Planning/Zoning Fee Schedule, Effective January 1, 2027
680 W. King Street, Suite C, Boone, NC 28607
Phone: (828) 268-6960 | Email: planning@townofboone.net | http://www.boonenc.gov/pi

Please see below for guidance on how to use this fee schedule. For any questions on whether or not a permit is required or for more information on a permit, please contact the Town of Boone Planning and Inspections Department.

Fee Schedule Guidance

How are fees calculated?

The methodology used to calculate all other fees is based on cost recovery of the actual costs incurred by the Town to review, issue, and administer an application. Since an applicant who requires a relatively simple permit should not subsidize an applicant whose development requires substantially more resources, fees are calculated by assessing actual staff time required for each type of application, assigning the appropriate staff to those tasks, and incorporating department operating costs.

Note: Fees do not include 100% of operating costs as the department provides broader public services that benefit the community.

When are fees due?

Within 10 days after the submission of a complete application, the department will provide the applicant an initial fee estimate that is due before any additional processing of the application begins. Then, prior to permit issuance, the department will send a final fee estimate of any additional fees owed to the department and the time frame in which those fees must be paid. Any subsequent fees, due to development changes or reinspections shall be paid prior to the final inspection, issuance of a certificate of compliance, or issuance of a certificate of occupancy.

Fee Responsibility & Communications

The applicant shall be responsible for all associated fees.

NOTE: Communications will only be sent to the applicant and relevant design professionals.

Reinspection Fees

A reinspection fee of $55.00 shall be assessed when one or more of the following occurs:

1. The inspection reveals deficiencies requiring an additional inspection to verify compliance.
2. The project is not ready for inspection or the site is inaccessible at the time of the scheduled inspection.

Reviews & Associated Fees

Upon submittal of a complete application, each application is allowed two (2) reviews under the initial fee, the first review and a second review if revisions or supplemental information is required based upon the first review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application.

Other Town Development Related Fees

Fees may be collected on behalf of other Town of Boone Departments for project reviews and inspections. You may access all other Town Department Fee Schedules here: https://boonenc.gov/796/Fee-Schedules

Refund Request

Refund requests shall be submitted in writing from the applicant. Refund requests will be reviewed by the Director or their designee, who shall evaluate the amount of work completed by the Town as compared to

the cost of the permit to ensure the Town has recovered the costs incurred with the processing, review, and inspections associated with the application.

Penalty Fees

Working without permits: Fees are doubled if the activity or site change requested has already occurred or has been started unless the Director or their designee finds that there are mitigating circumstances.

Other UDO Penalties – See UDO Article 12 for more details.

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Board Hearing Applications

Annexation

☐	$600.00	Voluntary Annexation (+ zoning map amendment)

Exception: The annexation petition fee and newspaper publication costs are waived for applicants with incomes below 60% of area median income as defined by the most recent figures published by the US Department of Housing and Urban Development.

Board of Adjustment

☐	$1295.00	Appeal
☐	$1,850.00	Special Use Permit
☐	$1,400.00	Variance

Comprehensive Plan or UDO Text Amendment

☐	$1,220.00	Amendment to the Town's UDO or Comprehensive Plan

Historic Preservation Commission

☐	$1,115.00	Certificate of Appropriateness
☐	$1,325.00	Historic Landmark Designation (Overlay Zoning Map Amendment)

Planning Commission

☐	$200.00	Subdivision Watershed Review

Zoning Map Amendment

☐	$1335.00	General Use Zoning Map Amendment
☐	$2215.00	Conditional District Zoning Map Amendment
☐	$1335.00	Special Flood Hazard Area Map Amendment/Revision (LOMA/LOMR)

Other Applicable Board Hearing Fees

☐	$0.88 per adjacent property owner notification letter	
☐	+Direct cost of legal advertising for the case	

Subdivision Applications

☐	$260.00	Exempt Plat
☐	$350.00	Minor Subdivision
☐	$430.00	Major Subdivision Plat

Zoning Related Permits & Fees

Single-Family & Duplex (Use 1.06)

New Construction & Additions

☐	$620.00	New Construction/Additions

Other Accessory Use, Improvements, & Repair

☐	$340.00	Secondary Suite or Accessory Dwelling
☐	$340.00	Other Improvements & Repair

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Commercial/All Other Residential

New Construction & Additions

☐	$860.00	≤ 2,500 gross building square footage
☐	$1235.00	>2,500 gross total building square footage

Change of Use/Renovation/Repair

☐	○	$370.00	Project cost < 10% of total development value
	○	$485.00	Project cost is ≥ 10% of total development value
	○	$615.00	Project cost ≥ 25% of total development value
	○	$860.00	Project cost ≥ 50% of total development value
	○	$1235.00	Project cost ≥ 75% of total development value

Wireless Transmission Facilities

☐	$370.00	Colocation or Eligible Facility Modification
☐	$1235.00	All Others

Other Zoning Fees & Permits

☐	$670.00	Annual Short-Term Rental Permit
☐	$735.00	Interpretation Request
☐	$265.00	Land Disturbance
☐	$55.00	On-Site Consultation (per employee, per trip)
☐	$55.00	Reinspection Fees
☐	$285.00	Repaving/Pavement Sealant
☐	$130.00	Special Flood Hazard Area Review
☐	$335.00	Statement of Conformity
☐	TBD	Transportation Impact Analysis
	+$500.00	Town Management of Case (due at scoping meeting)
☐	$35.00	Water Supply Watershed Review
☐	$275.00	Zoning Confirmation Letter

Penalties

☐	Double application fee	Working without permits
☐	TBD	Other UDO Penalties (see UDO Article 12 for details)