

Town of Holly Springs

Non-Residential Development Fee Schedule Worksheet

Effective July 1, 2019 – June 30, 2020



Commercial Development
Office Development
Industrial Development

Planning & Zoning Development Fees
Engineering Development Fees
Building Code Fees

The fees in this document or any estimates provided to you by Staff are only valid for plan or permit submittals/approvals (whichever is applicable) made during the effective dates of this schedule. All fees are subject to change on July 1 of each year. If plans or permits are submitted and/or approved after June 30, the fee estimate may no longer be valid and the fees may be higher than estimated. For a complete list of all Town fees, see the Fee Schedule in the Town Budget.



STEP 1: DEVELOPMENT PETITION SUBMITTAL

Zoning/Subdivision/Site Plan Review

Calculated and collected by Planning & Zoning at time of petition submittal (919.557.3908)

Step 1 Fee Estimate prepared by:

Rezoning Petition	Fee	Amount Due
Zone Map Change Petition	\$900 + \$10/acre (double fee for part parcel)	
Planned Unit Development Packet	Fee	Amount Due
PUD Mater Plan / Major Amendment	\$1,500 + \$10/acre (double fee for part parcel)	
Development Petition	Fee	Amount Due
Development Plan: New / Major Amendment	\$1,000 + \$5/acre: _____ Acres * / **	
Subdivision Plan: Master Plan	\$700 + \$5/acre: _____ Acres * / **	
Subdivision Plan: Preliminary Plan / Major Amendment / Detailed Administrative Phase Review	\$700 + \$5/lot	
Special Exception Use (double fee for part parcel)	\$500	
Master Sign Plan	\$200 + App Waiver and/or Var Fees	
Appeal of Director's Determination	1/2 of Original Fee of \$ _____	
Development Waiver/Alternate Compliance Petition	Fee	Amount Due
UDO Waiver/Alternate Compliance	\$100/each	
Board of Adjustment	Fee	Amount Due
Variance	BOA \$350* / Town Council \$100* (double fee for part parcel)	
Variance After the Fact	\$500* (double fee for part parcel)	
Administrative Appeal	\$250	
General Fees	Fee	Amount Due
Additional Review Fee	1/2 of Original Fee of \$ _____	
Minor Amendment	\$200/plan	
* Double fee for part parcel ** Round to nearest tenth 0.0		
Step 1 Subtotal		

STEP 2: CONSTRUCTION DRAWING SUBMITTAL

Construction/Environmental/Stormwater/Special Studies Review

Calculated and collected by Engineering at time of plan submittal (919.557.3938)

Step 2 Fee Estimate prepared by:

Construction Drawing Plan Review	Fee	Amount Due
Construction Drawing - Subdivision (Covers 1 st & 2 nd Reviews)	\$650 + \$50 x _____ Lots	
Construction Drawing - Site (Covers 1 st & 2 nd Reviews)	0-5 acres \$1,000 5-20 acres \$1,400 > 20 acres \$1,750	
Major Plan Revision (per review)	\$1,000	
Construction Drawing - Other (Ex. Utility or Roadway) (Per Review)	\$1,500	
Construction Drawing - Subsequent Plan Reviews (Per Review after 2 nd Review)	\$450	
Construction Drawing - Revisions Plan Review (Covers 1 st & 2 nd Reviews)	\$450	
Construction Drawing Revisions - Subsequent Plan Reviews (Per Review after 2 nd Review)	\$450	
Preliminary Pump Station Site Plan Review (Covers 1 st & 2 nd Reviews)	\$650	
Construction Drawing Pump Station Review (Covers 1 st & 2 nd Review)	\$1,000	
Subsequent Pump Station Reviews (Site Plan and CD) *Covers 1 st & 2 nd Reviews)	\$400	
Timbering Review (Per - Review)	\$500	



Town of Holly Springs Non-Residential Fee Schedule
Effective July 1, 2019 – June 30, 2020

Construction As-Built Review	\$200	
Irrigation Well Review	\$200	
Environmental Plan Review	Fee	Amount Due
Subdivision/Site/Residential Lots (Covers 1 st & 2 nd Reviews)	\$300 x _____ Acres	
Subsequent Plan Review /Revision (per Review)	\$450	
Additional Reviews after 2 nd Review	\$450/each additional review	
Environmental Variance/Waiver Reviews (Per Review)	\$300	
Environmental Variance/Waiver/Appeal Review After Fact Filing Fee (Per Review)	\$500	
NPDES Stormwater Review	Fee	Amount Due
NPDES - Subdivision (Covers 1 st & 2 nd Reviews)	\$500 + \$25 x _____ Lots	
NPDES - Site (Covers 1 st & 2 nd Reviews)	≤20 Acres \$850 >20 Acres \$1,200	
NPDES - Stormwater Subsequent Reviews/ Revisions (1 st & 2 nd review)	\$500	
Utility Permit Fees (Due with Permit Application)	Fee	Amount Due
Water Permit Processing	\$200	
Wastewater Permit Processing	\$200	
Reclaimed Water Permit Processing	\$200	
Special Study Review Fees	Fee	Amount Due
Special Study (Flood Study, Traffic Impact Analysis, Sewer, Basin, Fire Flow/Hydraulic Analysis, Pump Station, etc.) (Covers 1 st & 2 nd Reviews) NOTE: Actual costs are to be paid by the Engineer/Developer and can be in excess of \$5,000	\$350 Plus Actual Cost	
Special Study Subsequent Reviews and Plan Revisions (per review)	\$200 Plus Actual Cost	
Hydraulic Model Update Fee	Proportionate to Development	
Step 2 Subtotal		

STEP 3: CONSTRUCTION DRAWING APPROVAL

Calculated and collected by Engineering prior to Construction Drawing Approval
(919.557.3938)

Step 3 Fee Estimate prepared by:

Land Disturbance Permit	Fee	Amount Due
Land Disturbance (Grading Permit)/Residential Lots Plan	\$400 x _____ acres	
NPDES Stormwater Fee (for Stormwater Permit)	Fee	Amount Due
Storm drainage pipe	_____ LF @ \$1.85/LF plus BMP's ≤ 5 acres drainage _____ units @ \$300 each BMP's > 5 acres drainage _____ units @ \$500 each	
Stormwater As-built/Engineer Certification Administration	\$200	
Annual Stormwater BMP Inspection & Administration	<5 acres drainage \$150 per BMP >5 acres drainage \$200 per BMP	
Neuse River Basin: Total fee-in-lieu = number of pounds/acre/year to be offset x acres in development x 30 yrs x \$18.49 per pound		
Cape Fear River Basin: Total fee-in-lieu = number of pounds/acre/year to be offset x acres in impervious surface x 30 yrs x \$14 per pound		
Development Utility Inspection Fees	Fee	Amount Due
Sewer	_____ LF @ \$1.85/LF	
Water	_____ LF @ \$1.85/LF	



Town of Holly Springs Non-Residential Fee Schedule
Effective July 1, 2019 – June 30, 2020

Reclaimed	LF @ \$1.85/LF	
Streets/Firelanes	LF @ \$1.85/LF/Lane	
Sidewalks	LF @ \$1.85/LF	
Greenway	LF @ \$1.85 LF	
Pump Station Inspection	\$1,500.00	
Re-Inspection Fee	\$ 0.25/LF after 1 st / 2 nd inspection	
Development Fees in Lieu of Assessment		Fee
Payment in Lieu - Street Widening	Per approved engineer's estimate	Amount Due
Payment in Lieu - Infrastructure Improvements	Per approved IRA by DOE	
Payment in Lieu - Street Light Installation	\$2,000 per light	
		Step 3 Subtotal

STEP 4: FINAL PLAT & ROW/EASEMENT PLATS

Subdivision Plat

Calculated and collected by Planning & Zoning at time of submittal (919.557.3908)

Step 4 Fee Estimate prepared by:

Final Plat/Minor Subdivision/Recombination Plat	Fee	Amount Due
Final Subdivision Plat	\$300 + \$10/per lot	
Minor Subdivision /Recombination Plat	\$200	
Amendment to Recorded Plat or Exempt Plat	\$200 per plat	
Each Additional Plat Review not included in base fee	½ of Original Final Plat Fee Original Fee: \$ _____	
Exempt Plat or Easement R/W Plat (if not amending existing plat)	\$200	
		Step 4 Subtotal

Infrastructure and Stormwater Bonding

Calculated and collected by Engineering at time of submittal (919.557.3938)

Bonding	Fee	Amount Due
Infrastructure Surety Performance	New- \$350 each Revised/Renewal- \$300 each	
Infrastructure Surety Warranty	New- \$350 each Revised/Renewal- \$300 each	
Stormwater BMP Surety Performance	New- \$350 each Revised/Renewal- \$300 each	
Stormwater BMP Surety Maintenance	New- \$350 each Revised/Renewal- \$300 each	
NOTE: The Stormwater BMP Surety Maintenance must be in CASH; To be calculated and due before maintenance period begins.		
		Step 4 Subtotal

STEP 5: BUILDING PERMIT SUBMITTAL

Calculated and collected by Building Code Enforcement at issuance of building permit (919.557.3915)

Step 5 Fee Estimate prepared by:

Refunds will be issued when requested, less any Administrative and/or Plan Review Fees for any permit, which has not expired, and the construction has not been started.

Building Code's Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval

Technology Surcharge	Amount Due
All permits are subject to a technology surcharge fee at 4% of permit fee	4% of building permit fees

Water and	Office/Institutional	Retail/Restaurant/Industrial
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Town of Holly Springs Non-Residential Fee Schedule
Effective July 1, 2019 – June 30, 2020

Sewer (charged separately)	<3,000 sq. ft.	>3,001- >20,000 sq. ft.	> 20,001 sq. ft.	<3,000 sq.ft.	>3,001- >20,000 sq.ft.	>20,001 sq.ft.	Amount Due	
Irrigation ¾"	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200		
Irrigation (reclaimed)	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650		
¾" meter	S: \$3,741 W: \$4,054	S: \$4,528 W: \$4,907	S: \$6,497 W: \$7,041	S: \$4,528 W: \$4,907	S: \$5,316 W: \$5,760	S: \$7,285 W: \$7,894	Water	
1" meter	S: \$4,135 W: \$3,150	S: \$5,315 W: \$5,760	S: \$7,285 W: \$7,894	S: \$4,922 W: \$5,334	S: \$6,104 W: \$6,613	S: \$8,073 W: \$8,747		
1 ¼" meter	S: \$4,922 W: \$5,334	S: \$6,103 W: \$6,614	S: \$8,072 W: \$8,748	S: \$6,103 W: \$6,614	S: \$6,891 W: \$7,467	S: \$8,860 W: \$9,601		
1 ½" meter	S: \$5,710 W: \$6,188	S: \$6,890 W: \$7,467	S: \$8,860 W: \$9,601	S: \$6,890 W: \$7,467	S: \$7,679 W: \$8,320	S: \$9,648 W: \$10,454		
2" meter	S: \$6,498 W: \$7,041	S: \$8,859 W: \$9,601	S: \$10,435 W: \$11,308	S: \$7,284 W: \$7,894	S: \$9,648 W: \$10,453	S: \$11,223 W: \$12,161		
3" meter	S: \$7,285 W: \$7,895	S: \$10,434 W: \$11,307	S: \$12,010 W: \$13,015	S: \$8,072 W: \$8,747	S: \$11,223 W: \$12,160	S: \$12,798 W: \$13,868	Sewer	
4" meter	S: \$8,073 W: \$8,748	S: \$12,009 W: \$13,014	S: \$13,585 W: \$14,722	S: \$8,859 W: \$9,601	S: \$12,798 W: \$13,867	S: \$14,345 W: \$15,575		
6" meter	S: \$15,948 W: \$17,283	S: \$19,884 W: \$21,548	S: \$23,822 W: \$25,817	S: \$19,884 W: \$21,548	S: \$23,824 W: \$25,813	S: \$27,762 W: \$30,083		
8" meter	S: \$23,824 W: \$25,818	S: \$27,759 W: \$30,082	S: \$31,697 W: \$34,352	S: \$27,759 W: \$30,082	S: \$31,699 W: \$34,347	S: \$35,637 W: \$38,617		
Town-Installed Taps (** or actual cost, whichever is greater)								Amount Due
Water (for 3/4" only)			\$1,500/unit					
Wastewater (for 4" only)			\$1,500/unit					
Reclaimed			\$1,500/unit					
Add for street cut **			\$500 each					
Add for street bore **			\$500 each					
Add for curb & gutter crossing **			\$250 each					
Developer-Installed Taps (all new developments)								
Water			\$150/unit					
Wastewater			\$150/unit					
Reclaimed			\$150/unit					
Potable Water Meter Fees Octave meters replaced compound meters								
Meter Cost by Size		Fee		Meter Cost by Size		Fee		Amount Due
¾"		\$326.25		3"		\$2,700		
1"		\$433.50		4"		\$3,500		
1 1/2"		\$875		6"		\$5,400		
2"		\$2,500		8"		\$6,825		
Irrigation Services								
Meter Cost by Size		Fee		Meter Cost by Size		Fee		Amount Due
¾"		\$326.25		3"		\$2,700		
1"		\$433.50		4"		\$3,500		
1 1/2"		\$875		6"		\$5,400		
2"		\$2,500		8"		\$6,825		
Town Installed Irrigation Tap Fee							Fee	Amount Due
¾" split service only (greater than ¾" cost to be determined)				\$1,500				
Engineering Inspection Fees							Fee	Amount Due
Driveways				\$125 each				
Lot or Site Final (Prior to C.O.)				\$200 each				
Reclaimed Irrigation Installation Inspection				\$200 each				
Utility Encroachment Permit				Without bore \$50 With bore \$100				
NON-RESIDENTIAL BUILDING PERMIT FEES								
Construction Cost		Permit Fee		Construction Cost		Permit Fee		Amount Due
\$0.00-\$ 1,500		\$ 250		\$ 100,001-\$ 200,000		\$ 2,500		
\$ 1, 5001-\$ 2,500		\$ 350		\$ 200,001-\$ 350,000		\$ 4,500		



Town of Holly Springs Non-Residential Fee Schedule
Effective July 1, 2019 – June 30, 2020

\$ 2,501-\$25,000	\$ 425	\$ 350,001-\$ 500,000	\$ 6,000	
\$ 25, 001-\$50,000	\$ 650	\$ 500,001-\$ 750,000	\$ 8,000	
\$ 50,001-\$100,000	\$ 1,200	\$ 750,001-\$ 1,000,000	\$ 10,000	
		Over \$1,000,000	\$ 10,000 + 0.15% of each million or portion thereof	
Square Footage Plan Review Fees		Square Footage Plan Review Fees		Amount Due
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	
5,001-10,000 sf	\$ 200	>25,001	\$ 300	
Permit Revision	\$150			
Square Footage Permit Processing Fees		Square Footage Permit Processing Fees		Amount Due
0-5,000 sf	\$ 75	10,001-25,000	\$ 125	
5,001-10,000 sf	\$ 100	>25,001	\$ 150	
Construction/Sales Trailer (Must obtain a UDO Permit through Planning Dept prior)				Amount Due
		Fee		
Construction/Sales Trailer		\$ 150		
Permit Processing		\$ 25		
Plan Review		\$ 50		
Permit Revision		\$ 50		
Non-Residential Trade Fees		Fee		Amount Due
Building		\$ 150		
Electrical		\$ 150		
Mechanical		\$ 150		
Plumbing		\$ 150		
Other Building Permit Fees		Fee		Amount Due
Working without Permit		Double Permit Fees		
Planning & Zoning UDO Permit Fee (due on all permits)		\$100		
Re-inspection Fee (Violations over 7; Not ready; Previous Violation(s) Not Corrected; Violation of DPM)		\$75 per trip		
Certificate of Occupancy C/O (same business day)		\$50		
Stop Work Order		\$150		
Add/Change Contractor (per permit/per trade)		\$50		
Expired Permit Renewal		25% of Permit Cost		
Conditional Power		\$150		
Demolition Permit		\$150		
After Hours Inspections (2 business day notice)		\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home		
Misc. Inspection		\$150		
Change of Occupancy or Use Permit		\$150		
Stocking C/O		\$150		
Temporary C/O (2 business day notice)		\$250		
Temporary C/O (same business day)		\$400		
Temporary C/O Renewal		\$200		
Express Review		\$500/hr, min 2 hrs		
Express Review (Re-review)		\$500/hr, min 1 hr + \$125 per 15 minute increments		
Express Review Cancellation (less than 3 business day notice)		No Refund		
Temporary Right-of-Way Signs		\$25/sign		
Fire Department Non-Residential Building Permit Fees				
<i>Fire Department Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.</i>				
Square Footage HSF D Plan Review Fees		Square Footage HSF D Plan Review Fees		Amount Due
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	
5,001-10,000 sf	\$ 200	>25,001	\$ 300	
Permit Revision	\$ 150			



Town of Holly Springs Non-Residential Fee Schedule
Effective July 1, 2019 – June 30, 2020

Square Footage		HSFD Permit Processing Fees		Square Footage		HSFD Permit Processing Fees		Amount Due
0-5,000 sf		\$ 150		10,001-25,000		\$ 250		
5,001-10,000 sf		\$ 200		>25,001		\$ 300		
Fire Department Fire Alarm & Fire Sprinkler Permit Fees								
Square Footage		HSFD Plan Review Fees		Square Footage		HSFD Plan Review Fees		Amount Due
0-5,000 sf		\$ 150		10,001-25,000		\$ 250		
5,001-10,000 sf		\$ 200		>25,001		\$ 300		
Permit Revision		\$ 150						
Square Footage		HSFD Permit Processing Fees		Square Footage		HSFD Permit Processing Fees		Amount Due
0-5,000 sf		\$ 150		10,001-25,000		\$ 250		
5,001-10,000 sf		\$ 200		>25,001		\$ 300		
Fire Department Inspection Fees								
Fire Prevention/Misc				\$100				
Commercial Burn				\$100				
Blasting				\$50				
Fixed Fire Suppression Systems				\$50				
Fuel Storage				\$75 per Tank				
Water Supply (Hydrant Placement)				\$100				
After Hours Inspections (2 business day notice)				\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home				
Re-inspection Fee				\$75				
Fire Department Plan Review Fees								
Fire Prevention/Misc				\$50				
Commercial Burn				\$50				
Blasting				\$100				
Fixed Fire Suppression Systems				\$100				
Plan Review Revision				\$50				
Fuel Storage				\$100				
Residential Subdivision Site				\$100				
Water Supply (Hydrant Placement)				\$100				
Express Review				\$250				
Express Re-Review				\$100				
Planning & Zoning UDO Compliance Surety							Amount Due	
<i>(Calculated and collected by Planning & Zoning, if needed)</i>							Fee	
UDO Compliance Surety Review and Processing Fee				\$300				
							Step 5 Subtotal	

ESTIMATED TOTAL FEES DUE \$