Community Development Proposed Fee Schedule (rev. 3.25.2025)

Legislative Reviews	Town of Herndon (Current) 7/2024 Update	Suggested Change	% Difference
Architectural Review Board			
New Construction	$ 228.00	$ 1,000.00	439%
Alterations	$ 228.00	$ 350.00	154%
Additions	$ 228.00	$ 350.00	154%
Accessory Structures	$ 228.00	$ 350.00	154%
Wall Signs	$ 114.00	$ 250.00	219%
Free Standing Signs	$ 114.00	$ 250.00	219%
Master Sign Plans	$ 114.00	$ 350.00	307%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%
Appeal of ARB Decision	$ -	$ 500.00	New Fee
Historic District Overlay Reviews			
Staff Review COA (Residential)	$ -	$ -	New Fee
Staff Review COA (Non-Residential)	$ -	$ 200.00	New Fee
HDRB Review COA for New Single Family Residential	$ 228.00	$ 500.00	219%
HDRB COA for Alterations, Additions, Accessory Structures for Residential Use	$ -	$ -	
HDRB COA for New Construction (non-Single Family Dwelling)	$ -	$ 1,000.00	New Fee
HDRB COA Alterations (Non-Residential)	$ 228.00	$ 350.00	154%
HDRB COA Additions (Non-Residential)	$ 228.00	$ 350.00	154%
HDRB COA Accessory Structures (Non-Residential)	$ 228.00	$ 350.00	154%
HDRB COA Demolitions	$ 228.00	$ 750.00	329%
Wall Signs	$ 114.00	$ 250.00	219%
Freestanding Signs	$ 114.00	$ 250.00	219%
Master Sign Plans	$ 114.00	$ 350.00	307%
Amendments to Approved Applications	$ 114.00	$ 350.00	307%
Appeal of Staff to HDRB	$ -	$ 250.00	New Fee
Appeal of HDRB Decision to Town Council	$ -	$ 500.00	New Fee
Board of Zoning Appeals			
Variance	$ 152.00	$ 650.00	428%
Additional Variances (each)	$ 38.00	**REMOVE**	-
Zoning Administrator Decision Appeal	$ 152.00	$ 750.00	493%
Zoning			
Zoning Permits			
Zoning Appropriateness Permits (ZAPs)	$ -	$ 25.00	New Fee
Zoning Inspection Permit, Home Business	$ 38.00	$ 50.00	132%
Zoning Inspection Permit, Keeping of Fowl	$ 25.00	$ 25.00	100%
Zoning Inspection Permit, Food Truck (per inspection)	$ 129.00	$ 225.00	174%
Zoning Inspection Permit, Short Term Rental (per inspection)	$ 200.00	$ 200.00	100%
Administrative Adjustment (per building affected)	$ 76.00	$ 500.00	658%
Zoning Verification Letter SFD	$ 76.00	$ 250.00	329%
Zoning Verification Letter non-SFD	$ 455.00	$ 500.00	110%
Temporary Use Permit (less than 90 days)	$ -	$ 50.00	New Fee
Temporary Use Permit (greater than 90 days)	$ 114.00	$ 150.00	132%
Waiver Requests	$ 114.00	$ 500.00	439%
Temporary health care structure application	$ 152.00	$ 100.00	66%
Administrative Review Eligible Projects (AREPs)	$ 500.00	$ 500.00	100%
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%
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%
Roll-Off Dumpsters/PODs	$ -	$ 25.00	New Fee
Zoning Ordinance Text Amendments (Remove Subdivision)			
Change in permitted uses	$ 1,516.00	$ 2,500.00	165%
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%
22.32 Reviews (Under Comp Planning)	$ -	$ 2,500.00	New Fee
Building Location Surveys	$ 38.00	$ 250.00	658%

Rezoning			
ZMA (Includes Submissions 1, 2 & 3)	$ 7,578.00	$ 16,000.00	211%
Proffer Condition Amendment	$ 488.00	$ 7,500.00	1537%
Minor Proffer Condition Amendment for Residential	$ -	$ 1,000.00	New Fee
Modification Request (each)	$ 455.00	$ 1,000.00	220%
Development Plan (Includes Submissions 1, 2 & 3)	$ -	$ 21,000.00	New Fee
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**Full Consulting Fees**	
Development Plan and ZMA Re-submission Fee (per submission following 3rd)	$ -	$ 1,750.00	New Fee
Accessory Reviews			
Minor Water Quality Impact Assessment	$ 76.00	$ 350.00	461%
Major Water Quality Impact Assessment	$ 758.00	$ 800.00	106%
Exception Request to Provisions of Ches. Bay Pres. Overlay Dist.	$ 152.00	$ 1,000.00	658%
Ches. Bay Waiver Request	$ 152.00	$ 150.00	99%
Site Specific Delineation in RPA less than 5,000 SF	$ 76.00	$ 350.00	461%
Site Specific Delineation in RPA more that 5,000 SF	$ 758.00	$ 750.00	99%
Additional Studies			
Flood Plain Study (plus full consultant fees, if req.)	$ 1,516.00	**Full Consulting Fees**	
Special Exceptions			
Residential Uses	$ 455.00	$ 750.00	165%
Education, Government, Institutional, Community Service Uses	$ 455.00	**REMOVE**	-
Non-Residential Uses with no site alt.	$ 455.00	$ 1,500.00	330%
Non-Res. Uses with site alt or additions	$ 2,274.00	$ 6,000.00	264%
Re-application time limit waiver	$ 152.00	$ 750.00	493%
Traffic Impact (plus 1/2 consultant fees, if req.)	$ 758.00	**REMOVE, duplicate**	-
Sign Reviews			
Permanent Sign License (Administrative)	$ -	$ 200.00	New Fee
Temporary Sign License (Administrative)	$ -	$ 50.00	New Fee
Sign Appeal Fees	$ -	$ 250.00	New Fee