Application Review Cost Analysis (rev. 2.23.2025)

Legislative Reviews	Town of Herndon (Current) 7/2024 Update	Suggested Change	% Difference	Total Staff Costs	% of Staff Cost Covered by Fee
Architectural Review Board					
New Construction	$ 228.00	$ 1,000.00	439%	$ 3,023.65	33%
Alterations	$ 228.00	$ 350.00	154%	$ 1,182.48	30%
Additions	$ 228.00	$ 350.00	154%	$ 1,570.80	22%
Accessory Structures	$ 228.00	$ 350.00	154%	$ 617.64	57%
Wall Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Free Standing Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Master Sign Plans	$ 114.00	$ 350.00	307%	$ 1,117.87	31%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	$ 829.63	42%
Appeal of ARB Decision	$ -	$ 500.00	New Fee	$ 765.21	65%
Historic District Overlay Reviews					
Staff Review COA (Residential)	$ -	$ -	New Fee	$ 1,118.07	0%
Staff Review COA (Non-Residential)	$ -	$ 200.00	New Fee	$ 1,118.07	18%
HDRB Review COA for New Single Family Residential	$ 228.00	$ 500.00	219%	$ 2,500.18	20%
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$ -	$ -	-	$ 1,288.88	0%
HDRB COA for New Construction (non-Single Family Dwelling)	$ 228.00	$ 1,000.00	439%	$ 2,500.18	40%
HDRB COA Alterations (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,182.48	30%
HDRB COA Additions (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,570.80	22%
HDRB COA Accessory Structures (Non-Residential)	$ 228.00	$ 350.00	154%	$ 1,023.49	34%
HDRB COA Demolitions	$ 228.00	$ 750.00	329%	$ 2,364.43	32%
Wall Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Freestanding Signs	$ 114.00	$ 250.00	219%	$ 511.65	49%
Master Sign Plans	$ 114.00	$ 350.00	307%	$ 1,117.87	31%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%	$ 829.63	42%
Appeal of Staff to HDRB	$ -	$ 250.00	New Fee	$ 1,288.88	19%
Appeal of HDRB Decision to Town Council	$ -	$ 500.00	New Fee	$ 2,208.02	23%
Board of Zoning Appeals					
Variance	$ 152.00	$ 650.00	428%	$ 938.71	69%
Additional Variances (each)	$ 38.00	**REMOVE**	-		
Zoning Administrator Decision Appeal	$ 152.00	$ 750.00	493%	$ 1,149.13	65%
Zoning					
Zoning Permits					
Zoning Appropriateness Permits (ZAPs)	$ -	$ 25.00	New Fee	$ 21.80	115%
Zoning Inspection Permit, Home Business	$ 38.00	$ 50.00	132%	$ 21.80	229%
Zoning Inspection Permit, Keeping of Fowl	$ 25.00	$ 25.00	100%	$ 21.80	115%
Zoning Inspection Permit, Food Truck (per inspection)	$ 129.00	$ 225.00	174%	$ 43.60	516%
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 200.00	$ 200.00	100%	$ 43.60	459%
Administrative Adjustment (per building affected)	$ 76.00	$ 500.00	658%	$ 293.48	170%
Zoning Verification Letter SFD	$ 76.00	$ 250.00	329%	$ 184.06	136%
Zoning Verification Letter non-SFD	$ 455.00	$ 500.00	110%	$ 184.06	272%
Temporary Use Permit (less than 90 days)	$ -	$ 50.00	New Fee	$ 278.90	18%
Temporary Use Permit (greater than 90 days)	$ 114.00	$ 150.00	132%	$ 370.93	40%
Waiver Requests	$ 114.00	$ 500.00	439%	$ 1,074.42	47%
Temporary health care structure application	$ 152.00	$ 100.00	66%	$ 122.70	81%
Administrative Review Eligible Projects (AREPs)	$ 500.00	$ 500.00	100%	$ 529.50	94%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, application flat fee	$ 76.00	$ 500.00	658%	$ 690.59	72%
Request for early site occupation prior to completion of improvements in accordance with section 78-120.1 and 78-120.2, per inspection	$ 76.00	$ 500.00	658%	$ 476.22	105%
Roll-Off Dumpsters/PODs	$ -	$ 25.00	New Fee	$ 21.80	115%
Zoning Ordinance Text Amendments (Remove Subdivision)					
Change in permitted uses	$ 1,516.00	$ 2,500.00	165%	$ 5,674.62	44%
Other changes, more than 100 words, more than one section	$ 758.00	**REMOVE**	-		
Amendment less than 100 words changed	$ 388.00	**REMOVE**	-		
Planning/Zoning Applications					
Comprehensive Planning					
Comp Plan Amendment	$ 1,516.00	$ 5,500.00	363%	$ 14,873.20	37%
22.32 Reviews (Under Comp Planning)	$ -	$ 2,500.00	New Fee	$ 4,647.89	54%
Building Location Surveys	$ 38.00	$ 250.00	658%	$ 1,329.57	19%
Rezoning					
ZMA (Includes Submissions 1, 2 & 3)	$ 7,578.00	$ 16,000.00	211%	$ 21,253.44	75%
Proffer Condition Amendment	$ 488.00	$ 7,500.00	1537%	$ 4,447.83	169%
Minor Proffer Condition Amendment for Residential	$ -	$ 1,000.00	New Fee	$ 1,337.40	75%
Modification Request (each)	$ 455.00	$ 1,000.00	220%	$ 1,337.40	75%
Development Plan (Includes Submissions 1, 2 & 3)	$ -	$ 21,000.00	New Fee	$ 25,138.81	84%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**Full Consulting Fees**		$ 4,732.85	
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ -	$ 1,750.00	New Fee	$ 4,871.37	36%
Accessory Reviews					
Minor Water Quality Impact Assessment	$ 76.00	$ 350.00	461%	$ 766.01	46%
Major Water Quality Impact Assessment	$ 758.00	$ 800.00	106%	$ 1,556.41	51%
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 152.00	$ 1,000.00	658%	$ 2,944.88	34%
Ches. Bay Waiver Request	$ 152.00	$ 150.00	99%	$ 327.62	46%
Site Specific Delineation in RPA less than 5,000 SF	$ 76.00	$ 350.00	461%	$ 400.47	87%
Site Specific Delineation in RPA more that 5,000 SF	$ 758.00	$ 750.00	99%	$ 720.30	104%
Additional Studies					
Flood Plain Study (plus full consultant fees, if req.)	$ 1,516.00	**Full Consulting Fees**		$ 1,469.16	

Special Exceptions					
Residential Uses	$ 455.00	$ 750.00	165%	$ 5,072.32	15%
Education, Government, Institutional, Community Service Uses	$ 455.00	**REMOVE**	-		
Non-Residential Uses with no site alt.	$ 455.00	$ 1,500.00	330%	$ 6,565.22	23%
Non-Res. Uses with site alt or additions	$ 2,274.00	$ 6,000.00	264%	$ 19,184.59	31%
Re-application time limit waiver	$ 152.00	$ 750.00	493%	$ 614.14	122%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**REMOVE, duplicate**	-		
Sign Reviews					
Permanent Sign License (Administrative)	$ -	$ 200.00	New Fee	$ 488.60	41%
Temporary Sign License (Administrative)	$ -	$ 50.00	New Fee	$ 382.61	13%
Sign Appeal Fees	$ -	$ 250.00	New Fee	$ 765.21	33%