

APPENDIX A - SUPPLEMENTAL REQUIREMENTS:

FEE SCHEDULE - APPLICATION, REVIEW, AND INSPECTION FEES

The Norfolk Planning Board fees shall consist of (1) Application Fees ~~and~~ (2) Review Fees and (3) **Advertise Fees** as set forth below. The administrative requirements of the Review Fees are described in Regulation 2.5. The Application Fee and initial Review Fees shall both be paid at the time of application. Application Fees shall be payable to "Town of Norfolk"; Review Fees shall be payable to "Norfolk Planning Board Review Account." Performance Inspections shall be payable to both "Planning Board Review Account" and "Norfolk Inspection Fee Account". Any additional costs incurred by the Planning Board are to be paid in full by the applicant.

Applicants are entitled to receive interest on the balance of their Review Accounts. To receive such interest, however, applicants must submit a completed form entitled "Client Group Account, Client Account Application - Certification of Taxpayer Identification Number".

A. Pre-Submission Review

Application Fee: No Charge.

Review Fee: No Charge.

B. 81P Plan - Plan not requiring subdivision approval.

Application Fee:

1. Each plan submitted is \$200
2. Each plan resubmitted is \$50 per re-submittal.

C. Subdivision Plans – No additional charge for a Stormwater Management Permit when filed concurrent with subdivision plans.

1a. **Preliminary Plans**

Application Fee: \$600 plus \$120 per lot for each lot over five lots

Review Fee: \$2,500 plus \$120 per lot

Advertisement Fee: At the Expense of the Applicant

1b. **Each Revision to Preliminary Plans Under Review**

Processing Fee: \$300

Review Fee: \$1,250 plus \$60 per lot

Advertisement Fee: At the Expense of the Applicant

2a. **Definitive Subdivision Plans**

Application Fee: \$1,000 plus \$200 per lot for each lot over five lots

Review Fee: \$3,000 plus \$200 per lot

Advertisement Fee: At the Expense of the Applicant

2b. **Each Revision to Definitive Plans Under Review**

Processing Fee: \$750

Review Fee: \$1,500 plus \$200 per lot

Advertisement Fee: At the Expense of the Applicant

3a. **Amendment, Modification, or Revision of Approved Definitive Plan**

Application Fee: \$750

Review Fee: \$2,000

Advertisement Fee: At the Expense of the Applicant

3b. **Each Revision to Amendment, Modification, or Revision of Approved Definitive Plan**

Processing Fee: \$375

Review Fee: \$1,000

Advertisement Fee: At the Expense of the Applicant

4. **Approved Subdivision Work**

4.a. Snow Plowing of Subdivision Streets

Based on length of roadway(s) and rate per mile as established semi-annually by the Highway Department.

4.b. Cleaning/Maintenance of Subdivision Streets

Based on length of roadway(s), number of catch basins/drainage basins etc. and rate as may be established semi-annually by the Highway Department.

5. **Bonding, Including Reduction and Release Requests, Inspections, and Estimates**

Application Fee: No charge.

Review Fee: \$1,000 plus \$50 per lot

6. **Performance Inspections/Observations**

Application Fee: No Charge.

Review Fee: (Both fees are applicable)

a. Planning Board Consulting Engineer Observation Fee - \$2,000 plus \$4 per linear foot of roadway.

b. Town Highway Department Inspection Fee - \$.50 per linear foot of roadway with a minimum fee of \$500

7. **Earth Relocation/Removal Permit**

Application Fee: \$500

Review Fee: \$1,000

Advertisement Fee: At the Expense of the Applicant

D. Site Plan Approvals - No additional charge for a Stormwater Management Permit when filed concurrent with site plan

1. Application Fee: \$750 plus \$.10 for every square foot of proposed gross floor area over 5,000 square feet to a maximum of \$6,000 (for square footage)

Review Fee: \$2,500 plus \$.10 for every square foot of proposed gross floor area

Advertisement Fee: At the Expense of the Applicant

2. Each Revision to Site Plans Under Review

Processing Fee: \$375

Review Fee: \$1,000

3. Performance observations for site receiving site plan approval

Application Fee: None

Site Observation Fee: \$2,000

E. Acceptance Plans for Subdivisions/Site Plans

Application Fee: No Charge.

Subdivision street: \$1,000 per street plus \$1 per linear foot of roadway
Site Plan (as built plans): \$1,000 per site plan application

F. Special Permits

See Special Permit Rules and Regulations for special permit fees. (See below.)

G. Extraordinary Expenses

The above fees are subject to revision in the event the Planning Board incurs extraordinary expenses in the review of any plan or inspections/observations including, but not limited to, retention basin and drainage, retaining walls, earth removal and fill, engineering or land surveying, impact analyses, advertising, mailing, or inspection/observation fees. The applicant will be required to reimburse the Town for such additional charges which result from associated professional services.

H. Form of Payment

Application Fees: Payable to "Town of Norfolk"
Review Fees: Payable to "Norfolk Planning Board Review Account"
Advertisement Fee: Payable to "Town of Norfolk"
Observation Fee: Payable to "Planning Board Observation Account"
Inspection Fee: Payable to "Norfolk Inspection Fee Account"

Payment for all submissions, reviews, and inspections are to accompany the submittal and request. Payments are to be made by check. All invoices shall be paid within (30) days of receipt.

I. Assessment for Late Payment

A late charge of 1-1/2% simple interest shall be charged monthly for bills not paid within 30 days.

J. Shade Tree and Scenic Roads Act Hearing

See separate fee schedule for Shade Tree and Scenic Roads Act Hearing Applications *(Currently \$250)*

K. Stormwater Permit Application (SMP)

Application fee payable to the Town of Norfolk in the amount of \$750 with an additional processing fee of \$375 per revision to plan under review. If the SMP is filed concurrent with a site plan or subdivision plan, there is no application fee. Applicant is responsible for review costs.

SPECIAL PERMIT APPLICATION/REVIEW FEES ARE AS FOLLOWS:

**ARTICLE VII
SCHEDULE OF FEES**

SECTION 1: APPLICATION FEES

Special Permit	\$750.00
Plus \$75 per each additional special permit request pertaining to the same site.	
*Open Space Preservation Special Permit	\$1,000.00
*Planned Multi-Lot Development Special Permit.....	\$750.00
Extension request for Special Permit - unadvertised	\$200.00
Addendum and changes/modifications and/or relief from conditions	\$500.00
Repetitive Petition	\$250.00

PLEASE NOTE: In addition to the application fee, the applicant will be required to reimburse the Town for any **advertisement fees** and all costs incurred by the town to have an engineer/consultant review the proposal as deemed necessary by the Planning Board. (Please note Article V, Section 2, Rules and Regulations)

SECTION 2: APPLICATION REVIEW FEES - SPECIAL MUNICIPAL ACCOUNT

- a. When reviewing an application for Special Permit, the Board may determine that the assistance of outside consultants is warranted due to the size, scale, or complexity of a proposed project, or because of a project's potential impacts. The Board may require that applicants pay a "review fee" consisting of the reasonable costs incurred or expected to be incurred by the Board for the employment of outside consultants engaged by the Board to assist in the review of an application.
- b. In hiring outside consultants, the Board may engage engineers, planners, lawyers, urban designers or other appropriate professionals who can assist the Board in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations.

Funds received by the Board pursuant to this section shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the Board without further appropriation. Expenditures from this special account shall be made only in connection with the review of a specific project or projects for which a review fee has been or will be collected from the

applicant. Failure of an applicant to pay a review fee shall be grounds for denial of the application.

- c. Review fees may only be spent for services rendered in connection with the specific project from which they were collected. Accrued interest may also be spent for this purpose. At the completion of the Board's review of a project, any excess amount in the account, including interest, attributable to the project, shall be repaid to the applicant or the applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.
- d. Any applicant may take an administrative appeal from the selection of the outside consultant to the Board of Selectmen. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications. The minimum qualifications shall consist either of an educational degree in, or related to, the field at issue or a related field.

The required time limit for action upon an application by the Board shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Board of Selectmen within one month following the filing of the appeal, the selection made by the Board shall stand.

PLEASE NOTE: The above regulation is designed to implement the provisions of Chapter 593 of the Acts of 1989, Chapter 44, as amended.

SECTION 3: SPECIAL MUNICIPAL ACCOUNT - REVIEW FEE SCHEDULE

- a. The Special Municipal Account Review Fees are to be made in connection with the review of a specific project or projects for which a review fee has been or will be collected from the applicant (Article VII Section 2). The Review Fees may be requested of the applicant in the determination of the Board that outside consultants are required and are in addition to the general fees set forth for an Application for hearing before the Board (Article VII, Section 1).

The failure of an applicant to pay a review fee, when requested, shall be grounds for denial of the application. (Article V, Section 2.c.).

- b. The Review Fee Schedule as outlined in Section 3.d. of Article VII, shall be considered the initial deposit for the purposes of establishing the Special Revolving Account for the project. Any additional costs associated with the review of the project shall be borne by the applicant. The Review Fee Schedule shall be amended as necessary with the concurrence of the Board Members and shall become effective on the stamped date of the Town Clerk.
- c. All Review Fees shall be payable to the "Planning Board Review account" and shall be deposited with the Town Treasurer into a special revolving account for the project.

d. **REVIEW FEE SCHEDULE:**

- Special Permits..... \$500 per request per lot
- *PMLD Special Permits..... \$500 plus \$150 per lot
- *Open Space Preservation Special Permits..... \$1,500 plus \$150 per lot

**See also Norfolk Planning Board Rules and Regulations for the Subdivision of Land and Site Plan Approval fee schedule as most recently amended if part of a subdivision plan (preliminary and/or definitive) and/or involves Site Plan Approval.*