



The Zoning Division provides service to the community by interpreting, administering, and enforcing the ACZO.

ZONING DIVISION FEE SCHEDULE

Consolidated Fees Applications, Permits, and Subdivision Plats Adopted as of July 1, 2023

- Notes to the fee schedule:
- A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. *DES fees are not* assessed the Automation Enhancement Fee.
 - A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.
 - References to “Special Exception” fees refer to site plans and County Board approved use permits.

ADMINISTRATIVE CHANGES

		Fees
APPROVED SITE PLANS:	<i>Per subsection of the Zoning Ordinance</i>	\$703
	<i>Façade Changes</i>	\$773
	<i>Outdoor Seating</i>	\$324 <i>plus \$80 DES fee</i>
	<i>Parking Changes</i>	\$773 <i>plus \$189 DES fee</i>
	<i>Temporary Uses</i>	\$773
	<i>Tenant Changes</i>	\$132
SIGNS AND COMPREHENSIVE SIGN PLANS (CSPs):		
	Type I <i>(total sign area less than 100 sq. ft.)</i>	\$128
	Type II <i>(total sign area between 100 and 500 sq. ft.)</i>	\$274
	Type III <i>(total sign area between 500 and 1,500 sq. ft.)</i>	\$547
	Type IV <i>(total sign area greater than 1,500 sq. ft.)</i>	\$1,368
	<i>Regional Shopping Centers</i>	\$1,641
	<i>Amendments to CSPs</i>	<i>fee charged based on the total sign area being amended</i>
LANDSCAPE PLAN CHANGES:	<i>Town House, Cluster, URD’s</i>	\$64 <i>plus \$18 DES fee</i>
	<i>One-and-Two Family Dwellings</i>	\$175
	<i>All Other Landscape Plan Changes</i>	\$773 <i>plus \$189 DES fee</i>
ALL OTHER ADMINISTRATIVE CHANGES TO APPROVED SITE PLANS <i>(Including items with multiple requests)</i>		\$1,288 <i>plus \$316 DES fee</i>

ADMINISTRATIVELY-REVIEWED PERMITS & REQUESTS		Fees
CONCEPTUAL SITE PLAN		\$6,505
DANCE HALL PERMIT - ANNUALLY <i>(fee set by statute)</i>		\$656
LANDSCAPE PLAN (NEW SUBMISSION)		\$646 <i>plus \$348 DES fee</i>
HOME OCCUPATION PERMIT		\$55
ACCESSORY HOMESTAY PERMIT		\$73
SIGN PERMIT: Permanent or Temporary <i>(up 100 sq. ft.)</i> <i>By-right</i> <i>Associated with a Comprehensive Sign Plan (CSP)</i> <i>Signs over 40 feet (Rooftop)</i> Signs exceeding 100 sq. ft.		
		\$142
		\$247
		\$219
		Above fee plus \$1.47 per each sq. ft. over 100 sq. ft.
ZONING LETTERS AND REQUESTS:	<i>Zoning Compliance Letter</i>	\$387
	<i>Letter to DMV</i>	\$646
	<i>Special Agreement Letters</i>	\$2,575
	<i>Determination Letter</i>	\$387
	<i>Buildability Letter</i>	\$387
	<i>Buildability Letter (filed with property title search)</i>	\$64
	<i>Original Reproduction of Certificate of Occupancy</i>	\$35
Verification Permit (for projects that do not require building permits)		\$132
Accessory Dwelling Unit Application and Permit		\$160 <i>plus \$340 Parking Survey (if required)</i>
Family Suite Application		\$37
TELECOMMUNICATIONS PERMIT: Small Cell Wireless Facilities: <i>(fees set by statute)</i> <i>(up to 35 per application)</i> <i>First Five Facilities</i> <i>(plus fee for each additional facility beyond the first five facilities)</i> New Structures <i>(up to 50 ft. above ground level)</i> Co-location of Wireless Facilities on Existing Structures		\$109 each
		\$55 each
		\$547
		\$547
ZONING ORDINANCE COPY	with tabs	\$18
	without tabs	\$14

BUILDING PERMITS REVIEWED BY ZONING	
	Fees
NEW CONSTRUCTION	
Single-Family, Town Houses, Duplexes: <i>Per Dwelling Unit</i>	\$646
By-Right Development: <i>including Apartments, Retail & Offices</i>	\$261 plus \$132 per 10,000 sq. ft. GFA or fraction thereof
All Special Exception Projects:	\$646 plus \$132 per 5,000 sq. ft. GFA or fraction thereof
New Parking Structures and Lots:	\$261 plus \$132 per 5,000 sq. ft. GFA or fraction thereof
MODIFICATIONS TO EXISTING STRUCTURES	
Exterior Additions (Single-Family, Two-Family, Town Houses)	\$132
Exterior Alterations – All Other	\$387
Interior Alterations (Single-Family Dwellings, Two-Family, Town Houses)	\$132
Interior Alterations – All Other	\$194 per 10,000 sq. ft. GFA or fraction thereof
Mechanical Equipment	\$64
Plumbing Equipment	\$64
Electrical Equipment	\$64
REVISIONS TO APPROVED PLANS	
New Construction:	
By-right	\$64
Special Exception	\$261
Modifications to Existing Structures:	
By-right	\$64
Special Exception	\$64
OTHER TYPES OF BUILDING PERMITS	
Footing & Foundation, & Excavation:	
<i>By-Right</i>	\$64

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees *are not* assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.

BUILDING PERMITS REVIEWED BY ZONING	
	Fees
NEW CONSTRUCTION	
<i>Special Exception: Single-Family</i>	\$132
<i>Special Exception: All Other</i>	\$1,288
Retaining Walls	\$64
Detached Garages & Accessory Structures	\$64
Demolition Plans:	
<i>By-Right</i>	\$132
<i>Special Exception</i>	\$1,288
Swimming Pools	\$64
Temporary Structures (e.g., Fireworks stands)	\$98
Satellite dish antennae/telecommunications facilities	\$98
Decks and Fences	\$64
Driveways or On-grade Patios	\$64
Uses Not Elsewhere Specified	\$64
Bar Sink Affidavit	\$35

CERTIFICATES OF OCCUPANCY (COs)	
	Fee
RESIDENTIAL, COMMERCIAL, RETAIL, OFFICE, HOTEL AND INDUSTRIAL BUILDINGS	
<i>Master Certificate of Occupancy</i> (incl. Condo Conversion):	
a. New apartments, office, commercial and hotel with or without elevators:	\$2,575 plus \$21 per unit
b. New tourist homes, boarding & rooming houses:	\$646 plus \$21 per unit
c. One- and Two-Family Dwellings	\$324
d. New Town House Projects (including Site Work)	\$1,288
e. Change in Ownership of Office and Commercial	\$1,288
f. Change in Ownership of Apartments and Hotels:	\$1,288 plus \$27 per unit
g. Condo Conversions	\$1,288 plus \$27 per unit
<i>Shell and Core Certificate for Elevator Buildings:</i>	
New Apartments, Office, Commercial and Hotel	

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.

CERTIFICATES OF OCCUPANCY (COs)		Fee
1. Up to 150,000 sq. ft of GFA		\$2,575
2. Over 150,000 sq. ft. of GFA		\$3,220
Certificate for Partial Occupancy (including change in business or use of an existing structure)		
a. Office and Commercial		
1) Up to 150 sq. ft. of GFA		\$261
2) Over 150 sq. ft. of GFA and up to 2,000 sq. ft of GFA		\$387
3) Over 2,000 sq. ft.	<i>base fee</i>	\$646 <i>per 10,000 sq. ft. GFA or fraction thereof</i>
b. Apartments and Hotels	<i>base fee</i>	\$518 <i>plus \$27 per unit</i>
c. Town House Units	<i>base fee</i>	\$324 <i>plus \$27 per unit</i>
Parking Structures Associated with Office, Commercial, Apartments and Hotels	<i>base fee</i>	\$646 <i>plus \$65 per 5,000 sq. ft.</i>
Parking Structures not Associated with Other Uses per 5,000 sq. ft.	<i>base fee</i>	\$132 <i>plus \$128 per 5,000 sq. ft.</i>
Short-term or Temporary Uses		\$261
Short-term Activities of Nonprofit Organizations		No fee
Family Day Care Homes for One (1) to Twelve (12) Children		\$35
Flat Fees		
	<i>Swimming Pools</i>	\$261
	<i>Parking Lots</i>	\$261
	<i>Vehicle Dealerships; New, Used, and Rentals</i>	\$1,288
	<i>Accessory Dwelling Units</i>	\$245
	<i>Uses Not Elsewhere Specified</i>	\$261
CERTIFICATE OF OCCUPANCY RE-INSPECTION FEE		\$194 <i>per inspection</i>

COLUMBIA PIKE FORM-BASED CODE (FBC) OR COLUMBIA PIKE NEIGHBORHOODS FORM-BASED CODE (N-FBC)		Fee
Columbia Pike Form-Based Code Project Fee		\$1.54 per sq. ft. <i>plus \$1,660 DES fee (up to \$6,685)</i>
<i>plus fee for Landscape Plan Review (new submittal)</i>		\$646 <i>plus \$348 DES fee</i>
<i>plus fee for Final Facade Plan Review</i>		\$646

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees *are not* assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.

Administrative Changes:	<i>Landscape Plan (revision)</i>	\$64	plus	\$18 DES fee
	<i>Final Facade Plan (revision)</i>	\$774		
All Other Administrative Changes:	<i>Single Request</i>	\$703	plus	\$316 DES fee
	<i>Multiple Requests</i>	\$1,289	plus	\$316 DES fee

GENERAL LAND USE PLAN (GLUP) STUDY and AMENDMENT REQUESTS

	Fee
GLUP AMENDMENT	\$9,801 plus \$4,782 DES fee
<i>If a Special GLUP Study has been completed</i>	\$3,920 plus \$1,913 DES fee

SPECIAL GLUP STUDY		
	<i>Initial Review Fee</i>	\$4,811
	<i>Study Fee</i>	\$19,245 plus \$6,309 DES fee
	Supplemental GLUP Study Review:	\$7,697 plus \$2,523 DES fee
<i>*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope.</i>		
SPECIAL GLUP STUDY PLUS (study involves more than one applicant or site)		
<i>*Final determination as to whether a study is a Special GLUP Study or a Special GLUP Study Plus is determined by County staff</i>		
	<i>Initial Review Fee</i>	\$8,249 plus \$2,523 DES fee
	<i>Study Fee</i>	\$32,991 plus \$10,093 DES fee
	Supplemental GLUP Plus Study Review	\$13,196 plus \$4,038 DES fee
<i>*Fee applies to applications currently under review by County staff, where the applicant has requested additional review beyond the approved project scope</i>		
Amendment proposed by County Board in public interest		No Fee No Fee

SUBDIVISION PLAT REVIEW

	Fee
a. Subdivision Plat	\$177 plus \$97 per lot
b. Residential and Commercial Condominium Plats:	
<i>9 or less units</i>	\$177
<i>10 or more units</i>	\$351

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.

REZONING REQUESTS

Rezoning to:	Site Area 25,000 sq. ft. or less		Site Area More than 25,000 sq. ft.	
	Zoning Fee	DES FEE	Zoning Fee	DES Fee
"R" Districts	\$4,931	\$1,256	\$6,544	\$2,513
"RA" Districts	\$4,931	\$1,256	\$8,161	\$3,768
"RA-H", "R-C", "RA-H-3.2", "RA4.8"	\$11,202	\$3,768	\$16,791	\$6,280
"S", "C", "M", "CP-FBC", "MU-VS" Districts	\$8,161	\$3,768	\$11,393	\$6,280
"C-O" Districts	\$16,791	\$6,280	\$16,791	\$6,280
Fee				
Rezoning advertised at applicant's request on the County Board's Own Motion			\$8,161 <i>plus</i> \$2,513 <i>DES fee plus rezoning fee in above table</i>	
Rezoning when accompanied by Site Plan			<i>Rezoning fee in above table plus applicable Site Plan fee</i>	

SITE PLAN APPROVALS & AMENDMENTS

		Fee	
PHASED DEVELOPMENT SITE PLAN		\$23,631	<i>plus</i> \$23,088 <i>DES fee</i>
	<i>plus fee per acre</i>	\$143	<i>plus</i> \$140 <i>DES fee</i>
CRYSTAL CITY BLOCK PLAN		\$11,815	<i>plus</i> \$11,527 <i>DES fee</i>
CRYSTAL CITY BLOCK PLAN AMENDMENT		\$5,907	<i>plus</i> \$5,763 <i>DES fee</i>
FINAL SITE PLANS and MAJOR SITE PLAN AMENDMENTS			
<ul style="list-style-type: none"> • "R" & "RA" Districts of Fewer than 25 Units • "C-2" District • "Voluntary Coordinated Housing Preservation and Development District (VCHPDD) 	<i>base fee</i>	\$3,502	<i>plus</i> \$1,256 <i>DES fee</i>
	<i>fee per 100 sq. ft. of office & commercial space</i>	\$32	<i>plus</i> \$15 <i>DES fee</i>
	<i>fee per dwelling and/or hotel unit</i>	\$132	<i>plus</i> \$64 <i>DES fee</i>
<ul style="list-style-type: none"> • All Other Site Plans 	<i>base fee</i>	\$11,202	<i>plus</i> \$5,024 <i>DES fee</i>
	<i>fee per 100 sq. ft. of office & commercial space</i>	\$32	<i>plus</i> \$15 <i>DES fee</i>
	<i>fee per dwelling unit and/or hotel unit:</i>		
	<i>Final Site Plan</i>	\$132	<i>plus</i> \$64 <i>DES fee</i>
	<i>Major Site Plan Amendment</i>	\$132	<i>plus</i> \$64 <i>DES fee</i>
PHASED DEVELOPMENT SITE PLAN AMENDMENT			
<i>base fee for each resubmission after the first resubmission</i>		\$11,202	<i>plus</i> \$5,024 <i>DES fee</i>
<i>fee per 100 sq. ft. of office & commercial space</i>		\$32	<i>Plus</i> \$15 <i>DES fee</i>

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees *are not* assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.

<i>fee per dwelling unit and/or hotel unit</i>	\$132	plus	\$64 DES fee
--	-------	------	--------------

SITE PLAN APPROVALS & AMENDMENTS			
			Fee
MINOR SITE PLAN AMENDMENTS			
	<i>base fee</i>	\$2,808	plus \$1,256 DES fee
	<i>fee per 100 sq. ft. of office & commercial</i>	\$32	plus \$15 DES fee
	<i>fee per dwelling unit and/or hotel unit</i>	\$132	plus \$63 DES fee
RESUBMISSION FOR PRELIMINARY 4.1 PLAN REVIEW			
	<i>base fee for each resubmission after the first resubmission</i>	\$646	plus \$317 DES fee
	<i>plus fee per residential unit</i>	\$16	plus \$10 DES fee
	<i>plus fee per 1,000 sq. ft. nonresidential</i>	\$16	plus \$10 DES fee
FINAL 4.1 PLAN REVIEW			
	<i>base fee</i>	\$1,405	plus \$762 DES fee
	<i>fee per 100 sq. ft. of office & commercial space</i>	\$32	plus \$15 DES fee
	<i>fee per dwelling unit and/or hotel unit</i>	\$132	plus \$63 DES fee
LANDSCAPE PLAN REVIEW			
	<i>Town House Cluster URD UCD</i>	\$357	plus \$348 DES fee
	<i>All Other</i>	\$646	plus \$348 DES fee
LANDSCAPE PLAN REVIEW (cont.)			
	<i>All Other</i>	\$646	plus \$348 DES fee
FINAL FACADE PLAN REVIEW			
		\$646	

COUNTY BOARD USE PERMITS			
			Fees
TYPE I			
	<i>Commercial & non-commercial conditional uses except Type II</i>	\$2,101	
TYPE II			
	<i>Live entertainment & food delivery services</i>	\$1,418	
TYPE III			
	<ul style="list-style-type: none"> Commercial uses that have substantial alteration to structures and sites All Drive Through Uses Vehicle Service Establishments <u>Any new buildings to be constructed</u> for the purposes of conducting any type of use controlled by Use Permit, excluding one-family dwellings under the Unified Residential Development 	\$9,784	plus \$2,386 DES fee
FAMILY DAY CARE HOME (CHILD CARE)			
		\$143	
SCHOOLS (Private, Elementary, Secondary schools, Kindergartens, Nursery Schools, and Child Care Centers)			
	<i>Enrollment equal to, or less than, 100 students</i>	\$164	plus \$42 DES fee
	<i>Enrollment over 100 students, but equal to, or less than, 250 students</i>	\$387	plus \$95 DES fee

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.

LANDSCAPE PLANS (NEW SUBMISSION)	\$357	plus	\$348 DES fee
COMPREHENSIVE SIGN PLAN	\$2,101		

COUNTY BOARD USE PERMITS

	Fees		
UNIFIED RESIDENTIAL DEVELOPMENT (URD)			
<i>base fee</i>	\$2,833	plus	\$1,660 DES fee
<i>plus fee per housing unit</i>	\$10		
UNIFIED COMMERCIAL DEVELOPMENT (UCD)	\$1.54 per sq. ft. (up to \$6,685) plus \$1,660 DES fee		
COLUMBIA PIKE FORM-BASED CODE (FBC) or COLUMBIA PIKE NEIGHBORHOODS FORM-BASED CODE (N-FBC)	\$1.54 per sq. ft. of GFA (up to \$6,685) plus -\$1,660 DES fee		
<i>plus fee for Landscape Plan Review (new submittal)</i>	\$646	plus	\$348 DES fee
<i>plus fee for Final Facade Plan Review</i>	\$646		
MODIFICATIONS TO NONCONFORMING APARTMENTS WITH CREATION OF A VCHPDD (as permitted in the Zoning Ordinance §12.3.7.B et. seq.)	\$2,101	plus	\$2,049 DES fee
PLACES OF WORSHIP OR LODGES for secondary use of parking lots	\$357	plus	\$348 DES fee
OPEN-AIR MARKETS	\$357	plus	\$348 DES fee
USE PERMIT AMENDMENTS			
<i>Family Day Care Homes, Schools, Type I, Type II and Landscape Plan associated with Type I and Type II uses</i>	50% of above fees for these categories		
<i>Type III and Landscape Plans associated with Type III uses</i>	100% of above fees for these categories		
USE PERMIT AMENDMENTS FOR ALL OTHER TYPES OF USE PERMITS AND LANDSCAPE PLANS (associated with the following uses):			
<i>Amendments meeting the criteria for a major site plan amendment, as defined in the Zoning Ordinance subsection 15.5.3.A.</i>	100% of specified filing fees		
<i>Amendments meeting the criteria for a minor site plan amendment, as defined in the Zoning Ordinance subsection 15.5.3.B</i>	50% of specified filing fees		

BZA VARIANCES OR USE PERMITS

<i>(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)</i>			
	Fees		
MODIFICATION TO EXISTING ONE-FAMILY RESIDENTIAL 1 st Subsection of the Zoning Ordinance	\$403	plus	\$82 for each additional subsection
NEW ONE-FAMILY DWELLINGS 1 st Subsection of the Zoning Ordinance	\$3,169	plus	\$633 for each additional subsection

BUILDING LOCATION ERROR FOR NEW STRUCTURES <i>(Not applicable for errors in fence and/or accessory structure placement.)</i>	\$4,765
--	---------

BZA VARIANCES OR USE PERMITS

<i>(Fees over the base fee are determined following receipt of the application and must be paid prior to advertising.)</i>	
VARIANCES OR USE PERMITS FOR ALL OTHER USES 1 st Subsection of the Zoning Ordinance	Fees \$3,947 <i>plus</i> \$790 for each additional subsection
VARIANCES OR USE PERMIT APPLICATION FOR NON-PROFIT ORGANIZATIONS & INSTITUTIONAL USES	\$329
APPEALS TO DETERMINATIONS OF THE ZONING ADMINISTRATOR	\$646

A 10% Automation Enhancement Fee will be assessed on the total of Zoning Fees charged. DES fees are not assessed the Automation Enhancement Fee. A 21% Indirect Cost fee will be applied to all projects and permits reviewed by Zoning Division staff.