

**City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule**

PLANNING AND CODE ADMINISTRATION

**FY 2012
Adopted**

ABANDONMENT PROCEEDINGS (Chapter 19)

\$500

AMUSEMENT MACHINES (Chapter 3)

Fee at Application and Annual Renewal

\$150

ANIMALS AND FOWL (Chapter 4)

Pet Shop Licenses/Commercial Kennels

Fee at Application and Annual Renewal

\$250

Animal Licenses

Dogs & Cats - Unspayed or unneutered

\$35

Dogs & Cats - Spayed or neutered

\$5

Juvenile Dog & Cat License (Under 1 year of Age)

N/C

Late Fee for Renewal of Licenses (More than 30 Days)

\$20

Three Year Licenses (Available Only at City Sponsored Rabies Clinics)

- Dogs & Cats - Unspayed or Unneutered

\$105

- Dogs & Cats - Spayed or Neutered

\$15

Fees for All Senior Citizens (55 and older) and Public Assistance Recipients

- Altered Cat or Dog

\$2

- Unaltered Cat or Dog

\$35

Dog Exercise Area (Chapter 15)

Non-City resident annual membership fee

\$60

Breeder and Litter Permits

10 Days Before Whelping

\$25

After Whelping

\$100

DEVELOPMENT PERMITS

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

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

Buildings 2,000 square feet and over of work area only (new buildings or additions, alterations, remodeling, renovations, interior tenant fit-ups, etc.)

\$250

Buildings/spaces with an estimated cost of \$500,000 or more

\$1,000

Each Residential Model Home Plan

\$100

Building Permits (Chapter 5)

New Construction and Additions

- New Residential construction, application filing fee

\$150

Residential, Single-Family, attached or detached, including basement, each floor and roof area **Fee: Twenty-Two cents (22¢) per square foot**

**FY 2012
Adopted**
\$205
\$85
\$140

Building Permits (Chapter 5) (Con't):

- Additions, renovations and/or alterations with construction costs of \$20,000 or more - Minimum Fee
- Residential Decks up to 500 square feet
- Decks over 500 square feet

- 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

Structural Alteration & Remodeling (No Enlargements)

Residential, single-family attached or detached **Fee: Twelve Cents (12¢)** per square foot; **\$80 minimum**

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.)

Building Demolitions and Interior Demolitions

Existing Buildings **\$1,000**
 Interior Walls & Partitions **\$80**
 Over 5,000 square feet **Fee: \$.03 per square foot**
***In addition, a performance bond for 100 percent of the estimated cost shall be required.**

Building Moving

***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.**

\$1,000

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

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

Grading/Sediment Control/Stormwater Management:

Plan Review Fees:

	Concept	Preliminary	Final
Up to 1 Acre	\$250	\$350	\$400
1 - 3 Acres	\$500	\$700	\$800
3 - 5 Acres	\$750	\$1,050	\$1,200
*Over 5 Acres	*\$1250	*\$1550	*\$1700

***Plus \$100 per Acre**

**Erosion/Sediment Control/Stormwater Management (Chapter 8) and
Forest Conservation (Chapter 22) (Cont.):**

**FY 2012
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SWM Plan Extension Fee \$500
As-Built (SWM) Plan Review Fee *Per Submittal *\$500

Permit Application Fee \$200
 Permit Fees - **.05 per sq. ft. of disturbance (Minimum \$200)**
 Permit Extension Fee \$200
 Technical Revision to Sediment Control Plan (No Increase in Disturbed Area)
Minimum \$150 or 25% of Original Permit Fee
Permit Renewal Fee \$500
**Route of Travel - A Route of Travel Bond in the Amount of \$10,000 will be required
for Hauling of any Material over Existing City Streets.**

Stormwater Management:

Permit Application Fee \$150
 Permit Fees - **10% of Approved Bond Estimate (Minimum \$200) both
Public and Private Facilities**
 Permit Extension Fee \$200
 Permit Revision Fee **\$200 + 5% of Estimated Cost of Work**
Permit Renewal Fee \$500

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

***NOTE - If grading/sediment control, public works/storm drain, and
on-site are applied for on the same application, maximum plan
review fee is \$150.**

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 redevelopment, 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.

Administrative Stormwater Management Waiver \$1,000

Fences on Private Property

\$35

Mechanical Fixtures

Commercial:

**Mechanical/HVAC fee as part of a
building permit shall be 10% of the building
permit fee, but not less than \$100**
**Mechanical/HVAC fee for work
submitted independently shall be 1% of
the improvement cost, but not less than \$100**

Mechanical Residential

**FY 2012
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Mechanical (new dwelling units)	\$100
Mechanical Replacements	
- first appliance	\$50
- each additional appliance	\$25

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

Tanks up to 1,000 gallons	\$100
Tanks 1,000 gallons or more	\$200

Plan Revisions

The fee for revising building plans for residential, single-family dwellings shall be \$50 for projects under 1,000 sq. ft., \$80 for projects over 1,000 sq. ft.

The minimum fee for revising commercial building plans, including multi-family dwellings, shall be .05 cents per sq. ft. of affected area, Minimum Fee \$100.

Miscellaneous

Residential prefab construction less than 100 sq. ft. in area	\$25
<u>Authorized</u> public requests for overtime field inspections which include travel to and from the construction site	\$100/hour
<u>Authorized</u> public requests to commence a commercial interior fit-up construction prior to fire marshal and permit approvals: Minimum Fee \$200 Plus 10¢ per sq. ft. over 2,000 sq. ft.	
<u>Authorized</u> public request for a foundation only permit Plus 10¢ per sq. ft. over 2,000 sq. ft., Plus 5¢ per sq. ft. if concrete slab is included.	\$200
In all other cases, the minimum building permit shall be, unless otherwise stated	\$80
Request to Amend Permit	\$75
Reactivate Expired New Home Permit	\$100
Occupancy Verification Request (up to 2 tenants/suites/spaces)	\$200
- Each Additional Tenant Above 2	\$100
Fee for Building Code Compliance Letters for properties within the City limits including review of code and zoning violations and compliance - Per Address or Tenant	\$250
Building Plan Retrieval and Duplication Fee	*\$100
*Plus Plan Duplication Fee Pursuant to Sect. XVII	
Request to mail copy of existing Certificate of Occupancy	\$25
<u>Sign Permits (Chapters 5 and 24)</u>	
Each Sign Shall Require a Permit and Fee for Erection, Painting, and Placing or Mounting as Follows:	
- Under 25 sq. ft.	\$50
- 25 to 49 sq. ft.	\$75
- 50 to 74 sq. ft.	\$100
- 75 to 99 sq. ft.	\$150
- 100 square feet and over (add \$2 per sq. ft. over 100 sq. ft.)	\$250

**FY 2012
Adopted
\$180**

Miscellaneous (Cont.):

Swimming Pools

All private residential pools

Commercial pools - **1% of the total cost of construction; \$300 Minimum**

Site Construction on Private Property (Chapters 5 and 24)

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

Permit Application Fee

\$100

Permit Fee - **5% of approved cost estimate**

Reinspections

The fee for reinspections because of Code Violations Shall Be as Follows:

Working without a Permit - Residential

\$250

Working without a Permit - Commercial

\$500

Reinspection Fee

\$200

Floodplain Permits (Chapter 10)

Development in a Floodplain Zone

\$1,000

*If grading/sediment control, public works/storm drain and on-site are applied for on the same application, maximum plan review fee is **\$150**.

Fire Safety Code Fees

Fire Alarm and Detection Systems (including main control panel) Per Story to be Controlled

\$250

Fire Alarm and Detection Systems (devices only or household control panel):
\$12 per device; \$100 Minimum

CO2 or Clean Agent Systems (including controls, alarms, detection):

0.50 per lb. of agent; \$100 Minimum

Fire Sprinkler Systems:

\$4 PER SPRINKLER; \$100 Minimum

Fire Safety Code Fees (Con't):

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Miscellaneous Systems Fee:

- Standpipe Systems - PER SYSTEM **\$250**
- Dry or Wet Chemical Extinguishing Systems (including hood & duct) PER SYSTEM **\$200**
- Smoke Control System - PER SYSTEM **\$200**

Fire Pump Test - PER PUMP **\$250**

Fire Main Flush Test or Hydro Test - PER TEST WITNESSED **\$100**

Emergency Generator Test - PER GENERATOR **\$100**

Life Safety Review - **10% of Building Permit Fee**

General Fire Protection Permit Fees:

- 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 **\$50**
- To remove, abandon, place temporarily out of service or otherwise dispose of any flammable or combustible liquid tank. Term - 3 months **\$30**
- To use any building, shed, or enclosure as a place of business for the purpose of repairing any motor vehicle. Term - Indefinite **\$50**
- To conduct floor resurfacing and refinishing operations involving the use of application of flammable liquids or materials. Term - 30 Days **\$50**
- For spraying or dipping operations utilizing more than one gallon flammable or combustible liquids on any working day. Term - Indefinite **\$50**
- For the operation of a bulk storage plant and for storage dispensing liquefied petroleum gases. Term - Indefinite **\$50**
- To store or handle combustible fibers in excess of 100 cubic feet. Term - Indefinite **\$50**
- To conduct or maintain any tire recapping or rebuilding plant. Term - Indefinite **\$50**
- To store in excess of 100,000 board feet of lumber. Term - Indefinite **\$50**
- To use explosives for up to one month, **\$25; \$5 for each additional month.** Term - Not to Exceed 12 Months **\$50**
- Fire Protection System Operations Permit **\$50**
- Late Fee Renewal (more than 30 Days) **\$25**
- 2nd Notice Late Renewal (more than 60 Days) **\$38**

License Inspections

- Family or Group Day Care and Group Homes with 5 or Fewer Clients **\$50**
- Nursery or Day Care Centers **\$100**
- Board and Care, 16 or Fewer Residents **\$100**
- Board and Care, Over 16 Residents **\$200**
- Health Care **\$300**
- Private Educational Facilities **\$150**
- Other Licensed Facility **\$100**
- Safety Inspection **\$100**

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:

Second (2nd) revision or second (2nd) re-inspection - **75% of original fee Not to Exceed \$3,000**

Each subsequent revision or re-inspection - **100% of original fee Not to Exceed \$5,000**

ENVIRONMENTAL FEES (CHAPTER 22 and ENVIRONMENTAL STANDARDS FOR DEVELOPMENT REGULATION

**FY 2012
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Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) Application

- Single Family Residential Lot \$125
- Application file fee for other than Single Family Residential Lot \$200
- Plus \$5 per Acre for Every Acre Over 10 Acres**

Forest Conservation Plan Review

- Plus \$10 per Acre for Every Acre Over 10 Acres** \$150

Environmental Waiver Application per Waiver

- Residential Lot \$100
- Other \$1,000

Tree Removal (Chapter 21)

- Permit to Remove 1 Tree \$20
- 2-5 Trees \$25
- Each Tree Over 5 Trees \$5

Fee in Lieu of Forest Conservation - \$3 per sq. ft. of Area Required Planting

ELECTRICAL CODE (CHAPTER 7)

Electrician's License and Renewals

- New Master Electrician's and Master Limited License. Good for 2 Years \$200
- Master Electrician's and Master Limited License Renewal Every 2 Years \$175
- Duplicate license or Identification Card \$10
- Late Renewal Fee \$50
- Master Electrician and Master Limited Change in Affiliation \$10
- Shelving Master Electrician and Master Limited License \$25

Electrical Permits - Non-Residential

- New buildings, additions, complex interior fit-ups, etc., **10% of the building permit fee based on the job.**
- Simple tenant fit-ups, alterations, additions:
 - Up to 20 devices and/or low voltage (minimum fit-up fee) \$110
 - Over 20 devices and 5,000 sq. ft. or less \$175
 - Over 5,000 square feet *\$300
- *Or 10% of Building Permit Fee, (Whichever is Higher)**

- Miscellaneous Electrical Fees:

The fee for miscellaneous electrical work and/or special services or conditions not provided for previously, shall be 1% of the total cost of the improvement. In no case shall the total fee be less than the established minimum fee of \$100.

Electrical Permits - Residential

- Minimum/Maximum Fee
 - In no case shall the total fee be less than \$80 or more than the fee required for new construction.
- New Construction
 - Single-family dwelling not over 200 AMP \$250
 - Single-family dwelling over 200 AMP \$300

Electrical Permits - Residential Continued

- Remodeling/Additions

The fee for electrical work in remodeling, additions, etc., shall be 1% of the total cost of electrical improvements but not less than the established minimum fee of \$80.

- Homeowner Installations:

Approved installations by a qualified homeowner. **\$80**

Re-Inspections

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**

Working without a Permit - Commercial **\$200**

MUNICIPAL INFRACTIONS

Fines for violations to certain Chapters of the City Code:

- Chapter 4 - Animals and Fowl - Sec. 4-4 (Public Nuisance) **\$100**
- Chapter 4 - Animals and Fowl - Sec. 4-6 (Sanitation) **\$100**
- Chapter 4 - Animals and Fowl - Sec. 4-8 (a,c) (Licensing) **\$100**
- Chapter 4 - Animals and Fowl - All Other Sections **\$250**
- Chapter 5 - Buildings **\$500**
- Chapter 5 - Buildings, Repeat Violations **\$1,000**
- Chapter 5 - Section R310 and all Subsections thereof (Emergency Egress) **\$500**
- Chapter 7 - Electricity **\$200**
- Chapter 8 - Erosion, Sediment Control & Storm Water Management **\$200**
- Chapter 9 - Excavation of Underground Utility Facilities **\$200**
- Chapter 11 - Fire Safety - Initial Violation **\$500**
- Chapter 11 - Fire Safety - Repeat Violation(s) **\$1,000**
- Chapter 12 - Health and Sanitation **\$200**
- Chapter 13 - Landlord-Tenant Relations **\$200**
- Chapter 15A - Parks and Other Properties - Sec. 17 (Dog Exercise Area) **\$100**
- Chapter 16 - Peddlers, Hawkers and Solicitors **\$200**
- Chapter 17AA - Property Maintenance **\$100**
- Chapter 17AA - Overcrowding Sections 404.4.1, 404.4.2, 404.4.4, 404.4.5 Initial Violation **\$200**
- Chapter 17AA - Overcrowding Sections 404.4.1, 404.4.2, 404.4.4, 404.4.5 Repeat Violation (s) **\$1,000**
- Chapter 18 - Refuse and Garbage - Sec. 18-4 (a) (Dumping) **\$500**
- Chapter 18 - Refuse and Garbage - All Other Sections **\$200**
- Chapter 18AA - Rental Housing Licensing **\$100**
- Chapter 18A - Smoking **\$100**
- Chapter 19 - Streets and Sidewalks **\$100**
- Chapter 19 - Sections 19-2 (Depositing Foreign Material into ROW) **\$200**
- Chapter 21 - Trees and Vegetation **\$100**
- Chapter 22 - Fee in Lieu of Forest Conservation per sq. ft. in Violation or \$200 per Violation **\$3**
- Chapter 24 - Zoning **\$200**
- Chapter 24 - Zoning - (Section 24-184) Initial Violation **\$200**
- Chapter 24 - Zoning - (Section 24-184) Repeat Violation (s) **\$500**

OCCUPANCY PERMITS

Single-Family and Townhouse Dwellings

New Construction Only, One-Time Fee, Per Dwelling

\$150

Multi-Family Dwellings

New Construction or Condominium Conversion, Per Dwelling Unit

\$150

Commercial or Industrial Buildings or Uses

New Construction, Changes in Use and/or Tenant and Owner - per each 5,000 sq. ft. of gross floor area or fraction thereof

\$120

Per each lot or parcel devoted to commercial or industrial uses without buildings

\$50

Tents

More than 120 sq. ft. but Less than 2,000 sq. ft.

\$100

2,000 sq. ft. or more, \$200 plus .02 cents for every sq. ft. over 2,000

Trailers

Per Trailer, including each section of a multi-unit set-up.

\$120

Reinspections Due to Code Violations

Occupying Without a Permit

\$500

First Re-Inspection

N/C

Each Subsequent Re-Inspection

\$50

PEDDLERS, HAWKERS and SOLICITORS (Chapter 16)

Fee Per Year (not to be pro-rated on a monthly basis). Permit Expires December 31st of Each Year

\$250

XI. PLANNING AND ZONING FEES

Zoning Map Amendment Applications (Chapter 24)

Less than 2 Acres

\$1,000

More than 2 Acres

\$2,000

**Fee for New Schematic Development Plans and Amendments Submitted on MXD Zoned
Parcels Shall Be as Follows:**

Changes in Use Involved	\$10,000
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	<p>\$1,000 Submission Fee</p> <p>Additional \$500 if Referred to Planning Commission for Approval, or</p> <p>Additional \$4,000 if Referred to Planning Commission for Public Hearing Recommendation and Council Determination.</p>
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	

XI. PLANNING AND ZONING FEES (Cont.):**FY 2012
Adopted**

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

Master Plan Amendments (Chapter 24) \$1,000**D. Site Development Applications (Chapter 24)**

Residential:

Minimum Fee **plus \$50 per dwelling Unit** \$750

Addition that is More than 50% of Floor Area \$300

Non-Residential

Minimum Fee **plus \$10 per each 1,000 square feet of gross floor area in structure** \$750

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

Minimum Fee **plus \$10 per Dwelling Unit and/or \$25 per 1,000 sq.ft. gross floor area** \$7,000

Parking/Traffic Study Review

Parking Study/Waiver Review \$500

Minor Traffic Study & Supplement \$250

Major Traffic Study & Supplement \$1,500

Amendment to Final Site Plan Approval

Minor Amendments (Staff) or Planning Commission

Consent Item:

Single Lot Residential \$100

Multi-Lot Residential \$160

Multi-Family Residential \$200

Non-Residential \$100

Amendments (Planning Commission)

Residential:

Under 2,500 sq. ft. of additional building area; 2,500 sq. ft. or more of additional building area subject to regular site development fees, (see Section XI.D) \$300

Non-Residential:

Under 2,500 sq. ft. of additional building area; 2,500 sq. ft. or more of additional building area subject to regular site development fees, (see Section XI.D) \$500

Extension to Final Site Plan Approval \$100

Re-Approval of Final Site Plan \$300

Temporary Use Permit \$500

Review of Alterations, Additions to Non-Conforming Structures

Conforming Structures:

Residential \$100

Non-Residential \$300

Board of Appeals Applications (Chapter 24)

Uses:

Amusement Centers \$1,000

Assembly of Electronic Devices/Appliances \$500

Auto Parts/Body Repair Shops \$500

Boarding & Rooming Houses \$500

Care Homes \$500

Cemeteries \$500

Child Day Care Facilities for More Than Eight \$500

Child/Elderly Day Care Facilities in Dwelling Units other than Single Family Detached or

Duplexes for Not More than Eight (8) Individuals \$200

Commercial Recreation Restaurants \$650

Board of Appeals Applications (Chapter 24) (Cont.):

Uses:

**FY 2012
Adopted**

Community Theatre	\$650
Conversion of Existing Structures	\$450
Drive-In Theatres	\$650
Golf Course	\$650
Group Residential Facilities	\$500
Medical Practitioner's Office	\$500
Multi-Family Dwellings	\$500
Off-Street Parking Lots/Garages	\$500
Outdoor Recreation	\$650
Private Institutions	\$500
Public Utilities	\$650
Swimming Pools	\$500
Telecommunication Facilities Requiring a New Structure	\$7,500
Telecommunication Facilities Which are Camouflaged	\$5,500
Telecommunications Facilities Located Entirely within an Existing Structure or Located on the Rooftop of an Existing Structure	\$4,000
Bed and Breakfast Establishments	\$200
All Others	\$500

Variances:

Single Family/Townhouses	\$200
Multi-Family Residential	\$500
Non-Residential Including R-B and C-B	\$600
Floodplain Management	\$2,500

Administrative Review (Charging Administrative Error)

Planning Commission Decision	*\$1000
Staff Order, Requirement, Decision or Determination Appealed by an Individual for a Property in which the Applicant Resides	*\$200
Staff Order, Requirement, Decision or Determination Appealed by an Individual for a Property in which the Applicant Does Not Reside	*\$500
Staff Order, Requirement, Decision or Determination Appealed by a Commercial/Business Entity	*\$1000
*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 the transcript.

Home Based Businesses (Chapter 24) - Minor Impact	\$20
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Subdivision Approval (Chapter 20)

Preliminary Review of Subdivision Plans are subject to regular site development fees - see Section X.D.

Does Not Include Record Plat Fee

Final Subdivision (Record Plat) Approval

Residential - Plus \$50 per lot, parcel or outlot	\$500
Non-Residential - Plus \$50 per lot, parcel or outlot	\$500

Annexation Petition

N/C

Zoning Verification Letters

Fee for Zoning Verification Letter for properties within the City limits including review of code and zoning violations and compliance - **Per Address and/or Tenant**

\$250

Refundable Signs (3'x4') Deposits/Sign, Per Sign

\$400

PUBLIC WORKS PERMITS (Chapter 19)

**FY 2012
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\$100**

Permit Application Fee

Permit Fees

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** shall be required for each street light 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

Road Code Waiver Fee - Individual Streets

\$500

Road Code Waiver Fee for Properties over 50 Acres (MXD/SDP/Sketch Plan)

\$2,000

Fee for Telecommunication, Cable, Data Transport, or Utility Lines Installed Underground in the Public Right-of-Way

Under unimproved areas or sidewalk **\$2 per Linear Foot** **MINIMUM** **\$130**

Under paved road surfaces - **\$4 per Linear Foot** **MINIMUM** **\$130**

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.

***If grading/sediment control, public works/storm drain, and on-site are applied for on the same application, maximum plan review fee is \$150**

RENTAL HOUSING LICENSES (CHAPTER 18AA)

Single-Family Dwelling, Including Townhouses

Fee upon application for license and renewal thereof (biennial) **\$150**

License Renewal Late Fee (more than 30 days delinquent)

Multi-Family Unit **\$55**

Single Family Unit **\$75**

Rooming Houses

Minimum fee upon application for license and renewal thereof **\$70**

Additional per unit fee for each additional unit above five units in a rooming house **\$7**

Multi-Family Dwellings

Per unit fee upon application for license and renewal thereof **\$110**

Hotels and Motels

Per unit fee upon application for license and renewal thereof **\$50**

A Tenant-Requested Walk-Thru Inspection **\$15**

Re-Inspections

The fee for re-inspections because of Code violations, defects and failure to provide access to units for a scheduled inspection visit shall be as follows:

Failure to provide access to the unit for a scheduled inspection **\$50**

First re-inspection of Code violations and defects **N/C**

Each subsequent re-inspection of Code violations and defects **\$50**

Government Owned Facilities Used as Residential Rentals are Required to License

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

**TRANSCRIPTS OF PROCEEDINGS NOT NORMALLY TRANSCRIBED AND FEE FOR
COPYING REQUESTS**

Transcript Fee - **\$7 per Page or \$50, 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
Zoning	ArcInfo, Shapefile
City Boundary	ArcInfo, Shapefile
Record Plats (State Archives)	TIFF
All Acrobat Maps	PDF
All Other Data/Documents	

FEE for Prints/copies of Existing Paper Maps and Other Documents:

Size Document	Fee Per Sheet		
	B/W	Color-Paper	Color/Photo
Letter (8 1/2x11)	\$0.20	\$1	\$2
Ledger (11x17)	\$0.50	\$2	\$4
Arch C (18x24)	\$3	\$5	\$6
Sm. Zoning (21x24)	N/A	\$6	\$7
Arch D (24x36)	\$6	\$10	\$12
36x36	\$9	\$15	\$18
Arch E (36x48)	\$12	\$20	\$24
Per Square Foot	\$1	\$1.67	\$2

DISHONORED CHECK FEE

\$35

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

\$25

ELECTRONIC COPIES OF REQUESTED DOCUMENTS (per email)

\$10

CD OF REQUESTED DOCUMENTS (per CD)

\$10

USB KEY OF REQUESTED DOCUMENTS (per key)

\$20

ZONING ORDINANCE

\$20

The fees or charges established by resolution of the Mayor and City Council may, from time to time, be reduced in whole or in part, by separate resolution by the Mayor and City Council.

Automation Fee: The automation enhancement fee is 10% of the regular fee, which has already been set by Mayor and City Council Resolution previously approved, for any permit for which the department is responsible. The automation enhancement fee is in addition to the regular fee and must be paid at the same time that the regular fee is due to the department.

**City of Gaithersburg, Maryland
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PUBLIC WORKS

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

Fee per year, per dwelling unit

69.25

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

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.

FEE DISCLAIMER: The City of Gaithersburg reserves the right to review and recommend fee adjustments as predicated by economic conditions and maintains the authority to add new charges where appropriate. Rates are based on current market value and cost comparisons with other local jurisdictions.

**City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule**

PARKS, REC & CULTURE

**FY 2012
Adopted**

Recreation Class

Continuing Education

Resident	\$10 to \$68
Non-Resident	\$12 to \$68

Dance

Resident	\$68 to \$88
Non-Resident	\$75 to \$95

Exercise and Meditation

Resident	\$17 to \$110
Non-Resident	\$19 to \$117

Sports Classes and Recreation

Resident	\$39 to \$75
Non-Resident	\$46 to \$85

Senior Center

Facility Rentals

Resident	\$38 to \$80
Non-Resident	\$70 to \$100

Equipment, Permits & Services
(charge per event)

\$200 to \$350

Membership

Resident	\$40
Non-Resident	\$115

	FY 2012 Adopted
Senior Center (Con't):	
Senior Center Classes	\$1 to \$15
Senior Trips	\$5 to \$48
Senior Fitness Programs	\$1 to \$15
Recreation Programs & Sports	
Resident	\$43 to \$80
Non-Resident	\$58 to \$90
Teams and Tournaments	\$85 to \$1,160
Aquatics	
Programs	
Gaithersburg Winter Swim	\$465 to \$495
Member	\$37 to \$155
Resident	\$42 to \$165
Non-Resident	\$47 to \$175
Membership	
Resident	\$40 to \$415
Non-Resident	\$40 to \$415
Daily Admission	
Resident	\$3 to \$5.75
Non-Resident	\$4 to \$7.25
Rentals/Group Fees	\$4.25 to \$150
Winter Lights	
Bus/Limo/Van/Automobile	\$10 to \$70
Trolley Rides & Walk- Resident	\$3 to \$10
Trolley Rides & Walk - Non Resident	\$4 to \$12
Items for resale	\$1 to \$5
Arts Barn Rentals	
Rentals / per hour - Non-Profit	
Resident	\$25 to \$100
Non-Resident	\$37.50 to \$150
Recital Rental / per hour	\$75

**FY 2012
Adopted**

Arts Barn Rentals (Con't)

Rentals / per hour - Commercial & Individual

Resident **\$50 to \$175**
Non-Resident **\$75 to \$250**

Rentals - Artist in Resident Studios

Resident **\$9/sq.ft./year**
Resident Utility Surcharge **\$25/month**
Non-Resident **\$10/sq.ft./year**
Non-Resident Utility Surcharge **\$25/month**

Equipment, Permits & Services

(charge per event) **\$20 to \$250**

Arts Barn Programs

Partnerships: City and artist share costs & proceeds.

Theater and Concert Tickets (Partnerships)

Resident **\$8 to \$55**
Non-Resident **\$8 to \$60**

Classes (Partnerships)

Resident **\$13 to \$18**
Non-Resident **\$15 to \$20**

Camps (Partnerships)

Resident **\$110 to \$440**
Non-Resident **\$135 to \$540**

City Art Shop

Commission **30% to the City**
Application Fee **\$15**

Galleries

Commission **30% to the City**
Application Fee Resident **\$15 to \$25**
Application Fee Non-Resident **\$17 to \$30**

Cultural Arts Programs

Community Chorus - Members raise additional funds - donations via GAMFC	
Resident	\$50 to \$100
Non-Resident	\$60 to \$100
Arts and Crafts Vendor Permit Program	
Resident - Seasonal Permit	\$70 to \$150
Non-Resident - Seasonal Permit	\$80 to \$200
Gaithersburg Book Festival	
Exhibitor/Vendor - Commercial	\$75 to \$300
Exhibitor/Vendor non-Profit	\$35 to \$300

Special Events

Events and Trips	
Admission - Resident	\$10 to \$150
Admission - Non-Resident	\$12 to \$175
Non-Commercial Vendor/Crafter Fee	
Resident	\$20 to \$125
Non-Resident	\$25 to \$150
Commercial Vendor/Crafter Fee	
Resident	\$30 to \$200
Non-Resident	\$35 to \$250
Food Vendor	
Resident	\$70 to \$300
Non-Resident	\$100 to \$350
Political Candidates - Event Participant	
Resident	\$30 to \$50
Non-Resident	\$40 to \$75
Nonprofit Event Participant/ vendor providing activities	
Resident	\$20 to \$60
Non-Resident	\$40 to \$75

**FY 2012
Adopted**

Special Events (Con't)

Business Event Participant	
Resident	\$75 to \$150
Non-Resident	\$95 to \$175

City Hall Concert Pavilion Rentals (5-hr rental)

Equipment, Permits & Services (charge per event)	\$100 to \$500
Rental Fees	
Non Profit Resident	\$100 to \$500
Non Profit Non-Resident	\$150 to \$750
Commercial Resident	\$120 to \$600
Commercial Non-Resident	\$180 to \$900

Community Museum Rentals

Rentals - per hour	\$25 to \$250
Equipment, Permits & Services (charge per event)	\$20 to \$125

Community Museum Programs

Partnerships: City and artist share costs & proceeds.

Lectures/Tours - per person	\$2 to \$25
Party Package	\$125 to \$500
Classes/Workshops (Partnerships)	
Resident	\$13 to \$18
Non-Resident	\$15 to \$20
Camps (Partnerships)	
Resident	\$110 to \$440
Non-Resident	\$135 to \$540

Kentlands Mansion Programs

Craft Show - Vendor Fees	
Resident	\$150 to \$200
Non-Resident	\$175 to \$250
Teas	\$15 to \$30

Kentlands Mansion Programs (Con't)

Partnership Programs - Concerts & Events

Resident

FY 2012**Adopted****\$8 to \$55**

Non-Resident

\$8 to \$60**Kentlands Mansion Rentals**

Social Resident

\$175 to \$1,375

Social Non-Resident

\$200 to \$2,500

Business Resident

\$400

Business Non-Resident

\$475

Conference Resident

\$225

Conference Non- Resident

\$300

Class Room Resident

\$175

Class Room Non-Resident

\$175

Piano Recitals

\$150**Misc Rentals****\$20 to \$250**

Equipment, Permits & Services

(charge per event)

\$20 to \$250**Youth Services****Skate Park**

Admission

Resident

\$3

Non-Resident

\$5

Lessons

Resident

\$42

Non-Resident

\$49

Things That Roll

Resident

\$4

Non-Resident

\$6

School of Skate

Resident

\$125

Non-Resident

\$150

Membership

Resident

\$25

Non-Resident

\$50

**FY 2012
Adopted**

Youth Centers

Membership

Resident

\$12

Nonresident

\$15

Gaithersburg Youth Club Trips

\$5 to \$25

Early Release Trips

\$20

Overnight Trips

\$65

Resident

\$60

Nonresident

\$65

Studio Rental (One hour)

Resident

\$50

Nonresident

\$60

Summer Programs

Elementary Camps - Per Two Session

Resident

\$228

Non-Resident

\$299

Middle School Camps - Per Two Session

Resident

\$243

Non-Resident

\$306

Youth Activity Programs - Per Two Session

Resident

\$115

Non-Resident

\$139

Extended Care - Per Two Session

Resident

\$61

Non-Resident

\$87

T-Shirts

\$5

Youth Programs

Break Blast

Resident

\$20

Non-Resident

\$25

Early Release Trips

Resident

\$10 to \$25

Non-Resident

\$15 to \$30

**FY 2012
Adopted**

Spring Break Camp (4 days)	
Resident	\$125
Non-Resident	\$150
Counselor in Training	
Resident	\$45
Non-Resident	\$50
High School Trips	\$5 to \$25

**Fitness Zone Admissions &
Memberships**

Daily Admissions (adult, youth, senior)	
Resident	\$4 to \$6
Non-Resident	\$5 to \$7
Annual Memberships (adult, youth, senior, 2-person, family)	
Resident	\$145 to \$350
Non-Resident	\$215 to \$525
3-Month Membership	
Resident	\$70
Non-Resident	\$105
25-Admission Pass (adult, youth, senior)	
Resident	\$75 to \$125
Non-Resident	\$110 to \$150
Recreation Super Pass - includes Fitness Zone, Aquatic Center, Water Park & Miniature Golf (adult, youth, senior, 2- person, family)	
Resident	\$235 to \$540
Non-Resident	\$375 to \$805

Activity Center Rentals

Activity Room / per hour - Individual / Non Profit	
Resident	\$38 to \$50
Non-Resident	\$55 to \$75
Activity Room / per hour - Commercial	
Resident	\$55 to \$68
Non-Resident	\$80 to \$105
Gymnasium / per hour - Individual / Non Profit	
Resident	\$38 to \$63
Non-Resident	\$55 to \$95
Gymnasium / per hour - Commercial	
Resident	\$70 to \$95
Non-Resident	\$105 to \$140
Gymnasium / per hour - Social Event	
Resident	\$75 to \$110
Non-Resident	\$110 to \$160
Equipment, Permits & Services (charge per event)	\$10 - \$50
Additional Staff / per hour for large events	\$20
Set up & Take down (charge per event)	\$20 to \$240

Casey Community Center Rentals

Room Rental / per hour - Individual	
Resident	\$23 to \$90
Non-Resident	\$35 to \$135
Room Rental / per hour - Non Profit	
Resident	\$20 to \$47
Non-Resident	\$30 to \$70
Room Rental / per hour - Commercial	
Resident	\$40 to \$110
Non-Resident	\$60 to \$165

Casey Community Center Rentals (Con't)**FY 2012
Adopted**

Equipment, Permits & Services (charge per event)	\$20 - \$130
Additional Staff /after hours	\$17.50

Casey Community Center Programs

Creative Tot Time - School Year	
Resident	\$700 to \$975
Non-Resident	\$825 to \$1,150
Creative Tot Time - Summer	
Resident	\$160
Non-Resident	\$195

Miniature Golf

Daily Admission -1 round or unlimited (individual, senior, group)	
Resident	\$4 to \$7
Non-Resident	\$5 to \$8
Birthday Party (per participant)	\$10 to \$15

Picnic Pavilion Rentals

Bohrer Park Pavilion (5-hr rental)	
Resident	\$195 to \$285
Non-Resident	\$290 to \$425
Bohrer Park Pavilion (5-hr rental) - Commercial/Business	
Resident	\$245 to \$405
Non-Resident	\$365 to \$600
City Hall Park Pavilion (5-hr rental)	
Resident	\$160
Non-Resident	\$240

Picnic Pavilion Rentals (Con't)**FY 2012**

City Hall Park Pavilion (5-hr rental) -

Adopted

Commercial/Business

Resident

\$200

Non-Resident

\$300

Duvall Park

Resident

\$60

Non-Resident

\$90

School / Scout Groups (weekdays only) per event

Resident

\$25 to \$80

Non-Resident

\$75 to \$150

Equipment, Permits & Services (charge per event)

\$20 to \$130

Additional Staff / per hour for large events

\$20**Special Event Permit Fee****under 1,000 attendees****\$20**

1,000 - 5,000 attendees

\$500

5,000 - 10,000 attendees

\$1,000

Over 10,000 attendees

\$1,500**Street Closing Permit Fee****Street closure Request (2 blocks or less)****\$0****Festival****\$100****Parade****\$30****Race/Walk****\$50****Safety and Security****Police Officer****\$55 hrly****Public Works****\$40 hrly**

**City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule**

POLICE

**FY 2012
Adopted**

MOTOR VEHICLES AND TRAFFIC (CHAPTER 14)

Fines for Handicapped Parking, Fire Lane/Yellow Curb and Parking next to Fire Hydrant Violations	\$250
Fines for Fire Lane/Yellow Curb Parking Violations	\$250
Fines for All Other Parking Violations	\$60

POLICE SERVICES

Copy of Police In-Car Camera Recording	\$0
Fingerprinting (per card)	\$3 per resident
Surveillance Video - In Station	\$50

**City of Gaithersburg, Maryland
FY 2012 Adopted Fee Schedule**

	FY 2012 Adopted
COMMUNITY SERVICES	
<p>Wells Robertson House- Resident Monthly Service Fee</p> <p align="center">1</p>	<p>Based on HUD recommendations service fees are now being calculated utilizing a sliding scale ranging from \$0-\$250/mos with an average payment of approximately \$110/mos/resident</p> <p>*On avge. # 5 residents will not be obligated to pay the service fee based on the sliding scale and #9 residents will pay between \$55 - \$250/month</p>
<p>Desellum House-Resident Monthly Service Fee</p> <p align="center">1 2 3 4 5</p> <p>* On avg. 1 bed vacancy per/month</p>	<p align="center">\$300</p> <p align="center">\$275</p> <p align="center">\$250</p> <p align="center">\$230</p> <p align="center">\$230</p> <p align="center">\$1,285</p> <p>* On avg. #1 bed vacancy every 6 months for an avg. period of #1 month.</p>