

DRB & PEC Application Fees

Effective August 1st, 2024

DRB Application Name	Fee
Addition	\$1,225
Exterior Alteration	\$500 Multi-Family/Commercial \$325 Single-Family/Duplex
Changes to Approved Plans	\$180
Conceptual Review	\$0
New Construction	\$1,925
Separation Request	\$0
Sign Application	\$325 Plus \$1.00 per square foot of total sign area
Tree Removal	\$0
Wildlife Resistant Enclosure	\$50 Multi-Family/Commercial \$20 Single-Family/Duplex
Small Project*	\$30

PEC Application Name	Fee
Conditional Use Permit	\$1,150
Development Plan	\$1,900 - establishment of a Plan \$650 - Amendment of a Plan
Exemption Plat	\$775
Flood Plain Modification	\$300
Exterior Alteration - Major	\$1,100
Exterior Alteration - Minor	\$1,100
Subdivision Review - Major	\$1,100 Plus \$20 per platted lot
Subdivision Review - Minor	\$1,050
Change in District Boundary (Rezoning)	\$2,275
Special Development District	\$6,150 - New SDD \$3,725 - Major amendment to an SDD \$1,250 - Major Amendment to an SDD w/o exterior modifications \$1,525 - Minor Amendment to an SDD
Variance	\$1,650 - All others \$450 - Recycling Exemption Request \$500 - Sign
Zoning Code Amendment/ Comprehensive Plan Amendment	\$2000**

Administrative Application Name	Fee
Plat Amendment	\$100 - SFR/Dup/Condo/TH Correction
Home Occupation	\$0
Staff Determination	\$200

Town Council	Fee
Appeal	\$1000**
Permission to Proceed	\$0
Employe Housing Deed Restricted Unit Exchange	\$0



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***Small Project:** Single-family residences may apply for a Small Project application for the projects that are limited in scope and are only for one of the following listed improvements: Replacement of doors, painting doors, replacement of light fixtures, re-roof of the entire structure, replacement of decking material and window replacements

****Pass-through account required:** A pass-through account is required to be established for certain applications as noted in the fee schedule. The pass-through account is used to cover the cost of staff review, legal review, or any other technical reviews or consultations incurred by the town during the review. All external reviews will be billed at the consultants established billable rate. Planning staff's rate is billed at \$65/hour.

A minimum balance of \$200 is required to be maintained in the account during the development review.

Within 120 days after final approval or after the date on which the application has give written notice that the development will not proceed the Town shall determine the balance owned to the applicant, that amount being the amount deposited over the cost incurred, and return that amount to the applicant's address on file with the application.

Appeal: An appeal that is successful will have the pass-through account billed at 50% of the billable rate of staff time.

Employee Housing Units: Any Design Review Board application that is for an Employee Housing Unit as defined by Town Code that is not required as Inclusionary Zoning or Commercial Linkage may request a waiver of the application fee. Such request shall be submitted to the Community Development Director upon submission of the application.