



ARLINGTON COUNTY, VIRGINIA

**County Board Agenda Item
Meeting of July 7, 2007**

DATE: June 19, 2007

SUBJECT: Authorization of advertisement of public hearings on proposed amendments to Section 36. Administration and Procedures of the Zoning Ordinance to increase application fees for Rezoning, Compliance Letters, Variances, Use Permits, Site Plans, Building Permits and Certificates of Occupancy.

C. M. RECOMMENDATION:

Adopt the attached resolution to authorize the advertisement of public hearings for the Planning Commission on September 4, 2007, and the County Board on September 8, 2007, on the proposed amendments to Section 36. Administration and Procedures of the Arlington County Zoning Ordinance.

ISSUES: Whether to increase building and certificate of occupancy fees substantially, in order to support the full cost recovery of the increasing operating costs needed to support improved performance and a higher level of customer service.

SUMMARY: The sustained high volume of residential and commercial construction activity in Arlington County has created enormous challenges to the County to deliver fast, consistent and top quality plan review, permitting, and inspections. As part of the approved fiscal year (FY) 2008 budget, the County signaled a move toward an enterprise fund approach. Fees would be increased significantly, in order to achieve full cost recovery. At the same time, necessary staffing enhancements and operational improvements would be made to improve performance and meet customer demands. The proposed fee schedule goes a long way toward achieving these enterprise fund objectives. County staff anticipates favorable responses from the development community.

Fee increases are proposed in the Planning Division and the Inspection Services Division to address these issues. This report discusses the Zoning review fee schedule changes. The increases are intended to recover the costs of operating the Zoning Administration program and

County Manager: _____

County Attorney: _____

Staff: Robert Brosnan, Planning Division
Paul Culver, DES

PLA-4730

to recover personnel costs for the Current Planning program in the Planning Division. The proposed changes in this report include fee increases for rezonings, compliance letters, variances, use permits, site plans, building permits and certificates of occupancy and would affect Section 36 of the Zoning Ordinance. A 10% surcharge for technology is proposed in addition to the above fee changes. Fee increases are also proposed to help support the review of rezonings and site plans by the Department of Environmental Services, and enable additional staffing for quality customer service. The modified fee schedule would become effective on adoption by the County Board.

BACKGROUND: In the FY 2008 adopted budget, the Department of Community Planning Housing and Development (DCPHD) articulated its philosophical shift to better customer service in the organizational units of the Department that provide building, zoning and application review by creating an Enterprise Fund. In simple terms, an enterprise fund is a budget mechanism or a way of budgeting. Instead of using County General Funds to pay for operating expenses (personnel and non-personnel), the revenue captured from fees for the functions of zoning, building construction, permitting and inspections would be used. In the Planning Division, the unit included is the Zoning Section. In the FY 2008 Budget, it is envisioned that under an Enterprise Fund the Zoning Section in the Planning Division and the Inspection Services Division would be fully fee-supported starting in FY 2009. In FY 2008, the units would be mostly fee-supported with some off-setting funding from the General Fund. Staff was tasked to study which fees should be increased to support the Enterprise Fund. The benefit of an enterprise fund is its flexibility to respond to the up- and down-swings in construction activity by expanding or contracting staffing and operations.

The categories proposed for increases are those that involve applications for site plan, rezoning and use permit for Current Planning, and building permits, certificates of occupancy, variances and other miscellaneous fees. The fees for site plan, rezoning and use permit were recently raised to cover inflation. The other fees were last reviewed in FY 2005.

Several years ago, fees for site plans and rezonings were added to help cover the cost of the review by the Department of Public Works (now, Environmental Services.) The volume of submittals and increased expectations have caused the need for additional staffing.

The new proposed fee schedule is rooted in this research and is at a high enough level to allow the Zoning Program to be fully fee-supported. As a result of being fully fee-supported, the Program can better meet customers' service needs and demands. At the increased fee level, Arlington County would still be competitive with surrounding jurisdictions.

DISCUSSION: The proposed increases are based on generating revenues to cover the costs of staff necessary to provide the service required. In the past, revenue has not covered full personnel costs in either the Current Planning or the Zoning Programs. In addition, revenue did not cover non-personnel costs in either program. Also, there are needs for technological

improvements in both program areas that cannot be funded under their current budgets. This further inhibits the provision of good customer service.

The revenue captured from zoning fees would be used to hire additional staff, improve technology, and improve customer service. The revenue captured by fee increases would also be used to pay for all existing personnel and non-personnel costs for staff in those units that comprise the enterprise fund; the physical space needed to house staff; and the County overhead charge for support functions such as the Departments of Management and Finance, and Human Resources and the County Attorney’s Office. In addition, a 10% surcharge for technology is proposed. This revenue would be dedicated toward enhancements for the Permits Plus system and to document imaging and storage.

In addition, site plan, rezoning and use permit fees are being examined in order to support additional staff to process a significant level of anticipated development applications. Originally, the Current Planning Program was also intended to be a part of the Enterprise Fund but as staff has evaluated it further, there is concern over whether the fees can be raised sufficiently to cover all costs including overhead and space. The proposed fee increases are anticipated to cover the full costs of the existing, plus two additional, staff positions.

The increase in fees for the Department of Environmental Services is needed to finance additional staffing in the Division of Transportation (DOT). The amount of the increase will not exceed the costs to provide the services. The site-plan coordination of the Development Services Bureau, the transportation demand management effort in the DOT Planning Bureau, and the traffic analysis in the Transportation Engineering and Operations Bureau of DOT all require additional staffing.

The proposed fee schedule changes are summarized below. Specific changes can be found in the attached proposed ordinance language that shows deletions by cross-outs and additions by underlining. Staff has evaluated where the level of effort in the review of permits and certificates of occupancy are not supported by the current fees. Increases have focused on these areas. Site Plan application fees have been revised in two areas: raising the per unit fee to more closely reflect the per square foot fee for office and a variety of administrative fees.

PROPOSED ZONING FEE CHANGES

PROPOSED BUILDING PERMIT FEES		
New Construction	Existing	Proposed
SF, TH, Two Family (by-right)	\$70	<u>\$500</u>
Apts, commercial, office and hotel (by-right)	\$40 per 10,000 sq. ft	<u>\$200 plus \$100 per 10,000 sq. ft.</u>
All site plan projects	\$65 per 5,000 sq. ft.	<u>\$500 plus \$200 per 5,000 sq. ft.</u>

New parking structures and lots	\$35 per 5,000 sq. ft.	<u>\$200 plus \$100 per 5,000 sq. ft.</u>
Modifications to Existing Structures		
Exterior additions		
SF, TH Two-family	\$40 < 1,000 sq. ft. \$70 > 1,000 sq. ft.	<u>\$100</u>
Exterior Mechanical Equipment	N/A	<u>\$50</u>
All other	\$133	<u>\$300</u>
Interior Alterations		
SF, TH Two-family	\$40 < 1,000 sq. ft. \$70 > 1,000 sq. ft.	<u>\$100</u>
All other	\$70 per 10,000 sq. ft.	<u>\$150 per 10,000 sq. ft.</u>
Other Types of Building Permits		
Footing, foundation and excavation		
By-right	\$45	<u>\$50</u>
Site Plan		
Single Family	N/A	<u>\$100</u>
All other	N/A	<u>\$1,000</u>
Retaining walls	\$25	<u>\$50</u>
Decks and fences	\$15	<u>\$50</u>
Detached garages and accessory structures	\$20	<u>\$50</u>
Demolition Plans		
By-right	\$20	<u>\$100</u>
Site Plan	\$70	<u>\$1,000</u>
Swimming Pools	\$20	<u>\$50</u>
Satellite dishes, antennae and temp structures	\$50	<u>\$75</u>
Driveways and on-grade patios	No Fee	<u>\$50</u>
Revisions to approved plans for new construction		
By-right	\$30	<u>\$50</u>
Site Plan	N/A	<u>\$200</u>
Other Uses not Listed	\$40	<u>\$50</u>
Request for sink letter	N/A	<u>\$25</u>

PROPOSED CO FEE SCHEDULE	Current	Proposed
COs		
Master CO (including condo conversion)		
New Apts, office, commercial and hotel with or without elevators	\$275 - \$540 with a per unit charge of \$12/unit for res	<u>\$2,000 plus \$15 per unit</u>
New one and two-family	\$235	<u>\$250</u>

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dwelling		
New TH Projects	\$310-\$540 Plus \$2,000 DES review of site plan projects	<u>\$1,000</u>
New tourist homes, rooming houses and boardinghouses	\$275	<u>\$500 plus \$15 per unit</u>
Change in Ownership – office and commercial	\$310	<u>\$1,000</u>
Change in Ownership – apts and hotel	\$275 plus \$12 per unit	<u>\$1,000 plus \$20 per unit</u>
Condo conversion	\$540	<u>\$1,000 plus \$20 per unit</u>
Re-inspection fee	N/A	<u>\$150 per inspection</u>
Shell and Core		
New Apts, office, commercial and hotel < 150,000 sq. ft.	\$1,220	<u>\$2,000</u>
New Apts, office, commercial and hotel > 150,000 sq. ft.	\$1,980	<u>\$2,500</u>
Re-inspection fee	N/A	<u>\$150 per inspection</u>
Partial CO (including change in business or use of an existing structure)		
Office and commercial <150 sq. ft.(desk space)	\$121	<u>\$200</u>
Office and commercial >150 sq. ft. up to 2,000 sq. ft.	\$171	<u>\$300</u>
Office and commercial > 2,000 sq. ft.	\$275 per 10,000 sq. ft.	<u>\$500 per 10,000 sq. ft.</u>
Apts and hotels	\$235 plus \$12 per unit	<u>\$400 plus \$20 per unit</u>
Parking structures associated with office, commercial, apt and hotel	N/A	<u>\$500 plus \$50 per 5,000 sq. ft.</u>
TH	\$235 plus \$12 per unit	<u>\$250 plus \$20 per unit</u>
Re-inspection fee	N/A	<u>\$150 per inspection</u>
Parking Structures – not associated with other uses	\$310 per 20,000 sq. ft.	<u>\$100 per 5,000 sq. ft.</u>
County Owned Facilities and Non Profits	No fee	<u>N/A</u>
Family Home Day Care	\$24	<u>\$25</u>
Swimming Pools	\$195	<u>\$200</u>
Parking Lots	\$160	<u>\$200</u>
Motor Vehicle Dealers	\$815	<u>\$1,000</u>
Other Uses (including all temporary uses)	\$160	<u>\$200</u>

Proposed Rezoning Fees	Current	Proposed
Rezoning (Site Area < 25,000 sq. ft.)		
“R” Districts	\$3,830 plus \$330 DES	\$3,830 plus <u>\$1,000 DES</u>
“RA” Districts	\$3,830 plus \$330 DES	\$3,830 plus <u>\$1,000 DES</u>
“RA-H”, “R-C”, “RA-H3.2”, and “RA4.8” Districts	\$5,830 plus \$330 DES	\$8,700 plus <u>\$3,000 DES</u>
“S”, “C” and “M” Districts	\$6,340 plus \$330 DES	\$6,340 plus <u>\$3,000 DES</u>
“C-O” Districts	\$13,045 plus \$330 DES	\$13,045 plus <u>\$5,000 DES</u>
Rezoning (Site Area < 25,000 sq. ft.)		
“R” Districts	\$5,085 plus \$660 DES	\$5,085 plus <u>\$2,000 DES</u>
“RA” Districts	\$6,340 plus \$660 DES	\$6,340 plus <u>\$3,000 DES</u>
“RA-H”, “R-C”, “RA-H3.2”, and “RA4.8” Districts	\$13,045 plus \$660 DES	\$13,045 plus <u>\$5,000 DES</u>
“S”, “C” and “M” Districts	\$8,850 plus \$660 DES	\$8,850 plus <u>\$3,000 DES</u>
“C-O” Districts	\$13,045 plus \$660 DES	\$13,045 plus <u>\$5,000 DES</u>
Rezoning on the County Board’s Own Motion	Above fee + \$6,340 plus \$660 DES	Above fee + \$5,830 plus <u>\$2,000 DES</u>
Rezoning requiring a GLUP Amendment	Above fee + \$2,780 plus \$330 DES	Above fee + \$8,000 plus <u>\$4,000 DES</u>

Proposed Site Plan Fees	Existing	Proposed
PDSP	\$18,360 plus \$110 per acre \$1,320 DPW fee	\$18,360 plus \$110 per acre plus <u>DES fee of \$18,360 plus \$110 per acre</u>
Site Plan		
R, RA of less than 25 units, C-2, VCHPDD	\$2,720 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$330 DES fee	\$2,720 Plus \$22 per 100 sq. ft. office/commercial Plus \$100 per unit plus <u>DES fee of \$1,000 plus \$10 per 100 sq. ft. office/commercial plus \$50 per unit</u>
All other	\$8,700 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$660 DES fee	\$8,700 Plus \$22 per 100 sq. ft. office/commercial Plus \$100 per unit Plus \$100 per hotel unit plus <u>DES fee of \$4,000 plus \$10 per 100 sq. ft. office/commercial plus \$50 per unit</u>
Major Site Plan Amendment		
R, RA of less than 25 units, C-2, VCHPDD	\$2,720 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$330 DES fee	\$2,720 Plus \$22 per 100 sq. ft. office/commercial Plus \$100 per unit Plus \$100 per hotel unit Plus <u>DES fee of \$1,000 plus</u>

		<u>\$10 per 100 sq. ft. office/ commercial plus \$50 per unit</u>
All other	\$8,700 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$660 DES fee	\$8,700 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit</u> <u>Plus \$100 per hotel unit plus DES fee of \$4,000 plus \$10 per 100 sq. ft. of office/ commercial plus \$50 per unit</u>
Minor Site Plan Amendment	\$2180 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$660 DES fee	\$2,180 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit</u> <u>Plus \$100 per hotel unit plus DES fee of \$1,000 plus \$10 per 100 sq. ft. of office/ commercial plus \$50 per unit</u>
Administrative Changes		
Signs	N/A	
All other	\$545 per subsection	See below
Final 4.1 Review	\$1,100 Plus \$22 per 100 sq. ft. office/commercial Plus \$22 per unit Plus \$22 per hotel unit Plus \$605 DES fee	\$1,100 Plus \$22 per 100 sq. ft. office/commercial <u>Plus \$100 per unit</u> <u>Plus \$100 per hotel unit</u>
Landscape Plan Review		
TH, Cluster, URD and UCD	N/A	<u>\$275 plus \$275 DES fee</u>
All other	\$275 plus \$275 DES fee	<u>\$500 plus \$275 DES fee</u>
Final Façade Review Plan	N/A	<u>\$500</u>
4.1 Filing Review Fee	N/A	<u>\$500 per resubmittal after the first resubmittal plus \$10 per unit residential \$10 per 1,000 sq. ft. nonresidential plus DES fee of half of above</u>
Administrative Changes		
Landscape Plan Changes TH, SF Cluster and URDs	N/A	<u>\$50</u>
Landscape Plan Changes All Other	N/A	<u>\$600</u>
Comprehensive Sign Plans – Site Plan	N/A	<u>\$100</u>
Parking Changes	N/A	<u>\$600</u>
Satellite dishes and antennas	N/A	<u>\$250</u>
Temporary Uses	N/A	<u>\$600</u>
Outdoor Seating	N/A	<u>\$250</u>
Tenant Changes	N/A	<u>\$100</u>
Façade Changes	N/A	<u>\$600</u>

All Other including items with multiple requests	\$550	<u>\$1,000</u>
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Proposed Variance/Use Permit Fees	Existing	Proposed
Appeals	\$370	<u>\$500</u>
Modification to existing one-family residential	\$310 plus 20% for each additional subsection	No change
New one-family residential	\$2,460 plus 20% for each additional subsection	No change
Non-profit Organization	\$255	No change
Building Location Error	\$3,700	No change
All other	\$3,065 plus 20% for each additional subsection	No change

Proposed Misc Fee Changes	Existing	Proposed
Sign Permit	\$60 plus \$1.10 per sq. ft over 100 sq. ft	<u>\$100 plus \$1.10 per sq. ft over 100 sq. ft</u>
Zoning Interpretation		
Verification of compliance	\$300	N/C
DMV Letter	\$220	<u>\$500</u>
Special Agreement Letters	\$1,065	<u>\$2,000</u>
Determination/buildability letters	N/A	<u>\$50</u>
Sink letters	N/A	<u>\$25</u>
Lost certificates of occupancy	N/A	<u>\$25</u>

FISCAL IMPACT: It is estimated that the proposed fee schedule, plus revenue from the technology fee, will generate an additional \$499,370 for a total of \$1,221,770 in the Zoning Program. (The Attachment shows the breakdown of estimated revenue by source.) It will also generate an additional \$451,450 for a total of \$1,342,750 in the Current Planning Program. The revenue for the Zoning program is earmarked for the Enterprise Fund. The revenues from Current Planning, while no longer earmarked for the Enterprise Fund, is intended to stay in the program to support additional staff. The DES fees are estimated to generate \$300,000 to \$400,000 in revenue, compared to the \$30,000 approximately collected in FY 2006 and to date in FY 2007.

CONCLUSION: The proposed fee increases are intended to improve customer service by recovering the costs associated with reviews and processing of zoning applications and permits, to provide for efficient administration of the Zoning Ordinance, to encourage economic development, and to promote the health, safety, and general welfare of the public. Therefore, it is recommended that the County Board authorize advertisement of public hearings on the proposed amendments to Section 36 of the Zoning Ordinance by the Planning Commission on September 4, 2007 and the County Board on September 8, 2007.

ATTACHMENT

Zoning Revenue Projections by Source

SOURCE	AMOUNT (In millions based on new fees)
C of O	\$0.541
Building Permits	\$0.473
Variance	\$0.081
Signs	\$0.032
Zoning Interpretations	\$0.0623
Plat Review/Zoning Ordinance	\$0.016
Dance Hall	\$0.013
Total	\$1.22

RESOLUTION TO AUTHORIZE THE ADVERTISEMENT OF PUBLIC HEARINGS ON THE PROPOSED ZONING ORDINANCE AMENDMENTS TO SECTION 36. ADMINISTRATION AND PROCEDURES FOR THE SEPTEMBER 8, 2007, COUNTY BOARD MEETING AND THE SEPTEMBER 4, 2007, PLANNING COMMISSION MEETING TO INCREASE FEES FOR REZONING, COMPLIANCE LETTERS, VARIANCES, USE PERMITS, SITE PLANS, BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY.

The County Board of Arlington County hereby resolves that advertisement of the following amendments to Section 36 of the Zoning Ordinance be authorized, for public hearings at the September 8, 2007, County Board meeting and the September 4, 2007, Planning Commission meeting to increase permit application fees for compliance with zoning regulations, to provide for efficient administration of the Zoning Ordinance, and to encourage economic development and to promote the health, safety and general welfare of the public:

SECTION 36. ADMINISTRATION AND PROCEDURES

B. Interpretation and General Administration.

Other uses of the same general character as those listed in a particular classification may be permitted in the mapped districts of that classification by the Zoning Administrator. Any use so determined shall be regarded as a listed use and a log of all said determinations shall be maintained as a part of the public records of the Zoning Administrator. In no instance, however, shall a use be permitted in a district when said use is first permitted in a classification which, in this zoning text, follows that for said district.

The Zoning Administrator may provide a written statement of the current classification of a property, the uses permitted in said classification, and verification of compliance with the Zoning Ordinance. The application for such a statement from the Zoning Administrator shall be accompanied by a fee of three hundred dollars (\$300.00). Applications for letters to the Virginia Department of Motor Vehicles regarding new and used motor vehicle sales and rental lots shall be accompanied by a fee of ~~two hundred twenty~~ five hundred dollars (~~\$220.00~~ \$500). Requests for special agreement letters and supplemental documentation for financing, settlements, court cases, and the like shall be accompanied by a fee of ~~one thousand sixty five~~ two thousand dollars (~~\$1,065.00~~ \$2,000). Requests for determination of lot buildability shall be accompanied by a fee of fifty dollars (\$50). (Ord. No. 89-10, 5-13-89; Ord. No. 92-13, 4-25-92; Ord. No. 95-9, § 4-29-95; Ord. No. 98-11, 7-1-98; Ord. No. 01-8, 4-21-01; 4/24/04)

C. Permits.

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4. Every application for a building permit that is required under this section of the Zoning Ordinance shall be accompanied by a fee as follows:

a. *New Construction:*

New single-family, townhouses, duplexes (by-right and site plan)	\$70.00 <u>\$500</u> per dwelling unit
By-right development, including apartments, retail, and offices	\$40.00 <u>\$200 plus \$100</u> per 10,000 square feet gross floor area or fraction thereof
Site plan projects, including office, residential, hotel, commercial and institutional uses (excluding townhouses)	\$65.00 <u>\$500 plus \$200</u> per 5,000 square feet gross floor area or fraction thereof
New parking structures and lots (by-right and site plan)	\$35.00 <u>\$200 plus \$100</u> per 5,000 square feet gross floor area or fraction thereof

b. *Modifications to Existing Structures:*

Exterior Additions	
Single-Family, town houses, duplexes	\$40.00 for less than 1,000 square feet, \$70.00 for larger additions <u>\$100</u>
All Other	\$133.00 <u>\$300</u> flat fee
<u>Exterior mechanical equipment</u>	<u>\$50</u>
Interior Alterations:	
Single-family dwellings, town houses, duplexes, apartments	\$40.00 for less than 1,000 square feet, \$70.00 for larger alterations <u>\$100</u>
All Other	\$70.00 <u>\$150</u> per 10,000 square feet gross floor area or part thereof

c. *Other Types of Building Permits:*

- Footing and foundation, and excavation – by-right ~~\$45.00~~ \$50
- Footing and foundation, and excavation single-family – site plan...\$100
- Footing and foundation, and excavation all other – site plan....\$1,000
- Retaining walls ~~25.00~~ \$50
- Decks and fences ~~15.00~~ \$50
- Detached garages and accessory buildings ~~20.00~~ \$50
- Demolition Plans:
 - By-right construction, per site ~~20.00~~ \$100
 - Site plan construction, per site ~~70.00~~ \$1,000
- Swimming pools ~~20.00~~ \$50
- Satellite dish, antennae, temporary structures (e.g. fireworks stands) ~~50.00~~ \$75
- Driveways, on-grade patios ~~No fee~~ \$50

Revisions to approved by-right ~~and site plan~~ new construction only projects . . .
~~30.00~~ \$50

Revisions to approved site plan new construction only projects . . .\$200

Uses not elsewhere specified . . . ~~40.00~~ \$50

Requests for sink letters shall be accompanied by a fee of twenty-five dollars
(\$25).

d. The following additional fee shall apply to each permit:

1. A 10% automation enhancement surcharge.

D. Certificates of Occupancy.

Type I. Flat Fees:

1. Swimming pools: ~~One hundred ninety five dollars (\$195.00)~~ \$200.
2. Parking lots: ~~One hundred sixty dollars (\$160.00)~~ \$200.
3. Motor vehicle dealerships: New, Used- and Rentals: ~~Eight hundred fifteen dollars (\$815.00)~~ \$1,000
4. Uses not elsewhere specified: ~~One hundred sixty dollars (\$160.00)~~ \$200.
5. Re-inspection fee: \$150 for each re-inspection.

Type II. Residential, Commercial, Office, Hotel and Industrial Buildings:

1. Master Certificate of Occupancy. A master certificate of occupancy (M.C.O.) shall be required for the entire building and site work. Except for certificates for shell and core and partial occupancy, as defined in paragraphs 2. and 3. below, no other certificate of occupancy is required if the M.C.O. can be approved and issued prior to any occupancy of the building. A request for a certificate for partial occupancy of a building may be made after the filing of the applications for the M.C.O. and the certificates of occupancy described in paragraph 2. below have been issued, if applicable. The fee for the M.C.O. shall be as follows:
 - a. New multiple-family dwellings, commercial, office, industrial and hotel buildings with elevators or without elevators: Five hundred forty dollars (\$540.00) \$2,000 plus \$15 per unit.
 - b. ~~New commercial, office and industrial buildings without elevators: Three hundred ten dollars (\$310.00).~~
 - c. ~~New multiple family dwellings without elevators: Two hundred seventy five dollars (\$275.00), plus twelve dollars (\$12.00) per unit.~~
 - d. ~~b.~~ New motels, tourist homes, rooming houses and boardinghouses: Two hundred seventy five dollars (\$275.00), plus twelve dollars (\$12.00) per unit \$500 plus \$15 per unit.
 - e. ~~c.~~ One- and two-family dwellings: Two hundred thirty five dollars (\$235.00) \$250.
 - f. ~~d.~~ New town house projects (site work) fewer than twenty (20) units: Three hundred ten dollars (\$310.00) \$1,000.

- ~~g.~~ ~~New town house projects (site work) more than twenty (20) units: Five hundred forty dollars (\$540.00).~~
 - ~~h.e.~~ Change in ownership of commercial, office and industrial buildings: ~~Three hundred ten dollars (\$310.00).~~ \$1,000.
 - ~~i.f.~~ Change in ownership of multiple-family dwellings with and without elevators and town houses (rental units): ~~Two hundred seventy-five dollars (\$275.00), plus twelve (\$12.00) dollars per unit~~ \$1,000 plus \$20 per unit.
 - ~~j.g.~~ Change in ownership of hotels, motels, tourist homes, rooming houses and boardinghouses: ~~Two hundred thirty-five dollars (\$235.00), plus twelve (\$12.00) per unit~~ \$1,000 plus \$20 per unit.
 - ~~k.h.~~ Multiple-family dwellings with and without elevators converting to condominiums or cooperatives: ~~Five hundred forty dollars (\$540.00)~~ \$1,000 plus \$20 per unit.
 - ~~l.~~ ~~Multiple family dwellings without elevators converting to condominiums or cooperatives: Two hundred seventy-five dollars (\$275.00), plus twelve (\$12.00) per unit.~~
 - ~~l.~~ Re-inspection fee: \$150 for each re-inspection.
2. Shell and Core Certificate for Elevator Buildings. Prior to any approval of a request for a certificate for partial occupancy of any new elevator building or a multiple-family dwelling with elevator(s) converting to condominiums or a cooperative, the owner shall have filed a request for a master certificate of occupancy and shall have been issued a certificate of occupancy for the shell and core of the building. No shell and core certificate of occupancy shall be issued until the building support systems such as the fire alarm system, elevators, restrooms, ventilating system and exit-ways have been inspected and approved. The fee for a shell and core certificate shall be as follows:
- a. New multiple-family dwellings, commercial, industrial, office and hotel buildings, and multiple-family dwellings converting to condominiums or cooperatives:
 - (1) Up to one hundred fifty thousand (150,000) square feet of gross floor area: ~~One thousand two hundred twenty dollars (\$1220.00)~~ \$2,000.
 - (2) Over one hundred fifty thousand (150,000) square feet of gross floor area: ~~One thousand nine hundred eighty dollars (\$1,980.00)~~ \$2,500.
 - b. ~~Reserved.~~ Re-inspection fee: \$150 for each re-inspection.
3. Certificate for Partial Occupancy. A request for a certificate for partial occupancy of a multiple-family dwelling or hotel, and tenant space for an office, commercial or industrial building may be made; however, no certificate for partial occupancy shall be issued unless the space is approved for occupancy and the master certificate of occupancy or the shell and core certificates of occupancy for the building have been issued. The fee for certificate for partial occupancy shall be as follows:
- a. Commercial, office and industrial uses:

- (1) Up to one hundred fifty (150) square feet of gross floor area (desk space): ~~One hundred twenty one dollars (\$121.00)~~ \$200.
- (2) Over one hundred fifty (150) square feet of gross floor area and up to two thousand (2,000) square feet of gross floor area: ~~One hundred seventy one dollars (\$171.00)~~ \$300.
- (3) Over two thousand (2,000) square feet of gross floor area: ~~Two hundred seventy five dollars (\$275.00)~~ \$500 per ten thousand (10,000) square feet of gross floor area or fraction thereof.
- b. Multiple-family dwellings: ~~Two hundred thirty five dollars (\$235.00),~~ \$400 plus ~~twelve dollars (\$12.00)~~ \$20 per unit.
- c. Hotels: ~~Two hundred thirty five dollars (\$235.00)~~ \$400 plus ~~twelve dollars (\$12.00)~~ \$20 per unit.
- d. Town house units: ~~Two hundred thirty five (\$235.00)~~ \$250 plus ~~twelve dollars (\$12.00)~~ \$20 per unit.
- e. Parking structures associated with office, commercial, apartment and hotel: \$500 plus \$50 per 5,000 square feet.
- f. Re-inspection fee: \$150 for each re-inspection.

Type III. Parking Structures(not associated with other uses): ~~Three hundred ten dollars (\$310.00)~~ \$100 per ~~twenty thousand (20,000)~~ 5,000 square feet of gross floor area or fraction thereof.

Type IV. County Owned, Operated and/or Sponsored Facilities and Activities and Short-term Activities of Nonprofit Organizations: No fee.

Type V. Family Day Care Homes for One (1) to Nine (9) Children: ~~Twenty four dollars (\$24.00)~~ \$25.

- 4. Requests for replacement of a lost Certificate of Occupancy shall be accompanied by a fee of twenty five dollars (\$25).
- 5. A 10% automation enhancement surcharge shall be applied to each permit above.

E. Board of Zoning Appeals; Variances and Appeals.

- 1. There shall be a Board of Zoning Appeals as provided for and having the powers, functions and responsibilities as described in the Code of the Commonwealth of Virginia.
- 2. Every appeal from a determination of the Zoning Administrator and every application for a variance shall be filed in writing with the Zoning Administrator. The time of the public hearing is determined by the Board of Zoning Appeals. The filing fee shall be as follows:
 - a. Appeals from a determination of the Zoning Administrator -- ~~Three hundred seventy dollars (\$370.00)~~ \$500.
 - b. Variances or Use Permits for existing single-family residential – Three hundred and ten dollars (\$310.00) for the first subsection of the Zoning Ordinance being

modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.

- c. Variances or Use Permits for single-family new construction/resubdivision for new construction - Two thousand four hundred sixty dollars (~~\$2,460.00~~) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.
- d. Variance or Use Permit applications from nonprofit organizations and for nonprofit institutional uses -- Two hundred fifty-five dollars (~~\$255.00~~).
- e. Variances or Use Permits for a building location error, defined as a request for an "as-built" variance when a new structure is not built in accordance with the approved plans – Three thousand seven hundred dollars (~~\$3,700.00~~).
- f. Variances or Use Permits for all other uses – Three thousand sixty-five dollars (~~\$3,065.00~~) for the first subsection of the Zoning Ordinance being modified. Each additional subsection to be modified will be an additional fee of twenty percent (20%) of the base fee.
- g. A 10% automation enhancement surcharge shall be applied to each application above.

F. Amendments.

- 3. Every application for such amendment shall be accompanied by a filing fee as follows:
 - a. On a request of an owner or contract owner applying for an amendment to be heard at a regular zoning hearing:

An Amendment for Rezoning To:	Site Area 25,000 Sq. Ft. or Less	Site Area More Than 25,000 Sq. Ft.
“R” Districts	\$3,830.00 plus \$3301,000.00 DES fee	\$5,085.00 plus \$6602,000.00 DES fee
“RA” Districts	\$3,830.00 plus \$3301,000.00 DES fee	\$6,340.00 plus \$6603,000.00 DES fee
“RA-H,” “R-C,” “RA-H.3.2” and “RA4.8” Districts	\$8,700.00 plus \$3303,000.00 DES fee	\$13,045.00 plus \$6605,000.00 DES fee
“S,” “C” and “M” Districts	\$6,340.00 plus \$3003,000.00 DES fee	\$8,850.00 plus \$6603,000.00 DES fee
“C-O” Districts	\$13,045.00 plus \$3305,000.00 DES fee	\$13,045.00 plus \$6605,000.00 DES fee

- b. For applicants applying to the County Board for an amendment on its own motion: Above fee schedule, plus six thousand three hundred forty dollars (\$6,340.00) plus ~~six hundred and sixty dollars (\$660.00)~~ two thousand dollars (\$2,000.00) for the Department of Environmental Services.
- c. When the County Board proposes an amendment in the public interest: No fee.
- d. When an application for rezoning requires consideration of a general land use plan amendment: Above fee schedule plus ~~two thousand seven hundred eighty dollars (\$2,780.00)~~ eight thousand dollars (\$8,000) plus ~~three hundred and thirty dollars (\$330.00)~~ four thousand dollars (\$4,000) for the Department of Environmental Services review.
- e. When an application for rezoning is accompanied by an application for a site plan: Above fee schedule plus the applicable site plan fee.
- f. A 10% automation enhancement surcharge shall be applied to each application above.

G. Use Permits.

- 4. Written application for a use permit shall be filed with the Zoning Administrator. An application for Unified Residential Development approval shall comply with applicable portion of Administrative Regulation 4.11, Unified Residential Development Use Permit Approval Procedure, as amended. Use Permits shall be heard at the first regular meeting of each month, except the County Board may establish, on its own motion, another time for the use permit hearing, which hearing may be at any County Board meeting.
 - a. Requests for family home day care use permits shall be accompanied by a fee of one hundred ten dollars (\$110.00).
 - b. Schools, including private, elementary, or secondary schools, and kindergartens, nursery schools, child care centers, and any other programs regulated by Chapter 52 of the Arlington County Code with a total enrollment that is equal to, or less than, 100 students shall be accompanied by a fee of one hundred twenty-five dollars (\$125.00).
 - c. Schools, including private, elementary, or secondary schools, and kindergartens, nursery schools, child care centers, and other programs regulated by Chapter 52 of the Arlington County Code with a total enrollment that exceeds 100 students but is equal to, or less than, 250 students shall be accompanied by a fee of three hundred dollars (\$300.00).
 - d. Every other application for a noncommercial or commercial use, except requests that include construction of a new building for the purposes of conducting the use and requests for commercial uses that include substantial alteration of structures or sites (which shall include alterations affecting more than fifty (50) percent of

the total floor area of the structure, resulting in the expansion of the first floor plan by more than twenty (20) percent or resulting in the disturbance of more than fifty (50) percent of the site), requests for restaurants with drive-through windows, requests for automobile service stations with or without vehicle repair service, or requests for live entertainment, public garages and food delivery services, shall be accompanied by a fee of one thousand six hundred thirty dollars (\$1,630.00).

- e. Requests for commercial uses that include substantial alteration to structures and site, restaurants with drive-through windows, or automobile service stations with or without vehicle repair services shall be accompanied by a fee of seven thousand six hundred dollars (\$7,600.00), plus six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.
- f. Requests for live entertainment, public garages and food delivery services shall be accompanied by a fee of one thousand one hundred dollars (\$1,100.00).
- g. Requests for use permits of any type that include construction of a new building, excluding one-family dwellings under the Unified residential development, for the purposes of conducting the proposed use shall be accompanied by a fee of seven thousand six hundred dollars (\$7,600.00).
- h. Requests for use permits for Unified Residential Development shall be accompanied by a fee of two thousand two hundred dollars (\$2,200.00) per use permit, plus five dollars fifty cents (\$5.50) per dwelling unit plus one thousand three hundred twenty dollars (\$1,320.00) for the Department of Environmental Services review.
- i. Requests for use permits for Unified Commercial Development or Columbia Pike Form-based Code shall be accompanied by a fee of one dollar and ten cents (\$1.10) per one (1) square foot of the gross floor area of the entire building, not to exceed five thousand four hundred dollars (\$5,400.00) plus one thousand three hundred twenty dollars (\$1,320.00) for the Department of Environmental Services review.
- j. Requests for use permits filed by places of worship or lodges permitting secondary use of parking lots that are accessory to these uses, as specified in Section 33.A.8. of the Zoning Ordinance, shall be accompanied by a fee of two hundred seventy-five dollars (\$275.00).
- k. A 10% automation enhancement surcharge shall be applied to each application above.

H. Site Plan Approval.

12. *Application Fees:* Every application for a phased development or final site plan approval for any major project or minor site plan amendment shall be accompanied by a fee in accordance with the following schedule:

Request to Advertise
Proposed Zoning Ordinance
Amendment for Fee Increases

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Phased development site plan: eighteen thousand three hundred sixty dollars (\$18,360.00) per site plan, plus one hundred ten dollars (\$110.00) per acre of site area, plus one thousand three hundred twenty dollars (\$1,320.00) for the Department of Public Works review.

Final site plan: For site plans in "R" and "RA" districts of fewer than twenty five (25) units, "C-2" districts and "VCHPDD" site plans: Two thousand seven hundred twenty dollars (\$2,720.00) per site plan, plus:

Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space; and

Twenty two dollars (\$22.00) per dwelling unit, plus

Three hundred thirty dollars (\$330.00) for the Department of Environmental Services review.

Final site plan: For all other site plans: Eight thousand seven hundred dollars (\$8,700.00) per site plan, plus:

Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space;

Twenty two dollars (\$22.00) per dwelling unit; and

Twenty two dollars (\$22.00) per hotel unit, plus

Six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.

Major site plan amendments: For site plans in "R" and "RA" districts of fewer than twenty five (25) units, "C-2" districts and "VCHPDD" site plans: Two thousand seven hundred twenty dollars (\$2,720.00) per site plan, plus:

Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space; and

Twenty two dollars (\$22.00) per dwelling unit, plus

Three hundred thirty dollars (\$330.00) for the Department of Environmental Services review.

Major site plan amendment: For all other site plans: Eight thousand seven hundred dollars (\$8,700.00) per site plan, plus:

Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space;

Twenty two dollars (\$22.00) per dwelling unit; and

Twenty two dollars (\$22.00) per hotel unit, plus

Six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.

Minor site plan amendments: Two thousand one hundred eighty dollars (\$2,180.00) per amendment, plus:

Twenty two dollars (\$22.00) per one hundred (100) square feet of additional office and commercial space;

Twenty two dollars (\$22.00) per additional dwelling unit; and

Twenty two dollars (\$22.00) per additional hotel unit, plus

Six hundred sixty dollars (\$660.00) for the Department of Environmental Services review.

~~Administrative changes: Five hundred forty five dollars (\$545.00) per request per subsection.~~

~~Final 4.1 Plan review: One thousand one hundred dollars (\$1,100.00) plus
 Twenty two dollars (\$22.00) per dwelling unit; and
 Twenty two dollars (\$22.00) per hotel unit, and
 Twenty two dollars (\$22.00) per one hundred (100) square feet of office and commercial space, plus
 Six hundred five dollars (\$605.00) for the Department of Environmental Services review.~~

~~Landscape plan reviews: Each landscape plan that is required by a site plan shall be accompanied by two hundred seventy five dollars (\$275.00) plus two hundred seventy five dollars (\$275.00) for the Department of Environmental Services review.~~

<u>Phased Development Site Plan</u>	<u>\$18,360 plus \$110 per acre of site area, plus \$1,320 Department of Environmental Services review fee of \$18,360 plus \$110 per acre of site area</u>
<u>Final Site Plan (R, RA less than 25 units and C-2)</u>	<u>\$2,720 plus \$22 per 100 square feet of commercial and office space and \$22100 per unit, plus \$330 Department of Environmental Services review fee of \$1,000 plus \$10 per 100 square feet of commercial and office space plus \$50 per unit</u>
<u>Final Site Plan (All other)</u>	<u>\$8,700 plus \$22 per 100 square feet commercial and office space and \$22100 per dwelling unit and \$22-100 per hotel unit plus \$660-Department of Environmental Services review fee of \$4,000 plus \$10 per 100 square feet of office and commercial space plus \$50 per unit</u>
<u>Major Site Plan Amendments (R, RA of les than 25 units and C-2)</u>	<u>\$2,720 plus \$22 per 100 square feet of commercial and office space and \$22-100 per dwelling unit and \$22-100 per hotel unit, plus \$330-Department of Environmental Services review fee of \$1,000 plus \$10 per 100 square feet of commercial and</u>

	<u>office space and \$50 per hotel unit and dwelling unit</u>
<u>Major Site Plan Amendments (all other)</u>	<u>\$8,700 plus 22 per 100 square feet of commercial and office space and \$22 100 per dwelling unit and \$22 100 per hotel unit, plus \$660 Department of Environmental Services review fee of \$4,000 plus \$10 per 100 square feet of commercial and office space and \$50 per hotel unit and dwelling unit</u>
<u>Minor Site Plan Amendment</u>	<u>\$2,180 plus 22 per 100 square feet of commercial and office space and \$22 100 per dwelling unit and \$22 100 per hotel unit, plus \$660 Department of Environmental Services review fee of \$1,000 plus \$10 per 100 square feet of commercial and office space and \$50 per hotel unit and dwelling unit</u>
<u>Final 4.1 Plan Review</u>	<u>\$1,100 plus \$22 per 100 square feet of commercial and office space, and \$22 100 per dwelling unit and \$22-100 per hotel unit, plus \$605 Department of Environmental Services review fee of \$605 plus \$10 per 100 square feet of commercial and office space plus \$50 per hotel unit and dwelling unit</u>
<u>Additional Review Fee</u>	<u>\$500 per resubmittal after the first resubmittal plus \$10 per unit residential and \$10 per 1,000 square feet of nonresidential space plus Department of Environmental Services review fee of \$250 plus \$5 per unit residential plus \$5 per 1,000 square feet of nonresidential space</u>
<u>Administrative changes</u>	<u>Five hundred forty-five dollars (\$545.00) per request per subsection.</u>

<u>Administrative Changes to landscape plans (TH and cluster)</u>	<u>\$50</u>
<u>Administrative Changes to landscape plan (all other)</u>	<u>\$600</u>
<u>Administrative Changes to comprehensive sign plans</u>	<u>\$100</u>
<u>Administrative Changes to parking</u>	<u>\$600</u>
<u>Administrative Changes to allow dishes and antennas</u>	<u>\$250</u>
<u>Administrative Changes for temporary uses</u>	<u>\$600</u>
<u>Administrative Changes for outdoor seating</u>	<u>\$250</u>
<u>Administrative Changes for tenant changes</u>	<u>\$100</u>
<u>Administrative Changes for façade changes</u>	<u>\$600</u>
<u>Administrative Changes for all other and requests with multiple items</u>	<u>\$1,000</u>
<u>Landscape Plan Reviews (TH, Cluster and URDs)</u>	<u>\$275 plus \$275 Department of Environmental Services review fee</u>
<u>Landscape Plan Reviews (All other)</u>	<u>\$500 plus \$275 Department of Environmental Services review fee</u>
<u>Final Façade Review</u>	<u>\$500</u>
<u>Automation Enhancement</u>	<u>A 10% automation enhancement surcharge shall be applied to each application above.</u>
