



# DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building

17739 Main Street, Suite 200

Dumfries, Virginia 22026

Tel: 703-221-3400/Fax: 703-221-3544

[www.dumfriesva.gov](http://www.dumfriesva.gov)

## Zoning Permit

Applicant Name: \_\_\_\_\_

Site address in Town: \_\_\_\_\_

### Purpose of Application

Fence  
Shed

Accessory Structures\*  
Other

\* Denotes Accessory Structures that do not require a Building Permit

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- A House Location Survey Plat is required and must indicate the structure's height, location and setback dimensions from the property lines.

*I hereby certify that I have the authority to make the foregoing application on behalf of the named business or organization, that the information given is correct, that I have read and I understand the applicable zoning ordinances for the zoning district, and that this project will comply with all applicable Codes and Ordinances of the Town of Dumfries and the State of Virginia.*

### Applicant

Name	Signature
_____	_____
Address	Phone
_____	_____
	Email
	_____

# TOWN OF DUMFRIES



FEE SCHEDULE EFFECTIVE JULY 1, 2023

**PLANLAND USE APPLICATION REVIEW FEES**

Non-Residential Site Plan, Multi-Family Site Plan, Subdivision creating more than 3 lots (base fee) and major revisions to an approved Site Plan.	<b>\$1,000</b>
Residential Site Plan (1 and 2 Family), Minor Non-Residential Site Plans,	<b>\$500</b>
Plat Review Minor Subdivision (creation of less than 3 lots), Easement, Consolidation, or Vacation of:	<b>\$350</b>
Waiver Request	<b>\$300</b>
Pre-Submission Meetings – per hour per discipline	<b>\$100</b>
Subsequent Reviews and Minor Revisions to an approved Plan	<b>\$100 per sheet</b>
Review Fee per sheet for Major Site Plan and Subdivision Applications	<b>\$100 per sheet</b>

**Bond**

Bond Administration Fee (due at surety posting)	<b>\$300</b>
Bond Release Fee (due prior to bond release)	<b>\$200</b>

**LAND DISTURBANCE /STORM WATER MANAGEMENT PERMIT FEES**

See Code of Virginia Administrative Code

<b><u>Land Disturbing</u></b>	
Single family attached/detached, two-family & residential additions (in Chesapeake Bay) < 1 ac	<b>\$209</b>
Single family attached/detached, two-family & residential additions (in Chesapeake Bay) =/> 2,500 sf but <1 ac.	<b>\$290</b>
Non-residential, multi-family and industrial =/> 2,500 sf but <1 ac.	<b>\$1,000</b>
Residential or commercial development within a common plan of development (3 or more structures)	<b>\$290</b>
<b><u>VSMP Permit Coverage Fees</u></b>	
Small construction activity 1 ac but < 5 ac	<b>\$2,700</b>
Large Construction Activity = or > 5 acres but < 10 acres	<b>\$3,400</b>
Large Construction Activity = or > 10 acres but < 50 acres	<b>\$4,500</b>
Large Construction Activity = or > 50 acres but < 100 acres	<b>\$6,100</b>

Large Construction Activity	> 100 acres	\$9,600
Revision/transfer		
Small construction Act	< 1ac	\$20
Small construction Act	> 1 ac - < 5 acres	\$200
Large Construction Act	= or > 5 ac but < 10 acres	\$250
Large Construction Act	= or > 10 ac but < 50 acres	\$300
Large Construction Act	= or > 50 but < 100 acres	\$450
Large Construction Act	= or > 100 acres	\$700
Individual Permits		\$5,000
Annual fee for permit maintenance		
Chesapeake Bay development	> 2,500 sf but < 1 acre	\$50
Small Construction Activity	< acre	\$50
Small Construction Activity	or > 1 ac but < 5 acres	\$400
Large Construction Activity	or > 5 ac but < 10 acres	\$500
Large Construction Activity	or > 10 ac but < 50 acres	\$650
Large Construction Activity	or > 50 ac but < 100 acres	\$900
Large Construction Activity	or > 100 acres	\$1,400
The fees include the 28% paid to VA DEQ		

**OTHER MISCELLANEOUS CHARGES**

Vendors on Public Property {Section 18-877 (d)}	\$30
Temporary Roadside Food Vendor {Section 42-34-19 (a)}	\$250

**LABOR AND EQUIPMENT RATES**

For circumstances requiring immediate attention – Rates will be based upon “On Call” Contractor’s Fees for Service.	
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**BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES**

Zoning Approval for Certificate of Occupancy (Commercial Tenant Occupancy)	\$100
Zoning Approval Fee for accessory residential structures. (Sheds)	\$25

**PLANNING APPLICATIONS**

Application for Rezoning		
a.	Fee Per Acre	\$3,000
	i. Fee per every additional acre thereof	\$1,000
	ii. Fee for 6 or more acres – base fees plus	\$6,250
	iii. Amendment	\$3,125
b.	Plus, additional fee per acre based upon desired zoning district	
	i. PMUD and Residential/Amendment	\$175
	ii. B-1	\$150
	iii. B-2	\$125
	iv. FB/O-1	\$175
	v. SP-1 and M-1	\$200
Zoning Text Amendment (per text amendment)		\$2,500

**CONDITIONAL USE PERMITS (CUP)**

Conditional Use Permit (Residential Household Uses)		\$500
Conditional Use Permit - non-residential (see chart attached for use category)		
	i. Category "A"	\$1,000
	ii. Category "B"	\$1,400
	iii. Category "C"	\$2,000
	iv. Category "D"	\$6,000

**APPEALS/BZA APPLICATIONS**

Appeal to Maintenance Code Board of Appeals	\$1000
Appeal to the Board of Zoning Appeals (residential and non-residential)	\$1000
Appeal to the Town Council	\$1000
Request for Exception	\$1000

**ARCHITECTURAL REVIEW BOARD**

Certificate of Appropriateness	\$75
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**ZONING DETERMINATIONS AND CERTIFICATIONS**

Certificate of Non-Conforming Use (residential)	\$250
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$250
Zoning Interpretations/Proffer/SUP Determinations	\$350
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	\$200
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$100

**HOME BUSINESSES**

Home Occupation Permit Fee	\$100
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**SIGN PERMITS**

Sign Permit (new) – also requires Building Permit	\$120 + \$1 per square foot
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$75 whichever is less.
30 Day Temporary Sign Banner	\$25, **, **, ***
*- Fee is waived for a single “Grand Opening” Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non-Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
*, ** & *** In these instances, a permit is still required, and sign still must conform to the Zoning Ordinance.	
Temporary Sign Deposit Fee	\$50

**Traffic Impact Studies**

Traffic Impact Studies			
	i.	First Submission	\$1,000
	ii.	Third & subsequent submissions	\$500
	iii.	VDOT 870 Review Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

**TEMPORARY USES**

Temporary Use Permit			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$300
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$600
Temporary Use Deposit			
	i.	Minimum fee for small events	\$100
	ii.	Fee for Medium-impact events	\$500
	iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

**FAILURE TO OBTAIN ZONING PERMIT**

Failure to obtain a Zoning Permit	\$500 plus permit costs
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## **NOTICE**

The Town of Dumfries does not discriminate-against religions or on the basis of sex, age, race, national origin, or a disability. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes.

Under RLUIPA, no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on less than equal terms that a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

The Town of Dumfries does not discriminate against religions in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.