



# BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

## CHECKLIST FOR ADMINISTRATIVE FEE POLICY

PROJECT 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 + \$175.00 advertising fee + any advertising above \$175.00, made payable to the Town of Middletown at time of submission of application**
  - SPECIAL EXCEPTION**
  - \$300.00 standard fee + \$175.00 advertising fee + any advertising above \$175.00, 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 + \$175.00 advertising fee + any advertising above \$175.00**
  - ADMINISTRATIVE ERROR**
  - \$200.00 standard fee + \$175.00 advertising fee + any advertising above \$175.00, made payable to the Town of Middletown at time of submission of application**
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**TEXT AMENDMENT - \$300.00 standard fee + \$175.00 advertising fee + any advertising above \$175.00 + \$150 legal fee, made payable to the Town of Middletown at time of submission of application.**

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**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

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**ANNEXATION REVIEW - \$1,000.00 standard + \$50.00/acre + \$150 legal fee + \$175.00 advertising fee + any advertising above \$175.00, made payable to the Town of Middletown at the time of submitting application.**

\_\_\_\_\_ # of acres

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**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.**

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**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.**

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**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.**

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

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

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**TOTAL FEES ENCLOSED**      \$ \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_