



Planning Fees & Charges Schedule (Amended 10/27/2025)

FY2026 Operating & Capital Budget

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one business use to another or change in ownership)	\$	20.00
Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	\$	50.00
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	\$	75.00
After-the-Fact Zoning Compliance Permit	\$	200.00
Home Occupation Permit	\$	35.00
Zoning Compliance/Verification Letter	\$	50.00
Final Site Inspection		No Charge
Final Site Re-Inspection	\$	50.00 each
New Residential or Commercial Construction		
New Detached Residential Unit(s)	\$	350.00
New Attached Residential Unit(s)	\$	400.00 per building
New Commercial Construction	\$	500.00
Signs (New or Replacement)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00
Special Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00
Free-Standing	\$	150.00
Sandwich Board	\$	15.00
Wall Mounted	\$	75.00
Special Event Permits		
Public or Private Events on Private Property	\$	30.00
Public or Private Events on Public Property	\$	50.00
Street or Greenway Use Events	\$	75.00
Construction & Site Plans		
Predevelopment Meeting/Concept Plan Review		No Charge
Site Plan Review (includes first 3 reviews)	\$	800.00
Additional Site/Construction Plan Review (4th review and subsequent additional reviews)	\$	300.00
Construction Drawing Plan Review	\$	1,000.00
Subdivisions & Plat		
Additional Plat Review (4th review and subsequent additional reviews)	\$	200.00
Exempt (exempt under NCGS 160D-802)	\$	50.00
Easement and Right-of-Way Plats	\$	100.00
Final Plat Review Fee	\$	100.00

Minor Subdivision Review (1-4 lots with or without streets)	\$	300.00	+ \$100.00 per lot
Major Subdivision Review (5-19 lots with or without streets)	\$	600.00	+ \$100.00 per lot

Map, Plan & Unified Development Ordinance Amendments

Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$	750.00	
Master Plan or Planned Development Amendments	\$	750.00	
Unified Development Ordinance Text Amendment	\$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	\$	1,000.00	+ \$50.00 per acre
Zoning Map Amendment - Planned Development District	\$	2,500.00	+ \$50.00 per acre

Board of Adjustment

Appeals	\$	400.00	
Special Use Permits	\$	1,500.00	+ \$200.00 per acre
SUP Modifications	\$	1,000.00	
Variance	\$	600.00	

Historic District

Certificates of Appropriateness

Minor Work (Staff Approval)	\$1.00 per \$1,000 in construction costs	\$25.00 minimum
Major Work (Historic District Commission Approval)	\$1.00 per \$1,000 in construction costs	\$150.00 minimum

NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Demolition Request Review	\$	50.00
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	\$	500.00

Other Requests & Fees

Annexation	\$	75.00	
Development Agreement Review	\$	400.00	
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation
	\$	350.00	
Street or Right-of-Way Closing Request		650.00	
Street Renaming Request	\$	350.00	
Consultant Fee Reimbursement		Consultant Fee Reimbursement	
Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.			
Zoning Compliance Penalty Fee		No-Permit Penalty	
Local Landmark Designation	\$	500.00	

Documents & Maps¹

Unified Development Ordinance	\$	25.00
Historic District Design Guidelines	\$	25.00
Community Connectivity Plan	\$	15.00
Administrative Manual	\$	10.00
Parks & Recreation Plan and Small Area/Corridor Plans	\$	10.00
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$	10.00

Town Street Map with Street Grid (11x17 Black & White)	\$	2.00	
Future Land Use Map & Other 11x17 Color Maps	\$	2.00	
Photocopies	\$	0.10	per page

¹ All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.