

**OFFICE OF PLANNING & ZONING**  
**FEE SCHEDULE**

Appeal to the Board of Appeals.....	\$250
Appeal to Circuit Court.....	\$50 deposit required at the time of filing
Transcript Cost.....	\$2.50 per page plus \$0.25 per page for 2 <sup>nd</sup> copy
CD of scanned Minor Subdivisions.....	\$50
Certificate of Zoning.....	\$10
Mobile Home License.....	\$15
Photocopies.....	\$0.25
Plat copies.....	\$3 or \$4
Publications	
Comprehensive Plan.....	\$12
Critical Area Program (postage \$5).....	\$15
Forest Conservation Program.....	\$17
Zoning Ordinance and Subdivision Regulations (postage \$6).....	\$30
Rezoning Application.....	\$250
Salvage Yard License (two year license).....	\$200
Special Exception application.....	\$250
Topo Sheets.....	\$10
CD of scanned topo sheets.....	\$25
Variance Application.....	\$200
Zoning Certificate.....	\$20

**CECIL COUNTY OFFICE OF PLANNING & ZONING**  
**DEVELOPMENT FEE SCHEDULE**

**MINOR SUBDIVISIONS**

New Unit.....	\$50 + \$50 per lot
Additions; Subtractions; Ag-Transfers Resubdivisions with no new units proposed.....	\$25

**MAJOR SUBDIVISIONS**

*Concept, Preliminary, Preliminary-Final, and Final Plat submittals to the Technical Advisory Committee or the Planning Commission, per submittal*

0-19 units . . . . .	\$125 + \$ 10/unit
20-49 units . . . . .	\$150 + \$ 9/unit
50-99 units . . . . .	\$175 + \$ 8/unit
100-249 units . . . . .	\$350 + \$ 7/unit
250 units and over . . . . .	\$500 + \$ 6/unit
<u>Revisions After Approval</u> . . . . .	\$250
<u>Extension of Approval</u> . . . . .	\$250
<u>Check Print Reviews</u>	
0-99 units . . . . .	\$125 + \$ 4/unit
100-249 units . . . . .	\$175 + \$ 5/unit
250 units and over . . . . .	\$500 + \$ 6/unit

**RECORD PLAN REVIEW**

0-19 units.....	\$100 & \$10 per unit
20-49 units.....	\$100 & \$8 per unit
50-99 units.....	\$100 & \$6 per unit
100 and over.....	\$100 & \$5 per unit
Administrative Review.....	\$100
Modification of Record Plat.....	\$100

**SITE PLANS** .....\$250

**ALL FEES MUST BE PAID UPON THE SUBMITTAL OF DEVELOPMENT PLANS.  
PLEASE MAKE CHECKS PAYABLE TO THE CECIL COUNTY COMMISSIONERS.**

## MEETING TIMES & DEADLINES

### Subdivisions

	<u>Meeting Time</u>	<u>Deadline &amp; Submittal Requirements</u>
Planning Commission	3 <sup>rd</sup> Monday at 10 AM or noon	3 <sup>rd</sup> Thursday of the previous month at 4:30 PM - 16 copies and required fee (17 copies if in Ches. Bay Critical Area) - Signage must be installed on site - Digital version of plat required
TAC	1 <sup>st</sup> Wednesday at 9 AM	The Wednesday two weeks prior to the meeting at 4:30 PM - 19 copies and required fee (20 copies if in Ches. Bay Critical Area) - Signage must be installed on site - Digital version of plat required

### Rezoning (2 hearings)

	<u>Meeting Time</u>	<u>Deadline &amp; Submittal Requirements</u>
Planning Commission	3 <sup>rd</sup> Monday at 7PM	15 <sup>th</sup> of the month at 4:30 PM - \$250 and application required

County Commissioners – to be scheduled with the Commissioner’s Office

### Variance (1 hearing)

	<u>Meeting Time</u>	<u>Deadline &amp; Submittal Requirements</u>
Board of Appeals	Tuesday of the following week after Planning Comm. meeting	3 <sup>rd</sup> Thursday of the month at 4:30PM - \$200 and application required

### Special Exceptions (2 hearings)

	<u>Meeting Time</u>	<u>Deadline &amp; Submittal Requirements</u>
Planning Commission	3 <sup>rd</sup> Monday at 7 PM	3 <sup>rd</sup> Thursday of the month at 4:30PM - \$250 and application required
Board of Appeals	Tuesday of the following week after Planning Comm. meeting	

Site Plans (no public hearings)

	<u>Meeting Time</u>	<u>Deadline &amp; Submittal Requirements</u>
Office of Planning & Zoning	Reviewed administratively	\$250 and six copies of the plan

**SUBDIVISION PUBLIC NOTICE SIGN SPECIFICATIONS**

*Effective February 1, 2005 for all plans reviewed by the TAC or Planning Commission*

- I. Sign Size – The sign shall have a minimum dimension of 30 inches by 36 inches
- II. Setback - The sign shall be placed no closer than five (5) feet to the road right-of-way and no greater than ten (10) feet from the road right-of-way.
- III. Location – A sign shall be erected in a clearly visible place on each of the property’s road frontages.
- IV. Information – The sign shall contain a plat of the proposed subdivision, the name of the developer, and tax map and parcel number(s).
- V. Appearance – The sign shall have a yellow background with black lettering no less than two (2) inches in a sans serif type face. The subdivision plat shall be laminated.
- VI. Material – The sign shall be made of plywood with a minimum thickness of a ½ inch minimum density overlay with a minimum thickness of ½ inch, metal with a minimum gauge of 0.80, or other weather resistant durable material.
- VII. Installation and Duration – Signage must be installed by the deadline for plan submittal. Signs must be maintained throughout and until the time of final plat approval