



**UPDATED FEE SCHEDULE**

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**Description**

Request for approval of the Planning Department’s updated fee schedule. Fee changes include the addition of fees for the new BioHealth Priority Campus Plan and a modest increase on the base price for most regulatory applications.

**Summary**

- Create a fee schedule for BioHealth Priority Campus Plans with one flat fee based upon the size of the project.
- Increase base application fees for regulatory projects based upon the 13% change in the consumer price index between 2018 and 2022.

**Discussion**

The Planning Department is requesting an updated fee schedule for two reasons. First, the County Council has approved a Zoning Text Amendment that has created a new plan type, the BioHealth Priority Campus Plan. We need fees established for this new plan type to enable plan submissions on the effective date of the ZTA. Second, the Planning Department is proposing fee increases to the base fee for most plan types based upon the consumer price index.

The BioHealth Priority Campus Plan replaces the need for submitting a Sketch Plan and Site Plan for applicable projects. An Administrative Subdivision may be needed for some BioHealth projects, but that process and minimal fee are separate. As detailed in the below table, we are proposing a flat fee for the BioHealth Priority Campus Plan based upon three size categories- 50,000-149,999 sq ft; 150,000-399,999 sq ft; and 400,000 sq ft and above. This would keep the fee transparent and simple. We arrived at these proposed fees by examining the current fee structure and calculating the fee a project would currently incur for both a Sketch Plan and Site Plan. The proposed BioHealth fees are generally equivalent to the fees of a concurrent Sketch and Site Plan. Since there are many variables that go into determining the fee for a project, the new BioHealth fees will likely be lower or higher than what some projects are currently paying. However, it is important to note that this new plan is undergoing an exceptionally expedited review and even in cases where the plan fees are more, the project will receive its approvals much quicker. We are also proposing a 10% reduction of the BioHealth Priority Campus Plan fee for projects that occur in Opportunity Zones.

<b><u>BioHealth Priority Campus Plan Fees</u></b>	
Administrative Subdivision BioHealth Priority Campus Plan	\$4,000.00
BioHealth Priority Campus Plan 50,000-149,999 sf	\$100,000.00
BioHealth Priority Campus Plan 150,000-399,999 sf	\$200,000.00
BioHealth Priority Campus Plan 400,000 sf and above	\$300,000.00

The Planning Department is also requesting an increase to the base fee for most plan types. There are no changes proposed to the per dwelling unit or per square foot fees. The current fees have not been increased since 2018 and some have been the same for much longer. We are requesting a modest increase to the base fee for each plan based upon the consumer price index. The Bureau of Labor Statistics shows that the CPI has increased 13.43% from January 2018 to January 2022. We used the 13% number in our calculations and kept the fees at or below a 13% increase with a few exceptions as detailed below. The below table shows the current fees and proposed fees for the relevant plan types.

<b><u>Plan Type</u></b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Pre-Application Plan Staff Review	\$3,000.00	\$2,000.00
NRI/FSD	\$720.00	\$810.00
NRI/FSD Amendment	\$410.00	\$450.00
NRI/FSD Recertification	\$410.00	\$450.00
Forest Conservation Exemption Request	\$200.00	\$250.00
Forest Conservation Plan- Single Family Residential Base Fee	\$480.00	\$550.00
Forest Conservation Plan- All others Base Fee	\$980.00	\$1,050.00
Financial Security Reduction or Release Request	\$90.00	\$0.00
Administrative Subdivision Existing Place of Worship	\$3,310.00	\$3,500.00
Preliminary Plan Residential Base Fee	\$2,500.00	\$2,750.00
Preliminary Plan Commercial Base Fee 1-9,999 sf	\$4,000.00	\$4,500.00

Preliminary Plan Commercial Base Fee 10,000-24,999 sf	\$5,000.00	\$5,500.00
Preliminary Plan Commercial Base Fee 25,000 sf or more	\$6,000.00	\$6,500.00
Preliminary Plan New Institutional/Religious	\$3,310.00	\$3,500.00
Preliminary Plan Minor Amendment	\$2,500.00	\$2,750.00
APF Review Not Associated with Another Plan	Not Specified	\$2,750.00
Subdivision Regulations Waiver	\$2,390.00	\$2,500.00
Site Plan Residential Base Fee 1-9 Dus	\$4,000.00	\$4,500.00
Site Plan Residential Base Fee 10 or more Dus	\$5,500.00	\$6,000.00
Site Plan Commercial Base Fee 1-9,999 sf	\$4,000.00	\$4,500.00
Site Plan Commercial Base Fee 10,000 sf or more	\$5,500.00	\$6,000.00
Site Plan Institutional/Religious	\$5,020.00	\$3,500.00
Site Plan Minor Amendment	\$2,500.00	\$2,750.00
SPA within Site Plan Amendment	Not Specified	\$750.00
Record Plats (including Minor Subdivision)	\$2,000.00	\$3,000.00
Sketch Plan Minor Amendment	Not Specified	\$5,000.00
Staging Allocation Request Projects Not Requiring Sketch Plan	Not Specified	\$500.00

As shown in the table, the Planning Department is proposing to reduce the pre-application plan staff review fee and the site plan fee for institutional/religious uses. We believed these changes put the fees more in line with the other plan types based upon review time. Similarly, we increased the record plat fee by 50% since that fee was unusually low for the amount of review that is required. We are also recommending elimination of the \$90 fee for obtaining bond reductions or release. Although it takes time to do that work, we thought it was best not to charge an applicant to receive their bonded funds back. A few other changes include differentiating between a major and minor sketch plan amendment and specifying the minor amendment fee. This fee was not previously established and the clarity was necessary to prevent applicants from paying unnecessary fees.

## **Conclusion**

In conclusion, Staff recommends that the Planning Board adopt the updated fee schedule to establish fees for BioHealth Campus Plans and to allow a modest increase in base fees as specified in the attached fee schedule.

Attachment: Proposed Fee Schedule