



## WILLISTON, VERMONT PLANNING AND ZONING FEE SCHEDULE

*Effective July 1, 2024 (FY2025)*

<b>Administrative Permits</b>		
Administrative Permit <sup>1</sup> , including Certificate of Conformity	per \$1,000 construction cost; plus recording fee (\$30 minimum; \$40,000 maximum)	\$6
Minor Administrative Permit <sup>1</sup>	Residential Improvements (inc. decks, pools, accessory structures and dwellings, home business, additions, replacements, etc. per WDB 20); plus recording fee	\$30
Certificate of Conformity, Major Project Preliminary Staff Review	No recording fee; paid upon application submission and prior to Administrative Permit fee	\$350
Sign Permit, Master Sign Plan	plus recording fee	\$30
Sign Permit, Other	plus recording fee	\$60
Amendment of Administrative Permit	plus recording fee	\$50
Boundary Line Adjustment	plus \$25 mylar recording fee	\$100
Recording Fee		\$15
<p><sup>1</sup>Administrative fees are 1.5 times the amount above for retroactive permits and 2 times for permits that are required by enforcement action of the Williston Zoning Administrator.</p>		
<b>Administrative Certificates</b>		
Zoning Compliance Certification		\$30
Certificate of Occupancy <i>(formerly known as "Certificate of Compliance")</i>	Residential, per inspection trip (recording incl.)	\$150
	All Other, per inspection trip (recording incl.)	\$200
	Temporary, per inspection trip (recording incl.)	\$200
Certificate of Occupancy, After Occupancy additional fee		\$50
Certificate of Occupancy, Additional rush fee for notice of 4 business days or less		\$50
<b>Discretionary Permits</b>		
Pre-application		\$150
Growth Management		\$100
Discretionary Permit	Major <sup>3</sup>	\$500
	Minor <sup>3</sup>	\$250
Final Plans	Major <sup>3</sup>	\$350
	Minor <sup>3</sup>	\$250
	Master Sign Plan only	\$100
	Minor Changes to Existing Final Plans	\$100
Legal Review and Other Contracted Professional Services <sup>2</sup>		<i>Varies</i>
<p><sup>2</sup>At cost, varies. Applicants may be required by the Zoning Administrator to escrow funds to pay the cost of reviewing deeds, covenants, development agreements, contracts, and any other legal instruments necessary to ensure compliance with Zoning or Conditions of approval. Determining zoning bylaw compliance of a proposal may require additional outside professional services, for example confirmation of wetland delineations or Habitat Disturbance Assessments required for certain development reviews.</p>		
<p><sup>3</sup>A major project required pre-application review prior to discretionary permit per WDB 6.2.1. A minor project did not require pre-application review prior to discretionary permit.</p>		



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### Miscellaneous

Zoning Administrator Opinion Letter		\$100
Appeals	Any decision of the Administrator may be appealed per WDB 5.4 (recording incl.)	\$130
Peddler License	per year:	\$75
	Per quarter:	\$25
Photocopies	1 free, then per page	\$0.25
Color Prints	per page:	\$5
Plots	per page:	\$10
Mylar Recording	per sheet, when not submitted with final plans:	\$25
Remote File Research & Records Conversion Requests <sup>4</sup>	First half hour free, then per hour:	\$40

<sup>4</sup> to be used by staff in estimating costs when a remote researcher requests that a large file be imaged and digitally conveyed to them. Most records research happens in Williston in-person and there is no charge for requestors to receive previously-imaged records electronically.

Specific Plan <sup>5</sup>	Application Filing	\$500
	Community Meeting	\$500
	Development of the Specific Plan	\$1,000

<sup>5</sup> Applicants will be asked to support the specific plan process in two ways. First, a total application fee of \$2,000.00 will be required to defray the town's administrative expenses. Second, the applicant may be billed for any professional services the town requires. Bills will cover professional fees and the actual costs of travel if travel by an independent expert is required.

### Impact Fees

Recreation	Single-unit dwelling	\$2,100.00
	Multi-unit dwelling	\$1,659.00
School	Single-unit dwelling	\$4,090.21
	Multi-unit dwelling	\$1,404.16
Transportation, Residential <sup>6</sup>	Single-unit dwelling	\$1,789.25
	Multi-unit dwelling	\$915.00

<sup>6</sup> Affordability reduction per WDB 45.2: 50% discount for 100% AMI; 100% discount for 80% AMI

Transportation, All Other Uses <sup>7</sup>	Base Fee per PM Peak Hour Trip End:	\$1,943.00
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<sup>7</sup> The Base Transportation Impact Fee of \$1943/trip is adjusted yearly to account for predevelopment and post development property tax revenue per Table 19 (for residential uses) and Section 6.3 (for nonresidential uses) in Appendix I of the Williston Unified Development Bylaw.

### Inclusionary Zoning

Residential subdivisions that are not exempt from growth management and consist of ten (10) or more dwellings must contribute a payment-in-lieu fee to Williston's Affordable Housing Trust Fund. A marginal fee approach is used. Calculating the fee can be complicated. See WDB 11.3.7 for details.