

**RESOLUTION 2011-01**

**A RESOLUTION OF THE COMMISSIONERS OF ST. MICHAELS PURSUANT TO CHAPTER 42 (FEES) OF THE CODE OF THE TOWN OF ST. MICHAELS TO AMEND THE SCHEDULE OF FEES TO INCLUDE LICENSING FEES FOR ADULT ORIENTED BUSINESSES AND ADULT ORIENTED BUSINESSES MANAGER LICENSE; TO DELETE CERTAIN CHARGES ASSOCIATED WITH REVIEWS BY THE BOARD OF ZONING APPEALS; TO INCREASE THOSE FEES ASSOCIATED WITH SUBDIVISION AND LINE REVISION REVIEWS TO INCLUDE STORMWATER MANAGEMENTY REVIEW FEES; PROVIDING THAT THIS TITLE SHALL BE A FAIR SUMMARY AND GENERALLY RELATING TO THE SCHEDULE OF FEES FOR THE TOWN OF ST. MICHAELS.**

WHEREAS, the Town of St. Michaels provides various services and processes certain applications for which fees are charged; and

WHEREAS, from time to time the fees for such services and the processing of such applications are reviewed and adjusted to best serve the interest of the Town; and

WHEREAS on June 24, 2009, the Commissioners of St. Michaels (the "Commissioners") adopted Ordinance 401 which amended the Code of the Town of St. Michaels to add Chapter 42 (Fees) which states the policy of the Town regarding fees and charges associated with the exercise of certain governmental functions; and

WHEREAS on July 22, 2009, the Commissioners adopted Resolution No. 2009-16 which established a consolidated schedule of fees and charges associated with the exercise of certain governmental functions and for certain applications made to the Town; and

WHEREAS, it is the desire of the Commissioners to make the amendments to the Fee Schedule as shown in this Resolution; and

NOW THEREFORE BE IT RESOLVED, that as required by Chapter 42 (Fees), the Fee Schedule adopted July 22, 2009 for the Town of St. Michaels shall be repealed and reenacted in the form of the attached document entitled "The Commissioners of St. Michaels Fee Schedule as of February 23, 2011 and further identified as **Attachment "A"** of this Resolution, with Attachment "A" to be in black-line format to show all additions and deletions; and

BE IT FURTHER RESOLVED that this Resolution shall take effect upon the date of its adoption.

THIS RESOLUTION 2011-01 HAVING BEEN PASSED by the following yea and nay vote of the Commissioners of St. Michaels on the 23<sup>rd</sup> day of February, 2011.


Brady	-	<u>yea</u>
Clark	-	<u>yea</u>
duPont	-	<u>yea</u>
Hunt	-	<u>yea</u>
Vlahovich	-	<u>yea</u>

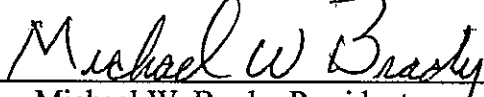
Resolution 2011-01  
Adopted 02-23-11

I

**THE COMMISSIONERS OF ST. MICHAELS**

**ATTEST**

  
\_\_\_\_\_  
Cheryl S. Thomas (SEAL)  
Town Clerk/Manager

By   
\_\_\_\_\_  
Michael W. Brady, President

Attachments: Attachment A (Fee Schedule)

**THE COMMISSIONERS OF ST. MICHAELS**  
**FEE SCHEDULE**  
 (Authorized by Chapter 42 and adopted per Resolution)

**AS OF FEBRUARY 23, 2011**

**SECTION 1 - PERMITS**

<b>BUILDING, GRADING, SIGN AND DEMOLITION PERMITS</b>	<b>PERMIT FEE</b>
Cost of work: \$0-\$49,999	\$ 35.00 per Zoning Certificate
Cost of work: \$50,000 and up	\$ 8.00 per \$1,000 -- all inclusive
Grading Permit	\$ 50.00

<b>RESIDENTIAL SPRINKLER INSPECTION</b>	<b>PERMIT FEE</b>
<b>New Construction:</b>	
• Not over 2500 sq. ft.	\$ 85.00
• 2501 sq. ft. to 3500 sq. ft.	\$100.00
• Over 3500 sq. ft.	\$100.00 + \$5.00 per 100 sq. ft.
<b>Additions:</b>	
• Not over 1,000 sq. ft.	\$ 60.00
• Over 1000 sq. ft.	\$ 85.00

**SECTION 2 – APPLICATIONS TO BOARDS AND COMMISSIONS**

<b>BOARD OF APPEALS</b>	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
Special Exception	\$150.00 per application	PLUS advertising/public notice costs.  PLUS \$200 deposit toward the cost of a stenographer and/or transcript.  (PLUS all legal fees, third party costs and out of pocket costs incurred by the Town.)
Variance	\$150.00 per application	PLUS advertising/public notice costs.  PLUS \$200 deposit toward the cost of a stenographer and/or transcript.  (PLUS all legal fees, third party costs and out of pocket costs incurred by the

		Town.))
Allegation of Error	\$300.00 per application	PLUS advertising/public notice costs.  PLUS cost of stenographer and/or transcript.  (PLUS all legal fees, third party costs and out of pocket costs incurred by the Town))

PLANNING COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Subdivision	<p><del>((4 lots or less = \$200.00 per lot))</del>  <u>Minor - CA - \$500.00 base + \$250.00/Lot</u>  <u>Minor - \$500 base + \$200.00/Lot</u>  <del>((5 to 10 lots = \$300.00 per lot))</del>  <del>((11 lots or greater = \$400.00 per lot))</del>  <u>Major - CA - \$500.00 /base + \$500.00/lot</u>  <u>Major - \$500.00/base + \$400.00/lot</u></p>	<p>PLUS advertising/public notice costs.</p> <p>PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.</p>
Lot Line Revision	<del>((-\$100.00))</del> <u>\$200.00</u>	<p>PLUS advertising/public notice costs.</p> <p>PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.</p>
<u>Additional Reviews</u>	<u>\$250.00/each review</u>	
Site Plan Review – Simplified (Administrative review only per Chapter 110-2 (B) of the Code of the Town of St. Michaels)	\$150.00	<p>PLUS advertising/public notice costs.</p> <p>PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.</p>
Site Plan Review - Major (Required review by the Planning Commission and a public meeting with notification being sent to the adjacent property owners per Chapter 110-6 of the Code of the Town of St. Michaels)	\$300.00	<p>PLUS advertising/public notice costs.</p> <p>PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.</p>

<b>TOWN COMMISSIONERS</b> *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
*Annexation	\$5000.00 application fee per petition/amendment PLUS \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance.	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
*Zoning Actions for "Major Developments" (10 or more acres, or a proposed development with 5 or more structures or 5 or more commercial or residential units); including, but not limited to Growth Allocation, TND or other overlay zoning	GROWTH ALLOCATIONS = \$5,000.00 application fee per application PLUS \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> TND = \$7,500.00 application fee per application/amendment PLUS \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> OTHER OVERLAY ZONE = \$5,000.00 application fee per application/amendment PLUS \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Piecemeal rezoning	\$5,000 per application PLUS \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Request for legislation (non-zoning and zoning)	\$2,000.00 per application PLUS \$2,000.00 deposit applied against expenses with a \$500.00 required minimum balance	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

<b>TOWN COMMISSIONERS</b> *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
Stormwater Management	\$1,000.00 per application PLUS \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance <i>This fee is applicable to all projects requiring storm water management review with the exception of subdivision and line revisions. These costs have been incorporated into the afore noted, fees</i>	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

<b>HISTORIC DISTRICT COMMISSION</b>	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
<b>Minor Impacts:</b> (1) Accessory structures less than 300 square feet (2) Modifications to existing accessory structures (3) Modifications to primary structures that result in no change to the total square footage of the structure (4) Appurtenances (5) Signs (6) Fences (7) HVAC equipment (8) Addendums to original applications	\$50.00 per application	Applications in the "Minor Impact" category requiring a variance are considered to be "Moderate Impact"
<b>Moderate Impacts:</b> (1) Accessory structures greater than 300 square feet (2) Additions resulting in less than a 25% increase in the square footage of a structure.	\$ 150.00 per application	
<b>Major Impacts:</b> (1) Additions resulting in an increase of 25% or greater of the square footage of the structure (2) All new primary structures	\$ 250.00 per application PLUS \$500.00 deposit applied against expenses	PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

**SECTION 3 – MISCELLANEOUS**

<b>BED AND BREAKFAST INN</b>	<b>PERMIT/APPLICATION FEE</b>
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application

<b>VACATION RENTAL</b>	<b>PERMIT/APPLICATION FEE</b>
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application
<b><u>ADULT ORIENTED BUSINESSES (AOB) LICENSE</u></b>	
<i>Initial review and permit</i>	<i>\$750.00</i>
<i>Yearly renewal</i>	<i>\$250.00</i>
<b><u>AOB MANAGER LICENSE</u></b>	
<i>Initial license fee</i>	<i>\$150.00</i>
<i>Yearly renewal</i>	<i>\$150.00</i>

<b>COPIES &amp; MANUALS</b> (Many of our Town documents are available on line at <a href="http://www.townofstmichaels.com">www.townofstmichaels.com</a> )	<b>FEE</b>
Single page copies (letter or legal, black & white)	\$0.25 per page.
Single page copies (over-sized black & white)	\$0.50 per page or actual cost of copying, whichever is greater.
Single page copies (letter or legal, color)	\$1.00 per page.
Single page copies (oversized, color)	\$1.50 per page or actual cost of copying, whichever is greater.
Audio CD Copy of any document (CD audible only on computer playback)	\$5.00

<b>CRITICAL AREA MITIGATION and OFF-SET FEE</b>	<b>PERMIT/APPLICATION FEE</b>
Tree Planting	\$ 1.50 sq. ft.
Stormwater Management (10% Rule for Residential)	\$ 2.50 sq. ft.
Phosphorus Stormwater Management (10% Rule)	\$ 30,000.00/ LB

<b>MISCELLANEOUS</b>	<b>PERMIT/APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
Equivalent Parking Fee	\$3,000.00 per parking space	Payment plans are available through the Town office for Equivalent Parking Spaces (EPS). There is no interest or handling charges assessed on payment plans. The first payment on all plans is due 12 months after the EPS permit is issued. Plan terms are based on the number of parking spaces requested: <ul style="list-style-type: none"> <li>• 1 to 10 parking spaces = 3 year repayment plan due in 6 equal semi-annual installments paid to the Town office (2 payments per year).</li> <li>• Greater than 10 parking spaces = 5 year repayment plan due in 10 equal semi-annual installments paid to the Town office (2 payments per year).</li> </ul>
Interest Rate on outstanding fees and/or expenses owed to the Town (assessed after 60 days)	10%	
Consulting Arborist	\$150.00 or actual cost, whichever is less	

**END OF DOCUMENT**