

## **EXPEDITED PLAN FOR COMMERCIAL TO RESIDENTIAL RECONSTRUCTION FEES**

**Request for approval of the Planning Department's updated fee schedule. Fee changes to include the addition of fees for the new Expedited Plan for Commercial to Residential Reconstruction.**

COMPLETED: 7/17/2025

PLANNING BOARD HEARING DATE: 7/24/2025

MCPB ITEM NO. 9

## Planning Staff



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## Summary:

- Staff is requesting the Planning Boards approval of fees for a new application type, the Expedited Approval Plan for Commercial to Residential Reconstruction created in response to the County Council's approval of Zoning Text Amendment No. 25-03.

## BACKGROUND

Application fees are set by various Planning legislative actions.

Section 50.10.5 of the Montgomery County Code – Subdivision Regulations - Establishment of Fees states: “The Board must approve by resolution the fees necessary to cover the costs of administering this Chapter.”

Section 59.7.6.5.A.2 of the Montgomery County Zoning Ordinance states: “Where the Planning Board is the deciding body, fees to cover the cost of administering this Chapter must be approved by resolution of the Planning Board.”

## DISCUSSION

Staff is requesting Planning Board approval of fees for a new Application type, the Expedited Approval Plan for Commercial to Residential Reconstruction created in response to the County Council’s approval of Zoning Text Amendment No. 25-03. The Expedited Approval Plan for Commercial to Residential Reconstruction replaces the need for submitting a concurrent Sketch Plan and Site Plan for applicable projects. An Administrative Subdivision Plan Application may be required for some Expedited Approval Plans, and in most cases would accompany the expedited process, but would be a separate fee.

Staff arrived at these proposed fees by examining the current fee structure and generally calculating the fee a project would currently incur for both a Sketch Plan and Site Plan. Staff also reviewed the fee structure for the other expedited approvals. It is important to note that this new plan is undergoing an accelerated review, and the project will receive its approvals within a 60-to-65-day timeframe versus 90 days for a Sketch Plan and 120 days for a Site Plan, providing for potentially months of relief. If approved, this new fee type would not be eligible for further fee reductions.

## PROPOSED FEES FOR A NEW APPLICATION TYPE:

### “EXPEDITED APPROVAL PLAN FOR COMMERCIAL TO RESIDENTIAL RECONSTRUCTION”

#### **Expedited Approval Plan for Commercial to Residential Reconstruction:**

##### **Residential** (DU's = Dwelling Units)

\$10,600.00 + \$250.00 per DU

# of DU's \_\_\_\_\_ x \$250.00 =

\$ \_\_\_\_\_

##### **Non-Residential**

1 – 9,999 SF \$3,700.00 + 0.15 per SF

10,000 – 24,999 SF \$4,775.00 + 0.15 per SF

25,000 SF or More \$5,850.00 + 0.15 per SF

# of SF \_\_\_\_\_ x 0.15 =

\$ \_\_\_\_\_

##### **Amendments:**

Residential with no additional DU's \$10,600.00

Residential Amendment additional DU's \$10,600.00 + \$250.00 per additional DU

Non-Residential with no additional SF \$3,700.00

Non-Residential with Additional SF Base Fee based upon additional square footage +  
0.15 per SF for additional square footage

## A FEW CHANGES TO THE EXISTING FEE SCHEDULE

1. Under **Administrative Subdivision Plans**, we will delete “BioHealth Priority Campus or Signature Business Headquarters” and “Mixed Income Housing Community” and replace them with “Property Approved Under an Expedited Approval Plan.” The fee will remain unchanged at \$4,250.
2. The fee worksheets for BioHealth Priority Campus Plan, Signature Business Headquarters Plan, and Mixed Income Housing Community Plan, as well as the newly added Commercial to Residential Reconstruction, will be grouped under a new heading for Expedited Approval Plans, to reflect that the County Council, through ZTA 25-03, consolidated all of these project types under one new plan type.

## COMPARISON OF TRADITIONAL SKETCH/SITE PLAN FEES TO NEW EXPEDITED APPROVAL PLAN FEES

As an illustration of the proposed fee structure, a Project that proposes to convert a 135,000 square-foot office building to a mixed residential/retail building with 120 apartments and 15,000 square feet of retail would pay a fee of \$47,625 under the proposed expedited plan fee versus \$73,550 under the existing sketch plan and site plan fees, as shown below. The proposed fee would be a significant savings to applicants and allow them to get approval in an expedited time frame.

Proposed fee for Expedited Plan:

Residential:  $\$10,600 + (\$250 \times 120 \text{ du}) = \$40,600$

Commercial:  $\$4,775 + (\$0.15 \times 15,000 \text{ sf}) = \$7,025$

Expedited Plan Total:  $\$40,600 + \$7,025 = \mathbf{\$47,625}$

Existing fees for Sketch Plan and Site Plan:

Sketch Plan:  $\$10,600 + (\$0.20 \times 135,000 \text{ sf}) = \$37,600$

Site Plan – Residential:  $\$6,350 + (\$175 \times 120 \text{ du}) = \$27,350$

Site Plan – Commercial:  $\$6,350 + (\$0.15 \times 15,000 \text{ sf}) = \$8,600$

Site Plan Total:  $\$35,950$

Sketch Plan and Site Plan Total:  $\$37,600 + \$35,950 = \mathbf{\$73,550}$

## CONCLUSION

In conclusion, Staff recommends that the Planning Board adopt the fees for Expedited Approval Plan for Commercial to Residential Reconstruction.

All fees will become effective: August 1, 2025

## ATTACHMENTS

*Attachment A: Proposed Updated Fee Schedule*


**Montgomery County Planning Department**

Maryland-National Capital Park and Planning Commission

**Effective:** August 01, 2025

2425 Reedie Drive

Phone: 301.495.4550

Wheaton, Maryland 20902

[www.montgomeryplanning.org](http://www.montgomeryplanning.org)

Fax: 301.495.1306

**FEE SCHEDULE AND WORKSHEET**

Application Number: M-NCPPC Staff Use Only

**To be completed by the Applicant**

Applicant:	
Project Name:	

**Pre-Application Submission** (check applicable boxes)

<input type="checkbox"/> Staff Review Only	\$2,120.00	\$
<input type="checkbox"/> Staff and Planning Board Review	\$4,240.00	\$

**NRI/FSD Natural Resources Inventory/Forest Stand Delineation** (check applicable boxes)

<input type="checkbox"/> NRI/FSD	\$860.00	\$
<input type="checkbox"/> NRI/FSD Recertification Request	\$480.00	\$
<input type="checkbox"/> Forest Conservation Exemption Request or Recertification	\$265.00	\$
<input type="checkbox"/> Forest Conservation Bank review	\$1,060.00	\$

**Forest Conservation Plan** (check applicable boxes)

<input type="checkbox"/> Single Family Residential	\$580.00 + \$210.00 per lot	# of lots _____ x \$210 = \$_____	\$
<input type="checkbox"/> All Others	\$1,110.00 + \$310.00 per acre	# of acres _____ x \$310 = \$_____	\$
<input type="checkbox"/> FCP Amendment without Planning Board Hearing	\$800.00		\$
<input type="checkbox"/> FCP Amendment with Planning Board Hearing	\$1,600.00		\$
<input type="checkbox"/> Fence installation within a conservation easement request	\$145.00		\$
Total This Page			\$

**Administrative Subdivision Plan** (check applicable boxes)

<input type="checkbox"/> Existing Place of Worship or Institutional Use*	\$3,700.00	\$
<input type="checkbox"/> Up to 5 Lots in the AR Zone or Up to 3 Lots in Any Residential Zone	\$2,650.00	\$
<input type="checkbox"/> Consolidation of Existing Lots or Parts of Lots in a Nonresidential Zone	\$4,250.00	\$
<input type="checkbox"/> Property Approved Under an Expedited Approval Plan	\$4,250.00	\$
<input type="checkbox"/> SPA within plan (SPA=Special Protection Area)	\$800.00	\$

**Preliminary Plan of Subdivision** (check applicable boxes)Residential (DUs=Dwelling Units)

<input type="checkbox"/> Residential		<div style="border: 1px dashed black; padding: 5px;"> # of DUs (1 to 100) _____ x  \$385 = \$ _____ +  # of DUs (over 100) _____ x  \$105 = \$ _____ </div>	\$
<input type="checkbox"/> 1 to 100 DUs	\$2,915.00 + \$385.00 per DU		
<input type="checkbox"/> DUs over 100	\$105.00 per DU		
<input type="checkbox"/> SPA within plan			\$
<input type="checkbox"/> 1 to 9 DUs	\$400.00		
<input type="checkbox"/> 10 to 50 DUs	\$800.00		
<input type="checkbox"/> more than 50 DUs	\$800.00 + \$20.00 per DU over 50	<div style="border: 1px dashed black; padding: 5px;"> # of DUs &gt; 50 _____ x  \$20 = \$ _____ </div>	

Commercial/Industrial (SF=Square Feet)

<input type="checkbox"/> Commercial		<div style="border: 1px dashed black; padding: 5px;"> # of SF _____ x  \$0.15 = \$ _____ </div>	\$
<input type="checkbox"/> 1 to 9,999 SF	\$4,775.00 + .15 per SF		
<input type="checkbox"/> 10,000 to 24,999SF	\$5,850.00 + .15 per SF		
<input type="checkbox"/> 25,000 SF or more	\$6,900.00 + .15 per SF		
<input type="checkbox"/> SPA within plan	\$800.00		\$

Other

<input type="checkbox"/> New Institutional/Religious*	\$3,700.00	\$
<input type="checkbox"/> SPA within plan	\$800.00	\$
(SPA=Special Protection Area)		

**Preliminary Plan Amendments**

<input type="checkbox"/> Major Amendment	Same as Preliminary Plan (enter <b>with</b> SPA fee)		\$
<input type="checkbox"/> Minor Amendment	\$2,915.00		\$
<input type="checkbox"/> APF Review Not Associated with Another Plan (50.4.3.J)	\$2,915.00		\$
<input type="checkbox"/> Subdivision Regulation Waiver (50.9)	\$2,650.00 per waiver	# of waivers _____	\$

Total This Page

\$

**Site Plan** (check applicable boxes)Residential (DUs = Dwelling Units)☐ Residential☐ 1 to 9 DUs \$4,775.00 + \$175.00 per DU☐ 10 or more DUs \$6,350.00 + \$175.00 per DU☐ SPA within plan☐ 1 to 9 DUs \$400.00☐ 10 to 50 DUs \$800.00☐ more than 50 DUs \$800.00 + \$20.00 per DU over 50# of DUs \_\_\_\_\_ x  
\$175 = \$ \_\_\_\_\_# of DUs > 50 \_\_\_\_\_ x  
\$20 = \$ \_\_\_\_\_Commercial/Industrial (SF=Square Feet)☐ Commercial☐ 1 to 9,999 SF \$4,775.00 + .15 per SF☐ 10,000 or more SF \$6,350.00 + .15 per SF☐ SPA within plan \$800.00# of SF \_\_\_\_\_ x  
\$0.15 = \$ \_\_\_\_\_Other☐ Institutional/Religious\* \$3,700.00☐ SPA within plan \$800.00**Site Plan Amendments**☐ Major Amendment Same as Site Plan☐ Minor Amendment \$2,915.00☐ SPA within Amend. \$800.00☐ **Record Plats  
(including minor  
subdivision)**

\$3,200.00

Number of Plats: \_\_\_\_\_

Total This Page \$

(SPA=Special Protection Area)

\*Note: Only the following uses qualify for the "Institutional" application fee schedule: dormitories; residential care facilities (any size); private ambulances or rescue; charitable philanthropic institutions; cultural institutions; family day care; group day care; day care centers; private educational institutions; private outdoor playground areas; publicly owned or operated swimming pools; and private club, service organizations.



**Sketch Plan** (check applicable boxes)Commercial/Residential Base Fee

- ☐ Up to 20,000 square feet \$5,300.00
- ☐ Greater than 20,000 square feet \$10,600.00

Additional per SF fee

- ☐ Projects 0 – 500,000 square feet (SF)

# of SF \_\_\_\_\_ x  
\$0.20 = \$ \_\_\_\_\_

\$

- ☐ Projects 500,001 – 1,000,000 square feet (SF)

# of SF \_\_\_\_\_ x  
\$0.25 = \$ \_\_\_\_\_

\$

- ☐ Major Amendment\*

Same as Sketch Plan (enter above)

\$

- ☐ Minor Amendment\*\*

\$5,300

\$

Total Sketch Plan Fee (sum of the above, or Max. of \$275,000.00, whichever is less)

\$

**NOTES:**

- Total 100% of the Sketch Plan Fee is due Prior to Acceptance of the Application
- \*Major Amendment – Any request to increase density or height
- \*\* Minor Amendment – Any request to change a “Condition of Approval” or “Binding Element” that does not affect density or height

**Project Plan Amendment** (check applicable boxes)

- ☐ Residential (DUs) \$4,775.00 + \$80.00 per DU
- ☐ Commercial (GFA) \$4,775.00 + \$0.15 per SF

# of DUs \_\_\_\_\_ x  
\$80 = \$ \_\_\_\_\_

\$

# of SF \_\_\_\_\_ x  
\$.15 = \$ \_\_\_\_\_

\$

- ☐ Extensions \$2,450.00

\$

Total Project Plan Fee (sum of the above, or \$275,000.00, whichever is less)

\$

**Staging Allocation Request (SAR)** (check applicable boxes)

- ☐ Residential (DUs)
- ☐ Non-Residential (Square Feet)
- ☐ Projects Not Requiring a Sketch Plan

# of DUs \_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

\$

# of SF \_\_\_\_\_ x \$0.01 = \$ \_\_\_\_\_

\$

Residential & Non-Residential \$525.00

\$

Total SAR Fee (sum of the above)

\$

Total This Page

\$

**BioHealth Priority Campus/Signature Business Headquarters** (check applicable boxes)

**Mixed Income Housing Community** (check applicable boxes)

## Mixed Income Housing Community Amendments

<input type="checkbox"/> Additional DU's or non-residential floor area	Same as new Mixed Income Housing Community	\$
<input type="checkbox"/> Residential with no additional DU's	\$3,200.00	\$
<input type="checkbox"/> Non-residential with no additional SF	\$3,700.00	\$
Total This Page		\$

**Commercial to Residential Reconstruction** (check applicable boxes)

		<u>Residential (DUs = Dwelling Units)</u>		
<input type="checkbox"/> Residential	\$10,600.00 + \$250.00 per DU	<div style="border: 1px dashed black; padding: 5px;"> # of DUs _____ x  \$250 = \$ _____ </div>	\$	
		<u>Non-residential (SF=Square Feet)</u>		
<input type="checkbox"/> Non-residential		<div style="border: 1px dashed black; padding: 5px;"> # of SF _____ x  \$0.15 = \$ _____ </div>	\$	
<input type="checkbox"/> 1 to 9,999 SF	\$3,700.00 + .15 per SF			
<input type="checkbox"/> 10,000 – 24,999 SF	\$4,775.00 + .15 per SF			
<input type="checkbox"/> 25,000 SF or More	\$5,850.00 + .15 per SF			
 <b><u>Commercial to Residential Reconstruction Amendments</u></b>				
<input type="checkbox"/> Additional DU's or non-residential floor area	Same as new Commercial to Residential Reconstruction		\$	
<input type="checkbox"/> Residential with no additional DU's	\$10,600.00		\$	
<input type="checkbox"/> Non-residential with no additional SF	\$3,700.00		\$	
			Total This Page	\$

*Note: Expedited Approval Plan fees do not qualify for a "Fee Reduction Request."*

**Fee schedule continues on next page.**

**Credit for Concurrently Filed Plans**

- ☐ Credit for Preliminary and Site Plans filed concurrently after the approval of a Sketch Plan

A. Sketch Plan Fee \$\_\_\_\_\_ / 2 =  
\$\_\_\_\_\_ (maximum credit possible)

B. Portion of Sketch Plan credit not previously used  
\$\_\_\_\_\_

C. Preliminary Plan Fee \$\_\_\_\_\_ + Site  
Plan Fee \$\_\_\_\_\_ / 2 =  
\$\_\_\_\_\_

Credit equals the lesser of B or C. Credit will be applied equally to the Preliminary and Site Plans.

<\$ >

- ☐ Credit for Preliminary and Site Plan Amendments filed concurrently with a new Sketch Plan in order to take advantage of CR zoning that was applied to the property after the previous Preliminary and Site Plans were approved

A. Sketch Plan Fee \$\_\_\_\_\_ / 2 =  
\$\_\_\_\_\_ (maximum credit possible)

B. Portion of Sketch Plan credit not previously used  
\$\_\_\_\_\_

C. Preliminary Plan Fee \$\_\_\_\_\_ +  
Site Plan Fee \$\_\_\_\_\_ =  
\$\_\_\_\_\_

Credit cannot exceed B or C. Credit will be applied equally to the Preliminary and Site Plans if possible.

<\$ >

Total This Page \$

**Total Fee** \$

*Make checks payable to M-NCPPC*

Date Received

Check No.

Received by

Contact us at the phone number listed at the top of the form if your application fee is eligible to be paid in installments.