

CHAPTER VI. PLANNING, ZONING, AND MISCELLANEOUS FEES AND PERMITS

Article A. Planning and Zoning Fees and Permits

Section 1. Alarm Permit Fees:

Fees for alarm systems as required by Section 4-2 of the Wilmington City Code shall be as follows:

Annual Permit Fees

- **Direct connection to City/Business:** \$100
- **Direct to City/Residential:** \$75
- **Alarm companies:** \$25
- **Initial connection fee:** \$75

Section 2. Site Plan Review Fees:

Application fees for site plan review under Section 18-6 of the Wilmington City Code shall be as follows:

- **Less than or equal to 10,000 square ft.:** \$250+\$20 per 1,000sq. ft. of gfa
- **10,001 square ft. to 40,000 square ft.:** \$500+\$20 per 1,000sq. ft of gfa
- **Greater than 40,000 square ft.:** \$1,000+\$20 per 1,000sq. ft. of gfa
- **Mixed Use Developments:** \$1,200+\$10 per 1,000sq. ft. of gfa
- **Re-review Fee Plan:** ½ of cost above
- **Landscaping Re-Review Fee:** \$125.00
- **Traffic Impact Analysis:** \$250
- **Resubmittal Fee:** \$125
- **Projects located in the 1945 Corporate Limits:** \$100.00

Section 3. Subdivision Application Fees

Application fees for subdivision plan review under Section 18-6 of the Wilmington City Code shall be as follows:

Preliminary Plan Review:

- **Minor subdivision:** \$100.00
- **Major subdivision, including TRC and SRB review:** \$800+\$10/lot or du
- **Technical Review Committee for concept review only:** \$100
- **Final Plat Review:** \$15 per log
- **Appeal of Subdivision Review Board Decision:** \$200

Projects located in the 1945 Corporate Limits shall be subject to the following fees:

Section 4. Zoning Application Fees

Application fees for zoning amendments, variances and permits under Section 18-6 of the Wilmington City Code, and other planning and development related ordinances shall be as follows:

Rezoning/Special Use Permits/Conditional Zoning:

- **R-20,R-15,R-10,R-7,R-5,R-3,HD,HD-O,HD-R,HD-MU,CEM, RO:** \$400+\$20/acre
- **CBD, MSMU, UMX:** \$500+\$20/acre
- **MHP, MF-L, MF-M, MF-H, O & I-1, O & 1-2, MF-MH, NB:** \$600+\$20/acre
- **CB, RB, and CS, PD, A1, LI, IND, MX, RFMU:** \$800+\$20/acre

Note: Acreage will be rounded to the nearest ¼ acre to determine the fees. For example, a 1.68-acre proposal to rezone to CB would cost an applicant \$835.00 at \$800 + 1.75 X 20 = \$835.

Projects located in the 1945 Corporate Limits shall be subject to the the following fees:

Rezoning/Special Use Permits/Conditional Zoning:

- **R-15, R-10, R-7, R-5, R-3, HD, HD-O, HD-R, HD-MU:** \$200 + \$20/acre
- **MHP, MF-L, MF-M, MF-H, O&I:** \$400 + \$20/acre
- **CB, RB, CS, PD, AI, LI, IND:** \$500 + \$20/acre

Text Amendment: \$200

Variance: \$500

The City Manager may waive this fee in instances where the need for the variance is due to an error on the part of City Staff and which was not caused by misrepresentation on the part of the applicant.

Appeal to Board of Adjustment/Building Appeals Board: \$200

Street Naming/Renaming: \$250

Street Closure: \$250

Mobile Home Park:

- **Less than 5 acres:** \$ 50
- **5 or more acres:** \$100
- **Plus 1.00 per mobile home space.**

Future Land Use Plan Amendment: \$500

Other Land Use Plan Amendments: \$500

Vested Right Application: \$500

Annexation: \$500 plus applicable Rezoning Fee listed above

Shipping containers permit: \$50

Sign Permit:

- **Five (5) square feet or less:** No Fee
- **Permanent on premise and off-premise signs (nonelectric):** \$0.50/ea. Sq. ft., \$50 Minimum Fee
- **Permanent on premise and off-premise signs (electric):** \$1.00/ea. Sq. ft., \$50 Minimum Fee
- **Temporary Sign Permit:** \$30

- **Banners, per occupancy:** \$10
- **Portable signs, permit:** \$10
- **Change of Copy:** No Fee

Temporary Use Permit:

- **Small (i.e. tree sales; weekend):** \$25
- **Large (i.e. regional event):** \$50

Tree Preservation Permit:

- **Less than 1 acre:** \$25
- **1-5 acres:** \$50
- **5-10 acres:** \$100
- **Greater than 10 acres:** \$150
- **No fee for administrative permits whereby no tree is proposed for removal**

Tree Mitigation Fee: \$350

Zoning Verification Letters: \$25

Zoning Permits: \$25

Zoning Re-inspection - \$25

Short-term Lodging Permit:

- **Homestay:** \$250
- **Whole-house rental:** \$400

Historic Preservation

Certificates of Appropriateness (based on estimated cost of project/improvements, etc.):

- \$17,999 or less: \$0.00
- \$18,000 - \$24,999: \$20.00
- \$25,000 - \$49,999: \$25.00
- \$50,000 - \$99,999: \$35.00
- \$100,000 - \$499,999: \$50.00
- \$500,000 and more: \$100.00
- After the fact Certificate of Appropriateness - Base fee plus \$100

Local Landmark Designation: \$50.00

Temporary Family Health Care Structure:

- **Initial Fee:** \$100
- **Annual Renewal:** \$50

Section 5. Fees for Special Event Electrical Services

Basic Charge:

A fee of \$125 per day shall be paid for each terminal box used. This fee includes the cost of energizing and de-energizing the facilities by the City and the cost of electrical power used. The City will require payment in advance of the event for the estimated number of terminal boxes and days of usage. No activities will be permitted until such fees are paid in full. If additional terminal boxes or days are actually used, a responsible party for the event will pay the additional fees within thirty days.

Technical Service Fee:

Fees for services provided by the City to the user in conjunction with the use of electrical facilities beyond normal energizing and de-energizing of the terminal boxes shall be paid by the user on a cost reimbursement basis. This fee shall also include reimbursement of costs for any damages to the facilities during the period of used by the user. Such costs shall be determined by the City and shall include but not be limited to personnel, equipment, and materials. Provisions of these services by parties other than the City shall be at the sole discretion of the City.

Section 6. Development Agreement Application Fees

- **R-20,R-15,R-10,R-7,R-5,R-3,HD,HD-O,HD-R,HD-MU,CEM, RO:** \$400+\$50/acre
- **CBD, MSMU, UMX:** \$500+\$50/acre
- **MHP, MF-L, MF-M, MF-H, O & I-1, O & 1-2, MF-MH, NB:** \$600+\$50/acre
- **CB, RB, and CS, PD, A1, LI, IND, MX, RFMU:** \$800+\$50/acre

Note: Acreage will be rounded to the nearest ¼ acre to determine the fees. For example, a 1.68-acre proposal for a development agreement in a CB zoning district would cost an applicant \$887.50 at \$800 + (1.75 X 50) = \$887.50.

Section 7. Right-Of-Way Permit Fees

Application fees for Right-Of-Way Permit as required by Section 18-702 of the Wilmington City Code shall be as set forth below:

Permit Type	Proposed Fee
Utility Mains/Service Connection	\$30
Sidewalk Closures/Crane Lifts	\$30
Road Closures	\$80
Dumpsters/PODS	\$20
Driveway	\$110
House Move/Oversize/Overweight	\$40
De Minimus Encroachment	\$120
Demolition/Planting/Irrigation	\$10
Fence	\$20

- **Utility Mains/Service Connection:** \$30
- **Sidewalk Closures/Cranes Lifts:** \$30
- **Road Closures:** \$80

- **Dumpsters/PODS:** \$20
- **Driveway:** \$110
- **House Move/Oversize/Overweight:** \$40
- **De Minimus Encroachment:** \$120
- **Demolition/Planting/Irrigation:** \$10
- **Fence:** \$20

Section 9. Fee for Permit to Move Buildings

Application fees for a permit to move buildings as required by Section 11-11 of the Wilmington City Code shall be 100.00. City sponsored programs are exempt from this fee.

Section 10. Street Vendor Permit Application Fees

Application fee for Street Vendor Permits charged to every person selling food or food products from a cart or container as defined in Section 4-105 of the Wilmington City Code shall be:

- Initial Application \$15.00 per cart or container
- Application for Renewal \$10.00 per cart or container

Every applicant for a Street Vendor Permit must contact and receive approval through the Police Department and the City Manager's Office. This fee is for the application process and is separate from the cost of the permit.

Section 11. Sidewalk Café Permits

Application fee for Sidewalk Cafe Permits as defined in Section 4-109 of the Wilmington City Code shall be:

Facility/Activity:

Initial: \$250
Renewal: \$150

Sidewalk Café Permit:

Initial: \$25
Renewal: \$10

Sandwich Board Signs:

Initial: \$25
Renewal: \$10

Registration fee and cost for large space in City owned news rack-per space:

Initial: \$50 per annum
Renewal: \$50

Registration fee and cost for small space in City owned new rack per space:

Initial: \$25 per annum
Renewal: \$25

Registration fee and cost for individually owned news rack per rack:

Initial: \$10 per annum

Renewal: \$10

Section 12. Home Occupation Permits

Application fee for Home Occupation Permits as defined in Section 18-279 of the Wilmington City Code shall be: \$200

ARTICLE B. MISCELLANEOUS PERMITS AND FEES

Section 1. GTV-8 Videotaping and Council Chamber AV Fees

DVD copies of GTV-8 programming:

\$20 per DVD

City Council Chambers AV Fees:

Audio, visual, and electronics (includes access to drop-down 14 x 10' screen, PA, wireless microphone(s), laptop jack, DVD player): \$70

Screen and PA only (includes access to drop-down 14 x 10' screen, PA, wireless microphone(s). User must provide own projector): \$30 per hour billed in ½ hour blocks

Section 2. Photocopy Fee

\$0.05 per sheet

Section 3. Housing Loan Programs

Certified Home Ownership Opportunities Program (HOP) Broker Program (real estate brokers with at least two (2) years active real estate license may apply for a HOP Broker Certificate):

Application Fee non-refundable: \$150

Annual Renewal Fee: \$25 (If paid within 30 days of renewal deadline/notice)

Reinstatement Fee: \$75 (After 30 days' annual renewal deadline/notice)

HOP Property re-inspection fee (Charged for the scheduling of a re-inspection if the utilities are not in service at the time of the scheduled HOP Property Inspection. This fee will also be charged if the home seller or his/her authorized real estate agent is not present at the scheduled HOP Property Inspection appointment): \$75

HOP Loan Application Fee: \$50

Rental Rehabilitation Incentive Loan Program Application Fee non-refundable: \$250 per unit*

*Fee may be waived for applications for Permanent Supportive Housing projects

Section 4. Internal Fees

- Duplicate Identification Badge Fee (door access only): \$8**
- Duplicate Identification Badge(s) Fee (Kronos/door access): \$10**
- Child Support/Deduction Maintenance Fee: \$2.00 per payment withheld/remitted**
- Duplicate Direct Deposit Advice: \$5**
- Duplicate W-2 Fee: \$10**

Section 5. City Loan Assumptions and Second Mortgage Subordination Requests

Application fee (non-refundable): \$50*

*Upon death of original borrower, an heir may apply to assume the City's loan, if qualified; must have title to property, live in the property as primary residence, meet HUD income guidelines, and be approved by Loan Review Board.

Borrowers with City second position mortgage loans may request a subordination of their City loan to a refinance of their first mortgage loan for the following reasons: favorable change in interest rate, change of term (shorten loan term, or extend term to reduce monthly payment amount). No additional debt other than reasonable closing costs may be added to the refinance of the first mortgage. Subordinations must be approved by the Loan Review Board.

Section 6. Plotter Prints

- 24-inch X 36-inch prints: \$8**
- 36-inch by 48-inch prints: \$17**

Section 7. River to Sea Bike Ride

Day of Registration: \$5