

Resolution No. 05/25

RESOLUTION: To revise the schedule of various user and regulatory fees for the City of Rockville

WHEREAS, pursuant to Chapter 3 “Animal Control,” Chapter 5 “Buildings and Building Regulations,” Chapter 10 “Floodplain Management,” Chapter 10.5, “Forest and Tree Preservation,” Chapter 12 “Licenses, Permits and Miscellaneous Business Regulations,” Chapter 18 “Rental Facilities and Landlord Tenant Relations,” Chapter 19 “Sediment Control and Stormwater Management,” Chapter 20 “Solid Waste,” Chapter 21 “Streets and Public Improvements,” Chapter 23, “Traffic,” Chapter 24, “Water, Sewer and Sewage Disposal,” Chapter 25 “Zoning” of the Rockville City Code, the Mayor and Council are authorized to establish certain fees for the administration of those chapters; and

WHEREAS, by Resolution No 10-09, the Mayor and Council established a fee schedule for licensing of rental units within the City; and

WHEREAS, by Resolution No. 13-07, the Mayor and Council established a fee schedule for the administration of the City’s Forest and Tree Preservation Ordinance; and

WHEREAS, by Resolution No. 7-06, the Mayor and Council established a fee schedule for licenses, permits, capital contributions for water and sewer service, inspection and certifications required by Chapter 5 (Buildings and Building Regulations) including building, plumbing, electrical and mechanical permits, licenses and inspections, and other related fees; and

WHEREAS, by Resolution No. 8-08 the Mayor and Council established a fee schedule for certain permits and approvals issued by the Department of Public Works and authorized the Mayor and Council to enter into agreements that establish an alternate schedule of fees for projects involving the entire City; and

WHEREAS, by Resolution No. 17-02, the Mayor and Council established a schedule of fees for the issuance of sediment control permits and stormwater management permits by the Department of Public Works and for related plan review and inspections; and

WHEREAS, by Resolution No. 1-09, the Mayor and Council established a fee schedule for zoning and development applications and permits and other related fees, including but not limited to fees for street closing and abandonment, permit parking, comprehensive transportation review (CTR) and oversized vehicle permit; and

WHEREAS, by Resolution No. 18-91, the Mayor and Council established a fee schedule for the licensing, registration and testing of dogs; and

WHEREAS, by Resolution No. 20-79, the Mayor and Council established refuse license fees; and

WHEREAS, during Fiscal Year 2011, the Mayor and Council (or City) engaged a consultant to study the City's user and regulatory fees and associated costs in order to make recommendations so as to more fully recoup the costs associated with those fees; and

WHEREAS, by Resolution No. 18-11 adopted June 20, 2011, the Mayor and Council adopted a resolution revising, reorganizing and establishing various user and regulatory fees; and

WHEREAS, by Resolution No. 22-11, the Mayor and Council revised the fee schedule so as to clarify the application of certain fees established by Resolution No. 18-11; and

WHEREAS, by Resolution No. 5-13, the Mayor and Council revised the fee schedule so as to revise and update certain fees; and

WHEREAS, by Resolution No. 1(a)-14, the Mayor and Council revised the fee schedule to provide a fee for inspections required pursuant to Chapter 5; and

WHEREAS, by Resolution No. 19-14, the Mayor and Council revised the fee schedule to provide for water and sewer capital contribution charges, pursuant to Chapter 5, effective July 1, 2015; and

WHEREAS, by Resolution No. 8-15, the Mayor and Council revised the fee schedule to provide for fees established pursuant to Chapter 3 “Animal Control”; and

WHEREAS, the Mayor and Council adopted Resolution No. 9-18 which revised and updated certain permit and inspection fees established pursuant to Chapter 5 of the City Code and revised and updated the water system and sewer system capacity analysis fee established pursuant to Chapter 24 of the City Code; and

WHEREAS, the Mayor and Council adopted Resolution No. 2-19 which established certain fees pursuant to Chapter 21 of the City Code related to the installation and maintenance of small wireless facilities located in the City right of way; and

WHEREAS, the Mayor and Council adopted Resolution No. 9C-19 on June 3, 2019 which revised the fee schedule to establish a fee pursuant to Chapter 7.5 of the City Code to accompany the filing of a petition for the City to enter into a Development Rights and Responsibilities Agreement; and

WHEREAS, the Mayor and Council adopted Resolution 17A-21 on December 6, 2021, to revise the schedule of various user and regulatory fees, effective February 7, 2022; and

WHEREAS, the Mayor and Council adopted Resolution 03A-23 on May 8, 2023, to revise the schedule of various user and regulatory fees, effective July 1, 2023; and

WHEREAS, the Mayor and Council adopted Resolution 07A-24 on May 6, 2024, to revise the schedule of various user and regulatory fees, effective July 1, 2024; and

WHEREAS, the Mayor and Council wants to further revise the Fee Schedule so as to revise and update certain fees.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF ROCKVILLE, that pursuant to Chapters 3 “Animal Control,” Chapter 5 “Buildings and Building Regulations,” Chapter 7.5, “Development Rights and Responsibilities Agreements,” Chapter 10 “Floodplain Management,” Chapter 10.5, “Forest and Tree Preservation,” Chapter 12 “Licenses, Permits and Miscellaneous Business Regulations,” Chapter 18 “Rental Facilities and Landlord Tenant Relations,” Chapter 19 “Sediment Control and Stormwater Management,” Chapter 20 “Solid Waste,” Chapter 21 “Streets and Public Improvements,” Chapter 23, “Traffic,” Chapter 24, “Water, Sewer and Sewage Disposal,” Chapter 25 “Zoning” of the Rockville City Code, the following schedule of fees is hereby adopted:

**SECTION 1. Chapter 3 - Animal Control**

Male and female – unaltered Dog, cat or ferret	\$2.00 per month
Male and female – altered Dog, cat or ferret	1.00 per month

Owned by a Senior Citizen or

Handicapped individual or  
Individual on public assistance:

Male and female unaltered Dog, cat or ferret	\$ 2.00 per month
Male and female altered Dog, cat or ferret	0.50 per month

Permit for chickens \$25.00 per year

Late Fees:

Late fee: \$ 3.00  
(Late fees are charged in addition to the regular  
registration fee or any other applicable fees).

Lost tag replacement (charged at any time): \$ 1.00

Potentially dangerous dog registration fee (charged at  
Any time): \$10.00  
Potentially dangerous dog sign fee: \$ 5.00  
Off leash permit (valid for twelve months) \$ 5.00

## **SECTION 2. Chapter 5 - Buildings and Building Regulations**

### **BUILDING RELATED FEES**

#### **A. Building Permit Fees**

##### **1. Residential: Single-Family Detached and Townhouses**

- a. New Construction/Addition - \$0.28 per square foot including basement, each floor, garage, and roof.
- b. Alteration/Repair - \$0.28 per square foot of affected area.
- d. Minimum Permit Fee (excludes solar panel permits) - \$142.00
- e. Filing Fee - \$142.00
- f. Filing Fee, Single Family Dwelling (SFD permits)-\$278.75 per dwelling
- g. Automation Fee: 10.25% of all application and permit fees
- h. Solar panels (includes electrical work) - \$120.00
- i. Fast-track permit issuance (Solar Panels, in addition to permit fee) - \$30.00

##### **2. Multi-family Residential, and all Non-residential**

- a. New Construction - \$0.41 per square foot including basement, each floor, and roof, or 1.54% of the total construction costs as estimated by the Building Official, whichever is greater.
- b. Alteration - \$0.36 per square foot of affected area or 1.49% of the total construction costs as estimated by the Building Official, whichever is greater
- c. Fire Code Review of plans when required: 12.3% of building permit fee, in addition to building permit fee, minimum \$65.25
- d. Minimum Permit Fee - \$170.00
- e. Filing Fee - \$170.00, in addition to all permit fees
- f. Automation Fee: 10.25% of all application and permit fees

### 3. Other Structures

- a. Structures subject to permit but not provided for herein - \$0.33 per square foot including basement, each floor and roof – Minimum fee \$170.00
- b. Fences and small accessory structures - \$40.00
- c. Swimming pool -
  - i. Residential inground and all commercial - \$590.25
  - ii. Residential aboveground - \$142.00
- d. Automation Fee: 10.25% of all application and permit fees

### 4. Demolition – Existing Buildings

- a. If condemned by City and hearings have been held - \$590.25 plus \$0.06 per cubic foot
- b. If voluntarily demolished - \$590.25

### 5. Miscellaneous (paid in addition to permit fees)

- a. Authorized request to commence commercial interior fit-up construction prior to permit approval - \$241.00 (quick start)
- b. Foundation-only permit - \$547.00
- c. Demolition, Interior ONLY permit - \$170.00

**B. Fire Protection Permit Fees – The following fees apply to the installation of fire protection systems and license inspections for fire safety. Unless otherwise provided a \$169.15 minimum fee applies.**

1. Filing Fee - \$169.00, in addition to all permit fees. Does not apply to Walk-thru permits or License Inspection Fees.

#### 2. Fire Alarm & Detection System:

- a. Fire alarm devices – More than 3 devices (with or without main control panel): \$169.15 first four (4) devices, plus \$20.25 per device above four (4)
- b. Permit required for three (3) devices or less (Walk-thru permit) - \$89.75

3. Gaseous Extinguishing System - \$169.15, plus \$1.79 per pound.  
Includes controls, alarms, detection, etc.

#### 4. Fire Sprinkler Systems and Standpipe Systems:

- a. Sprinkler, foam, combined standpipe and water mist systems, (10 or more heads) - \$169.15, plus \$5.90/ head

- b. New Standpipe (not combined with sprinkler system) - \$235.75 per riser
  - c. Add new Fire Hose Valve to existing system - \$59.00 per FHV
  - d. Permit required for nine (9) heads or less (Walk-thru permit) – \$89.75
5. Fire Pump - \$300.00 per pump (except limited service pump for NFPA 13D systems)
6. Smoke Control System - \$590.00 per system
7. Wet or Dry Chemical Fire Suppression System:
- a. New or replacement system - \$235.75 per system
8. License Inspection Fees:
- a. Family or Group Day Care - \$59.00
  - b. Nursery or Day Care Center - \$118.00
  - c. Board & Care, up to 16 residents - \$118.00
  - d. Board & Care, more than 16 residents - \$236.00
  - e. Private Educational - \$236.00
  - f. Fireworks/Pyrotechnics Inspection Fee:
    - i. 30 or more days' notice (from the event): \$470.00
    - ii. Less than 30 days' notice (from the event): \$590.00
  - g. Other Licenses - \$118.00
9. Investigation of working without a permit: \$395.00
10. Issuance of a fire watch order in accordance with Chapter 9, Section 9-14: \$235.75
11. Automation fee: 10.25% of all application and permit fees – does not apply to License Inspection Fees

#### PLUMBING AND MECHANICAL PERMIT FEE SCHEDULE

##### A. Master Plumber's and Master Gasfitter's licenses

- 1. \$235.75 for 2 year license – prorated annually

NOTE: A plumber must be licensed in the City of Rockville to secure a permit for plumbing work.

**B. Plumbing and Gas Fees**

1. The Capital Contribution charges for new services (based on domestic water meter size) is hereby established as follows:

Meter Size*	Water Capital Contribution Charge	Sewer Capital Contribution Charge	Total Capital Contribution Charge
1"	\$4,100	\$8,050	\$12,150
1 ½"	\$8,200	\$16,100	\$24,300
2"	\$13,200	\$25,760	\$38,960
3"	\$26,400	\$51,520	\$77,920
4"	\$41,200	\$80,500	\$121,700
6"	\$82,400	\$161,000	\$243,400
8"	\$131,800	\$257,600	\$389,400
10"	\$189,500	\$370,300	\$559,800

\*The minimum meter size for new residential and commercial construction is 1-inch.

**2. Water meter fees**

Fees for water meters, water meter parts, remote readers, and maintenance costs shall be established from time to time in writing by the City Manager.

**3. Permit fees**

- a. Plumbing and gas fixtures - \$65.25 for first, \$17.75 for each additional.
- b. Replacement - \$65.25 for each water or sewer replacement on private property.
- c. Abandonment - \$65.25 for each water or sewer cap on private property (notify Water Dept. to retrieve their meter).
- d. Tap inspections - \$112.00 for each water, sewer or fire tap.
- e. Automation fee: 10.25% of all application and permit fees

**C. Mechanical Fees**

**1. Permit fees (except multi-family apartments, condominiums and cooperatives)**

- a. First mechanical unit – \$65.25
- b. Each additional unit - \$17.75

**2. Permit fees for multi-family apartments, condominiums, cooperatives, and other similar multi-story buildings**

Each dwelling/sleeping unit - \$130.25

**3. Automation fee: 10.25% of all application and permit fees**

**4. A unit of mechanical equipment is defined as follows:**

- a. Heating equipment - each 100,000 BTU or fraction thereof.
- b. Cooling and refrigeration equipment - each 60,000 BTU or fraction thereof.
- c. Ducts and diffusers - each 20 diffusers, registers and grilles or fraction thereof.
- d. Fuel tanks - each 500 gallons of capacity or fraction thereof.
- e. Wood stove/insert or prefab fireplace - each appliance.
- f. Other equipment not specifically covered - each appliance.
- g. Grease Ducts: Each 10 feet of ductwork or fraction thereof.

**ELECTRICAL FEE SCHEDULE**

**A. Electrical Fees**

**1. Rough wiring – switches and receptacles**

- a. 1 to 20 outlets - \$65.25
- b. Each additional 20 outlets or fraction thereof - \$17.75

**2. Fixtures**

- a. 1 to 20 fixtures - \$65.25
- b. Each additional 20 fixtures or fraction thereof - \$17.75

3. Dedicated Circuits (HVAC, Ranges, Motors, Welders, Cable Heat, etc.)
  - a. First unit - \$65.25
  - b. Each additional unit - \$17.25
  
5. Service (meter equipment, feeders and sub-panels).
  - a. Not over 225 amp - \$ 65.25
  - b. Over 225 amp to 400 amp - \$83.00
  - c. Over 400 amp to 1000 amp - \$100.50
  - d. Over 1000 amp - \$130.25
  - e. Pole construction service - \$65.25
  
6. Primary Transformers - Vaults, Enclosures & substations (each bank of transformers).  
1 kw or 1 kva. = 1 hp
  - a. Not over 200 kva - \$65.25
  - b. Over 200 to 500 kva - \$83.00
  - c. Over 500 kva - \$100.50
  
7. Other equipment
  - a. Signs - \$65.25
  - b. Smoke alarms and carbon monoxide alarms - \$1.15 per alarm.
  - c. Low voltage wiring - \$65.25 first 25 units
  - d. Low voltage wiring-each additional 25 units or fraction thereof - \$17.75
  
8. New construction
  - a. Multi-family apartments, condominiums, cooperatives, and other similar multi-story buildings - \$206.50 per dwelling/sleeping unit.
  - b. Swimming pool – (for all electrical equipment including motors, switches, lights, and receptacles for the pool only) - \$142.00

9. Minimum Fee – (unless otherwise provided)(excludes EV charging fixtures/outlets) - \$65.25

10. Electrical Vehicle (EV) Charging (per fixture/outlet) - \$31.00

11. Automation fee: 10.25% of all application and permit fees (Excludes EV charging fixtures/outlets)

OTHER FEES- APPLICABLE TO ALL PERMIT TYPES in this Section 2.

- A. Inspector Call Back - \$123.00 (unless otherwise provided herein)
- B. Investigation of working without any required permit (unless otherwise provided herein):
- (i) Owner performing work on residential property - \$197.50
  - (ii) For all others - \$395.00
  - (iii) Occupancy without required permit - \$395.00
- C. Permit/plan revision:
- a. Residential, per revision - \$90.25
  - b. Multi-Family/Commercial- 50% of original permit fee - \$2,360.00 maximum, \$170.00 minimum
- D. Inspections outside of normal business hours (8a.m.-5p.m. Monday thru Friday, except holidays): \$258.50 per inspection/per inspector. (\$65.75 per hour or fraction thereof in excess of 4 hours/per inspector)
- E. Code Requirement Modification Request: \$197.00 per request
- F. Permit Extension Request: per project request
- (i) for an unexpired permit: \$67.25
  - (ii) for expired permits, within 12 months of date of expiration: 50% of original permit fee or minimum permit cost or \$67.25, whichever is greater (maximum \$2,360.00)
- G. For all other inspections required by Chapter 5 for which an inspection fee has not been specifically set forth herein: \$118.25
- H. Automation Fee: 10.25% of all application and permit fees

**SECTION 2.5. CHAPTER 7.5 – DEVELOPMENT RIGHTS AND RESPONSIBILITIES AGREEMENTS**

Petition for a Development Rights and Responsibilities Agreement: \$5,000

### **SECTION 3. Chapter 10 - Floodplain Management**

- A. Floodplain study: \$1,460.00
- B. Application for floodplain variance: \$615.00
- G. Floodplain variance extension: \$138.00

### **SECTION 4. Chapter 10.5 - Forest and Tree Preservation**

#### **Forest Stand Delineation**

- For single residential lot less than five acres, including single family residential lots being subdivided where no additional buildable lots are being created: \$ 256.00
- All others: \$1025.00 plus \$154.00 per acre or fraction thereof

#### **Forest Conservation Plan:**

- For Single family residential lot being subdivided up to 7 lots-per lot: \$ 294.00
- For all other sites: \$2,101.00 plus \$158.00 per acre or fraction thereof

#### **Preliminary Forest Conservation Plan:**

- Up to 2 acres: 525.00
- Greater than 2 acres but less than 5 acres; \$ 788.00
- Five acres or more: \$1,050.00

#### **Amended Forest Conservation Plan**

- For sites with a previously approved FCP (applies only to minor amendments as determined by City Forester) \$1,050.00 plus \$158.00 per acre or fraction thereof

#### **Individual Tree Removal Permit**

- Application \$5.00 per tree – maximum fee of \$25.00

**Resubmittal Fee**

For third and all subsequent  
submissions  
when corrections are  
required: \$525.00

**Site reinspections that do not  
comply with Chapter 10.5**

For third and all subsequent  
inspections for  
non-compliance: \$262.00

**Forestry Permit Fee**

Single Family Residential Lots: \$262.00  
All others: \$788.00 plus \$262.00 per  
acre  
or fraction thereof

**SECTION 5. Chapter 12 - Licenses, Permits and Miscellaneous  
Business Regulations.**

Pool or Billiard Table \$60.00 per year per table

Bowling Alleys \$75.00 per establishment per year

Amusement Machine and  
Amusement Game Machine \$75.00 per machine per year

Pet Shops and Kennels \$100.00 per establishment per year

**Public Event License**

(a) For a block party \$ 50.00

(b) For a parade, or  
other event which interferes with  
the use, by the general public, of  
a street, sidewalk or other public  
way \$ 75.00

(c) for a marathon run \$ 100.00

Hawkers and Peddlers \$250.00

Solicitors \$250.00

Carnivals

(a) Permit Application fee \$175.00

(b) Daily Operation fee \$100.00

**SECTION 6. Chapter 18 - Rental Facilities and Landlord Tenant Relations**

1. Innkeepers' License fee - \$51.00 per year per dwelling unit;

2. Multiple Unit Dwelling License fee - \$154.00 per year per dwelling unit.

3. Single Unit Dwelling Rental -

a. license fee: \$235.00 every two years per dwelling unit. This fee includes the initial license inspection and one reinspection for code compliance.

b. Reinspection Fee: \$52.00 for each additional reinspection required for code compliance prior to license issuance.

4. Attached Accessory Dwelling Unit (approved as a conditional use and meeting the requirements of Chapter 25, the Zoning Ordinance of the City of Rockville). This fee applies only when the accessory dwelling unit is a rental unit:

a. License fee: \$235.00 every two years. This fee includes the initial license inspection and one reinspection for code compliance. Pursuant to Section 18-114, of the Rockville City Code both the attached accessory dwelling unit and the main structure to which it is attached may be inspected, as appropriate.

b. Reinspection fee: \$52.00 for each additional inspection required for code compliance prior to license issuance.

c. Certification fee: \$30.00 for annual inspection of accessory apartment and main dwelling, when neither unit is rented.

5. Applications to renew a rental unit license submitted after the license expiration date shall be subject to an additional \$50.00 application fee.
6. Short Term Rental License fee - \$468.00 every year, per unit.

## **SECTION 7. Chapter 19 - Sediment Control and Stormwater Management**

A. For single comprehensive sediment control or stormwater management permits covering rough grading through fine grading (may include building construction) supported by plans showing existing and final conditions of the development and all associated sediment control and stormwater management measures:

- (1) Sediment Control Aspects
  - (a) Preliminary Erosion and Sediment Control Plan Review Fee: \$103.00 each.
  - (b) Sediment Control Application and Plan Review Fee, which is based on amount of disturbed area, to be paid at the time of the application for a Sediment Control Permit and to cover the review of the sediment control aspects of the Sediment Control Plan:  
  
\$0.031 per square foot of disturbed area. Minimum \$205.00
  - (c) Permit/Inspection Stage – Sediment Control Permit (SCP) Fee to be paid at the time a permit is issued and to cover inspections of sediment control measures:
    - (i) For land disturbing activities: An amount equal to \$0.051 per square foot. Minimum \$256.00
    - (ii) Sediment Control Permit Extension: 10% of original permit fee; \$256.00 minimum

- (d) Technical revision to Sediment Control Plan and Permit Revision (no increase in disturbed area) after Sediment Control permit has been issued – \$436.00 each
  - (e) Sediment Control Plan resubmission review fee: (4<sup>th</sup> and subsequent submissions): \$461.00
- (2) Stormwater Management Aspects\*
- (a) SWM Concept Fee (based on the site area that is subject to provision of stormwater management) to be paid at the time of stormwater management concept application:
    - (i) SWM Pre-Application Fee:
      - a. Less than 2 acres: \$1,025.00
      - b. 2-5 acres: \$2,460.00
      - c. Greater than 5 acres: \$2,460.00 plus \$103.00 for each additional acre or portion thereof. \$4510.00 Maximum
    - (ii) Development SWM Concept Fee
      - a. Less than 2 acres: \$1,640.00
      - b. 2-5 acres: \$3,380.00
      - c. More than 5 acres: \$3,380.00 plus \$128.00 for each additional acre or portion thereof. \$5,950.00 Maximum
  - (b) SWM Engineering Plan Review and Inspection Fee (i) SWM Application and Plan Review fee to be paid at the time of application for the permit and to cover the review and administration of the stormwater management activities: Six percent (6%) of the cost of the project as estimated by the City Engineer – Minimum \$256.00
    - (ii) SWM Permit Fee to be paid at the time the permit is issued to cover the inspection of stormwater management facilities: ten percent (10%) of the cost of the project as estimated by the City Engineer - \$256.00 minimum.

(iii) No SWM permit fee is required for permits that require only monetary contribution payment.

- (c) Stormwater Management Permit Revision: 16% of estimated cost of work - \$256.00 minimum
- (d) Stormwater Management Permit Extension: 10% of original cost of SWM Permit Fee - \$256.00 minimum
- (e) SWM Plan Resubmission Review Fee (4<sup>th</sup> and subsequent submissions) \$461.00

\*Note that the SWM Concept Fee is in addition to any SWM monetary contribution required to satisfy SWM alternative monetary contribution

B. For a sediment control permit covering rough grading only: those fees set forth in section A(1) above.

C. For a sediment control or stormwater management permit issued subsequent to rough grading and covering fine grading (may include utility/roadway installation and/or building construction):

(1) Sediment Control Aspects:

(a) 100% of the standard review fee set forth in section A(1)(a) above, and, where no new disturbed area is proposed, 50% of the standard permit/inspection fee set forth in section A(1)(b) above.

(b) 100% of the standard review and permit/inspection fees set forth in Section A(1)(a) and (b) above will be charged for any new disturbed area shown on the supporting plans.

(2) Stormwater Management Aspects: 100% of the standard fees set forth in section A(2) above.

D. For a sediment control or stormwater management permit issued for building construction only:

(1) Sediment Control Aspects -

(a) no additional plan review fee

(b) permit/inspection fee: \$200 per house or building

(2) Stormwater Management Aspect - 100% of the standard permit/inspection fee set forth in section A(2) above for any stormwater management required for this permit for which a permit/inspection fee has not previously been paid.

(3) Where residential lots are graded and sold to builders or other developers for construction of houses, a new sediment control permit shall be issued to each entity constructing the houses. The permit shall be issued and fee charged for each

permit regardless of whether housing construction was included on plans supporting earlier sediment control permits.

### **SECTION 8. Chapter 20 - "Solid Waste"**

Refuse license fees:	\$75.00
Per truck:	\$25.00

### **SECTION 9. Chapter 21. "Streets and Public Improvements"**

- A. Public improvement Application and Plan Review Fee to be paid at the time of application for the permit and to cover the review and administration of the public improvements design within a public right of way or easement: Five Percent (5%) of estimated cost of work; \$256.00 Minimum.
- B. Permit/Inspection Stage – Public Works Permit (PWK) Fee to be paid at the time the permit is issued for inspection of public improvement construction within a public right-of-way or easement: Ten percent (10%) of the cost of the project as estimated by the City Engineer - \$256.00 minimum.
- C. Right of way protection permit fee to be paid at the time the permit is issued for the review and inspection of construction activity within a public right of way or easement: \$205.00
- D. Utility Plan Review and Permit Fee:
  - (a) for utility installation as specified below (\$277.00 minimum):
    - (i) Excavation in asphalt, concrete sidewalks and grass: \$5.38 per linear foot –
    - (ii) Boring asphalt, concrete sidewalks and grass: \$5.13 per linear foot
    - (iii) Pole replacement or installation: \$103.00 per pole
    - (iv) Installation of overhead wire or pulling cable through existing conduit without excavation:: \$0.092 per foot

(v) Keyhole-excavation in asphalt or concrete sidewalks:  
\$25.63 per hole.

(b) Plan resubmission fee (3<sup>rd</sup> and subsequent submissions): \$461.00

(c) Permit extension fee: 10% of original utility permit fee: \$256.00

E. Public Improvement Plan revision and Permit revision (after permit issued): Fifteen percent (15%) of estimated cost of new work- \$256.00 minimum.

F. Permit extension: 10% of original PWK permit fee - \$256.00

minimum.

G. Public Improvement Plan resubmission (starts with resubmission No. 4): \$461.00

H. Notwithstanding the fees set forth above in this SECTION 9, the Mayor and Council may enter into agreements that provide for an alternate fee schedule for projects involving the entire City.

I. Street Closing / Public Way Abandonment

- |    |  |            |
|----|--|------------|
| a. | Where street or other area to be abandoned is located within a single dwelling unit detached residential zone: | \$ 513.00  |
| b. | Where street or other area to be abandoned is located within any other zone:                                   | \$4,610.00 |

J. Application and Permit Fees for Installation of Small Wireless Facilities in the Public Rights-of-Way:

- |    |   |            |
|----|---|------------|
| a. | Installation of up to five (5) small wireless facilities (a collocation)                        | \$500.00   |
|    | Each additional small wireless facility beyond five (5) per application                         | \$100.00   |
| b. | Installation of a new pole to support one or more small wireless facilities (not a collocation) | \$1,000.00 |
| c. | Annual right-of-way access fee for each small wireless  |            |

facility	\$ 270.00
K. Fire Hydrant Flow Test Fee:	\$650.00 each

**SECTION 10 – Chapter 23 -Traffic**

Parking Permit Fees:

\$5.00 for every year or part thereof for which the permit is issued

Temporary Parking Permit Fee:

\$1.00 per calendar month or part thereof for which the permit is issued

Oversized vehicle permit:

a. Application	\$150.00
b. Permit	\$ 40.00

**SECTION 11 . Chapter 24 Water, Sewer and Sewage Disposal**

a. Water and Sewer Authorization Application Fee:	\$250.00
b. Water System Desk-top Hydraulic Analysis Review Fee:	\$550.00
c. Sewer System Desk-top Hydraulic Analysis Review Fee:	\$600.00
d. Backflow Assembly Testing Fee	\$42.00

**SECTION 12. Chapter 25 - Zoning**

1. Local Map Amendment (Zoning) Applications*:	\$2,300 plus \$103.00 per acre or part thereof, no limit
2. Text Amendment Applications:	\$3,150.00
3. Special Exception Applications*:	
Minor Modification:	Half of the initial Special Exception fee

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\* Notification sign fee is required.

Major Modification:

Same as the initial Special  
Exception feeTIER 1 Special Exception:

All others (listed below)	\$2,563.00
Swimming pool (non-accessory)	
Home based business – major	
Taxicab service	
Charitable and philanthropic institutions	
Veterinarian office	
Bed and breakfast lodging	
Child care center – 9 to 12 children	

TIER 2 Special Exception

\$5,125.00

Adult Day Care  
 Personal living quarters  
 Pawnbroker  
 Child care center – more than 12 children  
 Group home – large

Housing for senior adults & persons with  
 disabilities  
 Life care facility  
 Nursing home  
 Outdoor recreational establishment, commercial,  
 except shooting gallery or range  
 Recreational establishment, indoor, commercial,  
 except shooting gallery or range  
 Restaurant in the I-L Zone  
 Shooting gallery or range  
 Sports facility, multi-purpose, indoor commercial  
 Private club  
 Animal hospital

TIER 3 Special Exception:

\$5,125.00

Automobile filling station (Class I and II)  
 Educational institutions, private  
 Hospital  
 Hotel  
 Public utility buildings and structure  
 Restaurant  
 with drive-through  
 Wireless communication freestanding ground mounted  
 antenna support structure

TIER 4 Special Exception \$15,750.00

Adult oriented establishments

4. Variance and Appeals Applications :

- a. Properties improved with a single dwelling unit detached, attached, semi-detached, or a townhouse in which the applicant resides: \$ 368.00
- b. All other properties: \$2,630.00
- c. Sign variance: \$ 300.00

5. Site Plan (Level 1 and 2) / Amendment\*:

- a. Level 1 \$2,630.00 plus \$21.00 for each 1,000 sq. ft. of GFA of non-residential use or portion thereof & \$21.00 for each dwelling unit for residential uses
- b. Level 2 \$3,150.00 plus \$21.00 for each 1,000 sq. ft. of GFA of non-residential use or portion thereof and \$21.00 for each dwelling unit for residential use

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\* Notification sign fee is required.

## c. Amendments to any approved site plan

Major Amendment	Same as Site plan fee
Minor Amendment	\$1,580.00
(i) For mobile uses	\$ 315.00
(ii) For renewal of mobile uses at same location	\$ 315.00
Minor Amendment for Commercial Redevelopment	\$2,630.00 plus \$21.00 for each 1,000 sq ft GFA or portion thereof

6. Project Plan/Amendment\*

a. Project Plan Application	\$10,500 plus \$20.50 for each 1,000 sq ft. of non-residential and \$21.00 for each dwelling unit
b. Modification of Project Plan Application	
Major Amendment fee	Same as initial application
Minor Amendment	\$2,311.00

7. Preliminary Plan/Final Record Plat/Ownership Plat\*

a. Preliminary Plan - All Zones:	\$2,311.00 plus \$52.50 per lot
b. Final Record Plat: recordation of an existing single unit detached residential lot	\$210.00
c. Final Record Plat - All others	\$810.00 plus \$53.00 per lot
d. Ownership Plat	\$3,470.00 per plan plus \$ 116.00 per Ownership lot

8. Annexation Petition

\$1,500 per lot for Single  
Family Residential Lots

\$10,500.00 plus \$ 210.00 per  
acre, or part thereof, no limit  
for all others

9. Time Extensions

- |  |          |
|--|----------|
| a. For single dwelling unit<br>residential properties within a<br>residential zone | \$52.50  |
| b. For all other properties  | \$315.00 |

10. Sign Permits

- |   |          |
|---|----------|
| a. All signs:   | \$103.00 |
| b. Investigation of erection of a sign<br>without a permit: |          |
| In a single unit detached residential zone:                 | \$180.00 |
| In all other zones:   | \$358.75 |

11. Pre-Application meeting  
Where required (non-refundable) \$525.00

12. Non-Conforming alteration\*
- |                                   |            |
|-----------------------------------|------------|
| a. For Chief of Planning review   | \$769.00   |
| b. For Planning Commission review | \$1,538.00 |

13. Administrative adjustment\* \$769.00

14. Notification sign

- |  |         |
|--|---------|
| a. Where written notification is<br>responsibility of the City | \$52.50 |
|--|---------|

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\* Notification sign fee is required

- b. Where written notification is responsibility of the applicant \$262.00  
STP (level 1 and 2),  
PJT, SPX applications

15. Historic District Certificate of Approval:

No charge.

16. Temporary Permit Fees:

- a. Fees for temporary permits under Chapter 25 of the Rockville City Code \$165.00 per six (6) month permit period
- b. A cash bond in the amount of \$1,000.00 shall be required before issuance of a temporary permit described in 18.a.above, except for Portable Storage Units, which require a cash bond of \$250.00.

17. Occupancy permit:

- a. Single dwelling unit detached, attached semi-detached, or townhouse \$ 120.00
- b. All other uses: \$ 165.00 per 5,000 sq. ft. or fraction thereof
- c. There shall be an additional fee of \$123.00 for each additional inspection required because of failure to comply with the various ordinance requirements before the occupancy.
- d. Investigation of occupancy without required permit: \$395.00 plus permit fee

18. Other Fees:

- a. Comprehensive Transportation Review (CTR)

Scoping Application Fee	\$ 200.00
On site only (less than 30 peak hour trips)	\$ 1,000.00

Up to 5 intersections	\$ 2,000.00
6-10 intersections:	\$ 7,000.00
More than 10 intersections:	\$20,000.00

**b. Engineering Review and Inspection Fees**

For all applications requiring performance guarantees for private improvements: Supplemental fee, which is based on the cost of the improvements as estimated by the City Engineer

1. Private Improvement Application and Plan Review Fee to be paid at the time of application for the permit and to cover the review and administration of the private improvements design: Five percent (5%) of estimated Cost of work: \$250.00 minimum

2. Permit/Inspection Stage Permit Fee to be paid at the time the permit is issued for inspection of private improvement construction: Ten percent (10%) of the cost of the project as estimated by the City Engineer - \$250 minimum

c. Zoning compliance verification letter: \$ 315.00

For research involved in verifying compliance status of properties within the City.

d. Application Resubmission Fee:

For third and subsequent application submissions of same plan to address review comments \$ 525.00

For resubmission of a Project Plan Application (third and subsequent resubmission of same Project Plan Application to address review comments) \$ 2,100.00

e. Zoning Ordinance Waiver Request \$ 525.00

f. Alternative Compliance (Design Guidelines) \$350.00

AND BE IT FURTHER RESOLVED, that there shall be no fee for a rental license for a multiple unit dwelling or single unit dwelling which is owned and operated by a non-profit organization or corporation or under any program financed by the United States Department of Housing and Urban Development;

AND BE IT FURTHER RESOLVED, that the City Manager is authorized to approve the reduction or waiver of the fees established herein, when the City Manager determines, based upon a written justification from the applicant, that such reduction or waiver is necessary to address unintended circumstances or is in the interest of public good;

AND BE IT FURTHER RESOLVED, that all fees shall be paid, including fees applicable to all governmental agencies and non-profit entities, unless otherwise provided by this Resolution, the City Manager, State, Federal or City law;

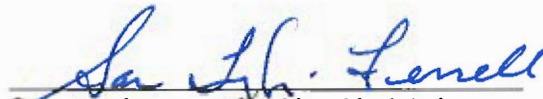
AND BE IT FURTHER RESOLVED, that the City Manager is authorized to establish fees for services not otherwise provided for by resolution; and

AND BE IT FURTHER RESOLVED, that the Director of Recreation and Parks is authorized to establish fees for Recreation and Parks facilities and programs; and

AND BE IT FURTHER RESOLVED, that the fees and charges established by this resolution shall take effect on July 1, 2025.

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I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Mayor and Council at its meeting of May 5, 2025.

  
Sara Taylor-Ferrell, City Clerk/Director  
Of Council Operations