

RESOLUTION NO.3286

WHEREAS, pursuant to Section 3-1-8(b) of the City Code, the City Council by resolution may delegate to the City Manager or his designee the authority to establish or adjust specific fees and charges, subject to such requirements and restrictions as the City Council may provide;

WHEREAS, pursuant to Section 3-1-8(d) of the City Code, it shall be the duty of the director of the Office of Management and Budget, and of the head of every responsible City department or agency, to periodically review such fees and charges on a schedule established by the City Manager, and recommend to City Council as part of the annual budget process whether any existing fees and charges should be revised, or additional fees and charges established, in order to reasonably recover or offset the associated cost of operations;

WHEREAS, pursuant to Section 11-104 of the Zoning Ordinance, the director of Planning & Zoning has established the Department of Planning & Zoning's Fee Schedule;

WHEREAS, pursuant to modifications to provisions of Article VII (Supplemental Zone Regulations) of the Zoning Ordinance, the City Council approved an ordinance to establish a Short-Term Residential Rental Program (STR);

WHEREAS, the proposed FY 2026 Operating Budget contains funds to implement the STR Program with a STR Program Manager, an enhanced STR platform for owners and the public and, with this resolution, STR permit fees which will be added to the Department of Planning & Zoning's Fee Schedule;

WHEREAS, pursuant to modifications to Section 5-6-224 (Method of storm and subsoil water disposal) of the City Code, City Council approved an ordinance to change review and approval authority of Grading Plans from the Department of Transportation and Environmental Services to the Department of Planning & Zoning and to include the associated fees for such plans in the Department of Planning & Zoning Fee Schedule; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA

1. That the attached fee schedule is deemed to contain fair and appropriate fees; and
2. That said fee schedule shall be, and hereby is, approved and incorporated by reference in this Resolution, and shall, until amended or rescinded, set forth the fees to be charged by the City of Alexandria Department of Planning & Zoning; and
3. To the extent that these rates differ from those in Resolutions 2770, 2821, 2944, 2996 and 3068 those provisions of 2770, 2821, 2944, 2996 and 3068 Resolutions are hereby repealed; and
4. That this Resolution shall become effective for the Short-Term Residential Rental fees on September 1, 2025 and the Grading Plan permit fees upon adoption of the FY 2026 Budget.

Adopted: April 30, 2025



ALYIA GASKINS MAYOR

ATTEST:



Gloria A. Sitton, CMC City Clerk

Department of Planning and Zoning Fee Schedule Effective July 1, 2025 (Yellow depicts 2025 changes)

Land Use and Development/Planning Commission		
Fee Type		Fee Amount
Special Use Permits (SUP)*	SUP requiring hearing by Planning Commission and City Council	575
	Administrative SUP - Change of Ownership	250
	Administrative SUP - Amendment & New Use	325
	Admin SUP for Outdoor Display	125
	Non Profit, Child Care, Single Family Residential Uses and Parking Reductions	325
	SUPs with Development Cases, Coordinated Sign Programs and Request for Increase in Density	1,075
Short Term Residential Rental - Owner-unoccupied ⁺	Administrative Approved Annual Permit	350
Short Term Residential Rental - Owner-occupied ⁺	Administrative Approved Annual Permit	100
Encroachment (ENC)		500
Vacation (VAC)		500
Grading Plan ⁺⁺		1000
Extension of Grading Plan Approval ⁺⁺		100
Preliminary Subdivision (SUB) Including subdivisions with a DSUP application.	Less than 10 lots	2,000 plus 500/lot
	More than 10 lots	3,000 plus 500/lot
Final Subdivision (SUB) Including subdivisions with a DSUP application.	Less than 10 lots	1,000 plus 500/lot
	More than 10 lots	2,000 plus 500/lot

	Each review beyond 2nd submission	250
Development Site Plan(DSP)* Development Special Use Permit(DSUP)*	Each development plan review fee will cover a maximum of three DSP/DSUP applications	(DSUP) 3,300 plus 15/100sf (DSP) 3,300 plus 15/100sf maximum 80,000 for DSUP maximum 80,000 for DSP Plus an additional 5.2% of the total calculated fees.
	Resubmission beyond 1st completeness	additional 2,000
	Revised application	additional 500
	Deferred application	additional 500
Each SUP requested with a DSUP or DSP*		1,075
Development Site Plan/SUP Amendment and Extensions		2,104
	With request for additional floor area	2,000 plus 10/100sf
Final Site Plan Reviews*	First submission	3,300 plus 15/100sf maximum 80,000 Plus an additional 5.2% of the total calculated fees.
	Each review beyond 2nd submission	2,104
CDD Concept Plan*		3,300 plus 15/100sf of site area maximum 80,000 Plus an additional 5.2% of the total calculated fees.
CDD Concept Plan Amendment*	Minor Amendment	No Charge
	Medium Amendment	Original fee up to a max of 15,000 plus an additional 5.2% of the total calculated fees.

	Full Amendment	Original fee up to a max of 30,000 plus an additional 5.2% of the total calculated fees.
Transportation Management Plan SUP*		120/1,000sf of site area maximum 60,000 Plus an additional 5.2% of the total calculated fees.
Transportation Management Plan SUP Amendment*	Minor Amendment	No Charge
	Medium Amendment	Original fee up to a max of 15,000 plus an additional 5.2% of the total calculated fees.
	Full Amendment	Original fee up to a max of 30,000 plus an additional 5.2% of the total calculated fees.
Rezoning*		3,000 plus 300 per each 1/2 acre over 1 acre Plus an additional 5.2% of the total calculated fees.
Master Plan Amendment*		3,000 plus 300 per each 1/2 acre over 1 acre Plus an additional 5.2% of the total calculated fees.
Appeal of Site Plan, Subdivision and Chesapeake Bay Issues to City Council**		150
Department of Planning and Zoning Fee Schedule Effective July 1, 2025		
As-Built Site Plan	Inspection and Processing	\$1,000
Bond Review & Processing	Total value \$20,000 or greater	\$2,000
Bond Review & Processing -	Total value \$20,000 or greater	\$1,000

Green Building Review Fee*	Submission requiring a third-party, sustainability professional to assess compliance with the City's 2019 Green Building Policy	\$200/hour
Affordable Housing Contribution Review Fee	For development applicants who are seeking density in excess of density envisioned by an underlying Small Area Plan and requesting a reduction in the City's Affordable Housing Contribution Requirements for a third-party professional review of the request	\$250/hour

Historic Preservation/Board of Architectural Review		
Fee Type		Fee Amount
Administrative Approvals*	Residential	110
	Non Residential	185
	Signs	110
Capsulation or Partial Demolition of over 25 sq. ft. of exterior building Roof, Wall, or Surface*	Residential	135
	Non Residential	535
	with DSP/DSUP	2,535
Complete or Partial Demolition of Less than 250 gross sq. ft. of Floor Area*	Residential	135
	Non Residential	1,035
	with DSP/DSUP	2,035
Complete or Partial Demolition of 250 or more gross sq. ft. of Floor Area of any structure (regardless of visibility)*	Residential	1,035
	Non Residential	2,535
	with DSP/DSUP	10,035
New Buildings*	Residential	1,235 plus \$1/sf
	Non Residential	2,035 plus \$1/sf
	with DSP/DSUP	5,035 plus \$1/10sf
Addition or Accessory Structure with less than 250 gross sq. ft. of Floor Area*	Residential	135
	Non Residential	535
	with DSP/DSUP	1,535
Addition or Accessory Structure with 250 or more gross sq. ft. of new Floor Area*	Residential	1,035 plus \$1/sf
	Non Residential	1,635 plus \$1/sf
	with DSP/DSUP	3,035 plus \$1/10sf
Alterations with no increase in floor area*	Residential	135
	Non Residential	335
	with DSP/DSUP	1,535
Waiver (Yard, Vision Clearance, HVAC Screens, or Fence height, etc., not otherwise part of a pending BAR application) *	Residential	135
	Non Residential	235
	with DSP/DSUP	1,035
Signs requiring BAR Hearing*	Residential	n/a
	Non Residential	285
	with DSP/DSUP	2,535

Minor Amendment to Plans Previously Approved by the BAR*	Residential		185
	Commercial		335
	with DSP/DSUP		535
BAR Re-approval of Previously Approved Expired Plans (with no substantial changes) *	Residential		135
	Commercial		335
	with DSP/DSUP		535
Appeal to City Council **			200
Revised applications beyond the 2nd review			150
Deferral beyond the 2nd hearing			150
Zoning Services/Board of Zoning Appeals			
Fee Type		Fee Amount	
Variance/Special Exception*	Residential		335
	Commercial		785
	Commercial/Industrial		1,035
Accessory Dwelling Unit Application Fee	Zoning Administrative Permit		135
Zoning Compliance Letter			500
Zoning Determination Letter			500
Appeal to the BZA*			385
King Street Outdoor Dining			100 plus \$1.50/sf of public land
Retail Pedestrian Wayfinding - 12 panel	Annual fee		200
Retail Pedestrian Wayfinding - 6 panel	Annual fee		225
Panel Update - Existing Business			50
Commercial Antenna Fee*	with DSP/DSUP		315
	Installation on an existing structure		1,995
	Construction of a tower or monopole		5,250

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* Includes review fees for the Office of Building and Fire Code Administration. An additional \$75 has been added to SUP and preliminary development Site Plan fees. An additional \$200 has been added to Development Special Use Permit (DSUP) fee. A 5.2% fee has been added to cases associated with development. An additional \$35 has been added to the fees for Variance/Special Exception fees and all Historic Preservation/BAR fees. *Where the City needs to have a third-party, sustainability professional to review a submission, a Green Building review fee of \$200/hour will be charged to development applicants to assess compliance with the City's 2019 Green Building Policy. This would include a fee for Green Building certification companies and/or development applicants who may apply to have a new certification program added to the Green Building Policy.* + *The Short Term Rental Fees do not take effect until September 1, 2025. ++ The Grading Plan Fee Transition takes effect upon adoption of the FY 2026 Budget.*