

County of Prince William

5 County Complex Court, Prince William, VA. 22192
(703) 792-6830, Fax (703) 792-4758 www.pwcva.gov



The seal of Prince William County, Virginia, is a circular emblem. It features a central figure of a Native American holding a bow and arrow, with a scale of justice below. The text 'THE SEAL OF PRINCE WILLIAM COUNTY VA.' is inscribed around the perimeter. A five-pointed star is positioned at the bottom center of the seal.

Land Development Application Review and Inspections

ADOPTED **Fee Schedule** Effective July 1, 2023

Telephone numbers for additional information

Land Development/Plan Review	(703) 792-6830	Bonds and Escrows	(703) 792-6830
Environmental Management	(703) 792-7070	Finance/Business Licenses	(703) 792-7470
Planning Office	(703) 792-7615	Fire Marshal's Office	(703) 792-6360
Transportation Department	(703) 792-6825	GIS/Mapping	(703) 792-6840
Watershed Management	(703) 792-7070	Health Department	(703) 792-6310
Zoning Administration	(703) 792-7615	Neighborhood Services	(703) 792-7018
Zoning Division	(703) 792-6830		
Building Code Enforcement	(703) 792-6931	Miss Utility	(800) 552-7001
Building Construction Inspections	(703) 792-7006	Service Authority	(703) 335-7900
Building Permits	(703) 792-6924	VA Dept of Transportation	(703) 383-8368
Building Plan Intake	(703) 792-4040	VA. DPOR:	
Building Plan Review	(703) 792-6930	Contractors	(804) 367-8511
Special Inspections	(703) 792-6112	Architects and Engineers	(804) 367-8506

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Land Development Application Review and Inspection Fees

This section identifies fees charged for review and permitting in connection with applications for land development activities in Prince William County, Virginia.

Applicants should use this schedule to identify what fees are required. A review fee calculation form or a land permit calculation form must accompany each plan submission application, as identified in the Administrative Procedures Manual, to identify how the fee amount was derived. The fee calculation forms are available at the Department of Development Services at (703) 792-6830 and on the Department of Development Services web page at www.pwcva.gov/LDDDDocs.

The exact amount should be used when calculating payments for land development review(s) and permit fees when submitted as part of the application process. If there is a miscalculation of fees by less than 20 percent and the plan meets quality control screening standards, the Department of Development Services will accept the plans and adjust the amount by the final submission (signature submission).

Any fees calculated on an area basis must be figured to a minimum of two decimal places. For example, if the parcel area is 8.49956 ac, do not use 8.4 ac or 8.5 ac, 8.50 ac should be used to calculate the fees.

Payment can be made using cash, checks, or credit/debit cards for all land development review(s) and permit fees. However, credit card payments for bonds and/or escrows (including lot escrows) will not be accepted (cash or check only). Checks should be made payable to 'Director of Finance, Prince William County'. Only the following credit/debit cards will be accepted for land development fees: Master Card, Visa, and Discover. All credit/debit card transactions must be processed in person. Currently, we do not accept credit/debit card payments over the phone or online.

PART I
NOTES AND ADMINISTRATIVE STANDARDS

This section is provided for clarification of the terms used in subsequent parts.

Important Terminology - The following terms and their definitions are to be applied when using this fee schedule.

1. **Application/Base Fee** - This is the fee payment that is required to be paid in full upon the initial submission of any study or plan that is subject to Department of Development Services' review or administration. In either case, the specific fee will state whether this amount is a minimum amount or is in addition to a supplemental fee.
2. **Supplemental Fee** - This fee is to be provided upon initial submission of any applicable plan. The amount due upon first submission of any plan is equal to either the applicable project variable multiplied by the item charge, or the percentage of total bond (specified in the fee schedule) multiplied by the total performance bond amount found on the plan cover sheet. Plans will not be accepted for initial submission without a completed unit price list and bond estimate, and the resultant supplemental fee calculation. Supplemental fees are calculated using costs that are normally bondable even when some or all bonds shown will not be required to be posted (as in plans for public uses and facilities).
3. **Fee Reconciliation** - As part of the pre-signature summary letter, an analysis will be performed by the Department of Development Services to determine if a change in total performance bond occurred during plan review from the figure established as part of the first submission.

If there was an increase in total performance bond during the plan review, or if the plan file indicates outstanding fees due, the Department of Development Services shall include the total balance due in the signature summary letter. That amount must be included with the signature submission, or the plan will not be accepted for signature.
4. **Unit Price List (UPL) Bond** - This amount is the total construction cost (total bond amount less the administrative and inflation cost estimate) located on the PWC standard cover sheet.
5. **Total Bond** - This amount is the total performance bond amount, equal to the total construction cost (UPL bond) plus the administrative and inflation costs, as shown on the bond estimate located on the plan cover sheet. This includes those plans for public uses and facilities, Dale Service Corporation, and Virginia American Water. (For any project involving either Dale Service Corporation or Virginia American Water, the supplemental fee and total performance bond are to be itemized between company and county bonded items.)

Note: This amount must be calculated according to this schedule and provided on the cover sheet, at the initial (i.e., first) submission of any relevant subdivision/site plan, revision, or other plan type requiring a supplemental fee.
6. **Single Family Detached (SFD) Plan Submissions** - Any residential subdivision plan involving detached residential dwelling units with any design or style characteristics
7. **Townhouse/Multifamily (TH/MF) Plan Submission** - Any residential subdivision or site plan involving attached residential dwelling units with any design or style characteristics. This includes but is not limited to duplexes, multiplexes, fee simple townhouses, condominiums (if attached), garden or other apartments, or high-rise residential development.
8. **Non Residential Subdivision Plan** - Any non residential subdivision plan involving creating parcels/lots for non residential use.

9. **Public Improvement (PI) (Infrastructure) Plan Submissions** - If an infrastructure plan (road, storm sewer, stormwater management, utilities, etc.) is proposed to a residential or nonresidential project, but is not submitted in conjunction with the site and subdivision plans for the project being served, the PI fee category identified in the fee schedule will be used. In cases where the infrastructure plan is submitted as part of a site or subdivision plan, the review fee appropriate for the site or subdivision plan will be used. Major road plans serving more than one development (such as those identified in the Comprehensive Plan) will be treated as public improvement plans.
10. **County Public Improvement Projects** - The Director of Development Services has the discretion to determine which fee(s) are charged for County Public Improvement Projects.
11. **Refunds** - The Land Development Division does not offer refunds once formal acceptance of a first submission has occurred.
12. **Revision Fee** - Any plan revision that proposes an increase and/or change of less than 25 percent of the original plan, disturbed area, building area, or number of units/lots shall use the appropriate site plan or subdivision revision fee category. If the plan's revision proposes more than a 25 percent increase or change to the original plan, the appropriate final site or subdivision fee category shall be used. (The file number designation shall have no relevance to the fee category used.)
13. **Targeted Industry Plan Review and Development Permit Fees** - The proposed development must be appropriately classified prior to plan submission in order to qualify for targeted industry status. Determination will be made in writing by the director of Economic Development upon written request of the applicant. All such approved verifications must accompany the initial plan submission.
14. **Extensions and Waivers for Final Site/Subdivision Plan Resubmission** - In the event a plan resubmission is not received by the deadline, an administrative extension shall be requested in accordance with Part II, #9 of the Fee Schedule. Should any project remain dormant for a period of time exceeding 60 days without an extension request, individual administrative extensions and/or 6-month waiver requests shall be used to bring the project current prior to resubmission.

PART II - GENERAL LAND DEVELOPMENT AND RELATED FEES

	Fee
1. Quality Control Review Fee (final site/subdivision plans and revisions)	\$ 198.91
2. Quality Control Review Fee (minor site plans)	\$ 62.26
3. Quality Control Rejection Fee	\$ 317.58
4. Concurrent Processing - of a final site/subdivision plan or revision while a Planning Office application requiring a Public Hearing is being reviewed simultaneously	\$ 622.57
5. Conservation Escrow - as percentage of total UPL bond	10.00%
6. Plat Administration	
Re-stamping of plans/revalidation of plats - base/administrative fee plus price per sheet over ten sheets	\$ 103.43
	\$ 4.37
Re-stamping of lost plans, additional copies, or revalidation of plats due to non-technical changes.	
Revalidation of plat for final subdivision/site plan, record, or easement plat - base plus price per sheet over ten sheets	\$ 103.43
	\$ 4.37
Applicable where a plat approval is still valid, but a non-technical change to the plat is required, i.e., ownership change, deed book and page number updates.	
Plat Vacation pursuant to Virginia Code § 15.2-2271 or § 15.2-2272	\$ 150.00
7. Waiver Requests	\$ 849.32
Waiver request by individual lot owner	\$ 201.04
8. Cemetery Preservation Area and Fence Modification	\$ 130.36
9. Plan Resubmission Time Extension Request (maximum four extensions)	\$ 99.07
Note: After the maximum number of regular review cycle time extensions, a formal waiver request (with fee) plus \$99.06 time extension request is necessary. This must be requested in writing. Any extensions granted in such instances shall be based upon current county policy guidelines for third or signature extensions.	
10. Administrative Reviews - This is applicable only where there are no review agencies other than Development Services involved in the review process. Otherwise, the fee category used shall be the minor subdivision/site plan review category.	\$ 448.69
11. Substitute Permit Fee - This is applicable only when a new developer takes over an existing project. The new developer must obtain a permit under the company name.	\$ 265.21
12. Revisions to any Approved Plan or Plat, all types (including PASA and Lime stabilization studies)	
Application Fee	\$ 1,497.60
Targeted Application Fee	50% of non-targeted
Supplemental Fee - total not to exceed percentages of total bond or any increase in total bond (whichever applicable)	\$ 12,183.20
Residential Development	4.18%
Nonresidential Development	4.18%
Targeted Industry Development	50% of non-targeted
13. Bond Administration Fee (due at surety posting)	\$ 663.03
14. Bond Release Fee (due prior to surety release)	\$ 609.16
15. Lot Escrow Administrative Fee (single-family detached), per lot	\$ 62.26
16. Performance Agreement Extension Request	
If request is submitted prior to the expiration of the performance agreement	\$ 1,681.14
If request is submitted after the expiration of the performance agreement	\$ 2,523.15
17. Performance Agreement Reduction Request	\$ 1,681.14
18. Performance Agreement Substitution (per performance agreement)	\$ 310.06
19. Escrow Revision/Reduction Request	\$ 516.30

PART III - SPECIFIC DEVELOPMENT STUDIES REVIEW FEES**Fee**

The appropriate fee will be charged for all traffic impact studies, PASAs, RMA Limit Studies, and WQIAs, etc., whether they are submitted separately or in conjunction with a site or subdivision plan.

1. Quality Control Fee (Development Study or Report)	\$ 93.38
2. Traffic Impact Studies	
a. First Submission	\$ 1,867.69
b. Third and Subsequent Submissions	\$ 933.85
3. Perennial Flow Determination	
Regular (drainage area greater than 50 Acres)	\$ 1,032.88
Minor (drainage area less than or equal to 50 Acres, and individual single family lots)	\$ 343.81
4. Preservation Area Site Assessments (PASA)	
PASA (if applicable)	\$ 2,540.67
plus fee if submitted with plat	\$ 168.99
Individual lot PASA (per lot) in conjunction with a building permit	\$ 275.33
5. Resource Management Area (RMA) Limits Study	
Preliminary study	\$ 1,198.96
Final study	\$ 399.16
Individual lot study (per lot) in conjunction with a building permit	\$ 201.04
Final study without prior submittal of preliminary study	\$ 1,198.96
6. Water Quality Impact Assessment (WQIA)	
Preliminary WQIA	\$ 1,198.96
Final WQIA with prior submittal of preliminary WQIA	\$ 598.75
Final WQIA without prior submittal of preliminary WQIA	\$ 1,198.96
7. Intensely Developed Area (IDA) Boundary Modification Request	\$ 929.45
8. Exception for RPA Encroachment	
Administrative Exception (individual residential lot - primary)	\$ 196.28
Administrative Exception (individual residential lot - accessory)	\$ 99.56
Public Hearing Exception (through Chesapeake Bay Preservation Area Review Board)	\$ 929.45
Appeal to Chesapeake Bay Preservation Area Review Board	\$ 907.42
9. Floodplain Studies	
The fee for floodplain studies will be calculated by adding the application fees and the hydraulic analysis fee.	
Hydrologic Analysis	
Computation of Discharges - These fees are based on the size of the watershed at the downstream end of the project.	
Application Fee	\$ 898.85
Additional Review Fee, per square mile	\$ 201.04
<i>Note: If the discharges are obtained from an approved study, a fee should be submitted in lieu of the above fees. The acceptability of the study will be determined by the Director of Public Works.</i>	\$ 448.69
Hydraulic Analysis	
Computation of Water-Surface Elevations	
Application Fee - Based upon no structural measures and no stream or channel modification	\$ 898.85
Additional Review Fee	
If the hydraulic analysis includes any structural measures (culverts, berms, etc.) within the project site or any floodplain modifications (fill, excavation, etc.), the following amounts will be added to the base fee for each structure or modification shown.	
Bridge or Culvert (no channelization)	\$ 958.58
Levees, Berms, Dams, or Other Structural Measures	\$ 1,697.18
Channel or Floodplain Modifications	\$ 1,060.55
10. Geotechnical Study	
Commercial Site and Subdivision Geotechnical Report (Final & Major Revision)	\$ 2,632.65
Commercial Site and Subdivision Geotechnical Report (Minor Revision)	\$ 173.53

PART IV - RESIDENTIAL SUBDIVISION/SITE PLAN REVIEW FEES

Fee

Fees for the Health Department or other agency reviews or studies are due at time of initial submission and must be paid concurrently with the given application fee shown below.

1. Preliminary Residential Subdivision/Site Plan

Application Fee, minimum OR	\$ 898.85
per proposed lot/unit, whichever is greater	\$ 59.73

2. Final Single Family Detached (SFD) Residential Subdivision Plan (resulting in three or more lots)

Application Fee	\$ 898.85
Supplemental Fee, per lot	\$ 738.61
Health Department Review Fee (if applicable), per lot	\$ 23.31

3. Final Single-Family Detached (SFD) Residential Subdivision/Site Plan (resulting in less than three lots)

Application Fee	\$ 898.85
Health Department Review Fee (if applicable), per lot/unit	\$ 23.31

4. Final Residential Townhouse/Multifamily (TH/MF) Residential Subdivision/Site Plan

Application Fee	\$ 898.85
Supplemental Fee per lot/unit	\$ 493.86

5. Public Improvement (Infrastructure) Plans - Serving any residential subdivision or site plan and submitted separately

Application Fee	\$ 898.85
Supplemental Fee - total not to exceed	\$ 119,803.70
Percentage of total bond applied up to \$2M	2.09%
Percentage of total bond applied over \$2M	1.00%

6. Family Land Transfers, per application

\$ 898.85

7. Plan Revalidation

\$ 448.69

PART V - NONRESIDENTIAL SUBDIVISION/SITE PLAN REVIEW FEES

Fee

1. Sketch/Preliminary Plan

Application Fee	\$ 898.85
plus fee per 1,000 gross bldg sf proposed	\$ 1.00

2. Final Site Plan

Application Fee	\$ 898.85
Health Department Review Fee (if applicable), per lot	\$ 23.31
Private Utility System Review Fee (if applicable), minimum fee	\$ 85.95
Fee per disturbed acre	\$ 43.70
Supplemental Fee - total not to exceed	\$ 55,909.45
per gross sq. ft. of proposed building(s) up to 10,000 sq. ft.;	\$ 1.20
per gross sq. ft. of proposed building(s) over 10,000 sq ft	\$ 0.41
OR no proposed building(s)	
Percentage of total bond or escrow whichever is higher for up to the first \$2M	0.15%
Percentage of total bond or escrow whichever is higher for over \$2M	0.01%

Note: The higher of the two calculations is required to be used for the calculation of the supplemental fee.

3. Final Subdivision Plan

Application Fee	\$ 898.85
Supplemental Fee, per lot/parcel	\$ 738.61
Health Department Fee (if applicable) per lot/parcel	\$ 23.31
Private Utility System Review Fee (if applicable), minimum fee	\$ 85.95
Fee per disturbed acre	\$ 43.70

4. Outdoor Recreation Uses - e.g., golf course, driving range, kiddie park

Application Fee	\$ 898.85
Private Utility System Review Fee (if applicable), minimum fee	\$ 85.95
Fee per disturbed acre	\$ 43.70
Supplemental Fee - total not to exceed	\$ 55,909.45
per gross sq. ft. of proposed building(s) up to 10,000 sq. ft.;	\$ 1.20
per gross sq. ft. of proposed building(s) over 10,000 sq ft	\$ 0.41

5. Public Improvement (Infrastructure) Plans - Serving non-residential projects and submitted separately

Application Fee	\$ 898.85
Private Utility System Review Fee (if applicable), minimum fee	\$ 85.95
Fee per disturbed acre	\$ 43.70
Supplemental Fee - total not to exceed	\$ 123,725.42
Percentage of total bond applied up to \$2M	2.09%
Percentage of total bond applied over \$2M	1.00%

6. Targeted Industry Site Plan

Application Fee	\$ 448.69
Health Department Review Fee (if applicable), per lot	\$ 23.31
Private Utility System Review Fee (if applicable), minimum fee	\$ 85.95
Fee per disturbed acre	\$ 43.70
Supplemental fee (final site plan)	50% of non-targeted

PART V - NONRESIDENTIAL SUBDIVISION/SITE PLAN REVIEW FEES**Fee****7. Public Improvement (Infrastructure) Plans - Serving targeted industry project and submitted separately**Application Fee

\$	448.69
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Private Utility System Review Fee (if applicable), minimum fee

\$	85.95
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 Fee per disturbed acre

\$	43.70
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Supplemental Fee - total

50% of non-targeted	
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8. Minor Site PlanApplication Fee

\$	898.85
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Private Utility System Review Fee (if applicable), minimum fee

\$	85.95
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 Fee per disturbed acre

\$	43.70
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Supplemental Fee (if applicable)

Percentage of total bond OR	
	4.19%

 Percentage of any increase in the total bond from the latest final plan

	4.19%
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9. Small Cell Facility, per planUp to 5 facilities

\$	100.00
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Each additional facility, up to 35

\$	50.00
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10. Telecom Administrative Review - eligible projects

\$	500.00
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11. Plan Revalidation

\$	448.69
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PART VI - PLAT REVIEW FEES

Fee

1. Plat and Deed Review Fees for Plats Associated with Final Subdivision Site Plans and Individual Lot Grading Plans

The following fees are due at first (initial) submission:

Subdivision Plat Fee - General Review Fee, per plat, plus	\$ 168.99
fee per lot	\$ 45.17
Easement Plat Fee, per plat	\$ 168.99

2. Plat and Deed Review for Re-subdivision, Consolidation, or Simple Subdivision

The following fees are due at first (initial) submission

Administrative Fee	\$ 898.85
Subdivision Plat Fee - General Review Fee, per plat plus	\$ 168.99
fee per final lot	\$ 45.17

3. Residential Deed of Consolidation (without associated plat)

\$ 898.85

4. Quality Control Review Fee (Plats - Vacations, Petitioned Rights-of-Way, Public Easement, not associated with other plans or plats)

\$ 37.36

5. Plats - Vacations, Petitioned Rights-of-Way, Public Easement (not associated with other plans or plats)

\$ 898.85

PART VII - PREDEVELOPMENT IMPROVEMENT PLANS/PERMITS

Fee

These predevelopment improvement plan fees are to be deducted from the site development/site preparation permit fee when that permit is requested.

1. Erosion Control/Restoration Plan/Stockpile or Borrow Plans Review Fee

These plans may be submitted only for the following types of development:

- Private subdivision consisting of lots 10 acres or greater in size;
- Bona fide agricultural use;
- Associated with a final subdivision/site plan or project.

Note: In the latter case, the parent plan must have been approved prior to submission of the above plans.

Application Fee

\$	898.85
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Supplemental Fee - total not to exceed percentage of erosion control escrow

\$	18,274.81
	6.01%

2. Grading and/or Infrastructure Permit (Nonresidential only)

Grading Permit, percentage of erosion control escrow, \$1,995.83 minimum

\$	1,995.83
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Total not to exceed

	19.95%
\$	339,900.00

For projects that hit the cap, permit validity of two years only. A new permit is required based on the remaining bond/escrow amount. Unit price list (cost to complete) will be required and verified before approval. All other bond/escrow processes apply.

Grading and Infrastructure Permit, percentage of total bond, \$1,995.83 minimum, plus Percentage of the erosion control escrow bond not to exceed the site development permit fee.

	6.24%
	19.95%

Note: The above plans may be accepted for review and subsequently approved by the Director of Development Services or his designee, but only after submission of a final subdivision/site plan for second review and the resolution of all major issues.

3. A-1, Residential/Agricultural & Erosion Control Permit

This permit will be issued for instances where a site development permit is not required and the area of disturbance exceeds 2,500 square feet.

\$	1,995.83
	19.95%

Percentage of erosion control escrow, \$1,995.83 minimum

PART VIII - LAND DEVELOPMENT PERMIT FEES

Fee

More than one of the permit fees listed below may apply to a given plan. Payment of all relevant permit fees is required prior to the permit issuance.

Site Development/Site Preparation Permit Fees

1. Final Site/Subdivision Plan

Application Fee	\$ 898.85
Supplemental Fee	
Residential Development	
Single Family Detached (SFD), per lot	\$ 1,397.08
Townhouse/Multifamily (TH/MF), per lot/unit	\$ 410.82
Nonresidential Subdivision Plan, per lot/parcel	\$ 1,397.08
Nonresidential Site Plan - total not to exceed	\$ 49,919.05
Per gross sq. ft. of proposed building(s) up to 10,000 sq. ft.	\$ 1.06
Per gross sq. ft. of proposed building(s) over 10,000 sq. ft.	\$ 0.35
OR no proposed building(s)	
Percentage of total bond or escrow whichever is higher for up to the first \$2M	0.15%
Percentage of total bond or escrow whichever is higher for over \$2M	0.01%

Note: The higher of the two calculations is required to be used for the calculation of the supplemental fee.

2. Public Improvement (Infrastructure) Plan serving a residential, a non-residential project, or both, but submitted separately

Application Fee	\$ 898.85
Supplemental Fee - not to exceed	\$ 165,728.17
Percentage of total bond for first \$2M	6.24%
Percentage of total bond for over \$2M	4.18%

3. Targeted Industry Development

Application Fee	\$ 448.69
Supplemental Fee	50% of non-targeted

4. Public Improvement Plan - Serving a targeted industry project, but submitted as a separate plan.

Application Fee	\$ 448.69
Supplemental Fee - not to exceed	50% of non-targeted

5. Outdoor Recreation Uses (e.g., golf course, driving range, kiddie park)

Application Fee	\$ 898.85
Supplemental Fee - not to exceed	\$ 49,919.05
Per disturbed acre	\$ 399.16
Per gross sq. ft. of proposed building(s) up to 10,000 sq. ft.	\$ 1.06
Per gross sq. ft. of proposed building(s) over 10,000 sq. ft.	\$ 0.35

PART VIII - LAND DEVELOPMENT PERMIT FEES

Fee

6. Revision Plans

Application Fee	\$ 1,497.60
Supplemental Fee - percentage of total bond or any increase in total bond, whichever is applicable	
Residential Development	8.99%
Nonresidential Development	8.99%
Targeted Industry Development	50% of non-targeted

7. Administrative Review/Minor Site Plans

Application Fee	\$ 269.51
Supplemental Fee - percentage of total bond	
Residential Development	6.95%
Nonresidential Development	10.52%
Targeted Industry Development	50% of non-targeted

8. Flood Hazard Use Permit

\$112.18

9. Underground Utility Permit

\$168.99

10. Land Disturbance Permit

\$148.59

Note: Schools and Other Prince William County Facility Subdivision/Site Plans

The design engineer shall note on the initial submission the appropriate application and supplemental fees along with supporting documentation even though the total bond may not be posted. Payment or crediting will be determined according to county policies and procedures relevant to the particular plan and agency.

PART IX - MISCELLANEOUS FEES

Fee

PART IX - MISCELLANEOUS FEES		Fee
1. Sale of Computer Generated Information - Reports/Printouts		
Standard reports (from listing)		
Up to ten pages		
Over ten pages		\$ 14.22
Customized reports/printouts - must be pre-ordered; will be billed according to the following fees:		
Per hour		\$ 128.01
Programming time, per minute		\$ 0.44
Computer connection time, per second		\$ 0.26
2. Overtime Policy		
Per hour		\$ 82.50
When a contractor's special request for inspections beyond normal working hours has been approved by the Site Inspections Manager, a per-hour fee shall be charged over and above any fees already levied for the permit or inspections.		
<u>Billable Minimum</u> - A minimum of two hours will be billed for any one day.		
<u>Travel Time</u> - Travel time is included in billable hours.		
<u>Record Keeping</u> - Inspectors must keep detailed records of inspection time and travel time.		
<u>Advance Agreement</u> - The inspection fees and approximate hours must be agreed upon in advance, in writing, by the firm requesting the overtime service and the Site Inspections Manager.		
<u>Billing</u> - Approved inspection fees will be billed on a weekly basis unless other arrangements are made.		
<u>Payments</u> - Payments on invoices must be paid promptly. Inspections will be discontinued if invoices are not paid within one week.		
3. Returned Check Fee		
		\$ 50.00
4. Site Occupancy Phasing Plans, per phase		
		\$ 118.05
5. Site Occupancy Inspection Request (Commercial/Multi-family/Temporary or Partial)		
- Per phase field inspection		\$ 167.83
6. Lot Grading Plans - Lots being reviewed exclusive of subdivision review, per lot		
		\$ 543.39
7. Minor Lot Grading Plan Revision		
		\$ 69.93
Note: Major revisions shall be charged the normal lot grading plan fee.		
8. Lot Grading Inspection (Paid with Building Permit)		
Re-inspection fee		\$ 270.96
		\$ 113.63
9. Pavement Redesign and CBR Test Verification, per street		
		\$ 445.78
10. Geotechnical Report in Conjunction with a Lot Grading Plan, per lot		
		\$ 196.28
11. Fire Lane Plan Review		
		\$ 327.68
12. Fire Lane Plan Inspection		
		\$ 266.75
13. As-Built Plan Review		
First Submission		\$ 437.04
Second Submission (one-time fee)		\$ 356.92
14. CCTV Storm Sewer / Underdrain Inspections		
a. Per linear foot (\$331.51 minimum)		\$ 2.76
b. Minimum fee		\$ 331.52
15. CCTV Storm Sewer / Underdrain Re-Inspections		
a. Work not ready for inspection as defined in Camera Van policy.		\$ 331.52
Not ready is defined as all of the required items for the requested inspection have not been installed and/or the work is not complete.		
b. Work is ready for inspection as defined in Camera Van policy, but deficiencies are identified. The reinspection fee shall be charged for each inspection over two when the identified deficiencies have not been corrected.		\$ 331.52
16. Erosion & Sediment Control Variance		
		\$ 421.00
17. Wetlands Permit Application		
		\$ 714.60
a. Mitigation rate vegetated \$18.00 sq ft		
b. Mitigation rate non-vegetated \$9.00 sq ft		
18. Concrete Re-Inspection fee for driveways and sidewalks		
		\$ 172.39
19. Open Cut Trenching for utility crossings on paver travelways and streets which are not in the State system of highways		
		\$ 243.66

Land Use Applications - Zoning, Rezoning and Special Use Permit Fees

This section identifies fees charged in connection with the review and processing of applications for rezoning, special use permits, zoning permit fees, and other land use applications reviewed by the Planning Office.

Applicants should use this schedule to identify fees associated with their respective applications. The fee schedules for rezoning and special use permit applications may also be found as part of the rezoning and special use application checklists.

The exact amount should be used when calculating payments for review fees when submitted as part of the application process. If there is a miscalculation of fees by less than 20 percent and the plan meets quality control screening standards, the Planning Office will accept the plans and adjust the amount by the final submission.

Any fees calculated on an area basis must be figured to a minimum of two decimal places. For example, if the parcel area is 8.49956 ac, use 8.50 ac to calculate the fees.

Payment can be made using cash, checks, or credit/debit cards for all Zoning Administration reviews. The following credit/debit cards will be accepted: Mastercard, Visa, and Discover. For rezonings and special use permits, only cash and check payments will be accepted. Checks should be made payable to 'Director of Finance, Prince William County,' and be submitted as part of the application process.

Checks for land use review fees must be made payable to the 'Director of Finance, Prince William County', and submitted as part of the application process.

Refunds: A refund of 25% of the application fee shall be returned to the applicant if the application requiring a public hearing is withdrawn prior to the submission of a newspaper advertisement announcing the Planning Commission public hearing. Cases withdrawn after the advertisement will not have any funds reimbursed.

PART I -REZONING FEES

Classification	Zoning District	Base	Plus/Acre
A-1	Agricultural		
	a. without a residential component	\$ 9,552.09	\$ -
	b. with a residential component	\$ 11,940.12	\$ -
SR- 5	Semi-rural Residential	\$ 11,940.12	\$ 343.13
SR-3	Semi-rural Residential	\$ 11,940.12	\$ 343.13
SR-1	Semi-rural Residential	\$ 11,940.12	\$ 343.13
R-2	Suburban Residential Low	\$ 11,940.12	\$ 343.13
R-4	Suburban Residential Low	\$ 11,940.12	\$ 343.13
R-6	Suburban Residential Medium	\$ 11,940.12	\$ 343.13
RMH	Residential Mobile Home	\$ 11,940.12	\$ 343.13
R-16	Suburban Residential High	\$ 11,940.12	\$ 343.13
R-30	Urban Residential	\$ 11,940.12	\$ 343.13
RU	Urban Residential	\$ 11,940.12	\$ 343.13
V	Village		
	a. without a residential component	\$ 9,552.09	\$ 274.51
	b. with a residential component	\$ 11,940.12	\$ 343.13
MXD	Mixed Use District	\$ 15,936.75	\$ 474.69
MXD	Addition		
	a. without a residential component	\$ 12,749.40	\$ 379.75
	b. with a residential component	\$ 15,936.75	\$ 474.69
MXD	Amendment		
	a. without a residential component	\$ 6,374.70	\$ 379.75
	b. with a residential component	\$ 7,968.37	\$ 474.69
PMR	Planned Mixed Residential	\$ 15,936.75	\$ 474.69
PMR	Addition		
	a. without a residential component	\$ 12,749.40	\$ 379.75
	b. with a residential component	\$ 15,936.75	\$ 474.69
PMR	Amendment		
	a. without a residential component	\$ 6,374.70	\$ 379.75
	b. with a residential component	\$ 7,968.37	\$ 474.69
RPC	Residential Planned Community	\$ 15,936.75	\$ 474.69
RPC	Addition		
	a. without a residential component	\$ 12,749.40	\$ 379.75
	b. with a residential component	\$ 15,936.75	\$ 474.69
RPC	Amendment		
	a. without a residential component	\$ 6,374.70	\$ 379.75
	b. with a residential component	\$ 7,968.37	\$ 474.69
B-1	General Business	\$ 9,552.09	\$ 233.27
B-2	Neighborhood Business	\$ 9,552.09	\$ 196.28
B-3	Convenience Retail	\$ 9,552.09	\$ 196.28
O(L)	Office - Low-rise	\$ 9,552.09	\$ 196.28
O(M)	Office - Mid-rise	\$ 9,552.09	\$ 263.12
O(H)	Office - High-rise	\$ 9,552.09	\$ 341.35
O(F)	Office - Flex	\$ 9,552.09	\$ 263.12

PART I -REZONING FEES

Classification	Zoning District	Base	Plus/Acre
M-1	Heavy Industrial	\$ 9,552.09	\$ 302.95
M-2	Light Industrial	\$ 9,552.09	\$ 253.18
M-T	Industrial/Transportation	\$ 9,552.09	\$ 341.35
PBD	Planned Business District	\$ 12,749.40	\$ 379.75
PBD	Addition	\$ 12,749.40	\$ 379.75
PBD	Amendment	\$ 6,374.70	\$ 379.75
PMD	Planned Mixed Use District, first 500 acres plus		
	a. without a residential component	\$ 12,749.40	\$ 389.71
	b. with a residential component	\$ 15,936.75	\$ 474.69
	for 501 - 1,000 acres plus		
	a. without a residential component		\$ 196.28
	b. with a residential component		\$ 245.34
	for 1,001 - 1,500 acres		
	a. without a residential component		\$ 96.72
	b. with a residential component		\$ 120.89
	for 1,501 acres and above (in addition to fees for first 1,500 acres)		
	a. without a residential component		\$ 48.36
	b. with a residential component		\$ 60.46
PMD	Addition		
	a. without a residential component	\$ 12,749.40	\$ 401.08
	b. with a residential component	\$ 15,936.75	\$ 501.36
PMD	Amendment		
	a. without a residential component	\$ 6,374.70	\$ 401.08
	b. with a residential component	\$ 7,968.37	\$ 501.36

OTHER FEES

Service Authority Review Required for most rezoning applications	\$ 78.23
Rezoning of less than 40,000 sq. ft. in land area to a residential use (does not create new lots)	\$ 4,780.67
Corrective Rezoning of less than 40,000 sq. ft. in land area	\$ 3,824.54
Proffer Amendment - not involving significant modifications to the basic submission or general development plan, but requiring a public hearing process. Substantive changes to proffered conditions require a new zoning application.	\$ 6,091.66
Modification to an Overlay District	\$ 2,417.80
Traffic Impact Studies	
a. First Submission	\$ 1,867.69
b. Third and Subsequent Submissions	\$ 933.85
Comprehensive Plan Amendment	\$ 2,490.25 \$ 121.00
Administrative Proffer Modification	\$ 1,867.69

PART II - SPECIAL USE PERMIT FEES

Fee

In the event that a proposed special use is not clearly described in this schedule, the Planning Office shall determine the special use "most like" the proposal and assign the fee accordingly.

Description	Use	Fee
<p>Category A - Limited to small-scale uses in the Agricultural and Residential districts. Also lawful nonconforming uses</p>	<ul style="list-style-type: none"> • Breeding exotic birds and animals • Keeping of domestic fowl in SR1, SR3, and SR5 • Lawful nonconforming uses • R-4 lots on private streets • Semi-rural lots on private wells • Small wind-driven energy system 	\$ 251.28
<p>Category B - Nonresidential uses within residential areas, but not necessarily commercial in nature</p>	<ul style="list-style-type: none"> • Bed and Breakfast • Child care facility, 2 to 12 children • Family day home, 5 to 9 children • Group residences, recovery homes • Home business (except rural home business) • Home employment • Private school, ancillary to a residence • SWM facilities 	\$ 444.71
<p>Category C - Agricultural uses not related to farming or permitted agricultural uses; temporary public facilities; other limited uses not necessarily commercial in nature</p>	<ul style="list-style-type: none"> • Adult day care, up to 9 persons • Agritourism on a private street • Arts related use on a private street • Commercial riding facility • Non-Agricultural Fill • Non-Commercial kennel • Petting Farm • Ranges, outdoors or indoors, as an ancillary use • Rural home business, without outside storage 	\$ 779.41
<p>Category D - Non-commercial and commercial uses of minimal impact or intensity.</p>	<ul style="list-style-type: none"> • Adaptive reuse of a historic building • Adult day care facility, 10 or more persons • Child care facility, 13 to 40 children • Community Recreation Facility • Craft brewery • Donated materials collection center. • Electronic message board sign(s) • Homeless shelter • Manufacturing, pottery, ceramics • Medical care facility, less than 20 beds • Merchant Craftsman/Artisan Shop • Pet Care Facility • Private school, as a principal use (not ancillary to residence) • Rooftop radio towers over 10 ft. from roof • Rural home business, with outside storage • Sign package, 1-5 signs • Temporary use of manufactured or modular units by religious institutions and private schools 	\$ 1,948.53

PART II - SPECIAL USE PERMIT FEES

Fee

Description	Use	Fee
<p>Category E - Commercial uses with intensity that is semi-compatible with surrounding uses with relatively few design mitigation measures</p>	<ul style="list-style-type: none"> • Boarding/kenneling of pets accessory to a pet store. • Child care facility, over 40 children • Commercial Uses in R-30 • Farmer’s market • Flea market • Kennel, commercial • Landscaping Service • Lodging house • Manufactured or modular and mobile homes by public uses • Motor vehicle service 3 or less service work bays • Outdoor/outside storage and display goods • Private camp • Ranges, outdoors and indoors, commercial • Recycling Collection Points • Religious institution • Satellite Parking, Religious Institution • Sign package, 6 or more signs • Veterinary hospital, with kennel • Village Zoning District - Modification to Development Standards and residential on lots in excess of 1 acre • Watchman’s dwelling 	<p>\$ 2,924.22</p>
<p>Category F - Technology-related uses that have little to no impact (low traffic generation, noise, odor, etc.)</p>	<ul style="list-style-type: none"> • Data Center • Electric Substation • Telecommunication towers and Radio or TV Broadcasting Station 	<p>\$ 8,476.84</p>
<p>Category G - Greater intensity commercial activities, and activities of potentially greater off-site impacts (traffic, noise, lighting, etc.)</p>	<ul style="list-style-type: none"> • Assisted living • B-2 uses greater than 12,000 sq. ft. of floor area • Boat sales (excluding non-motorized), rental or lease, • Car wash • Catering, commercial (on or off premises) • Cemetery • Civic club • Commercial parking lot • Commercial recreation outdoors or indoors • Conversion to condominium ownership • Country club • Drive-in, drive-through facilities, other • Garden center • HCOD uses not otherwise specified • Interim uses • Janitorial service • Medical care facility, 20 or more beds • Metal fabrication and signage • Mixed-use Buildings • Mortuary, funeral, or wedding chapel • Motor vehicle sales, limited & recreational 3 or less service work bays • Motor vehicle service • Motorcycle sales, including repair • Nursing home • Quick service food store. • Recreational vehicle park/camp ground. • Religious institutions, with related facilities • Restaurant, carry-out. • Restaurant, drive-in, drive-up, drive-through, carry out • Self-storage center • Theaters, drive-in or indoor 	<p>\$ 8,772.68</p>

PART II - SPECIAL USE PERMIT FEES

Fee

Description	Use	Fee
<p>Category H - Agricultural, residential, or commercial uses which require intense site specific analysis for long-term impacts upon the surrounding area</p>	<ul style="list-style-type: none"> • Ambulance service maintenance facility • Company vehicle service facility • Continuing Care Retirement Facility • Crematory, secondary to a hospital, mortuary or funeral home • Electronic component, assembly, and manufacturing • Home improvement center. • Hospital • Manufacturing of musical instruments and toys. • Manufacturing, pharmaceuticals (non-HAZMAT process). • Manufacturing/processing of other products, non-hazmat • Marina • Mobile home or office sales • Motor vehicle auction, wholesale • Motor vehicle fuel station - secondary only • Motor vehicle impoundment/storage yard, as principal use • Motor vehicle parts/repair (3 or less repair work bays) • Motor vehicle sales, limited and recreational (incl. boats) 4 or more repair work bays • Moving and storage. • Paintball Facility • Private airstrip, individual owner • Racetrack, equestrian • Railroad passenger station • Recycling Plant and Recycling material separation facility • Residential uses in commercial and office districts • Retail use exceeding 80,000 sf • Shopping Center type B in the B-2 Zoning District • Stadium or arena, indoors/outdoors • Taxi & limousine operation/service/dispatching facility • Town Center • Travel trailer and camp park • Solar Energy Facility 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 11,696.91</div>

PART II - SPECIAL USE PERMIT FEES

Fee

Description	Use	Fee
Category I - Industrial-type uses, which may involve hazmat; including commercial uses that have potential environmental hazards and significant traffic impacts to surrounding area.	<ul style="list-style-type: none"> • Airport, heliport, helipad • Asphalt/concrete plant • Assembly/proc. of other products, hazmat • Bus Station, commercial • Extraction of mineral resources and related operations • Hazmat storage facility • Heavy industry • Manufacturing, cosmetics, and perfume. • Manufacturing/processing and wholesale hazmat • Motor vehicle fuel station, retail • Motor vehicle graveyard • Motor vehicle parts/repair 4 or more repair work bays • Motor vehicle sales, unlimited off-road and heavy equipment, with repair • Motor vehicle towing • Racetrack, motorized • Research and development, hazmat • Sawmill • Testing and experimental labs, hazmat • Truck stop, with related facilities • Warehouse (Hazmat) • Water transportation facility • Wholesaling/storage and processing (HAZMAT). 	<div style="border: 1px solid black; padding: 2px;">\$ 14,621.12</div>
<p>1. Modification of development standards based upon the physical amount of increase requested</p>		
a. Increase in floor area ratio (FAR), per 1.0 FAR increase		<div style="border: 1px solid black; padding: 2px;">\$ 1,883.11</div>
b. Increased height, per foot		<div style="border: 1px solid black; padding: 2px;">\$ 196.28</div>
<p>2. Modification of other development standards</p>		
a. Reduction in minimum district size (1 acre / proposed district size x multiplier \$4,874.19)		<div style="border: 1px solid black; padding: 2px;">\$ 4,874.19</div>
b. Alternative compliance in a Mixed-Use District (for each development standard modified)		<div style="border: 1px solid black; padding: 2px;">\$ 4,874.19</div>
<p>3. Other Fees</p>		
a. Service Authority Review Fee - Required for most special use permit applications		<div style="border: 1px solid black; padding: 2px;">\$ 78.23</div>
b. Minor modifications of previously approved SUP conditions requiring a public hearing process, percentage of minimum fee		<div style="border: 1px solid black; padding: 2px;">27.00%</div>
c. Concurrent processing of SUP and REZ		<div style="border: 1px solid black; padding: 2px;">\$ 78.23</div>
d. Traffic impact studies		
i. First Submission		<div style="border: 1px solid black; padding: 2px;">\$ 1,867.69</div>
ii. Third and Subsequent Submissions		<div style="border: 1px solid black; padding: 2px;">\$ 933.85</div>
e. Administrative SUP Modification		<div style="border: 1px solid black; padding: 2px;">\$ 1,245.12</div>

PART III - MISCELLANEOUS ZONING FEES**Fee****1. Sign Permits**

a. New Sign	
i. Less than 50 square feet	\$ 121.84
ii. Greater than or equal to 50 square feet Plus fee per square foot	\$ 121.84 \$ 2.44
b. Temporary	\$ 60.92

2. Temporary Commercial Activity Permit

The temporary activity permit fee entitles the permittee to one sign.
The fee for a second sign shall be charged the fee for a temporary sign.

Category A - Limited to small-scale events with less than 100 people or small roadside stands \$ 132.61

Category B - Small-scale events with 100-500 people max \$ 331.52

Category C - Intermediate-scale events with 501-1,000 people in attendance \$ 530.42

Category D - Large-scale events with more than 1,000 people during the duration of the event \$ 729.33

Category E - Annual multi-events (max 4 events per application; Commercial requires a new application for each event after first 4) \$ 530.42

Outdoor Seating \$ 5.00

3. Certificate of Zoning Approval, (per item, request, etc.) to include:

additional electrical service, future tenant build-out, occupancy (non-residential zoning approval), mobile home replacement, model sales office, noncommercial kennel, Perc. test, secondary food preparation area/wet bar and drop boxes (per drop box)

\$ 57.02

4. Building Zoning Approvals, (per item, addition, structure, etc.):

accessibility ramp, decks, residential attached additions, detached structures, attached accessory structures, swimming pools, hot tubs, fences, retaining walls, driveways, patios, walkways, ingress/egress areaway, window wells, temporary family healthcare structure (granny pod), etc.

Single Approval \$ 57.02

Multiple Approvals, after initial approval \$ 26.52

5. Home Occupation Certificate - Family Day Home

\$ 102.00

6. Home Occupation Certificate Appeal

\$ 337.00

7. Home Occupation Certificate - Office (HOC-1)

\$ 66.31

8. Home Employment Certificate

\$ 66.31

9. Temporary Construction Trailer Permit, per trailer

\$ 109.93

10. Variance to the Board of Zoning Appeals

\$ 554.00

11. Re-advertisement/Re-notification (standard case)

\$ 69.00

12. Re-advertisement/Re-notification (expanded notification area)

\$ 140.00

13. Re-Posting/Replacement Sign (of 10 or more signs)

\$ 93.00

14. Appeal to the Board of Zoning Appeals (BZA)/Board of County Supervisors (BOCS)

\$ 825.00

15. Agricultural and Forestal District

\$ 50.00

16. Live Entertainment Permit (with Security Plan)

\$ 1,043.61

17. Live Entertainment Permit (without Security Plan)

\$ 716.07

PART III - MISCELLANEOUS ZONING FEES

	Fee
18. Non-conforming Lot or Structure	\$ 140.00
19. Non-conforming Use	
a. New Certification	\$ 236.00
b. Re-Certification applied for in less than or equal to two years from last certification date	\$ 68.00
c. Re-Certification applied for more than two years from last certification date	\$ 125.00
20. Zoning/Proffer/Special Use Permit - Determination or Interpretation	\$ 525.00
21. Zoning Verification (submitted by other than the homeowner) (DMV, DEQ, HUD)	\$ 102.00
22. Parking Tabulation (applicant prepared)	\$ 448.69
23. Parking Tabulation (County-prepared)	\$ 1,245.12
24. Section 106/NEPA Review	\$ 186.77
25. Public Facility Review	\$ 1,245.12

VIRGINIA STORMWATER MANAGEMENT PROGRAM (VSMP) FEES

Total Fee Fee to County Fee to State*

A. Fee Category Based On Land Disturbance Area

- a. Individual SFH Not Part of Common Plan of Development up to 1 Ac. Land disturbance (Including additions or modifications)
- b. Individual SFH Development (Detached residential structure) with a site or area, within or outside a common plan of development or sale, with Land Disturbance equal to or greater Than 1 Ac. (Including additions or modifications) but less than 5 Ac. For disturbance equal to or greater than 5 Ac. fees under Section "B" are applicable.

\$0	\$0	\$0
\$209	\$209	\$0

B. Other Land Disturbance Activities for sites or areas within common plans of development or sale

- c. Equal to or Greater Than 2,500 SF and Less Than 1 Ac.
- d. Equal to or Greater Than 1 Ac. and less than 5 Ac.
- e. Equal to or Greater than 5 Ac. and less than 10 Ac.
- f. Equal to or Greater than 10 Ac. and less than 50 Ac.
- g. Equal to or Greater than 50 Ac. and less than 100 Ac.
- h. Greater than 100 Ac.

\$290	\$209	\$81
\$2,700	\$1,944	\$756
\$3,400	\$2,448	\$952
\$4,500	\$3,240	\$1,260
\$6,100	\$4,392	\$1,708
\$9,600	\$6,912	\$2,688

VSMP Fees for Modification or Transfer of Registration Statements for Stormwater Discharges Associated with Construction Activities - Fees to County Only

Fee to County

A. Fee Category Based On Land Disturbance Area

- a. Individual SFH Not Part of Common Plan of Development up to 1 Ac. Land disturbance (Including additions or modifications)
- b. Individual SFH Not Part of Common Plan of Development with Land Disturbance greater Than 1 Ac. (Including additions or modifications)

\$0
\$20

B. Other Land Disturbance Activities for sites or areas within common plans of development or sale

- c. Equal to or Greater Than 2,500 SF and Less Than 1 Ac.
- d. Equal to or Greater Than 1 Ac. and less than 5 Ac.
- e. Equal to or Greater than 5 Ac. and less than 10 Ac.
- f. Equal to or Greater than 10 Ac. and less than 50 Ac.
- g. Equal to or Greater than 50 Ac. and less than 100 Ac.
- h. Greater than 100 Ac.

\$20
\$200
\$250
\$300
\$450
\$700

Annual Permit Maintenance Fees - To County Only

Fee to County

A. Fee Category Based On Land Disturbance Area

- a. Individual SFH Not Part of Common Plan of Development up to 1 Ac. Land disturbance (Including additions or modifications)
- b. Individual SFH Not Part of Common Plan of Development with Land Disturbance greater Than 1 Ac. (Including additions or modifications)

\$0
\$50

B. Other Land Disturbance Activities for sites or areas within common plans of development or sale

- c. Equal to or Greater Than 2,500 SF and Less Than 1 Ac.
- d. Equal to or Greater Than 1 Ac. and less than 5 Ac.
- e. Equal to or Greater than 5 Ac. and less than 10 Ac.
- f. Equal to or Greater than 10 Ac. and less than 50 Ac.
- g. Equal to or Greater than 50 Ac. and less than 100 Ac.
- h. Greater than 100 Ac.

\$50
\$400
\$500
\$650
\$900
\$1,400

SFH means Single Family Home (Detached)

Fee to State* - Neither a registration statement nor a State's portion of the fee is required for construction activities involving a single family detached residential structure, within or outside a common plan of development or sale.