

## **Planning Board Fee Schedule**

### **Approved 1/9/2019**

The following fee schedule shall set minimum fees. The Planning Board may require fee amounts in excess of this schedule if, in its opinion, such fee amounts are necessary for proper review of an application or to ensure compliance with Planning Board Rules, Regulations, Policies, and Decisions.

#### **'FORM A' LOTS (Subdivision Approval Not Required-ANRs)**

Filing Fee \$ 100.00

Review Fee/lot \$100.00/lot

(Examples: Dividing an existing lot into two lots results in TWO lots, Fee=\$300.00

Changing a lot line between two lots results in TWO lots, Fee= \$300.00

Dividing an existing lot into three lots results in THREE lots, Fee=\$400.00)

#### **SUBDIVISIONS**

##### **Preliminary Plans (Residential)**

Filing Fee \$ 1,000.00

Review Fee \$ 120.00/lot or \$ 900.00 minimum

##### **Preliminary Plan (Non-Residential)**

Filing Fee \$ 2,000.00

Review Fee \$ 120.00/acre or \$ 900.00 minimum

##### **Definitive Plans (Residential)**

Filing Fee \$ 2,000.00

Review Fee \$ 2,000.00 plus \$ 8.00 per linear foot of proposed roadway (measured at the center line)

##### **Definitive Plans (Non-Residential)**

Filing Fee \$ 2,500.00

Review Fee \$ 2,000.00 plus \$ 10.00 per linear foot of proposed roadway (measured at the center line)

##### **Definitive with No Preliminary Approval (Residential)**

Filing Fee \$ 2,500.00

Review Fee \$ 2,000.00 plus \$ 12.00 per linear foot of proposed roadway (measured at the center line)

##### **Resubmittal/Amendment**

Filing Fee \$ 800.00

Review Fee \$ 1,000.00 minimum

Advertising and all Abutter Notifications and costs associated with these efforts shall be performed by the Applicant. The Applicant will provide the Planning Board with copies of the public notices from the Worcester Telegram & Gazette and copies of the return-receipt cards from notices sent to abutters by certified mail.

**Required Bonds**

Monuments/Street Bounds (to be installed prior to lot release)	\$ 2,000.00 per bound w/survey fee
Street Signs	\$ 300.00 per sign
As-Built Plans	\$ 3,000.00

**Subdivision Inspection Costs**

A cost per linear foot of road based on the following schedule:

0-500'	\$ 18.00
501-1,000'	\$ 15.00
Greater than 1,000'	\$ 15.00

**Subdivision Construction Inspection Fees**

After Approval of the Definitive Subdivision Plan, applicants will be required to post a deposit for the Planning Board's Engineer to perform periodic site inspections during construction (see Subdivision Regulations, Section VIII.2). The intent of these site visits is for the Board's Engineer to observe and document construction activities are in compliance with standard and acceptable engineering practice, and report back to the Board periodically with status reports noting any deviations from the Definitive Subdivision Plan. This information will help speed the street acceptance process and verify the final As-Built Drawings supplied by the applicant once the project is constructed and help avoid repeated and costly As-Built Plan submittals from the applicant.

The minimum deposits for Construction Inspections are listed below. Inspection shall occur at a minimum frequency to verify that underground structures, utilities, paving, grading, lighting, and landscaping are constructed as designed. Larger or more complex projects may require additional deposits for more extensive or lengthy Construction Inspections, as determined by the Board.

The following items require inspection for subdivision projects:

1. Soil Testing (if not already done during permitting stage)
2. Site Clearing and sedimentation control (silt fence, silt sacks)
3. Drainage, water, sewer and other utility construction (first day to assist in correct installation procedures and then periodic inspections to monitor installation)
4. Grading (random visits to assure correct drainage patterns)
5. Subbase material for roadway, parking areas and sidewalk areas (periodic visits) (compaction tests, proctor number and gradation tests required)
6. Detention Basin/Infiltration System construction (periodic visits dependent on specific design)
7. Paving operations (first day to assist in correct methods then periodic monitoring)
8. Pavement Markings (periodic visits)
9. Sidewalks/Wheelchair Ramps (periodic visits)
10. Soil Stabilization (periodic visits)
11. Lighting and landscaping (periodic visits)

12. Construction of Structural walls or other Structural items (as needed)
13. Utility testing (if required)
14. As-Built Plan & engineer's certification review and confirmation
15. Bond review and Bond Reduction Reviews (if required)

**General Subdivision Notes:**

1. Any application not accompanied by the appropriate fee, payable to the Town of West Boylston, by cash, money order, bank or certified check shall be deemed incomplete.
2. An Applicant's failure to pay any additional review or inspection fee within five business days of receipt of the notice that further fees are required shall be grounds for either disapproval or rescission of a decision of the Planning Board.

**SITE PLAN FEES** (See Section 3.6 of West Boylston Zoning Bylaws)

**Site Plan Review Fees**

<u>Lot Area</u>	<u>Professional Review Fee</u>	<u>Application Fee</u>
Less Than 3 Acres	\$ 6,000.00	\$ 1,200.00
3 to 10 Acres	\$ 8,000.00	\$ 1,500.00
Greater than 10 Acres	\$ 800.00 times the acreage	\$ 1,800.00

**Notes:**

The Applicant will complete the public hearing notice and abutter notification required under the Site Plan Review process. The applicant will provide the Planning Board with copies of the return receipt cards sent to abutters by certified mail and copies of the public notices from the Worcester Telegram & Gazette. Advertising and all Abutter Notifications and costs associated with these efforts shall be borne by the Applicant.

Where more extensive reviews, such as drainage, environmental, or traffic studies, or repeated submittals to the Board's reviewers are necessary, additional fees will be collected to pay for the cost of the consultants' efforts. Professional review fees include, but are not limited to, engineering and legal review fees. A fee estimate may be provided by the Planning Board's consulting engineer.

The Planning Board may reduce the Application Fees for applications under Site Plan Review where no change in impervious area is proposed and it is determined that the size, complexity, and completeness of the application package warrant.

Any amount left unused from the Review Fees at the completion of the Site Plan Review will be returned to the applicant.

### **Amended Site Plan Submittal Fees**

If modifications or changes are made to the Approved Site Plans, as outlined in Section 3.6.G of the current Zoning By-laws, the applicant is required to submit the Amended Site Plans for review and approval by the Planning Board. Costs associated with this re-submittal shall be as follows:

	<u>Professional Review Fee</u>	<u>Application Fee</u>
Approved Site Plan Re-submission	\$ 800.00 minimum	\$ 800.00

### **Site Plan Construction Inspection Fees**

After Site Plan Approval, Site Plan Applicants will be required to post a deposit for the Planning Board's Engineer to perform periodic site inspections during construction (see Zoning Bylaws, Section 3.6 I, 2&3). The intent of these site visits is for the Board's Engineer to observe and document construction activities are in compliance with standard and acceptable engineering practice, and report back to the Board periodically with status reports noting any deviations from the Approved Site Plans. This information will help verify the final As-Built Drawings supplied by the applicant once the project is constructed and help avoid repeated and costly As-Built Plan submittals from the applicant (see Zoning Bylaws, Section 3.6 I, 5).

The minimum deposits for Site Construction Inspections are listed below. Inspection shall occur at a minimum frequency to verify that underground structures, utilities, paving, grading, lighting, and landscaping are constructed as designed. Larger or more complex projects may require additional deposits for more extensive or lengthy Site Construction Inspections, as determined by the Board.

<u>Lot Area</u>	<u>Fee</u>	<u>Hourly Rate</u>	<u>Inspection (Approx. 2-4 hr. each)</u>
Less Than 3 Acres	\$ 3,500.00	\$95/hr to \$135/hr	5 to 7 visits
3 to 10 Acres	\$ 5,000.00	\$95/hr to \$135/hr	8 to 11 visits
Greater than 10 Acres	\$ 7,500.00	\$95/hr to \$135/hr	11 to 15 visits

The following items require inspection for **multi-family residential Site Plan Review projects** with inspections occurring at a minimum frequency of monthly or as needed by the progression of work:

1. Soil Testing (if not already done during permitting stage)
2. Site Clearing and sedimentation control (silt fence, silt sacks)
3. Drainage, water, sewer and other utility construction (first day to assist in correct installation procedures and then periodic inspections to monitor installation)
4. Grading (random visits to assure correct drainage patterns)
5. Subbase material for roadway, parking areas and sidewalk areas (periodic visits) (compaction tests, proctor number and gradation tests required)
6. Detention Basin/Infiltration System construction (periodic visits dependent on specific design)
7. Paving operations (first day to assist in correct methods then periodic monitoring)
8. Pavement Markings (periodic visits)
9. Sidewalks/Wheelchair Ramps (periodic visits)
10. Soil Stabilization (periodic visits)

11. Lighting and landscaping (periodic visits)
12. Construction of Structural walls or other Structural items (as needed)
13. Utility testing (if required)

The following minimum of four (4) inspections are needed for **other private projects**:

1. Soil Testing (if not already done during permitting stage)
2. Grading (to assure correct drainage patterns), subbase material for roadway, parking areas and sidewalk areas (if sidewalks are to be maintained by the Town, then subdivision inspection standards apply), detention basin/infiltration system construction to ensure standards are followed.
3. Paving operations (first day to assist in correct methods then periodic monitoring)
4. Pavement Markings, sidewalks/wheelchair ramps, ADA compliance, soil stabilization, lighting, screening and landscaping.

**Note:**

1. Any amount left unused from the Construction Inspection Fees at the completion of construction will be returned to the applicant.
2. Additional inspections and costs will be incurred if communication is not clear or timely, or if construction is not in compliance with the design or typical construction standards. The applicant (or their authorized agent) is responsible to contact the review engineer. If proper notice is not given, the town has the right to impose conditions necessary to confirm compliance with the design, at the applicant's expense.

Depending on the Project, the Planning Board may consider utilization of a different consultant from the consultant currently contracted by the Planning Board to conduct Peer reviews. The Planning Board may consider this action in the event of their current consultant's potential conflict of interest with a specific project, or when another firm may offer services or qualifications that the Boards' current consultant does not offer. The general specialties that may be required from an alternate consultant would be civil engineering, traffic engineering, hydraulic/hydrologic evaluations, stormwater management design and review, structural engineering, and a general understanding of municipal operations.