



Northumberland County, Virginia

MEMORANDUM

TO: Northumberland County Board of Supervisors

FROM: E. Luttrell Tadlock, County Administrator

SUBJECT: Consideration of changes to Chapter 68 titled Fee Schedule to increase select fees and add a new fee

DATE: September 22, 2023

Issue: Consideration of changes to the Northumberland County Code (Chapter 68 Fee Schedule) to increase select fees and add a new fee for annual inspection of short-term rentals.

Discussion: The Board of Supervisors requested additional information on the current fee schedule for the County. Upon review of the current fee schedule by County staff, the changes to existing and proposed new fee noted in the chart below are offered for Board consideration. The proposed amendment will increase building and land use permit fees and add a new fee under section 68-1 Schedule of permits and other fees. These changes will help defray the required advertising and staff costs associated with maintaining the permits. Most permit fees have not been modified since 2001.

All fees were compared to other localities in determining recommendations. Other costs considered in managing the applications included advertising costs, required adjoining property notifications, staff time for any on-site/office visit with the applicant, staff time for writing the ad, and compiling a list of adjoining property owners. The average cost to run an ad for one week in two local papers is approximately \$230 if only one applicant for the ad, and most ads are required to be run for two consecutive weeks (\$460 for a two-week ad in two papers).

County Fees analysis									
fee type	Northumberland			Westmoreland			Essex	Middlesex	Mathews
	proposed changes	current fees	Lancaster	Richmond	base fee	item fee			
ZONING PERMIT FEES:									
erosion/sed control /sq. ft	50.00	30.00	NA	NA	NA	NA	NA	NA	NA
zoning permit	75.00	40.00	NA	NA	25 - 600	500.00	30 / 150	NA	NA
square footage fee	0.12	0.08	0.12	.12 - 100 min	175.00	0.05	0.12	0.12	0.12
commercial	0.05	0.03	0.15	.12 - 100 min	500.00	0.05	0.20	0.20	0.20
remodel/repair	\$40+\$5per mill	\$20+\$2m	\$50+2/\$50+5	0.12	175.00	0.05	0.12 / .15	\$5 per \$1000	\$4 per \$1000
mobile home/travel trailer	150.00	100.00	200.00	200 / 300	175.00		200 / 300		
swimming pool	100.00	50.00	\$75 / \$150	50 / 80	50-100-150		50 / 100	\$10 per \$1000	\$6 per \$1000
Mechanical permit fees	50.00	30.00	50.00	.02 per sq ft	50.00	.05 sq ft	50.00	40 +	40 min
Electrical permit fees	50.00	30.00	50.00	.02 per sq ft	50.00	.05 sq ft	50.00	40 +	40 min
Plumbing permit	50.00	30.00	50.00	.02 per sq ft	50.00	.05 sq ft	50.00	40 + 5 per fixtures	40 + 5 per fixtures
Conditional use	500.00	150.00	NA	NA	NA	NA	400.00	NA	NA
exceptions to Ches Bay Pres area	500.00	300.00	NA	NA	600.00	NA	NA	NA	NA
subdivision variance	500.00	300.00	NA	NA	NA	NA	400.00	NA	NA
request for change in zoning dist class	800.00	400.00	NA	NA	500.00	30 per acre	400.00	NA	NA
wetlands application	300.00	200.00	NA	NA	NA	NA	NA	NA	NA
appeal to board on plan denial	500.00	300.00	250.00	400.00	600.00	NA	250.00	250.00	NA
zoning variance - board of appeals	500.00	300.00	250.00	NA	600.00	NA	400.00	NA	NA
Land Disturbance fees:									
per 10,000sq ft or acre	50.00	30.00	NA	NA	150 - 500	100/acre*	50.00	NA	NA
After the fact permits	200 + triple fees	150+ triple fees	double original fee	NA	triple	NA	double original fee	double original fee	double original fee
Dance hall permit:									
single	200.00	150.00	NA	NA	NA	NA	NA	NA	NA
annual	550.00	500.00	NA	NA	NA	NA	NA	NA	NA
changing street name	750.00	500.00	NA	NA	NA	NA	NA	NA	NA
court fee per case	15.00	10.00	NA	NA	NA	NA	NA	NA	NA
no wake zone requests	450.00	300.00	NA	NA	NA	NA	NA	NA	NA
Proposed Fee -									
Building inspection Short Term Rental	100.00	0	NA	NA	NA	NA	NA	NA	NA
NA = no fee identified by this description, there may be substitute fees charged by the locality with differing names.									