

**BOARDS AND COMMISSIONS – FEES & PROCESSING**

Board/ Commission	Board Fees		Typical Time Frame	Process when more than one Board needs to be consulted
	Application Fee(s)	Advertisement Fee*		
<b>Planning Commission</b>	Conditional Rezoning - <b>\$1,200</b> Rezoning - <b>\$900</b> Conditional Use Permit for Non-Profits - <b>\$200</b> Conditional Use Permit - <b>\$900</b> Modification of Conditional Use for Non-Profits - <b>\$200</b> Modification of Condition Use - <b>\$500</b> Modification of Proffers - <b>\$500</b> Non-Conforming Use - <b>\$500</b> Street Closure - <b>\$250</b> Subdivision Variance - <b>\$650</b> Floodplain Variance - <b>\$650</b> Amendment/Modification to PDH Plan - <b>\$900</b> Alternative Compliance - <b>\$400</b>	<b>\$130*</b>	<u><b>90 days</b></u> <ul style="list-style-type: none"> <li>Application due on the 1<sup>st</sup> Working Day of Each Month</li> <li>Application scheduled for Planning Commission – 2 months after submission</li> <li>Application scheduled for City Council – 1 month after Planning Commission Hearing</li> </ul>	<ol style="list-style-type: none"> <li>Staff will notify the applicant if their application needs to be reviewed by another Board or Commission. The order of the Board or Commission review is conveyed to the applicant.</li> <li>The applicant will submit the application to the Board or Commission suggested by Staff, and the two reviews can run concurrently.</li> <li>Once an action or recommendation has been made and it is confirmed that the application still needs approval from the Board or Commission that originally received the application, the item will be placed on the next agenda.</li> </ol>
<b>Chesapeake Bay Board</b>	Small Project Application - <b>\$300</b> Site Plan Application - <b>\$300</b>	<b>\$120*</b>	<u><b>60-90 days</b></u> <ul style="list-style-type: none"> <li>Application due on the 5<sup>th</sup> Day of Each Month</li> <li>Application scheduled for CBPA – the following month</li> <li>Once action is taken, Approval of the minutes will occur at the next CBPA hearing.</li> </ul>	
<b>Wetlands Board</b>	Projects that Impact Wetlands - <b>\$300</b> Coastal Primary Sand Dune Projects - <b>\$300</b> Sand Management Application - <b>\$100</b>	<b>\$120*</b>	<u><b>60-90 days</b></u> <ul style="list-style-type: none"> <li>Application due on the 1<sup>st</sup> Day of Each Month</li> <li>Application scheduled for the Wetlands Board – the following month</li> </ul>	
<b>Board of Zoning Appeals</b>	Residential - <b>\$250</b> Commercial - <b>\$350</b>	<b>\$120*</b>	<u><b>60-90 days</b></u> <ul style="list-style-type: none"> <li>Applications taken in at the beginning of every month</li> <li>Application scheduled for the next BZA meeting. Upon acceptance and processing of the application, it must be heard within 90 days.</li> </ul>	
<b>Bayfront Advisory Commission</b>	No Fee	<b>No Fee</b>	<u><b>30 days</b></u> <ul style="list-style-type: none"> <li>Items are heard within 30 days of being placed on an agenda</li> </ul>	
<b>Historical Review Board</b>	Certificate of Appropriateness Application - <b>\$0</b>	<b>No Fee</b>	<u><b>30-60 days</b></u> <ul style="list-style-type: none"> <li>Application due on or before the 25<sup>th</sup> Day of Each Month</li> <li>Application scheduled on the third Wednesday of the following month.</li> </ul>	

\*Effective October 1, 2017