

## RESOLUTION NO. 6206 as amended

A RESOLUTION OF THE TOWN OF EASTON REVISING THE TOWNS LICENSE, APPLICATION, PERMITS, INSPECTIONS, CERTIFICATE AND OTHER FEES

INTRODUCED BY: Mr. Montgomery

WHEREAS, by Resolution 6188, the Town Council established a schedule for license, application, permits, inspection, certificates and other fees; and

WHEREAS, the Town Council wishes to repeal Resolution 6188 the schedule for licenses, applications, permits, inspections, certificates and other fees; and

NOW, THEREFORE, the Town of Easton hereby resolves as follows:

Section 1. The following amendment to the schedule of fees, is hereby adopted:

<b>TOWN OF EASTON – SCHEDULE OF FEES</b>	
<b>BUSINESS LICENSES</b>	
The following enumerated license fees shall be paid to the Town by the person subject to the licensing provisions of this Code. Such license fee shall be paid annually unless otherwise specified herein.	
(a) Amusement Devices	\$10.00 per day (Including but not limited to carousels, merry-go-rounds, flying horses and gravity railroads)
(b) Billiards and Pool Parlors	
(i) First Table	\$5.00
(ii) Each Additional Table	\$2.50
(c) Bowling Alleys	
(i) One Alley	\$10.00
(ii) Two or More Alleys	\$20.00
(iii) One Box Ball Alley	\$5.00
(iv) Each Additional Box Ball Alley	\$2.50
(d) Circuses and Menagerie Show	\$75.00 per day
(e) Peddlers	
(i) Per Year	\$500.00 per person
(ii) Daily	\$100.00 per person
(f) Private Skating Rinks	
(i) Per Year	\$25.00
(ii) For Periods less than a Year	\$5.00 per month or fraction of a month
(g) Traveling Shows, Athletic Exhibitions, Concert Performances, Dramatic Performances, Motion Pictures and Vaudeville Shows	
(i) Non-Resident Performers	\$25.00 per performance
(ii) Performance is under management of regularly operating theater in Town or primarily for the benefit of and under the auspices of some local organization, business or charity	No Fee
(h) Transient Business	
(i) First two (2) Days	\$500.00 each day
(ii) Each Additional Day	\$150.00
<b>OTHER LICENSES AND PERMITS</b>	
(a) Cat and Dog Licenses	As prescribed by Talbot County
(b) Parking Permit	
(i.) Residential	No Charge
(ii.) Residential Additional Visitor	\$1.00

(c) Off Street Parking Permit	
(i) January – December	\$175.00
(ii) Replacement	\$15.00
(d) Blue Parking Permit	
(i) January – December	\$300.00
(e) Hourly Parking Meter Rate	\$0.25 in Lots 3, 4 and 6 and \$0.50 in Lots 1, 2 and 5
(f) Smart Parking Application, Minimum Charge	\$10.00
(g) Parking Fines	
(i.) Expired Meter or Exceeding Posted Time Limit	
First Violation	\$25.00
Second Violation within one calendar year	\$50.00
Third or Subsequent Violation within one calendar year	\$100.00
(ii.) Vehicle Backed into Meter/Pole	\$25.00
(iii) Parking Outside Designated Space	\$25.00
(iv) Other Violation (Resolution 6060)	\$25.00
(v) Fire Lane	\$50.00
(vi) Handicapped Parking	\$75.00
(vii) Fire Hydrant	\$50.00
(viii) Yellow Curb	\$50.00
(ix) Blocking/Obstructing Driveway	\$50.00
(x) Other Violation (Parking in Crosswalk, etc. - Resolution 6060)	\$50.00
(h) Sidewalk Cafes Permit	
(i) First time permit fee	\$75.00
(ii) Renewal fee	\$25.00

### ZONING AND SUBDIVISION FEES

Note items with an \* and see information following the Schedule of Fees

(a) Annexation*	\$15,000.00
(b) Zoning Map or Text Amendment*	\$5,000.00
(c) Subdivision*	
(i) Subdivisions Minor Review	\$400.00 Base fee plus \$200.00 per lot
(ii) Subdivision Major Review	\$600.00 Base fee plus \$400.00 per lot
(iii) Lot Line Revision	\$500.00
(d) Growth Allocation Review*	\$5,000.00
PLAN REVIEWS	
(a) Site Plan Review (5,000 Square Feet or greater GFA or addition of 10% or greater GFA )	\$2,700.00
(b) Planned Unit Development (PUD) - General or Planned Healthcare (HC)*	\$8,000.00
(i) Material Review	\$5,000.00
(ii) Non-Material Review	\$3,000.00
(c) PUD - Infill and Redevelopment	\$5,000.00
(i) Material Review	\$4,000.00
(ii) Non-Material Review	\$2,000.00
(d) MXW Zoning District Site Plan Review*	\$8,000.00
(e) Planned Redevelopment (PR) Review*	\$500.00 plus additional review fees as determined
(f) Forest Conservation Plan Review	
(i) Less than five (5) acre site	\$500.00
(ii) Greater than five (5) acre site	\$800.00

(iii) Fee-in-lieu	\$0.305 per square foot
<b>(g) Critical Area Plan Review</b>	
(i) Buffer Management Plan	\$150.00
(ii) Critical Area Vegetation Removal	\$100.00
(iii) Buffer Mitigation Fee-in-Lieu	\$1.50 per square foot
(iv) Outside the Buffer Fee-in-Lieu	\$0.30 per square foot
<b>(h) Impact Fees</b>	
(i) Residential Single Family	\$4,120.00
(ii) Multi Family	\$3,070.00
(iii) Retail - Commercial	\$2.48 per square foot
(iv) Office	\$1.49 per square foot
(v) Warehousing	\$0.42 per square foot
(vi) Industrial	\$0.68 per square foot
(vii) Institutional	\$1.57 per square foot
(viii) Medical	\$2.33 per square foot
(ix) Hotel	\$0.97 per square foot
<b>MIXED-USE WATERFRONT DISTRICT</b>	
<b>(a) Bonus Provisions - Development Incentives</b>	
(i) Residential	\$9.50 per square foot
(ii) Commercial or Mixed Use	\$7.60 per square foot
<b>ADDITIONAL REVIEWS AND INSPECTIONS</b>	
(a) Commercial As-Built Review and Inspection	\$300.00
(b) Critical Area Review and Inspection	\$125.00
(c) Pier or Shoreline Erosion Control Review and Inspection	\$150.00
(d) Traffic Impact Study Review*	\$500.00
(e) Signs	
(e) Tree Removal	\$75.00
(f) Waiver Request	\$50.00
(g) Family Day Care Review	\$100.00 (without Board of Appeals hearing)
(h) Zoning Verification, Temporary Use or Special Event	\$50.00
(i) Enterprise Zone	\$500.00
<b>HISTORIC DISTRICT COMMISSION</b>	
(a) Residential Applications	\$75.00
(b) Commercial Applications	\$200.00
(c) Commercial Sign Applications	\$75.00
(d) Consent Docket and Staff Approval Application	\$25.00
<b>BOARD OF APPEALS FEES</b>	
(a) Variances	\$250.00
(b) Special Exceptions	\$700.00
(c) Appeals	\$550.00 Refundable if appeal is successful
(d) Sign Replacement Fee (Non-Returned Signs)	\$40.00
<b>PLANNING COMMISSION FEES</b>	
(a) Concept, Use and Design Review	\$250.00
<b>PUBLIC SAFETY LICENSES, PERMITS AND FEES</b>	
(a) Bicycles, Permit-License	\$1.00 (Permanent)

(b) Public Assemblies Permit	\$100.00 (per each open air public meeting, rally, conference, assembly or similar gathering)
(c) Standard Billing Rate per Officer	\$65.00 per hour
(d) Standard Billing Rate per Meter Enforcement Officer	\$40.00 per hour
(e) Standard Billing Rate per Crossing Guard	\$35.00 per hour
(f) Standard Billing Rate	\$50.00 per hour per employee
<b>ENGINEERING AND PUBLIC WORKS FEES</b>	
(a) Curb Cuts	\$50.00 per linear foot
(b) Concrete Sidewalks	
(i.) 1-100 Square Feet	\$20.00 per square foot
(ii.) 101-500 Square Feet	\$17.00 per square foot
(iii.) >500 Square Feet	\$14.00 per square foot
(c) Driveway Apron Residential	\$20.00 per square foot
(d) Driveway Apron Commercial	\$20.00 per square foot
(e) Valley Gutter	\$65.00 per linear foot
(f) Pervious Paver Sidewalk	\$30.00 per square foot
(g) Brick Sidewalk	\$30.00 per square foot
(h) Street Patching (Asphalt)	\$24.00 per square foot
(i) Standard Billing Rate	\$50.00 per hour per employee
(j) Municipal Solid Waste Disposal	
(i.) Single Family Residence	\$240.00 per year
(ii.) Multi- Family	\$215.00 per unit per year
(iii.) Commercial	\$2,000.00 per existing 2 CY dumpster
(k) Municipal Recycling	
(i.) Single Family Residence	\$80.00 per unit per year to \$87.50 per unit
(ii.) Multi- Family	\$75.00 per unit per year to \$82.00 per unit
(iii.) Commercial	\$265.00 per existing unit per year to \$290.00
<b>GRADING PERMITS</b>	
Grading Permit fees are waived when a Building Permit is approved for the same project	
(a) Less than 5,000 sq. ft.	\$200.00
(b) 5,000 sq. ft. to 20,000 sq. ft.	\$250.00
(c) Over 20,000 sq. ft.	\$350.00
<b>RIGHT OF WAY ACCESS (ROW) APPLICATIONS</b>	
Town Legal Fees will be an additional expense to the Applicant when legal documents are required ROW Application Fees are waived when a Building Permit or Grading Permit is approved for the same project	
(a) Application Fee (Residential)	\$50.00
(b) Application Fee (Commercial/Industrial)	\$500.00
(c) Application Fee (Each Pole Mounted Device)	\$500.00
(d) Application Fee (Each New or Replacement Pole)	\$1,000.00
(e) Annual Fee per Pole Mounted Device	\$270.00
<b>STORMWATER MANAGEMENT PLAN REVIEW</b>	
(a) For projects up to one (1) acre	\$1,250.00
(b) For project over one (1) acre	\$3,000.00
<b>ADDITIONAL REVIEWS AND INSPECTIONS</b>	
(a) Commercial As-Built Review and Inspection	\$300.00
<b>PARKS AND RECREATION FEES</b>	

NORTH EASTON SPORT COMPLEX  
Nonrefundable, per field, per hour

(a) Daytime use, without lights	
(i.) Easton/Talbot Recreational Organizations/Teams	\$0.00
(ii.) Out-of-Town/County Organizations/Teams	\$35.00
(iii) Travel Organization/Teams	\$35.00
(b) Evening use, with lights	
(i.) Easton/Talbot Recreational Organizations/Teams	\$0.00
(ii.) Out-of-Town/County Organizations/Teams	\$60.00
(iii) Travel Organization/Teams	\$60.00

**CODE ENFORCEMENT & BUILDING INSPECTION LICENSES**

RENTAL HOUSING

(a) Rental Housing License	\$25.00 per unit per year to \$50.00
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**BUILDING  
INSPECTION  
APPLICATIONS AND PERMITS**

APPLICATION REVIEW

(a) Residential	\$125.00
(b) Commercial	\$225.00
(c) Residential Revision	\$100.00 / Trade Revision \$50.00
(d) Commercial Revision	\$200.00 / Trade Revision \$100.00
(e) Temporary Structures	\$50.00

BUILDING PERMITS\*\*

Building Permit fees are waived when less than the Application Review fee.

Each Building Permit issued is inclusive of one non-refundable re-inspection.

See endnote \*\* regarding fee waiver for affordable housing under certain circumstances.

(a) New Construction and Additions	The Permit Fee is determined using the "Building Gross Area", multiplied by the "Square Foot Construction Costs" (as published in the Building Safety Journal by the International Code Council, which is updated at six-month intervals), multiplied by a "Permit Fee Multiplier" of .0085
(b) Existing Buildings	
(i.) Repairs	20% of the Permit Fee for New Construction
(ii.) Alteration Level 1	40% of the Permit Fee for New Construction
(iii.) Alteration Level 1 – Reroofing	15% of the Permit Fee for New Construction (\$2,500 maximum)
(iv.) Alteration Level 1 – Residential Reroofing	\$200.00 (\$125.00 + \$75.00 Certificate of Completion)
(v) Alteration Level 2	60% of the Permit Fee for New Construction
(vi.) Alteration Level 3	80% of the Permit Fee for New Construction
(vii.) Change of Occupancy	80% of the Permit Fee for New Construction
(viii.) Historic Buildings	80% of the Permit Fee for New Construction
(ix) Relocated or Moved Buildings	60% of the Permit Fee for New Construction
(c) Temporary Structures	50% of the Application and Permit Fees
(d) Temporary Structures w/Building Permit	No Fee

MECHANICAL, PLUMBING/FUEL GAS AND ELECTRICAL TRADE PERMITS

Each Trade Permit issued is per contractor and is inclusive of one non-refundable re-inspection.

Commercial Trade Permit Fees are determined using the “Building Gross Area for New Construction and Additions and the Work Area for Existing Buildings and Site Systems”, multiplied by the “Square Foot Construction Costs” (as published in the Building Safety Journal by the International Code Council, which is updated at six-month intervals), multiplied by a “Permit Fee Multiplier” as indicated below;

**MECHANICAL PERMITS**

(a) Residential Mechanical Systems	\$125.00 per dwelling
(b) Residential Mechanical Systems	\$85.00 per dwelling (trade project only without building permits)
(c) Commercial Mechanical Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002

**PLUMBING/FUEL GAS PERMITS**

(a) Residential Plumbing Systems	\$75.00 per dwelling
(b) Residential Fuel Gas Systems	\$75.00 per dwelling
(c) Residential Fuel Gas Systems	\$75.00 per dwelling (trade project only without building permits)
(d) Commercial Plumbing or Fuel Gas Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002

**ELECTRICAL PERMITS**

(a) Residential Electrical Systems	\$125.00 per dwelling
(b) Residential Electrical Systems	\$75.00 per dwelling (trade project only without building permits)
(c) Residential Signaling Systems	\$75.00 per dwelling
(d) Swimming Pool, Spas & Hot Tub Electrical	\$95.00 each
(e) Commercial Electrical Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
(v) Signaling Systems	“Permit fee Multiplier” of .0003

**ADDITIONAL PERMITS**

(a) Decks	\$75.00 per permit
(b) Demolition	\$200.00 plus \$2,500.00 bond or letter of credit
(c) Fences	\$75.00 per permit
(d) Signs	\$150.00 per sign
(e) Swimming Pool, Spa and Hot Tub	\$180.00 per permit

**CODE ENFORCEMENT, BUILDING INSPECTION & ZONING INSPECTIONS AND CERTIFICATES**

**INSPECTIONS**

Each Rental Unit Inspection is inclusive of one non-refundable re-inspection.

(a) Added Inspection	\$150.00
(b) Property Maintenance Inspection	\$80.00
(c) Rental Unit Inspection	\$100.00 per unit
(d) Re-Inspections	
(i) Residential Building Permits	\$150.00
(ii) Commercial Building Permits	\$250.00

(iii) Residential Mechanical, Plumbing, Fuel Gas, Electrical, Grading and Additional Permits	\$75.00
(iv) Commercial Mechanical, Plumbing, Fuel Gas, Electrical, Grading and Additional Permits	\$125.00
(iv) Rental Unit	\$35.00 per unit to \$50.00 per unit
<b>(e) Inspection Violations</b>	
(i) Certificate Violation / Rental License Violation	\$500.00
(ii) Permit Violation	\$500.00
(iii) Stop Work Order Violation	\$500.00
(iv) Life Safety Violation	\$250.00
<b>CERTIFICATES</b>	
(a) Use and Occupancy	\$125.00
(b) Use and Occupancy – Update	\$25.00
(c) Completion	\$75.00
(d) Furniture, Fixture, Equipment (Stocking)	\$150.00
(e) Temporary Use	\$250.00
(f) Temporary Structures	\$50.00
(g) Temporary Structure Renewal	\$25.00
<b>MARYLAND PERMIT FEES</b>	
(a) Home Builder Guaranty Fund	\$50.00
<b>OTHER FEES</b>	
(a) Dishonored of NSF Check Charge	\$25.00 per check
(i) By Mortgage Company	\$25.00 per each property tax id account impacted
(b) Copy Charge	\$0.50 per page if paper, \$25.00 if provided on USB thumb drive or equivalent
(c) Large Format Copy Charge	\$0.75 per square foot
(d) Audio Tape Duplication Fee	\$20.00 per tape or CD (if digital format)
(e) Easton Utilities Charges	See Easton Utilities Tariffs
(f) Written Report for Real Property Taxes	\$5.00 per Property ID Number
<b>(g) Digital Record for Real Property Taxes</b>	
(i) 0 to 50 Accounts	\$25.00
(ii) 51 to 250 Accounts	\$100.00
(iii) Over 251 Accounts	\$200.00
<b>(h) Convenience Charge</b>	
(i) Credit Card	2.50%
(ii) Debit Card	\$3.95
(iii) Electronic Check	\$3.00
<b>(i) Fire Department Room Rental</b>	
(i) Less than Four (4) Hours	\$400.00
(ii) Four (4) to Six (6) Hours	\$450.00
(iii) Six (6) to Eight (8) Hours	\$500.00
(iv) Over Eight (8) Hours	\$600.00
(v) Custodian Charge	\$25.00 per hour

\* The fees designated with asterisks represent the minimum fees. The Applicant shall reimburse the Town for the reasonable costs incurred by the Town from third parties (including Easton Utilities) who invoice the Town for their services rendered to the Town. All billing rates, fees, and out-of-pocket costs of all such third-party costs shall be billed at their rates otherwise charged to the Town or as otherwise agreed upon by the Town and the entity providing the service. Third party costs include, but are not limited to, legal fees, engineering fees, consulting fees, inspection fees, court reporting fees, advertisement costs for publishing and posting of public notices, etc. In addition to the fees and expenses from third parties, the Applicant shall reimburse the Town for the reasonable time spent by Town employees relating to the consideration, analysis and/or evaluation of the issues relating to, and/or the processing of, the application on behalf of the Town. Town employees will log their time spent on the application, and the Applicant shall reimburse the Town for this time at the rate of seventy-five dollars (\$75.00) per hour or portion thereof. The minimum base fee collected will be applied to all outstanding bills and the Applicant will be billed for all fees, costs, and expenses in excess of the minimum base fee. No final action will be taken on any application with an outstanding balance. At any time during the processing of an application that the Applicant is more than thirty (30) days in arrears, all action on the application will cease until the Town's costs are reimbursed in full.

\*\*Waiver of Building Permit fees for certain affordable housing units. The Town will waive payment of Building Permit fees under the following circumstances:

1. The applicant is a tax exempt "charitable organization" under Internal Revenue Service Code Section 501C(3). The applicant shall provide a copy of the IRS's determination letter that it is a charitable organization and shall certify in writing that the determination of charitable status has not been revoked;
2. The property will be initially offered to sale only to persons meeting the eligibility standards for participation in the Town of Easton's Affordable Housing Program as those standards are determined from time to time by the Easton Affordable Housing Board; and
3. The property will be sold subject to a covenant that it will be owner-occupied


The Town may request further documentation from the applicant as to any of these matters and before waiving the building permit fee.

Section 2. The list of fees set forth herein is not all-inclusive. There may be other fees which are in addition to the fees set forth above and which are included in other ordinances and resolutions of the Town.

Section 3. This Resolution shall become effective on July 1, after adoption by the Town Council and approval by the Mayor.

Curry - Yea  
Abbatiello - Yea  
Montgomery , - Yea  
Davis - Yea  
Gunsallus - Yea

I hereby certify that the above Resolution was passed by a yea and nay vote of the Town Council this fifth day of May, 2025.

  
Frank Gunsallus, Council President

Delivered to the Mayor by me this fifth day of May, 2025.

  
Kathy M. Ruf, Town Clerk

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APPROVED: May 5, 2025  
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Date: May 5, 2025

  
Megan JM Cook, Mayor

EFFECTIVE DATE: July 1, 2025.