

## ZONING AND SUBDIVISION ORDINANCE FEE SCHEDULE

(Adopted by the City Council on May 23 and June 13, 2000 and January 22, 2008)

**Rezoning Petition:** \$400 plus \$75 per acre. (maximum fee of \$7,900) plus the cost of the legal notice and mailings to adjoining property owners

**Conditional Use Permit Petition:** \$400 plus the cost of the legal notice and mailings to adjoining property owners

### **Subdivision Plat Review:**

**Minor Subdivision Plat:** \$75

(A subdivision where no additional lots are being created. **Examples:** Three (3) lots being resubdivided into three (3) lots; vacating an existing lot line to merge into one lot.)

**Major Subdivision Plat:** \$150 plus \$30 per lot

(A subdivision where additional lots are being created. **Examples:** Two (2) lots being resubdivided into six (6) lots. **Fee Calculation:** \$150 major review fee + \$30 per lot x six (6) lots (\$180) = \$330 review fee; five (5) lots being resubdivided into eight (8) lots + a residue. **Fee Calculation:** \$150 major review fee + eight (8) lots + one (1) residue lot (\$270) = \$420 review fee.)

### **Site Plan Review:**

#### **A. Commercial/Multi-Family**

Minor Site Plan\*: \$150

Major Site Plan: \$300 plus \$50 per developed acre

Repeat review by TRC: \$75

#### **B. Industrial**

Minor Site Plan\*: \$100

Major Site Plan: \$200 plus \$35 per developed acre

Repeat review by TRC: \$75

- \*(Minor = 1) Reuse of an existing building, or  
2) An addition to an existing building resulting in:  
a) an increase of no more than ten percent (10%) of the building size, and  
b) an increase of no more than three (3) required parking spaces, or  
3) A new parking area with no more than ten (10) parking spaces.)

### **Site Plan and Subdivision Plat Review Procedures:**

#### **Technical Review Committee (TRC)**

- 1) **Five (5)** subdivision plats or site plans (plus a digital copy) are required for submittal.
- 2) The weekly **deadline** for submittal is by 9:00 a.m. on scheduled **TUESDAYS** to be placed on the agenda for the following 9:00 a.m. Tuesday TRC meeting two weeks later. (The TRC meeting day may change due to holidays.) Subdivision plats will not be reviewed in person at the meeting.
- 3) Please submit the plats/plans to the Central Reception Area, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504.
- 4) Plat/plan review fees may be paid by check or money order made payable to the City of Lynchburg. **Plat and site plan fees must be paid before TRC Comments are released.**