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

Updated January 2018
WIRELESS TELECOMMUNICATIONS STRUCTURES & FACILITIES:

☐ NEW TOWER OR SUPPORT STRUCTURE OR SUBSTANTIAL MODIFICATION
   $5000.00 standard fee + consultation fees invoiced to the Town, made payable to the Town of Middletown at time of submission of application.

☐ ELIGIBLE FACILITY (any co-location or Non-Substantial Modification)
   $1000.00 standard fee + consultation fees invoiced to the Town, made payable to the Town of Middletown at time of submission of application.

☐ AMENDMENT OR WAIVER REQUEST
   $200.00 standard fee + consultation fees invoiced to the Town, made payable to the Town of Middletown at time of submission of application.

☐ FINAL INSPECTION
   $200.00 standard fee + consultation fees invoiced to the Town, made payable to the Town of Middletown at time of submission of application.

☐ TEXT AMENDMENT - $300.00 standard fee + $200.00 advertising fee + $200.00 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 + $200.00 legal fee + $200.00 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 + $200.00 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.

Updated January 2018
RECORDING FEES:

☐ PLATS - $5.00 per sheet 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 + $200.00 legal fee made payable to the Town of Middletown when submitting public works agreement for review.

☐ HOA DOCUMENT REVIEW - $225.00 standard fee + $200.00 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 $ ______________________

SIGNED BY: ____________________________________

Updated January 2018