

**MONTVILLE TOWNSHIP**  
**ZONING CERTIFICATE FEES & SERVICES SCHEDULE**  
**January 14, 2025**

**STRUCTURES**

- 1. SINGLE FAMILY ATTACHED OR DETACHED, ADDITIONS TO RESIDENTIAL DWELLINGS, INCLUDING ENCLOSED PORCHES AND/OR FINISHED BASEMENTS:**
  - a. Seventy-five (**\$75.00**) plus fifteen cents (**\$.15**) per square foot of living area (all floor area covered by roof) including attached garage and basement.
  - b. Fifteen cents (**\$.15**) per square foot of living area for a finished basement.
  
- 2. COMMERCIAL BUILDINGS AND ADDITIONS AND/OR DRIVE-THRUS:**
  - a. Two hundred fifty dollars (**\$250.00**) plus fifteen cents (**\$.15**) per square foot
  
- 3. RECREATIONAL, INSTITUTIONAL AND GOVERNMENTAL STRUCTURES AND ADDITIONS AND/OR DRIVE-THRUS:**
  - a. Two hundred dollars (**\$200.00**) plus fifteen cents (**\$.15**) 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. Seventy-five dollars (**\$75.00**)
  
- 5. ACCESSORY BUILDINGS AND ADDITIONS AND/OR FREESTANDING GAZEBOS:**

**Residential**

  - a. Seventy-five dollars (**\$75.00**) for residential accessory buildings, additions, and/or gazebos with two hundred (200) square feet, plus additional fifteen cents (**\$.15**) per square foot of total area over two hundred (200) square feet.

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

  - b. Two hundred dollars (**\$200.00**), plus additional fifteen cents (**\$.15**) 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. Seventy-five dollars (**\$75.00**)
  
- 7. FENCES/WALLS:**

**Residential**

- a. Seventy-five dollars (**\$75.00**)

**Non-Residential**

- b. One hundred fifty dollars (**\$150.00**)

**8. PATIOS AND DECKS (COVERED AND UNCOVERED):**

**Residential**

- a. Seventy-five dollars (**\$75.00**) for residential patios and/or decks with two hundred (200) square feet or less, plus additional fifteen cents (**\$.15**) per square foot of total area over two hundred (200) square feet.

**Non-Residential**

- b. One hundred fifty dollars (**\$150.00**) for non-residential patios and/or decks with four hundred (400) square feet or less, plus additional fifteen cents (**\$.15**) per square foot of total area over four hundred (400) square feet.

**9. SWIMMING POOLS/SPAS:**

**Residential**

- a. Seventy-five dollars (**\$75.00**) for residential above-ground swimming pools and/or spas.
- b. One hundred fifty dollars (**\$150.00**) for residential in-ground swimming pools.

**Residential Development and Non-Residential**

- c. Two hundred dollars (**\$200.00**) for Residential Development and/or non-residential swimming pools.

**10. DRIVEWAY PERMIT:**

- a. Seventy-five dollars (**\$75.00**)

**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 fifty dollars (**\$250.00**) –  
Valid for one year  
One hundred fifty dollars (**\$150.00**) –  
Valid for six months
- b. Temporary Sales and Special Events
  - i. Residential Districts
    - Up to three (3) days **\$50.00**
    - Four (4) days to sixty (60) days **\$100.00**
  - ii. Non-Residential Districts
    - Up to three (3) days **\$75.00**
    - Four (4) days to sixty (60) days **\$150.00**

**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. Seventy-five dollars **\$75.00**

**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 fifty dollars (**\$150.00**) per entrance/model home sign. Valid for one (1) year.
- b. One hundred dollars (**\$100.00**) per entrance/model home sign. Valid for six (6) months.

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

- a. Fifty dollars (**\$50.00**) fee and one hundred dollars (**\$100.00**) deposit per sign, with a maximum deposit of five hundred dollars (**\$500.00**).

**19. WALL SIGN:**

- a. Two hundred fifty dollars (**\$250.00**) 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):**

Seventy-five dollars (**\$75.00**) 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. Five hundred dollars (**\$500.00**)

**CONDITIONAL ZONING CERTIFICATE/CONDITIONAL AMENDMENT**

**Residential and Non-Residential**

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

**Continuance – Residential and Non-Residential**

- b. Five hundred dollars (**\$500.00**) for a continuance of a conditional use certificate hearing.

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

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

**VARIANCE**

**Residential**

- a. Six hundred dollars (**\$600.00**) for up to two (2) variances/Two hundred eighty dollars (**\$280.00**) for each additional variance.

**Non-Residential**

- b. Eight hundred dollars (**\$800.00**) 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. \*RESIDENTIAL DEVELOPMENT PLAN REVIEW WITH LAND DISTURBANCE REVIEW AND PERMIT:**

- a. One thousand dollars (**\$1,000.00**) includes Discussion, Preliminary and Final Development Plan and Land Disturbance Review and Permit.

**25. \*COMMERCIAL 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.

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

- a. Five hundred dollars (**\$500.00**) – Includes Partial Development Plan Review and Land Disturbance Review and Permit as determined by the Zoning Commission.

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

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

**28. \*DEPOSIT – PLANNED NEIGHBORHOOD DEVELOPMENT PROFESSIONAL CONSULTANT SERVICES:**

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

**29. COMMERCIAL CERTIFICATE OF OCCUPANCY**

- a. Two hundred fifty dollars (**\$250.00**)

**30. COMMERCIAL CHANGE IN OCCUPANCY**

- a. Two hundred fifty dollars (**\$250.00**)

\*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.

**31. 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**

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

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

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

- b. First twenty-five (25) copies requested each month - No charge for black & white; ten cents (**\$.10**) per page for color.
- c. Twenty-six (26) or more copies requested each month, five cents (**\$.05**) per page black& white and ten cents (**\$.10**) per page color.
- d. USB flash drive, five dollars (**\$5.00**) plus mailing fee, in accordance with the Montville Township Records Retention Management Policy.

**34. 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