

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

February 2, 2009

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:
Resolution Amending a Schedule of Fees, Charges, Fines and Expenses as Provided For in the Ordinances of the City of Gaithersburg

SUPPORTING BACKGROUND:
<p>This is a resolution amending the schedule of fees, charges, fines and expenses.</p> <p>Staff has been working with representatives from Verizon in their efforts to bring Fiber Optic Service (FIOS) to Gaithersburg.</p> <p>In the course of discussion with Verizon, it was determined that the current permit fees for telecommunication facilities in the public right-of-way would be nearly \$500,000 for the City-wide project. As such, Verizon believes that a reduction in the fees for this project is appropriate.</p> <p>The proposed amendment to the fee schedule would enable the Mayor and City Council to adopt an alternative fee schedule for City-wide telecommunications projects by separate resolution.</p>

DESIRED OUTCOME:
Vote on Resolution

~~RESOLUTION CODIFYING AND UPDATING~~ **AMENDING 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Council of the City of Gaithersburg, that all previous resolutions as to fees, charges, fines and expenses are hereby repealed and the following codification and schedule of fees, charges, fines and expenses hereinafter set forth shall become effective upon adoption of this resolution: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	35.00
	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	35.00
	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

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	

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.

*Note Resolution R-33-08 exempts fees for moving structures more than 50 years old. Does not exempt performance bonds.

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.

*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)

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

d. Minimum Fee 50.00

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. Authorized public requests for overtime field inspections which include travel to and from the construction site
Fee per hour 100.00
- c. Authorized 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. Authorized 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 200.00
(up to 2 tenants/suites/spaces)
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 49 square feet 60.00
- c. 50 to 74 square feet 75.00
- d. 75 to 99 square feet 150.00
- e. 100 square feet and over (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, retaining walls and other required site amenities)

- a. Permit Application Fee 80.00
- b. Permit Fee: 5 percent of approved cost 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 200.00

15. Floodplain Permits (Chapter 10)

Development in a floodplain zone 1,000.00

*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)

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 SPRINKLER; \$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
Late Fee Renewal (more than 30 Days)	25.00
2 nd Notice Late Renewal (more than 60 Days)	37.50
k. License Inspections	
(1) Family or Group Day Care and Group Homes with 5 or fewer clients	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 (1st) review and one (1) revision as well as first (1st) inspection and one (1) re-inspection. Subsequent plan revisions and/or re-inspections will be charged as follows:

- | | |
|---|---|
| (1) Second (2 nd) revision or second (2 nd) 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 |

IV. 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. ELECTRICAL CODE (Chapter 7) (continued)

A. Electrician's License and Renewals (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. Electrical Permits - Non-Residential

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. 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

B. 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)	
			C. Electric Signs	
			Each sign	60.00
			D. Security System	
			First 20 devices	30.00
			For each additional 5 devices	5.00
			E. 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
			Minimum Charge or .05% of the total cost of Electrical work (whichever is greater)	50.00
		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:	50.00
	\$5.00 per each additional outlet	
	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
	Chapter 5 - Buildings	500.00
	Chapter 5 – Buildings, Repeat Violations	1000.00
	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

VIII. MUNICIPAL INFRACTIONS (continued)

Fines for violations to certain Chapters of the City Code:

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 and Trailers)	
1. Total sq. ft. up to 2,000 sq. ft.	100.00
2. Total sq. ft. over 2,000 sq. ft.	200.00

IX. OCCUPANCY PERMITS (Chapter 24) (continued)

E. Re-inspections

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. PEDDLERS, HAWKERS AND SOLICITORS (Chapter 16)

Fee Per Year (not to be prorated on a monthly basis)

- permits expire December 31st of each year 250.00

XI. PLANNING AND ZONING FEES

A. Zoning Map Amendment Applications (Chapter 24)

- | | |
|----------------------|-------|
| 1. Less than 2 acres | 1,000 |
| 2. More than 2 acres | 2,000 |

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	\$8,000
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

XI. PLANNING AND ZONING FEES (continued)

C.	<u>Master Plan Amendments (Chapter 24)</u>	
	Fee:	\$1,000
D.	<u>Site Development Applications (Chapter 24)</u> (continued)	
1.	<u>Residential</u>	
	Minimum fee plus \$10.00 per dwelling unit	\$600
2.	<u>Non-Residential</u>	
	Minimum fee plus \$10.00 per each 1,000 square feet of gross floor area in structure	\$650
3.	<u>Residential/Non-Residential - Final Site Plans for MXD Zoned Parcels</u>	
	Minimum fee plus \$10 per dwelling unit and/or \$25 per 1,000 square feet gross floor area	\$7,000
4.	<u>Parking/Traffic Study Review</u>	
	Parking Study/Waiver Review	500.00
	Minor Traffic Study & Supplement	250.00
	Major Traffic Study & Supplement	1,500.00
5.	<u>Amendment to Final Site Plan Approval</u>	
a.	Minor Amendments (Staff) or Planning Commission Consent Item:	
	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 <u>Section XI.D.</u>)	
	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 <u>Section XI.D.</u>)	
	Extension to Final Site Plan Approval	100.00
	Re-approval of Final Site plan	300.00

XI.	<u>PLANNING AND ZONING FEES</u> (continued)	
	6. <u>Review of Alterations, Additions to Non-Conforming Structures</u>	
	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. Bed and Breakfast Establishments	200.00
z. 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.	<u>PUBLIC WORKS PERMITS (Chapter 19)</u>	
A.	Permit Application Fee	100.00
B.	Permit 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.	
C.	Road Code Waiver Fee - individual streets	500.00
D.	Road Code Waiver Fee for properties over 50 acres (MXD/SDP/Sketch Plan)	2,000.00
E.	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 \$1.65 per linear foot
	2. Under paved road surfaces	Minimum \$130 \$3.20 per linear foot
	<u>3. Alternative fees may be adopted by Resolution of the Mayor and City Council for City wide projects, providing access to service for the entire City.</u>	

*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

XIII. <u>RENTAL HOUSING LICENSES (Chapter 18AA)</u>		
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.	<u>Hotels and Motels</u>	
	Per unit fee upon application for license and renewal thereof	50.00
E.	<u>A Tenant-Requested Walk-Thru Inspection</u>	15.00
F.	<u>Reinspections</u>	
	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.	<u>Government Owned Facilities Used As Residential Rentals Are Required to License</u>	
	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 ¹	Web ²
Zoning	ArcInfo, Shapefile	\$25	Free
City Boundary	ArcInfo, Shapefile	\$25	Free
Record Plats (State Archives)	TIFF	\$25	Free
All Acrobat Maps	PDF	\$25	Free

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

²There 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 ¹	Format	Cost
All Planimetrics (buildings, roads, hydrography, etc.)	ArcInfo, Shapefile, DXF	\$180 per tile ²
One Planimetric Layer	ArcInfo, Shapefile, DXF	\$90 per tile
Property Layer	ArcInfo, Shapefile, DXF	\$90 per tile ³

¹M-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

²Up to three additional adjacent tiles may be purchased at \$60 each

³Up 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 Police In-car Camera Recording 100.00
 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 2nd day of February, 2009.

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 2nd
day of February, 2009.

Angel L. Jones, City Manager