

Town of Holly Springs

# Non-Residential Development Fee Schedule Worksheet

Effective July 1, 2020 – June 30, 2021



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.**



Town of Holly Springs Non-Residential Fee Schedule  
Effective July 1, 2020 – June 30, 2021

Step 1 Fee Estimate prepared by:

# STEP 1: DEVELOPMENT PETITION SUBMITTAL

Zoning/Subdivision/Site Plan Review

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

<b>Rezoning Petition</b>	<b>Fee</b>	<b>Amount Due</b>
Zone Map Change Petition	\$900 + \$10/acre (double fee for part parcel)	
<b>Planned Unit Development Packet</b>	<b>Fee</b>	<b>Amount Due</b>
PUD Mater Plan / Major Amendment	\$1,500 + \$10/acre (double fee for part parcel)	
<b>Development Petition</b>	<b>Fee</b>	<b>Amount Due</b>
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 \$ _____	
<b>Development Waiver/Alternate Compliance Petition</b>	<b>Fee</b>	<b>Amount Due</b>
UDO Waiver/Alternate Compliance	\$100/each	
<b>Board of Adjustment</b>	<b>Fee</b>	<b>Amount Due</b>
Variance	BOA \$350* / Town Council \$100* (double fee for part parcel)	
Variance After the Fact	\$500* (double fee for part parcel)	
Administrative Appeal	\$250	
<b>General Fees</b>	<b>Fee</b>	<b>Amount Due</b>
Additional Review Fee	1/2 of Original Fee of \$ _____	
Minor Amendment	\$200/plan	
		<b>Step 1 Subtotal</b>

\* Double fee for part parcel  
\*\* Round to nearest tenth 0.0

# 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:

<b>Construction Drawing Plan Review</b>	<b>Fee</b>	<b>Amount Due</b>
Construction Drawing - Subdivision (Covers 1 <sup>st</sup> & 2 <sup>nd</sup> Reviews)	\$650 + \$50 x _____ Lots	
Construction Drawing - Site (Covers 1 <sup>st</sup> & 2 <sup>nd</sup> 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 <sup>nd</sup> Review)	\$450	
Construction Drawing - Revisions Plan Review (Covers 1 <sup>st</sup> & 2 <sup>nd</sup> Reviews)	\$450	
Construction Drawing Revisions - Subsequent Plan Reviews (Per Review after 2 <sup>nd</sup> Review)	\$450	
Preliminary Pump Station Site Plan Review (Covers 1 <sup>st</sup> & 2 <sup>nd</sup> Reviews)	\$650	
Construction Drawing Pump Station Review (Covers 1 <sup>st</sup> & 2 <sup>nd</sup> Review)	\$1,000	
Subsequent Pump Station Reviews (Site Plan and CD) *Covers 1 <sup>st</sup> & 2 <sup>nd</sup> Reviews)	\$400	
Timbering Review (Per - Review)	\$500	
Construction As-Built Review	\$200	



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

## STEP 3: CONSTRUCTION DRAWING APPROVAL

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

Step 3 Fee Estimate prepared by:
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<b>Land Disturbance Permit</b>	<b>Fee</b>	<b>Amount Due</b>
Land Disturbance (Grading Permit)/Residential Lots Plan	\$400 x _____ acres	
<b>NPDES Stormwater Fee (for Stormwater Permit)</b>	<b>Fee</b>	<b>Amount Due</b>
Storm drainage pipe and Stormwater Control Measures (SCM)	_____ LF @ \$2.10/LF <b>plus</b>  SCM's ≤ 5 acres drainage _____ units @ \$300 each  SCM's > 5 acres drainage _____ units @ \$500 each	
Stormwater As-built/Engineer Certification Administration	\$200	
Annual Stormwater BMP Inspection & Administration Late Fee	<5 acres drainage \$150 per SCM >5 acres drainage \$200 per SCM	
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		



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<b>Development Utility Inspection Fees</b>	<b>Fee</b>	<b>Amount Due</b>
Sewer	LF @ \$2.10/LF	
Water	LF @ \$2.10/LF	
Reclaimed	LF @ \$2.10/LF	
Streets/Firelanes	LF @ \$2.10/LF/Lane	
Sidewalks	LF @ \$2.10/LF	
Greenway	LF @ \$2.10/LF	
Fiber	LF @ \$2.10/LF	
Pump Station Inspection	\$1,500.00	
Re-Inspection Fee	\$ 0.25/LF after 1 <sup>st</sup> / 2 <sup>nd</sup> inspection	
<b>Development Fees in Lieu of Assessment</b>		
Payment in Lieu - Street Widening	Per approved engineer's estimate	
Payment in Lieu - Infrastructure Improvements	Per approved IRA by DOE	
Payment in Lieu - Street Light Installation	\$2,000 per light	
<b>Step 3 Subtotal</b>		

## 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:

<b>Final Plat/Minor Subdivision/Recombination Plat</b>	<b>Fee</b>	<b>Amount Due</b>
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	
<b>Step 4 Subtotal</b>		

Infrastructure and Stormwater Bonding

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

<b>Bonding</b>	<b>Fee</b>	<b>Amount Due</b>
Infrastructure Surety Performance	New- \$350 each Revised/Renewal- \$300 each	
Infrastructure Surety Warranty	New- \$350 each Revised/Renewal- \$300 each	
Stormwater SCM Surety Performance	New- \$350 each Revised/Renewal- \$300 each	
Stormwater SCM Surety Maintenance	New- \$350 each Revised/Renewal- \$300 each	
Erosion Control Surety Performance	New- \$350 each Revised/Renewal- \$300 each	
<b>Step 4 Subtotal</b>		

**NOTE: The Stormwater BMP Surety Maintenance must be in CASH; To be calculated and due before maintenance period begins.**

## 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**



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<b>Technology Surcharge</b>							<b>Amount Due</b>
All permits are subject to a technology surcharge fee at 4% of permit fee			4% of building permit fees				
<b>Water and Sewer</b> (charged separately)	Office/Institutional			Retail/Restaurant/Industrial			<b>Amount Due</b>
	<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.	
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	<b>Water</b>
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	<b>Sewer</b>
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	
<b>Town-Installed Taps ( ** or actual cost, whichever is greater)</b>							<b>Amount Due</b>
Water (for ¾" 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				
<b>Developer-Installed Taps (all new developments)</b>							
Water			\$150/unit				
Wastewater			\$150/unit				
Reclaimed			\$150/unit				
<b>Potable Water Meter Fees Octave meters replaced compound meters</b>							
<b>Meter Cost by Size</b>		<b>Fee</b>	<b>Meter Cost by Size</b>		<b>Fee</b>	<b>Amount Due</b>	
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		
<b>Irrigation Services</b>							
<b>Meter Cost by Size</b>		<b>Fee</b>	<b>Meter Cost by Size</b>		<b>Fee</b>	<b>Amount Due</b>	
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		
<b>Town Installed Irrigation Tap Fee</b>							<b>Amount Due</b>
¾" split service only (greater than ¾" cost to be determined)				\$1,500			
<b>Engineering Inspection Fees</b>							<b>Amount Due</b>
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			



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<b>NON-RESIDENTIAL BUILDING PERMIT FEES</b>				
<b>Construction Cost</b>	<b>Permit Fee</b>	<b>Construction Cost</b>	<b>Permit Fee</b>	<b>Amount Due</b>
\$0.00-\$ 1,500	\$ 250	\$ 100,001-\$ 200,000	\$ 2,500	
\$ 1, 5001-\$ 2,500	\$ 350	\$ 200,001-\$ 350,000	\$ 4,500	
\$ 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	
<b>Square Footage</b>	<b>Plan Review Fees</b>	<b>Square Footage</b>	<b>Plan Review Fees</b>	<b>Amount Due</b>
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	
5,001-10,000 sf	\$ 200	>25,001	\$ 300	
Permit Revision	\$150			
<b>Square Footage</b>	<b>Permit Processing Fees</b>	<b>Square Footage</b>	<b>Permit Processing Fees</b>	<b>Amount Due</b>
0-5,000 sf	\$ 75	10,001-25,000	\$ 125	
5,001-10,000 sf	\$ 100	>25,001	\$ 150	
<b>Construction/Sales Trailer (Must obtain a UDO Permit through Planning Dept prior)</b>				<b>Amount Due</b>
			<b>Fee</b>	
Construction/Sales Trailer		\$ 150		
Permit Processing		\$ 25		
Plan Review		\$ 50		
Permit Revision		\$ 50		
<b>Non-Residential Trade Fees</b>				<b>Amount Due</b>
			<b>Fee</b>	
Building		\$ 150		
Electrical		\$ 150		
Mechanical		\$ 150		
Plumbing		\$ 150		
<b>Other Building Permit Fees</b>				<b>Amount Due</b>
			<b>Fee</b>	
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		
<b>Fire Department Non-Residential Building Permit Fees</b>				
<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>				
<b>Square Footage</b>	<b>HSFD Plan Review Fees</b>	<b>Square Footage</b>	<b>HSFD Plan Review Fees</b>	<b>Amount Due</b>
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	



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5,001-10,000 sf	\$ 200	>25,001	\$ 300	
Permit Revision	\$ 150			
<b>Square Footage</b>		<b>HSFD Permit Processing Fees</b>		<b>Amount Due</b>
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	
5,001-10,000 sf	\$ 200	>25,001	\$ 300	
<b>Fire Department Fire Alarm &amp; Fire Sprinkler Permit Fees</b>				
<b>Square Footage</b>		<b>HSFD Plan Review Fees</b>		<b>Amount Due</b>
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	
5,001-10,000 sf	\$ 200	>25,001	\$ 300	
Permit Revision	\$ 150			
<b>Square Footage</b>		<b>HSFD Permit Processing Fees</b>		<b>Amount Due</b>
0-5,000 sf	\$ 150	10,001-25,000	\$ 250	
5,001-10,000 sf	\$ 200	>25,001	\$ 300	
<b>Fire Department Inspection Fees</b>				
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		
<b>Fire Department Plan Review Fees</b>				
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		
<b>Planning &amp; Zoning UDO Compliance Surety</b> (Calculated and collected by Planning & Zoning, if needed)			<b>Fee</b>	<b>Amount Due</b>
UDO Compliance Surety Review and Processing Fee		\$375 New/\$300 Renewal		
<b>Step 5 Subtotal</b>				

<b>ESTIMATED TOTAL FEES DUE</b>	<b>\$</b>	
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