

Application Fee Schedule  
Town of Wakefield Planning Board

<u>Subdivision Regulations</u>	<u>Application Fee</u>	<u>Plus: Fee Per New Lot Proposed</u>	<u>Plus: Minimum Deposit for Planning Consulting Services<sup>2</sup></u>
Major Subdivision	\$450	n/a	\$500
Minor Subdivision	\$200	n/a	\$250
Open Space Subdivision	\$450	n/a	\$500
Boundary Line Adjustment	\$100	n/a	\$150
Design Review	\$200 <sup>2</sup>	n/a	\$250
Amendment to Subdivision Plan or Conditions of Approval	\$200	n/a	\$250
Extension of Approval	\$200	n/a	\$150
Condominium - New or Conversion		See Site Plan Review Regulations	
<u>Site Plan Review Regulations</u>	<u>Application Fee</u>	<u>Plus:</u>	<u>Plus: Minimum Deposit for Planning Consulting Services<sup>1</sup></u>
Major Site Plan Review	\$450	n/a	\$500
Minor Site Plan Review	\$200	n/a	\$250
Amendment to Site Plan or Conditions of Approval	\$200	n/a	\$250
Extension of Approval	\$200	n/a	\$150
Insignificant Change of Use	\$100	n/a	n/a
Home Enterprise Levels 2 & 3	\$50	n/a	\$250
Design Review	\$200 <sup>2</sup>	n/a	\$250
Condominium - New or Conversion	\$250	n/a	\$250
Conditional Use Permit	\$100	n/a	\$150
Excavation Permit Fee	\$50	n/a	\$225

OVER

<sup>1</sup> **Minimum deposit at time of application – funds to be escrowed and refunded to applicant if unused.** See “Additional Costs” section #3.

<sup>2</sup> **To be applied to application fee if formal application is submitted within 60 days of Design Review**

\* Approved by the Town of Wakefield Planning Board on 6/21/07

\*\*Revised January 2008 \*\*\* Revised August 2010 \*\*\*\*\*Revised November 3, 2011 \*\*\* Revised September 2012\*\*\*Revised January 2019\*\*Revised February 2020\*\* Revised August 2021\*\*Revised 26 July 2022 [postage increase]\*\*Revised 19 January 2023 [postage increase rate notes.] January 2024 [postage amount left blank due to frequent increases.]

### **Notice Fees:**

1. \$125.00 Newspaper public notice
2. \$ \_\_\_\_\_ per Abutter\* **subject to U.S. Postal Rate changes.** *\*Please check with Land Use Department for the current USPS rates.* Applicant will be charged the current fee for certified, and/or return receipt mail for the U.S. Postal Service.

### **Recording:**

1. The Applicant shall be responsible for any additional payment greater than the initial fee for all recording fees at the Carroll County Registry of Deeds, and shall submit check(s) payable to same (with specific amounts as set by the Register of Deeds, as may be amended), prior to the Town recording any plans and/or documents

### **Additional Costs**

1. The Applicant shall be responsible for other costs for special investigative studies in reviewing any application, as limited in Section 6.09 of the Subdivision Regulations and 6.17 of the Site Plan Review Regulations. The applicant shall submit payment to the town to be held in escrow for these studies prior to any work commencing on said studies.
2. No application will be reviewed by the Planning Board until all required fees have been paid, or funds escrowed, including the Planning Consultant's fees.
3. Initial Minimum Planning Consultant deposit to be placed in an escrow account, designated for that application, to be used by the Planning Board for paying for independent consulting services to review the application. When the balance in this account is drawn down by 75% and the application remains ongoing, the Land Use Department shall notify the Applicant and require the account to be replenished to the original amount, or greater amount if determined necessary by the Planning Board. Any balance in the account remaining after a final decision on the application by the Planning Board shall be returned to the Applicant.