SELECT PLANNING DEPARTMENT FEES
ADOPTED FY 2025 FEE SCHEDULE

Annexation & Dedication

Activity	Fee
Annexation – Voluntary	$500
Dedication of Infrastructure	$100
Performance Guarantee[1]	Actual Cost + % as set forth in UDO Ch. 16
Street, Right-of-Way, & Easement Abandonment	$500 + Actual Cost

Development[2]

Activity	Residential Fee	Non-Residential Fee[3]
Accessory Structures	$50	$100
Demolition	$50	$100 + $500 reimbursable bond
Development Review[4]	N/A	$500
Driveway, Curb Cut, & Encroachment on City Right-of-Ways	$50	$50
Fee in Lieu – Parking	N/A	$5,000 per space
Fee in Lieu – Sidewalk	Actual Cost	Actual Cost
Fee in Lieu – Stormwater	Actual Cost	Actual Cost
Fence	$50	$50
Floodplain Development	No fee	$200
Grading and Other Land Disturbance	$50	$100 + $500 reimbursable bond
Improvements or Additions to Existing Structures – Incidental (up to 25% market value of structure)[5]	$50[6]	$100
Improvements or Additions to Existing Structures – Significant (26 - 49% of market value of structure)	$50	$150

[1] The Administrator, in consultation with the City Manager and City Attorney, may accept a performance guarantee or surety bond for public improvements associated with any development. Performance guarantees shall be prepared and administered in accordance with the Procedure for the Installation & Dedication of Public Improvements.

[2] There shall be no permit fees for construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any structure damaged as a direct result of an event having been declared a disaster and subject to a "State of Emergency," as defined by Chapter 21 of the City's Unified Development Ordinance.

[3] Includes multifamily structures larger than 4 dwelling units, residential projects with 8 or more dwelling units, and subdivisions with 8 or more lots.

[4] The development review fee shall apply to any project where landscaping plans, stormwater plans, lighting plans, architectural plans, etc. are to be reviewed in addition to a basic site plan. Other fees (e.g., new construction, substantial improvement) are paid in addition. (Note: this fee does not apply to cluster home developments or manufactured home parks with less than 8 dwelling units).

[5] Incidental improvements typically include installation of handicapped ramps and entryways, awning, unenclosed decks and patios, and lighting improvements and other minor changes of an incidental nature.

[6] When a handicapped ramp or other accessibility accommodation is built by a tax-exempt organization, or by volunteers, without expense for either labor or materials being paid by the owners or occupants, the fee may be waived by the administrator.

Activity	Residential Fee	Non-Residential Fee[3]
Improvements or Additions to Structures – Substantial (50%+ market value of structure)	$50	$200
Interior Remodels & Non-Structural Changes	N/A	$150
New Construction	$200 per dwelling unit[7]	$0.06 per heated sq. ft.
Parking Lots – New & Reconfiguration	N/A	$150
Parking Lots – Resurface	N/A	$50
Permit Extension	$50	$500
Tree Removal	N/A	$25 per tree

Land Use

Activity	Fee
Change of Use/Occupancy	$100
Food Truck Site	$150
Home Occupation	$50
Sidewalk Dining	$100
Sidewalk Usage	$100
Social District Permit	$200
Special Use Permit	$250
Temporary Vendors	$200 per location and permit period
Temporary Uses	$50
Temporary Uses associated with Emergency Response and Recovery[8]	No fee
Utility Encroachments	$500
Wireless Communication Facilities	$1,000

Regulations & Zoning

Activity	Fee
Appeal – Staff Determination	$100
Map Amendment – Conditional Zoning District[9]	$600
Map Amendment – Rezoning	$400
Modification – Major	$400
Modification – Minor	$150
Reinspection Fee (Failed Zoning Inspections)	$50 per reinspection
Text Amendment	$500
Variance	$250
Vested Right Determination	$500
Zoning Consistency Determination / Farm Exemption Certification	$25

[7] Includes accessory dwelling units and manufactured home set ups.
[8] See Chapter 21 of the City's Unified Development Ordinance.
[9] This fee includes the review of a preliminary and/or final master plan as part of the Conditional Zoning District.

Subdivision of Land

Activity	Fee
Major Subdivision[10]	$500 + $20 per lot (total)
Minor Subdivision	$75 + $20 per lot (total)
Exempt Subdivisions[11]	$75

Signs

Activity	Fee
A-Frame Signs	$50
Electronic Signs (Including Message & Reader Boards)	$1,000
Ground Signs	$200
Panel Replacement, Reface & Resurface	$50
Special Event Signs	$50
Street Banners	$250
Temporary Signs for Which a Permit is Required	$50
Wall & Marquee Signs	$100
All Other Signs for Which Permit is Required	$100

Special Events[12]

Activity	Fee
City-Sponsored Events (adopted by resolution)	No fee
Carnivals & Circuses	$500 per location and permit period
Farmers Markets & Tailgate Markets	$200 per location
Other Events on Private Property – No parking space, sidewalk, or street closures	No fee
Other Events on Private Property – Parking space, sidewalk, or street closures	$200 (per day) + $500 bond
Other Events on Public Property – Park, greenway, or similar facilities	$200 (per day) + $500 bond

[10] This fee is required for final subdivision plat approval.
[11] This category includes recombinations of previously subdivided lots, lot line adjustments, and other items defined by the Unified Development Ordinance Chapter 19 and NCGS Section 160D-802.
[12] Special event fees are for one-time or one-day events. A multi-day event shall pay the required fees for each day. The administrator may assess fees for the actual cost of services provided by City forces (i.e., personnel, deployment of fire apparatus., solid waste removal, provision of barricades, State Fire Code inspections, etc.) in support of special events or temporary uses. Refer to the Departmental Cost of Services fee schedule for additional "cost of service" fees

Other Closures[13]

Activity	Fee
City Road Closure	$100 (per day) + $1,000 bond
Public Alley Closure	$50 (per day) + $500 bond
Public Parking Space (per space) Closure	$100 (per day) + $500 bond
Public Sidewalk Closure	$500 (per day) + $500 bond
State Road Closure	$1,500 (per day) + $2,000 bond

Other

Activity	Fee
Custom Mapping	$40 per hour + cost of map
Black & White Printing – 8.5”x11” – 11”x17” (1 sheet)	No Fee
Black & White Printing – 8.5”x11” – 11”x17” (>1 sheet)	10 cents per page
Black & White Printing – Larger than 11”x17”	$25 per page
Color Printing – 8.5”x11” – 11”x17” (1 sheet)	No Fee
Color Printing – 8.5”x11” – 11”x17” (>1 sheet)	50 cents per page
Color Printing – Larger than 11”x17”	$25 per page

Professional Services:

The Administrator may secure the services of a qualified professional (e.g., licensed architect, attorney, engineer, landscape architect, arborist, surveyor, or planner) in the review of any application. Professional services purposes include but are not limited to: the review of floodplain development proposals, proposed public infrastructure of stormwater systems, traffic impact analysis, specialized legal services, etc. The actual cost of professional services shall be the responsibility of the applicant. The applicant shall be informed in advance of the City’s intention to secure professional services. The applicant shall be provided any and all reports generated by qualified professionals, and copies of all statements and receipts. The applicant shall reimburse the City for professional services expenditure prior to the issuance of a certificate of occupancy or final zoning / project approval.

Reimbursable Bonds for Land Disturbance:

The Administrator may waive bonds for demolition, grading or other land disturbance upon determination that such bond would serve no useful purpose. Administrator may require a bond in excess of $500 if such is deemed necessary in the interests of public health or safety. These bonds shall be prepared and administered in accordance with the improvement guarantee procedures set forth in the procedure for the installation and dedication of public improvements. The administrator may require a demolition, in association with any development activity for which such bond is relevant.

[13] Other closure fees are for one-time or one-day events not associated with a special event. A multi-day closure shall pay the required fees for each day. Closures for maintenance and repairs, not exceeding five days, do not have a fee but may be required to retain a reimbursable bond in the amount specified. Closures for maintenance and repairs are charged for each day after five days.

Bonds for Public Infrastructure Closures:

The Administrator may waive bonds for building maintenance, renovations, demolition, or if the bond does not serve a useful purpose, for up to 5 days. City Manager may extend this timeframe, when necessary, to incentivize development or maintenance.