



TOWN OF HILLSBOROUGH

Proposed Fee Schedule Adjustments

Budget Workshop #2

May 27, 2025

Planning Fees

The following information is intended to inform the Board of Commissioners' discussion at Budget Workshop #2 regarding proposed adjustments to certain planning-related fees in the FY26 Fees & Charges schedule. The included chart only includes the fee categories for which a monetary adjustment was recommended and does not include those for which only the description or application was proposed for modification. During Budget Workshop #1, some specific modifications were suggested by Commissioner Ferguson, and the chart below reflects either the dollar amount suggested or reflective of a suggested increase.

Staff Feedback

In addition to the comments shared by Planning and Economic Development Manager Shannan Campbell during Budget Workshop #1, there are additional staff comments related to the proposed changes.

- There was a suggestion to increase the proposed After the Fact Zoning Compliance Permit from \$200 to \$500, and the After the Fact Certificate of Appropriateness from \$300 to \$1,000. Staff is supportive of some moderate adjustments to these fees but would also propose alternatively more public education on zoning requirements and Historic District standards before instituting much larger fees. There are a lot of new residents in town who may not be familiar with those standards and while there are certainly some cases where people are deliberately avoiding compliance, many cases involve residents that genuinely do not know about the requirements and staff does not recommend that their first interaction with the town be a very large fine.
- There was a suggestion to increase the Sidewalk Fee-in-Lieu amount from the current 125% of a sealed engineer's estimate. Staff has concerns that pushing that amount too high would run afoul of the legal requirements that fees have a "rational nexus" to the regulated activity and be "roughly proportional" to the cost required for compliance, and as such would recommend keeping this fee at 125%.

Comparison Chart

The chart that follows includes the current, proposed, and modified proposed amounts for certain planning-related fees. Staff will go through the chart during Budget Workshop #2 to confirm board consensus on the fees in preparation for finalizing the budget document for the proposed June 9th adoption. Please feel free to reach out to staff for any additional information or to suggest additional modifications. A live version of this chart will be available at the workshop to be edited in real time to reflect the final consensus version.

Fee Category	Fee Type	FY25 Adopted	FY26 Proposed	Ferguson Proposal	Board Approved
Zoning	Change of Use	\$0	\$20		
Zoning	Major Site Change	\$0	\$75		
Zoning	After the Fact Zoning Compliance Permit	\$0	\$200	\$500	
Zoning	Zoning Compliance/Verification Letter	\$40	\$50		
Zoning	Final Site Re-Inspection	\$0	\$50		
Zoning	New Detached Residential	Based on Value	\$350		
Zoning	New Attached Residential (per bldg)	Based on Value	\$400		
Zoning	New Commercial	Based on Value	\$500		
Zoning	Free-standing sign	\$75	\$150		
Zoning	Sandwich Board	\$10	\$15	\$50	
Zoning	Wall Mounted	\$40	\$75		
Zoning	Special Event Permit - Private Property	\$25	\$30		
Zoning	Special Event Permit - Public Property	\$40	\$50		
Zoning	Special Event Permit - Street or Greenway	\$65	\$75		
Construction & Site Plan	Site Plan Review (First 3)	\$600	\$800		
Construction & Site Plan	Additional Site Plan Review	\$200	\$300		
Construction & Site Plan	Construction Drawing Plan Review	\$600/\$1000 based on value	\$1,000		
Subdivisions and Plats	Additional Plat Review (starting with 4th)	\$150	\$200		
Subdivisions and Plats	Exempt Subdivision Review	\$0	\$50		
Subdivisions and Plats	Easement and ROW Plats	\$0	\$100		
Subdivisions and Plats	Final Plat Review	\$0	\$100		
Subdivisions and Plats	Minor Subdivision	\$300	\$300 + \$100/lot		
Subdivisions and Plats	Major Subdivision	\$600	\$600 + \$100/lot		
Map, Plan, UDO Amendments	FLUP or CSA Amendment	\$300	\$500	\$750	
Map, Plan, UDO Amendments	Master Plan or PD Amendment	\$500	\$600	\$800	
Map, Plan, UDO Amendments	UDO Text Amendment	\$400	\$1,000		
Map, Plan, UDO Amendments	Zoning Map Amendment - General Use or Overlay District	Based on Size	\$1,000 + \$50/acre		
Map, Plan, UDO Amendments	Zoning Map Amendment - PD	Based on Size	\$2,500 + \$50/acre		
Board of Adjustment	Appeals	\$300	\$400		
Board of Adjustment	Special Use Permit	Greater of \$1,000 or \$200/acre	\$1,500 + \$200/acre		
Board of Adjustment	SUP Modification	\$300/\$500	\$1,000		
Board of Adjustment	Variance	\$300	\$400	\$600	
Historic District	Minor Work (Staff Approval)	Greater of \$25 or \$1/\$1,000 construction costs	\$1/\$1,000 construction costs, minimum \$25		
Historic District	Major Work (HDC Approval)	Greater of \$150 or \$1/\$1,000 construction costs	\$1/\$1,000 construction costs, minimum \$150		
Historic District	Demolition Request Review	\$0	\$50		
Historic District	After the Fact COA	\$300	\$300	\$1,000	
Other Requests & Fees	Annexation	\$0	\$75		
Other Requests & Fees	Development Agreement Review	\$0	\$400		
Other Requests & Fees	Sidewalk Fee-in-Lieu	125% of sealed engineer's estimate	125% of sealed engineer's estimate	Increase	
Other Requests & Fees	Street or ROW Closing	\$150	\$350		
Other Requests & Fees	Street Renaming	\$200	\$350		

Engineering Services Fees

The following proposed fee adjustments were not included in the FY26 Budget & Financial Plan Workbook. They are being added for consideration during FY26 budget adoption. Please let staff know if you have any questions, comments or proposed modifications.

Engineering Services

Description	Rate	Basis
Water / Sewer Availability Review		
< 2 hours of effort	No charge and then rounded to next dollar hourly rate of involved staff	
Outside Engineering or Legal Costs (includes legal assistance in drafting easements, water and sewer extension contracts and other legal matters)	Actual Cost to Town	
Entitlement Change Utilities Review Fee	\$ 500.00	per project for pre-site plan submittal evaluations for capacity and identification of necessary improvements per annexation application and/or rezoning application. Fee is charged per application, annexation interest letters are excluded.
Engineering Construction Drawing Review		
Site Plan Review Fee	\$ 150.00	per review
Non-Residential Construction Drawings without Extensions ¹	\$ 1,200.00	per review
Multi-Family Construction Drawing Review Fee¹		
Water Main Extension Review ¹	\$ 3.50	
Water, Sewer and Stormwater Construction Drawing Review Fee (≤ 20 lots) ¹	\$ 1,500.00	per linear foot per review
Sewer Main Extension Review ¹	\$ 3.50	
Water, Sewer and Stormwater Construction Drawing Review (> 20 lots) ¹	\$ 3,000.00	per linear foot per review
Pumping Stations (engineering review, inspection, start-up and acceptance)	\$ 8,000.00	for up to two reviews and comments
Preliminary and Final Plat Reviews (Each)	\$ 60.00	per review

¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process. Review fees will be charged upon intake of plans. This fee applies to any set of construction drawings where any street, water line, sewer line or stormwater conveyance is proposed for construction and donation to the town, as well as any project where a new water meter and sewer tap are proposed. The fee must be included with each review submittal and will be assessed per set of drawings received. Reviews will begin once the fee is paid. Construction drawings are not required for individual lots with single family homes, duplexes, triplexes, or ADUs unless a public street, subdivision of the lot, or permitted water/sewer extension is proposed. All assets to be donated to the town must go through As-Built review and will be billed per submittal at the above rate.