

COMMISSIONERS OF OXFORD
RESOLUTION # 2007

**A RESOLUTION SETTING THE FEE SCHEDULE FOR THE TOWN
OF OXFORD, REPLACING RESOLUTION 1813 AND ALL PREVIOUS
FEE SCHEDULES, EFFECTIVE SEPTEMBER 1, 2020**

WHEREAS, the Town of Oxford Charter (§14) authorizes the Commissioners of Oxford to establish a schedule of fees, charges and expenses and a collection procedure for permits, appeals and applications; and,

WHEREAS, the costs and expenses necessary to provide these service have been analyzed by the Town's administrative staff and the Commissioners of Oxford; and

WHEREAS, the Commissioners of Oxford realize it is necessary to have established rates for these services and find these rates to be appropriate and fair;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSIONERS OF OXFORD,

Section 1: Effective September 1, 2020, the attached Schedule of Fees will become the Town of Oxfords Fee Schedule.

ENACTED THIS ____ DAY OF _____, 2020.

COMMISSIONERS OF OXFORD:

John Pepe, President

Gordon Fronk, Commissioner

Gordon Graves, Commissioner

Attest: _____
Cheryl Lewis, Clerk/Treasurer
Town of Oxford

TOWN OF OXFORD

FEE SCHEDULE



BUILDING PERMITS

Zoning Certificate (required for all permits) \$ 25

Historic Review (required in Historic area) \$ 25

Change of Use (includes Certificate of Occupancy) \$ 100

Construction

Less than 1000 square feet (plus .12 per square foot) \$ 50

1000 square feet or more (plus .12 per square foot) \$ 100

Fireplace/Woodstove/Flue \$ 50

Swimming Pool \$ 50

HVAC/Mechanical Equipment (up to 2 units) \$ 50

HVAC/Mechanical Equipment (more than 2 units) \$ 100

Fence/Gate \$ 25

Sign \$ 25

Sidewalk/Walkway \$ 25

Solar Panels (1-19 panels) \$ 75

Solar Panels (20 or more panels) \$ 100

Plumbing Permit (see Plumbing Application Schedule)

Demolition/Relocation

Demolition \$ 50

Relocation of Minor Accessory Structure \$ 50

Relocation of Structure with Foundation (same as new construction)

Lot Line Revision \$ 100

Re-inspection Fee (each occurrence) \$ 25

Extension of Permit (one time only - 6 months) \$ 25

Minor changes to permit \$ 25

Changes requiring Historic or Planning Review \$ 50

Minimum Fee for any Building Permit \$ 50

Construction without Approved Permit is Double regular fees

This does not include any violation charges from local or State depts.

Critical Areas

Simplified Buffer Management Plan	\$ 25
Minor Buffer Management Plan (plus any engineering fees)	\$ 50
Major Buffer Management Plan (plus any engineering fees)	\$ 100
Buffer Fee in Lieu per square foot (plus Plan fee)	\$1.50

Flood Plain Mgmt

Plan Review (plus any engineering fees)	\$ 50
---	-------

Stormwater Mgmt

Plan Review – Residential (plus any engineering fees)	\$ 50
Plan Review – Commercial (plus any engineering fees)	\$ 100

Public Works

New Connection to Water (\$2500 if paying for vacant lot)	\$ 1000 5000
New Connection to Sewer (\$2500 if paying for vacant lot)	\$ 2000 5000
Water Meter (additional cost may apply)	\$ 1000 1500
Sewer Connection Inspection (per visit requested)	\$ 25
Water Meter Installation Inspection (per visit requested)	\$ 25
Culvert Installation (plus any engineering fees)	\$ 25
Assistance with Plumbing Issues	\$ 25
Cut off/Cut on (one fee for winterizing)	\$ 25

Board of Port Wardens

Maintenance & Repair only	\$ 50
Construction	\$ 250
Mooring Application/Permit (Annual)	\$ 25

Board of Zoning Appeals

Request for Variance (includes advertising)*	\$ 300
Request for Special Exception (includes advertising)*	\$ 300
Each additional request for Variance at same hearing	\$ 25

*(plus any additional transcription or legal fees)

- Refund of 50% if permit is pulled prior to Historic or Planning Review or if permit is turned down (Does not apply to Zoning Appeals)
- All Building Plans must be approved by Building Inspector
- Residential Sprinkler Plans require Fire Marshall approval and inspection
- Commercial Building Plans require Fire Marshall approval and inspection
- Commercial Building Plans require Architectural Engineer Seal
- Above permits and fees do not include or waive any required County, State or Federal permitting, impact fees or associated charges
- All fees are minimum fees, additional charges may be applied per the Town Clerk
- All fees include in house reviews, when Professional review is required or requested by Town Clerk, all Professional fees will be charged to property owner for which permit is requested
- Demolition/Rehabilitation of 60% or more of a building will be treated as new construction.

OTHER PERMITS AND FEES

Property Maintenance

Mowing (per 1 acre or less) \$ 200

Boat Slips / Trailer Parking

Trailer Parking Per Day \$ 10

Trailer Parking Per Season (MD resident) \$ 25

Trailer Parking Per Season (out of state) \$ 50

Boat Slip – Resolution 1206, increases 3% each season

Vendors/Peddlers

Produce Stand (Annual) \$ 50

Vendor (up to 7 days) \$ 50

Vendor (seasonal) \$ 100

Vendor (annual) \$ 300

Business License

Permit required for all Businesses fee waived

Permit required for each change of Business fee waived

Rental Property Licenses

Permit required biannually for all long term Rentals fee waived

Permit required for each change of Ownership fee waived

Inspection Fee (administrative cost waived) \$ 35

Short Term Rentals

Short Term Rental Initial Set Up \$ 200

Short Term Rental Each Renewal \$ 100

Inspection Fee (included above)

MISCELLANEOUS

Notary n/c

Copies B/W \$.25

Copies Color \$.50

Fax – Local n/c

Fax – Non-local \$ 2.00

Information on CD \$ 10.00

Animal License (neutered/spayed) \$ 5.00

Animal License (not neutered/spayed) \$ 25.00

** Fees for any services not listed here, will be set by Town Clerk as needed

DEBT for Services	Water		Sewer		
Water Tower Loan	\$	24,995	WWTP USDA #1	\$	76,204
Arsenic Sys Loan	\$	47,069	WWTP USDA #2	\$	16,804
<i>Morris Water Main estimate</i>	<u>\$</u>	<u>60,000</u>			
Annual P&I payment	\$	132,064		\$	93,008
		59%			41%
Approximate P&I per user					651 \$ 345.73
Current Fixed	\$ 27	\$ 108	\$ 48	\$ 192	<u>\$ 300</u> (will need to increase in 2021)
Current Usage Minimum	\$ 77	\$ 308	\$ 119	\$ 476	<u>\$ 784</u>
					\$ 1,084
Vacant Lot to Maintain Allocation	\$ 21	\$ 84	\$ 29	\$ 116	<u>\$ 200</u> (offset by connection fee at construction)
Vacant Lot Connection	\$	2,500	\$	2,500	\$ 5,000 Total
New Lot Connection	\$	5,000	\$	5,000	\$ 10,000 Total

Municipality	Water Allocation/ Capacity	Water Connection	Sewer Allocation/ Capacity	Sewer Connection
Queenstown \$10,514	\$5,157.50	\$100 (plus time and materials if Town makes connection)	\$5,157.50	\$100 (plus time and materials if Town makes connection)
Greensboro \$14,025	Residential: \$1,500 per EDU Non-Residential: greater of \$1,500 or \$1,500/EDU	\$1,500/EDU Non-Residential: \$1,500/EDU or actual cost of installation if service line larger than 1 inch	Residential: \$9,525/EDU Non-Residential: greater of \$9,525 or per EDU	\$1,500/EDU Non-Residential: \$1,500/EDU or actual cost of installation if service line larger than 4 inches
Trappe \$12,470	Residential: \$4,500 Non-Residential: \$4,500 or \$4,500/EDU	Residential: \$1,360 Non-Residential: \$1,360 per user or actual cost	Residential: \$5,250 Non-Residential: \$5,250 or \$5,250/EDU	Residential: \$1,360 Non-Residential: \$1,360 per user or actual cost
Centreville \$13,974	\$5,097	\$100	\$8,677	\$100
Kent County \$16,200	Residential: \$4,400		Residential: \$11,800	
Queen Anne County \$13,950	Residential: \$5,000		Residential: \$8,950	