

RESOLUTION NO.: 2009-16

A RESOLUTION OF THE COMMISSIONERS OF ST. MICHAELS PURSUANT TO ORDINANCE 401 TO ESTABLISH A CONSOLIDATED SCHEDULE OF FEES AND CHARGES ASSOCIATED WITH THE EXERCISE OF CERTAIN GOVERNMENTAL FUNCTIONS AND FOR CERTAIN APPLICATIONS MADE TO THE TOWN

WHEREAS, the Commissioners of St. Michaels (hereafter the "Town") is a Maryland Municipal Corporation empowered by the Constitution of Maryland, Article XI-E (Municipal corporations); by Maryland Code (1957) Art. 23A (Municipal Corporations), as amended; and by the Charter of the Town of St. Michaels (1980) as amended: and

WHEREAS, the Town provides various services and processes certain applications for which fees are charged; and

WHEREAS, from time to time the administrative fees for such services and the processing of such applications are reviewed and adjusted to reflect the cost to the Town; and

WHEREAS on May 23, 2007, the Commissioners of St. Michaels adopted Resolution 2007-08 which established the Town's most recent Administrative Fee Schedule for certain services provided by the Town of St. Michaels and for certain applications made to the Town; and

WHEREAS, on June 24, 2009, the Commissioners of St. Michaels adopted Ordinance 401 which amends the Code of the Town of St. Michaels to add a new Chapter 42 (Fees) which states the policy of the Town regarding fees and charges associated with the exercise of certain governmental functions; and

NOW THEREFORE BE IT RESOLVED, that as required by Chapter 42 (Fees), the Administrative Fee Schedule adopted May 23, 2007 for the Town of St. Michaels shall be repealed and reenacted in the form of the attached document entitled "The Commissioners of St. Michaels Fee Schedule as of July 22, 2009" and further identified as **Attachment "A"** of this Resolution; and

BE IT FURTHER RESOLVED that this Resolution shall take effect upon the date of its adoption.

THIS RESOLUTION NO.: 2009-16 HAVING BEEN PASSED by the following yea and nay vote of the Commissioners of St. Michaels on the 22nd day of July, 2009.

Clark	-	<u> yea </u>
Brady	-	<u> yea </u>
Dinkel	-	<u> yea </u>
Hunt	-	<u> yea </u>
Snyder	-	<u> absent </u>

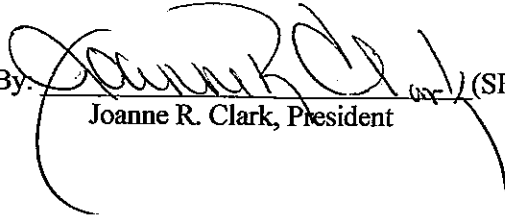
Resolution 2009-16
Adopted 07/22/09

I HEREBY CERTIFY that Resolution No.: 2009-16 was passed by a yea and nay vote of the Commissioners of St. Michaels on this 22nd day of July, 2009 at 6:30 o'clock p.m. in the meeting room of the Edgar M. Bosley, Jr. Building, 300 Mill Street, St. Michaels, Maryland.

ATTEST:

THE COMMISSIONERS OF ST. MICHAELS


Cheryl S. Thomas, Town Clerk/Manager

By:  (SEAL)
Joanne R. Clark, President

THE COMMISSIONERS OF ST. MICHAELS

FEE SCHEDULE

AS OF JULY 22, 2009

(Authorized by Chapter 42 and adopted per Resolution 2009-16)

SECTION 1 - PERMITS

BUILDING, GRADING, SIGN AND DEMOLITION PERMITS	PERMIT FEE
Cost of work: \$0-\$49,999	\$ 35.00 per Zoning Certificate
Cost of work: \$50,000 and up	\$ 8.00 per \$1,000 – all inclusive
Grading Permit	\$ 50.00

RESIDENTIAL SPRINKLER INSPECTION	PERMIT FEE
New Construction:	
• Not over 2500 sq. ft.	\$ 85.00
• 2501 sq. ft. to 3500 sq. ft.	\$100.00
• Over 3500 sq. ft.	\$100.00 + \$5.00 per 100 sq. ft.
Additions:	
• Not over 1,000 sq. ft.	\$ 60.00
• Over 1000 sq. ft.	\$ 85.00

SECTION 2 – APPLICATIONS TO BOARDS AND COMMISSIONS

BOARD OF APPEALS	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Special Exception	\$150.00 per application	PLUS advertising/public notice costs. PLUS \$200 deposit toward the cost of a stenographer and/or transcript. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Variance	\$150.00 per application	PLUS advertising/public notice costs. PLUS \$200 deposit toward the cost of a stenographer and/or transcript. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Allegation of Error	\$300.00 per application	PLUS advertising/public notice costs. PLUS cost of stenographer and/or transcript. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

PLANNING COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Subdivision	4 lots or less = \$200.00 per lot 5 to 10 lots = \$300.00 per lot 11 lots or greater = \$400.00 per lot	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Lot Line Revision	\$100.00	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Site Plan Review – Simplified (Administrative review only per Chapter 110-2 (B) of the Code of the Town of St. Michaels)	\$150.00	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Site Plan Review - Major (Required review by the Planning Commission and a public meeting with notification being sent to the adjacent property owners per Chapter 110-6 of the Code of the Town of St. Michaels)	\$300.00	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

TOWN COMMISSIONERS *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Annexation	\$5000.00 application fee per petition/amendment <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance.	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Zoning Actions for "Major Developments" (10 or more acres, or a proposed development with 5 or more structures or 5 or more commercial or residential units); including, but not limited to Growth Allocation, TND or other overlay zoning	<u>GROWTH ALLOCATIONS =</u> \$5,000.00 application fee per application <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> <u>TND =</u> \$7,500.00 application fee per application/amendment <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> <u>OTHER OVERLAY ZONE =</u> \$5,000.00 application fee per application/amendment <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Piecemeal rezoning	\$5,000 per application <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Request for legislation (non-zoning and zoning)	\$2,000.00 per application <u>PLUS</u>	PLUS advertising/public notice costs.

TOWN COMMISSIONERS *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
	\$2,000.00 deposit applied against expenses with a \$500.00 required minimum balance	PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Stormwater Management	\$1,000.00 per application <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

HISTORIC DISTRICT COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Minor Impacts: (1) Accessory structures less than 300 square feet (2) Modifications to existing accessory structures (3) Modifications to primary structures that result in no change to the total square footage of the structure (4) Appurtenances (5) Signs (6) Fences (7) HVAC equipment (8) Addendums to original applications	\$50.00 per application	Applications in the "Minor Impact" category requiring a variance are considered to be "Moderate Impact"
Moderate Impacts: (1) Accessory structures greater than 300 square feet (2) Additions resulting in less than a 25% increase in the square footage of a structure.	\$ 150.00 per application	
Major Impacts: (1) Additions resulting in an increase of 25% or greater of the square footage of the structure (2) All new primary structures	\$ 250.00 per application <u>PLUS</u> \$500.00 deposit applied against expenses	PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

SECTION 3 – MISCELLANEOUS

BED AND BREAKFAST INN	PERMIT/APPLICATION FEE
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application

VACATION RENTAL	PERMIT/APPLICATION FEE
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application

COPIES & MANUALS (Many of our Town documents are available on line at www.townofstmichaels.com)	FEE
Single page copies (letter or legal, black & white)	\$0.25 per page.
Single page copies (over-sized black & white)	\$0.50 per page or actual cost of copying, whichever is greater.
Single page copies (letter or legal, color)	
Single page copies (oversized, color)	\$1.00 per page.
Audio CD Copy of any document (CD audible only on computer playback)	\$1.50 per page or actual cost of copying, whichever is greater.
	\$5.00

CRITICAL AREA MITIGATION and OFF-SET FEE	PERMIT/APPLICATION FEE
Tree Planting	\$ 1.50 sq. ft.
Stormwater Management (10% Rule for Residential)	\$ 2.50 sq. ft.
Phosphorus Stormwater Management (10% Rule)	\$ 30,000.00/ LB

MISCELLANEOUS	PERMIT/APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Equivalent Parking Fee	\$3,000.00 per parking space	<p>Payment plans are available through the Town office for Equivalent Parking Spaces (EPS). There is no interest or handling charges assessed on payment plans. The first payment on all plans is due 12 months after the EPS permit is issued. Plan terms are based on the number of parking spaces requested:</p> <ul style="list-style-type: none"> • 1 to 10 parking spaces = 3 year repayment plan due in 6 equal semi-annual installments paid to the Town office (2 payments per year). • Greater than 10 parking spaces = 5 year repayment plan due in 10 equal semi-annual installments paid to the Town office (2 payments per year).
Interest Rate on outstanding fees and/or expenses owed to the Town (assessed after 60 days)	10%	
Consulting Arborist	\$150.00 or actual cost, whichever is less	



Town of St. Michaels
300 Mill Street, P.O. Box 206
St. Michaels, MD 21663

**NOTICE AND ACKNOWLEDGEMENT OF FEE SCHEDULE AND
APPLICATION CONDITIONS AND REQUIREMENTS**

All applications and requests filed with the Town of St. Michaels are subject to certain conditions and requirements prescribed by Town Code, the Town Fee Schedule and/or State law. Before filing an application or request with the Town, it is recommended that the applicant and the property owner(s) consult Chapter 42 (Fees) of the Code of the Town of St. Michaels.

The named applicant(s)/property owner signing below acknowledges that certain conditions and requirements of Chapter 42 of the Town Code may apply by operation of law to this application. Failure to sign this acknowledgement does not negate the applicability of any conditions, requirements or limitations mandated by law. If the applicant is not the property owner, either this acknowledgement or the application form must be signed by the owner(s) of record. (Please use reverse side for additional applicant information/signatures.)

File Number _____ Project Description _____

1. Print Name of Owner _____	Signature of Owner _____	Date _____
Address _____		

2. Print Name of Owner _____	Signature of Applicant, _____	Date _____
if not the owner		
Address _____		

3. Print Organization Name _____	Signature of Officer _____	Date _____
Address of Organization _____		

Address of Officer _____		

I certify that the applicant/property owner has been provided a copy of this notice and the current Fee Schedule.

Date

Signature of Town Staff

4. Print Name of Owner _____ Signature of Applicant _____ Date _____
Address _____

5. Print Name of Owner _____ Signature of Applicant _____ Date _____
Address _____

6. Print Name of Owner _____ Signature of Applicant _____ Date _____
Address _____

7. Print Name of Owner _____ Signature of Applicant _____ Date _____
Address _____

8. Print Name of Owner _____ Signature of Applicant _____ Date _____
Address _____
