

Town of Charlotte Court House, Virginia  
Zoning and Subdivision Fees

**Zoning Fees** (Adopted by Town Council June 21, 2022)

- \$35 – Certificate of zoning compliance not requiring advertising, for example approvals by:
  - Zoning administrator - Zoning permit, temporary use permit, special event permit, sign permit, and approval to file plat which is not a subdivision (fees for subdivisions are covered by subdivision ordinance).
  - Board of zoning appeals - Administrative appeals and boundary interpretations.
  - Historic district review board – Certificate of appropriateness.
- \$400 – Applications requiring review by the Planning Commission or Board of Zoning Appeals which require advertising (e.g., conditional use permits; amend zoning ordinance, map, or comprehensive plan; and board of zoning appeals variances).
- Applicant shall be required to reimburse the Town for the actual cost of professional consultation fees and other expenditures attributable to review of the application.

**Subdivision Fees** (See Subdivision Ordinance Adopted by Town Council December 10, 2018)

Sec. 3-5 Fees and Charges

Fees and charges for the examination of every subdivision plat are collected with the filing of the preliminary plat or if no preliminary plat is filed, with the filing of the final plat. No refunds will be made if the subdivision is not approved.

- 3-5-1 Zoning administrator approval.* The fee for subdivisions which may be approved by the zoning administrator under Sec. 3-2-1 (Zoning administrator approval) shall be one-hundred and fifty dollars (\$150).
- 3-5-2 Planning commission approval.* The fee for subdivisions which require approval by the planning commission under Sec. 3-2-2 (Planning commission approval) shall be six-hundred dollars (\$600).