

APPENDIX K

SUBDIVISION REGULATIONS FEE SCHEDULE

The Planning Board shall require fees for all submissions, reviews, approvals, changes, and requests as listed below. Said fees shall be as adopted by the Board and according to the Schedule of Fees posted in DPW – Engineering Division and available from the City Clerk's Office. Said fees shall be tendered at the times specified in the Schedule of Fees.

The Planning Board fees are established to cover all administrative costs borne by the City.

All filing fees are to be paid at the time of plan submission.

Filing fee shall consist of a fixed application fee plus any supplemental fee listed below.

INFORMAL DISCUSSIONS

No fee required

APPROVAL NOT REQUIRED (ANR PLAN)

Application Fee:	\$	100.00
Supplemental Fee:	\$	50.00 for each lot altered
	\$	50.00 for each lot created

PRELIMINARY SUBDIVISION PLAN

Application Fee:	\$	400.00
Supplemental Fee:	\$	2.00 per linear foot of proposed roadway
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 100 feet of the lots shown on the proposed Preliminary Plan.	

DEFINITIVE SUBDIVISION PLAN

Application Fee:	\$	1,000.00
Supplemental Fee:	\$	3.00 per linear foot of proposed roadway
Preliminary Plan Credit:	less 80% of Application Fee and Supplemental Fee	
Public Hearing Deposit Fee	The cost of advertising will be billed directly to the applicant.	
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 500 feet of the lots shown on the proposed Definitive Plan.	

CHANGES TO A SUBDIVISION PLAN SUBSEQUENT TO APPROVAL

Application Fee:	\$	400.00
Public Hearing Deposit Fee:	The cost of advertising will be billed directly to the applicant.	
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 500 feet of the lots shown on the proposed Definitive Plan.	

LIMITED DEVELOPMENT SUBDIVISION

Application Fee:	\$	500.00
Supplemental Fee:	\$	50.00 for each lot proposed
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 100 feet of the lots shown on the proposed Preliminary Plan.	

OPEN SPACE DEVELOPMENT

Step 1 - Concept Plan

Application Fee:	\$ 400.00
Public Hearing Deposit Fee:	The cost of advertising will be billed directly to the applicant.
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 100 feet of the lots shown on the proposed Open Space Development.

Step 2 – Open Space Development Plan

Application Fee:	\$ 1,000.00
Supplemental Fee:	\$ 3.00 per linear foot of proposed roadway
Public Hearing Deposit Fee:	The cost of advertising will be billed directly to the applicant.
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 500 feet of the lots shown on the proposed Open Space Development.

SUBDIVISION COMPLETION DATE EXTENSION REQUEST

Application Fee:	\$ 200.00
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SCENIC ROAD HEARING

Application Fee:	\$ 50.00
Public Hearing Deposit Fee:	The cost of advertising will be billed directly to the applicant.
Mailing Deposit Fee:	Equal to the then in force rate for first class mail, for each property in whole or in part, within 100 feet of the proposed work.

SIGN VARIANCE REQUEST

Application Fee:	\$ 50.00
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SPECIAL STUDIES BY CONSULTANTS

All expenses in connection with any special consultant's studies, (such as a traffic, impact, ground water or sub-surface study) considered necessary by the Planning Board shall be borne by the applicant in full and shall be in addition to the filing fee or paid directly to the consultant.

All fees to be paid in the form of a check payable to the City of Marlborough.

Signed: _____

Barbara L. Fenby, Chairperson

MARLBOROUGH CITY PLANNING BOARD