



DSC Fees and Payment Menu

Fees Effective July 1, 2020

City-County Planning, City Public Works, Transportation, Water Management

Development Services Center

Application Guide and Submittal Portal: <https://dsc.durhamnc.gov/264>

Application Questions: dsc ticket@dsc.mojohelpdesk.com | 919-560-1200 (Durham One Call)

NOTE: Technology Fees are not refundable. Contact the Development Services Center if you need help with specific payments.

IMPORTANT THINGS TO KNOW ABOUT PAYING DEVELOPMENT SERVICES CENTER (DSC) FEES

- **Development Services Center (DSC) staff are here to help with specific fee payments from 8:00 a.m. to 5:00 p.m. on non-holiday weekdays.** Email dsc ticket@dsc.mojohelpdesk.com or call Durham One Call at 919-560-1200. Staff will get back to you as soon as possible within 48 hours (two workdays).
- **Checks are not accepted and will be returned.** The Development Services Center and the Planning Department are using the [Development Services One-Time Payment Portal](#) to collect fees for all application or permit type listed in this schedule.
- **For City-County Inspections Department fees, please contact Inspections at 919-560-4144.**
- **Some applications require more than one payment using different payment types. They are listed together below for convenience.**
- **Include a copy of all payment receipt(s) with the application. Applications without proof of correct payment will not be accepted.**

<p>Making a Payment:</p> <ul style="list-style-type: none"> • Find the application type in the table below. • Make note of all related payment amounts and payment types. There may be more than one separate payment needed. • Open the Online Payment Portal and Choose the Payment Type • HINT: Enter the payment #, such as "5" for "5-Planning-Other-Except Notice," into the "Payment Type" field to jump to the desired payment type. <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Select a Payment Type ▼ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 5 </div> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"> 5-Planning-Other-Except Notice </div>	<p>Description Fields:</p> <ul style="list-style-type: none"> • After choosing the payment type, enter a description. There are 2 lines, 30-character limit each as shown below. Use both lines to identify the project. • For new applications with no case or permit number: Identify the project that the payment goes with as project name, property ID number (6-digit PID), "new," and application or permit type. • Example: "Main Street Makeover, 123456, new L4 site plan" • DO NOT ENTER FORMER PERMIT or CASE NUMBERS for new applications. <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Case # or project information </div> <div style="border: 1px solid #ccc; padding: 5px;"> Project Name/Info </div>	<ul style="list-style-type: none"> • If more than one payment is needed: Use the same project description from the application fee payment for other payments needed for the same project and add what it's for, such as "TIA" or "Notice," etc. • Example: "TIA - new L4 site plan, Main Street Makeover, 123456." • Existing applications or new permits/cases with a staff-given number: Enter the permit or case number, the project type, and project name. • Use both fields as needed. • If you need assistance, contact Durham One Call at 919-560-1200.
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RE-REVIEW FEES	PAYMENT NUMBER, TYPES & HOW MUCH	FEE CALCULATIONS
<ul style="list-style-type: none"> • All Planning Development Applications – Re-Review Fees, Please Note: Re-review fees are required at 3rd re-review (4th staff review of project) & are charged for each subsequent review. • In the Portal description field, enter Permit or Case # and identify payment as "re-review fee." 	<p>Re-Review Fees Only:</p> <ul style="list-style-type: none"> • Use same payment type as the original application, permit, or verification letter. • At time of 3rd re-review, pay ½ the fee shown for each payment type. • Re-review fees do not include notice fees. 	<p>Half of original fee, as applicable plus 4% Technology Fee on Subtotal</p>

APPLICATION OR PERMIT TYPE	PAYMENT NUMBER, TYPES & HOW MUCH	FEE CALCULATIONS
<ul style="list-style-type: none"> • Application or Permit types (1, 2, 3, etc.) are listed in alphabetical order. • Sub-types (1.1, 1.2, etc.) and related fees, such as "+ Notice Fees" and "+ SUDS fee" are listed under the main Application or Permit type. • Hyperlinks within this table are to other, referenced fees and to the Appendix of descriptions and definitions of some permit types, starting on page 16. 	<ul style="list-style-type: none"> • Each required payment type and the total fee for each type is listed below and includes the 4% technology fee (surcharge) when needed. • NOTE: Some applications require more than one payment and payment type. • Include all emailed payment receipt(s) with submittals to avoid returned submittals. • 	<p>Explanation of the parts of the total fees are provided for information only. Always pay the total in the "PAY THIS AMT" column:</p> <p style="margin-left: 20px;"> Base Fee by Application Type + Per New Lot/ Per 1,000 Sq. Ft. New Bldg./ + Per Acre Fees, As Listed + 4% Technology Fee (Surcharge) on Above = Total Application Fee Payment by Type </p> <p><u>Pay Separately Using Listed Payment Type:</u></p> <p style="margin-left: 20px;"> + Notice Fees, as Listed + Related Fees, as Required with Application </p>

QUICK LINKS (Popular Application Types Grouped by Payment Number for Base Fee):		
(1) Engineering As-Builts, Civil CDs, Field Changes, Video Inspection, UEA	(4) Sign Permit Site Plan	(6) Notice Fees - Public Hearing Items
(2) Engineering Right-of-Way Permits, Re-Inspection	Special Use Permit	(7) Stormwater As-Built Reviews
(3) Floodplain Reviews Temporary Right-of-Way Closures	Temporary Use Permit	(8) Small Cell Wireless Permit
(4) Due Diligence Letters (Planning) Exempt Plat and Final Plat Home Occupation Permit Mobile (Street) Vendor Registration Preliminary Plat Reasonable Accommodation-BOA	Variance	(9) Traffic Impact Analysis
	Zoning Verification	(10) Pump Station CD Review RGD Alternative - Water Mgmt. SUDS Fee
	(5) Annexations, Zoning Map Changes Comp. Plan Inconsistency Fees Certificate of Appropriateness (COA) Hist. Landmarks and Landmark Signs Landscape Extensions Site Compliance	(11) RGD Alternative - Engineering RGD Alternative - Transportation
		(12) RGD Alternative – Stormwater

APPLICATION OR PERMIT TYPE	PAYMENT NUMBER, TYPES & HOW MUCH		FEE CALCULATIONS	
APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
1. Annexations, Consolidated				
1.1. Consolidated Annexation Application - One Single-Family (SF) or Two-Family (TF) Residential Lot	5-Planning-Other-Except Notice	\$416.00	\$400.00 + \$16.00 \$416.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice & Recordation Fees – Annexation of 1 SF or TF Lot	6-Planning-Notice & Misc. Fees	\$430.00*	\$383.00 + \$47.00 \$430.00	Total Notice Fees* + Recordation Fee Notice Fees* & Recordation
+ Utility Extension Agreement (UEA) (Same as 13.3.1)	1-Engr As-Built, CD, Video, UEA	\$104.00	\$100.00 + \$4.00 \$104.00	UEA Base Fee + 4% Technology Fee Total UEA Fee
+ SUDS Fee (Summary Utility Development Statement) - Same as 1.2, 50 and 56.3	10-Water Mgmt. Dev Services Fees	\$500.00	\$500.00	Total SUDS Fee
1.2. Consolidated Annexation Application - All Except One Single-Family or Two-Family Residential Lot	5-Planning-Other-Except Notice	\$832.00	\$800.00 + \$32.00 \$832.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice & Recordation Fees - Annexation, All Others	6-Planning-Notice & Misc. Fees	\$702.00*	\$655.00 + \$47.00 \$702.00	Total Notice Fees* + Recordation Fee Notice Fees* & Recordation
+ Utility Extension Agreement (UEA) (Same as 13.3.2)	1-Engr As-Built, CD, Video, UEA	\$520.00	\$500.00 + \$20.00 \$520.00	Utility Ext. Agreement Fee + 4% Technology Fee Total UEA Fee
+ SUDS Fee (Summary Utility Development Statement) - Same as 1.1, 50 and 56.3	10-Water Mgmt. Dev Services Fees	\$500.00	\$500.00	Total SUDS Fee
2. Appeal of an Administrative Decision Application (BOA)	4-Planning-Development Services	\$312.00	\$300.00 + \$12.00 \$312.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees (BOA) – NOTE: For a site-specific appeal, add \$100.00 per sign*	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00 OR \$483.00	Notice Fees - If Not Site-Specific OR Total Notice Fees* - Site-Specific
3. Architectural Review Application (Per Sec. 3.22 of the Durham Unified Development Ordinance)	4-Planning-Development Services	\$218.40	\$210.00 + \$8.40 \$218.40	Base Application Fee + 4% Technology Fee Application Fee

* If multiple signs are necessary to adequately notify neighbors, \$100.00 per extra sign will be charged.

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

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DSC Fees and Payment Menu – Planning, Public Works, Transportation, Water Management

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APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
4. As-Built Review by DSC Departments				
4.1. As-Built Review, Engineering	1-Engr As-Built, CD, Video, UEA	\$104.00 <i>per Phase</i>	\$100.00 + \$4.00 \$104.00	Base Application Fee/Phase + 4% Technology Fee Application Fee/Phase
4.2. As-Built Review, Floodplain	3-Fldpln, ROWTempClos, PWZon-Rev	\$104.00 <i>per Phase</i>	\$100.00 + \$4.00 \$104.00	Base Application Fee/Phase + 4% Technology Fee Application Fee/Phase
4.3. As-Built Review, Stormwater <i>(Stormwater Control Management (SCM), NOT stormwater pipes)</i>	7-SCM As-Built Stormwater	\$104.00 <i>per Phase</i>	\$100.00 + \$4.00 \$104.00	Base Application Fee/Phase + 4% Technology Fee Application Fee/Phase
5. Banner Plan (<i>Same as 42.1</i>)	4-Planning-Development Services	\$78.00	\$75.00 + \$3.00 \$78.00	Base Application Fee + 4% Technology Fee Application Fee
6. Business Verification Letter for a New Business (<i>Except 22, Home Occupation Permit</i>)	4-Planning-Development Services	\$20.80	\$20.00 + \$0.80 \$20.80	Base Verification Fee + 4% Technology Fee Total Verification Fee
7. Certificate of Appropriateness (COA)**	<i>(Note: Major COA fees for construction/demolition apply to primary structure only)</i>			
7.1. Minor COA	5-Planning-Other-Except Notice	\$78.00**	\$75.00 + \$3.00 \$78.00	Base Application Fee** + 4% Technology Fee Total Fee**
7.2. Major COA Application: NO new construction AND NO demolition OR	5-Planning-Other-Except Notice	\$156.00**	\$150.00 + \$6.00 \$156.00	Base Application Fee** + 4% Technology Fee Application Fee**
+ Notice Fees - All Major COAs	6-Planning-Notice & Misc. Fees	\$153.00	\$153.00	Total Notice Fees*
7.3. Major COA Application: EITHER new construction OR demolition OR	5-Planning-Other-Except Notice	\$260.00**	\$250.00 + \$10.00 \$260.00	Base Application Fee** + 4% Technology Fee Application Fee**
+ Notice Fees - All Major COAs	6-Planning-Notice & Misc. Fees	\$153.00	\$153.00	Total Notice Fees*
7.4. Major COA Application: BOTH new construction AND demolition	5-Planning-Other-Except Notice	\$364.00**	\$350.00 + \$14.00 \$364.00	Base Application Fee** + 4% Technology Fee Application Fee**
+ Notice Fees - All Major COAs	6-Planning-Notice & Misc. Fees	\$153.00	\$153.00	Total Notice Fees*
7.5. Master COA Application <i>(Public Projects)</i>	5-Planning-Other-Except Notice	\$312.00**	\$300.00 + \$12.00 \$312.00	Base Application Fee** + 4% Technology Fee Application Fee**
+ Notice Fees - Master COA	6-Planning-Notice & Misc. Fees	\$153.00	\$153.00	Total Notice Fees*
8. Common Signage Plan (<i>Same as 42.2</i>)	4-Planning-Development Services	\$182.00	\$175.00 + \$7.00 \$182.00	Base Application Fee + 4% Technology Fee Application Fee
9. Comprehensive Plan Amendment NOT Associated with a Zoning Map Change				
9.1. NO Proposed Tier Boundary Change - Stand-Alone Future Land Use Map Amendment Application	5-Planning-Other-Except Notice	\$2,184.00	\$2,100.00 + \$84.00 \$2,184.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – FLUM, NO Tier Change	6-Planning-Notice & Misc. Fees	\$555.00†	\$555.00	Total Notice Fees† (no signs)
9.2. WITH Proposed Tier Boundary Change - Stand-Alone Future Land Use Map Amendment Application	5-Planning-Other-Except Notice	\$2,184.00	\$2,100.00 + \$84.00 \$2,184.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – FLUM, WITH Tier Change	6-Planning-Notice & Misc. Fees	\$655.00*†	\$655.00	Total Notice Fees*† (with 1 sign*)

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9. Comprehensive Plan Amendment (Continued)				
9.3. Comprehensive Plan Text Amendment Application	5-Planning-Other-Except Notice	\$3,120.00	\$3,000.00 + \$120.00 \$3,120.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees (2 Governing Boards)	6-Planning-Notice & Misc. Fees	\$690.00	\$690.00	Total Notice Fees
Construction Drawing (Civil) Review - See 13.2				
Construction Drawing – Field Change to Approved CDs (Civil) – See 13.2.1				
Construction Drawing (Pump Station) Review - See 56.1				
10. Custom Letters and Reports (Planning)	6-Planning-Notice & Misc. Fees	\$100.00	\$100.00	Total Fee
11. Departmental Publications and Copies (Planning)	6-Planning-Notice & Misc. Fees	Priced According to Costs	<i>At Cost</i> \$.0045 \$.045	Document Fee OR Per Page for Black-and White Copy Per Page for Color Copy
12. DMV (NC DMV) Business Verification Letter	4-Planning-Development Services	\$20.80	\$20.00 + \$0.80 \$20.80	Base Verification Fee + 4% Technology Fee Total Verification Fee
Due Diligence Verification Letters – See Business Verification Letter (6), DMV (NC DMV) Business Verification Letter (12), Family Care Home (15) or Group Home Verification Letter (19), or Zoning Verification Letter (60), as Applicable				
13. Engineering Department Review Fees (Grouped by Payment Type)				
13.1. As-Built Review, Engineering (Same as 4.1)	1-Engr As-Built, CD, Video, UEA	\$104.00 per Phase	\$100.00 + \$4.00 \$104.00	Base Application Fee/Phase + 4% Technology Fee Application Fee/Phase
13.2. Engineering (Civil) Construction Drawing Review	1-Engr As-Built, CD, Video, UEA	See ENG Checklist	<i>Varies</i>	<i>See Engineering Checklist</i>
13.2.1. Field Change to Approved Construction Drawings	1-Engr As-Built, CD, Video, UEA	\$208.00	\$200.00 + \$8.00 \$208.00	Base Application Fee + 4% Technology Fee Application Fee
13.3. Utility Extension Agreement (UEA)				
13.3.1. UEA for a 1-Family or 2-Family Lot with Annexation Petition through Planning	1-Engr As-Built, CD, Video, UEA	\$104.00	\$100.00 + \$4.00 \$104.00	Base Application Fee + 4% Technology Fee Application Fee
13.3.2. UEA for All Other Projects	1-Engr As-Built, CD, Video, UEA	\$520.00	\$500.00 + \$20.00 \$520.00	Base Application Fee + 4% Technology Fee Application Fee
13.4. Video Inspection, Engineering	1-Engr As-Built, CD, Video, UEA	\$1.04 per Linear Foot	\$1.00 + \$0.04 \$1.04	Base Application Fee/Linear Foot + 4% Technology Fee Application Fee/Linear Foot
13.5. Engineering Re-Inspection	2-Engr RightofWay Permit, Relnsp	\$156.00	\$150.00 + \$6.00 \$156.00	Base Application Fee + 4% Technology Fee Application Fee
13.6. Right-of-Way Permit, Engineering NOT Right-of-Way Temporary Closure, Street Vendor Registration, or Traffic Impact Analysis (TIA)	2-Engr RightofWay Permit, Relnsp	\$156.00	\$150.00 + \$6.00 \$156.00	Base Application Fee + 4% Technology Fee Application Fee
13.7. Reference Guide for Development - Proposed Alternative to Engineering RGD Standards (See 36.1)	11-RGD Alternative-Engineering	See 36.1		
14. Exempt Plat or Right-of-Way Withdrawal Plat (See 16.1)	4-Planning-Development Services	See 16.1		

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15. Family Care Home (or Group Home) Verification Letter (Same as 19)	4-Planning-Development Services	\$20.80	\$20.00 + \$0.80 \$20.80	Base Verification Fee + 4% Technology Fee Verification Fee
16. Final Plat and Exempt Plat Applications				
16.1. Exempt Plat or Right-of-Way Withdrawal Plat	4-Planning-Development Services	\$130.00	\$125.00 + \$5.00 \$130.00	Base Application Fee + 4% Technology Fee Application Fee
16.2. Minor Final Plat	4-Planning-Development Services	\$260.00	\$250.00 + \$10.00 \$260.00	Base Application Fee + 4% Technology Fee Application Fee
16.3. Major Final Plat	4-Planning-Development Services	\$884.00 <i>ADD per New Lot</i> <i>+ \$46.80 per New Lot</i>	\$850.00 + \$34.00 \$884.00 <i>ADD per Lot</i> \$45.00 + \$1.80 \$46.80 =All Above	Base Application Fee + 4% Technology Fee Application Fee Subtotal <i>ADD per New Lot</i> New Lot Fee + 4% Technology Fee New Lot Fee Subtotal Total Application Fee
17. Floodplain Reviews				
17.1. Floodplain, As-Built Review (Same as 4.2)	3-Fldpln, ROWTempClos, PWZon-Rev	\$104.00 <i>per Phase</i>	\$100.00 + \$4.00 \$104.00	Base Application Fee/Phase + 4% Technology Fee Application Fee/Phase
17.2. Floodplain Building Permit Review	3-Fldpln, ROWTempClos, PWZon-Rev	\$93.60 <i>per Permit</i>	\$90.00 + \$3.60 \$93.60	Base Application Fee/Permit + 4% Technology Fee Application Fee/Permit
17.3. Floodplain Development Permit Application – Small	3-Fldpln, ROWTempClos, PWZon-Rev	\$156.00	\$150.00 + \$6.00 \$156.00	Base Application Fee + 4% Technology Fee Application Fee
17.4. Floodplain Development Permit Application – Medium	3-Fldpln, ROWTempClos, PWZon-Rev	\$249.60	\$240.00 + \$9.60 \$249.60	Base Application Fee + 4% Technology Fee Application Fee
17.5. Floodplain Development Permit Application – Large	3-Fldpln, ROWTempClos, PWZon-Rev	\$520.00	\$500.00 + \$20.00 \$520.00	Base Application Fee + 4% Technology Fee Application Fee
18. Formal Letter of Interpretation Application (Planning)	4-Planning-Development Services	\$41.60	\$40.00 + \$1.60 \$41.60	Base Application Fee + 4% Technology Fee Application Fee
19. Group Home (or Family Care Home) Verification Letter (Same as 15)	4-Planning-Development Services	\$20.80	\$20.00 + \$0.80 \$20.80	Base Verification Fee + 4% Technology Fee Verification Fee
20. Historic District Designation Application	5-Planning-Other-Except Notice	\$20,800.00	\$20,000.00 + \$800.00 \$20,800.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees - Historic District Designation	6-Planning-Notice & Misc. Fees	\$655.00*†	\$655.00	Total Notice Fees*†
21. Historic Landmark Designation Application	5-Planning-Other-Except Notice	\$832.00**	\$800.00 + \$32.00 \$832.00	Base Application Fee** + 4% Technology Fee Application Fee**
+ Notice + Recordation Fees – Historic Landmark Designation	6-Planning-Notice & Misc. Fees	\$581.00*†	\$555.00 + \$26.00 \$581.00	Total Notice Fees*† + Recordation Fee Notice Fees*† & Recordation

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22. Home Occupation Permit Application	4-Planning-Development Services	\$26.00	\$25.00 + \$1.00 \$26.00	Base Application Fee + 4% Technology Fee Application Fee
Inspections Department Fees-Requires Log-In with Account or call 919-560-4144	<i>See City of Durham Land Development Office website</i>			
23. Landmark Sign Designation Application	5-Planning-Other-Except Notice	\$156.00**	\$150.00 + \$6.00 \$156.00	Base Application Fee** + 4% Technology Fee Application Fee**
+ Notice Fees - Landmark Sign Designation	6-Planning-Notice & Misc. Fees	\$283.00	\$283.00	Total Notice Fees
24. Landscape Extension Request				
24.1. Residential Project - Except Multifamily (See 24.2 or 24.3, Below)	5-Planning-Other-Except Notice	\$78.00 per Permit	\$75.00 + \$3.00 \$78.00	Base Extension Fee/Permit + 4% Technology Fee Extension Fee/ Permit
24.2. Minor Nonresidential or Multifamily Project (25,000 SF Gross Floor Area or Less)	5-Planning-Other-Except Notice	\$156.00 per Permit	\$150.00 + \$6.00 \$156.00	Base Extension Fee/Permit + 4% Technology Fee Extension Fee/Permit
24.3. Major Nonresidential or Multifamily Project (More than 25,000 SF Gross Floor Area)	5-Planning-Other-Except Notice	\$312.00 per Permit	\$300.00 + \$12.00 \$312.00	Base Extension Fee/Permit + 4% Technology Fee Extension Fee/Permit
25. Large-Format Copy (Planning)	6-Planning-Notice & Misc. Fees	\$1.00 per Sq. Ft.	\$1.00/sq. ft.	Document Fee
26. Major and Minor Special Use Permit Applications				
26.1. Minor Special Use Permit Application, 1-Family or 2-Family Projects	4-Planning-Development Services	\$494.00	\$475.00 + \$19.00 \$494.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – All Special Use Permits	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
26.2. Minor Special Use Permit Application, All Other Projects, Except WCF	4-Planning-Development Services	\$1,352.00	\$1,300.00 + \$52.00 \$1,352.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – All Special Use Permits	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
26.3. Major Special Use Permit Application, All Except WCF	4-Planning-Development Services	\$2,106.00	\$2,025.00 + \$81.00 \$2,106.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – All Special Use Permits	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
26.4. Transportation Special Use Permit	4-Planning-Development Services	<i>See 53</i>		
26.5. Wireless Communication Facility (WCF), Major or Minor Special Use Permit Application (NOTE: Does not include 45, Small Cell Wireless Permit)	4-Planning-Development Services	\$3,291.60	\$3,165.00 + \$129.60 \$3,291.60	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – All Special Use Permits	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
27. Mobile (Street) Vendor Registration (Due July 1st of Every Year)	4-Planning-Development Services	\$10.40 per Cart or Truck	\$10.00 + \$0.40 \$10.40	Registration Fee/Cart or Truck + 4% Technology Fee Registration Fee/Cart or Truck

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28. Notice Fees or Notification Surcharges – See Specific Application Type	6-Planning-Notice & Misc. Fees	<i>By Application Type</i>	Varies	By Application Type
29. Off-Site Planning Paper File Retrieval Fee	6-Planning-Notice & Misc. Fees	\$20.00 per Hard Copy File	\$20.00	Document Fee
30. Outdoor Seating Permit Application				
30.1. Outdoor Seating Permit - Initial Permit or Changes, or if Permit Is Not Renewed Each Year	4-Planning-Development Services	\$260.00	\$250.00 + \$10.00 \$260.00	Base Application Fee + 4% Technology Fee Application Fee
30.2. Outdoor Seating Permit - Annual Renewal with No Changes; Due July 1st	4-Planning-Development Services	\$104.00	\$100.00 + \$4.00 \$104.00	Base Application Fee + 4% Technology Fee Application Fee
31. Preliminary Plat Applications				
+ For Preliminary Plats, As Needed: See Also 52, Traffic Impact Analysis (TIA) - Submit Confirmation Email from the City Transportation Department with Application		<i>Per City Transportation</i>	Varies	<i>Per City Transportation (see 52)</i>
31.1. Preliminary Plat Amendment	4-Planning-Development Services	\$1,040.00	\$1,000.00 + \$40.00 \$1,040.00	Base Application Fee + 4% Technology Fee Application Fee
31.2. Minor or Major Preliminary Plat Application	4-Planning-Development Services	\$4,472.00 ADD Per New Lot + \$46.80 per New Lot	\$4,300.00 + \$172.00 \$4,472.00 ADD Per Lot \$45.00 + \$1.80 \$46.80 = All Above	Base Application Fee + 4% Technology Fee Application Fee Subtotal ADD Per New Lot Per Lot Fee + 4% Technology Fee Per Lot Fee Subtotal Total Application Fees
+ Notice Fees - Major Preliminary Plat	6-Planning-Notice & Misc. Fees	\$53.00	\$53.00	Letter Notice Fees
31.3. Preliminary Plat as Development Plan Application	4-Planning-Development Services	\$2,236.00	\$2,150.00 + \$86.00 \$2,236.00	½ Base Application Fee + 4% Technology Fee Preliminary Plat Application Fee
+ Related Zoning Map Change Application (By Proposed District; See 58.2-58.5) + Zoning Inconsistency Fee (If Proposed District(s) are NOT CONSISTENT with the Adopted FLUM)	5-Planning-Other-Except Notice	½ Zoning District Base Fee + \$1,040.00 =Zoning Total	Varies by District \$1,000.00 + \$40.00 \$1,040.00 = All Above	See Zoning Map Changes (58.2-58.5) Inconsistency Fee + 4% Technology Fee <u>Inconsistency Fee Total</u> Total Zoning Application Fee
+ Notice Fees - Zoning Map Change	6-Planning-Notice & Misc. Fees	\$655.00*†	\$655.00	Total Notice Fees*†
+ Zoning Review by DSC Engineering – Same as 58.1	3-Fldpln, ROWTempClos, PWZon-Rev	\$104.00	\$100.00 + \$4.00 \$104.00	Base Application Fee + 4% Technology Fee Application Fee
32. Property Report (Planning)				
32.1. Property Report for a 1-Family or 2-Family Lot	4-Planning-Development Services	\$41.60 per Lot	\$40.00 + \$1.60 \$41.60	Base Application Fee/Lot + 4% Technology Fee Application Fee/Lot
32.2. Property Report for a Multifamily or Nonresidential Lot	4-Planning-Development Services	\$83.20 per Lot	\$80.00 + \$3.20 \$83.20	Base Application Fee/Lot + 4% Technology Fee Application Fee/Lot

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DSC Fees and Payment Menu – Planning, Public Works, Transportation, Water Management

APPLICATION OR PERMIT TYPE	PAYMENT NUMBER, TYPES & HOW MUCH		FEE CALCULATIONS	
APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
33. (Public Works) DSC Engineering Zoning Review (Zoning Map Changes, See 58.1)	3-Fldpln, ROWTempClos, PWZon-Rev	See 58.1		
34. Pump Station Construction Drawing Review (Same as 56.1)	10-Water Mgmt. Dev Services Fees	\$10,000.00	\$10,000.00	Total Fee
35. Reasonable Accommodation (Board of Adjustment)				
35.1. Reasonable Accommodation Application: 1-Family or 2-Family Projects	4-Planning-Development Services	\$494.00	\$475.00 + \$19.00 \$494.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees - BOA	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
35.2. Reasonable Accommodation Application: All Other Projects	4-Planning-Development Services	\$1,352.00	\$1,300.00 + \$52.00 \$1,352.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees - BOA	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
36. Reference Guide for Development (RGD), Proposed Alternative Standard Requests				
36.1. Engineering RGD Standards				
Tier 1 Alternative Request	11-RGD Alternative-Engineering	\$1,500.00	\$1,500.00	Total Application Fee
Tier 2 Alternative Request	11-RGD Alternative-Engineering	\$4,000.00	\$4,000.00	Total Application Fee
36.2. Stormwater RGD Standards				
Tier 1 Alternative Request	12-RGD Alternative-Stormwater	\$1,500.00	\$1,500.00	Total Application Fee
Tier 2 Alternative Request	12-RGD Alternative-Stormwater	\$4,000.00	\$4,000.00	Total Application Fee
36.3. Transportation RGD Standards				
Tier 1 Alternative Request	11-RGD Alternative-Engineering	\$1,500.00	\$1,500.00	Total Application Fee
Tier 2 Alternative Request	11-RGD Alternative-Engineering	\$4,000.00	\$4,000.00	Total Application Fee
36.4. Water Management RGD Standards				
Tier 1 Alternative Request	10-Water Mgmt. Dev Services Fees	\$1,500.00	\$1,500.00	Total Application Fee
Tier 2 Alternative Request	10-Water Mgmt. Dev Services Fees	\$4,000.00	\$4,000.00	Total Application Fee
37. Re-Inspection, Engineering – Same as 13.5	2-Engr RightofWay Permit, ReInsp	\$156.00	\$150.00 + \$6.00 \$156.00	Base Application Fee + 4% Technology Fee Application Fee
38. Right-of-Way Permit, Engineering (Utilities, Driveways, etc. NOT Temporary Closures) – Same as 13.6	2-Engr RightofWay Permit, ReInsp	\$156.00	\$150.00 + \$6.00 \$156.00	Base Application Fee + 4% Technology Fee Application Fee

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DSC Fees and Payment Menu – Planning, Public Works, Transportation, Water Management

APPLICATION OR PERMIT TYPE	PAYMENT NUMBER, TYPES & HOW MUCH		FEE CALCULATIONS	
APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
39. Right-of-Way, Temporary Closure				
Right-of-Way Temporary Closure Application Base Fee (All)	3-Fldpln, ROWTempClos, PWZon-Rev	\$130.00 + Total of Items Below	\$125.00 + \$5.00 \$130.00	Base Application Fee + 4% Technology Fee Application Fee
+ Per Lane – Major Thoroughfare		\$72.80 per Day	\$72.80/day	Fee per Day (Includes 4%)
+ Per Lane – Other Streets		\$20.80 per Day	\$20.80/day	Fee per Day (Includes 4%)
+ Per Sidewalk – Design Districts		\$10.40 per Day	\$10.40/day	Fee per Day (Includes 4%)
+ Per Sidewalk – Other Districts		\$2.08 per Day	\$2.08/day	Fee per Day (Includes 4%)
+ Per Unmetered, On-Street Parking/ Loading Zone/Space - Design Districts		\$5.20 per Day	\$5.20/day	Fee per Day (Includes 4%)
+ Per Unmetered, On-Street Parking/ Loading Zone/Space - Other Districts		\$2.08 per Day	\$2.08/day	Fee per Day (Includes 4%)
+ Per Metered, On-Street Parking Space - Cost Per Day		Meter Fees per Day + 4%	Meter fees/day + 4%	Fee per Day + 4% Technology Fee
Total for Right-of-Way Temporary Closure	3-Fldpln, ROWTempClos, PWZon-Rev	Total of the Above	Total	As Applicable
40. Right-of-Way Withdrawal Plat (Same as 16.1)	4-Planning-Development Services	\$130.00	\$125.00 + \$5.00 \$130.00	Base Application Fee + 4% Technology Fee Application Fee
41. Sign Compliance Inspection and Re-Inspections**	5-Planning-Other-Except Notice	\$52.00** per Sign	\$50.00 + \$2.00 \$52.00	Base Application Fee** + 4% Technology Fee Application Fee
42. Sign Permits** (Planning)				
42.1. Banner Plan	4-Planning-Development Services	\$78.00** per Banner	\$75.00 + \$3.00 \$78.00	Base Application Fee** + 4% Technology Fee Application Fee
42.2. Common Signage Plan	4-Planning-Development Services	\$182.00	\$175.00 + \$7.00 \$182.00	Base Application Fee + 4% Technology Fee Application Fee
42.3. Permanent Sign	4-Planning-Development Services	\$78.00** per Sign	\$75.00 + \$3.00 \$78.00	Base Application Fee** + 4% Technology Fee Application Fee
42.4. Temporary Sign	4-Planning-Development Services	\$52.00** per Sign	\$50.00 + \$2.00 \$52.00	Base Application Fee** + 4% Technology Fee Application Fee

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DSC Fees and Payment Menu – Planning, Public Works, Transportation, Water Management

APPLICATION OR PERMIT TYPE	PAYMENT NUMBER, TYPES & HOW MUCH		FEE CALCULATIONS	
APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
43. Site Compliance Inspection (Planning)				
43.1. All Permits, Except Attached Units on Individual Lots (See Below) 1st & 2nd Inspections	5-Planning-Other-Except Notice	\$104.00 per Permit	\$100.00 + \$4.00 \$104.00	1 st & 2 nd Inspection Fee/Permit + 4% Technology Fee 1 st & 2 nd Inspection Fees/ Permit
3rd, 4th, etc., Inspections for All Permits Except Attached Units on Individual Lots – Add \$104 for Each Re-Inspection	5-Planning-Other-Except Notice	3rd = \$208.00 per Permit; 4th = \$312, etc. (Add \$104 Each)	\$200.00 + \$8.00 \$208.00 + \$104.00 \$312.00	3 rd Base Inspection Fee/Permit + 4% Technology Fee 3 rd Inspection/ Permit Each Additional Inspection/Permit 4 th Inspection, etc./ Permit
43.2. Attached Units on Individual Lots (like Townhomes) 1st & 2nd Inspections	5-Planning-Other-Except Notice	\$26.00 per Permit	\$25.00 + \$1.00 \$26.00	1 st & 2 nd Inspection Fee/Permit + 4% Technology Fee 1 st & 2 nd Inspection Fees/Permit
3rd, 4th, etc., Inspections of Attached Units on Individual Lots - Add \$26 for Each Re-Inspection	5-Planning-Other-Except Notice	3rd = \$52.00 per Permit; 4th = \$78; etc. (Add \$26 Each)	\$50.00 + \$2.00 \$52.00 + \$26.00 \$78.00	3 rd Base Inspection Fee/Permit + 4% Technology Fee 3 rd Inspection Fee/ Permit Each Additional Inspection/Permit 4 th Inspection Fee, etc./Permit
44. Site Plan Applications				
NOTE: For Site Plans, Except Levels 1-2, See Also 52, Traffic Impact Analysis (TIA) As Needed - Submit Confirmation Email from the City Transportation Department with Application		<i>Per City Transportation</i>	Varies	Per City Transportation (see 52)
44.1. Level 1 Site Plan Application	4-Planning-Development Services	\$218.40	\$210.00 + \$8.40 \$218.40	Base Application Fee + 4% Technology Fee Application Fee
44.2. Level 2 Site Plan Application	4-Planning-Development Services	\$676.00	\$650.00 + \$26.00 \$676.00	Base Application Fee + 4% Technology Fee Application Fee
44.3. Level 3 Site Plan Application	4-Planning-Development Services	\$1,872.00	\$1,800.00 + \$72.00 \$1,872.00	Base Application Fee + 4% Technology Fee Application Fee
44.4. Level 4 Site Plan Application <i>Note: Pay the Higher of New Lot Fees OR New, Habitable Floor Area (SF) Fees, as Applicable, Rounded Up; Structured Parking Counts as Habitable Floor Area</i>	4-Planning-Development Services	\$4,472.00 ADD Either + \$46.80/New Lot OR + \$46.80/1,000 SF, Rounded Up	\$4,300.00 + \$172.00 \$4,472.00 ADD Per Lot OR 1,000 SF \$45.00 + \$1.80 + \$46.80 = All Above	Base Application Fee + 4% Technology Fee Application Fee Subtotal ADD Per New Lot or 1,000 SF (Round Up) New Lot/New SF Fee (Round Up) + 4% Technology Fee Lot /SF Fee Subtotal Total Application Fee
44.5. Major Site Plan Application <i>Note: Pay the Higher of New Lot Fees OR New, Habitable Floor Area (SF) Fees, as Applicable, Rounded Up; Structured Parking Counts as Habitable Floor Area</i>	4-Planning-Development Services	\$5,200.00 ADD Either + \$46.80/New Lot OR + \$46.80/1,000 SF, Rounded Up	\$5,000.00 + \$200.00 \$5,200.00 ADD Per Lot or 1,000 SF \$45.00 + \$1.80 + \$46.80 = All Above	Base Application Fee + 4% Technology Fee Application Fee Subtotal ADD Per New Lot or 1,000 SF (Round Up) New Lot/New SF Fee (Round Up) + 4% Technology Fee Lot/SF Fee Subtotal Total Application Fee
+ Notice Fees - Major Site Plan	6-Planning-Notice & Misc. Fees	\$53.00	\$53.00	Letter Notice Fees

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APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
44. Site Plan Applications (Continued)				
44.6. Site Plan as Development Plan Application (By Level; See 44.1-44.5)	4-Planning-Development Services	½ Site Plan Base Fee (by Level)	Varies	½ Base Site Plan Application Fee + 4% Technology Fee Site Plan Application Fee Subtotal
+ Related Zoning Map Change Application (By Proposed District; See 58.2-58.5)	5-Planning-Other-Except Notice	½ Zoning District Base Fee + \$1,040.00 =Zoning Total	Varies by District \$1,000.00 + \$40.00 \$1,040.00 =All Above	See Zoning Map Changes (58.2-58.5) Inconsistency Fee + 4% Technology Fee Inconsistency Fee Total Total Zoning Application Fee
+ Zoning Inconsistency Fee (If proposed zoning is NOT CONSISTENT with the adopted FLUM)				
+ Notice Fees - Zoning Map Changes (Same as 58.1)	6-Planning-Notice & Misc. Fees	\$655.00*†	\$655.00	Total Notice Fees*†
+ Zoning Review by DSC Engineering (Same as 58.1)	3-Fldpln, ROWTempClos, PWZon-Rev	\$104.00	\$100.00 + \$4.00 \$104.00	Base Application Fee + 4% Technology Fee Application Fee
45. Small Cell Wireless Permit (Maximum of 25 on one submittal = \$1,500.00 total)	8-Small Cell Wireless Permit	1 st -5 th : \$100.00 Each; 6 th -25 th : \$50.00 Each	\$100.00	Each, Facilities 1-5 on Same Permit
			\$50.00	Each, Fac. 6-25 on Same Permit
Special Use Permits – See 26, Major and Minor Special Use Permits		See 26		
46. Statutory Vested Rights Determination Application	5-Planning-Other-Except Notice	\$5,200.00	\$5,000.00 + \$200.00 \$5,200.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees - Vested Rights	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
47. Stormwater Division Fees				
47.1. Stormwater SCM As-Built Review (Same as 4.3)	7-SCM As-Built Stormwater	\$104.00 per Phase	\$100.00 + \$4.00 \$104.00	Base Application Fee/Phase + 4% Technology Fee Application Fee/Phase
47.2. Reference Guide for Development - Proposed Alternative to Stormwater RGD Standards, See 36.2	12-RGD Alternative-Stormwater	See 36.2		
48. Street or Alley Permanent Closing Application	4-Planning-Development Services	\$832.00	\$800.00 + \$32.00 \$832.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice & Recordation Fees – Street or Alley Closing	6-Planning-Notice & Misc. Fees	\$660.00*†	\$613.00 + \$47.00 \$660.00	Total Notice Fees*† + Recordation Fee Notice*† & Recordation
49. Street or Alley Renaming Application	4-Planning-Development Services	\$624.00	\$600.00 + \$24.00 \$624.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice & Recordation Fees – Street or Alley Renaming	6-Planning-Notice & Misc. Fees	\$430.00*†	\$383.00 + \$47.00 \$430.00	Total Notice Fees*† + Recordation Fee Notice*† & Recordation
50. SUDS Fee (Summary Utility Development Statement) – Same as 1.1, 1.2, and 56.3	10-Water Mgmt. Dev Services Fees	\$500.00	\$500.00	Total Application Fee
51. Temporary Use Permit	4-Planning-Development Services	\$104.00	\$100.00 + \$4.00 \$104.00	Base Application Fee + 4% Technology Fee Application Fee

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APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
52. Traffic Impact Analysis (TIA) - Submit Confirmation Email from the City Transportation Department with Application				
52.1. TIA, Less than 1,000 peak-hour trips	9-Traffic Impact Analysis	\$4,160.00	\$4,000.00 + \$160.00 \$4,160.00	Base Application Fee + 4% Technology Fee Application Fee
52.2. TIA, 1,000 peak-hour trips or more	9-Traffic Impact Analysis	\$6,240.00	\$6,000.00 + \$240.00 \$6,240.00	Base Application Fee + 4% Technology Fee Application Fee
52.3. Traffic Impact Phasing Analysis - Less than 1,000 peak-hour trips	9-Traffic Impact Analysis	\$2,080.00	\$2,000.00 + \$80.00 \$2,080.00	Base Application Fee + 4% Technology Fee Application Fee
52.4. Traffic Impact Phasing Analysis - Equal to or greater than 1,000 peak-hour trips	9-Traffic Impact Analysis	\$3,120.00	\$3,000.00 + \$120.00 \$3,120.00	Base Application Fee + 4% Technology Fee Application Fee
53. Transportation Special Use Permit Application	4-Planning-Development Services	\$2,106.00	\$2,025.00 + \$81.00 \$2,106.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees - Transportation SUP	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
+ May Also Require a TIA – See the City Transportation Department and 52, Traffic Impact Analysis		See 52	Varies	Per City Transportation
54. Unified Development Ordinance (UDO) Text Amendment Application	5-Planning-Other-Except Notice	\$3,120.00	\$3,000.00 + \$120.00 \$3,120.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees (2 Governing Boards)	6-Planning-Notice & Misc. Fees	\$690.00	\$690.00	Total Notice Fees
Utility Extension Agreement (UEA), See 13.3	1-Engr As-Built, CD, Video, UEA	See 13.3		
55. Variance (Board of Adjustment)				
55.1. Variance Application for a 1-Family or 2-Family Project	4-Planning-Development Services	\$494.00	\$475.00 + \$19.00 \$494.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees - Variance (BOA)	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
55.2. Variance Application for All Other Projects	4-Planning-Development Services	\$1,352.00	\$1,300.00 + \$52.00 \$1,352.00	Base Application Fee + 4% Technology Fee Application Fee
+ Notice Fees – Variance (BOA)	6-Planning-Notice & Misc. Fees	\$383.00*	\$383.00	Total Notice Fees*
Video Inspection Review, See 13.4	1-Engr As-Built, CD, Video, UEA	See 13.4		
56. Water Management Department Fees				
56.1. Pump Station Construction Drawing Review	10-Water Mgmt. Dev Services Fees	\$10,000.00	\$10,000.00	Total Fee
56.2. Reference Guide for Development - Proposed Alternative to Water Management RGD Standards , See 36.4	10-Water Mgmt. Dev Services Fees	See 36.4		
56.3. SUDS Fee (Summary Utility Development Statement) - Same as 1.1 , 1.2 , and 50	10-Water Mgmt. Dev Services Fees	\$500.00	\$500.00	Total Application Fee
57. Watershed Determination Application	5-Planning-Other-Except Notice	\$2,600.00	\$2,500.00 + \$100.00 \$2,600.00	Base Application Fee + 4% Technology Fee Application Fee
Wireless Communication Facility (WCF), Major or Minor Special Use Permit Application, See 26.5		See 26.5		

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APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
58. Zoning Map Change (ZMC) Applications and Related Fees				
58.1. ZMC-Related Fees With Payment Types				
+ Additions to Base ZMC Fees, as listed in 58.2, 58.3, 58.4 & 58.5, below Per Acre Fee (Rounded Up), (Applies to 58.3 , 58.4, and 58.5 Only)	Add to Application fee, as needed, and shown below	ADD per Acre: + \$67.60 per Acre (Round Up)	Calculations for Additions to ZMC Base Fee ADD/Acre + \$65.00 + \$2.60 = \$67.60 x (# Acres) = Subtotal ADD Per Acre Fee (Round Up) + Base Per Acre Fee + 4% Technology Fee = Per Acre Fee + 4% x (# of Acres) (rounded up) = Add Subtotal of Acreage Fees	
Text-Commitment-Only Development Plan Fee (Allowed with 58.2 -58.5 Only)	Add to Application fee, as needed, and shown below	\$520.00	\$500.00 + \$20.00 \$520.00	Text-Commitment-Only Fee + 4% Technology Fee Text-Commitment-Only Fee + 4%
Inconsistency Fee (If Proposed Zoning District(s) Are NOT CONSISTENT with the Adopted Future Land Use Map (FLUM))	Add to Application fee, as needed, and shown below	\$1,040.00	\$1,000.00 + \$40.00 \$1,040.00	Inconsistency Fee + 4% Technology Fee Inconsistency Fee + 4%
+ Notice Fees – All Zoning Map Changes	6-Planning-Notice & Misc. Fees	\$655.00*†	\$655.00	Total Notice Fees*†
+ Zoning Review by DSC Engineering - All Zoning Map Changes	3-Fldpln, ROWTempClos, PWZon-Rev	\$104.00	\$100.00 + \$4.00 \$104.00	Base Eng. Zoning Review Fee + 4% Technology Fee Engineering Zoning Review Fee
+ As Needed: See 52, Traffic Impact Analysis (TIA) - Submit Confirmation Email from the City Transportation Department with Application	9-Traffic Impact Analysis	Per City Transportation	Varies	Per City Transportation (see 52)
58.2. Application for Zoning Map Change to the Residential Districts at Right, 5 Acres or Less, and Proposing One of the Following:		RR, RS-20, RS-10, RS-8, RU-5, RU-5(2), or RC		
IF NO Text-Commitment-Only Development Plan AND CONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$1,040.00	\$1,000.00 + \$40.00 \$1,040.00	Base Application Fee (58.2) + 4% Technology Fee Base Application Fee + 4% (58.2)
OR Add \$520.00 for Text-Commitment-Only Development Plan	5-Planning-Other-Except Notice	\$1,560.00	\$1,040.00 + \$520.00 \$1,560.00	Base Application Fee + 4% (58.2) + Text-Commitment-Only Fee + 4% Application Fee
OR Add \$1,040.00 if INCONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$2,080.00	\$1,040.00 + \$1,040.00 \$2,080.00	Base Application Fee + 4% (58.2) + Inconsistency Fee + 4% Application Fee
OR Add \$1,560.00 if BOTH Text-Commitment-Only Development Plan AND INCONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$2,600.00	\$1,040.00 + \$1,040.00 + \$520.00 \$2,600.00	Base Application Fee + 4% (58.2) + Inconsistency Fee + 4% + Text-Commitment-Only Fee + 4% Application Fee

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APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
58. Zoning Map Change (ZMC) Applications and Related Fees (Continued)				
58.3. Application for ZMC to the Residential Districts at Right, More than 5 Acres, and Proposing One of the Following:		RR, RS-20, RS-10, RS-8, RU-5, RU-5(2), or RC		
IF NO Text-Commitment-Only Development Plan AND CONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$3,120.00 + \$67.60 <i>per Acre</i>	\$3,000.00 + \$120.00 \$3,120.00 + \$67.60	Base Application Fee (58.3) + 4% Technology Fee Base Application Fee + 4% (58.3) + Per Acre Fees + 4%
OR Add \$520.00 for Text-Commitment-Only Development Plan	5-Planning-Other-Except Notice	\$3,640.00 + \$67.60 <i>per Acre</i>	\$3,120.00 + \$520.00 \$3,640.00 + \$67.60	Base Application Fee + 4% (58.3) + Text-Commitment-Only Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%
OR Add \$1,040.00 if INCONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$4,160.00 + \$67.60 <i>per Acre</i>	\$3,120.00 + \$1,040.00 \$4,160.00 + \$67.60	Base Application Fee + 4% (58.3) + Inconsistency Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%
OR Add \$1,560.00 if BOTH Text-Commitment-Only Development Plan AND INCONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$4,680.00 + \$67.60 <i>per Acre</i>	\$3,120.00 + \$1,040.00 + \$520.00 \$4,680.00 + \$67.60	Base Application Fee + 4% (58.3) + Inconsistency Fee + 4% + Text-Commitment-Only Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%
58.4. Application for ZMC to the Districts at Right without a [Graphic] Development Plan and Proposing One of the Following:		Design Districts (DD, SCD, CD), Residential Multifamily (RS-M, RU-M), Commercial (CI, CN, CG), Office (OI), Industrial (IL, I), Research (SRP, SRP-C), or University and College (UC, UC-2)		
IF NO Text-Commitment-Only Development Plan AND CONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$3,640.00 + \$67.60 <i>per Acre</i>	\$3,500.00 + \$140.00 \$3,640.00 + \$67.60	Base Application Fee (58.4) + 4% Technology Fee Base Application Fee + 4% (58.4) + Per Acre Fees + 4%
OR Add \$520.00 for Text-Commitment-Only Development Plan	5-Planning-Other-Except Notice	\$4,160.00 + \$67.60 <i>per Acre</i>	\$3,640.00 + \$520.00 \$4,160.00 + \$67.60	Base Application Fee + 4% (58.4) + Text-Commitment-Only Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%
OR Add \$1,040.00 if INCONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$4,680.00 + \$67.60 <i>per Acre</i>	\$3,640.00 + \$1,040.00 \$4,680.00 + \$67.60	Base Application Fee + 4% (58.4) + Inconsistency Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%
OR Add \$1,560.00 if BOTH Text-Commitment-Only Development Plan AND INCONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$5,200.00 + \$67.60 <i>per Acre</i>	\$3,640.00 + \$1,040.00 + \$520.00 \$5,200.00 + \$67.60	Base Application Fee + 4% (58.4) + Inconsistency Fee + 4% + Text-Commitment-Only Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%

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DSC Fees and Payment Menu – Planning, Public Works, Transportation, Water Management

APPLICATION OR PERMIT TYPE	PAYMENT NUMBER, TYPES & HOW MUCH		FEE CALCULATIONS	
APPLICATION TYPES WITH ALL RELATED FEES & PAYMENTS – ALPHABETICAL ORDER	PAYMENT # AND TYPE(S) TO USE (MAY BE MORE THAN ONE)	PAY THIS AMT. (INCLUDES 4%)	PARTS OF TOTAL FEE	CALCULATION OF FEES (ALWAYS ROUND UP)
58. Zoning Map Change (ZMC) Applications and Related Fees (Continued)				
58.5. Application for ZMC to the Districts at Right with a [Graphic] Development Plan and Proposing Either of the Following: <i>(Note: Text-only development plans are not permitted)</i>	PDR, Design Districts (DD, SCD, CD), Mixed Use (MU), Office (OI), Residential Multifamily (RS-M, RU-M), Commercial (CI, CN, CG, and CC), Industrial (IL, I, IP), Research (SRP, SRP-C), or University and College (UC, UC-2)			
IF CONSISTENT with the Adopted FLUM	5-Planning-Other-Except Notice	\$4,680.00 + \$67.60 <i>per Acre</i>	\$4,500.00 + \$180.00 \$4,680.00 + \$67.60	Base Application Fee (58.5) + 4% Technology Fee Base Application Fee + 4% (58.5) + Per Acre Fees + 4%
OR Add \$1,040.00 if <u>INCONSISTENT</u> with the Adopted FLUM	5-Planning-Other-Except Notice	\$5,720.00 + \$67.60 <i>per Acre</i>	\$4,680.00 + \$1,040.00 \$5,720.00 + \$67.60	Base Application Fee + 4% (58.5) + Inconsistency Fee + 4% Application Fee Subtotal + Per Acre Fees + 4%
58.6. Modifications to Text Commitments, Only, on Existing Development Plans	5-Planning-Other-Except Notice	\$1,560.00	\$1,500.00 + \$60.00 \$1,560.00	Base Application Fee (58.6) + 4% Technology Fee Application Fee
59. Zoning Review by DSC Engineering (Zoning Map Changes), Same as 58.1	3-FldPln, ROWTempClos, PWZon-Rev	\$104.00	\$100.00 + \$4.00 \$104.00	Base Application Fee + 4% Technology Fee Application Fee
60. Zoning Verification Letter	4-Planning-Development Services	\$20.80	\$20.00 + \$0.80 \$20.80	Base Verification Fee + 4% Technology Fee Total Verification Fee

Please see pages 16-18 for **Appendix: Descriptions of Certain Development Application Thresholds** and pages 19-21 for the **Table of Contents**.

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Appendix: Descriptions of Certain Development Application Thresholds

I. Floodplain Development Applications

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

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

II. Site Plans

Reference: See UDO Sec. 3.7, Site Plan Review

Note: Structured parking is considered habitable building area.

A. Development That Does Not Require a Site Plan:

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

B. Level 1: A site plan requiring only Planning Department and Inspections Department review.

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

1. A maximum of 500 square feet (sq. ft.) of new impervious surfaces added,
2. No changes in stormwater management,
3. No more than 1,000 sq. ft. of new, habitable building area, and
4. Less than 12,000 sq. ft. of land disturbance.

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

1. A maximum of 500 sq. ft. of new impervious surfaces (in addition to new building if not on existing impervious),
2. No changes in stormwater management,
3. Greater than 1,000 sq. ft. of new, habitable building area, and
4. Less than 12,000 sq. ft. of land disturbance.

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

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

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

III. Subdivisions

Reference: See UDO Sec. 3.6, Subdivision Review

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

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

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

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

C. Major Final Plat: A Final Plat that does not meet the definitions of an Exempt Plat or Minor Plat.

D. Preliminary Plat – Major or Minor:

1. The subdivision of land into more than six lots.
2. The subdivision of land into 2 to 6 lots if it requires the dedication of public lands, adding streets, new utilities or the extension of utilities, or requires diffuse flow mechanisms or stormwater management facilities.
3. A major preliminary plat is a major site plan that also serves as a preliminary plat for a subdivision.
4. See also UDO paragraphs 3.6.6, Preliminary Plat Requirements, and 3.6.7, Preliminary Plat Approval.

IV. Other Fee-Related Definitions and Descriptions

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

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

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

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Certificate of Appropriateness, Master, or Master COA: Public projects proposed in multiple locations in an historic district by the City and County and public utility companies may be submitted as a master COA from the HPC instead of obtaining individual COAs for each proposed project.

Certificate of Appropriateness, Minor, or Minor COA: COAs approved or amended by Planning staff. No quasi-judicial hearing is required, although staff periodically reports actions taken on Minor COAs to the HPC. See UDO paragraph 3.17.4, Minor Works COA.

Home Occupation: Any occupation conducted by the inhabitants of the dwelling, which is secondary to the main use as a dwelling, and causes no change in the exterior of the dwelling. See UDO paragraph 5.4.4, Home Occupations. A new home occupation requires a **Home Occupation Permit**, per UDO Sec. 13.3, Home Occupation Permit.

Inconsistency Fee: Charged when one or more proposed districts for a Zoning Map Change are inconsistent with the adopted *Durham Comprehensive Plan* Future Land Use Map (FLUM). See UDO paragraph 3.5.4, Consistency with the *Comprehensive Plan*.

Off-Site Paper File Retrieval Fee: Retrieval of a physical Planning file or plan from off-site storage when it is available in digital format at the time of the request.

Reasonable Accommodation: In conformance with UDO Sec. 3.23, Reasonable Accommodation, the procedure for making requests for reasonable accommodation to land use and zoning regulations, policies, practices, and procedures of the City and County of Durham to comply fully with the intent and purpose of Federal laws. Reasonable accommodation requests are processed by the Planning Department and subject to a quasi-judicial hearing and decision by the Board of Adjustment.

Reference Guide for Development (RGD): Formally adopted into Sec. 1-16 of the City of Durham Code of Ordinances on May 18, 2020. The City of Durham Public Works Department Engineering Division and Stormwater Services & GIS Division, the Department of Transportation Development Review and the Department of Water Management Development Review Groups have prepared this guide to explain their involvement in the City's Development Review Process and to provide a reference manual of some of the City's design standards and design requirements.

Temporary Use Permit (TUP): Issued by the Planning Department, a temporary use permit is required for certain temporary uses, in keeping with UDO Sec. 3.12, Temporary Use Permit, and Sec. 5.5, Temporary Uses, and occurring on property outside of the public right-of-way. Temporary uses meeting UDO requirements shall be allowed upon the issuance of a temporary use permit, except as set forth in specific standards in UDO Sec. 5.5.

Text-Commitment-Only Development Plan: A text-only or text-commitment-only development plan shall be limited to applications that only proffer commitments that specify, limit, and/or prohibit uses within the zoning district requested pursuant to UDO Sec. 5.1, Use Table. A text-only development plan shall not be permitted for a zoning map change request for a Planned District listed in Sec. 4.4, Planned District Intent Statements. See also UDO paragraph 3.5.6H.

UDO, Unified Development Ordinance: The term "UDO" means the *Unified Development Ordinance*, as adopted by both the City and County of Durham, North Carolina.

Zoning Verification Letter: A due-diligence letter provided by the Planning Department to verify the zoning and any zoning overlays on a property and is often required by financial institutions. It does not verify that a specific use is allowed on the property (see [Business Verification Letter](#)).

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