



Town of Ellendale

Fee Schedule - Fiscal Year 2022

Applications

Application for Special Use	\$ 200.00	*Plus initial Escrow of \$1,000 ^A
Application for Site Plan Review for Special Permitted Use	\$ 100.00	*Plus initial Escrow of \$1,000 ^A
Application for Subdivision of Existing Lot	\$ 100.00	*Plus initial Escrow of \$1,000 ^A
Application for Variance	\$ 200.00	
Application for Variance - Appeal	\$ 200.00	Refundable if applicant approved
Application for Zoning Change	\$ 400.00	*Plus initial Escrow of \$1,000 ^A

Annexation

Annexation - Residential Zoning - 5 acres or less	\$ 50.00
Annexation - Residential Zoning - greater than 5 acres	\$1,200.00
Annexation - Commercial Zoning - 5 acres or less	\$ 250.00
Annexation - Commercial Zoning - greater than 5 acres	\$1,500.00
Annexation - Mixed Use	\$2,000.00
Annexation - 501(c)3 or government owned	\$ -

Permits

Building Permit - alterations & additions - based on cost of job	\$0 - \$3,000	\$30.00
Building Permit - alterations & additions - based on cost of job	\$3,000+	1.25%
Building Permit - New Construction - not including land value		2.00%
Certificate of Occupancy	\$ 10.00	
Conditional Use Permit	\$ 250.00	
Demolition Permit	\$ 50.00	
Sign Permit - based on retail cost of sign		1.50%
Special Permitted Use Permit	\$ 100.00	

Plan Review

Site Plan Review - Single-Family New Construction - one lot	\$ 150.00
Site Plan Review - Multi-family New Construction less than 20 units	\$ 250.00
Site Plan Review - Multi-family New Construction greater than 20 units	\$ 500.00
Site Plan Review - Commercial New Construction 50,000 sq ft or less	\$ 250.00
Site Plan Review - Commercial New Construction greater than 50,000 sq ft	\$ 500.00
Site Plan Review - Developments	\$ 700.00



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Alteration of New or Existing Lots

Board of Adjustment Review	\$ 1,000.00 plus legal and clerical fees ^B
Minor Subdivision	\$ 500.00 plus \$20 per lot
Major Subdivision	\$ 700.00 plus \$30 per lot
Site Plan Review for Variance - R1 & R2 Zoning	\$ 200.00 plus legal and clerical fees ^B
Site Plan Review for Variance - R3 Zoning	\$ 250.00 plus legal and clerical fees ^B
Site Plan Review for Variance - RB & RS Zoning	\$ 350.00 plus legal and clerical fees ^B
Site Plan Review for Variance - C Zoning	\$ 400.00 plus legal and clerical fees ^B
Zoning Map Amendment - from any district to residential	\$ 50.00 plus \$5.00 per acre, max \$1,250.00
Zoning Map Amendment - from any district to commercial	\$ 75.00 plus \$20.00 per acre, max \$1,000.00
Zoning Map Amendment - from any district to industrial	\$ 150.00 plus \$20.00 per acre, max \$1,000.00
Zoning Text Amendment	\$ 600.00 plus professional fees ^B

Copies

Copy of Comprehensive Plan (paper or electronic)	\$ 25.00
Copy of Subdivision/Land Regulations (paper or electronic)	\$ 25.00
Copy of Zoning Ordinance (paper or electronic)	\$ 25.00
Faxes	\$ 1.00 per page
Freedom of Information Request - Standard copy fees apply	
Lien Certificate	\$ 35.00
Photocopy Fee - black and white	\$ 0.25 per page
Photocopy Fee - color	\$ 1.25 per page

Town Staff & Amenities

Clerical/Administrative Staff Fee	\$ 17.00 per hour
Impact Fee - Police Department	\$ 230.00 maximum per EDU ^C
Impact Fee - Parks, Recreation, and Open Space	\$ 130.00 maximum per EDU ^C
Impact Fee - Municipal Facilities	\$ 85.00 maximum per EDU ^C
Impact Fee - Local Streets and Maintenance	\$ 55.00 maximum per EDU ^C
Maintenance Staffing Fee	\$ 50.00 per hour
Non-Sufficient Funds Fee - first offense	\$ 35.00



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Non-Sufficient Funds Fee - second offense		\$ 45.00	
Notary Service		\$ 5.00	
Park/Pavilion Rental Fee - Group of 20 or less	3 hrs	\$ 25.00	\$25.00 is refunded from Park fees if
Park/Pavilion Rental Fee - Group of 21 to 50	3 hrs	\$ 50.00	no damage is done and/or trash is
Park/Pavilion Rental Fee - Group of 51 or more	3 hrs	\$ 100.00	left behind
Police Staffing Fee		\$ 50.00	per hour
Police Report		\$ 35.00	
Removal/Abatement of Unregulated Growth/Nuisance		\$ 200.00	per hour

Licensing

Business License - General		\$ 125.00	
Rental License		\$ 125.00	
Vendor Fee - Non-Profit vendor		\$ 10.00	single use for special events
Vendor Fee - For-Profit purchased 14 or more days in advance of event		\$ 25.00	single use for special events
Vendor Fee - For-Profit purchased >14 days in advance of event		\$ 35.00	single use for special events

Annual Property Taxes

Rate: \$0.99 per \$50.00 using 50% of Sussex County 1974 Assessed Value	
1% per month penalty fee	
\$25.00 per year late fee	
Filing of Tax Lien	\$ 50.00 plus legal and clerical fees ^B

A) Escrow funds are required by the applicant to cover Professional Fees, including but not limited to Engineering and Legal. Escrow funds shall be placed in an escrow account. A monthly statement will be given to the applicant detailing how the funds have been charged. The applicant will have 30 days to dispute any charges. At the completion of the project/application process, any remaining balance will be refunded to the applicant. The Town of Ellendale may, at its own discretion, increase the initial required escrow funds upon review of the application and determining that the particular application is likely to substantially exceed the standard initial escrow amount. If the escrow funds are depleted below \$250.00 and the project is ongoing, the Town shall require in writing, additional escrow funds of an amount reasonably calculated as needed to complete the application's process, and the Applicant shall remit the required escrow funds within 15 days of receipt of the Town's writing. If the required funds are not remitted within said time, any further review, work, meetings, or approvals will be delayed until the Town has received the funds requested.



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B) Additional fees for professional, legal, and clerical fees reasonably incurred by the Town of Ellendale.

C) The Town of Ellendale may, by majority vote of the Town Council, elect to reduce or eliminate any one, or more, of the Impact Fees for any new development, dependent upon a formal written proposal and consideration from the developer. Examples include, but are not limited to, a) reduction of the Police Department fee in exchange for a lot deeded to the town for a new police station, b) reduction of the Parks, Recreation, and Open Space fee in exchange for park land and/or open space being deeded to the town, and c) reduction of the Municipal Facilities fee in exchange for 3% or more of the required off-street parking spaces being electric vehicle charging stations to meet anticipated future demand. The agreement between Council and the Developer for a reduction in Impact Fees will be voided if no Annexation Agreement is submitted within 180 days. The agreement for a reduction in Impact Fees will be written into the Annexation Agreement with a sunset clause, such that if the developer fails to remit the agreed upon consideration before 50% of the development is completed, a Stop Work Order shall be issued and all building permits and certificates of occupancy shall be halted until the consideration is remitted or until a sum equal to the difference of the full Impact Fee and the agreed upon reduction is paid in full.