

# City of Alexandria, Virginia

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## MEMORANDUM

DATE: APRIL 19, 2007

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JAMES HARTMAN, CITY MANAGER

SUBJECT: BUDGET MEMO # 58: A LIST OF PLANNING FEES BY JURISDICTION

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This budget memorandum is in response to Vice Mayor Macdonald's request: *Provide a list of fees and how they compare to other jurisdictions.*

The attached table shows a 2007 jurisdictional survey of planning fees compiled by the Northern Virginia Regional Commission in February 2007. It should be noted that planning fees vary considerably across jurisdictions. The City's planning fees are comparable, particularly, with Arlington and Fairfax counties when computed out. One major difference is that the City has a fee cap of \$20,000 for site plans, while other jurisdictions do not. The Planning Department will be considering the pros and cons of elimination of this limit in the future.

The following abbreviations used on the survey, are explained for the reader's convenience:

ac	Acre
BAR	Board of Architectural Review
CO	Certificate of Occupancy
CUP	Conditional Use Permit
DMV	Division Motor Vehicles
ECR	Environment Compliance Review
ESC	Erosion and Sediment Control
MF	Multi-Family Dwelling
PUD	Planned Unit Development
SFD	Single Family Dwelling
SP	Site Plan
SF	Single Family
TH	Townhouse
Res	Residential
NA	Not Applicable

# 2007 Survey of Municipal Planning and Zoning Fees

Compiled by the Northern Virginia Regional Commission  
For the Northern Virginia Planning Directors Committee  
February 2007

## The Northern Virginia Planning Directors Committee

Jurisdiction	Name	Title	Dept. Name	Address	Phone	Fax	E-mail	Web Address
Arlington	Robert Brosnan	Division Chief	Department of Community Planning, Housing, & Development	2100 Clarendon Blvd Suite 700 Arlington, VA	703 228 3525		<a href="mailto:rbrosnan@arlingtonva.us">rbrosnan@arlingtonva.us</a>	<a href="http://www.arlingtonva.us">www.arlingtonva.us</a>
Alexandria	Rich Josephson	Acting Director	Department of Planning and Zoning	301 King St. Alexandria, VA 22314	703 838 4666 x 302	703 838 6393	<a href="mailto:richard.josephson@alexandriava.gov">richard.josephson@alexandriava.gov</a>	<a href="http://www.ci.alexandria.va.us/planningandzoning/">www.ci.alexandria.va.us/planningandzoning/</a>
Dumfries	John Shaw	Code Enforcement Official / Zoning Administrator		17755 Main Street Dumfries, VA 22026	703 221 3400 x 118	703 221 3544	<a href="mailto:john.shaw@dumfriesvirginia.org">john.shaw@dumfriesvirginia.org</a>	<a href="http://www.dumfriesvirginia.org">www.dumfriesvirginia.org</a>
City of Fairfax	David Hudson	Director	Department of Community Development and Planning	10455 Armstrong St. Fairfax, VA 22030	703 385 7930	703 305 7824	<a href="mailto:dhudson@fairfaxva.gov">dhudson@fairfaxva.gov</a>	<a href="http://www.fairfaxva.gov">www.fairfaxva.gov</a>
Fairfax County	Jim Zook	Director	Department of Planning and Zoning	12055 Government Center Parkway Fairfax, VA 22035	703 324 1325	703 324 3337	<a href="mailto:jim.zook@fairfaxcounty.gov">jim.zook@fairfaxcounty.gov</a>	<a href="http://www.fairfaxcounty.gov">www.fairfaxcounty.gov</a>
Falls Church	Elizabeth Friel	General Manager /Planning Director	Development Services	300 Park Ave. Level G4 Falls Church, VA 22046	703 248 5182	703 248 5225	<a href="mailto:efriel@fallschurchva.gov">efriel@fallschurchva.gov</a>	<a href="http://www.fallschurchva.gov/government/developmentServices/devservices.html">www.fallschurchva.gov/government/developmentServices/devservices.html</a>
Herndon	Henry Bibber	Director	Department of Community Development	Box 427 Herndon, VA 20172	703 787 7380	703 481 5280	<a href="mailto:henry.bibber@herndon-va.gov">henry.bibber@herndon-va.gov</a>	<a href="http://www.herndon-va.gov">www.herndon-va.gov</a>
Leesburg	Susan Swift	Director	Department of Planning, Zoning, and Development	25 W. Market St. Leesburg, VA 20178	703 771 2770	703 771 2720	<a href="mailto:sswift@leesburgva.gov">sswift@leesburgva.gov</a>	<a href="http://www.leesburgva.gov">www.leesburgva.gov</a>
Loudoun	Julie Pastor	Director	Department of Planning	1 Harrison St. SE, 3rd Floor, MSC#62, Leesburg, VA 20177	703 777 0246	703 777 0441	<a href="mailto:julie.pastor@loudoun.gov">julie.pastor@loudoun.gov</a>	<a href="http://www.loudoun.gov/planning/index.htm">www.loudoun.gov/planning/index.htm</a>
Manassas	Elizabeth Via	Director	Department of Community Development	9027 Center Street Room 202 Manassas, VA 20110	703 257 8223	703 257 5117	<a href="mailto:evia@ci.manassas.va.us">evia@ci.manassas.va.us</a>	<a href="http://www.manassascity.org">www.manassascity.org</a>
Manassas Park	Vanessa Watson	Planning Director	Department of Building, Planning, and Zoning	One Park Center Court Manassas Park, VA 20111	703 335 8820	703 331 0168	<a href="mailto:vwatson@cityofmanassaspark.us">vwatson@cityofmanassaspark.us</a>	<a href="http://www.cityofmanassaspark.us">www.cityofmanassaspark.us</a>
Prince William	Stephen K. Griffin	Director	Department of Planning	5 County Complex Court Prince William, VA 22192	703 792 6830	703 792 4401	<a href="mailto:skgriffin@pwcgov.org">skgriffin@pwcgov.org</a>	<a href="http://www.pwcgov.org/planning">www.pwcgov.org/planning</a>
Purcellville	Martha Mason Semmes	Director	Department of Planning and Zoning	130 E. Main St. Purcellville, VA 20132	540 338 2304	540 338 7460	<a href="mailto:mmsemmes@purcellvilleva.gov">mmsemmes@purcellvilleva.gov</a>	<a href="http://www.purcellvilleva.com">www.purcellvilleva.com</a>
Vienna	Gregory Hembree	Director and Zoning Administrator	Department of Planning and Zoning	127 Center St. Vienna, VA 22180	703 255 6341	703 255 5729	<a href="mailto:ghembree@viennava.gov">ghembree@viennava.gov</a>	<a href="mailto:dpz@ci.vienna.va.us">dpz@ci.vienna.va.us</a>
COG	Paul DesJardin	Chief of Housing and Planning	Department of Human Services, Planning, and Public Safety	777 N. Capitol St., NE Suite 300 Washington, DC 20002	202 962 3293	202 962 3204	<a href="mailto:pdesjardin@mwkog.org">pdesjardin@mwkog.org</a>	<a href="http://www.mwkog.org/planning">www.mwkog.org/planning</a>

NVRC Staff:  
 Doug Pickford, Director of Environmental & Heritage Resources  
 James VanZee, Director of Regional Planning Services  
 Marshall Popkin, Environmental Planner

**The Northern Virginia Regional Commission**  
 3060 Williams Drive, Fairfax, VA 22031  
 703.642.0700  
[www.novaregion.org](http://www.novaregion.org)

### 2007 Survey of Planning Fees

Application	Arlington	Alexandria	Fairfax	Loudoun	Prince William	Falls Church	Manassas	Manassas Park	Herndon	Leesburg	Purcellville	Vienna
<b>Special Exception Site Plan/PUD</b> – any discretionary development review (other than subdivision) requiring County Board/Council review and approval					NA	\$1000 plus \$50/unit		\$1,000	\$2,000 plus \$250 per .25 acre			
Site plan <25 units	\$2,500 plus \$20/unit	.\$1,000 plus \$2/100 sq. ft. maximum \$20,000	\$2,400	\$4,800 + \$95 per acre	NA			\$1,500 plus \$100 per lot	\$1,000 plus \$250 per .25 acre		\$2,000 plus ECR cost (not to exceed \$2,500)	\$400 plus \$15.00 for each s.f. of gross f.a.
All Other Site Plans	\$8,000 plus \$20/100 sq. ft. off and \$20/unit	.\$1,000 plus \$2/100 sq. ft. maximum \$20,000	\$2,400		NA					\$3,000		\$400 plus \$15.00 for each s.f. of gross f.a.
Commercial						\$1,000 + \$50 per unit or per 1,000 sq ft						
Preliminary Site Plan								\$400 plus \$100 per lot/unit	\$750-\$1,500 plus \$30 per lot/parcel			
Major Amendments	\$8,000 plus \$20/100 sq. ft. off and \$20/unit	\$1,000 plus \$2/100 sq. ft. maximum \$20,000	\$2,400	\$1,200	NA	\$400		\$1,000				
Minor Amendments	\$2,000 plus \$20/100 sq. ft. off and \$20/unit		\$1,400		NA	\$250						
Administrative Change	\$500 per request				NA			\$400	\$200 per plan sheet			\$150.00
Lot Consolidation						\$300			\$250 per plat			
Lot Line Adjustment						\$250			\$250 per plat			
Proffer Amendment								\$2,000				
Final Plan Review (Administrative review of final plan against approved plan (not for building permit)	\$1,000 plus \$20/100 sq. ft. off and \$20/unit	\$2,000 plus \$6/100 sq. ft.			NA						\$2,500 + 2% of public improvements value + ECR cost (ECR cost not to exceed \$2,500)	
Site Development Permit								\$500 plus \$500/lot-SFD, \$300/unit-MF, plus \$0.45 per gross sq. ft. of proposed buildings (non-residential, not to exceed \$25,000)				
Creative Development						\$1,500 (\$750 for outline/concept review)						
Landscape Plan Review	\$250				NA	\$150 - \$400						Same as S.P.
Erosion and Sediment Control Plan (no charge if submitted with site plan)								\$500				
Public Improvement Plan - serving any site/subdivision plan, submitted separately								\$400 plus 2% of bond				
Zoning Text Amendment								\$500				

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Application	Arlington	Alexandria	Fairfax	Loudoun	Prince William	Falls Church	Manassas	Manassas Park	Herndon	Leesburg	Purcellville	Vienna
Floodplain Review (Staff)						\$100 - \$300			\$1,000 plus .5 of town consultant fee if required			
Chesapeake Bay Review (Staff)						\$100 - \$400			\$50 - \$500			
Traffic Impact Study									\$500 plus .5 of town consultant fee if required			
Revised Site Plans beyond first acceptance	n/a	\$1,000			NA	\$150 - \$350			\$200 per plan sheet		\$500 + ECR cost (ECR cost not to exceed \$1,500)	\$300.00
Revised application	n/a	\$150			NA			\$500				
<b>REZONINGS</b>		\$3,000 plus \$300 per acre each ½ acre of 1 acre for all	\$8,820 plus \$195-\$435/acre	\$15,730 per acre for first 200 plus \$80 for each acre over	\$1,962 plus \$100 - 105/ac			\$2,500 plus \$250 per acre	\$5,000 plus \$250 per .25 acre	\$5000 plus \$100/ac.	0-5 ac: \$2,500 5-10 ac: \$3,500 10-25 ac: \$6,500 25-100 ac: \$7,500 >100 ac: \$8,500 + \$25 each add	
SF of TH <25,000 sq. ft.	\$3,520	\$3,000 plus	\$8,820 plus		\$1,962 plus \$0-\$95 / acre		\$500 plus \$15/acre	\$2000 plus \$200/acre				\$1200 for all
SF or TH >25,000 sq. ft.	\$4,675	\$3,000 plus	\$8,820 plus		3,270 plus \$110 - 140 / acre		\$500 plus \$15/acre	\$2000 plus \$200/acre				
High Density Res < 25,000 sq. ft.	\$8,000	\$3,000 plus	\$8,820 plus		3,270 plus \$110 - 140 / acre		\$300 plus 15/acre	\$2000 plus \$200/acre				
High Density Res > 25,000 sq. ft.	\$12,000	\$3,000 plus	\$8,820 plus		3,270 plus 110-140/acre		\$500 plus \$30/acre	\$2,500 plus \$250 per acre				
Low Commercial<25,000	\$5,830	\$3,000 plus	\$8,820 plus		3,270 plus 110-140/acre		\$500 plus \$30/acre	\$2000 plus \$200/acre				
Low Commercial>25,000	\$8,140	\$3,000 plus	\$8,820 plus		3,270 plus 110-140/acre		\$600 plus \$30/acre	\$2000 plus \$200/acre				
High Density Office/Mixed < 25,000 sq. ft.	\$12,000	\$3,000 plus	\$8,820 plus		3270 plus 135-175/acre		\$600 plus \$30/acre	\$2,500 plus \$250 per acre				
High Density Office/Mixed > 25,000 sq. ft.	\$12,000	\$3,000 plus	\$8,820 plus		3270 plus 135-175/acre		\$600 plus \$30/acre	\$2,500 plus \$250 per acre				
Planned Development									\$2,500 plus \$250 per .25 acre			

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Industrial								\$2000 plus \$200/acre				
With General Land Use Plan Amendment - plus	\$2,555	\$3,000 plus \$300 per acre each ½ acre of 1 acre	\$0		\$0					\$2000 plus ad cost		
Zoning Map Amendment						\$1,200			\$300 per section			
Land Use Plan Map/Zoning Map						\$1,850						
Land Use Map Only						\$750			\$1,000 per request			
Zoning Appeals						\$200 per code section						
Amendment to Application	n/a	n/a			\$3,270		\$500				\$2,500	
<b>SPECIAL EXCEPTION USE PERMITS</b> (Generally regarding use although Arlington is increasingly using it=f as a lesser review process for some new development such as the Form Based Code)		\$1,000		\$460 - \$7,360						\$3000 or \$1000 for non-profit		\$300.00; called conditional use permits in Vienna
Family Home Day Care	\$100	\$250	\$100		\$100	\$100					\$100	\$50.00
Residential in Business Districts						\$1,200						
Single Story Commercial > 1,000 sq. ft.						\$1,200						
Single Story Commercial < 1,000 sq. ft.						\$600						
Private schools, child care centers etc w/ less than 100 students	\$125	\$250	\$100			\$100	\$500					CUP; then cert. of occip.
Private schools, child care centers etc w/ more than 100 students	\$275	\$250	\$3,565	\$2,530	200 or 1,000		\$500					CUP; then cert. of occip.
Other commercial or non commercial uses except drive-thrus, gas stations, food delivery and new construction	\$1,500	\$1,000	\$3,565	\$2,530	1,500	\$400	\$500					Certificate of occupancy only \$50.00
Live entertainment, auto repair garages and food delivery	\$1,000	\$1,000	\$5,295		400 - 7,500		\$250					CUP; then cert. of occip.
Commercial with substantial alteration, drive- thrus and gas stations	\$7,000	\$1,000	\$5,295		4,500 or 7,500		\$1,000					CUP; then cert. of occip.
New construction use permits	\$7,000	\$1,000	\$5,295									Comm: \$80 + .10 per s.f.
Residential new construction use permits	\$2,020 + \$5 per unit	\$1,000	\$5,295		1,500	\$300						\$40 + .05 per s.f.
Form Based Code and Unified Commercial use permits	\$1 per sq. ft. not to exceed \$5,000	\$1,000	\$5,295									
Comprehensive Sign Plan	\$1,500	\$1,000			1,000 or 1,500	\$25+\$5 per add sign			\$25			\$50--BAR; \$100.00 signs
<b>VARIANCES</b>						\$200 plus \$25 per additional code section		\$300		\$350		
Additions to single-family	\$285 + \$57 for each addt'l section	\$300			285							\$200.00
New single-family	\$2,260 + \$452 per addt'l section	\$300			285	300						\$200.00
Building location errors	\$3,400	n/a			285							\$200.00
High density town houses, apartments office buildings and other commercial	\$2,820 + \$564 per addt'l section	\$750 - \$1,000			285	\$600 - \$1,200						\$200.00
Non-profits	\$235	n/a			285							\$200.00
Appeals	\$340	\$350			425	\$200	\$200	\$400		\$350		\$200.00
Wavie request								\$750				

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Application	Arlington	Alexandria	Fairfax	Loudoun	Prince William	Falls Church	Manassas	Manassas Park	Herndon	Leesburg	Purcellville	Vienna
<b>OTHER</b>												
Dance Hall Permits	\$600 per year				NA		\$250					CUP; then cert. of occp. \$50.00
Home Occupation Permits	No fee				No Fee		\$10.00			\$30		\$50.00
Sign Permits	\$55 + \$1/sq.ft. for signs greater than 100 sq. ft.			\$25	New = 44 plus 1.10 per sq. ft Deposit - 50 Reface 22 plus 1.00 per sq ft			\$100		\$40		\$50.00 plus \$50.00 for Board of Arch. Review
Zoning Compliance Letters	\$275	\$500			20		\$50.00		\$50 - \$300	\$150		\$100.00
DMV Letters	\$200				20							N/A
Special Agreement Letters	\$980				20							\$100.00
Grading Permit (Land Disturbing)						\$350 - \$500		\$500 plus 3% of erosion control escrow				
Zoning Ordinance	\$10				50		\$5.00	\$50		\$12		\$100.00
<b>Certificates of Occupancy</b>												
<b>Master CO</b>												
New multi-family, commercial, office, industrial and hotel with elevators	\$540				45.79							\$50.00
New commercial, office and industrial without elevators	\$310				23.4							\$50.00
New multi-family without elevators	\$275 + \$12 per unit				23.4							\$50.00
New motels, tourist homes, bed and breakfasts, rooming houses and boarding houses	\$275 + \$12 per unit				45.79							\$50.00
One and two-family dwellings	\$235				23.4							\$50.00
New townhouse projects < 20 units	\$310				na							\$50.00
New townhouse projects > 20 units	\$540				na							\$50.00
Change of ownership office/commercial	\$310				45.79							\$50.00
Change of ownership multi-family	\$275 + \$12 per unit				na							\$50.00
Change in ownership motels	\$235 + \$12 per unit				na							\$50.00
Multi-family with elevators converting to condo	\$540				na							\$50.00
Multi-family without elevators converting to condo	\$275 + \$12 per unit				na							
<b>Shell and Core Certificate for elevator buildings</b>					na							
< 150,000 sq. ft.	\$1,222				na							\$50.00
> 150,000 sq. ft.	\$1,980				na							\$50.00
<b>Partial C-Os</b>					na							
Commercial/Office <150 sq. ft. (Desk Space)	\$121				na							\$50.00
Commercial/Office >150 sq. ft.	\$171				na							\$50.00
Commercial/Office >2,000 sq. ft. (Desk Space)	\$275 per 10,000 sq. ft.				na							\$50.00
Multi-family, hotels and town house	\$235 + \$12 per unit				na							\$50.00
<b>Other</b>												
Parking structures	\$310 per 20,000 sq. ft.				99.72							

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Application	Arlington	Alexandria	Fairfax	Loudoun	Prince William	Falls Church	Manassas	Manassas Park	Herndon	Leesburg	Purcellville	Vienna
Family home day care	\$24				30.53					\$30		\$50.00
Swimming Pools	\$195				50.88							
Parking lots	\$160				na							
Motor vehicle dealership (used, new and rental)	\$815				na							
Public Improvement Permit (infrastructure) serving a residential, non-residential project or both, but submitted separately								\$500 plus 2% of total bond				
Temporary Use Permit								\$100	\$75			
Other uses not specified	\$160				65 (home inspection license (new))							
<b>Subdivision Plat Review (Zoning)</b>												
Subdivision plat	\$132 + \$72 per lot	\$350 < 10 lots \$1,000 > 10 lots Plus \$250 for each review beyond the second			450 application plus 85 per plat plus 22 per lot	\$750+\$50 per lot	\$40/lot	\$500 (no fee if submitted w/ site plan)	\$300 plus \$30 per lot			Preliminary: \$350.00 plus \$15.00 per lot. Final: \$125.00 plus \$15.00 per lot.
Residential/commercial condo plats < 9 units	\$132				NA							
Residential/commercial condo plats >9 units	\$264				NA							
<b>Building permit review - Zoning</b>										\$30-50 additions \$300-350 new construction		See construction permit fees above.