



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

Municipal Fee Policy

PERMIT FEES

- RESIDENTIAL IMPROVEMENTS & DEMOLITION – \$25
- NEW DWELLING UNIT – \$250.00
- NEW DWELLING UNIT IMPROVEMENT FEE – \$4,500.00
- CHANGE IN USE – \$50.00
- NEW DWELLING UNIT – \$250.00
- NON-RESIDENTIAL IMPROVEMENTS & DEMOLITION – \$50.00
- NEW NON-RESIDENTIAL BUILDING – \$500.00
- HOME OCCUPATION USE (HOU) PERMIT – \$50.00

LICENSE FEES

- PUBLIC ENTERTAINMENT – \$25.00
- TEMPORARY RECREATIONAL VEHICLE PARKING – \$25.00
- TEMPORARY EVENT – \$25.00
- SOLICITATION – \$50.00

FREEDOM OF INFORMATION ACT (FOIA) FEES

- STAFF WAGE FOR (OVER TWO HOURS) – \$25.00 per hour
- BLACK & WHITE COPIES AND PRINTS – \$0.25 per page
- COLOR COPIES/PRINTS – \$0.50 per page

Note: Please make all requests in formal writing.

ADMINISTRATIVE PLANNING & ZONING FEES

- ZONING VERIFICATION / SUBDIVISION RIGHTS LETTER – \$50.00
- APFO DETERMINATION LETTER – \$50.00
- REQUEST FOR HEARING FOR ADMINISTRATIVE ERROR – \$50.00
- RE-ZONING REQUEST – \$500.00
- REQUEST FOR ZONING RECONSIDERATION – \$25.00
- VARIANCE – \$250.00
- SPECIAL EXCEPTION – \$500.00
- COMPREHENSIVE PLAN TEXT AMENDMENT REQUEST – \$250.00

LEGAL REVIEW FEES

- TEXT AMENDMENT PROPOSAL – \$500.00
- ANNEXATION REQUEST – \$100.00 per acre
- PUBLIC WORKS AGREEMENT (PWA) REVIEW – \$500.00
- DEED OF EASEMENT REVIEW – \$500.00

TECHNICAL REVIEW FEES

- TRAFFIC IMPACT STUDY (TIS) REVIEW – \$500.00

PLANNING REVIEW FEES

- SKETCH PLAT REVIEW – NO FEE
- PUD / OVERLAY DISTRICT CONCEPT PLAN REVIEW – \$250.00
- ALL SITE PLAN REVIEW – \$250 per page
- OVERLAY DISTRICT MASTER PLAN REVIEW – \$500
- PRELIMINARY PLAN REVIEW – \$250 per page
- SWM CONCEPT PLAN REVIEW – \$250.00 per page
- SWM DEVELOPMENT PLAN REVIEW – \$250.00 per page
- FINAL SWM PLAN REVIEW – \$250.00 per page

- COMBINED SWM PLAN REVIEW – \$250.00 per page
- MASS GRADING PLAN REVIEW – \$250.00 per page
- IMPROVEMENT PLAN REVIEW – \$250.00 per page
- CONSTRUCTION INSPECTION FEE – 5% of total construction cost estimate for ALL public improvements to be dedicated to the Town of Myersville. The cost estimate should include a 15% contingency cost.
- FOREST STAND DELINEATION (FSD) REVIEW – \$250.00 per page
- SIMPLIFIED FOREST CONSERVATION PLAN / FSD REVIEW – \$250.00 per page
- PRELIMINARY FOREST CONSERVATION PLAN REVIEW – \$250.00 per page
- FINAL FOREST CONSERVATION PLAN REVIEW – \$250.00 per page
- FOREST CONSERVATION INSPECTION FEE – 5% of total forest conservation cost estimate + \$250.00
- COMBINED PRELIMINARY / FINAL PLAT REVIEW – \$500.00
- CORRECTION PLAT REVIEW – \$250.00
- ADDITION PLAT REVIEW – \$250.00
- FINAL PLAT REVIEW – \$500.00
- RE-SUBDIVISION PLAT REVIEW – \$250.00

WATER AND SEWER CONNECTION FEES

- RESIDENTIAL WATER CONNECTION FEE – \$5,000.00
- RESIDENTIAL SEWER CONNECTION FEE – \$5,000.00
- RESIDENTIAL METER – \$300.00
- NON-RESIDENTIAL CONNECTION FEE – Please see **§154 Appendix B**
- NON-RESIDENTIAL METER – Billed by Town “at cost” rate for specific meter type

Note: Frederick County Government capital improvement projects (CIPs) are exempt from all Town of Myersville municipal fees excluding water and sewer connection fees.

Revised: February 1, 2023