

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%
Commerical Building Permit	\$100 plus \$5/\$1000 up to 1M, \$2/\$1000 over \$1M	
*Public Utility Uses		
Emergency Service Fee		1.00%
Certificate of Occupancy		\$ 50.00
Conditional Use Permit		\$ 250.00
Demolition Permit - Accessory Structure		\$ 25.00
Demolition Permit - Residential Structure		\$ 50.00
Demolition Permit - Commercial/Industrial Structure		\$ 100.00
Moving Permit - 1 story with less than 750 sq ft		\$ 500.00 per structure
Moving Permit - Larger than 1 story or 750 sq ft	requires \$20,000 bond	\$ 1,000.00 per structure
Sign Permit - based on retail cost of sign	1.50%	
Special Permitted Use Permit		\$ 100.00
Temporary Trailer Permit - Contractors who require an office trailer on a building site		\$50 per trailer - valid for 90 days

Permits		
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Construction Right-Of-Way (ROW) Staging Permit

Any person, firm, or corporation that wishes to temporarily use the public right-of-way for the purpose of construction equipment staging, storage, POD placement, dumpster placement, or related activity, or that will close pedestrian, bicycle, or vehicle travel. is required to obtain a permit from the Town of Ellendale. Any ROW closure involving travel lanes requires notification of Ellendale Police Department and Ellendale Fire Company prior to permit approval, stating location of closure, times of closure, and expected duration of closure.

\$50 per permit for an area 8 feet by 12 feet, each additional 6 linear feet, or fraction thereof, will cost \$25 - valid for 5 days

Temporary Right-Of-Way (ROW) Closure

Any person, firm, or corporation that wishes to temporarily close the public right-of-way for the purpose of utility work, equipment placement, crane placement, sign installation, and boom or helicopter lifts. Any ROW closure involving travel lanes requires notification of Ellendale Police Department and Ellendale Fire Company prior to permit approval, stating location of closure, times of closure, and expected duration of closure.

Partial sidewalk closure - \$1.00 per foot, per day - minimum \$50

Full sidewalk closure with signage - \$4.50 per foot, per day - minimum \$75 Parking lane closure - \$2.50 per foot, per week - minimum \$50

Travel lane or bicycle lane closure - \$3.50 per foot, per week - minimum \$50 Full closure, 5 days or less - \$250 per block, per day

Full closure, more than 5 days - \$1,500 per block, per week or fraction thereof Boom or helicopter lift over ROW - \$275 - maximum of 6 hours

Scheduled Excavation Permit (Street Cut Permit)

An excavation is an activity that cuts, penetrates, or bores under any portion of the public right-of-way which has been improved with a paved surface for street, sidewalk, surface drainage, or related public transportation infrastructure purposes. Cutting, tunneling, jacking and boring, backfilling, restoration, and repairing are included. Transportation improvement, utility maintenance or other activities performed within already existing structures, vaults, conduits, or cable ways located beneath streets and where access is provided by a manhole or other previously constructed entrance are not included.

Tunneling, jacking, and boring only \$150

All other methods of excavation \$225

Steel plate temporary surface \$50

All permits are valid for 14 days

Residential Storage Container & Dumpster Permit

Portable containers should be placed in legal parking spaces and must be free-standing.

Portable containers should be placed in the parking lane in front of your property or in the driveway.

If the only available space is in front of property that is not owned by the permit applicant, the applicant must notify the potentially affected property owners 48 hours before placement.

To maintain safe lines-of-sight, place the container at least 30 ft from intersections, 10 ft from driveways, & 15 ft from fire hydrants when placed on streets.

At no point may a vehicle delivering a storage container or dumpster drive over a curb or sidewalk.

Moving container or Pod - \$50 for a maximum of 30 days

Dumpster - \$50 for a maximum of 7 days

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

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, Parks, Recreation, and Open Space, Municipal Facilities, Local Streets and Maintenance	\$ 2400.00	
Maintenance Staffing Fee	\$ 50.00	per hour
Non-Sufficient Funds Fee - first offense	\$ 35.00	
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	
Park/Pavilion Rental Fee - Group of 21 to 50	3 hrs \$ 50.00	
Park/Pavilion Rental Fee - Group of 51 or more	3 hrs \$ 100.00	
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 Rental License	\$ 125.00	
Rental License	\$ 125.00	
Vendor Fee - Non-Profit vendor	\$ 125.00	per single family dwelling, condominium, or townhouse
Vendor Fee - For-Profit purchased 14 or more days in advance of event	\$ 10.00	per apartment, hotel, or motel; plus
- For-Profit purchased >14 days in advance of event	\$ 25.00	\$8 per rental unit over 1 single use for special events
	\$ 35.00	single use for special events

Fines

	1st	2nd	3rd & addtl
Failure to Obtain a Rental License (a new offense the 1st of each month)	\$100	\$200	\$300
Failure to Obtain a Business License	\$100	\$200	\$300
Open Burning	\$50	\$50	\$50
Residential Storage Container & Dumpster Permit Violations	\$25	\$50	\$100
Right-Of-Way Staging Permit Violations	\$100	\$200	\$300
Scheduled Excavation Permit Violations	\$100	\$200	\$300
Temporary Right-Of-Way Closure Permit Violations	\$100	\$200	\$300
Temporary Trailer Permit Violations	\$100	\$200	\$300

Annual Property Taxes

\$0.22 per \$100.00 using 100% of Sussex County 2025 Assessed Value 1% per month penalty fee		
\$25.00 per year late fee		
Filing of Tax Lien		plus legal and clerical fees ^b
	\$ 50.00	

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.

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.

Amended 9.2.26