



## AGENDA ITEM FORM

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction     Resolution
  - Ordinance       Grant/MOU
  - By Motion         Bylaws

**PRESENTER:** Morgan Brim

**PRESENTER TITLE:** Town Planner/Zoning Administrator

**AGENDA ITEM:**

Public Hearing on Amendments to the Fee Schedule

**BACKGROUND / SUMMARY:**

Zoning fees have been adjusted to be equivalent or less than comparable fee amounts charged at Stafford and Prince William Counties.

**ATTACHMENTS:**

Public Hearing Notice  
Fee Schedule

**REQUESTED ACTION:**       NO ACTION REQUESTED

Vote on Introduction of Ordinance

**FOR MORE INFORMATION, CONTACT:** Name: Morgan Brim

Phone#: 703-221-2400 ext. 118

E-mail: [mbrim@dumfriesva.gov](mailto:mbrim@dumfriesva.gov)

**FOR USE DURING MEETING**

**VOTE:**

PASSED

NOT PASSED

Y    N

Y    N

Y    N

- Barr
- Jurgensen
- Vacant

- Foreman
- Toney

- Forrester
- Washington

**TOWN OF DUMFRIES**

**NOTICE OF PUBLIC HEARING**

**BY THE TOWN COUNCIL  
OF THE TOWN OF DUMFRIES, VIRGINIA ON**

**May 8, 2012 AT 7:00 PM or  
as soon thereafter as may be heard**

The Town Council of the Town of Dumfries hereby gives notice of a Public Hearing on the adoption of an ordinance to amend the Town of Dumfries Fee Schedule, pursuant to Virginia Code § 15.2-107, for the purposes of adjusting and increasing fees levied pursuant to site plan review and zoning applications, (Va. Code Section 15.2-2200 *et seq.*), for building inspections (Va. Code Section 36-105) and labor & equipment rates (Va. Code Section 15.2-900 *et seq.*).

All supporting material is available for public inspection at the Office of the Town Clerk at 17755 Main Street, Dumfries, Virginia 22026 between the hours of 8:30 AM and 5:00 PM; M-F. The public hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should or needing to discuss accommodation of a disability should contact the Town Clerk at 703-221-2400 or [dhobgood@dumfriesva.gov](mailto:dhobgood@dumfriesva.gov), during normal working hours.

**BY NANCY H. WEST, MAYOR  
TOWN OF DUMFRIES, VIRGINIA**

**Instruction to Publisher: Run this notice one time on April 25, 2012 and one time on May 2, 2012.**

# Fee Schedule

for the Town of Dumfries, Virginia

*effective July 1, 2012*

<b>SITE PLAN REVIEW FEES</b>	
<b>Application</b>	<b>Fee</b>
Nonresidential Site Plan, Multi-Family Site Plan, and major revisions to an approved plan	\$1,000
Single-Family & Townhouse Subdivision Plan, Minor Nonresidential Site Plan, and Grading Plan (over 2,500 square feet)	\$500
Plat Review (Subdivision, easement, consolidation, vacation)	\$350
Waiver request	\$300
Pre-submission Meeting	\$100 per hour per discipline, \$75 minimum
Subsequent reviews and minor revisions to an approved plan	\$100/sheet

*The Zoning Administrator and Director of Public Works reserve the right to assign fees for items not shown above.*

<b>LABOR AND EQUIPMENT RATES</b>	
<b>Activity</b>	<b>Fee</b>
Labor, without tools	\$25 per hour
Labor, with tools including: Weed eater & cord, weed eater & blade, sidewalk edger, shovels, rakes, pitchforks, grubbing hoe, machete, bush axe, pruning saws, and hand pruners	\$35 per hour
Labor with chainsaw	\$35 per hour
Labor with push mower	\$35 per hour
Labor with riding behind mower	\$45 per hour
Labor with riding mower	\$45 per hour
Labor with tractor & bushhog	\$65 per hour
Labor with dump truck (minimum 5 ton)	\$75 per hour
Labor with pickup truck (minimum 3/4 ton)	\$40 per hour
Labor with stake body truck (minimum 1 ton)	\$50 per hour
Skid steer and attachments with operator	\$60 per hour
Mini excavator with operator	\$65 per hour
Small rubber-tire loader/scratcher with operator	\$65 per hour
Director of Public Works	\$100 per hour
Building Inspector	\$100 per hour
Administration	\$50 per hour

*Immediate response services (within 24 hours): additional 50% on labor and equipment rates*

*The Director of Public Works reserves the right to assign fees for items not shown above.*

# BUILDING FEES

Application	Fee
<b>Construction Plan Review</b>	
Residential Plan Review (new construction)	\$300
Residential Plan Review (additions, remodeling, alterations)	\$150
Commercial/Industrial Plan Review (new, additions)	\$300
Subsequent Review Fee	\$100 per sheet
Commercial/Industrial Plan Review (tenant layout, alterations)	\$150
Subsequent Review Fee	\$100 per sheet
<b>Residential Construction Permit Application</b>	
Residential (new construction)	\$700 minimum (Includes permit and 4 inspections*)
Residential (additions, remodeling, alterations)	\$500 (Includes permit and 4 inspections*)
Residential (Decks)	\$300 (Includes permit and 2 inspections*)
Residential (Plumbing)	\$50 permit fee \$100 per inspection**
Residential (HVAC)	\$50 permit fee \$100 per inspection**
Residential (Electrical)	\$50 permit fee \$100 per inspection**
Residential (Occupancy Permit)	\$50 permit fee \$100 per inspection**
<b>Commercial Construction Permit Application</b>	
Commercial (new, additions)	\$1,100 (Includes permit and 10 inspections*)
Commercial (tenant layout, alterations)	\$900 (Includes permit and 8 inspections*)
Commercial (Plumbing)	\$50 permit fee \$100 per inspection**
Commercial (HVAC)	\$50 permit fee \$100 per inspection**
Commercial (Electrical)	\$50 permit fee \$100 per inspection**
Commercial (Occupancy Permit)	\$50 permit fee \$100 per inspection**
Fire Marshal Inspection (sprinklers, fire alarm)	As set by Prince William County Fire Marshal's Office
<b>Other Fees</b>	
Minor Plan Review	Determined by Building Official
Site Inspection (storm sewer, water, sewer lines)	\$150 per inspection
Code Compliance Inspection (requested by customer)	\$200 per inspection
Pre-Design Meeting	\$100 per hour - \$75 minimum
Construction Meeting	\$100 per hour per discipline - \$75 minimum
Reinstatement of Rescinded or Suspended Construction Permit	\$100
Reinstatement of Responsible Parties for Construction Permits	\$100
<b>FAILURE TO OBTAIN PERMIT</b>	<b>\$500 plus cost of Permit</b>

\* Additional inspections: \$100 each

\*\* Inspections may be combined into one inspection at \$150

A 2% levy for building fees is already included in the cost shown above.

**The Building Official reserves the right to assign fees for items not shown above.**

## ZONING FEES

Application	Fee		
<b>Buildings, Occupancy, &amp; Accessory Structures</b>			
Zoning Approval for Occupancy (tenant known)	\$25		
Zoning Approval for accessory residential structures	\$25		
<b>Planning Applications</b>			
Application for Rezoning	For less than 3 acres:	\$2,000 + \$1,000 per acre or portion thereof;	
	for 3 or more but less than 6 acres:	\$4,750;	
	for 6 or more acres:	a base fee of \$6,250, plus the following fee per acre based on desired zoning district:	
		residential: \$175;	
		B-1: \$150;	
		B-2: \$125;	
FB/O-1: \$175;			
M-1: \$200			
Zoning Text Amendment	\$500		
<b>Special Exceptions</b>			
Conditional Use Permit (residential)	\$500		
Conditional Use Permit (non-residential)	Base fee:	\$500	
	Plus:	\$2,500 per acre or portion thereof above 1	
	Or, for these specific instances:		
	\$1,250	Adult day care facility or Child care facility over 1 acre	
	\$1,750	Religious institution without related services or Veterinary hospital with kennel over 1 acre	
	\$5,750	Motor vehicle sales or Religious institution with related services over 3 acres	
\$7,750	Marina over 5 acres		
<b>Board of Zoning Appeals</b>			
Appeal to the Board of Zoning Appeals	\$600		
Variance application to the Board of Zoning Appeals (residential)	\$600		
Variance application to the Board of Zoning Appeals (non-residential)	\$600		
<b>Architectural Review Board</b>			
Certificate of Appropriateness	\$25		

*For any applications that require public hearings, applicant is also responsible for the cost of advertising such public hearings*

*The Zoning Administrator reserves the right to assign fees for items not shown above.*

## ZONING FEES (cont'd)

### Zoning Determinations & Certifications

Certification of Non-Conforming Use (residential)	\$30
Verification of/interpretation of/changes to Non-Conforming Use (Commercial / Industrial)	\$30
Zoning Interpretations/ Proffer/ SUP Determinations	\$100
Zoning Certification Letter required by banks prior to lending	\$65
Zoning Compliance Certification - Signature of Zoning Administrator required on DMV forms (for Motor Vehicle sales, salvage, vehicle removal operator, etc.)	\$25

### Home Businesses

Home Occupation	\$25
Home Business	\$25

### Signs

Sign (new - also requires building permit, possibly electrical permit)	\$55.00 + \$1.00 per square foot, or \$75, whichever is less
Sign (reface - no building or electrical permit needed)	\$25.00 + \$1.00 per square foot, or \$50, whichever is less
Temporary Sign/ Banner	\$25 *,**

\*Fee is waived for a single "Grand Opening" banner for new businesses upon initial start of business

\*\*Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date (but a permit is still required and sign still must conform to Zoning Ordinance)

\*,\*\* In these instances, a permit is still required and sign still must conform to Zoning Ordinance

Temporary Sign Deposit	Minimum \$50, subject to increase by the Zoning Administrator if previous approvals were violated in any way
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### Temporary Uses

Temporary Use Permit	Minimum \$25 for small events, \$100 for medium-impact events, \$500 for large events such as carnivals and circuses
Temporary Use Deposit	Minimum \$50 for small events, \$500 for medium-impact events, \$5,000 for large events such as carnivals and circuses, subject to increase by the Zoning Administrator if previous approvals were violated in any way

*For any applications that require public hearings, applicant is also responsible for the cost of advertising such public hearings*

*The Zoning Administrator reserves the right to assign fees for items not shown above.*