Department of Planning Fee Schedule

Adopted by the Council of the City of Portsmouth, Virginia effective July 1, 2017
Increased Application/Review Fees are indicated in red.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application/Review Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use and Development</td>
<td></td>
</tr>
<tr>
<td>Administrative Adjustment</td>
<td>$50.00 $175.00</td>
</tr>
<tr>
<td>Rezoning</td>
<td>$880.00</td>
</tr>
<tr>
<td>Street Closure</td>
<td>$140.00 $350.00</td>
</tr>
<tr>
<td>Street Name Change</td>
<td>$55.00 $350.00 + direct cost</td>
</tr>
<tr>
<td>Use Permit</td>
<td>$660.00</td>
</tr>
<tr>
<td>Temporary Use Permit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Text Amendment</td>
<td>$880.00</td>
</tr>
<tr>
<td>Historic and Downtown Design Review</td>
<td></td>
</tr>
<tr>
<td>Historic Preservation Commission</td>
<td>No Fee**</td>
</tr>
<tr>
<td>Downtown Design Committee</td>
<td>No Fee**</td>
</tr>
<tr>
<td>** There is no fee if work has not begun prior to approval. A $250.00-$1000.00 fee will be charged if work has begun prior to approval.**</td>
<td></td>
</tr>
<tr>
<td>Subdivision</td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>$55.00 $100.00 + $11.00 per lot</td>
</tr>
<tr>
<td>Major- Preliminary</td>
<td>$55.00 $100.00 + $11.00 per lot</td>
</tr>
<tr>
<td>Major- Final</td>
<td>$55.00 $100.00 + $11.00 per lot</td>
</tr>
<tr>
<td>Commercial/Industrial</td>
<td>$55.00 $100.00 + $11.00 per lot</td>
</tr>
<tr>
<td>Plat Vacation</td>
<td>$55.00 $125.00</td>
</tr>
<tr>
<td>Modifications, re-subdivisions/ relocations of lot lines</td>
<td>$55.00 $125.00</td>
</tr>
<tr>
<td>Modifications without new lots or improvements</td>
<td>$55.00 $125.00</td>
</tr>
</tbody>
</table>
# Department of Planning Fee Schedule

## Zoning

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Zoning Appeals</td>
<td>$350.00</td>
</tr>
<tr>
<td>Zoning Verification Letter</td>
<td>$25.00</td>
</tr>
<tr>
<td>Business License Clearance*</td>
<td>$15.00</td>
</tr>
<tr>
<td>Change of Account Inspection**</td>
<td>$50.00</td>
</tr>
<tr>
<td>Commercial Inspection**</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sign Application Plan Review Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Sign Permits</td>
<td>$50.00</td>
</tr>
<tr>
<td>Change Only: Clearance Only $50.00 License Fee not included</td>
<td></td>
</tr>
<tr>
<td>Temporary Banner Permits</td>
<td>$30.00</td>
</tr>
<tr>
<td>Maximum banner size is 32 sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

*Fees paid in the Commissioner of the Revenue Department.
**Fees paid in the Permits and Inspections Department.

## Special Permits

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Dining</td>
<td>$25.00 - $100.00</td>
</tr>
<tr>
<td>Sidewalk/ Street Vendor</td>
<td>$25.00 - $50.00</td>
</tr>
<tr>
<td>Parade Permit</td>
<td>$50.00</td>
</tr>
<tr>
<td>Street Closure/ Block Party</td>
<td>$50.00</td>
</tr>
<tr>
<td>Food Truck</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

## Environmental

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chesapeake Bay Exception</td>
<td>$275.00</td>
</tr>
<tr>
<td>Chesapeake Bay Administrative Exception</td>
<td>$25.00</td>
</tr>
<tr>
<td>Wetlands Permit</td>
<td>$55.00 - $200.00</td>
</tr>
<tr>
<td>If work begun prior to approval</td>
<td></td>
</tr>
</tbody>
</table>

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### Publications

<table>
<thead>
<tr>
<th>Publication</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Map</td>
<td>$3.00</td>
</tr>
<tr>
<td>Chesapeake Bay Ordinance</td>
<td>$5.00</td>
</tr>
<tr>
<td>Comprehensive Plan (CD)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Comprehensive Plan (Notebook)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Historic Districts Design Guidelines (CD)</td>
<td>$2.00 per neighborhood</td>
</tr>
<tr>
<td>Historic Districts Design Guidelines (notebook)</td>
<td>$10.00 black and white copy - per neighborhood</td>
</tr>
<tr>
<td>Downtown Design Manual</td>
<td>$20.00</td>
</tr>
<tr>
<td>Uptown D2 District Form Based Code</td>
<td>$10.00</td>
</tr>
<tr>
<td>Zoning Ordinance</td>
<td>$40.00</td>
</tr>
<tr>
<td>Downtown Master Plan and Waterfront Strategy</td>
<td>$25.00</td>
</tr>
<tr>
<td>Master Transportation Plan – Executive Summary</td>
<td>$5.00</td>
</tr>
<tr>
<td>Master Transportation Plan – Part 1 – Existing Conditions</td>
<td>$15.00</td>
</tr>
<tr>
<td>Master Transportation Plan – Part 2 – Recommendations</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

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