

DEVELOPMENT FEE SCHEDULE

Development Review Board Fees:

Site Plan	\$250.00	\$15 recording fee	+ Abutters fee*	
Site Plan Amendment (minor or major)	\$200.00	\$15 recording fee	+ Abutters fee*	
Final Plan Amendment (minor or major)	\$200.00	\$15 recording fee	+ \$25 mylar fee	+ Abutters fee*
Conditional Use and/or Amendment	\$200.00	\$15 recording fee	+ Abutters fee*	
Home Occupation (DRB Approval)	\$200.00	\$15 recording fee	+ Abutters fee*	
Unspecified	\$150.00	\$15 recording fee	+ Abutters fee*	
Variance	\$250.00	\$15 recording fee	+ Abutters fee*	
Appeal Zoning Admin's Decision	\$200.00	\$15 recording fee	+ Abutters fee*	
Appeal of DRB Decision - Court Fee	\$250.00			

Major Subdivision Application Fees (applies to Residential, Commercial, and Industrial):

CONCEPTUAL	\$150.00			+ First-Class Abutters fee
SKETCH PLAN	\$200.00			+ Abutters fee*
PRELIMINARY	\$300.00 /lot/unit			+ Abutters fee*
FINAL	\$300.00	+ \$15 recording fee	+ \$25 mylar recording fee	+ Abutters fee*

If steps are combined, all fees need to be paid

Minor Subdivision Application Fees (applies to Residential, Commercial, and Industrial):

Simple Parcel	\$150.00	+ \$15 recording fee	+ \$25 mylar recording fee	+ Abutters fee*
Boundary Adj.	\$150.00	+ \$15 recording fee	+ \$25 mylar recording fee	+ Abutters fee*
Sketch	\$200.00			+ Abutters fee*
Final	\$300.00/lot/unit	+ \$15 recording fee	+ \$25 mylar recording fee	+ Abutters fee*

In-House Administrative Fees (see reverse for building / zoning permit fees):

Home Occupation (Permitted)	\$85.00	\$15 recording fee		
Sign Fee	\$85.00	\$15 recording fee		
Use Fee**	\$150.00	\$15 recording fee	+ \$100 CO fee	+ \$15 recording fee
Certificate of Compliance	\$50.00			
Certificate of Occupancy (C.O.) Inspection	\$100.00	\$15 recording fee		

**** Use Fee is waived for not-for-profit organizations, with proof of not-for-profit status. Recording fee is required.**

All expenses for legal reviews required from approvals by the DRB shall be paid by the applicant(s).

*** Abutters fee (notification of adjoining property owners) \$0.78 per abutter.**

(\$0.78 postage) (Option for staff to prepare labels for up to 15 abutters for additional \$20)

APPLICATION FEES FOR A DEVELOPMENT REVIEW BOARD REVIEW ARE DUE AT THE TIME THE APPLICATION IS SUBMITTED.

Dev. Fees amended by Selectboard on May 6, 2024; Water & sewer fees amended by SB in May 2022; Fire Impact fee initiated by SB on July 15, 2025; Recording fee increase per Legislature July 2019; Postage July 13, 2025.

Building Fees

Permit rates are calculated based on the **Estimated Cost of Construction (ECC)**, which includes labor and materials.

Zoning Permit fees	Residential	Commercial
Permit rate	\$2.70 per \$1,000 ECC + \$15 recording fee	\$6.00 per \$1,000 ECC + \$15 recording fee
Certificate of Occupancy (C.O.)	\$100 + \$15 recording fee	\$100 + \$15 recording fee
Minimum permit	\$75 (if ECC < \$28,000) + \$15 recording fee	\$150 (if ECC < \$25,000) + \$15 recording fee

After the Fact Fees

All fees are doubled for after-the-fact submittals. This applies to Development Review Board reviews, permits, COs, impact fees and water and sewer fees.

Recreation Impact Fee

Any new residential development is subject to a Recreation Impact Fee of \$628.00 per single-family dwelling and \$473.00 per unit for multi-family dwellings. For more information on this fee, see Section 3.04 of the Town Ordinances, Impact Fees for New Development, adopted by the Selectboard on 7/13/98.

Fire Impact Fee

Any Residential Development is subject to a Fire Impact fee based on number of bedrooms created or added to an existing dwelling.

Residential			
0 Bedroom (Studio)	\$423	3 Bedroom	\$1,004
1 Bedroom	\$563	4 Bedroom	\$1,151
2 Bedroom	\$857	5+ Bedroom	\$1,408

Any Nonresidential Development will be assessed a fire impact fee based on square footage of gross floor area and/or the number of jobs supported onsite.

Nonresidential			
Per 1,000 square feet of gross floor area	\$480	Per Job	\$278

For more information on this fee, see Section 3.04 of the Town Ordinances, Impact Fees for New Development, adopted by the Selectboard on 7/15/25.

Water Initiation Fee

The water service initiation fee consists of a capacity fee of \$5.90 per gallon per day and a connection fee of \$1,000.00 per connection. In the case of multi-unit buildings, the \$1,000.00 connection fee is charged for each connection from the building to the water main. Any questions or calculation of fees should be directed to the Town Engineer/Public Works Director. The estimated water flows for each category can be found in the Town of Essex Water Use Ordinance in Table 10.12.380. The cost for a second water meter is \$300.00

Sewer Initiation Fee

The sewer service initiation fee consists of a capacity fee of \$10.60 per gallon per day and a connection fee of \$1,000.00 per connection. In the case of multi-unit buildings, the \$1,000.00 connection fee is charged for each connection from the building to the sewer main. Any questions or calculation of fees should be directed to the Town Engineer/Public Works Director. The estimated wastewater flows for each category can be found in the Town of Essex Sewer Use Ordinance in Table 10.16.510.

FEES ASSOCIATED WITH CONDITIONS OF A DEVELOPMENT REVIEW BOARD APPROVAL ARE DUE AT THE TIME A ZONING PERMIT IS REQUESTED.