

Danville Town Services Committee
Zoning Fees Assessment

Proposed Service:

Assessment of Zoning Fee structure. The current fees have not been updated in many years and are not in agreement with surrounding towns. The Selectboard discussed this issue on 05 March 2020, but no action was taken.

Facts and Assumptions:

1. The fees were found to be below average in 2020, the issue was raised, but no action was taken. The last fee increase was hard to date.
2. DRB fees do not come close to covering costs. Board reimbursement at \$5 each is \$35, newspaper warning fees average \$85, and the ZA time costs at least \$50. Mail fees to abutters and applicants warning, along with certified mail fees for the DRB decision are not accounted for. The net cost is at least \$180, while the town collects \$65, from which a filing fee of \$15 is allocated to the Town Clerk
3. Late or As-Built permit fees at \$35 are hardly a deterrent to omitting a permit. The town has lost significant tax revenue from unpermitted projects. Further, there is no incentive to pursue a timely permit once the deficiency is brought to the attention of the ZA. This is a continuing problem for the ZA.
4. For 2024, Zoning permit revenue was 1,824 (Excluding Violation fees of 10,210, related to one case). Expenses were \$9,721 for ZA salary, plus \$1,032 for legal notices. The Zoning cost was therefore \$-8,929.
5. Kindly see table attached to consider fees for surrounding towns. This table was compiled by Dennis Marquise, ZA, in January 2022.
6. Zoning fees were reviewed and edited on 14 October and again on 04 November 2025. The intent was to update fees to conform to adjacent towns while not ignoring the lost revenue opportunity for the town.

Developed Options:

1. Do Nothing. Fees are long overdue for update. Fees do not cover costs. Low fees cost town lost revenue.
2. Update Zoning Fees 01 January 2026

Fees Added to ALL Permits at Time of Application

Filing/Recording Fee	\$15
Certificate of Occupancy	\$40 (See additional RUSH charge)

Zoning Fees

Permit Fees	
Up to 1,000 sq ft project	\$150
2,000 sq ft project	\$250
3,000 sq ft project	\$350

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Greater than 3,000 sq ft project	\$450
(Commercial Projects are Double the above Fees)	
DRB Hearing Fee	\$175 plus Permit Fee
Conditional Use/Site Plan Review	Permit Fee + DRB Fee
Design Control	Permit Fee + DRB Fee
Waiver/Variance	Permit Fee + DRB Fee
Change-of-Use	\$75, Add DRB if Required
Subdivision, Up to Two Lots	\$150 Plus \$50 /Lot
Subdivision, Over Two Lots	\$150 Plus \$50 /Lot Plus DRB
Extension/Amendment to Existing Permit	\$Half of Prior Permit Fee

Penalty Fees

Late Fee, After the Fact Permit	*At the First Notification Letter, Permit Fee Plus \$100
	*At the Second Notification, Permit Fee Plus \$200
	*At the Third Notification, Permit Fee Plus \$300
	*Notice of Violation \$100/Day Fine (Per Bylaws)
Certificate of Occupancy RUSH (Often Requested at Time of Sale)	Add \$100 Rush Fee(Prior Fees Paid)

Compare Options:

Note fee table for adjacent municipalities, page 3.

Refinement of Recommendation(s)

TSC Recommendation(s) to Selectboard:

Increase fees effective 01 January 2026 per revised table above.

Submission Date:

Submitted for Selectboard discussion 12 November 2025

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Selectboard Feedback/Comments:

Revision History

If TSC or Selectboard respond with revisions, please track below to ensure that everyone is up to date.

Name	Description	Date
Brian Henderson	Initial summary	08 Sept 2025
Brian Henderson	Revise with Dennis Marquise ZA	14 Oct 2025
Brian Henderson	Revise with Dennis Marquise ZA	04 Nov 2025

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Zoning Fee Comparison

January 2022

Town	Living space Zoning Permit	Accessory Dwelling Zoning Permit	DRB Hearing Fee	Subdivisions Hearing fee	Late file
Morristown	.40/ square foot	.20 /square foot	\$150 Resid \$250 Comm. \$250 appeal to DRB	\$200 per lot	Fees doubled
Thetford	\$300	\$110 for >125 SQ. Ft \$60 < 125 Sq. Ft	\$210	\$175/lot	
Bradford	.15 square foot (min. \$100)	\$70 if <500 sq.ft \$100 if>500	\$150	150 plus \$50 per lot	\$100/\$200
Fairlee	\$50 plus .15 /sq.ft	.15 sq. foot min. \$65	\$100	\$100 to \$250 plus \$50 per lot	
Newbury	.10 sq. ft. Minimum fee of \$90	\$55 for < 500 and \$90 for >500	\$140	\$85 plus \$25 per new lot	\$100/ \$200
Peacham	\$50	\$50	add \$40	add \$40	15
Lyndon	\$55 plus .07 sq. ft.	Same as Living space	add \$100	add \$50 per lot	double fee
Saint Johnsbury	\$55	Same as Living space	add \$55	add \$20/lot if more than 4	
Greensboro	\$50 / \$150 if in Shoreland	\$25	\$200	\$25	
Barnet	\$40	\$40	\$50	\$50	\$65-\$115
Danville (Current)	\$35	\$35	Add \$30	\$30	\$30
Danville (Proposed)	\$50 + \$0.10/sq. ft.	\$50 + \$0.05/sq. ft.	\$150	\$150 + \$50 per lot	\$100/\$200
1,000 sq ft home	\$150				
2,000 sq ft home	\$250				
3,000 sq ft home	\$350				
CO fees should be increased to \$40 and rush CO should be \$75					
	Compiled by Dennis Marquise				