added for clarification, September 2021), 2. No changes in stormwater management, 3. No more than 1,000 sq. ft. of new, habitable building area, and 4. Less than 12,000 sq. ft. of land disturbance.	<b>\$676 + <a href="#">Processing Fee</a></b> 4-Planning Label as Level 2 SP-Project Name	\$650.00 + \$26.00 \$676.00	Base Fee + 4% <a href="#">Technology Fee</a> Total Fee
21.3. <a href="#">Level 3 Site Plan</a>	A site plan with all the following: 1. A maximum of 500 sq. ft. of new impervious surfaces (NOTE: Building area resulting in a conversion to new impervious surface counts toward this threshold) (Added for clarification, September 2021), 2. No changes in stormwater management, 3. Greater than 1,000 sq. ft. of new, habitable building area, and 4. Less than 12,000 sq. ft. of land disturbance	<b>\$1,872 + <a href="#">Processing Fee</a></b> 4-Planning Label as Level 3 SP-Project Name	\$1,800.00 + \$72.00 \$1,872.00	Base Fee + 4% <a href="#">Technology Fee</a> Total Fee

**21. Site Plans (Continued) – Level 4 Site Plan, Tiers 1-5 – Planning**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
<b>Level 4 Site Plan, Tiers 1-7 (21.4a-21.4g)</b>	Level 4 Site Plans do not meet the definition of a Level 1, 2, 3, or Major Site Plan and propose one of the following:	<i>See Fees Below for Level 4, Tiers 1-7</i>		
21.4a. Tier 1, Level 4 Site Plan	From 0 to 5,000 SF of new, habitable building area on a single lot	<b>\$4,472 + <u>Processing Fee</u></b> 4-Planning <i>Label as Level 4-T1 SP-Project Name</i>	\$4,300.00 <u>+ \$172.00</u> \$4,472.00	Base Fee <u>+ 4% Tech Fee</u> Total Fee
21.4b. Tier 2, Level 4 Site Plan	From 5,001 to 10,000 SF of new, habitable building area on a single lot	<b>\$5,512 + <u>Processing Fee</u></b> 4-Planning <i>Label as Level 4-T2 SP-Project Name</i>	\$5,300.00 <u>+ \$212.00</u> \$5,512.00	Base Fee <u>+ 4% Tech Fee</u> Total Fee
21.4c. Tier 3, Level 4 Site Plan	From 10,001 to 50,000 SF of new, habitable building area on a single lot	<b>\$8,112 + <u>Processing Fee</u></b> 4-Planning <i>Label as Level 4-T3 SP-Project Name</i>	\$7,800.00 <u>+ \$312.00</u> \$8,112.00	Base Fee <u>+ 4% Tech Fee</u> Total Fee
21.4d. Tier 4, Level 4 Site Plan	From 50,001 to 100,000 SF of new, habitable building area on a single lot	<b>\$11,232 + <u>Processing Fee</u></b> 4-Planning <i>Label as Level 4-T4 SP-Project Name</i>	\$10,800.00 <u>+ \$432.00</u> \$11,232.00	Base Fee <u>+ 4% Tech Fee</u> Total Fee
21.4e. Tier 5, Level 4 Site Plan	Greater than 100,000 SF of new, habitable building area on a single lot (calculated based on total of new building area, rounded up to the next 1,000 SF)	<b>\$4,472 base</b> <b>+ \$46.80/1,000 SF</b> <b>= Site Plan Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning <i>Label as Level 4-T5 SP-Project Name</i>	\$4,300.00 <u>+ \$172.00</u> \$4,472.00 <i>+ Per 1,000 SF</i> <i>[\$45.00 + \$1.80]</i> <u>+ \$46.80/1,000 SF</u> <b>= All Above</b>	Base Fee <u>+ 4% Tech Fee</u> Subtotal <i>ADD Per 1,000 SF (Round Up)</i> <i>[New SF Fee + 4% Tech Fee]</i> <u>+ SF Fee Subtotal</u> <b>Site Plan Fee</b>

Please see next page for Level 4 Site Plan, Tiers 6 and 7, and Major Site Plan. The following page includes Site Plan as Development Plan and related fees.

**Planning Application Guide (NEW LOCATION):** <https://www.durhamnc.gov/5007/Applications-and-Fees>

**21. Site Plans (Continued) – Level 4 Site Plan, Tiers 6 and 7, and Major Site Plans – Planning**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
21.4f. Tier 6, Level 4 Site Plan	A Site Plan for a development of new residential lots with no more than 5,000 total SF of incidental nonresidential development (see <a href="#">II.F, Example A</a> in the Appendix)	<b>\$4,472 base lot fee</b> <b>+ \$46.80/new lot</b> <b>= Site Plan Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning Label as Level 4-T6 SP-Project Name	\$4,300.00 + \$172.00 \$4,472.00 + Per New Lot [\$45.00 + \$1.80] + \$46.80/Lot = All Above	Base Fee for Lots + 4% Tech Fee Subtotal ADD Per New Lot [New Lot Fee + 4% Tech Fee] + Lot Fee Subtotal Total Fee
21.4g. Tier 7, Level 4 Site Plan	A Site Plan with a mixture of nonresidential or multifamily buildings totaling more than 5,000 SF, and new lots, such as townhomes or other residential lots (see <a href="#">II.F, Example B</a> in the Appendix).  <i>Note: Adds Level 4, Tiers 2-5 (nonresidential or multifamily), as applicable, to Tier 6 residential development to get the total fee.</i>	<b>\$4,472 base lot fee</b> <b>+ \$46.80/new lot</b> <b>+ Level 4, Tier 2-5 Building(s)</b> <b>= Site Plan Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning Label as Level 4-T7 SP-Project Name	\$4,300.00 + \$172.00 \$4,472.00 + Per New Lot [\$45.00 + \$1.80] + \$46.80/Lot + Tiers 2-5, as applicable = All Above	Base Fee for Lots + 4% Technology Fee Subtotal ADD Per New Lot [New Lot Fee + 4% Tech Fee] + Lot Fee Subtotal + Tiers 2-5, as applicable Total Fee
21.5. <a href="#">Major Site Plan</a>	<i>NOTE: Effective July 1, 2021, pay BOTH new lot fees AND new, habitable building area (SF) fees, as applicable, rounded up</i> A site plan that involves at least one of the following: 1. The requirements of a Major Special Use Permit or Transportation Special Use Permit; or 2. Standards that require Governing Body approval; or 3. A site located in a Watershed Protection Overlay Critical Area (A) with proposed impervious surfaces that exceed the maximum permitted by the Low-Density Option under UDO Section 8.7, Watershed Protection Overlay Standards.	<b>\$5,775 base</b> <b>+ \$67.60/new lot</b> <b>+ \$67.60/1,000 SF</b> <b>= Site Plan Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning Label as MAJSP-Project Name	\$5,500.00 + \$220.00 + \$55.00 \$5,775.00 + Per New Lot + Per 1,000 SF [\$65.00 + \$2.60] + \$67.60 = All Above	Base Fee + 4% Technology Fee + Letter Notice Fees Subtotal ADD Per New Lot + 1,000 SF (Round Up) [New Lot/SF Fee + 4% Tech Fee] Lot/SF Fee Subtotal Total Fee

Please see next page for Site Plan as Development Plan and related fees for Site Plans.

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**21. Site Plans (Continued) – Site Plan as Development Plan – Planning**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
21.6a. Site Plan as Development Plan, <b>CONSISTENT</b> with the Adopted FLUM	Total payment, if CONSISTENT with the FLUM, consists of: ½ <b>The Applicable Site Plan</b> base fee, by Level If Level 4, also by Tier (including per-lot or per 1,000-SF fees), and technology + ½ <b>Graphic Development Plan Zoning Map Change</b> (rezoning) fee; includes Engineering zoning review, notice fees with 1 sign*, 1 governing body hearing†, and technology	½ <b>Site Plan Base Fee (by Level &amp; Tier)</b> + <b>\$3,126 rezoning*†</b> = <b>Site Plan &amp; Rezoning Fee</b> + <b>Processing Fee</b> 4-Planning Label as SP as DP-Project Name	Varies by Level & Tier Subtotal Site Plan Fee \$2,250.00 + \$100.00 + \$94.00 + \$682.00 + <b>\$3,126.00 Zoning</b> Total Site Plan + Zoning	½ Base Site Plan Fee + 4% Tech Fee Subtotal Site Plan Fee ½ Base Zoning Map Change Fee + Eng. Zoning Review Fee + 4% Tech Fee on Zoning Subtotal + Notice Fees*† + <b>Subtotal (CONSISTENT) Zoning Fees*†</b> Fee = Total of Site Plan + Zoning
21.6b. Site Plan as Development Plan, <b>INCONSISTENT</b> with adopted FLUM	Adds \$1,040 inconsistency fee to the above total in 21.6a, paid together in one payment	<b>OR Total from 21.6a, above</b> + <b>\$1,040 inconsistency fee</b> = <b>Site Plan &amp; Rezoning Fee</b> + <b>Processing Fee</b> 4-Planning Label as SP as DP-Project Name	<b>OR Subtotal Site Plan Fee</b> + <b>\$3,126.00 zoning</b> + \$1,000.00 + \$40.00 <b>\$4,166.00 Zoning</b> Total Site Plan + Zoning	<b>OR Subtotal Site Plan Fee</b> Subtotal from 21.6a, above + Inconsistency Fee + 4% Inconsistency Tech Fee <b>Subtotal (INCONSISTENT) Zoning Fees*†</b> Fee = Total Site Plan + Zoning
21.6c. Related <b>SUDS fee</b> if Site Plan as Development Plan is not associated with a Consolidated Annexation, <i>no technology fee</i>	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management	<b>\$500 + Processing Fee</b> 9-Water Mgmt. Dev Services Fees; Label as SUDS-Project Name	\$500.00	Total SUDS Fee
Related <b>TIA Fee</b> – Site Plan	Except Levels 1-2, may also require a <b>TIA</b> – contact the City Transportation Department	Varies, see <b>TIA Fees</b>	Varies	See <b>TIA Fees</b>

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

## 22. Stormwater Division Fees Paid via the Development Services Payment Portal

- Technology fees apply only to the Stormwater (SCM) as-built review.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- The Stormwater SCM As-Built Plan Review fees are not for review of as-built plan reviews for stormwater pipes.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
22. Stormwater SCM As-Built Plan Review	Stormwater Division review of stormwater control management (SCM) as-built drawings; NOT including stormwater pipes or Floodplain As-Built reviews	<b>\$104 per phase + <a href="#">Processing Fee</a></b> 6-SCM As-Built Stormwater	\$100.00 + \$4.00 \$104.00	Base Fee/Phase + 4% Technology Fee Total Fee/Phase
<a href="#">Reference Guide for Development</a> (RGD), Stormwater Alternatives	Proposed Alternative to Stormwater (Public Works) RGD Standards	See <a href="#">17. Reference Guide for Development</a>		See <a href="#">17. Reference Guide for Development</a>

## 23. Streets, Closing and Renaming – Planning

- Reference: See UDO paragraph 12.3, Streets, and state law.
- Fees include all notice fees with 1 sign\*, 1 governing body hearing†, in-person recordation by staff, and technology.
- [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Additional signs, as required to provide sufficient notification, are \$104 each + [Processing fee](#).

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
23.1. Street or Alley Closing	As defined in the UDO and NC state law.	<b>\$1,565.68**† + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as ST CLOSING-Street Name</i>	\$850.00 + \$34.00 + \$638.00 + \$43.68 + \$1,565.68	Base Fee + 4% Technology Fee + Notice Fees*† + Recordation Fee Total Fee*†
23.2. Street, Alley, or Driveway Renaming	Per UDO paragraph 12.3.2, Street Names.	<b>\$1,305.68**† + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as ST RENAME-Street Name</i>	\$600.00 + \$24.00 + \$638.00 + \$43.68 \$1,305.68	Base Fee + 4% Technology Fee + Notice Fees*† + Recordation Fee Total Fee*†

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

† If the case must be heard by both governing boards, the newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>



### 24. Subdivisions - Exempt and Final Plats - Planning

- Reference: See UDO Sec. 3.6, Subdivision Review, and Appendix, [III. Subdivisions](#), in this document.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Applicants are responsible for recording final and exempt plats after approval by Planning.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
24.1. Exempt Plat or Right-of-way Withdrawal	As defined in the UDO and NC state law; see also <a href="#">III.A., Exempt Plat</a> , for description.	<b>\$156 + <a href="#">Processing Fee</a></b> 4-Planning; Label as EXEMPT-Project Name	\$150.00 + \$6.00 \$156.00	Base Fee + 4% Technology Fee Total Fee
24.2. Minor Final Plat	See <a href="#">III.B., Minor Plat</a> , for description	<b>\$260 + <a href="#">Processing Fee</a></b> 4-Planning; Label as MIN FP-Project Name	\$250.00 + \$10.00 \$260.00	Base Fee + 4% Technology Fee Total Fee
24.3. Major Final Plat	A Final Plat that does not meet the definitions of an Exempt Plat or Minor Plat; see also <a href="#">III.C. Major Final Plat</a>	<b>\$884</b> <b>+ \$46.80/new lot</b> <b>= Plat Fee</b> <b>+ <a href="#">Processing Fee</a></b> 4-Planning; Label as MAJ FP-Project Name	\$850.00 + \$34.00 \$884.00 ADD Per Lot [\$45.00 + \$1.80] + \$46.80/Lot =All Above	Base Fee + 4% Technology Fee Subtotal ADD per New Lot [Lot Fee + 4% Tech Fee] + New Lot Fee Subtotal Plat Fee
24.4. Residential Subdivision, Payment-in-Lieu of Open Space with Final Plat (No Tech Fee)	Per UDO paragraph 7.2.2, Required Open Space, "Payment-in-lieu shall be an amount equivalent to the tax value of the amount of usable property that would have been required for open space"	<b>Verify total fee with staff before making the payment.</b> <b>City Only:</b> 12-Open Space Payment-in-Lieu; Label with Subdivision case number and name <b>Durham County:</b> Use County payment portal after confirming fee with staff	Varies	Tax Value Per Square Foot x Required Square Feet of Usable Open Space = Payment-in-Lieu Fee (No Tech Fee)

### 25. Subdivisions - Preliminary Plats - Planning

- Reference: See UDO paragraphs 3.6.6, Preliminary Plat Requirements, and 3.6.7, Preliminary Plat Approval, and Appendix, [III. Subdivisions](#), in this document.
- The Major Preliminary Plat payment includes letter notice for 1 governing body review.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
25.1. <a href="#">Preliminary Plat Amendment</a>	Amendment to an existing preliminary plat	<b>\$1,040 + <a href="#">Processing Fee</a></b> 4-Planning; Label as PP AMEND-Project Name	\$1,000.00 + \$40.00 \$1,040.00	Base Fee + 4% Technology Fee Total Fee

25. Subdivisions – Preliminary Plats (Continued) - Planning				
Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
25.2. <a href="#">Minor Preliminary Plat</a>	See <a href="#">III.D, Preliminary Plat – Major or Minor</a> , for description	<b>\$4,472</b> <b>+ \$46.80/new lot</b> <b>= Preliminary Plat Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning; <i>Label as MIN PP-Project Name</i>	\$4,300.00 + \$172.00 \$4,472.00 <i>ADD Per Lot</i> [\$45.00 + \$1.80] <u>+ \$46.80/Lot</u> = All Above	Base Fee + 4% Tech Fee Minor Preliminary Plat Subtotal <i>ADD Per New Lot</i> [Lot Fee + 4% Tech Fee] <u>+ New Lot Fee Subtotal</u> <b>Preliminary Plat Fee</b>
25.3. <a href="#">Major Preliminary Plat</a>	The Major Preliminary Plat fee includes letter notice	<b>\$4,527</b> <b>+ \$46.80/new lot</b> <b>= Preliminary Plat Fee</b> <b>+ <u>Processing Fee</u></b> 4-Planning <i>Label as MAJ PP-Project Name</i>	\$4,472.00 + \$55.00 \$4,527.00 <i>ADD Per Lot</i> [\$45.00 + \$1.80] <u>+ \$46.80/Lot</u> = All Above	Minor Preliminary Plat Subtotal <u>+ Major Preliminary Plat Notice</u> Major Preliminary Plat Subtotal <i>ADD Per New Lot</i> [Lot Fee + 4% Tech Fee] <u>+ New Lot Fee Subtotal</u> <b>Preliminary Plat Fee</b>
25.4a. <a href="#">Preliminary Plat</a> as Development Plan, <b>CONSISTENT</b> with the adopted FLUM	Total, if CONSISTENT with the FLUM, consists of: ½ Preliminary Plat base fee (not including per-lot or per 1,000-SF fees), and technology + ½ Graphic Development Plan Zoning Map Change fee; includes the Engineering zoning review, notice fees with 1 sign*, 1 governing body hearing†, and technology	<b>\$5,362*† + <u>Processing Fee</u></b> 4-Planning <i>Label as PP as DEVPL-Project Name</i>	\$2,150.00 \$2,250.00 <u>+ \$100.00</u> + \$180.00 <u>+ \$682.00</u> <b>\$5,362.00</b>	½ Base Preliminary Plat Fee + ½ Base Zoning Map Change <u>+ Eng. Zoning Review Fee</u> + 4% Tech Fee on Subtotal <u>+ Notice Fees*†</u> <b>Total Fee*† (CONSISTENT)</b>
25.4b. Preliminary Plat as Development Plan, <b>INCONSISTENT</b> with the adopted FLUM	Adds \$1,040 <a href="#">inconsistency fee</a> to the above total, paid together in one payment	<b>OR \$6,402*†, + <u>Processing Fee</u></b> including inconsistency fee 4-Planning; <i>PP as DEVPL-Project Name</i>	<b>OR \$5,632.00</b> + \$1,000.00 <u>+ \$40.00</u> <b>\$6,402.00</b>	<b>OR Subtotal from 25.4a, above</b> + Inconsistency Fee <u>+ 4% Inconsistency Tech Fee</u> <b>Total Fee*† (INCONSISTENT)</b>
25.4c. Related <a href="#">SUDS fee</a> if Preliminary Plat as Development Plan is not part of a Consolidated Annexation	SUDS Fee ( <i>Summary Utility Development Statement</i> ), collected separately by Water Management, no technology fee	<b>\$500 + <u>Processing Fee</u></b> 9-Water Mgmt. Dev Services Fees; <i>Label as SUDS-Project Name</i>	\$500.00	Total SUDS Fee  No technology fees
Related <a href="#">TIA</a> Fees – All Preliminary Plats	May also require a <a href="#">TIA</a> – Contact the City Transportation Department	<i>Varies, per Transportation</i>	<i>Varies</i>	See <a href="#">TIA Fees</a>

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

## 26. Traffic Impact Analysis (TIA) and Related Transportation Department Fees

- Please label payment as “TIA-” with the project name. The fees shown include 4% technology fees.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**
- Submit confirmation email of required type of traffic impact analysis from the City Transportation Department with the TIA and related application.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
26.1. Traffic Impact Analysis (TIA), less than 1,000 peak-hour trips	Traffic impact analysis as required by the City Transportation Department	<b>\$4,160 + <a href="#">Processing Fee</a></b> 8-Traffic Impact Analysis <i>Label as TIA-Project Name</i>	\$4,000.00 + \$160.00 \$4,160.00	Base Fee + 4% Technology Fee Total Fee
26.2. TIA, 1,000 peak-hour trips or more	Traffic impact analysis as required by the City Transportation Department	<b>\$6,240 + <a href="#">Processing Fee</a></b> 8-Traffic Impact Analysis <i>Label as TIA-Project Name</i>	\$6,000.00 + \$240.00 \$6,240.00	Base Fee + 4% Technology Fee Total Fee
26.3. Traffic Impact Phasing Analysis - Less than 1,000 peak-hour trips	Traffic impact analysis as required by the City Transportation Department	<b>\$2,080 + <a href="#">Processing Fee</a></b> 8-Traffic Impact Analysis <i>Label as TIA-Project Name</i>	\$2,000.00 + \$80.00 \$2,080.00	Base Fee + 4% Technology Fee Total Fee
26.4. Traffic Impact Phasing Analysis - Equal to or greater than 1,000 peak-hour trips	Traffic impact analysis as required by the City Transportation Department	<b>\$3,120 + <a href="#">Processing Fee</a></b> 8-Traffic Impact Analysis <i>Label as TIA-Project Name</i>	\$3,000.00 + \$120.00 \$3,120.00	Base Fee + 4% Technology Fee Total Fee
<a href="#">Related Application: Transportation Special Use Permit</a>	Submitted through the Planning Department per UDO paragraph 3.9.9, Transportation Special Use Permit	See <a href="#">10.3, Transportation Special Use Permit</a>		See <a href="#">10.3, Transportation Special Use Permit</a>
<a href="#">Reference Guide for Development (RGD), Transportation Alternatives</a>	Proposed Alternatives to Transportation Department RGD Standards	See <a href="#">17. Reference Guide for Development</a>		See <a href="#">17. Reference Guide for Development</a>

Planning Application Guide (NEW LOCATION): <https://www.durhamnc.gov/5007/Applications-and-Fees>

**27. Water Management Department Fees Paid via the Development Services Payment Portal**

- Fees collected on behalf of the Water Management Department are not subject to technology fees. Please label payments to avoid delays in processing.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
27.1. Pump Station Construction Drawing Review (no technology fee)	Construction drawings for pump stations; no technology fee	<b>\$10,000 + <a href="#">Processing Fee</a></b> 9-Water Mgmt. Dev Services Fees <i>Label as PUMP STATION-Project Name</i>	\$10,000.00	Total Fee
27.2. SUDS Fee (no technology fee)	Summary Utility Development Statement (SUDS) required with Annexation Petitions and Zoning Map Changes submitted through Planning	<b>\$500 + <a href="#">Processing Fee</a></b> 9-Water Mgmt. Dev Services Fees <i>Label as SUDS-Project Name</i>	\$500.00	Total Fee
<a href="#">Reference Guide for Development (RGD), Water Management Alternatives</a>	Proposed Alternatives to Water Management Department RGD Standards	See <a href="#">17. Reference Guide for Development</a>		See <a href="#">17. Reference Guide for Development</a>

Please see the following pages for the **Appendix: Descriptions of Certain Development Application Thresholds.**

The **Table of Contents** follows the Appendix on page 35.

## I. Floodplain Development Applications

Reference: See Unified Development Ordinance (UDO) Sec. 3.21, Floodplain Development Permit.

- A. Floodplain As-Built Review:** Review of floodplain development permit as-built documentation when construction is complete and prior to a Certificate of Completion or final approval.
- B. Enhanced Floodplain Building Permit Review:** Review of a building permit application that is associated with an enhanced building permit review on a parcel with floodplain, to confirm whether a floodplain development permit is required.
- C. Floodplain Development Permit (Small):** Review of proposed floodplain development that does not modify or obstruct floodway or non-encroachment areas.
- D. Floodplain Development Permit (Medium):** Review of proposed development that obstructs or modifies the floodplain without increasing the dimensions of the floodway & non-encroachment areas & that requires approval of flood hazard calculations or an engineer's certification.
- E. Floodplain Development Permit (Large):** Review of proposed floodplain development that requires review of a flood study, no-rise certification, CLOMR, or LOMR, etc.

## II. Site Plans. Reference: See UDO Sec. 3.7, Site Plan Review.

### A. Development That Does Not Require a Site Plan:

1. One-family and two-family development, including accessory uses and accessory dwellings, on existing individual lots zoned to allow those uses.
2. Change of business name or ownership when land use(s) remain(s) the same.
3. Interior alterations with no change to the land use, building facade, or building footprint.
4. Changes of use that do not require additional parking, stacking, or landscaping, or a Traffic Impact Analysis (TIA).

### B. General Site Plan Notes:

1. All new building square footage shall be rounded up to the next whole number and applies to the entire, habitable square footage (area) within nonresidential, multifamily, and mixed-use buildings.
2. Structured parking, accessory buildings, and service areas within a building are considered habitable building areas.
3. Townhomes and other single buildings on multiple lots require the per-lot fee.
4. Open space and common area lots are considered new lots being created.
5. Site Plans which do not require an initial re-review will be reimbursed 33% of the original review fee, not including the technology fee.

### C. Level 1: A site plan with all of the following:

1. No new impervious surfaces added,
2. No changes in stormwater management,
3. No new, habitable building area,
4. Less than 12,000 sq. ft. of land disturbance,
5. Does not meet the requirement for [Development That Does Not Require a Site Plan](#), AND
6. Requires only Planning Department and Inspections Department review.

**D. Level 2:** A site plan with all of the following:

1. A maximum of 500 square feet (sq. ft.) of new impervious surfaces added (**NOTE: Building area resulting in a conversion to new impervious surface counts toward this threshold**) (*Added for clarification, September 2021*),
2. No changes in stormwater management,
3. No more than 1,000 sq. ft. of new, habitable building area, and
4. Less than 12,000 sq. ft. of land disturbance.

**E. Level 3:** A site plan with all of the following:

1. A maximum of 500 sq. ft. of new impervious surfaces (**NOTE: Building area resulting in a conversion to new impervious surface counts toward this threshold**) (*Added for clarification, September 2021*),
2. No changes in stormwater management,
3. Greater than 1,000 sq. ft. of new, habitable building area, and
4. Less than 12,000 sq. ft. of land disturbance.

**F. Level 4:** A site plan that does not meet the definitions of a Level 1, Level 2, Level 3, or Major Site Plan.

1. See fee schedule for Tier definitions and examples of Tier 6 (Example A) and Tier 7 (Example B) calculations below.
2. **Example A:** Calculation of fees for a 50-lot townhome development with a 5,000 square foot new common building and 3 open space lots, proposed on one existing lot. **This is a Level 4 Site Plan, Tier 6.**
  - a) 50 new townhome lots + 3 open space lots – 1 existing lot = 52 lots x \$45.00 = \$2,340.00.
  - b) + \$4,300.00 base application fee = \$6,640.00.
  - c) + 4% technology fees on the subtotal (\$6,640.00 x 0.04 = \$265.60).
  - d) Total fee = \$6,905.60.
3. **Example B:** Calculation of fees for a 50-lot townhome development with a 5,000 square foot common building and 3 open space lots proposed on an existing lot, plus a 10,000 square foot nonresidential building on a new lot. **This is a Level 4 Site Plan, Tier 7.**
  - a) First, calculate the townhome portion, including the common building, as in Example A, for a total fee of \$6,905.60.
  - b) Add \$5,300.00 + 4% technology fees for a new 10,000 square foot nonresidential building (equivalent to Level 4, Tier 2) = \$5,512.00.
  - c) Total fee = \$6,905.60 + \$5,512.00 = \$12,417.60.

**G. Major Site Plan:** A site plan that involves at least one of the following:

1. The requirements of a Major Special Use Permit or Transportation Special Use Permit; or
2. Standards that require Governing Body approval; or
3. A site located in a Watershed Protection Overlay Critical Area (A) with proposed impervious surfaces that exceed the maximum permitted by the Low-Density Option under UDO Section 8.7, Watershed Protection Overlay Standards.



**III. Subdivisions.** Reference: See UDO Sec. 3.6, Subdivision Review

**A. Exempt Plat:** A plat that involves no more than the following:

1. Combination or recombination of existing lots if the total number of lots is not increased and the new lot(s) meet or exceed UDO requirements.
2. Modification or dedication of a private easement.
3. Right-of-Way Withdrawal (not a Street Closing), conforming with NC General Statutes.
4. The division of a tract in single ownership of which the entire area is no greater than two acres into not more than three lots, if no street right-of-way dedication is involved, and if the resultant lots are equal to or exceed the standards of the UDO.
5. The division of land into parcels greater than ten acres if no street right-of-way dedication is involved.
6. The public acquisition by purchase of strips of land for widening or opening streets or for public transportation system corridors.
7. The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.

**B. Minor Plat:** A plat that involves the following:

1. A Final Plat that does not qualify as an Exempt Plat or require a Preliminary Plat.
2. The subdivision of land into 2 to 6 lots and does not require right-of-way dedication, new utilities or the extension of utilities, or stormwater management.

**C. Major Final Plat:** A Final Plat that does not meet the definitions of an Exempt Plat or Minor Plat. Major Final Plats, which do not require an initial re-review will be reimbursed 33% of the original review fee, not including the technology fee.

**D. Preliminary Plat – Major or Minor:**

1. The subdivision of land into more than six lots.
2. The subdivision of land into 2 to 6 lots if it requires the dedication of public lands, adding streets, new utilities, or the extension of utilities, or requires diffuse flow mechanisms or stormwater management facilities.
3. A major preliminary plat is a major site plan that also serves as a preliminary plat for a subdivision.
4. See also UDO paragraphs 3.6.6, Preliminary Plat Requirements, and 3.6.7, Preliminary Plat Approval.
5. Preliminary Plats which do not require an initial re-review will be reimbursed 33% of the original review fee, not including the technology fee.

**IV. Other Fee-Related Definitions and Descriptions**

**A. Business Verification Letter:** A due-diligence letter provided by the Planning Department to verify that a new business or change of use outside of the home is permitted in the location requested and either meets or exceeds UDO requirements, or specifies the approvals needed prior to meeting UDO requirements. Variations of the business verification letter are used for new automobile sales as a **DMV (NC DMV) Business Verification Letter** or to verify a proposed **Family Care or Group Home** is allowed and meets UDO separation requirements.

**B. Certificate of Appropriateness (COA):** A COA is required for the following: From and after the designation of an historic district or historic landmark, no exterior feature or designated portion of any building or other site work (including masonry walls, fences, light fixtures, steps, pavement, above-ground utility and mechanical equipment, signs, landscaping, and other appurtenant features) shall be erected, altered, restored, moved or demolished within a historic district or on such historic landmark until after an application for a certificate of appropriateness (COA) as to the exterior feature or designated portion has been submitted to and approved by the Historic Preservation Commission (HPC). See UDO Sec. 3.17, Certificate of Appropriateness (COA), for more details.

**C. Certificate of Appropriateness, Major, or Major COA:** COAs that do not qualify as Minor COAs and require approval by the HPC. See UDO paragraph 3.17.5, Major Works COA.

- D. Certificate of Appropriateness, Master, or Master COA:** Public projects proposed in multiple locations in an historic district by the City and County and public utility companies may be submitted as a master COA from the HPC instead of obtaining individual COAs for each proposed project.
- E. Certificate of Appropriateness, Minor, or Minor COA:** COAs approved or amended by Planning staff. No quasi-judicial hearing is required, although staff periodically reports actions taken on Minor COAs to the HPC. See UDO paragraph 3.17.4, Minor Works COA.
- F. Home Occupation:** Any occupation conducted by the inhabitants of the dwelling, which is secondary to the main use as a dwelling and causes no change in the exterior of the dwelling. See UDO paragraph 5.4.4, Home Occupations. A new home occupation requires a Home Occupation Permit, per UDO Sec. 13.3, Home Occupation Permit.
- G. Inconsistency Fee:** Charged when one or more proposed districts for a Zoning Map Change are not consistent with the adopted *Durham Comprehensive Plan* Future Land Use Map (FLUM). See UDO paragraph 3.5.4, Consistency with the *Comprehensive Plan*.
- H. Off-Site Paper File Retrieval Fee:** Retrieval of a physical Planning file or plan from off-site storage when it is available in digital format at the time of the request.
- I. Reasonable Accommodation:** In conformance with UDO Sec. 3.23, Reasonable Accommodation, the procedure for making requests for reasonable accommodation to land use and zoning regulations, policies, practices, and procedures of the City and County of Durham to comply fully with the intent and purpose of Federal laws. Reasonable accommodation requests are processed by the Planning Department and subject to a quasi-judicial hearing and decision by the Board of Adjustment.
- J. Reference Guide for Development (RGD):** Formally adopted into Sec. 1-16 of the City of Durham Code of Ordinances on May 18, 2020. The City of Durham Public Works Department Engineering Division and Stormwater Services & GIS Division, the Department of Transportation Development Review and the Department of Water Management Development Review Groups have prepared this guide to explain their involvement in the City's Development Review Process and to provide a reference manual of some of the City's design standards and design requirements.
- K. Temporary Use Permit (TUP):** Issued by the Planning Department, a temporary use permit is required for certain temporary uses, in keeping with UDO Sec. 3.12, Temporary Use Permit, and Sec. 5.5, Temporary Uses, and occurring on property outside of the public right-of-way. Temporary uses meeting UDO requirements shall be allowed upon the issuance of a temporary use permit, except as set forth in specific standards in UDO Sec. 5.5.
- L. Text-Commitment-Only Development Plan:** A text-only or text-commitment-only development plan shall be limited to applications that only proffer commitments that specify, limit, and/or prohibit uses within the zoning district requested pursuant to UDO Sec. 5.1, Use Table. A text-only development plan shall not be permitted for a zoning map change request for a Planned District listed in Sec. 4.4, Planned District Intent Statements. See also UDO paragraph 3.5.6H.
- M. UDO, Unified Development Ordinance:** The term "UDO" means the *Unified Development Ordinance*, as adopted by both the City and County of Durham, North Carolina.
- N. WCF:** Wireless Communication Facilities. For fee purposes, this term does not include Small Cell Wireless permits.
- N. Zoning Verification Letter:** A due-diligence letter provided by the Planning Department to verify the zoning and any zoning overlays on a property and is often required by financial institutions. It does not verify that a specific use is allowed on the property (see [Business Verification Letter](#)).

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