

Westport Planning Board Application Fee Schedule



Effective date December 17, 2019.

		Per Lot	Application	Minimum Consultant Review	Advertising & Abutter Notification
Subdivision Rules and Regulations					
Form A Plans (1)	Form A	200 per lot* ¹			
Preliminary Plan (1)	Form B	50 per lot	500	1500	
Definitive Plan (1) & (3)	Form C	200 per lot* OR 75/lot IF is OSRD plan	1000	2500	Actual Cost
Amended (modif) Definitive Subdiv Plan (4)	Form E	150 per lot*	350	1500	Actual Cost
(Note: GIS fee \$100 and built into per lot fees)		*CAD disc required or \$50.00			

LATE FEES: FORM A plans shall be submitted a minimum of 7 days prior to Planning Board meetings. Applicants may request to be placed on the agenda after the 7 days preceding the meeting and prior to posting provided they pay a late fee of **\$50.00**.

Site Plan	Article 19				
Minor Site Plan			250	1000	Actual Cost
Major Site Plan (2)			500	2000	Actual Cost
Minor Modification			100		
Major Modification			500	1000	Actual Cost
LID - Low Impact Site Plan Approval	Article 20		250	1000	Actual Cost
LID -Minor Modification			100		
LID -Major Modification			250		Actual Cost

Special Permit					
Common Driveway	Article 21		\$250	\$500	Actual Cost
Drive-Through	Article 14		\$250	\$5,000	Actual Cost
Flexible Frontage	Article 23		\$250	\$800	Actual Cost
Inclusionary Housing	Article 13		\$250	\$800	Actual Cost
Noquochoke Overlay (2)	Article 19		\$500	\$2,000	Actual Cost
Open Space Residential (2) Standard					
Subdivision Fees Shall Apply	Article 18	\$75	\$0	\$2,500	Actual Cost
Science & Technology Overlay (2)	Article 22		\$500	\$3,000	Actual Cost
Assisted & Independent Living, 3-20 Units (5)	Article 11	50/unit	\$500	\$4,500	Actual Cost
Assisted & Independent Living, >20 Units (5)	Article 11	50/unit	\$500	\$6,000	Actual Cost
Modification to Special Permit Requiring Public Hearing			\$250	\$500	Actual Cost
Large Scale Solar (6)	Article 24		\$500/Mw DC	\$3,000	Actual Cost
Unspecified Categories			\$250	\$2,000	Actual Cost

ANY Pre-Application Consultation

Repetitive Petition (MGL Ch40A ss 16.)

- 1 - Includes \$100 GIS Fee
- 2 - Construction Phase Consultant Review \$2,000
- 3 - \$500 application fee if preliminary plan filed
- 4 - Per Lot fee only for lots that are being changed
- 5 - Construction Phase Consultant Review \$5,000
- 6 - \$500/mw DC Pro-rated (\$500 min.)

See Attached "Important Notes Regarding this Fee Schedule"

Important Notes Regarding this Fee Schedule

1. This Schedule is not all inclusive and other fees may apply.
2. Due to the nature of discretionary permitting and municipal finance, refunds are not permissible. Please review your application and fees with Staff prior to submission.
3. * Refers to MGL Chapter 44: Section 53G. Employment of outside consultants – Minimum deposits are based upon consultant recommendation and additional deposits may be required based on the scope, complexity and/or level of completeness of submission. Engineers and legal fees may be included in and expended from this Consultant Review Account at the Planning Board’s discretion.
4. Concurrent applications may share the costs of advertising, abutter notification, and consultant review.
5. All Consultant Review Accounts are required to maintain a minimum balance as required by the Planning Board.
6. All fees are required at time of application. Please make checks payable as follows:
 - a. Application Fee – payable to “Town of Westport”
 - b. Consultant Review Account (CRA) – payable to “Town of Westport”
 - c. Advertising – payable to “South Coast Media”
 - d. Abutter Notification – payable to “USPS”
7. Because advertising and abutter notification fees are based on actual costs, applicants may submit signed blank checks made payable to “South Coast Media” and “USPS” OR upon application to the Planning Board, staff will prepare quotes for the legal ads and postage. Payment is required prior to submission to the newspaper or the application will not be complete and the application will not be acted upon.

Amended August 16, 2005, January 11, 2007, June 1, 2009, June 21, 2011, January 1, 2013, October 1, 2015, December 17, 2019

James T. Whitin Chairman

Filed with Town Clerk: _____

Marlene Samson, Town Clerk