



Planning Department

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MEMORANDUM

To: Steve Ledoux, Town Manager **Date:** March 19, 2015

From: Kristen Guichard, AICP, Assistant Town Planner *KSG*

Subject: **Fee Schedule for ZBA Permits, Variances and Petitions of Appeals**

In an effort to streamline the Land Use Departments' permitting processes, the Planning Department is submitting three drafts of Rules and Regulations to the Board of Appeals for adoption consideration for: special permits, variances and petitions for appeals. As part of this process we also assessed the current fee structure in comparison to special permit fees under the Board of Selectmen and Planning Board.

The current fee structure for all permits, variances and petitions for appeal under the Zoning Board of Appeals are as follows:

Number of Abutters	Application Filing Fee
1-25	\$100
26 and over	\$125

We propose the following change to the current fee structure for all permits, variances and petitions for appeal under the Zoning Board of Appeals as follows:

Application Filing Fee
\$250

Whereas applicants are required to prepare and pay for the mailings to abutters, the current fee structure is not indicative of the actual cost incurred by the Town. The proposed change would align more equitably the zoning special permit fees for similarly scoped applications regardless of the permit granting authority. No evaluation was made in this instance of the adjusted fee and the permit administration cost. We ask for your consideration and approval of the proposed fee schedule as you see fit.