



# Chesterfield County, Virginia

## Department of Planning

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832-0040  
Phone: (804) 748-1050 – Fax: (804) 717-6295 – Internet: chesterfield.gov

**ANDREW G. GILLIES, AICP**  
Director

### **Fees Specified by Zoning and Subdivision Ordinances for Certain Applications or Requests**

(Zoning Ordinance Section 19.1-41, Subdivision Ordinance Section 17.9)

The following are excerpts from the Chesterfield County Zoning and Subdivision Ordinances which list the fees required for specified applications or requests. Should you have any questions in regards to a fee or to verify the cost of a particular application or request please contact **Planning at 748-1050**.

The Zoning and Subdivision Ordinances may be reviewed at:  
<https://www.chesterfield.gov/998/Zoning-Subdivision-Ordinances>

**Note:** In addition to the fees Specified by Zoning and Subdivision Ordinances, Section 8-30 of County Code Environmental Engineering requires a Program Administration Fee for Erosion and Sediment Control Review and Enforcement be provided with submittal and/or resubmittal of Site Plans, and Construction Plans. Be sure to include this fee with your application submittal to Planning. (This fee may be referred to as “Erosion and Sediment Control” fees)

<b>Program Administration Fee for Erosion and Sediment Control Review and Enforcement</b>	
<b>Amount of Land Disturbance</b>	<b>Fee (in dollars)</b>
Less than 10,000 square feet	100
10,000 square feet or more	1360 plus 60 per disturbed acre (commercial projects) or lot (residential projects)

### **I. Planning and Zoning Fees outlined in Zoning Ordinance.**

The fees shown in Tables 19.1-41.A., B. and C. shall be submitted in conjunction with the specified application or request, provided, however, fees for a single application shall not exceed \$75,000. Fees shall be waived for any County department or agency excluding the Chesterfield County Airport, Utilities Department and Public Schools.

Except where otherwise stated, each application shall be limited to either a single lot, a combination of lots provided the lots are contiguous to each other, or any combination of lots which were the subject of the same condition of a zoning approval.

Acreage fees shall be prorated on any portion in excess of each whole acre.

**Table 19.1-41. A. Planning Commission and Board of Supervisors Application Fees**

<b>Application Type</b>		<b>Fee (in dollars)</b>
<b>Rezoning</b>		1400 plus 70 per acre in excess of 1 acre <sup>[1][2]</sup>
<b>Conditional Use or Conditional Use Planned Development<sup>[3]</sup></b>	Communication Tower	4000 <sup>[2]</sup>
	Landfill, Quarry, Mine or Borrow Pit	7500 plus 100 per acre in excess of 1 acre <sup>[2]</sup>
	Adult Business	7500 plus 100 per acre in excess of 1 acre <sup>[2]</sup>
	Use Incidental to Principal Dwelling to include Family Day Care Home	300 <sup>[2]</sup>
	Recreational Facility and Grounds Primarily Serving Surrounding Residential Community	300 <sup>[2]</sup>
	All Others	1400 plus 70 per acre in excess of 1 acre <sup>[1][2]</sup>
<b>Substantial Accord</b>	Communication Tower	4000 <sup>[2]</sup>
	All Others	1400 plus 70 per acre in excess of 1 acre <sup>[2]</sup>
<b>Manufactured Home Permit</b>		200
<b>Resource Protection Area Exception</b>	Single Family Dwelling or Accessory Use to Single Family Dwelling	300
	All Others	2300
<b>Amend Conditions of Previously Approved Application<sup>[3]</sup></b>	Use Incidental to Principal Dwelling to include Family Day Care Home or Resource Protection Area Single Family Dwelling	300 <sup>[2]</sup>
	Recreational Facility and Grounds Primarily Serving Surrounding Residential Community	300 <sup>[2]</sup>
	Manufactured Home Permit	200
	All Others	2000 for first 2 conditions plus 1000 for each condition thereafter (includes condition of textual statement) <sup>[1][2]</sup>
<b>Deferral Request by Applicant of Planning Commission or Board of Supervisors' Public Hearing/Meeting<sup>[3]</sup></b>		1000 for first deferral plus 2000 for each deferral thereafter <sup>[1]</sup>

**Notes for Table 19.1-41.A.**

- [1] For any office, commercial or industrial use within an enterprise zone, enterprise subzone or technology zone as designated by the county code, an application fee shall not be required provided the director of planning determines that the request is in compliance with the comprehensive plan.
- [2] One application may be made for any combination of the requests footnoted as [2]. The fee for any combination of these requests shall not be cumulative; rather the fee shall be based upon the category having the highest fee.
- [3] If a use does not conform to the zoning district in which located, a business license was issued for the use, and the holder of the license has operated continuously in the same location for at least 15 years and paid all local taxes for the use, the holder of the business license shall be exempt from the fee when applying for approval to permit the use.

**Table 19.1-41.B. Board of Zoning Appeals and Administrative Fees**

Application Type		Fee (in dollars)
Variance	Administrative	300 <sup>[1]</sup>
	Board of Zoning Appeals	300 <sup>[2]</sup>
Special Exception	Manufactured Home	200 <sup>[2]</sup>
	All Others	300 <sup>[2]</sup>
Amend Conditions of Previously Approved Application		300 <sup>[1][2]</sup>
Appeal Planning Director's Decision on Zoning Matters		700
Deferral request by applicant of Board of Zoning Appeals Public Hearing		200
Planning Permit or Written Determinations	Temporary Family Health Care Unit	100
	Written Determinations	150

Notes for Table 19.1-41.B.

- [1] One application may be made on a single lot for any combination of the requests footnoted as [1]. The fee for any combination of these requests shall not be cumulative; rather the fee shall be based upon the category having the highest fee.
- [2] One application may be made on a single lot for any combination of the requests footnoted as [2]. The fee for any combination of these requests shall not be cumulative; rather the fee shall be based upon the category having the highest fee.

**Table 19.1-41.C. Building Permit, Sign Permit, Schematic Plan and Site Plan Fees**

Application Type		Fee (in dollars)
Building Permit for New Single, Two Family or Townhouse Dwelling		40 per unit
Sign Permit	Planning	0
	All others	200
Schematic or Overall Development Plan		1400 plus 70 per acre in excess of 1 acre
Adjustment/Amendment to Approved Schematic, Overall Development Plan or Site Plan		700 per submittal
Site Plan	Initial Submittal plus 2 Revision Submittals	1400 plus 70 per acre in excess of 1 acre <sup>[1]</sup>
	Submittals Subsequent to First 3 Submittals	350 per submittal <sup>[1]</sup>
	Appeal Planning Director's Decision on Site Plan	700
	Plan Transfer to Electronic Format per Sec. 19.1-27.G.	130
Deferral Request by Applicant of Planning Commission Hearing/ Meeting		1000 for first deferral plus 2000 for each deferral thereafter <sup>[1]</sup>

**Notes for Table 19.1-41.C.**

- [1] For any office, commercial or industrial use within an enterprise zone, enterprise subzone or technology zone as designated by the county code, an application fee shall not be required.

## II. Subdivision Related Fees outlined in Subdivision Ordinance.

Sec. 17-9. Fees. In addition to any other required fees, including those fees imposed by state agencies, the fees provided in this section shall be submitted to the planning department in conjunction with the specified application or request.		
Application Type		Fee (in dollars)
<b>Preliminary Subdivision Plat</b>	Initial Submittal plus 2 Revision Submittals	1000 plus 50 per lot
	Fourth and Subsequent Submittals	900
<b>Overall Conceptual Plan (submitted for review separate from Preliminary Subdivision Plat)</b>	Initial Submittal plus 2 Revision Submittals	1100
	Fourth and Subsequent Submittals	900
<b>Construction Plan Review</b>	Initial Submittal plus 2 Revision Submittals	1400 plus 70 per lot or parcel
	Fourth and Subsequent Submittals	1000
	Table Review	350
<b>Construction Plan Adjustment</b>		500 per submittal
<b>Lot Subdivision Final Plat</b>		1600 plus 30 per lot
<b>Amended or Line Modification Final Plat</b>		85 per lot or parcel
<b>Residential Parcel and Family Subdivision Final Plat</b>		100 per lot or parcel
<b>Onsite Sewage System Soils Analysis Review</b>		155 per lot or parcel
<b>Major Change to Approved Plat</b>		1000 per submittal
<b>Technical Correction Letter per Requested Change</b>		100
<b>Exceptions to Subdivision Requirements Sec. 17-8</b>		1000 per ordinance section <sup>[1]</sup>
<b>Deferral Request by Applicant from Planning Commission Public Hearing/Meeting</b>		1000 for first deferral plus 2000 for each deferral thereafter
<b>Written Verification of Subdivision or Subdivision Interpretation</b>		150
[1] This fee is in addition to fees applicable to a subdivision plat review.		

Revised 6/24/2020