

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

**June 18, 2007**

**RESPONSIBLE STAFF:**

**Greg Ossont, Director  
Planning and Code  
Administration**

**CALL TO PODIUM:**

**Greg Ossont, Director  
Planning and Code  
Administration**

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

A Resolution Codifying and Updating a Schedule of Fees, Charges, Fines and Expenses as Provided For in the Ordinances of the City of Gaithersburg

**SUPPORTING BACKGROUND:**

This is a resolution codifying and updating the schedule of fees, charges, fines and expenses.

A memorandum and summary of the proposed changes was provided in the June 4, 2007 Mayor and City council packages. The proposed increases are attributed to increased review or inspection requirements and comparable to other neighboring jurisdictions.

Of particular note are the increased fines for overcrowding and emergency egress violations as well as the increase for "fee in lieu" of forest conservation requirements.

**DESIRED OUTCOME:**

Vote on resolution.

MEMORANDUM TO: Mayor and City Council

VIA: David B. Humpton, City Manager

FROM: Greg Ossont, Director  
Planning and Code Administration

DATE: May 29, 2007

SUBJECT: Fee Schedule Changes

Please find the attached copy of proposed fee schedule changes for FY 2008. Staff has attached a summary of the recommended changes organized by the applicable page number and section. A draft resolution with the proposed changes has been included for your review as well. In all cases, proposed increases are attributed to increased review requirements and/or inspections as well as maintaining consistency with comparable jurisdictions.

We are providing the attached document in advance for your review. We anticipate the proposed changes being prepared for adoption at the regularly scheduled Mayor and City Council meeting on June 18, 2007.

If you have any questions or comments, please contact me directly at 301-258-6330 or [gossont@gaitersburgmd.gov](mailto:gossont@gaitersburgmd.gov)

### AMUSEMENT MACHINES (Chapter 3)

Fee at application and annual renewal

Increased \$10 to **\$125**, to offset inspections required.

### DEVELOPMENT PERMITS (pg. 3)

Building Demolitions and Interior Demolitions

Increased \$400 to **\$1000**. The increase is proposed to offset staff time and administrative requirements as part of the demolition process. For example, demolition requests require both planning staff and site visits and report preparations as well as the customary site visits and reviews by permitting staff.

### DEVELOPMENT PERMITS (pg. 5)

Formula for Stormwater Management Waiver Fees for New Development & Re-Development

- F = the maximum fee per acre

Increased \$3,560 to **\$43,560** to equate a \$1/square foot maximum fee per acre.

### DEVELOPMENT PERMITS (pg. 6 & 7)

Miscellaneous

- b. Authorized public requests for overtime field inspections which include travel to and from the construction site.

Fee per Hour

Increased \$15 to **\$100** to offset increased personnel expenses and to more accurately reflect actual costs for overtime inspections.

- i. Fee for Building Code Compliant Letters for properties within the City limits including review of code and zoning violations and compliance

\*Per Address and/or Tenant

Increased \$50 to **\$250\*** to offset the additional staff time required to prepare the reports. These specific requests typically require significantly more information than a simple zoning verification. Requests often contain specialized requests or information in addition to the standard request.

## **DEVELOPMENT PERMITS (pg. 9)**

### Fire Safety Code Fees

- j. General Fire Protection Permit Fees
  - (11) Fire Protection System Operations Permit

New Item Added **\$50**. This is a new item in preparation for a new permit which will be required to ensure all fire protection operating systems are routinely checked and maintained in accordance with the City's Fire Code.

## **ENVIRONMENTAL FEES (Chapter 22)**

- E. Fee in Lieu of Forest Conservation
  - Fee: per sq. ft. of area of required planting

Increased from \$1 to **\$2**.

## **ELECTRICAL CODE (Chapter 7)**

- A. Electrician's License and Renewals
  - 1. New Master Electrician's and Master Limited License.  
Good for two years
  - 2. Master Electrician's and Master Limited  
License renewal every two years
  - 4. Late Renewal Fee

Increased \$10 to **\$200**. This fee is consistent with City of Rockville and Montgomery County.

Increased \$15 to **\$175**. This fee is consistent with City of Rockville and Montgomery County.

Increased \$10 to **\$50**. This fee is consistent with City of Rockville and Montgomery County.

## **MOTOR VEHICLES AND TRAFFIC (Chapter 14)**

- B. Fines for Fire Lane/Yellow Curb Parking Violations

Added terminology "yellow curb" to provide clarification.

## **MUNICIPAL INFRACTIONS**

Chapter 5 – Section R310 and all Subsections thereof –  
Emergency Egress

New Item Added, **\$500**.

Chapter 17AA – Overcrowding Sections  
- Repeat Violation(s)

New Item Added, **\$200**.  
New Item Added, **\$1000**.

## **RENTAL HOUSING LICENSES (Chapter 18AA)**

- D. Hotels and Motels
  - Per unit fee upon application for license and renewal thereof.

Increased \$10 to **\$50**.

## **PLANNING & ZONING FEES**

### F. Subdivision Approval

#### b. Subdivision (Record Plat) Approval

- 1) Residential (Plus \$25 per lot or parcel)
- 2) Non-residential (Plus \$25 per lot or parcel)

Increased base fees to **\$400** from \$375 and \$350 respectively. Additional lot or parcel increased **\$15** for residential, decreased **\$25** for commercial. Also, included “parcel” for clarification.

## **COPY OF VHS TAPE OR DVD OF MAYOR & CITY COUNCIL OR PLANNING COMMISSION MEETING**

Terminology “DVD” added for clarification.

## **ZONING ORDINANCE**

New Item Added, **\$20**. As a matter of policy, the City has charged a fee for this document but it was never included in the fee schedule. Actual cost of producing this document is \$18.68.

RESOLUTION NO. 2

A RESOLUTION CODIFYING AND UPDATING A  
SCHEDULE OF FEES, CHARGES, FINES AND  
EXPENSES AS PROVIDED FOR IN THE ORDINANCES  
OF THE CITY OF GAITHERSBURG

BE IT RESOLVED, by the Mayor and Council of the City of Gaithersburg, that all previous resolutions as to fees, charges, fines and expenses are hereby repealed and the following codification and schedule of fees, charges, fines and expenses hereinafter set forth shall become effective upon adoption of this resolution:

I.	<u>ABANDONMENT PROCEEDINGS (Chapter 19)</u>	
	Fee:	500.00
II.	<u>AMUSEMENT MACHINES (Chapter 3)</u>	
	Fee at application and annual renewal	125.00
III.	<u>ANIMALS AND FOWL (Chapter 4)</u>	
	A. <u>Pet Shop Licenses/Commercial Kennels</u>	
	Fee at application and annual renewal	250.00
	B. <u>Animal Licenses</u>	
	Dogs & Cats - Unspayed or unneutered	25.00
	Dogs & Cats- Spayed or neutered	5.00
	Juvenile Dog & Cat License (Under 1 year of Age)	N/C
	Late Fee for Renewal of Licenses (more than 30 days)	20.00
	Three-year License (Available only at City sponsored Rabies Clinics)	
	Dogs & Cats - Unspayed or unneutered	75.00
	Dogs & Cats- Spayed or neutered	15.00
	Fees for All Senior Citizens (55 and older) and Public Assistance Recipients	
	Altered Cat or Dog	2.00
	Unaltered Cat or Dog	20.00
	C. <u>Dog Exercise Area (Chapter 15)</u>	
	Non-City resident annual membership fee	50.00

IV. DEVELOPMENT PERMITS

A. Plan Review Fees - Fees are non-refundable

Buildings 750 square feet and under of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc.) (no occupancy)	80.00
Buildings 751 square feet to 2,000 square feet of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc.)	100.00
Buildings 2,000 square feet and over of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc.)	250.00
Buildings/spaces with an estimated cost of \$500,000 or more	1,000.00
Each Residential Model Home Plan	100.00
Grading and Sediment Control	150.00*
Public Works and Storm Drain	75.00*
On Site	75.00

B. Building Permits (Chapter 5)

1. New Construction and Additions

a. New residential construction Application filing fee	100.00
Residential, single-family, attached or detached, including basement, each floor and roof area Fee: Twenty-two cents (22¢) per square foot	
b. Additions, renovations and/or alterations with construction costs of \$20,000 or more – Minimum Fee	200.00
Residential Decks up to 500 sq. ft.	80.00
Decks over 500 sq. ft.	135.00
c. Commercial, industrial, multi-family and all other construction including basement, each floor and roof area Fee: Twenty-two cents (22¢) per square foot or 1% (.01) of the total cost of construction, whichever is higher	

\* If grading/sediment control, public works/storm drain, and on-site are applied for on the same application, maximum plan review fee is \$150.00.

IV. DEVELOPMENT PERMITS (continued)

2. Structural Alteration & Remodeling (No Enlargements)

- a. Residential, single-family attached or detached  
Fee: Twelve cents (12¢) per square foot; \$80.00 minimum
  
- b. Commercial, industrial, multi-family and other  
Fee: Twenty cents (20¢) per square foot or 1-1/2% (.015) of the total cost of construction, whichever is higher. (Fee is based upon square foot floor area of entire room or rooms involved with alteration or remodeling. When both additions and alterations or repairs are to be made upon the same building, the fee for the addition shall be figured as new construction and the fee for the alterations and repairs shall be as set forth.)

3. Building Demolitions and Interior Demolitions

- a. Existing Buildings  
Fee: 1,000.00
  
- b. Interior Walls & Partitions  
Fee: 80.00

Over 5,000 sq. ft.: \$.03 per sq. ft.

In addition, a performance bond for 100 percent of the estimated cost shall be required.

4. Building Moving

- Fee: 1,000.00

In addition, a performance bond for 100 percent of the estimated cost shall be required. Where moved across a street or highway, a permit shall be obtained from the appropriate jurisdiction where required.

IV. DEVELOPMENT PERMITS (continued)

5. Erosion/Sediment Control/Stormwater Management (Chapter 8) and Forest Conservation (Chapter 22)

Fees: Grading/Sediment Control/Forest Conservation

A. Plan Review Fee	
Up to 5,000 sq. ft. of Disturbance	150.00
5,000 sq. ft. to 1 acre	200.00
Each Additional Acre	200.00
B. Permit Application Fee	150.00
C. Permit Fees	
.05 per sq. ft. of Disturbance (Minimum \$200.00)	
D. Permit Extension Fee	200.00
E. Technical Revision to Sediment Control Plan (No increase in Disturbed Area) Minimum \$150.00 or 25% of Original Permit Fee	

Fees: Stormwater Management

A. Concept Review Fee	
Up to 2 Acres	500.00
2 to 5 Acres	750.00
Over 5 Acres	1,500.00
B. Permit Application Fee	150.00
C. Permit Fees	
10% of Approved Bond Estimate (Minimum \$200.00) both Public/Private Facilities	
D. Permit Extension Fee	200.00
E. Permit Revision Fee \$200.00 + 5% of Estimated Cost of Work	

In addition, a Performance Bond for 100% of the Sediment Control/Forest Conservation and Stormwater Management permits.

IV. DEVELOPMENT PERMITS (continued)

F. Formula for Stormwater Management Waiver Fees for New Development and Re-development\*

$$C = A \times i \times F$$

C = the waiver fee contribution

A = area (disturbed area for re-development, site area for new development)

i = percent of A that is impervious

F = the maximum fee per acre = \$43,560

\* Credit for previously paid re-development Stormwater Management Fee will be applied to the contribution.

6. Fences on Private Property

Fee: 30.00

7. Mechanical Fixtures

Fee: Commercial

a. Modifications to Existing Mechanical/HVAC Systems

first 1,000 sq. ft. 80.00

each additional 1,000 sq. ft. (or fraction thereof) 30.00

b. New Mechanical/HVAC Systems

first 1,000 sq. ft. 100.00

each additional 1,000 sq. ft. (or fraction thereof) 50.00

c. Mechanical/HVAC Equipment (New or Replacement)

Cost of Job times .02¢ (\$80.00 minimum fee)

Fee: Residential

a. Mechanical (new dwelling units) 85.00

b. Mechanical Replacements

first appliance 25.00

each additional appliance 15.00

8. Oil, Gasoline or Other Fuel Storage Tanks and Pumps (Chapter 5)

a. Tanks up to 1,000 gallons 50.00

b. Each additional 1,000 gallons or fraction thereof 15.00

c. Pump installation per pump 25.00

IV. DEVELOPMENT PERMITS (continued)

9. Plan Revisions

The fee for revising building plans for residential, single- or multi-family dwelling, commercial, industrial or any remodeling projects shall be five cents (5¢) per square foot. The minimum fee shall be \$80.00.

10. Miscellaneous

- |   |        |
|---|--------|
| a. Residential prefab construction less than 100 sq. ft. in area  |        |
| Fee:  | 25.00  |
| b. <u>Authorized</u> public requests for overtime field inspections which include travel to and from the construction site            |        |
| Fee per hour  | 100.00 |
| c. <u>Authorized</u> public requests to commence a commercial interior fit-up construction prior to fire marshal and permit approvals |        |
| Fee: Minimum  | 200.00 |
| Plus .10¢ per sq.ft. over 2,000 sq.ft.  |        |
| d. <u>Authorized</u> public request for a foundation only permit  |        |
| Fee:  | 200.00 |
| Plus .10¢ per sq.ft. over 2,000 sq.ft.  |        |
| Plus .05¢ per sq.ft. if concrete slab is included   |        |
| e. In all other cases, the minimum building permit shall be, unless otherwise stated  | 80.00  |
| f. Request to amend permit  | 75.00  |
| g. Reactivate expired new home permit   | 100.00 |
| h. Occupancy verification request (up to 2 tenants/suites/spaces)   | 200.00 |
| Each additional tenant above 2  | 100.00 |

IV. DEVELOPMENT PERMITS (continued)

- i. Fee for Building Code Compliance Letters for properties within the City limits including review of code and zoning violations and compliance 250.00\*  
\*Per Address and/or Tenant

11. Sign Permits (Chapters 5 and 24)

Each sign shall require a permit and fee for erection, painting and placing or mounting as follows:

- a. Under 25 square feet 50.00
- b. 25 to 50 square feet 60.00
- c. 50 to 75 square feet 75.00
- d. 75 to 100 square feet 150.00
- e. Over 100 square feet (add \$2.00 per square foot over 100 square feet) 250.00

12. Swimming Pools (Chapter 5)

All Private Residential Pools 180.00

Commercial Pools Fee is 1% of the total cost of construction; \$300.00 minimum

13. Site Construction on Private Property (Chapters 5 and 24)

(Parking lot paving, curb and gutters, storm drain system, fences, landscaping and other required site amenities)

Fee: 5 percent of approved estimate

In addition, a performance bond for 100 percent of the estimated cost shall be required.

14. Reinspections

The fee for reinspections because of Code violations shall be as follows:

- a. Working Without a Permit - Residential 200.00
- Working Without a Permit – Commercial 500.00
- b. Reinspection Fee 50.00

15. Floodplain Permits (Chapter 10)

Development in a floodplain zone 1,000.00

IV. DEVELOPMENT PERMITS (continued)

16. Fire Safety Code Fees

- a. Fire Alarm and Detection Systems (including main control panel)  
Per story to be controlled 250.00
- b. Fire Alarm and Detection Systems (devices only or household control panel)  
\$10.00 per device; \$75.00 minimum
- c. CO2 or Clean Agent Systems (including controls, alarms, detection)  
0.50 per lb. of agent; \$100.00 minimum
- d. Fire Sprinkler Systems  
\$3.00 PER HEAD; \$75.00 minimum
- e. Miscellaneous Systems Fee  
Standpipe Systems \$150.00 per standpipe system  
Dry or Wet Chemical Extinguishing Systems (including hood & duct) \$150.00 per system  
Smoke Control System \$200.00 per system
- f. Fire Pump Test  
Fee per pump 200.00
- g. Fire Main Flush Test or Hydro Test  
Fee per test witnessed 50.00
- h. Emergency Generator Test  
Fee per generator 100.00
- i. Life Safety Review  
Fee: 10 % of building permit fee
- j. General Fire Protection Permit Fees 25.00  
(1) To install, remove, repair or alter a stationary tank for the storage of flammable or combustible liquids, dispensing devices, or associated piping.  
Term - 6 months

IV. DEVELOPMENT PERMITS (continued)

j. General Fire Protection Permit Fees (continued)	25.00
(2) To remove, abandon, place temporarily out of service or otherwise dispose of any flammable or combustible liquid tank. Term - 3 months	
(3) To use any building, shed, or enclosure as a place of business for the purpose of repairing any motor vehicle. Term - Indefinite	
(4) To conduct floor resurfacing and refinishing operations involving the use of application of flammable liquids or materials. Term - 30 days	
(5) For spraying or dipping operations utilizing more than one gallon flammable or combustible liquids on any working day. Term - Indefinite	
(6) For the operation of a bulk storage plant and for storage dispensing liquefied petroleum gases. Term - Indefinite	
(7) To store or handle combustible fibers in excess of 100 cubic feet. Term - Indefinite	
(8) To conduct or maintain any tire recapping or rebuilding plant. Term - Indefinite	
(9) To store in excess of 100,000 board feet of lumber. Term – Indefinite	
(10) To use explosives for up to one month, \$25; \$5 for each additional month. Term - Not to exceed 12 months	
(11 ) Fire Protection System Operations Permit	\$50.00
k. License Inspections	
(1) Family or Group Day Care	50.00
(2) Nursery or Day Care Centers	100.00
(3) Board and Care, 16 or Fewer Residents	100.00
(4) Board and Care, Over 16 Residents	200.00
(5) Health Care	300.00
(6) Private Educational Facilities	150.00
(7) Other Licensed Facility	50.00
(8) Safety Inspection	50.00

IV. DEVELOPMENT PERMITS (continued)

1. Permit Revisions and Re-inspection Fees

Original fee for fire protection permits includes first (1<sup>st</sup>) review and one (1) revision as well as first (1<sup>st</sup>) inspection and one (1) re-inspection. Subsequent plan revisions and/or re-inspections will be charged as follows:

(1) Second (2 <sup>nd</sup> ) revision or second (2 <sup>nd</sup> ) re-inspection	50% of original fee Not to exceed \$2,500.00
(2) Each subsequent revision or re-inspection	75% of original fee Not to exceed \$4,000.00

V. ENVIRONMENTAL FEES (Chapter 22 and *Environmental Standards For Development Regulation*)

A. Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) Application

1. Single Family Residential lot	125.00
2. Application file fee for other than Single Family Residential lot	200.00

Fee: Plus \$5.00/acre for every acre over 10 acres

B. Forest Conservation Plan Review

Fee: Plus \$10.00/acre for every acre over 10 acres	150.00
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C. Environmental Waiver Application per Waiver

1. Residential lot	100.00
2. Other	1,000.00

D. Tree Removal (Chapter 21)

Permit fee to remove	1 tree	15.00
	2 - 5 trees	20.00
	Each tree over 5 trees	5.00

E. Fee in Lieu of Forest Conservation

Fee: per sq. ft. of area of required planting	2.00
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VI. ELECTRICAL CODE (Chapter 7)

A. Electrician's License and Renewals

1. New Master Electrician's and Master Limited License. Good for two years	200.00
2. Master Electrician's and Master Limited License renewal every two years	175.00

VI.	<u>ELECTRICAL CODE (Chapter 7)</u>	(continued)	
A.	<u>Electrician's License and Renewals</u>	(continued)	
	3.	Duplicate license or identification card	10.00
	4.	Late renewal fee	50.00
	5.	Master Electrician and Master Limited change in affiliation	10.00
	6.	Shelving Master Electrician and Master Limited License	25.00
B.	<u>Electrical Permits - Non-Residential</u>		
	1.	New buildings, additions, complex interior fit-ups, etc.,10% of the building permit fee based on the job.	
	2.	Simple tenant fit-ups, alterations, additions	
		Up to 20 Devices and/or low voltage (minimum fit-up fee)	110.00
		Over 20 Devices and 5,000 sq. ft. or less	175.00
		Over 5,000 square feet	275.00*
		* (or 10% of building permit fee, whichever is higher)	
	3.	Miscellaneous Electrical Fees	
	A.	All switches, lighting and receptacles to be counted as outlets	
		1 to 12 outlets	40.00
		13 to 50 outlets	80.00
		For each additional 50 outlets or fraction thereof	20.00
	B.	Motors/Generators/Air Conditioning Units/Heating/ Cooking Equipment and Transformers	
		Transformers (1 K.W. or 1 K.V.A. = 1 HP)	
		Over 10 HP to 20 HP (each)	15.00
		Over 20 HP to 30 HP (each)	20.00
		Over 30 HP to 50 HP (each)	25.00
		Over 50 HP to 75 HP (each)	30.00
		Over 75 HP (each)	35.00
	C.	Service-Meter Equipment and Feeders	
		Not over 100 Amp.	35.00
		100 Amp. to 400 Amp.	40.00
		400 Amp. to 1,000 Amp.	45.00
		Over 1,000 Amp.	65.00
		Pole construction/temporary service only	40.00

VI.	<u>ELECTRICAL CODE (Chapter 7)</u> (continued)	
B.	<u>Electrical Permits - Non-Residential</u> (continued)	
	3. Miscellaneous Electrical Fees (continued)	
	D. Electric Signs	
	Each sign	60.00
	E. Security System	
	First 20 devices	30.00
	For each additional 5 devices	5.00
	F. Low Voltage Systems	
	First 20 fixtures	10.00
	Each additional 10 fixtures (or fraction thereof)	5.00
	4. Special Service and/or Conditions not provided in Non-residential Fee Schedule	
	Minimum Charge or .05% of the total cost of electrical work (whichever is greater)	50.00
C.	<u>Electrical Permits - Residential</u>	
	1. <u>New Construction</u>	
	Single-family dwelling not over 200 Amp.	220.00
	Single-family dwelling over 200 Amp.	250.00
	2. <u>Remodeling/Additions</u>	
	Subpanels not over 100 Amp.	20.00
	Subpanels over 100 Amp.	30.00
	Heavy up service	30.00
	Replacement of one (1) central heating unit, HVAC unit, motor, appliance or appliance outlet	26.00
	Each additional replacement of central heating unit, HVAC unit, motor, appliance or appliance outlet	8.00
	New and replacement of receptacles, switches and lights not exceeding 20	25.00
	Exceeding 20 (Total)	35.00
	First appliance replacement	35.00

VI.	<u>ELECTRICAL CODE (Chapter 7) (continued)</u>	
	C. <u>Electrical Permits – Residential</u> (continued)	
	3. <u>Hot Tub or Hydromassage Tubs</u>	
	Each unit	35.00
VI.	<u>ELECTRICAL CODE (Chapter 7) (continued)</u>	
	C. <u>Electrical Permits – Residential</u> (continued)	
	4. <u>Hardwire Smoke Detector Installation</u>	
	Fee for each detector	3.00
	5. <u>Homeowner Installations</u>	
	Installations by a homeowner of not more than 12 outlets provided that the homeowner certifies that the work is being performed personally by such homeowner and homeowner must demonstrate that they can perform electrical work safely. Fee:	40.00
	6. <u>Special Service and/or Conditions not Provided for in this Residential Fee Schedule</u>	
	Minimum Charge	35.00
	D. <u>Reinspections</u>	
	The fees for reinspections because of failure to comply with various ordinance and code violations shall be as follows:	
	Working without a permit - Residential	100.00
	Working without a permit - Commercial	200.00
VII.	<u>MOTOR VEHICLES AND TRAFFIC (Chapter 14)</u>	
	A. Fines for Handicapped Parking Violations	250.00
	B. Fines for Fire Lane/Yellow Curb Parking Violations	100.00
	C. Fines for All Other Parking Violations	50.00
VIII.	<u>MUNICIPAL INFRACTIONS</u>	
	Fines for violations to certain Chapters of the City Code:	
	Chapter 4 - Animals and Fowl - Sec. 4-4 (Public Nuisance)	100.00
	Chapter 4 - Animals and Fowl - Sec. 4-6 (Sanitation)	100.00
	Chapter 4 - Animals and Fowl - Sec 4-8(a)(c) (Licensing)	100.00
	Chapter 4 - Animals and Fowl - All Other Sections	250.00

VIII. MUNICIPAL INFRACTIONS (continued)

Fines for violations to certain Chapters of the City Code:

Chapter 5 - Buildings	200.00
Chapter 5- Section R310 and all Subsections thereof (Emergency Egress)	500.00
Chapter 7 - Electricity	200.00
Chapter 8 - Erosion, Sediment Control & Storm Water Management	200.00
Chapter 9 - Excavation of Underground Utility Facilities	200.00
Chapter 11 - Fire Safety – Initial Violation	500.00
Chapter 11 - Fire Safety - Repeat Violation(s)	1,000.00
Chapter 12 - Health and Sanitation	200.00
Chapter 13 - Landlord-Tenant Relations	200.00
Chapter 15A-Parks and Other Properties – Sec. 17 (Dog Exercise Areas)	100.00
Chapter 16 - Peddlers, Hawkers and Solicitors	200.00
Chapter 17AA - Property Maintenance	100.00
Chapter 17AA-Overcrowding Sections (404.4.1, 404.4.2, 404.4.4, 404.4.5)	
Initial Violation	200.00
Chapter 17AA-Overcrowding Sections (404.4.1, 404.4.2, 404.4.4, 404.4.5)	
Repeat Violation (s)	1,000.00
Chapter 18 – Refuse and Garbage – Sec-18-4 (a) (Dumping)	500.00
Chapter 18 - Refuse and Garbage- All Other Sections	200.00
Chapter 18AA - Rental Housing Licensing	100.00
Chapter 18A - Smoking	100.00
Chapter 19 - Streets and Sidewalks	100.00
Chapter 19 –Sections 19-2 (Depositing Foreign Material into ROW)	200.00
Chapter 21 - Trees and Vegetation	100.00
Chapter 22 - Fee in Lieu of Forest Conservation per sq. ft. in violation or \$200 per violation	2.50
Chapter 24 – Zoning	200.00
Chapter 24 - Zoning (Section 24-184) Initial Violation	200.00
Chapter 24 – Zoning (Section 24-184) Repeat Violation(s)	1,000.00

IX. OCCUPANCY PERMITS (Chapter 24)

A. <u>Single-Family and Townhouse Dwellings</u> (new construction only; one-time fee)	
Per dwelling	100.00
B. <u>Multi-Family Dwellings</u> (new construction or condominium conversion)	
Per dwelling unit	100.00
C. <u>Commercial or Industrial Buildings or Uses</u> (new construction, changes in use and/or tenant and owner)	
Per each 5,000 square feet of gross floor area, or	

	fraction thereof	120.00
	Per each lot or parcel devoted to commercial or industrial uses without buildings	50.00
D.	<u>Other Private Non-Residential Uses</u>	
	Fee: Includes Temporary Occupancies (e.g., Tents)	
	1. Total sq. ft. up to 2,000 sq. ft.	100.00
	2. Total sq. ft. over 2,000 sq. ft.	200.00
IX.	<u>OCCUPANCY PERMITS (Chapter 24)</u> (continued)	
E.	<u>Re-inspections</u>	
	The fees for re-inspections because of Code violations shall be as follows:	
	1. Occupying without a permit	500.00
	2. First re-inspection	No Fee
	3. Each subsequent re-inspection	50.00
X.	<u>PEDDLERS, HAWKERS AND SOLICITORS (Chapter 16)</u>	
	Fee Per Year (not to be prorated on a monthly basis)	
	- permits expire December 31st of each year	250.00
XI.	<u>PLANNING AND ZONING FEES</u>	
A.	<u>Zoning Map Amendment Applications (Chapter 24)</u>	
	1. Less than 2 acres	1,000
	2. More than 2 acres	2,000

XI. PLANNING AND ZONING FEES (continued)

B. Fee for new Schematic Development Plans and Amendments submitted on MXD Zoned parcels shall be as follows: (Note: CD Zoned SDP's and their Amendments follow regular site development fees, see Section XI.D.)

Change in use involved	\$8,0000
No change in use involved	\$1,000
Changes other than to use which: 1. Increase the height of the building or signage by ten (10) feet or more, or 2. Materially changes the orientation or siting of buildings, parking accessory uses, or 3. Increases non residential building floor area by more than ten (10) percent or 5,000 square feet whichever is greater, or 4. Increases by more than ten (10) percent or five (5) units the number of residential dwelling units whichever is greater, or 5. Removes more than five (5) percent of area designated for conservation or other environmental preservation purpose.	\$750 submission fee  additional \$400 if referred to Planning Commission for Approval, or  Additional \$3,000 if referred to Planning Commission for public hearing, recommendation and Council determination

Fee for amendment to Sketch Plan for MXD zoned parcels - per plan \$1,000

Per Acre Fee for High-Rise Optional Approval (Parcels Zoned C-2) \$400

C. Master Plan Amendments (Chapter 24)  
Fee: \$1,000

XI. PLANNING AND ZONING FEES (continued)

D. Site Development Applications (Chapter 24) (continued)

1. Residential

Minimum fee plus \$10.00 per dwelling unit \$600

2. Non-Residential

Minimum fee plus \$10.00 per each 1,000 square feet of gross floor area in structure \$650

3. Residential/Non-Residential - Final Site Plans for MXD Zoned Parcels

Minimum fee plus \$10 per dwelling unit and/or \$25 per 1,000 square feet gross floor area \$7,000

4. Parking/Traffic Study Review

Parking Study/Waiver Review 500.00  
 Minor Traffic Study & Supplement 250.00  
 Major Traffic Study & Supplement 1,500.00

5. Amendment to Final Site Plan Approval

a. Minor Amendments (Staff):

Single Lot Residential 80.00  
 Multi-lot Residential 160.00  
 Multi-family Residential 200.00  
 Non-Residential 100.00

b. Amendments (Planning Commission)

Residential

Under 2,500 square feet of additional building area; 300.00  
 2,500 square feet or more of additional building area subject to regular site development fees,  
 (See Section XI.D.)

Non-Residential

Under 2,500 square feet of additional building area; 500.00  
 2,500 square feet or more of additional building area subject to regular site development fees,  
 (See Section XI.D.)

Extension to Final Site Plan Approval 100.00

Re-approval of Final Site plan 300.00

XI.	<u>PLANNING AND ZONING FEES (continued)</u>	
	6. <u>Review of Alterations, Additions to Non-Conforming Structures</u>	
	Consent Items - No Fee	
	Residential	100.00
	Non-Residential	300.00
E.	<u>Board of Appeals Applications (Chapter 24)</u>	
	1. Uses	
	a. Amusement Centers	1,000.00
	b. Assembly of Electronic Devices/Appliances	500.00
	c. Auto Parts/Body Repair Shops	500.00
	d. Boarding & Rooming Houses	500.00
	e. Care Homes	500.00
	f. Cemeteries	500.00
	g. Child Day Care Facilities for More than Eight	500.00
	h. Child/Elderly Day Care Facilities in Dwelling Units other than Single Family Detached or Duplexes for Not More than Eight (8) Individuals	200.00
	i. Commercial Recreation Restaurants	650.00
	j. Community Theatre	650.00
	k. Conversion of Existing Structures	450.00
	l. Drive-In Theatres	650.00

XI. PLANNING AND ZONING FEES (continued)

E. Board of Appeals Applications (Chapter 24) (continued)

1. Uses

m. Golf Course	650.00
n. Group Residential Facilities	500.00
o. Medical Practitioner's Office	500.00
p. Multi-Family Dwellings	500.00
q. Off-Street Parking Lots/Garages	500.00
r. Outdoor Recreation	650.00
s. Private Institutions	500.00
t. Public Utilities	650.00
u. Swimming Pools	500.00
v. Telecommunication Facilities Requiring a New Structure Fee:	7,500.00
w. Telecommunication Facilities which are Camouflaged Fee:	5,500.00
x. Telecommunications Facilities Located Entirely within an Existing Structure or Located on the Rooftop of an Existing Structure Fee:	4,000.00
y. All Others	500.00

2. Variances

a. Single Family/ Townhouses	200.00
b. Multi-Family Residential	500.00
c. Non-Residential Including R-B and C-B	600.00
d. Floodplain Management	2,500.00

XI. PLANNING AND ZONING FEES (continued)

3. Administrative Reviews (Charging Administrative Error)

- |  |           |
|--|-----------|
| a. Planning Commission Decision  | 1,000.00* |
| b. Staff Order, Requirement, Decision or Determination appealed by an individual for a property in which the applicant resides         | 200.00*   |
| c. Staff Order, Requirement, Decision or Determination appealed by an individual for a property in which the applicant does not reside | 500.00*   |
| d. Staff Order, Requirement, Decision or Determination appealed by a Commercial/Business Entity  | 1,000.00* |

*\*Plus cost of transcript*

Note: In cases of administrative appeals pursuant to Section 24-187 resulting in favor of an appellant, the City shall refund the fee and the cost of transcript.

4. Home-Based Businesses (Chapter 24)

- |              |       |
|--------------|-------|
| Minor impact | 20.00 |
|--------------|-------|

F. Subdivision Approval (Chapter 20)

- |   |        |
|---|--------|
| a. Preliminary Review of Subdivision Plans (subject to regular site development fees See <u>Section X.D.</u> ) (does not include record plat fee) |        |
| b. Final Subdivision (Record Plat ) Approval  |        |
| (1) Residential (Plus 25.00 per lot or parcel)  | 400.00 |
| (2) Non-residential (Plus 25.00 per lot or parcel)  | 400.00 |

G. Annexation Petition

No Fee

H. Zoning Verification Letters

- |   |         |
|---|---------|
| Fee for Zoning Verification Letters for properties within the City limits including review of code and zoning violations and compliance | 250.00* |
|---|---------|

*\*Per Address and/or Tenant*

I. Refundable Sign (3' x 4') Deposits/Sign

- |          |        |
|----------|--------|
| Per sign | 400.00 |
|----------|--------|

XII. PUBLIC WORKS PERMITS (Chapter 19)

- A. Fee for construction of roads, sidewalks, driveway entrances, curb and gutter, drainage structures, etc., ten (10%) percent of estimated cost of construction. In addition, a performance bond for 100 percent of the estimated cost shall be required.

A cash bond in the amount of \$2,500.00 shall be required for each streetlight located in the public right-of-way, based on the approved site development plan.

A Route of Travel bond shall be required for protection and maintenance of existing City Streets impacted by development work. The amount of the bond shall be determined by the Director of Public Works.

A \$100.00 permit filing fee will be applied as a portion of the permit fee when the permit is issued and is non-

- |    |  |   |
|----|--|---|
| B. | Road Code Waiver Fee - individual streets  | 500.00                                  |
| C. | Road Code Waiver Fee for properties over 50 acres (MXD/SDP/Sketch Plan)  | 2,000.00                                |
| D. | Fee for telecommunication, cable, data transport, or utility lines installed underground in the public right-of-way. |   |
|    | 1. Under unimproved areas or sidewalk  | Minimum \$130<br>\$1.65 per linear foot |
|    | 2. Under paved road surfaces   | Minimum \$130<br>\$3.20 per linear foot |

XIII. RENTAL HOUSING LICENSES (Chapter 18AA)

- |    |   |        |
|----|---|--------|
| A. | <u>Single-Family Dwelling, Including Townhouses</u>   |        |
|    | Fee upon application for license and renewal thereof (biennial)                             | 150.00 |
| B. | <u>Rooming Houses</u>   |        |
|    | Minimum fee upon application for license and renewal thereof                                | 70.00  |
|    | Additional per unit fee for each additional unit above five rented units in a rooming house | 6.50   |
| C. | <u>Multi-Family Dwellings</u>   |        |
|    | Per unit fee upon application for license and renewal thereof                               | 100.00 |

XIII. RENTAL HOUSING LICENSES (Chapter 18AA) (continued)

D. Hotels and Motels

Per unit fee upon application for license and renewal thereof 50.00

E. A Tenant-Requested Walk-Thru Inspection

15.00

F. Reinspections

The fees for reinspections because of Code violations, defects and failure to provide access to the units for a scheduled inspection visit shall be as follows:

1. Failure to provide access to the unit for a scheduled inspection

50.00

2. First reinspection of Code violations and defects

No Fee

3. Each subsequent reinspection of Code violations and defects

50.00

G. Government Owned Facilities Used As Residential Rentals Are Required to License

Each facility is subject to required inspections but exempted from fee.

XIV. RECYCLING FOR COLLECTION AND DISPOSAL OF RECYCLABLE MATERIALS FROM SINGLE FAMILY DWELLINGS AND TOWNHOUSES

Fee per year, per dwelling unit

59.57

Fee is authorized to be placed on the County's consolidated property tax bill of all properties receiving City curbside recycling services

Fee to be placed on the consolidated County property tax bill of new dwelling units as they are added to the tax roll according to the following schedule:

Payment of 3/4 year fee: Dwelling units added to the tax roll from July 1 to September 30 will be charged the fee at 75% of the annual City fee;

XIV. RECYCLING FOR COLLECTION AND DISPOSAL OF RECYCLABLE MATERIALS FROM SINGLE FAMILY DWELLINGS AND TOWNHOUSES  
(continued)

Payment of 1/2 year fee: Dwelling units added to the tax roll from October 1 to December 31 will be charged the fee at 50% of the annual City fee.

Payment of 1/4 year fee: Dwelling units added to the tax roll from January 1 to March 30 will be charged the fee of 25% of the annual City fee.

Montgomery County is authorized to bill and collect said fees and remit same to the City of Gaithersburg in the same manner as City property taxes are remitted to the City.

XV. SPECIAL EVENT PERMIT (Chapter 15)

Permit Application Fee

Base Fee Per Event \$250.00

Base Fee for Events with Fireworks Display \$500.00

XVI. TRANSCRIPTS OF PROCEEDINGS NOT NORMALLY TRANSCRIBED AND FEE FOR COPYING REQUESTS

Transcript Fee: \$7.00/page or \$50.00, whichever is greater

Copying Fee: No charge for first 10 (single-sided) pages

Each additional page .20

**XVII. GIS/DIGITAL DATA/ MAPS**

City Data Set	Format	CD <sup>1</sup>	Web <sup>2</sup>
Zoning	ArcInfo, Shapefile	\$25	Free
City Boundary	ArcInfo, Shapefile	\$25	Free
Record Plats (State Archives)	TIFF	\$25	Free
All Acrobat Maps	PDF	\$25	Free

<sup>1</sup>Multiple data sets will be provided on the same CD for a total charge of \$25

<sup>2</sup>There will be a \$25 charge for FTP access to any data set not currently posted on the City web site.

M-NCP&PC Data Set <sup>1</sup>	Format	Cost
All Planimetrics (buildings, roads, hydrography, etc.)	ArcInfo, Shapefile, DXF	\$180 per tile <sup>2</sup>
One Planimetric Layer	ArcInfo, Shapefile, DXF	\$90 per tile
Property Layer	ArcInfo, Shapefile, DXF	\$90 per tile <sup>3</sup>

<sup>1</sup>M-NCPPC data sets must be ordered and purchased from Information and Publications, Maryland-National Capital Park and Planning Commission, 8787 Georgia Ave, Silver Spring, MD 20910 Phone: (301) 495-4700

<sup>2</sup>Up to three additional adjacent tiles may be purchased at \$60 each

<sup>3</sup>Up to three additional adjacent tiles may be purchased at \$30 each

**Prints/Copies of Existing Paper Maps and other Documents**

Size	Price Including Tax (pre-tax price)		
	<i>B/W</i>	<i>Color –Paper</i>	<i>Color – Photo</i>
Letter (8½ X 11)	\$0.25 (\$0.24)	\$1.00 (\$ 0.95)	\$2.00 (\$ 1.90)
Ledger (11 X 17)	\$0.50 (\$0.48)	\$2.00 (\$ 1.90)	\$4.00 (\$ 3.80)
Arch C (18 X 24)	\$3.00 (\$2.86)	\$5.00 (\$ 4.76)	\$6.00 (\$ 5.71)
Sm. Zoning (21 X 24)	N/A	\$6.00 (\$ 5.71)	\$7.00 (\$ 6.67)
Arch D (24 X 36)	\$6.00 (\$0.48)	\$10.00 (\$ 9.52)	\$12.00 (\$11.43)
36 X 36	\$9.00 (\$0.48)	\$15.00 (\$14.29)	\$18.00 (\$17.15)
Arch E (36 X 48)	\$12.00 (\$0.48)	\$20.00 (\$19.04)	\$24.00 (\$22.86)
Per Square Foot	\$1.00 (\$0.95)	\$1.67 (\$ 1.59)	\$2.00 (\$ 1.90)

**XVIII. DISHONORED CHECK FEE**

Fee: 35.00

**XIX. POLICE SERVICES**

Copy of VHS Tape from Police In-car Camera 25.00

Fingerprinting (per card) \$3 Resident/\$7 Non-resident

Accident Reports \$7 per copy

XX. COPY OF VHS TAPE OR DVD OF MAYOR & CITY COUNCIL  
or PLANNING COMMISSION MEETING

Fee: 25.00

XXI. Zoning Ordinance \$20.00

ADOPTED by the City Council this 18<sup>th</sup> day of June, 2007.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council,  
in public meeting assembled, on the 18<sup>th</sup>  
day of June, 2007.

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David B. Humpton, City Manager