



BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

CHECKLIST FOR ADMINISTRATIVE FEE POLICY

PROJECT NAME: _____

PLAN NAME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Please check the following application that applies to you when submitting to the Town of Middletown for review.

BOARD OF APPEALS:

- VARIANCE APPLICATION**
- \$100.00 standard fee for non principal or \$200.00 standard fee for principal + \$100.00 advertising fee, made payable to the Town of Middletown at time of submission of application**
- SPECIAL EXCEPTION**
- \$300.00 standard fee + \$100.00 advertising fee, made payable to the Town of Middletown at time of submission of application; for residential purposes (residential uses in the GC district, restricted vehicles in residential districts, fences, and freestanding solar collection systems in residential districts), \$150.00 standard fee + \$100.00 advertising fee**
- ADMINISTRATIVE ERROR**
- \$200.00 standard fee + \$100.00 advertising fee, made payable to the Town of Middletown at time of submission of application**

TEXT AMENDMENT - \$300.00 standard fee + \$200.00 advertising fee + \$150 legal fee, made payable to the Town of Middletown at time of submission of application.

RE-ZONING REQUEST - \$400.00 standard + \$20.00/acre + \$200.00 advertising fee made payable to the Town of Middletown at the time of submitting application.

_____ # of acres

ANNEXATION REVIEW - \$1,000.00 standard + \$50.00/acre + \$150 legal fee + \$200 advertising fee, made payable to the Town of Middletown at the time of submitting application.

_____ # of acres

WATER AND SEWER MASTER PLAN MAP AMENDMENT - \$500.00 standard fee + \$100 engineering fee made payable to the Town of Middletown. Applicant must submit a proposed map amendment with fee for consideration of changes to the Water/Sewer Master Plan Map that is not in sequence with the regular six-month review process for change in services.

RECORDING FEES:

PLATS - \$5.00 made payable to the Clerk of the Court and \$75.00 made payable to the Town of Middletown for recordation procedures conducted by Middletown Planning Staff.

ALL OTHER DOCUMENTS - \$50.00/document payable to the Town of Middletown for recordation procedures conducted by Middletown Staff.

PUBLIC WORKS AGREEMENT REVIEW - \$225.00/each standard fee + \$150 legal fee made payable to the Town of Middletown when submitting public works agreement for review.

HOA DOCUMENT REVIEW - \$225.00 standard fee + \$150 legal fee made payable to the Town of Middletown when submitting HOA for review.

HOME OCCUPATION REVIEW - \$50.00 standard fee + all other applicable fees payable to the Town of Middletown when submitting Home Occupation application for review.

TOTAL FEES ENCLOSED \$ _____

PRINTED NAME: _____

SIGNED BY: _____