

ORDINANCE AMENDMENT – OA-22-02
PLANNING COMMISSION STAFF REPORT – MAY 26, 2022

RESUME

APPLICANT: Prince George County (Planning & Zoning Division Staff)

PROPERTY OWNER: N/A

REQUEST/SUMMARY: Staff is recommending that the Board of Supervisors amend Section 2 of the County Code to provide clarifications of existing fees for Planning & Zoning applications.

Over the years since the previous fee schedule update occurred in 2012, Planning & Zoning staff has considered various nuances to calculate fees for certain applications when the current language in the fee schedule is either not clear enough or was not fully updated in tandem with zoning or subdivision ordinance changes that occurred over time.

In effort to proactively answer future questions about fees and bring clarity for future staff and customers, the Planning & Zoning division has prepared the changes contained in the draft ordinance.

All proposed changes are intended exclusively to clarify existing fees. No new fees are proposed and no changes to existing fees are proposed at this time.

STAFF RECOMMENDATION: Staff recommends Approval of the draft ordinance.

Staff further recommends that changes to fee amounts be considered in a future ordinance amendment.

PLANNING COMMISSION ACTION:

No action is required by the Planning Commission because an amendment of Chapter 2 of the County Code is not subject to a Planning Commission recommendation and can adopted by the Board of Supervisors following a public hearing.

However, if the Commission has any additional feedback or comments on this topic, Staff can provide it to the Board along with the ordinance amendment.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE,
VIRGINIA”, 2005, AS AMENDED, BY AMENDING § 2-2 TO CHANGE THE
FEE SCHEDULE FOR THE PLANNING AND ZONING DEPARTMENT**

BE IT ORDAINED by the Board of Supervisors of Prince George County:

- (1) *That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by amending § 2-2, as follows:*

CHAPTER 2 - ADMINISTRATION

ARTICLE I. – IN GENERAL

Sec. 2-2. - Fees.

| REQUESTED ACTION | [DELETE COLUMN] | FEE |
|--|----------------------------------|---|
| Rezoning | base fee | \$1,050.00 Base Fee |
| rezone to: to: A-1 | A-1, A-2 | no additional fee |
| to: R-A, R-E | R-A, R-E | Base Fee plus \$88.00/acre |
| to: All other zoning districts | MHP, R-1, R-2, R-3 | Base Fee plus \$140.00/acre |
| [DELETE ROW] | B-1, B-2, B-3, PB, NB, PUD | \$140.00/acre |
| [DELETE ROW] | I-1, I-2 | \$140.00/acre |
| Amend Zoning Case | | \$1,050.00 |
| Amend Comprehensive Plan | | \$700.00 |
| Amend Zoning Ordinance | | \$700.00 |
| Traffic Impact Analysis Review (TIA) | | \$700.00 |
| Special Exception (Conditional Use Permit) | | \$700.00 |
| Special Exception Home Occupation | | \$350.00 |
| Conditional Use Permit [DELETE ROW] | | \$875.00 |
| Special Exception to BZA | | \$250.00 |
| Variance/Appeal/ Other BZA Public Hearing Request | | \$350.00 |
| Administrative Variance | | \$50.00 (+ \$300 if forwarded to the BZA) |
| Major Site Plan Review (including Engineering Plans required by Subdivision Ordinance) | | \$350.00 + \$35.00 per acre of land disturbance |
| Amendment of Approved Major Site Plan | | \$250.00 + \$35.00 per acre of land disturbance |
| Minor Site Plan Review (including amendment of approved Minor Site Plan) | | \$250.00 |

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|---|----------|---|
| Site Plan Re-Review | | \$250.00 per review starting with the 4th submittal |
| Residential Subdivision Land Disturbance Permit/E&S Fee | | \$200.00 + \$20.00 per acre disturbed |
| Commercial Land Disturbance Permit/E&S Fee | | \$400.00 + \$25.00 per acre disturbed |
| Agreement in Lieu (Residential) | | \$35.00 |
| LDP Re-inspection Fee | | \$40.00 |
| LDP Dormant Project Review Fee | | \$75.00 |
| Zoning Compliance Confirmation Letter | | \$44.00 |
| Subdivision Plat Review (including Family Divisions and Resubdivisions): | | 2—5 lots: \$275 6+ lots: \$350.00 + \$35.00 per lot |
| [DELETE ROW] | 2—5 lots | \$275.00 |
| [DELETE ROW] | 6+ lots | \$350.00 + \$35.00 per lot |
| Other Plat Reviews including Boundary Line Adjustment Plat, Vacation Plat, Consolidation Plat, Easement or ROW Plat Plat Recordation | | \$50.00 |
| Recordation Plat Review | | \$50.00 |
| Deferral Request (by applicant for public hearing requests) | | \$625.00 |
| Zoning Ordinance Change [DELETE ROW] | | \$700.00 |
| FEMA Elevation Certificate Review or Floodplain Development Permit Review | | \$25.00 |
| FIRM Map Confirmation | | \$25.00 |
| DMV Compliance Letter | | \$25.00 |
| Residential Group Home Zoning Review | | \$25.00 |
| In-Home Day Care Zoning Review | | \$25.00 |
| Professional Business Zoning Approval Form | | \$25.00 |
| Special Exception to BZA [DELETE ROW] | | \$250.00 |
| Administrative Second Dwelling Use | | \$200 (\$25 annual renewal fee) |

(Ord. No. O-08-05, 9-9-2008; Ord. No. O-09-04, 3-10-2009; Ord. No. O-09-06, 4-28-2009; Ord. No. O-10-02, 2-9-2010; Ord. No. O-12-10, 6-12-2012; Ord. No. O-12-37, § 1, 11-27-2012)

(2) *That the Ordinance shall be effective immediately upon adoption.*

GUIDE:

Red font inside table = proposed new text

Strikethrough = remove existing text