

**RESOLUTION NO. 20 - 17**

**RESOLUTION ESTABLISHING FEES FOR APPLICATIONS PROCESSED BY  
THE DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING  
AND THE DEPARTMENT OF ENVIRONMENTAL PROGRAMS**

WHEREAS, the Code of Public Local Laws of Worcester County, Maryland, General Provisions Article and Sections BR 2-103(f) (Plumbing Standards - Fees), BR 2-212(f) (Electrical Standards - Fees), BR 3-104 (Housing Review Board), PW 5-104 (Shared Sanitary Facilities - Establishment of shared sanitary facility), PW 5-305(b)(5) (Sanitary Service Areas - Cost and fees), TR 2-103(d) (Licensing of coin-operated vending machines - Fees), TR 2-106(c) (Rental License fees), TR 2-201 (Gaming Permits), NR 1-107(d) (Stormwater Management - plan review fees), NR 1-407 (Forest Conservation), NR 2-102(b) (Construction along shorelines - Permits required), NR 3-101 and NR 3-201 (Critical Area Programs), ZS 1-106 (Zoning Regulations - Fees and expenses), ZS 1-347(k) (Zoning Regulations - Agricultural Reconciliation Board fees) and ZS 2-108 (Subdivision Regulations - Fees), as from time to time amended, provide that the County Commissioners may establish certain fees for processing of applications; and

WHEREAS, the Worcester County Commissioners have adopted or amended said fees by previous resolutions, most recently by Resolution No. 19-23, adopted on June 18, 2019; and

WHEREAS, the County Commissioners have determined it necessary to revise said fees and add fees for various review services provided by County staff.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following fee schedule shall be in effect for the services provided by the Department of Development Review & Permitting and the Department of Environmental Programs:

**DEPARTMENT OF DEVELOPMENT REVIEW & PERMITTING  
AND DEPARTMENT OF ENVIRONMENTAL PROGRAMS  
FEE SCHEDULE**

**I. APPLICATION REVIEW FEES**

- A. Zoning Map Amendment: \$650.00 base fee, plus \$15.00 per acre.
- B. Zoning Text Amendment: \$350.00 per change requested.
- C. Water and Sewer Plan Amendments:
  - 1. Minor Amendments: \$100.00
  - 2. Major Amendments: \$500.00
- D. Residential Planned Community:
  - 1. Step I: \$1,000.00 base fee, plus \$15.00 per acre over 30 acres.
  - 2. Step II: \$600.00 base fee, plus \$15.00 per acre over 30 acres.
  - 3. Step III: Refer to subdivision and/or site plan review fees.
- E. Planned Commercial Development Review: \$450.00 base fee, plus \$35.00 per acre.
- F. Subdivision Review:
  - 1. Sketch Plan (optional): No fee.
  - 2. Preliminary Plat: \$350.00 base fee, plus \$15.00 per lot in excess of 5 lots.

3. Final Plat: \$350.00 base fee, plus \$10.00 per lot in excess of 5 lots.
4. Minor Subdivision Plat: \$250.00 flat fee.
5. Recording fee: \$5.00 per sheet.
6. Waiver of ordinance section: \$100.00 per section.
7. Revision ( $\leq 25\%$  of site) \$150.00 flat fee, ( $> 25\%$  of site) \$150.00, Plus \$5.00 per lot.
8. Revalidation or extension of approval: \$150.00 flat fee.
9. Third and subsequent review: \$100.00 flat fee per review.
10. Construction Plan Review:
  - a. Minor subdivision ( $\leq 5$  lots, where required): \$150.00 flat fee.
  - b. Major subdivision (6 to 20 lots): \$150.00 base fee, plus \$10.00 per lot.
  - c. Major subdivision ( $\geq 21$  lots): \$150.00 base fee, plus \$15.00 per lot.
  - d. Revisions: 25% of original fee.

G. Site plan review:

1. Major site plan: \$450.00 base fee, Plus \$35.00 per acre.
2. Minor site plan: \$300.00 flat fee.
3. Administrative Review: \$50.00 flat fee.
4. Revisions: ( $\geq 25\%$  of site): \$150.00 flat fee; ( $> 25\%$  of site): \$150.00, Plus \$35.00 per acre.
5. Revalidation or extension of approval: \$150.00 flat fee.
6. Waiver of ordinance section: \$100.00 per section.
7. Third and subsequent reviews: \$100.00 flat fee per review.

H. Board of Zoning Appeals

1. Variance: \$350.00 flat fee.
2. Special exception: \$350.00 flat fee.
3. Forestry adjustment, exceptions or payment in lieu: \$350.00 flat fee.
4. Any other application: \$350.00 flat fee.

I. Readvertisement fee (if necessary): \$250.00 flat fee.

J. Housing Review Board Appeal Fee: \$100.00.

K. Forest Conservation Program Review

1. Declaration of Intent: \$50.00 flat fee.
2. Forest Conservation Plan Review:
  - a. Sketch plan (optional): No fee
  - b. Major subdivision: \$200.00 base fee, plus \$25.00 per lot.
  - c. Minor subdivision/Boundary line adjustment: \$100.00 flat fee.
  - d. Major site plan: \$200.00 base fee, plus \$25.00 per acre.
  - e. Minor site plan: \$100.00 flat fee.
  - f. Revisions: ( $< 25\%$  of site) \$150.00 flat fee; or  
( $> 25\%$  of site) \$150.00, plus \$35.00 per acre.
  - g. Forestry adjustment, exception, or payment in lieu request: \$100.00 flat fee.

L. Building Code Appeals Board Application Fee: \$250.00.

M. F.E.M.A. Variance Application Fee: \$250.00

N. Agricultural Reconciliation Board Application Fee: \$150.00

O. Atlantic Coastal/Chesapeake Bay Critical Area Program Review

1. Sketch plan (optional): No fee
2. Major subdivision: \$200.00 base fee, plus \$25.00 per lot.
3. Minor subdivision/Boundary line adjustment: \$100.00 flat fee.
4. Major site plan: \$200.00 base fee, plus \$25.00 per acre.
5. Minor site plan: \$100.00 flat fee.
6. Revisions: ( $\leq 25\%$  of site): \$150.00 flat fee;  
( $> 25\%$  of site): \$150.00 plus \$35.00 per acre.
7. Growth allocation request: \$650.00 base fee plus \$15.00 per acre.
8. Building/Zoning Permit/Environmental Programs review: \$50.00
9. Board of Zoning Appeals review of Department's denial of fees in lieu: \$100.00.
10. Critical Area variance review: \$100.00 flat fee.
11. Reinspection fee: \$50.00 per occurrence.
12. Critical Area Permit: \$50.00

P. Cooperative Campground/Mobile Home Park Review Fee

1. Conversion to Co-op: \$600.00 base fee, plus \$35.00 per acre.
2. Expand or enlarge Co-op: \$450.00 base fee, plus \$35.00 per acre.
3. Revisions: ( $\leq 25\%$  of site): \$150.00 flat fee; or  
( $> 25\%$  of site): \$150.00, plus \$35.00 per acre.
4. Third and subsequent reviews: \$100.00 flat fee per review.

Q. Research Fee: \$50.00 per hour for each hour or portion thereof beyond the first hour of staff research time.

R. Natural Resources Article Text Amendment: \$350.00 per change requested.

II. PERMITS

A. Building Permits

1. For one and two family dwellings, additions thereto, and accessory structures 500 square feet or greater in size: A minimum fee of \$50.00 plus an amount equal to the square footage multiplied by the current value per square foot (as listed below) multiplied by .0055, with \$50.00 of the fee being non-refundable in the event the permit is not utilized.

TYPE OF AREA	CURRENT VALUE PER SQUARE FOOT
Habitable	\$48.12
Garage, covered decks, screened porches and other attached non-habitable covered areas	\$22.62
Open Decks	\$15.00

2. Mobile Homes: \$100.00 flat fee.
3. Multi-family, commercial and industrial (including accessory structures): A minimum fee of \$150.00 plus an amount equal to the square footage multiplied by the current value per square foot (as listed below) multiplied by .005, with \$150.00 of the fee being non-refundable in the event the permit is not utilized:

IRC USE GROUP	CURRENT VALUE PER SQUARE FOOT
A-1	\$76.29
A-2	\$56.84
A-3	\$55.81
A-4	\$71.17
B	\$51.20
E	\$55.30
F-1	\$31.74
F-2	\$31.23
H	\$30.72
I-1	\$50.69
I-2	\$80.38
I-3	\$70.14
M	\$41.98
R-1	\$54.94
R-2	\$48.64
R-3	\$40.96
S-1	\$29.18
S-2	\$28.67
U	\$22.62

4. Reinspection Fee: \$50.00 each occurrence.
5. For construction of a handicap access ramp on a single-family home where appropriate documentation is presented to the department regarding the bonafide need: No fee.

**B. Zoning Permits**

1. All off-premise signs: \$100.00 flat fee.
2. Freestanding and on-building signs: \$1.00 per square foot, with a minimum charge of \$50.00.
3. Use of Land without structure and residential accessory structures less than 500 square feet including but no limited to fences, sheds, pools, and home occupations: \$50.00 flat fee.
4. Reinspection Fee: \$50.00 per occurrence.

C. Environmental Programs

1. Water Well: \$160.00 per well.
2. Water Sample (other than compliance sampling): \$50.00 per sample
3. Sewage:
  - a. Residential Evaluation.
    1. Individual lot or minor subdivision evaluation: \$350.00 per single family unit.
    2. Major subdivision evaluation: \$350.00 per single family unit. If more than six lots are requested a minimum payment of \$1,800.00 is required. Balance of fee to be collected as testing is completed.\*
    3. Piezometer Installation (over 2 per lot): \$50.00 each
  - b. Commercial Evaluation.
    1. A minimum of \$350.00 is required.\*
  - c. Sewage Area Modification.
    1. 30% or More: \$300.00
    2. Less than 30%: \$75.00
  - d. Sewage Permit.
    1. Complete new system (tank & drainfield): \$325.00
    2. Drainfield replacement: \$300.00
    3. Repairs of existing system including tank replacement: \$180.00
  - e. Water/Sewer Verification Fee: \$30.00 per permit signed by Environmental Programs (except for sign or shed permits).
4. Burning Permit: \$80.00
5. Reinspection Fee: \$50.00 per occurrence.
6. Septage Haulers:
  - a. Annual license: \$50.00
7. Bathing Beach Permit: \$150.00
8. Plat/Plan Review:
  - a. Sketch Plan (optional): No fee.
  - b. Plat Review, public water & sewer, up to 5 lots: \$75.00.
  - c. Plat Review, public water & sewer, more than 5 lots: \$200.00.
  - d. Plat Review, private water & sewer, minor subdivision: \$180.00.
  - e. Plat Review, private water & sewer, major subdivision: \$150.00 minimum for first 5 lots, plus \$25.00 per additional lot over 5.
  - f. Plat Review, property line revision/septic reserve area revision; Agricultural Use Only: \$120.00.
  - g. Commercial Construction Plan Review, public water & public sewer: \$60.00.
  - h. Commercial Construction Plan Review, public water & private sewer: \$85.00.
  - i. Commercial Construction Plan Review, private water & private sewer: \$100.00.

\*Note: This application fee covers testing for 10,000 square feet of sewage area. If conditions require testing greater than 10,000 square feet, applicant will be billed at a rate of \$10 per each additional 1,000 square foot area tested.

9. **Mobile Home Park and Campground Permit Fees**
  - a. **Annual Mobile Home Park Permit**
    1. 10 or less sites: \$75.00
    2. 11 or more sites: \$150.00
  - b. **Annual Campground Permit**
    1. 100 or less sites: \$175.00
    2. 101 or more sites: \$250.00
  - c. **Late Fees (Mobile Home Park and/or Campground Permits):**  
\$50.00 per day/\$500.00 maximum.

10. **Shared Facilities Agreement Processing Fees**
  - a. **Minor (up to 5,000 gallons per day):** \$100.00
  - b. **Major (greater than 5,000 gallons per day):** \$250.00
  - c. **Shared facility inspection:** \$50.00 per inspection

**\*Note:** There shall be no charge for shared facility agreements between two single-family homes.

11. **Sanitary Service Area Applications**
  - a. **Minor (up to 5,000 gallons per day):** \$100.00
  - b. **Major (greater than 5,000 gallons per day):** \$500.00

**\*Note:** There shall be no charge for expansions involving the addition of an individual residential property to an existing service area.

12. **Stormwater Management and Sediment & Erosion Control:**
  - a. **Waiver requests:** \$75.00.
  - b. **Sediment and erosion control inspection fee for single-family dwellings:** \$50.00.
  - c. **Sediment and erosion control inspection fee for timber harvests:** \$100.00.
  - d. **Stormwater management and sediment and erosion control permits (with devices, structures, or the like):** \$350.00 base fee, plus \$15.00 per acre over 5 acres.
  - e. **Stormwater management and sediment and erosion control permits for clearing, grading and filling (no devices, structures or other items):** \$200.00 base fee, plus \$15.00 per acre over 5 acres.
  - f. **Stormwater management and sediment and erosion control permit revision fee:** \$50.00.
  - g. **Reinspection Fee:** \$50.00 per occurrence.

**D. General Permits.**

1. **Electrical Permits:** \$25.00.
2. **Plumbing Permits:**
  - a. **Administrative Fees (per permit issued)**
    1. **Mobile Homes (Manufactured Housing):** \$25.00
    2. **Modular Homes (Certified State Inspected):** \$25.00
    3. **Stick-built Homes:** \$25.00
    4. **Multi-Unit Buildings (Condo, Townhouse, Motel):** \$100.00
    5. **Commercial Units (Shopping Centers, Banks, Restaurants, Offices, etc.):** \$100.00
    6. **Back Flow Preventer Only:** \$50.00
  - b. **Inspection Fees (per unit)**
    1. **Mobile Homes (Manufactured Housing):** \$40.00
    2. **Modular Homes (Certified State Inspected):** \$75.00

- 3. Stick-built Homes: \$125.00
  - 4. Multi-Unit Buildings (Condo, Townhouse, Motel): \$125.00
  - 5. Commercial Units (Shopping Centers, Banks, Restaurants, Offices, etc.): \$125.00
  - 6. Back Flow Preventer Only: \$40.00
  - 7. Per fixture (over 10): \$5.00
  - c. Modification, Remodeling and Alteration Fees (Fixture Unit Count of Eight or Less)
    - 1. Administrative Fee: \$25.00
    - 2. Inspection Fee: \$75.00
  - d. Reinspection Fee: \$50.00 per inspection
  - e. Investigative Fee (beginning work without a permit): \$50.00 per hour
  - f. Gas Permits:
    - 1. Gas Permit: \$40.00
    - 2. Administrative Fee: \$25.00
    - 3. Each Additional Appliance (over 3): \$5.00
  - g. Plumbing Plan Review (Commercial)
    - 1. Up to 10,000 square feet: \$125.00
    - 2. Greater than 10,000 square feet: \$250.00
    - 3. Changes, additions, revisions to approved plans: \$50.00 per hour of review time
- \* Note: minimum charge of one-half hour re-review time

- 3. Shoreline Construction Activity:
  - a. Minor application review fee (less than eight feet channelward): \$150.00
  - b. Major application review fee (greater than eight feet channelward): \$300.00.
  - c. Shoreline construction permit: \$150.00
  - d. Shoreline construction permit revision: \$50.00

E. Miscellaneous Permits and Licenses.

1. Rental License permit:

<u>Use of Structure</u>	<u>Annual Fee</u>
a. Short term rental properties .....	\$200.00 per unit
b. Mobile home park .....	\$200.00 per lot, site or unit
c. Hotel, motel or campground .....	\$5.00 per room or site, minimum of \$250.00
d. Bed and breakfast establishments .....	\$400.00 per establishment
e. Keeping of roomers or boarders .....	\$100.00 per home
f. Dwelling unit rentals greater than 28 days (Year-round or seasonal rentals) .....	\$50.00 per dwelling unit
g. Group homes and assisted living facilities where all units are owned by a single business entity operating the facility .	\$250.00 per establishment
h. Group homes and assisted living facilities where units are individually owned and rented .....	\$100.00 per unit
i. License modifications with no change in class of license ...	\$50.00
j. License modifications with change in class of license .....	\$50.00 plus incremental difference in class fee
k. License modifications for additional units, rooms or sites ..	\$50.00 plus \$5.00 per additional unit, room or site
l. Any use or structure not specifically stated herein .....	Fee for the most similar use or structure as determined by the Department

2. Gaming (raffle) permit: \$25.00.

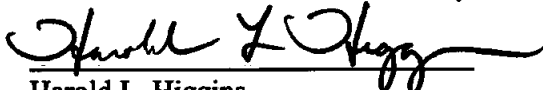
3. Roadside stand license: \$25.00
4. Bingo:
  - a. Annual license: \$100.00
  - b. Temporary license: \$25.00
5. Coin operated machine licenses:
  - a. Claw machines, shuffleboard, mechanical bowling machines, single-coin pinball machines, electronic video games or any other similar public amusement device requiring insertion of a coin or token and the result of whose operation depends in whole or in part upon the skill of the operator: \$30.00 each.
  - b. Arcades:
    1. 42 to 100 machines: \$1,250.00.
    2. 101 to 150 machines: \$1,750.00.
    3. 151 to 200 machines: \$2,250.00.
    4. 201 or more machines: \$2,750.00.
  - c. Music boxes: \$30.00.
  - d. Vending machines:
    1. 5¢ to 24¢ articles: \$20.00.
    2. 25¢ to 49¢ articles: \$25.00.
    3. Article 50¢ and over: \$30.00.
  - e. Cigarette machines: \$75.00.

BE IT FURTHER RESOLVED that any other license or permit fee not enumerated above shall be in the amount presently in effect.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on July 1, 2020.

PASSED AND ADOPTED this 16<sup>th</sup> day of June, 2020.

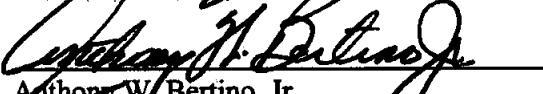
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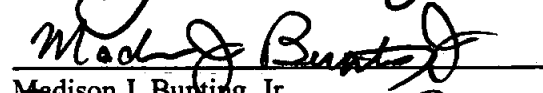
  
 Harold L. Higgins  
 Chief Administrative Officer

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