



PLANNING DIVISION

✉ 43 Bombardier Road ♦ Milton, Vermont 05468-3205
 ☎ (802) 893-1186
 📧 ktreanor@town.milton.vt.us
 🕒 Monday - Friday 8 AM to 5 PM, Tuesday 9 AM to 5 PM (except holidays)
 🌐 miltonvt.org/planning
 🏧 cash, check, credit/debit card (3% surcharge), e-check (\$1.50 surcharge)

FEE SCHEDULE

Read this form closely to take advantage of cost saving incentives and avoid penalties. ♦ We're here to assist you through the permitting process so you can develop your property according to Milton's Town Plan and regulations. ♦ If you have questions, or need help completing any form, please contact us!

HOW TO OPEN & CLOSE A ZONING PERMIT?

- Submit a complete application and pay fee.
- Permit is reviewed; compliant permits are approved and non-compliant permits must be denied with an explanation.
- The Town mails you the permit decision and records a notice in the land records.
- Notify your neighbors by posting the red "P" poster where it will be visible from the nearest public right-of-way.
- Approved permits take effect after the 15-day appeal period has expired; permit decisions can be appealed.
- You can now begin your project!
- If you change your project plans or sizing, you must amend the permit to update the plans.
- If you need more than one year to complete the project, you must renew the permit to keep it valid.
- When the project is finished, you must submit a Certificate of Compliance/Occupancy application to close your permit. (SAVE MONEY: Applications submitted prior to the expiration of the Zoning Permit have a reduced fee!)
- Compliant projects are inspected and approved; non-compliant projects must be denied with an explanation.
- The Town mails you the Certificate and records a notice in the Town's Land Records

EXPEDITED SERVICES

- Expedited review is available upon request and when possible.
- You must indicate on the application form that you are requesting this service.
- The surcharge payment is due at the time of filing and will be refunded if the deadline is not met.

Expedited Zoning Permit Service (5 Business Days ¹).....	\$75 surcharge added to total
Expedited Certificate of Compliance (3 Business Days ¹).....	\$200 surcharge added to total
Expedited Certificate of Compliance (5 Business Days ¹).....	\$75 surcharge added to total

1. Business days are the days the Town is open for business and will be calculated on a 24-hour basis. Example: If the application is filed and paid on Friday at 3:00 p.m., a 3-day expedited permit will be issued by Wednesday at 3:00 p.m.

ZONING PERMITS

- Payment is due at the time of filing.
- Where multiple permit types apply to a single application, the higher fee applies.
- Applications will not be considered complete or filed without payment of required fees.
- All Zoning Permits are subject to an additional \$10 recording fee.
- Applications withdrawn prior to issuance of the permit and applications deemed not to require a permit will receive a full refund.
- The Zoning Administrator must act on the application within 30 days of your permit application filing.
- Applicants will be mailed a copy of the permit/decision.
- Denied applications are eligible for credit for a corrective permit if submitted within 30 days of the denial; the credit does not apply to the \$10 recording fee.
- Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).
- All Zoning Permits require a Certificate of Occupancy/Compliance prior to use or occupancy.

PERMIT TYPE	PERMIT FEE
Residential Dwelling Unit.....	\$250 per new unit +0.10 per new sq. ft. ¹
Residential Alteration/ Accessory Structure ^{2& 6}	\$41
Residential Permit Amendment ^{2, 4 & 6}	\$16
Non-Residential Unit.....	\$250 per new unit ⁷ +0.20 per new sq. ft. ¹
Non-Residential Alteration/ Accessory Structure ^{2 & 6}	\$51
Non-Residential Permit Amendment ^{2 & 4}	\$21 ⁶
Mixed-Use Development ³	hybrid, see note #3
One-Time, One-Year Permit Renewal ⁴	\$11
Alteration: Change of Use Only ⁵	\$21
Alteration: Demolition/Removal Only.....	\$16
Sign: Business/Subdivision/Directory.....	\$5
Sign: Advertising.....	\$5
Sign: Home Occupation.....	\$5
Sign: Special Business Event.....	\$5
Sign: Civic Event.....	\$5

1. Square footage refers to the gross floor area defined as the sum, in square feet, of the total horizontal areas of all floors of a principal structure or building and shall include all storage and utility areas, basements, attics, and mezzanines (finished & unfinished). It shall not include square footage for decks, sheds, garages, accessory structures, or unenclosed decks or porches.
2. Does not apply to any application proposing additional units; new residential/non-residential fee applies.
3. Within a mixed-use building or site, applicable residential fees apply to units and gross floor area dedicated to residential use and applicable non-residential fees apply to units and gross floor area dedicated to non-residential use.
4. Amendments and renewals must be submitted prior to the expiration of the permit. Renewals are valid for one-year from date of approval for the identical project. Amendments expire with the date of the original permit, but are eligible for renewal. If the Zoning Administrator determines that the scope of a residential amendment is a major, substantive change to the original proposal, s/he may require a new permit.
5. Applies to changes of use when no site or structural changes subject to permitting are proposed on the site.
6. Alterations and amendments that add new square footage to the existing or proposed principal building or structure shall be charged \$0.10 per new square foot for residential permits, and \$0.20 for non-residential permits.
7. Applies to each owned, leasable, or leased unit (self-storage units exempt).

IMPACT FEES

- *Impact fees are assessed for new dwelling units according to the Impact Fee Ordinance to fund capital improvements identified in and established by the Town's Capital Improvement Plan.*
- *Accessory apartments are exempt from Impact Fees.*

FEE TYPE	FEE AMOUNT
Impact Fee	\$4,392 per dwelling unit
Reduced Impact Fee (<i>elderly housing units & one-bedroom units</i>)	\$3,294 per dwelling unit

CERTIFICATE OF COMPLIANCE/OCCUPANCY & INSPECTIONS

- *Remember to check your permit to verify that you have completed the work as approved prior to submitting your Certificate application. If the work doesn't match the permit, you must amend your permit, otherwise the Certificate will be denied. Development that is used or occupied prior to certification is a violation and subject to enforcement if not cured.*
- *Payment is due at the time of filing.*
- *Where multiple permit types apply to a single application, the higher fee shall apply.*
- *Payment is non-refundable; failed inspections are not eligible for refund or credit.*
- *Applications will not be considered complete or filed without payment of required fees.*
- *When Impact Fees apply, no Certificate may be issued until a the full impact fee is paid.*
- *Applications submitted prior to the expiration of the associated Zoning Permit have a REDUCED FEE.*
- *The Administrator must inspect and issue a statement of condition within 14 days of the compliance application filing. Your signature grants the Administrator permission to enter your property to inspect the work.*
- *Inspection of new residential & new non-residential will be done by appointment.*
- *Applicants will be mailed a copy of their Certificate/decision.*
- *All Certificates are subject to an additional \$10 recording fee.*
- *Applications for after-the-fact use or occupancy (without a Certificate) or applications to correct a formal violation are subject to a surcharge penalty ⁴. (See Penalties section below).*

INSPECTION/CERTIFICATE TYPE	REDUCED FEE	FULL FEE
Uses Subject to Development Review	\$36+2.50 per unit	\$58+2.50 per unit
New Residential ¹	\$31	\$50
Other Residential ^{1 & 2}	\$26	\$42
Business Identification /Subdivision/Directory Signs	\$26	\$42
Advertising Sign	\$16	\$26
Home Occupation Signs	\$11	\$18
Special Event Business Signs	\$5	\$8
Civic Event Signs	\$5	\$8
Landscaping Surety Inspection ³	\$25	
<i>Due upon request for inspection to enter or exit warrantee period.</i>		

1. Does not apply to residential uses subject to development review.
2. Applies to Accessory Structures, Alterations, and Amendments.
3. Landscape inspections can only be done May 15 through October 15, when foliage is clearly visible.
4. After-the-fact penalties shall not apply to corrective Certificates of Compliance/Occupancy applications for which an after-the-fact penalty has already been paid for the associated Zoning Permit, unless the use or occupancy is in violation of the corrective permit.

RESIDENTIAL/COMMERCIAL BUILDING ENERGY STANDARDS

Applicants must determine whether or not their project requires a Residential Building Energy Standards or Commercial Building Energy Standards Certificate. For more information, visit: http://publicservice.vermont.gov/energy_efficiency.

MILTON HIGHWAY ACCESS, WATER & WASTEWATER PERMITS

Highway access (new driveways/curb cuts), water and sewer connections/change of use require permits from the Town's Department of Public Works. Please call the Department at (802) 893-6030 for assistance.

STATE & FEDERAL PERMITS

State and federal regulations may apply. State law requires that you contact the necessary State agencies and obtain any required State permits before construction may commence. Contact the local Permit Specialist at (802) 241-3273 for assistance. Some local permits can only be issued after required State permits have been approved.

DEVELOPMENT REVIEW FEES

- To learn about the development review process, please visit: <http://miltonvt.org/government/boards/drbb.html>.
- Payment is due at the time of filing.
- Applications will not be considered complete or filed without payment of required fees.
- All fees are non-refundable.
- Multiple applications that can be heard at the same hearing shall receive 50% off the less expensive application(s); this discount shall not apply to variances or appeals.
- All development review applications are subject to an additional \$10 recording fee and a \$2 notice fee ¹ per adjoining property owner and application party.
- Certain applications require publication of a public warning in the newspaper (listed below).
- Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).

APPLICATION TYPE	FEE	WARNING
Pre-Application Staff Evaluation and Consultation ²	\$100 (credited to next app. & discount eligibility)	
Site Plan	\$500	n/a
Site Plan Amendment	\$235	n/a
Administrative Site Plan Amendment ³	\$75	n/a
Conditional Use	\$150	\$85
Interim Zoning Conditional Use ⁵	\$200	\$85
Subdivision/PUD Sketch Plan	\$235	n/a
Minor (6 or fewer) Subdivision/Minor PUD Final ³	\$500+50 per lot & unit	\$85
Major (7 or more) Subdivision/Major PUD Preliminary ³⁺⁴	\$500	\$85
Major (7 or more) Subdivision /PUD Final ³	\$500+50 per lot	\$85
Boundary Line Adjustment	\$100+75 per lot involved	\$85
Minor Subdivision/PUD Amendments	\$100+75 per lot, unit & phase amended	\$85
Major Subdivision/ PUD Amendments	\$175+75 per lot, unit & phase amended	\$85
Administrative PUD Amendments ³	\$100	\$85
Variance ³	\$150	\$85
Appeal to DRB ³	\$150	\$85
Monument/Statue Approval ³	\$100	n/a

OTHER DEVELOPMENT REVIEW FEES

Certificate of Approved Location ³	\$100	\$85
Subdivision Survey Plat Recording Fee		\$15
<i>Due at the time of final plat submission for DRB signature. Fee established by Clerk.</i>		
Plat Recording 90-Day Deadline Extension		\$25
<i>Due upon written request.</i>		
Independent Technical Review Escrow	cost per hour billed from \$500 escrow	
<i>Due upon request by the Appropriate Municipal Panel; unused balance reimbursed.</i>		
Legal Review Escrow	cost per hour billed from \$500 escrow	
<i>Due at the time of final review application filing with draft legal instruments; unused balance reimbursed.</i>		
Revised Final Plan/Plat Staff Review	first review free, each additional review \$50 base fee + \$30 per hour for ea. hour over 1.	
<i>Base fee due upon revised plan submission, applicant will be billed for hourly rate, due with Plat submission or Zoning Permit application.</i>		

1. The Planning Act (24 VSA 4464(a)(1)(C)) requires written notification (which this fee funds) to the applicant and to owners of all properties adjoining the property subject to development, including the owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public right-of-way and, in any situation in which a variance is sought regarding setbacks from a State highway, also including written notification to the Secretary of Transportation.
2. Staff will review a complete subdivision sketch/PUD sketch, subdivision/PUD amendment, boundary line adjustment, site plan, and site plan amendment applications for evaluation and present a written, non-binding report as soon as possible (and within 15 business days of submission) to address potential regulatory issues. The cost of review will be credited to the next application, and the next application will be eligible for a 25% application fee discount according to the fee calculation table above if ALL identified, non-discretionary regulatory issues are addressed in the application to the satisfaction of staff.
3. Not eligible for pre-application evaluation or discount.
4. If the DRB determines at sketch that preliminary and final review can be reviewed concurrently at sketch, both fees shall be assessed, with a single warning.
5. Interim Zoning applications must be submitted with all associated development review applications to which the use is subject.

PENALTIES FOR AFTER-THE-FACT APPLICATIONS/VIOLATIONS

After-the-fact means the submission of any application required in this schedule after discovery by the Town of construction, demolition, subdivision, occupation or commencement of use prior to Town approval.

- After-the-Fact Applications are subject to **TWO** (2) times the normal fee for each subsequent development review, zoning permit, and certificates of compliance/occupancy application needed to correct the non-compliance.
- After-the-fact applications for properties for which a formal Zoning Violation has been recorded in the land records are subject to **FOUR** (4) times the normal fee for each and every subsequent development review, zoning permit, and certificate of compliance/occupancy application to correct the violation.

ZONING/SUBDIVISION VIOLATIONS

Enforcement is conducted according to the Town's Zoning Enforcement Policy and applicable ordinances. Penalty fee established by the Ordinance.

Zoning	\$200 per offense, per day
Subdivision	\$40 per offense, per day

LITTER VIOLATIONS

Litter Enforcement is conducted according to the Town's Litter Ordinance through a civil ticketing process. Penalty fee established by the Ordinance.

Litter.....\$500 per day, or waiver fee

RESEARCH & WRITTEN OPINIONS

- File research and jurisdictional opinions are provided at staff's discretion.
- Payment for one hour is due in advance of services rendered. Payment for hours over one shall be paid prior to issuance of the report.
- **DISCLAIMER:** The Town's staff does not provide legal advice, conduct title searches, survey land, or resolve boundary disputes. Opinions are not final decisions of the Town and should not be relied upon as definitive statements as the interpretation or application of the land use laws and development regulations.

File Research and/or Written Staff Opinion.....\$50 base fee +30 for ea. additional hour over 1

PUBLIC RECORD COPIES/REQUESTS

Formal public records request may be submitted using the Department's record request form. Pursuant to 1VSA316(d), copying fees are established by the Secretary of State's Uniform Schedule of Public Record Charges. Other charges may apply to unique record requests.

Photocopies of Records (black & white).....	\$0.05 per single-sided letter or legal page \$0.09 per double-sided letter or legal page \$0.10 per single-side ledger page \$0.18 per double-side ledger page
Photocopies of Records (color).....	\$1.00 per side of letter or legal page \$2.00 per side of ledger page
Paper Prints of Digital Records.....	\$0.02 per single-sided letter or legal page
Plotter Maps.....	\$15 per 3' x 4' map
Duplication Labor.....	\$0.33 per minute after the first 30 minutes
Postage/Shipping.....	at cost (must be paid in advance; contact us for fee)

FEE REDUCTION OR WAIVER:

Fees established by this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such a reduction or waiver shall provide the request in writing to the Director of Planning and Economic Development. The Director shall review such requests and provide a written recommendation for consideration and final determination by the Selectboard at the next available meeting, as determined by the Town Manager. The Director may also initiate such a request.

ADOPTION/AMENDMENT:

Pursuant to Vermont Statutes Annotated, Title 24, Chapter 117, Subchapter 9, Section 4440, this schedule is established by Resolution of the Selectboard on March 7, 2016, and effective March 14, 2016. Non-substantive revisions that do not impact a Planning & Zoning fee classification or amount may be made to this schedule administratively without Selectboard approval.

Planning Division Fee Schedule

FEE CALCULATORS

ZONING PERMIT FEE CALCULATOR

Zoning Permit Application Fee		see schedule above	
Zoning Permit Square Footage Fee ¹ (if applicable)	# _____ sq. ft. x \$ _____ =		+
Zoning Permit Unit Fee (if applicable)	# _____ units x \$ _____ =		+
SUBTOTAL			=
Violation Penalty (if applicable)		multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)		multiply subtotal by 2	+
SUBTOTAL			=
Expedited Review Surcharge(s) (if requested)		see schedule above	+
Zoning Permit Recording Fee			+ \$10
TOTAL DUE			=

CERTIFICATE OF COMPLIANCE/OCCUPANCY FEE CALCULATOR

Certificate of Compliance Fee		see schedule above	+
Certificate of Compliance Unit Fee (if applicable)	# _____ units x \$ _____ =		
SUBTOTAL			=
Violation Penalty (if applicable)		multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)		multiply subtotal by 2	+
SUBTOTAL			=
Expedited Review Surcharge(s) (if requested)		see schedule above	+
Impact Fee (if applicable)		\$4,392 (full)/\$3,294 (reduced)	+
Certificate of Compliance Recording Fee			+ \$10
Landscape Surety Inspection Fee (if applicable)		see schedule below	+
TOTAL DUE			=

Planning Division Fee Schedule

DEVELOPMENT REVIEW APPLICATION FEE CALCULATOR		
Base Application Fee	see schedule above	
Variable Fee Application (if applicable)	total units ___ x fee ___ = total lots ___ x fee ___ = total phases ___ x fee ___ =	+
Multiple Application Discount (If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.)		
Extra Application 1	total fee ___ x 0.50 =	+
Extra Application 2	total fee ___ x 0.50 =	+
Extra Application 3	total fee ___ x 0.50 =	+
Pre-Application Credit (if applicable)	subtract 100 from total	-
SUBTOTAL		=
Pre-Application Discount (if applicable)	25% from subtotal above	-
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Decision Recording Fee		+\$10
Warning Fee (if applicable, see below)	add \$85	+
Adjoiners Notice ¹	total no. ___ multiplied by 2 =	+
Application Party Notice (Include all persons you also wish to receive notice: owners, applicants, and consultants.)	total no. ___ multiplied by 2 =	+
Legal Review Escrow (if applicable)	\$500	+
TOTAL DUE		=