

Non-Residential Development Fee Workbook

Effective July 1, 2023 – June 30, 2024



**HOLLY
SPRINGS**
Development Services

Commercial Development
Office Development
Industrial Development

Project Name:	
Prepared By:	

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.

All fees are calculated and collected at time of submittal.

DEVELOPMENT PETITION SUBMITTAL		
<i>*Double fees for part parcel ** Round acreage to nearest tenth 0.0</i>		
REZONING PETITION	FEE	AMOUNT DUE
Zone Map Amendment - General Use District <i>(includes 3 reviews)</i>	\$900* + \$10/acre**	
Zone Map Amendment – Conditional Zoning District (CD) <i>(includes 3 reviews)</i>	\$1,500* + \$10/acre**	
Zoning Map Amendment – Additional Public Hearing	\$350	
Legacy PUD Master Plan – Minor Amendment <i>(includes 3 reviews)</i>	\$500	
DEVELOPMENT PETITION	FEE	AMOUNT DUE
Major Subdivision New / Major Amendment <i>(includes 2 reviews)</i>	\$1,100 + \$5/lot	
Development Plan for Apartment Dwellings: New or Major Amendments <i>(includes 2 reviews)</i>	\$1,500 + \$5/unit + ea dwelling unit of multiple units on a single lot	
Development Plan - New / Major Amendment <i>(includes 2 reviews)</i>	\$1,100 + \$5/lot	
DEVELOPMENT WAIVER /ALTERNATE COMPLIANCE PETITION	FEE	AMOUNT DUE
UDO Waiver/Alternate Compliance	\$100/ea	
BOARD OF ADJUSTMENT	FEE	AMOUNT DUE
Variance of Development Standards	\$350*	
Variance of Development Standards <i>After the Fact</i>	\$500*	
Variance of Development Standards with concurrent Quasi-Judicial Petition	\$100	
GENERAL FEES		AMOUNT DUE
Minor Plan Amendment <i>(includes 2 reviews)</i>	\$450 \$200 ea additional review	
Additional Review Fee	1/2 of Original Fee	
Land Use Advisory Council (LUAC) Request & Communications Items	\$100 first meeting \$200/ea additional meeting	
Development Petition Submittal SUBTOTAL:		

CIVIL CONSTRUCTION DRAWING SUBMITTAL		
CIVIL CONSTRUCTION DRAWING PLAN REVIEW	FEE	AMOUNT DUE
Construction Drawing – Site <i>(includes 2 reviews)</i>	\$1,100 + \$30/ac	
Construction Drawing - Other (Ex. Utility or Roadway) <i>(includes 2 reviews)</i>	\$2,000	
Subsequent Plan Reviews & Revision Subsequent Plan Reviews <i>(includes utility plan review, per review after 2nd review)</i>	\$450	
Major Plan Revisions <i>(includes 2 reviews)</i>	\$1,500	
Minor Plan Revisions <i>(includes 2 reviews)</i>	\$900	
Preliminary Pump Station Site Plan Review <i>(includes 2 reviews)</i>	\$1,000	
Construction Drawing Pump Station Review <i>(includes 2 reviews)</i>	\$1,500	
Subsequent Pump Station Reviews (Site Plan and CD) <i>(includes 2 reviews)</i>	\$400	
Timbering Review	\$500	
Irrigation Well Review	\$200	
Infrastructure As-Built Review	\$200	
ENVIRONMENTAL PLAN REVIEW	FEE	AMOUNT DUE
Site <i>(includes 2 reviews)</i>	\$750 x (____) acres**	
Subsequent Plan Review/Revision <i>(per review AFTER 2nd review)</i>	\$450/ea	
Environmental Variance / Waiver Reviews <i>(per review)</i>	\$300	
Environmental Variance/Waiver/Appeal Review After Fact Filing Fee <i>(Per Review)</i>	\$500	
NPDES STORMWATER REVIEW	FEE	AMOUNT DUE
NPDES – Site <i>(includes 2 reviews)</i>	<20 ac \$1,300 >20 ac \$1,650	
NPDES – Subsequent Reviews/Revisions <i>(per review)</i>	\$450	
Stormwater As-Built / Engineer Certification Administration	\$200	
UTILITY PERMIT FEES – DUE WITH PERMIT APPLICATION	FEE	AMOUNT DUE
Water Permit Application Review (Delegated)	\$480	
Sewer Permit Application Review (Delegated)	\$480	
Reclaimed Water Distribution Line Extension Permit Application Review (Delegated)	\$480	
Reclaimed Water Conjunctive Use Permit Application Review	\$480	
Water, Wastewater and Reclaimed Water Permit Processing	\$200/ea	

SPECIAL STUDY REVIEW FEES	FEE	AMOUNT DUE
Special Study (Flood Study, Traffic Study, Sewer Study, Fire Flow/Hydraulic Analysis, Pump Station Design Report, Reclaimed Report etc.) (Covers 1st& 2nd Reviews)	\$350 Submittal Fee + Actual Cost to be paid by engineer/developer	
Special Study Subsequent Reviews and Plan Revisions (per review after 2 nd review)	\$200 Submittal Fee + Actual Cost to be paid by engineer/developer	
Hydraulic Model Update	Proportionate to Development	

Civil Construction Drawing Submittal SUBTOTAL:		
CIVIL CONSTRUCTION DRAWING APPROVAL <ul style="list-style-type: none"> Civil Construction Drawing fees are calculated and collected at submittal. All permits are subject to a Technology surcharge fee at 4% of the permit fee. 		
LAND DISTURBANCE PERMIT	FEE	AMOUNT DUE
Land Disturbance (Grading Permit)	\$400/acre* Yearly renewal required, fee based on remaining disturbed acreage	
NPDES STORMWATER FEE (FOR STORMWATER PERMIT)	FEE	AMOUNT DUE
Storm Drainage Pipe	\$2.10/LF	
Storm Control Measure (SCM)	<5 ac drainage \$300 ea SCM >5 ac drainage \$500 ea SCM	
Stormwater As-Built / Engineer Certification Administration	\$200	
Annual Stormwater SCM Inspection & Administration	<5 ac drainage \$150 per SCM >5 ac drainage \$200 per SCM	
STORMWATER FEE-IN-LIEU	FEE	
Neuse River Basin: Total fee-in-lieu = number of pounds/acre/year to be offset x acres in development x 30 years x \$18.49/pound		
Cape Fear River Basin: Total fee-in-lieu = number of pounds/acre/year to be offset x acres in impervious surface x 30 years x \$14/pound		
DEVELOPMENT UTILITY INSPECTION FEES	FEE	AMOUNT DUE
Water Permit Application Review (Delegated)	\$480	
Sewer Permit Application Review (Delegated)	\$480	
Reclaimed Water Distribution Line Extension Permit Application Review (Delegated)	\$480	
Reclaimed Water Conjunctive Use Permit Application Review	\$480	
Water, Wastewater and Reclaimed Water Permit Processing	\$200/ea	
DEVELOPMENT FEES-IN-LIEU OF ASSESSMENT	FEE	AMOUNT DUE
Payment-In-Lieu – Street Widening	Per approved EOR Cost Estimate	
Payment-In-Lieu – Infrastructure Improvements	Approved IRA by DOE Required	
Payment-In-Lieu – Street Light Installation	\$2,000/light	
Civil Construction Drawing Approval SUBTOTAL:		

FINAL PLAT & ROW/EASEMENT PLATS		
FINAL PLAT <i>(includes 2 reviews, plus mylar)</i>	FEE	AMOUNT DUE
Final Plat	\$300 + \$10/per lot	
Exempt Plat	\$200	
Minor Residential Plat	\$200	
Amendment to Recorded Plat	\$200	
Each additional Plat review not included in base fee	Half of Original Final Plat Fee	
Plat SUBTOTAL:		

SURETIES & BONDING		
NOTE: The Stormwater SCM Surety Maintenance must be Cash. A cost estimate for each surety must be provided and approved by Town staff.		
BOND TYPE	FEE	AMOUNT DUE
Infrastructure Performance Surety (125% of estimate)	Initial Submittal: \$350 Annual Renewal Fee: \$300	
Infrastructure Warranty Surety (10% of estimate)		
Stormwater Performance SCM Surety (125% of estimate)	Actual amount of each surety to be calculated and approved.	
Stormwater Maintenance SCM Surety (35% of estimate)		
Erosion Control Surety Performance (125% of estimate)		
UDO Compliance Surety (125% of estimate)		
Surety SUBTOTAL:		

BUILDING PERMIT SUBMITTAL

- Building Permit fees are calculated and collected at issuance of building permit.
- Refunds will be issued when requested, less any Administrative and/or Plan Review Fees for any permit which has not expired and construction has not begun.
- Permit 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.
- **All permits are subject to a Technology surcharge fee at 4% of the permit fee.**

WATER AND SEWER SERVICES CHARGED SEPARATELY

Irrigation Meter (3/4" only)	\$0.00	~
Irrigation (reclaimed)	\$1,650	
¾"	Sewer: \$5,538 Water: \$6,162	
1"	Sewer: \$11,076 Water: \$12,324	
1 ½"	Sewer: \$27,690 Water: \$30,810	
2"	Sewer: \$44,304 Water: \$49,296	
3"	Sewer: \$184,600 Water: \$205,400	
4"	Sewer: \$369,200 Water: \$410,800	
6"	Sewer: \$590,720 Water: \$657,280	
8"	Sewer: \$1,033,760 Water: \$1,150,240	
10"	Sewer: \$2,030,600 Water: \$2,259,400	
12"	Sewer: \$2,030,600 Water: \$2,259,400	

TOWN INSTALLED TAPS **OR ACTUAL COST, WHICHEVER IS GREATER

	FEE	AMOUNT DUE
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Water (for ¾" only)	\$2,150	
Wastewater (for 4" only)	\$2,150	
Reclaimed	\$2,150	
Irrigation (¾" only)	\$1,500	
Add for street cuts **	\$1,250/ea	
Add for street bores **	\$500/ea or actual cost (\$30/ft), whichever is greater	
Add for curb & gutter crossings **	\$500/ea	

DEVELOPER INSTALLED TAPS (ALL NEW DEVELOPMENTS)

	FEE	AMOUNT DUE
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Water	\$150/unit	
Wastewater	\$150/unit	
Reclaimed	\$150/unit	

POTABLE WATER METER FEES – OCTAVE METERS REPLACE COMPOUND METERS

METER SIZE	PERMIT FEE	METER SIZE	PERMIT FEE	AMOUNT DUE
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¾"	\$326.25	3"	\$2,700	
1"	\$433.50	4"	\$3,500	
1 ½"	\$875	6"	\$5,400	
2"	\$2,500	8"	\$6,825	

IRRIGATION SERVICES / METER FEES

METER SIZE	PERMIT FEE	METER SIZE	PERMIT FEE	AMOUNT DUE
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¾"	\$326.25	3"	\$2,700	
1"	\$433.50	4"	\$3,500	
1 ½"	\$875	6"	\$5,400	
2"	\$2,500	8"	\$6,825	

TOWN INSTALLED TAP ** OR ACTUAL COST, WHICHEVER IS GREATER

	FEE	AMOUNT DUE
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¾" split service only (greater than ¾" cost to be determined**)	\$1,500	
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ENGINEERING INSPECTION FEES

	FEE	AMOUNT DUE
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Driveways	\$125/ea	
Lot or Site Final (Prior to C.O.)	\$200/ea	
Reclaimed Irrigation Installation Inspection	\$200/ea	
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	
\$1,501 - \$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			
BUILDING PLAN REVIEW						
SQUARE FOOTAGE		PLAN REVIEW FEE	SQUARE FOOTAGE		PLAN REVIEW FEE	AMOUNT DUE
0 – 5,000 SF		\$150	10,001 – 25,000 SF		\$250	
5,001 – 10,000 SF		\$200	>25,001 SF		\$300	
Permit Revision			\$150			
BUILDING PERMIT PROCESSING						
SQUARE FOOTAGE		PERMIT PROCESSING FEE	SQUARE FOOTAGE		PERMIT PROCESSING FEE	AMOUNT DUE
0 – 5,000 SF		\$75	10,001 – 25,000 SF		\$125	
5,001 – 10,000 SF		\$100	>25,001 SF		\$150	
CONSTRUCTION / SALES TRAILER Must obtain UDO Permit prior						AMOUNT DUE
FEE						
Construction / Sales Trailer						\$150
Permit Processing						\$25
Plan Review						\$50
Permit Revision						\$50
NON-RESIDENTIAL TRADE FEES						AMOUNT DUE
FEE						
HVAC / Water Heater Change Out						\$150
Generator Install						\$150
Building						\$150
Electrical						\$150
Mechanical						\$150
Plumbing						\$150
Permit Revision						\$50
OTHER BUILDING PERMIT FEES						AMOUNT DUE
FEE						
Working without Permit						Double Permit Fees
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/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 Required)	\$125/hr, min 2 hrs if directly after work hours	
Miscellaneous Inspections	\$125/hr, min 3 hours if inspector has to leave home	
Change of Occupancy or Use Permit	\$150	
Stocking C.O.	\$150	
Temporary C.O. (2 Business Day Notice Required)	\$250	
Temporary C.O. (Same Business Day)	\$400	
Temporary C.O. Renewal	\$200	
Express Review – Initial Review	\$500/hr, min 2 hrs	
Express Review – Additional Reviews	\$500/hr, min 1 hr + \$125/15 min 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
 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.

FIRE DEPARTMENT NON-RESIDENTIAL PLAN REVIEW

SQUARE FOOTAGE		HSFD PLAN REVIEW FEE		SQUARE FOOTAGE		HSFD PLAN REVIEW FEE		AMOUNT DUE	
0 – 5,000 SF		\$150		10,001 – 25,000 SF		\$250			
5,001 – 10,000 SF		\$200		>25,001 SF		\$300			
Permit Revision				\$150					
FIRE DEPARTMENT NON-RESIDENTIAL PERMIT PROCESSING									
SQUARE FOOTAGE		HSFD PERMIT PROCESSING FEE		SQUARE FOOTAGE		HSFD PERMIT PROCESSING FEE		AMOUNT DUE	
0 – 5,000 SF		\$150		10,001 – 25,000 SF		\$250			
5,001 – 10,000 SF		\$200		>25,001 SF		\$300			
FIRE DEPARTMENT NON-RESIDENTIAL FIRE ALARM & FIRE SPRINKLER PLAN REVIEW									
SQUARE FOOTAGE		HSFD PLAN REVIEW FEE		SQUARE FOOTAGE		HSFD PLAN REVIEW FEE		AMOUNT DUE	
0 – 5,000 SF		\$150		10,001 – 25,000 SF		\$250			
5,001 – 10,000 SF		\$200		>25,001 SF		\$300			
Permit Revision				\$150					
FIRE DEPARTMENT NON-RESIDENTIAL FIRE ALARM & FIRE SPRINKLER PERMIT FEES									
SQUARE FOOTAGE		HSFD PLAN REVIEW FEE		SQUARE FOOTAGE		HSFD PLAN REVIEW FEE		AMOUNT DUE	
0 – 5,000 SF		\$150		10,001 – 25,000 SF		\$250			
5,001 – 10,000 SF		\$200		>25,001 SF		\$300			
FIRE DEPARTMENT INSPECTION FEES									
				FEE				AMOUNT DUE	
Fire Prevention / Miscellaneous				\$100					
Commercial Burn				\$100					
Blasting				\$50					
Fixed Fire Suppression Systems				\$50					
Fuel Storage				\$75/tank					
Water Supply (Hydrant Placement)				\$100					
After Hours Inspections (2 Business Day Notice Required)				\$125/hr, min 2 hrs if directly after work hours					
				\$125/hr, min 3 hours if inspector has to leave home					
Re-Inspection Fee				\$75					
FIRE DEPARTMENT PLAN REVIEWS									
				FEE				AMOUNT DUE	
Fire Prevention / Miscellaneous				\$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 – Initial				\$250					
Express Review – Additional Reviews				\$100					
Building Permit Submittal Fees SUBTOTAL:									
TOTAL FEES DUE:									