



Myersville Town Hall
301 Main Street
P.O. Box 295
Myersville, MD 21773

TOWN OF MYERSVILLE

Phone: (301) 293-4281
Fax: (301) 293-3080
Hours 8:00 am – 4:00pm
www.Myersville.org

TOWN FEE POLICY

As of March 8, 2016, the payment process for residential and commercial building permits, subdivision plan reviews, development plan reviews, recordation, routing services, annexation petitions, and various administrative procedures are as follows:

PERMITS

Under Myersville Municipal Code Section 165 “Zoning”, Article III “Administration and Enforcement”, **ALL** structural alterations or improvements and/or new uses created or placed on any property, must first obtain permit approval from the Town of Myersville;

All residential and commercial building permits will continue to be processed through the Frederick County Department of Permits and Inspections office, but will reflect the costs as determined in the Fee Schedule, adopted by the Mayor and Council of Myersville. Please reference the specific fees contained on the Town Zoning Certificate. These permit fees include, but are not limited to:

Residential- internal, external, and demolition	<u>\$25.00</u>
New Residential – construction	<u>\$250.00</u>
Non-Residential- internal, external, conversion, demolition and use change	<u>\$50.00</u>
New Non-Residential- construction	<u>\$500.00</u>
Temporary Storage Container	<u>\$50.00</u>
Driveway Apron/Curb Cut Permit	<u>\$50.00</u>
Home Occupation Use (HOU) Permit	<u>\$50.00</u>
Temporary Signage	<u>\$25.00</u>

Please reference Section 165-17 of the Myersville Code for specific signage requirements.

All requirements for zoning certificates, permits, and questionnaires are subject to determination of the Town of Myersville and the Frederick County Department of Permits and Inspections.

LICENSING

All licenses issued by the Town Manager or their duly authorized agent.

Public Entertainment	<u>\$25.00</u>
Temporary Recreational Vehicle Parking Permit	<u>\$25.00</u>
Temporary Event or Outdoor Entertainment Permit	<u>\$25.00</u>
Solicitation/Peddlers License	<u>\$50.00</u>

FREEDOM OF INFORMATION ACT POLICY

All information requests must be made in writing as outlined in the Town of Myersville Freedom of Information Act Policy. The first two (2) hours of combined staff time is free for each request.

Hourly Wage for Staff Time Over Two (2) Hours	<u>\$25.00 per Hour</u>
Black & White Copies/Prints	<u>\$0.25 per Page</u>
Color Copies/Prints	<u>\$0.50 per Page</u>

CONSTRUCTION FEE

All applicable construction fees, as designated by the Fee Schedule adopted by the Mayor and Council, shall be made payable to the Town of Myersville. These fees must be paid prior to the issuance of construction permit(s). These fees include but are not limited to:

- **Construction Inspection-** 5% of Total Construction Cost Estimates for Public Improvements must be made payable to the Town of Myersville, prior to issuance of zoning certificate. Public Improvements are herein defined as improvements to infrastructure within the public domain from the point where public domain and private domain is delineated.

ADMINISTRATIVE PROCEDURES

All applicable administrative fees, as designated by the Fee Schedule adopted by the Mayor and Council of Myersville, shall be made payable to the Town of Myersville. Applicant must also pay advertising fees and fixed legal and/or engineering fees outlined for each service to partially defray cost of the Town utilizing contracted consultants for review of documents/plans.

The administrative fees must be paid upon submission of the appropriate applications and/or materials for review, before any consideration and/or action in the approval process is granted. All administrative fees are non-refundable upon payment to the Town. These administrative fees include, but are not limited to:

Administrative Determination Letters

- **Zoning Verification or Subdivision Rights Letter** - \$50.00 for formal, written response by the Zoning Administrator for zoning and land use rights when property owner or applicant submits written request. General inquiries for basic zoning information shall not be subject to any fees.
- **Adequate Public Facilities Ordinance (APFO) Determination Letter-** \$50.00 for formal, written response and review by Town Planning Office as to determining the status of a proposed project's impact on the Town's Adequate Public Facilities Ordinance when property owner or applicant submits written request. Each residential or commercial project must pass ALL Town APFO tests prior to receiving preliminary plat approval.

Board of Zoning Appeals

- **Variance-** application may be obtained at Myersville Town Hall w/ fee of \$250.00 made payable to the Town of Myersville upon completion and submission of the application.
- **Special Exception-** Application may be obtained at Myersville Town Hall w/ fee of \$500.00 made payable to the Town of Myersville.
- **Administrative Error-** Application may be obtained at Myersville Town Hall w/ fee of \$250.00, made payable to the Town of Myersville upon completion and submission of the application.

Text Amendment

Amendments submitted during the Comprehensive Plan update process shall not be charged.

- **Comprehensive Plan Amendment-** Applicant must submit proposed text change to Comprehensive Plan w/ fee of \$250.00, made payable to the Town of Myersville at Myersville Town Hall for review and recommendation by the Town Planning Office.
- **Text Amendment-** Applicant must submit proposed text amendment w/ fee of \$500.00, made payable to the Town of Myersville at Myersville Town Hall for review and recommendation by the Town Planning Office, and will be forwarded by the Town to applicable agencies and public bodies.

Re-Zoning

- **Re-Zoning-** Applicant must submit proposed zoning change w/ fee of \$500.00 made payable to the Town of Myersville at Myersville Town Hall for review and recommendation by the Town Planning Office, and shall be forwarded by the Town to applicable agencies and public bodies.

Annexation

- **Annexation-** Applicant must submit proposed annexation w/ fee of \$250.00/acre prior to first public hearing, made payable to the Town of Myersville at Myersville Town Hall for

review and recommendation by the Town Planning Office, and shall be forwarded by the Town to applicable agencies and public bodies. Any legal fees incurred by the Town during this process above the aforementioned fees shall be directly invoiced to the applicant and be paid in full by the applicant within 60 days from the final public hearing on the annexation.

Street Address Request

- **Request for Address** - Requests for a street address shall be submitted in writing to the Town Planning Office w/ fee of \$50.00 made payable to the Town of Myersville. Correspondence shall include Tax Map, Parcel and Deed information.

Water & Sewer Master Plan

- **Map Amendment**- Applicant must submit a proposed map amendment w/ fee of \$500.00 for consideration of changes to the Water/Sewer Master Plan Map that is not in sequence with the regular tri-annual review process for change in services. Changes proposed during regular cycle shall be charged \$250.00.

Recordation Process

- **Plats**- Applicant must submit five (5) mylar copies of plats to be recorded w/ fee of \$100.00 made payable to the Town of Myersville and a \$5.00 fee made payable to the Frederick County Clerk of the Court at Myersville Town Hall for recordation procedures conducted by the Town Planning Office.

Public Works Agreement (PWA) Review

- **PWA Review**- Applicant must submit a PWA w/ fee of \$500.00 for each PWA made payable to the Town of Myersville at Myersville Town Hall for review and recommendation by Town Staff, and shall be forwarded by the Town to applicable commissions and agencies for approval process.

Home Owners Association Document Review

- **HOA Review**- Applicant must submit a HOA Document w/ fee of \$500.00, made payable to the Town of Myersville, to the Myersville Town Hall for review and recommendation by Town Staff, and forwarding to applicable agencies and public bodies.

Deed of Easement and Other Document Review

- **Easement/Dedication Review**- Applicant must submit ten (10) copies of easements, public dedication plats, or other legal agreements proposed between Town or involving other public or private utilities w/ fee of \$500.00 made payable to the Town of Myersville at Myersville Town Hall for review by Town Staff and the Planning Commission and final acceptance by Mayor and Council.

- **Traffic Impact Study (TIS) Review** - Applicant must submit seven (7) copies of full TIS to Town Planning Office along w/ \$500.00 made payable to the Town of Myersville.

PLAN REVIEW

All review fees for plans submitted to the Town Planning Office for review and approval will be assessed by the Town of Myersville, based on the Fee Schedule adopted by the Mayor and Council of Myersville. Those fees considered applicable, as well as fees for all other agencies, legal and engineering consulting fees will be directly collected by the Town of Myersville, and made payable to the appropriate agency. These fees must be paid upon submission of the appropriate applications and/or materials for review, before any consideration and/or action in the approval process is granted. These fees include, but are not limited to:

Concept Plan/ Sketch Plan Review

- **Sketch Plan**- Applicant may submit an informal plan for initial comment by the Planning Commission at no cost in advance of any formal plans or plats in accordance with Myersville Municipal Code Section 165, Article IV: Sketch Plan.
- **Concept Plan**- Applicant must submit ten (10) copies of the Plan and include a fee of \$250.00, made payable to the Town of Myersville upon submission of the Plan at Myersville Town Hall for review services conducted by the Town Planning Office.

Site Plan Review

- **Residential**- Applicant must submit twenty (20) copies of the Plan and include a fee of \$500.00 + \$10.00/unit, made payable to the Town of Myersville + all applicable agency fees, upon submission of the Plan at Myersville Town Hall for review services conducted by the Town Planning Office.
- **All Other Plan Reviews**- Applicant must include a fee of \$500.00+ \$50.00/acre made payable to the Town of Myersville + all applicable agency fees, upon submission of Plans at Myersville Town Hall for review services conducted by the Town Planning Office.
- **Alteration of Plans**- Any change made to an approved Site Plan one (1) year after approval, will be considered a new Site Plan, with all fees being applicable.

Preliminary Plan Review

- **Subdivision**- applicant must submit twenty (20) copies of the preliminary plan and include a fee of \$500.00 + \$50.00/lot, made payable to the Town of Myersville, + all applicable agency fees, upon submission of the Plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office.

Stormwater Management Review

- **Stormwater Concept Plan**- All plans submitted in conjunction with the concept, preliminary, and final plat review process shall submit required technical plans to the Town

to be routed to Frederick County for approval; however, twelve (12) additional copies must be submitted to the Town of Myersville for Planning Commission review and comment. Applicant must submit fee of \$250.00. **Applicable Easement and Dedication Fees are charged separately as provided within this Fee Policy.**

- **Stormwater Development Plan-** Twelve (12) copies must be submitted along w/ \$250.00 fee made payable to the Town of Myersville.
- **Final Stormwater Management Plan-** Twelve (12) copies must be submitted along w/ \$250.00 fee made payable to the Town of Myersville.
- **Stormwater Combined Plan-** Twelve (12) copies must be submitted along w/ \$250.00 fee made payable to the Town of Myersville.
- **Resubmission-** There is no charge by the Town for resubmission of any stormwater plans; however, applicable agency fees for resubmission may apply.

Mass Grading Plat Fee

- **Subdivision and Site-** Applicant must submit a fee of \$250.00 for minor subdivisions and \$500.00 for major subdivisions, made payable to the Town of Myersville + all applicable agency fees, computations, and cost estimate at Myersville Town Hall for review and routing services conducted by the Town Planning Office. Upon approval of the cost estimate by the Town of Myersville and Frederick County Department of Public Works (DPW), applicant will be billed by the Town of Myersville and Frederick County DPW for all review services w/ checks to be made payable to the appropriate review agencies.

Improvement Plan Fee

- **Improvement Plans-** Applicant must submit a fee of \$250.00/page, made payable to the Town of Myersville + all applicable agency fees, upon submission of plans, computations, and cost estimate at Myersville Town Hall for review and routing services conducted by the Town Planning Office. Upon approval of the cost estimate by the Town of Myersville and Frederick County DPW, applicant will be billed by the Town of Myersville for Frederick County DPW fees, and for all other review services w/ checks to be made payable to the appropriate review agencies.

Forest Plan Review Fee

- **Simplified Forest Plan-** Applicant must include a fee of \$250.00 made payable to the Town of Myersville upon submission of plans at Myersville Town Hall for review services conducted by the Town Planning Office.
- **Preliminary Forest Plan-** Applicant must include a fee of \$250.00, made payable to the Town of Myersville upon submission of Plans at Myersville Town Hall for review services conducted by the Town Planning Office.

- **Final Forest Plan-** Applicant must include a fee of \$250.00, made payable to the Town of Myersville upon submission of plans at Myersville Town Hall for review services conducted by the Town Planning Office.
- **Inspection-** 5% of total cost estimate + \$250.00 inspection fee must be made payable to the Town of Myersville prior to signature of approved Forest Plan. There two (2) inspections that must be conducted by the Town during the two (2) year maintenance period.
- **Request for Exemption or Payment-In-Lieu-of-Fees (PILOF)** - Applicant must present written request, Forest Resource Ordinance (FRO) Calculation Worksheet, and required documentation along with \$100.00 fee made payable to the Town of Myersville for a written determination from the Town.

Final Plat Review Fee

- **Combined Prelim/Final Plat-** Applicant must include a fee of \$500.00, made payable to the Town of Myersville, + all applicable agency fees, upon submission of plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office.
- **Correction Plat-** Applicant must include a fee of \$100.00, made payable to the Town of Myersville, + all applicable agency fees, upon submission of plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office.
- **Addition Plat-** Applicant must include a fee of \$100.00, made payable to the Town of Myersville + all applicable agency fees, upon submission of plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office.
- **Final Plat-** Applicant must include a fee of \$500.00, made payable to the Town of Myersville + all applicable agency fees, upon submission of plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office.
- **Re-subdivision-** Applicant must include a fee of \$250.00, made payable to the Town of Myersville + all applicable agency fees, upon submission of plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office

Resubmission Fee

- **Resubmission of Plans-** Applicant must include 50% of initial fees made payable to the Town of Myersville, upon **EACH** resubmission of all plans at Myersville Town Hall for review and routing services conducted by the Town Planning Office. All resubmissions must include eight (8) copies of plans plus an additional copy for each agency addressed as well as computations and response letters where applicable.

Soil Conservation District

- **All Plans-** Applicant must submit all plans and applicable fees required by the Catactin & Frederick County Soil Conservation District (SCD) for review and approval. All comments from the applicant and SCD must be forwarded to the Town Planning Office.

PLANNING & ZONING

All Plans and Fees submitted for review and approval by the Myersville Planning Commission must be received at Myersville Town Hall no later than 4:00 P.M. on the last Monday of the month before the Myersville Planning Commission meeting, held the first Tuesday of every month, at 7:00 P.M at Town Hall.

To partially defray the expense of administering various Planning and Zoning services, these fees shall be paid to the Town of Myersville as specified in each section of this Fee Policy. The amount of the fees shall be as established, from time to time, by resolution of the Mayor and Council of the Town of Myersville. Any and all action required by the Town will not be conducted until all applicable fees have been paid in full, unless otherwise waived by the Town.

- **Improvement Fee** - \$4,500.00 improvement fee paid in full by applicant at the time of submission of the Zoning Certificate Application required for construction of a new unit.
- **Water and Sewer Taps** - \$5,000.00 water tap fee + \$5,000.00 sewer tap fee + meter cost of \$300.00 (residential meter only) paid in full by applicant at the time of submission of the Zoning Certificate Application required for construction of a new unit. Commercial meter types will be billed by the Town at an “at cost” rate, specific to the type of meter required. Fees are occasionally adopted by the Mayor and Council of the Town of Myersville independently from the Myersville Planning & Zoning Fee Policy.