



*City of Burlington, VT*  
**Department of Planning and Zoning**  
**FY2018 Fee Schedule**

<b>Development Applications and Permits</b>	<b>Fee</b>
<b><u>Awning Permit:</u></b>	
A. Awning <u>with</u> a Sign: (per awning with signage)	1. \$10 filing fee; <b>and</b> , 2. \$80 per awning (less 50% if part of an approved Master Sign Plan)
B. Awning <u>without</u> Sign: (Treated as a Basic or COA Level 1)	\$80
<b><u>Fence Permit:</u></b>	\$50
<b><u>Sign Permit:</u></b> ( <i>per sign</i> ) (Awnings with signage subject to fee listed above)	1. \$10 filing fee; <b>and</b> , 2. \$80 per sign. (less 50% if part of an approved Master Sign Plan)
<b><u>Sketch Plan Review:</u></b>	
A. Initial Review ( <i>per Board</i> )	\$300 per request
B. Subsequent Review ( <i>per Board</i> )	\$250 per request
<b><u>Basic Zoning Permit:</u></b>	\$80
<b><u>Certificate of Appropriateness (COA) Level I:</u></b> ( <i>Estimated Construction Cost (ECC) of \$24,000 or less<sup>F, H</sup></i> )	\$80
<b><u>Certificate of Appropriateness (COA) Level II:</u></b> ( <i>Estimated Construction Cost (ECC) greater than \$24,000<sup>F, H</sup></i> )	
A. <u>Application Fee</u>	1. \$110; <b>and</b> , 2. \$2 per \$1,000 of ECC;
B. <u>Development Review Fee</u> ( <i>due prior to release of the permit</i> )	\$4.50 per \$1,000 of ECC;
<b><u>Certificate of Appropriateness (COA) Amendment:</u></b> ( <i>based upon original ECC of total project</i> )	1. \$110; <b>and</b> , 2. \$0.50 per \$1,000 of ECC

Development Applications and Permits	Fee
<b><u>Certificate of Appropriateness (COA) Level III:</u></b>	
<i>(Planned Unit Development, Lot line Adjustment and Lot Merger, or Subdivision; includes Major Impact Review Fee where applicable):</i>	
<b>A. Preliminary Plat</b>	
1. <u>Application Fee</u>	1. \$200 <b>and</b> \$2 per \$1,000 of ECC; <b>or</b> \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the DRB Approval)</i>	\$3 per \$1,000 of ECC
<b>B. Final Plat</b>	
1. <u>Application Fee</u>	1. \$10 filing fee; <b>and</b> , 2. \$200 <b>and</b> \$2 per \$1,000 of ECC; <b>or</b> \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
<b>C. Preliminary/Final Combination</b>	
1. <u>Application Fee</u>	1. \$10 filing fee; <b>and</b> , 2. \$200 <b>and</b> \$4 per \$1,000 of ECC; <b>or</b> \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
<b>D. Lot Line Adjustment/Lot Merger</b>	1. \$10 filing fee; <b>and</b> , 2. \$100 per lot involved
<b><u>Conditional Use, Variance, Public Hearings and Appeals:</u></b>	
<b>A. Conditional Use and Variance</b> <i>(in addition to applicable COA application fee and paid at the time of application)</i>	\$150
<b>B. Conditional Use - Major Impact</b> <i>(in addition to applicable COA application fee and paid at the time of application)</i>	1. \$210; <b>and</b> , 2. \$1.10 per \$1,000 of ECC
<b>C. Conditional Use - Major Impact Review Amendment</b> <i>(based upon the ECC of the <u>total</u> project)</i>	1. \$210; <b>and</b> , 2. \$1 per \$1,000 of ECC
<b>D. Other matters requiring a hearing before the DRB:</b> Time extensions, Master Plan Review, etc.	\$150
<b>E. Appeals to the DRB:</b> Appeals of Administrative Officer decisions to the Development Review Board	\$250

<b>Development Applications and Permits</b>	<b>Fee</b>
<b>F. Appeals to VSC-ED:</b> Appeals of DRB decisions to the VT Superior Court – Environmental Division.	\$250 <sup>1</sup>

<b>Other Fees</b>	<b>Fee</b>
<b><u>Impact Fees</u></b> Visit: <a href="http://www.burlingtonvt.gov/PZ/Impact-Fees">www.burlingtonvt.gov/PZ/Impact-Fees</a> .	
<b><u>Zoning Certificate of Occupancy:</u></b> <sup>2</sup> (by Code Enforcement Office)	
A. Final Certificate of Occupancy	1. \$30 <sup>E</sup> <b>and</b> , 2. 10% of all zoning and conditional use permit application fees.
B. Temporary Certificate of Occupancy	\$150 each
C. “After-The-Fact” Zoning Certificate of Occupancy	see attached schedule
<b><u>Zoning Determination</u></b>	\$160 for Functional Family \$80 for all others
<b><u>Zoning Compliance Report Request:</u></b> <sup>2</sup> (by Code Enforcement Office)	\$35
<b><u>Documents, Copies, etc.</u></b>	
A. Audio Tapes	\$3.50 per tape
B. File Research	\$20.00 per hour
C. <u>Planning Documents:</u> Municipal Development Plan, Comprehensive Development Ordinance, etc.	actual cost of publication (hardcopy or CD)
D. Postage and Handling	\$4.00 (in state) \$5.00 (out of state)
E. Photocopies	\$0.10 per page (B&W) \$1.00 per page (Color)
F. Paper Zoning Map (24x36, color)	\$15.00 per map
G. Digital Maps (PDF format and emailed only)	no charge

**Fee Schedule Notes:**

- A. All revenue generated by this Fee Schedule, with the exception of Impact Fees, are deposited into the City’s General Fund. Therefore this Fee Schedule shall not apply when any fees would also be paid out of the City’s General Fund, with the exception of the payment of Impact Fees, in order to

<sup>1</sup> For information only: Fee assessed by, and paid to, the VT Superior Court – Environmental Division.

<sup>2</sup> For information only: Fee assessed by, and paid to, the Burlington Code Enforcement Office.

eliminate duplicative and unnecessary accounting for payments and deposits within the same City fund. The payment of Impact Fees out of the City’s General Fund shall continue to apply.

- B. All development review and permit fees are non-refundable.
- C. All development review and permit fees include a \$10 filing fee assessed by the Burlington Clerk and Treasurer’s Office as required by state statute unless otherwise noted.
- D. All development review and permit fees are **due at the time of application** unless otherwise noted and are non-refundable. Check should be made payable to the “City of Burlington.” Credit cards are not currently accepted.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double or triple the application fee as specified under Sec. 2.7.7 of the *Burlington Comprehensive Development Ordinance*.
- F. “ECC” is the Estimated Construction Cost as specified under Sec. 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. For permit applications submitted from July 1, 1998 to July 1, 2009, the Final Certification Occupancy fee is \$20 plus 10% of the zoning permit application fee. (From 7/1/1998 - 7/1/2009, the filing fee assessed by the Burlington Clerk Treasurer's Office was paid at the time of the original zoning permit application.)
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Sec. 3.2.4(a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2018 this amount is \$ 24,000.

## ZONING CERTIFICATE OF OCCUPANCY AFTER THE FACT (ATF) FEE SCHEDULE

An After the Fact (ATF) fee is required if a Zoning Certificate of Occupancy (ZCO) is not requested in writing to the Code Enforcement Office prior to the expiration date of the underlying Zoning Permit, and the property owner has not obtained the required Temporary Zoning Certificates of Occupancy (TZCO).<sup>1</sup> The fee is to assist in recovering the cost of extra resources necessary to address an older permit, factoring in the level of review required and TZCO fee requirements.

- For permits reviewed by the DRB with expiration dates after January 31, 2009, the ATF is **\$150 per TZCO** required previously, with a **maximum ATF amount of \$450**.
- For permits reviewed administratively with expiration dates after January 31, 2009, the ATF is **\$150 or the permit application fee, whichever is less**.
- For permits approved on or after July 13, 1989 that expired on or before January 31, 2009, there is a nominal ATF fee of \$75 for the extra work required.

Zoning permits issued for the following are exempt from an ATF:

- Fence
- Sign
- Awning
- Lot line adjustments
- Satellite dishes
- Handicap ramps
- Demolition only
- Permits approved before July 13, 1989
- Permits that do not require an independent site visit from code staff for closure
- Stormwater only

**Please note** that all other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.

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<sup>1</sup> Prior to occupancy or the expiration of a zoning permit, a certificate of occupancy is required. If the project is not ready for a final certificate of occupancy, it may get a temporary certificate of occupancy so long as there are not health or safety concerns. Each TZCO has a fee of \$150 and is valid for up to 180 days.