



**TOWN OF OCCOQUAN**

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**FEE SCHEDULE**  
Adopted: December 7, 2021

**PART I. GENERAL LAND DEVELOPMENT AND RELATED FEES**

This section identifies fees charged for review and permitting in connection with applications for land development activities in the Town of Occoquan, Virginia. Fees are charged in order to defray the cost of land development within the Town. As the Town does not have staff engineers, zoning administrators or attorneys, ‘contractor fees’ will be billed back to the applicant for costs incurred in the review and permit process for land development submissions. Terms defined in the Town Code have the same meaning when used in this schedule.

Application Category	Application Type	Town Fees <sup>3</sup>
Zoning	Zoning Permit <sup>2</sup>	\$75 per permit
	Zoning Administrator Determination	\$75 + CRC
	Public Hearing/First and Readvertising	Cost of Advertising
	Notify Property Owners/ First and Renotification	Cost of Notification
	Miscellaneous Zoning Review	\$75 + CRC
	Non-Conforming Use Permit	\$75 + CRC
Site Plan	Sketch Plan	\$250 + CRC
	Preliminary Site Plan	\$250 + CRC
	Final Site Plan	\$250 + CRC
	Resubmissions (2+ submissions)	\$250 +CRC
	Amendment/Revision to Approved Site Plan	\$250 + CRC
Subdivision	Sketch Plat	\$250 + CRC
	Preliminary Plat	\$250 + CRC
	Final Plat	\$250 + CRC
	Resubmissions (2+ submissions)	\$250 + CRC
	Amendment/Revision to an Approved Subdivision Plat/Plan	\$250 + CRC
	Subdivision Plat Extension	\$250 + CRC
	Boundary Line Adjustment/ Lot Consolidation/ Vacation of a Plat	\$250 + CRC
Floodplain	Floodplain Study ( <i>Fees charged by FEMA are applicant's responsibility</i> )	\$250 + CRC
	Floodplain Administrator Review	\$75 + CRC
Other Plan or Agreement Reviews	Public Improvement Plan Review	\$250 + CRC
	Easement Plat Review	\$250 + CRC
	Water Quality Impact Assessment (WQIA) Review	\$250 + CRC
	Resubmissions (2+ submissions)	\$250 + CRC
	Waiver Request	\$250 + CRC
	Deed Review	\$250 + CRC
	BMP/SWM Agreement	\$250 + CRC
	Other Required Plats, Plans or Agreement Reviews <sup>1</sup>	\$250 + CRC
Performance Bonds and As-Built Inspections	Bond Extension	\$250 + CRC
	Bond Reduction or Release	\$250 + CRC
	Bond Inspections	\$90 per inspection
	As-Built Submissions	\$250 + CRC
	Bond Submission	\$250 + CRC

Land Use Applications	Zoning Map Amendment	\$250 + CRC + Ad Cost
	Zoning Text Amendment	\$250 + CRC + Ad Cost
	Comprehensive Plan Amendment	\$250 + CRC + Ad Cost
	Special Use Permits and Special Exceptions	\$250 + CRC + Ad Cost
	Temporary Special Use	\$250 + CRC + Ad Cost
	Variance Request	\$250 + CRC + Ad Cost
	Traffic Impact Analysis <sup>1</sup>	\$250 + CRC
	Pre-Application Meeting	\$75 + CRC
Permits	Obstruct Street, Sidewalk or Alley Permit (§ 93.01)	\$75 per permit
	Land Disturbance Permit	\$250 per permit
BZA	Appeal of Zoning Administrator Decision	\$250 + CRC
Site Inspections	Erosion and Sediment Control	\$90 per inspection
	Erosion and Sediment Control Reinspection/Compliance	\$90 per hour
	SWPPP Inspections	\$90 per inspection
	SWPPP Reinspection/Compliance	\$90 per hour

<sup>1</sup>Administrative fee waived if part of another plan.

<sup>2</sup>Zoning Certification is required prior to issuance of building permits or business licenses.

<sup>3</sup>Stated fees are due upon application submission. Contractor's Review Charges (CRC) will be billed to the Applicant and payable prior to final release.

## PART II. ADMINISTRATION

Application Category	Application Type	Town Fees <sup>3</sup>
Sign Permits	Permanent Signs <i>(Includes one application revision)</i>	\$25 Residential \$45 Non-Residential (Per Sign)
	Permanent Sign Application Resubmission (3+ Revisions)	\$45 per Resubmission + CRC
	Temporary Signs Requiring a Permit (i.e. Banners)	\$25 Per Sign
Tree	Tree Removal Permit (§ 155.088)	\$25 per permit
Certificate of Appropriateness (ARB)	New Construction/Demolition	\$150 Residential + CRC \$200 Non-Residential + CRC
	Exterior Alterations and Accessory Structures (Exterior Elevations Application)	\$25 Residential + CRC \$50 Non-Residential + CRC
	Amendments to Approved Applications	\$25 Residential + CRC \$50 Non-Residential + CRC
	Appeal to Town Council	\$50 + CRC
Other	Amplified Outdoor Sound Permit	\$100 per permit

**PART III. VSMP**

Terms defined in Chapter 3.1 of Title 62.1 of the Code of Virginia, and in regulations thereunder, have the same meaning when used in this schedule.

The following total fees to be paid by an applicant apply to any operator seeking coverage under a General Permit for Discharges of Stormwater from Construction Activities, a state or federal agency that does not file annual standards and specifications, or an individual permit issued by the Board. On and after approval by the Board of a VSMP authority for coverage under the General Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with [9VAC25-870-108](#). The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General Permit for Discharges of Stormwater from Construction Activities.

When a site or sites are purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to the following table.

VSMP Fee Category	Total Fee to be paid by applicant	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the Department)	\$15,000	\$15,000
* If the project is completely administered by the Department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the Department.		

The following fees apply to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the Board for a state or federal agency that has annual standards and specifications approved by the Board.

<b>VSMP Fee Category</b>	<b>Total Fee to be paid by applicant</b>
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450