



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

AMENDMENT TO THE CODIFIED ORDINANCES OF THE CITY OF CHARLES TOWN, WEST VIRGINIA WITH REGARD TO PART ONE, ADMINISTRATIVE CODE, CHAPTER FIVE, ADMINISTRATIVE, ARTICLE 148, SCHEDULE OF APPEAL FEES AND OTHER CHARGES

MAYOR

Peggy A. Smith

BE IT ORDAINED by the City Council of the City of Charles Town as follows:

CITY
COUNCIL

*Rich
Bringewatt*

*Wayne
Clark*

*Donald
Clendening*

*Chet
Hines*

*Sandra
Slusher
McDonald*

*Ann
Paonessa*

*Mark
Reinbart*

*Michael
Slover*

CITY
MANAGER

*Joe
Cosentini*

CITY
CLERK

*Kiya
Tabb*

That Article 148, Schedule of Appeal Fees and Other Charges, Section 148.06, PLANNING AND ZONING SERVICES, be AMENDED as follows:

148.05 ORDINANCE BOOK, ZONING ORDINANCE, AND ZONING MAPS

Add: City of Charles Town Subdivision/Land Development Ordinance
\$35.00

148.06 PLANNING AND ZONING SERVICES

The following rates and charges shall be applied for Planning and Zoning review services:

1. Zoning Permit Application Fee - \$20
2. Petition to Amend Zoning Filing Fee - \$400
3. Grading/Land Disturbance Permit - \$200 application fee plus the actual costs incurred based the on engineering review fee schedule to review provided documents and perform site inspection of completed work.
4. Subdivision/Land Development for Building Additions Application Fee:
 - a. < 2500 SF and when < 50% increase in impervious area - \$100
 - b. > 2500 SF or when > 50% increase in impervious area - \$200
5. Major Subdivision/Land Development for New Building Application Fee:
 - a. Single principle structure on a single site - \$200 filing fee plus \$500 escrow
 - b. < 3 Residential Single-Family Buildings - \$200 filing fee plus \$500 escrow
 - c. > 3 Residential Single-Family Buildings - \$200 filing fee plus \$50 per building, minimum of \$2000 escrow
 - d. < 3 Residential Two-Family Buildings - \$200 filing fee plus \$500 escrow

- e. > 3 Residential Two-Family Buildings - \$200 filing fee plus \$50 per dwelling unit, minimum of \$2000 escrow
 - f. < 3 Residential Multi-Family Buildings - \$200 filing fee plus \$500 escrow
 - g. > 3 Residential Multi-Family Buildings - \$200 filing fee plus \$50 per dwelling unit, minimum of \$2000 escrow
 - h. < 3 Residential Townhouse Buildings - \$200 filing fee plus \$500 escrow
 - i. > 3 Residential Townhouse Buildings - \$200 filing fee plus \$50 per dwelling unit, minimum of \$2000 escrow
 - j. Manufactured (Mobile) Home Park - \$200 filing fee plus \$50 per dwelling unit, minimum of \$2000 escrow
 - k. Commercial and Industrial Buildings - \$200 filing fee plus \$2000 escrow
6. Legal review fees for zoning and site plan reviews will be billed will be billed at the following hourly rate:
- a. General Representation \$130.00
7. Water and Sewer review fees for zoning and site plan reviews will be billed based on actual payroll records and outside engineering invoices.
8. Engineering review fees for zoning and site plan reviews will be billed at the following hourly rates:
- a. Senior Civil Engineers \$100.00
 - b. Project Engineers \$ 95.00
 - c. Staff Engineers \$ 80.00
 - d. Technicians/Inspectors \$ 60.00
 - e. Senior Traffic Engineers \$100.00
 - f. Senior Structural Engineers \$100.00
 - g. Senior Planners \$100.00
 - h. Landscape Architects \$100.00
 - i. Senior Environmental Specialists \$ 90.00
 - j. Environmental Specialists \$ 60.00
 - k. Survey Managers \$ 85.00
 - l. Survey Party Chiefs \$ 60.00
 - m. Survey Instrument Persons \$ 50.00
 - n. Administrative Support Persons \$ 40.00
9. Sketch Plan Review - \$200 application fee plus the actual costs incurred based the on engineering review fee schedule to review provided documents.
10. Sign Permit Fee - \$25
11. Final Record Plat Review Fees:
- a. With no bonding required - \$200 per plat
 - b. With independent estimate of required bonding - \$1500 for initial review, any subsequent reviews will be based on engineering review fee schedule.
 - c. Without independent estimate of required bonding - \$6000 for initial review, any subsequent reviews will be based on engineering review fee schedule.

12. Bond Reduction Request – Fee will be actual costs incurred based the on engineering review fee schedule to perform site inspection of completed work and review provided documentation.
13. Bond Release Request – Fee will be actual costs incurred based the on engineering review fee schedule to perform final site inspection of completed work and review provided documentation.
14. Application for Annexation - \$1,000.00 flat fee

BE IT ORDAINED that this Ordinance shall take effect and be in full force from and after the ___ day of _____, 2012.

CITY OF CHARLES TOWN

Peggy Smith
Mayor, City of Charles Town

ATTEST:

Kiya Tabb
City Clerk

Date of First Reading: _____
Passed: _____