

RESOLUTION NO. 2770

WHEREAS, section 11-104 of The Zoning Ordinance of the City of Alexandria, as amended, provides that the director shall by general rule approved by city council establish a schedule of fees required for each application for development approval to be paid at the time an application is submitted; and

WHEREAS, the director and City Council have determined that the fee schedule is in need of amendment and adjustment.

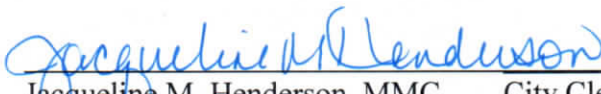
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA

1. That the fee schedule attached hereto, entitled Department of Planning & Zoning 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shall be, and hereby is, approved and incorporated by reference in this resolution, and shall, until amended or rescinded, set forth the fees to be charged by the City of Alexandria Department of Planning and Zoning, beginning July 1, 2017; and
3. That this Resolution shall be effective on July 1, 2017.

Adopted: May 4, 2017


ALLISON SILBERBERG MAYOR

ATTEST:


Jacqueline M. Henderson, MMC City Clerk

Department of Planning and Zoning Fee Schedule
Effective July 1, 2017

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
Encroachment (ENC)		500
Vacation (VAC)		500
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)*		(DSUP) 2,400 plus 12/100sf (DSP) 2,275 plus 12/100sf maximum 60,200 for DSUP maximum 60,075 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 60,000 Plus an additional 5.2% of the total calculated fees.
	Each review beyond 2nd submission	2,104
CDD Concept Plan*		2,200 plus 12/100sf of site area maximum 60,000 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.

**Department of Planning and Zoning Fee Schedule
Effective July 1, 2017**

Transportation Management Plan SUP*		120/1,000sf of site area maximum 60,000 Plus an additional 5.2% of the total calculated fees.
Transportation Managemenet 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

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	Residential	185
	Commercial	335

Department of Planning and Zoning Fee Schedule
Effective July 1, 2017

Approved by the BAR*	with DSP/DSUP	535
BAR Re-approval of Previously Approved Expired Plans (with no substantial changes) *	Residential	135
	Commercial	335
Appeal to City Council **	with DSP/DSUP	535
Revised applications beyond the 2nd review		200
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
Zoning Compliance 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
<p>* 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 SUP 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.</p> <p>**The fee for Appeals to City Council is collected by the City Clerk's Office upon filing an application.</p>		

Comparison of Fees for Commercial Antenna Permits in Neighboring Jurisdictions

Alexandria does not charge a fee for administrative review and approval of commercial antenna installations at existing structures. For calendar year 2015, the City approved 30 antenna installations. Construction of new towers/monopoles would require a special use permit with a fee of \$575, but there have been no such applications in recent years. The table below shows that neighboring municipalities charge fees for their approvals of antenna installations. The more urban localities charge between \$1,871 and \$2,600 as their highest fee for installation approvals. The more suburban localities charge higher fees ranging from \$5,539 to \$16,375. These higher amounts are typically for freestanding tower/monopole installations.

Jurisdiction	Max. Total Fees	Min. Total Fees	Highest potential revenue if Alexandria collected same fee for all of its applications (CY2015, Alexandria had 30 applications)	Lowest potential revenue if Alexandria collected same fee for all of its applications (CY2015, Alexandria had 30 applications)	Notes
Municipalities with their review and fee structure based on antenna installations on existing buildings/structures (similar to most Alexandria installations)					
City of Falls Church	\$1,980	\$70	\$59,400	\$2,100	<ul style="list-style-type: none"> For new installations, a Special Use Permit is required. Fee \$1,980 for the SUP per building for new telecom equipment. There is no Administrative Approval Process If a building/facility already has a Special Use Permit, other telecommunication companies only have to file for a standard building permit to add their equipment to a facility. The fees for that can range from \$70.00 to \$100.00 Some antennas are on approved site plan properties which means that the subject property had to meet the conditions for that site area/development. A Special Use Permit is required for all others
Arlington	\$1,871	\$289	\$56,133	\$8,670	<ul style="list-style-type: none"> A property where an antenna is integrated as part of a site plan or that already has an use permit will qualify for an administrative review with a fee of \$275 + a 5% Fee totaling \$288.75 For a property that does not have site plan with an integrated antenna installation included, an application for an Use Permit to the County Board is required with a fee of \$1,782 + a 5% Fee totaling \$1,871.10
District of Columbia	\$2,600	\$36	\$78,000	\$1,080	<ul style="list-style-type: none"> Office of Planning reviews applications Fees for Antennas are \$33 each plus a 10% "enhancement" fee for installations that meet specific criteria. Many commercial installations require approval by Board of Zoning Adjustment, and the fee is \$2,600.00.

Jurisdiction	Max. Total Fees	Min. Total Fees	Highest potential revenue if Alexandria collected same fee for all of its applications (CY2015, Alexandria had 30 applications)	Lowest potential revenue if Alexandria collected same fee for all of its applications (CY2015, Alexandria had 30 applications)	Notes
Municipalities that have a review and fee structure designed for freestanding tower or monopole installations (infrequent in Alexandria)					
Prince William County	\$6,323	NA	\$189,689	NA	<p>Telecommunication regulations apply predominantly to free-standing towers or monopole installations, which are infrequent in Alexandria.</p> <ul style="list-style-type: none"> o All telecom equipment must submit for a Public Facility Review o If the proposed telecom facility is taller than 50 feet, then it must apply for a Special Use Permit o The fee for telecommunications towers, Radio or TV Broadcasting Stations requiring an SUP: \$6,322.96 o Telecom equipment must submit for one of two reviews: 6409(a) review (For existing antennas) or 2332 review (for new, modified, or expanded antennas) o Most telecom equipment proceeding through a 2332 review that is not deemed "a feature shown" within the Comprehensive Plan requires a Special Use Permit to be approved by the Planning Commission. (Appealable to BOCs) o Special Use Permit fee: \$16,375 o Antennas on a site with a site plan can be an "Administrative Change," which is any minor modification of an approved site plan or use <p>Fees are in the Adopted 2017 budget, but these new regulations have not been codified.</p> <ul style="list-style-type: none"> o This fee is for monopole (free-standing) installations, which are very infrequent in Alexandria. No fee structure was shown for on-building installations more common in Alexandria o Cellular monopoles require a Special Use Permit o Cost for SUP non-residential \$5,040.00 + \$498.75 each additional installation o Renewal/Conditional Amend. (other) \$1,050.00 o Newspaper re-advertisement (if additional hearing) \$420 or actual cost if greater o Property Owner- re-notification (if additional hearing) \$288.75
Fairfax County	\$16,375	NA	\$491,250	NA	
City of Fairfax	\$5,539	NA	\$166,163	NA	

Estimated Cost and Fee Details for Years 1-6**Table 1: Pedestrian Oriented Wayfinding - Estimated Administration and Implementation Costs**

Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Administration of Application Process/Forms/Outreach	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Review of New Applications	\$2,000	\$400	\$200	\$200	\$200	\$200
Costs associated with Collection of Annual Fee	\$ -	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Design, Fabrication, and Installation of New Sign Frames	\$58,000	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500
Sign Panels for Sign Frames	\$3,000	\$200	\$100	\$100	\$100	\$100
Maintenance of Existing Sign Frames	\$1,000	\$2,500	\$5,000	\$5,000	\$5,000	\$5,000
Totals	\$66,000	\$9,600	\$10,300	\$10,300	\$10,300	\$10,300
Grand Total (6 years)	\$116,800					

Table 2: Estimated Fee Revenues from Businesses

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Annual Maintenance Fee	\$19,250	\$20,500	\$20,500	\$20,500	\$22,625	\$23,125
Grand Total (6 years)	\$126,500					

These calculations include an estimate of 90 sign panels. For year 6, sign changes for 10 businesses are calculated in.

Table 3: Estimated Costs per Business Owner

Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Annual Application Fee (Small Sign/Large Sign)	\$200 / \$225	\$200 / \$225	\$200 / \$225	\$200 / \$225	\$200 / \$225	\$200 / \$225
Design and fabrication of digital print graphics on sign plate	\$200	N/A	N/A	N/A	N/A	\$100
Update Sign Panels						\$50
Totals	\$400 / \$425	\$200 / \$225	\$200 / \$225	\$200 / \$225	\$200 / \$225	\$350 / \$375
Grand Total (6 years)	\$1,550 (Small 12-panel Sign) / \$1,700 (Large 6-panel Sign)					
Avg. Cost per Year	\$258 / \$283					