

**Agenda Summary**  
**November 20, 2025**

**Agenda Item No.**  
**Zoning Fee Amendments**

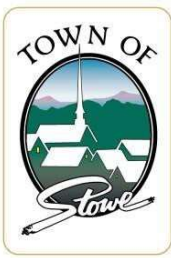
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**Summary:** At your 10/22/25 meeting the Selectboard discussed raising fees to more accurately reflect the administrative time involved to issue permits, including the idea of raising the fees across the board by 20%. For your reference, attached is the current fees and the fees increased by 20%. Recording fees are set by state law. Stowe's fees are generally average compared to other Vermont towns.

**Town Plan Impact:** N/A

**Fiscal Impact:** If the fees are amended by the Selectboard, staff will estimate the additional revenue anticipated as part of the FY'27 proposed budget with the understanding that the overall revenue may decrease due to a reduction in permit activity.

**Recommendation:** Move to approve the amended Zoning Fee Schedule, effective January 1, 2026.



Town of Stowe  
Department of Planning & Zoning  
PO Box 730  
Stowe, VT 05672  
802-252-6141

## **Town of Stowe Department of Planning & Zoning Fee Policy**

**Authority and Policy:** In accordance with 24 V.S.A. § 4440, "*the legislative body may prescribe reasonable fees to be charged with respect to the administration of bylaws and the administration of development review.*" The Selectboard has adopted the attached Department of Planning & Zoning fee schedule that is anticipated to generate adequate revenue to cover a portion of the Planning & Zoning Department operational costs. It is recognized that a portion of the department costs will be covered by other revenue sources since some department services do not relate directly to the issuance of permits and administration of land use regulations.

**Purpose:** The purpose of this policy is to establish rules and procedures related to the adopted Fee Schedule.

### **Payment of Fees:**

1. All fees are non-refundable unless due to an administrative error.
2. Permit applications submitted after the start of construction, or resulting from a notice of zoning violation, shall be subject to twice the regular application fee.
3. All fees are payable in full at time of application except as follows: Conditional Use applications requiring a hearing before the Development Review Board with a total fee equal to or greater than \$5,000 shall be required to submit one-half the application fee at time of application to the DRB, and the remaining balance based upon the current fee schedule at time of application for a Zoning Permit.
4. Re-submittals when filed within one year from original filing date and/or minor amendments to previously approved zoning permits that do not involve additional square footage of construction shall be charged the minimum application fee. If there is additional square footage of construction, or if substantial additional review is required, the Applicant shall be charged based on the additional square footage or the minimum fee, whichever is greater.

### **Increase in Fees:**

1. Fees shall also be reviewed every year as part of the budget approval process to assure that they cover an adequate portion of the Department of Planning & Zoning operational costs. The Selectboard may increase fees if the fees do not adequately cover costs.
2. Fees will also automatically be increased if changed by state law.

### **Legal & Professional Expenses:**

1. When legal or engineering services are needed to assist with the review of a development application or are needed to develop legal documents related to an approved development, the costs shall be billed to the Applicant, subject to the following guidelines:
  - a. With regard to legal services, the Town will not bill the Applicant for charges resulting from consultation with the Town Attorney regarding issues involving interpretations or Town Bylaws, formal appeals of Town decisions, or routine questions concerning the legal authority of the respective Town boards to act in various circumstances. However, the Town may bill the Applicant in instances requiring consultation with the Town Attorney for drafting legal documents relative to a specific development proposal, including

development agreements, easements, etc., or where the Applicant specifically requests consultation with the Town's Attorney.

- b. With regard to engineering services, the Town will not bill the Applicant for routine review of development proposals by Town employees and representatives. However, the Town may bill the Applicant in instances where special studies are required for unique or complex development proposals. Examples of such studies may include but are not limited to traffic impact reports where the potential for high traffic volumes exists and hydro-geological studies in cases where community groundwater resources may be impacted.
- c. In all instances, the Town will consult with the Applicant prior to securing professional services, and will clearly define the scope of work to be performed and the approximate cost to be billed to the Applicant for those services.

<b>Town of Stowe</b>	
<b>Department of Planning &amp; Zoning Fee Schedule (Effective 1/1/<del>2023</del>2026)</b>	
<b>Administrative</b>	
Paper Copy of Zoning/Subdivision Regulations (Free to download from Stowe website)	<del>\$20</del> 25.00
Zoning Maps - Color	<del>\$15</del> 18.00
Photocopies (black & white)	\$.25/page
Photocopies (color)	\$1.00/page
<b>Zoning Permit Fees - Single &amp; Two-Family Dwellings (Permitted Uses)</b>	
Enclosed building spaces per sq. ft (heated & unheated)	\$0. <del>30</del> 36
Unenclosed building spaces per sq. ft (i.e., decks, open porches, etc.)	\$0. <del>10</del> 12
Structures other than buildings (i.e., ponds, tennis courts, fences, etc.) - per	<del>\$60</del> 72.00
Minimum application fee for Single & Two-Family Dwellings/Permitted Uses	<del>\$60</del> 72.00
<b>Zoning Permit Fees - Conditional Uses (Commercial &amp; Multi-Family Uses)</b>	
Enclosed building spaces per sq. ft (heated & unheated)	\$0. <del>40</del> 48
Unenclosed building spaces per sq. ft (i.e., decks, open porches, etc.)	\$0. <del>25</del> 30
Structures other than buildings (i.e., ponds, tennis courts, fences, etc.) - per	<del>\$100</del> 120
Administrative amendment by Zoning Administrator	<del>\$75</del> 90.00
<b>Development Review &amp; Public Hearing Fees</b>	
Appeal of Action of Zoning Administrator	<del>\$250</del> 300.00
Variance or Dimensional Waiver	<del>\$250</del> 300.00
Conditional Use Review	<del>\$250</del> 300.00
Ridgeline & Hillside Overlay District (RHOD) Review	<del>\$250</del> 300.00
Design Review (Single-Family & Two-Family Dwelling)	<del>\$60</del> 72.00
Design Review (All other uses except Single-Family & Two-Family Dwelling)	<del>\$250</del> 300.00
Subdivision Review (includes PRD's & PUD's)	
Preliminary Layout Application (base fee)	<del>\$250</del> 300.00
Preliminary Layout (fee per unit or lot if equal to and/or more than 5 lots/units)	<del>\$275</del> 330.00

Final Plat Application (base fee)	\$ <del>250</del> 300.00
Final Plat Application (additional fee per unit or lot if preliminary layout was not required)	\$ <del>150</del> 180.00
Minimal Alteration reviewed by Zoning Administrator	\$ <del>100</del> 120.00
Other subdivision applications/amendments requiring DRB approval	\$ <del>250</del> 300.00
<b>Certificate of Occupancy</b>	
Certificate of Occupancy Conditional Uses (Commercial & Multi-Family Uses)	\$ <del>100</del> 120.00
Certificate of Occupancy Single & Two-Family Dwellings (Permitted Uses)	\$ <del>50</del> 60.00
<b>Signs</b>	
	\$ <del>70</del> 84.00
<b>Recording Fees /Stowe Land Records</b> (set by state law - <a href="#">32 V.S.A. § 1671</a> )	
Additional Recording Fee for decision notice	\$15.00/page
Additional Recording Fee for permit	\$15.00/page
Additional Recording Fee for Mylar	\$25.00/sheet

Last revised ~~December 12, 2022~~[November 20, 2025](#) (Approved); Effective January 1, ~~2023~~[2026](#).

## Will Fricke

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**Subject:** RE: 20 percent

**From:** Sarah McShane <[smcshane@stowevt.gov](mailto:smcshane@stowevt.gov)>

**Sent:** Thursday, October 23, 2025 8:43 AM

**To:** Charles Safford <[csafford@stowevt.gov](mailto:csafford@stowevt.gov)>; Cindy Fuller <[cfuller@stowevt.gov](mailto:cfuller@stowevt.gov)>

**Subject:** RE: 20 percent

Hi Charles,

Yes, this item has been on my to-do list. Now that our new staff person has begun, I am going to ask him to research the development review and zoning fees other similarly situated municipalities. We will prepare amendments to the fee policy and schedule and can have them ready in the next few weeks.

In terms of estimated revenue in this upcoming budget, I think we may want to be conservative. Our upcoming DRB schedule is the quietest I have ever seen in my time here and I don't anticipate it to change much. In the last week I've asked both Mumley Engineering and Grenier Engineering (the two firms doing most work in town), if they have any larger projects we should anticipate, and both said they only have a few smaller projects we can expect in the coming months. We have permitted a lot of projects over the last five years, I suspect we'll continue to see those projects constructed, however I am not sure how many larger projects we should expect for permitting in the coming budget year. We estimated 105k in revenue in this budget and I don't think we'll come anywhere near that number. Thanks!

Revenue Account #	Revenue Description	YTD Period 3 FY 23 Actual	YTD Period 3 FY 24 Actual	YTD Period 3 FY 25 Actual	YTD Period 3 FY 26 Actual	3 months of FY 26 Budget	FY 26 Request
100-2320-00.00	Certificates of Occupancy	1,360	55	110	-	627	2,100
100-2321-00.00	Zoning Application Fees	27,144	104,733	30,604	13,315	33,957	105,000
100-2322-00.00	Zoning-Cannabis Filing Fee	-	-	-	-	-	-



**Sarah McShane, Planning & Zoning Director**  
Town of Stowe- Department of Planning & Zoning  
Stowe, VT 05672  
(802) 253-2705  
[www.townofstowevt.org](http://www.townofstowevt.org)  
[stowe2050.org](http://stowe2050.org)

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**From:** Charles Safford <[csafford@stowevt.gov](mailto:csafford@stowevt.gov)>

**Sent:** Thursday, October 23, 2025 8:07 AM

**To:** Cindy Fuller <[cfuller@stowevt.gov](mailto:cfuller@stowevt.gov)>; Sarah McShane <[smcshane@stowevt.gov](mailto:smcshane@stowevt.gov)>

**Subject:** 20 percent

Cindy & Sarah,

Unless Sarah wants to pursue a different route, we should plan on amending the zoning fees in our draft budget. Sarah, if this is a reasonable method from a time standpoint and defensible, please prepare the amendments to

the schedule and perhaps we advance the changes effective January 1<sup>st</sup>, but no later than July 1<sup>st</sup>. Thank you.  
Charles



**CHARLES SAFFORD**  
**STOWE TOWN MANAGER**  
**(802) 253-7350**  
**WWW.STOWEVT.GOV**