

MONTVILLE TOWNSHIP
ZONING CERTIFICATE FEES & SERVICES SCHEDULE
January 9, 2024

STRUCTURES

- 1. SINGLE FAMILY ATTACHED OR DETACHED, ADDITIONS TO RESIDENTIAL DWELLINGS, INCLUDING ENCLOSED PORCHES AND/OR FINISHED BASEMENTS:**
 - a. Sixty dollars (**\$60.00**) plus ten cents (**\$.10**) per square foot of living area (all floor area covered by roof) including attached garage and basement.
 - b. Ten cents (**\$.10**) per square foot of living area for a finished basement.

- 2. COMMERCIAL BUILDINGS AND ADDITIONS AND/OR DRIVE-THRUS:**
 - a. One hundred seventy-five dollars (**\$175.00**) plus ten cents (**\$.10**) per square foot

- 3. RECREATIONAL, INSTITUTIONAL AND GOVERNMENTAL STRUCTURES AND ADDITIONS AND/OR DRIVE-THRUS:**
 - a. One hundred fifty dollars (**\$150.00**) plus ten cents (**\$.10**) per square foot

- 4. MISCELLANEOUS STRUCTURES (RESIDENTIAL AND NON-RESIDENTIAL) INCLUDING BUT NOT LIMITED TO FREESTANDING, GROUND MOUNTED ANTENNAS; TRASH ENCLOSURES; AND/OR PORTICOS:**
 - a. Fifty dollars (**\$50.00**)

- 5. ACCESSORY BUILDINGS AND ADDITIONS AND/OR FREESTANDING GAZEBOS:**

Residential

 - a. Fifty dollars (**\$50.00**) for residential accessory buildings, additions, and/or gazebos with two hundred (200) square feet, plus additional ten cents (**\$.10**) per square foot of total area over two hundred (200) square feet.

Non-Residential and Planned Residential/Planned Neighborhood Development Cluster Areas

 - b. One hundred fifty dollars (**\$150.00**), plus additional ten cents (**\$.10**) per square foot for non-residential accessory buildings, additions, and/or gazebos.

MISCELLANEOUS

- 6. PONDS AND LAKES (RESIDENTIAL AND NON-RESIDENTIAL) INCLUDING RETENTION AND/OR DETENTION:**
 - a. Fifty dollars (**\$50.00**)

7. FENCES/WALLS:

Residential

- a. Fifty dollars (**\$50.00**)

Non-Residential

- b. One hundred dollars (**\$100.00**)

8. PATIOS AND DECKS (COVERED AND UNCOVERED):

Residential

- a. Fifty dollars (**\$50.00**) for residential patios and/or decks with two hundred (200) square feet or less, plus additional ten cents (**\$.10**) per square foot of total area over two hundred (200) square feet.

Non-Residential

- b. One hundred dollars (**\$100.00**) for non-residential patios and/or decks with four hundred (400) square feet or less, plus additional ten cents (**\$.10**) per square foot of total area over four hundred (400) square feet.

9. SWIMMING POOLS/SPAS:

Residential

- a. Fifty dollars (**\$50.00**) for residential above-ground swimming pools and/or spas.
- b. One hundred dollars (**\$100.00**) for residential in-ground swimming pools.

Residential Development and Non-Residential

- c. One hundred fifty dollars (**\$150.00**) for Residential Development and/or non-residential swimming pools.

10. DRIVEWAY PERMIT:

- a. Fifty dollars (**\$50.00**).

11. DITCH ENCLOSURE & DRIVEWAY CULVERT PERMITS:

- a. Ditch Enclosure - Two hundred dollars (**\$200.00**) – Private Installation.
- b. Driveway Culvert – Thirty dollars per linear ft (**\$30.00/per linear ft**) – Township installation.

12. TEMPORARY USE PERMITS

- a. Temporary Construction Facilities – Two hundred dollars (**\$200.00**) – Valid for one year
One hundred dollars (**\$100.00**) – Valid for six months
- b. Temporary Sales and Special Events
 - i. Residential Districts
 - Up to three (3) days **\$ 25.00**
 - Four (4) days to sixty (60) days **\$ 50.00**
 - ii. Non-Residential Districts
 - Up to three (3) days **\$ 50.00**
 - Four (4) days to sixty (60) days **\$100.00**

SIGNS

13. BILLBOARD:

- a. Three hundred dollars (**\$300.00**) for thirty-two (32) square feet or less, plus additional two dollars and fifty cents (**\$2.50**) per square foot of total area over thirty-two (32) square feet.

14. INTERSTATE POLE SIGN:

- a. Three hundred dollars (**\$300.00**) for one hundred sixty (160) square feet or less, plus additional two dollars and fifty cents (**\$2.50**) per square foot of total area over one hundred sixty (160) square feet.

15. DIRECTIONAL SIGN:

- a. Fifty dollars (**\$50.00**).

16. GROUND SIGN - PERMANENT:

- a. **RESIDENTIAL DISTRICT** - Two hundred fifty dollars (**\$250.00**) per entrance for twenty-four (24) square feet or less, plus additional one dollar (\$1.00) per square foot of total area over twenty-four (24) square feet.
- b. **NON-RESIDENTIAL DISTRICT** – Two hundred fifty dollars (**\$250.00**) per sign for thirty-two (32) square feet or less, plus additional one dollar (\$1.00) per square foot of total area over thirty-two (32) square feet.

17. GROUND SIGN - TEMPORARY:

- a. One hundred twenty-five dollars (**\$125.00**) per entrance/model home sign. Valid for one (1) year.
- b. Seventy-five dollars (**\$75.00**) per entrance/model home sign. Valid for six (6) months.

18. TEMPORARY SIGN - WINDOW/SPECIAL EVENT/OTHER TEMPORARY SIGNS:

- a. Twenty-five dollar (**\$25.00**) fee and one hundred dollar (**\$100.00**) deposit per sign, with a maximum deposit of five hundred dollars (**\$500.00**).

19. WALL SIGN:

- a. Two hundred dollars (**\$200.00**) for fifty (50) square feet or less, plus additional one dollar (**\$1.00**) per square foot of total area over fifty (50) square feet.

20. WINDOW SIGN (PERMANENT):

Fifty dollars (**\$50.00**) for the first window sign and twenty-five dollars (\$25.00) per each additional window sign.

MISCELLANEOUS SERVICES

21. AGRICULTURAL EXEMPTIONS AND RELATED SIGNS:

- a. No permit fee required

22. * APPEALS

*** CONDITIONAL ZONING CERTIFICATES**

*** DETERMINATION OF SIMILAR USE**

*** VARIANCES:**

Any request for an APPEAL, CONDITIONAL, VARIANCE AND/OR DETERMINATION OF SIMILAR USE shall be accompanied by a minimum non-refundable fee of:

APPEAL OF ZONING INSPECTOR'S DECISION

- a. Four hundred dollars (**\$400.00**)

CONDITIONAL ZONING CERTIFICATE/CONDITIONAL AMENDMENT

Residential and Non-Residential

- a. Four hundred dollars (**\$400.00**)

Continuance – Residential and Non-Residential

- b. Four hundred dollars (**\$400.00**) for a continuance of a conditional use certificate hearing.

NON-CONFORMING USE TO A LESSER NON-CONFORMING USE:

- a. One hundred dollars (**\$100.00**)

VARIANCE

Residential

- a. Five hundred dollars (**\$500.00**) for up to two (2) variances/Two hundred eighty dollars (**\$280.00**) for each additional variance.

Non-Residential

- b. Seven hundred fifty (**\$750.00**) for up to two (2) variances /Two hundred eighty dollars (**\$280.00**) for each additional variance.

Continuance – Residential and Non-Residential

- c. Four hundred dollars (**\$400.00**) for a continuance of a variance hearing.

23. *ZONING MAP AMENDMENT, *TEXT AMENDMENT:

- a. One thousand five hundred dollars (**\$1,500.00**)

24. *DEVELOPMENT PLAN REVIEW WITH LAND DISTURBANCE REVIEW AND PERMIT:

- a. Eight hundred dollars (**\$800.00**) includes Discussion, Preliminary and Final Development Plan and Land Disturbance Review and Permit.

25. *PARTIAL DEVELOPMENT PLAN REVIEW WITH LAND DISTURBANCE REVIEW AND PERMIT:

- a. Four hundred dollars (**\$400.00**) – Includes Partial Development Plan Review and Land Disturbance Review and Permit as determined by the Zoning Commission.

26. *PLANNED NEIGHBORHOOD DEVELOPMENT WITH LAND DISTURBANCE REVIEW AND PERMIT - ZONING COMMISSION AND MONTVILLE TOWNSHIP TRUSTEES:

- a. One thousand five hundred dollars (**\$1,500.00**)

27. *DEPOSIT – PLANNED NEIGHBORHOOD DEVELOPMENT PROFESSIONAL CONSULTANT SERVICES:

- a. Five hundred dollars (**\$500.00**)

28. COMMERCIAL CERTIFICATE OF OCCUPANCY

- a. Two hundred dollars (**\$200.00**)

29. COMMERCIAL CHANGE IN OCCUPANCY

- a. Two hundred dollars (**\$200.00**)

*In the event the Board of Zoning Appeals, the Zoning Commission and/or the Montville Township Trustees find it necessary to draw upon any planning, legal, engineering or other expert testimony, all expenses shall be borne by the applicant. If a court stenographer is requested by the applicant or is required, the cost of the stenographer shall be paid by the applicant.

30. PENALTIES:

Effective July 13, 1999, Montville Township Zoning Certificate permit fees may be doubled for any construction project that begins prior to obtaining required permit.

ADMINISTRATIVE SERVICES

**31. MAPS: FEMA Flood Map
 School District Map
 Subdivision Map
 Zoning Map**

- a. Two dollars (**\$2.00**) each

32. COPIES – ALL APPLICABLE FEES SHALL BE PAID IN ADVANCE:

- b. First twenty-five (25) copies requested each month - No charge for black & white; twenty-five cents (**\$.25**) per page for color.
- c. Twenty-six (26) or more copies requested each month, twenty-five cents (**\$.25**) per page (black & white and/or color).
- d. USB flash drive, fifteen dollars (**\$15.00**) plus mailing fee, in accordance with the Montville Township Records Retention Management Policy.

33. COMPREHENSIVE PLAN, ZONING RESOLUTION:

- a. Comprehensive Plan – Fifty dollars (**\$50.00**) plus mailing fee.
- b. Zoning Resolution – One hundred dollars (**\$100.00**) plus mailing fee.
- c. Comprehensive Plan or Zoning Resolution - USB flash drive – fifteen dollars (**\$15.00**) plus mailing fee.

34. FEES WAIVED FOR MONTVILLE TOWNSHIP

Zoning fees shall be waived for all governmental-related applications submitted by the Montville Township Board of Trustees, Board of Zoning Appeals, Zoning Commission and Department Directors