TOWN OF COLCHESTER SELECTBOARD
781 Blakely Road Colchester, VT 05446

CERTIFICATE OF AMENDMENT

We, the Colchester Selectboard hereby certify that pursuant to Section 106 through 109 of the Town of Colchester Charter, Section 1-4 of the Colchester Code of Ordinances and Chapter 113, Section 105 of Title 24, Vermont Statutes Annotated, have held a public hearing, and the Selectboard of the Town of Colchester now hereby ordain that Chapter 6 1/2: Fees for Permits and Licenses Generally of the Code of Ordinances of the Town of Colchester, Vermont is hereby amended as follows:

Sec. 6½-4. Fees enumerated: Inclusion of a proposed increase in Zoning Compliance Certificate fees, and a new Table 6a outlining the Planning and Zoning fee schedule.

DATED this 11th day of August, 2026. EFFECTIVE September 1, 2026

COLCHESTER SELECTBOARD

Pamela Loranger, Chair

Charlie Papillo, Vice Chair

Jacki Murphy, Clerk

Maureen P. Dakin

Paul Pecor

Chapter 6½ FEES FOR PERMITS AND LICENSES GENERALLY [1]

ARTICLE I. - IN GENERAL

ARTICLE II. - IMPACT FEES

FOOTNOTE(S):

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Editor's note— Ord. of July 26, 1977 amended this Code by adding provisions designated as Ch. 13. In order to preserve the alphabetical sequence of chapters within the Code, and in accord with the preface to this volume (see page v), the editors have redesignated such provisions as Ch. 6½. (Back)

ARTICLE I. IN GENERAL

Sec. 6½-1. Purpose.

Sec. 6½-2. Title.

Sec. 6½-3. Definitions.

Sec. 6½-4. Fees enumerated.

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Sec. 6½-6. Separability.

Sec. 6½-7. Penalties and fines.

Sec. 6½-8. Variances and waivers.

Sec. 6½-9. Delinquent taxes.

Sec. 6½-10. Appeals.

Sec. 6½-11. Permit to obstruct street or sidewalk; fee.

Sec. 6½-12. Permits for curb cuts; fee.

Secs. 6½-13—6½-19. Reserved.

Sec. 6½-1. Purpose.

[The purpose of this Ordinance is] to ensure that the taxpayers do not bear the costs involved in the areas of development, public notices, stenographic records, investigations and inspections.

(Ord. of 7-26-77; Ord. of 7-24-12; Ord. of 12-8-15; Ord. of 1-23-18; Ord. of 8-1-23)

Sec. 6½-2. Title.

This Ordinance shall be known and entitled as an "Ordinance Regulating Fees for Permits and Licenses and Providing Penalties for Violations thereof in the Town of Colchester, County of Chittenden, State of Vermont."

(Ord. of 7-26-77; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-3. Definitions.

For the purpose of this Ordinance the following terms, phrases, words, and their derivatives shall have a meaning as given below:

(a) *Town* is the Town of Colchester.

(b) *Selectboard* is the Selectboard of the Town of Colchester.

(c) *Administrative Officer* is the Zoning Administrator for the Town of Colchester.

(d) *Health Officer* is the legally designated health officer of the Town of Colchester or his/her authorized representative.

(e) *Town Manager* is the Town Manager for the Town of Colchester or his/her agent or representative.

(f) *Permit* is a written document issued by the Town of Colchester giving a designated person permission to construct, alter or renovate. This may also be referred to as a building and zoning permit. Other permit types will be specifically referenced; for example, borrow pit and carters.

(g) *License* is a written document issued by the Town of Colchester to a designated person or corporation, or organization granting permission to operate or conduct business.

(h) *Affordable housing:* As defined and adopted in the Colchester Development Regulations, as amended from time to time.

(i) *Multi-unit dwelling:* A building designed to include two (2) or more dwelling units in the same structure. For the purposes of accessory dwelling units (ADUs) authorized by Title 24 VSA Section 4412(1)(E), the ADU shall be considered as a multi-unit dwelling whereas the principal dwelling shall be considered a single-unit dwelling.

(j) *Single-unit dwelling:* As defined and adopted in the Colchester Develoopment Regulations. Dwelling units converted from seasonal to year-round occupancy shall be considered a new single-unit dwelling.

(k) *Dwelling unit:* One (1) or more rooms, designed, occupied or intended for occupancy as separate living quarters, with cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of a single household. A dwelling unit excludes dormitories, nursing care homes and institutions, inns, hotels, motels, extended stay hotels, and other similar facilities as determined by the Administrative Officer.

(Ord. of 7-26-77; Ord. of 12-8-15; Ord. of 1-23-18; Ord. of 7-1-25)

Sec. 6½-4. Fees enumerated.

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Planning and Zoning fees shall be charged for the purposes indicated. Where required, the fees listed are inclusive of legal notice fees (in the Town's designated paper of record) and recording fees. Certain fees are mandated or set by the State of Vermont and are charged accordingly. All fees are listed in US dollars.

(a) Planning and Zoning Fees.

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1) Planning and Zoning fees shall be payable as prescribed herein.
2) Fees shall be increased each fiscal year according to the Consumer Price Index, Urban (B/C), Northeast, for the prior calendar year.
3) Fees shall be rounded up to the nearest dollar, except for per square foot and per copy charges, which are to be to the penny.
4) Statewide recording fees are accounted for within each listed fee. At any such time that the State of Vermont should adjust the statewide recording fees, and those fees outpace the Town's development fee schedule increases based on inflation, the fee schedule shall be adjusted accordingly.
5) This system is to be implemented by the Planning and Zoning Director annually with written notice of the update provided to the Selectboard between March 1 and April 30. Changes shall become effective after such communication, on July 1 of the same calendar year.
6) Updated fee schedules shall be posted to town websites and provided with permitting documents no later than June 1st of each calendar year.

(b) Penalties. Permits issued after construction or change of use (includes zoning/building permit, site plan, conditional use, variance, home occupation, etc.): Penalty fee of two (2) times the normal permit cost will be charged.

(c) Other fees. As per table 6b.

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Table 6a – Planning and Zoning Fees Schedule

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Planning and Zoning Fee Schedule

Effective July 1, 2026 - Automatically Adjusted by CPI July 1st Annually

		Fiscal Year 2027 Fee (USD)	Notes
Building and Zoning Permits	Accessory Dwelling Unit (ADU)	$217	
	Conversion of seasonal dwelling to year round	$217	
	Deck	$152	
	Demolition	$163	
	Fence	$93	
	Home Occupation/Home Business	$108	
	Mobile Home Relocation	$163	
	New Residential construction	$163 +$0.81/sq ft	
	New Non-Residential Construction	$543 +$0.81/sq ft	
	Shed	$93	
	Swimming Pools	$8.67/$1000 estimated cost of construction	Minimum fee of $93.00
	Construction and renovation required by Ch. 4 of this code	$8.67/$1000 estimated cost of construction	Minimum fee of $93.00
	Site Development (including street construction, sidewalks, site infrastructure, parking lots)	$8.67/$1000 estimated cost of construction	Minimum fee of $93.00
	De minimis permit /amendment	$43	
Certificate of Occupancy (Inspection)	First	$0	
	Repeat or failed (each time)	$135	
	Temporary	$135	Shall be paid prior to issuance of final Certificate of Occupancy
	If obtained more than 18 months after permit issuance	$28	
	If after expired temporary CO	$271	
	If human occupancy is taken prior to CO	$217/unit	
Bianchi Letter (compliance letter)	Residential		
	Standard	$262	
	For updates to letters less than two (2) years old	$80	
	Non-Residential	$354	
Subdivision	Technical Review Committee (TRC) meeting	$163	
	Sketch Review	$570+$10.32/unit	
	Preliminary Plat Review	$1301 base fee plus tiered cost per unit plus $51/acre	Tiered cost per unit: Units 1-10: $160/unit Units 11-20: $106/unit Units 21+: $74/unit
	Final Plat Review	$867+ $10.32/unit	
	Final Plat Amendment	$570 plus $543 per additional unit	
Site Plan	Administrative Amendment	$380	
	Amendment	$460	
	Site Plan (incl seawall)	$570	
	In conjunction with Final Plat	$271	
Conditional Use		$460	
	In conjunction with Site Plan	$217	
Recess/Continuance of DRB Meeting	If at applicant's request	$108	per occurrence
Variance		$488	
Appeal		$380	
Boundary Line Adjustment		$380	
Permit Extension	Building and zoning permit	$55	
	DRB decision	$163	
Mylar Recording		$25	per page
Third Party Review	Including but not limited to engineering and legal reviews	varies	To be reimbursed by applicant at full cost
Planning and Zoning Printing	Photocopies or letter sized prints	$0.27	per page
	Large color prints up to 48"	$33	
Sign Permits	Permanent	$135	
	Temporary- monthly	$21	
	Temporary- annual	$55	
Impact Fees	Education	$600	per bedroom
	Recreation (single-family)	$2,273.01	per unit
	Recreation (multifamily)	$1,682.03	per unit
Credit card surcharge		3 percent of fee	

**All fees include any required recording fees*

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Table 6b.

		Fee (USD)
Amusement license	Full term	$100.00
	Limited term	$55.00
Carter's permit		$60 plus $35 per vehicle
Peddlers license		$80.00
Borrow Pit permit		$125.00
Excavation within public right of way	Major work such as installation of public utilities along or across the public highway	$500 plus escrow to cover full restoration cost
	Other minor work	$100

(Ord. of 1-12-88; Ord. of 3-14-89; Ord. of 9-12-89; Ord. of 5-22-90; Ord. of 6-17-95; Ord. of 2-13-96; Ord. of 2-25-97; Ord. of 7-8-97; Ord. of 3-24-98; Ords. (two) of 12-22-98; Ord. of 4-8-03; Ord. of 2-22-05; Ord. of 2-27-07; Ord. of 6-26-11; Ord. of 7-24-12; Ord. of 12-8-15; Ord. of 1-23-18; Ord. of 8-1-23; Ord. of 7-1-25)

Cross reference— Cross References: Borrow pits and quarries, Ch. 3; building permits and fees, § 4-20 et seq.

Notes
Please see Sec. 61/2 - 4 (p) for permit penalties
*Includes recording fee

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Sec. 6½-5. Permits and licenses required.

No activity shall be commenced within the areas covered by this ordinance without a permit or license issued by the Selectboard or Administrative Officer of the Town of Colchester. Municipal organizations are exempt from fee enumerated herein.

(Ord. of 7-26-77; Ord. of 5-22-90; Ord. of 6-27-95; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-6. Separability.

The invalidity of any provision of this ordinance shall not invalidate any other part.

(Ord. of 7-26-77; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-7. Penalties and fines.

Any person or corporation not obtaining the proper permit or license in violation of this ordinance shall be subject to a fine pursuant to Chapter 1, Section 1-9(b). If any violation continues, each day's violation shall be deemed a separate violation.

(Ord. of 7-26-77; Ord. of 9-10-96; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-8. Variances and waivers.

Where the Selectboard finds that extraordinary and unnecessary hardships may result from strict compliance with this ordinance or where there are special circumstances, they may vary this ordinance in the public interest.

(Ord. of 7-26-77; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-9. Delinquent taxes.

No permits or licenses will be issued until such time as all property taxes are current.

(Ord. of 6-27-95; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-10. Appeals.

Appeals from the requirements of this ordinance shall be heard and decided by the Selectboard.

(Ord. of 6-27-95; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-11. Permit to obstruct street or sidewalk; fee.

The fee for a permit for a week or part thereof shall be forty dollars ($40.00).

(Ord. of 10-10-95; Ord. of 4-8-03; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-12. Permits for curb cuts; fee.

The fee for each curb cut and/or driveway application/permit shall be forty dollars ($40.00).

(Ord. of 10-10-95; Ord. of 4-8-03; Ord. of 12-8-15; Ord. of 1-23-18)

Secs. 6½-13—6½-19. Reserved.

ARTICLE II. IMPACT FEES

Sec. 6½-20. Purpose.

Sec. 6½-21. Authority.

Sec. 6½-22. Compliance with the impact fee statute.

Sec. 6½-23. Establishment of impact fees.

Sec. 6½-24. Payment of fees.

Sec. 6½-25. Appeals.

Sec. 6½-26. Accounting; refund.

Sec. 6½-27. Applicability of this chapter.

Sec. 6½-20. Purpose.

The purpose of this article is to:

(1) Provide for the payment by beneficiaries of new development of their proportionate share of the cost of municipal and school capital projects which benefit or are attributable to them;

(2) To require the beneficiaries to pay for or mitigate the negative effects of construction; and

(3) To provide for the proper accounting for and expenditure of impact fees collected by the Town of Colchester.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-21. Authority.

This article is adopted pursuant to 24 V.S.A. Chapter 59 and 24 V.S.A. Chapter 131 and shall be known as the "Colchester Impact Fee Ordinance." The terms used in this article shall have the same meanings as those terms set forth in 24 V.S.A. Chapter 131.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-22. Compliance with the impact fee statute.

The formula for each impact fee imposed by this article is intended to comply with the provisions of 24 V.S.A. Chapter 131. Notwithstanding anything to be contrary in this article, each fee imposed by this article shall be equal to or less than the portion of the capital project which will benefit or is attributable to the development for which the permit is being issued and shall not include costs attributable to the operation, administration, or maintenance of the capital project. The fees shall be based upon a formula which reflects the level of service for the capital project to be funded and a means of assessing the impact associated with the development, such as square footage or numbers of bedrooms.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-23. Establishment of impact fees.

(a) *Recreational impact fee.* A recreational impact fee shall be paid for all land development in the Town of Colchester that includes the construction of one (1) or more new residential dwelling units and/or the conversion of an existing structure, in whole or in part, for use as a residential dwelling unit including those converted from seasonal to year-round use as defined in the Colchester Development Regulations. The recreation impact fee shall be payable according to the following formula:

Fiscal Year (July 1—June 30)	Fee per Single-Unit Dwelling	Fee per Multi-Unit Dwelling Unit
2018	$994.00	$735.00
2019	1,247.00	923.00
2020	1,501.00	1,110.74
2021	1,755.00	1,298.70
2022	2,009.00	1,486.66

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* For each fiscal year beyond 2022, the fees per respective unit shall increase two and one-half (2.5) percent each year unless otherwise amended.

(b) *Educational impact fee.* An education impact fee shall be paid for all land development in the Town of Colchester that includes an increase in the number of residential bedrooms on the land, including, but not limited to, construction of new buildings and renovations and additions to existing buildings, the installation of mobile homes and

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the conversion of dwelling units from seasonal to year-round use as defined in the Colchester Development Regulations. The educational impact fee shall be payable according to the following formula: Six hundred dollars ($600.00) per each new or additional bedroom including those converted from seasonal to year-round. The enactment of any new impact fee or change in the amount of an existing fee shall be established by resolution or by ordinance. If by resolution, the resolution shall be adopted in the same manner required for the adoption of an ordinance under 24 V.S.A. Chapter 59.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18; Ord. of 7-1-25)

Sec. 6½-24. Payment of fees.

(a) Prior to issuance of a zoning permit for land development subject to payment of impact fees under this article, the permit applicant shall pay to the Administrative Officer the impact fee or fees established pursuant to this article.

(b) The Selectboard may accept in lieu of the recreation impact fee:

(1) Suitable land; and/or

(2) Monetary or in-kind donations of amenities for completion of projects defined in the Town's approved capital plan and/or official map.

(c) The Selectboard may accept payment of fees pursuant to a reasonable installment schedule with a reasonable rate of interest.

(d) Recreation impact fees for affordable units as defined herein are subject to a fifty (50) percent discount. Proof of affordability shall be submitted prior to reduction in fee.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-25. Appeals.

Appeals from the requirements of this article shall be made to the Selectboard.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-26. Accounting; refund.

Upon receipt of fees, the Administrative Officer shall promptly deliver to the Town Treasurer all fees collected. The Treasurer shall maintain the fees in a separate interest bearing account for impact fees and shall enter in a register the name of the payor, the amount of each fee, the land development for which each fee is collected, the capital project(s) for which the fee is intended, and the expenditure of the fee on a capital project, if any. Annually, the Treasurer shall render an accounting showing the total amounts collected, the sources of the fees, the capital projects for which each fee was expended, and the amount of impact fees spent, the total amount spent on each project, and a breakdown of the sources of funding for each project. If the fee is not spent on the capital project(s) for which the fee was intended within six (6) years of when the fee was collected, upon the request by the owner of the property for which the fee was paid pursuant to 24 V.S.A. Section 5203(e), the municipality shall refund the owner's proportionate share of the fee.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

Sec. 6½-27. Applicability of this Ordinance.

All the general provisions of this ordinance shall apply to this Article II.

(Ord. of 11-11-97; Ord. of 12-8-15; Ord. of 1-23-18)

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FOOTNOTE(S):

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