

**RESOLUTION NO. 1251-25  
AMENDING RESOLUTION NO. 1242-24  
TOWN OF BEL AIR'S FEE SCHEDULE**

**WHEREAS**, Chapter 192-1 of the Bel Air Town Code authorizes the Board of Town Commissioners to establish fees from time to time for certain Town services and documents; and

**WHEREAS**, the Board of Town Commissioners desires to amend the fees for the following categories: amending Traffic Impact Analysis (TIA) determination of scope and review of study fees and adding recording fees to reimburse the Town of Bel Air for the cost of recording documents with the Land Records for Harford County.

**NOW, THEREFORE, BE IT RESOLVED** by the Bel Air Board of Town Commissioners that the Town's Fee Schedule be amended as follows:

***GENERAL PLANNING REVIEW FEES***

<b>Preliminary Site Plan Review</b>	
Single Family/Institutional	\$300 + \$50.00/unit or lot
Multi-Family	\$300 + \$25.00/unit
Industrial/Commercial	\$450 + \$50.00/acre or fraction thereof
<b>Subdivision Review</b>	
Residential/Institutional	\$500.00 + \$10.00/unit or lot
Industrial/Commercial	\$500.00 + \$25.00/acre or fraction thereof
<b>Traffic Impact Analysis (TIA)</b>	
TIA Review <b>Determination of Scope</b>	<del>\$900.00</del> <b>\$250.00</b>
<b>TIA Review of Study</b>	<b>\$1,000.00</b>
Revised TIA Review	\$500.00
Town will bill for all expenses over review fee	
<b>Site Plan/Subdivision Revision, or Administrative Review (prior to Mylar Signature)</b>	
Residential/Institutional	\$200 + \$25.00/unit or lot
Industrial/Commercial	\$300 + \$25.00/acre or fraction thereof
Concept Plan Review	\$250.00
Plat Recordation	\$30.00/Plat
<b>Rezoning Petitions</b>	
Comprehensive Zoning – Rezoning Request	\$200.00/Recorded Property
Piecemeal Rezoning 0-4 acres	\$500.00 + hearing and advertising costs
Piecemeal Rezoning 5 acres or more	\$500.00 + \$10.00 per acre + hearing and advertising costs
Development Regulation Amendment Petition other than rezoning	\$500.00 + hearing and advertising costs
<b>Annexation Petition</b>	
less than one acre	\$250.00 + hearing and advertising costs
one acre or more	\$500.00 + \$10.00 per acre + hearing and advertising costs

<b>Special Development Application/Special Development Revision</b>	
Residential/Institutional	\$200.00 + hearing and advertising costs per request
Industrial/Commercial	\$400.00 + hearing and advertising costs per request
Extension of Approval for Special Development, Preliminary Plan, Non-conforming Use, Special Exception or Variance	\$150.00 + hearing and advertising costs
<b>BOARD OF APPEALS</b>	
Variance Application	\$400.00 + hearing and advertising costs per request
Special Exception Application	\$400.00 + hearing and advertising costs per request
Interpretation Application	\$300.00 + hearing and advertising costs per request
Minor Variance, Special Exception (SE) or Interpretations (to include SE or Administrative Variance for Signs, Sheds, Fences, outdoor or tent displays and deck setback, variances 5 feet and under)	\$150.00 + hearing and advertising costs per request
Expansion of Non-Conforming Use	\$300.00 + hearing and advertising costs per request
<b>PERMITS</b>	
<b>SIGNS</b>	
Temporary Signs Exceeding 6 sf.	\$35.00
Signs under 25 square feet	\$50.00
All others	\$100.00
<b>FENCES</b>	\$35.00 + \$0.04 per ft. over 250 ft.
<b>SHEDS</b>	
120 sq. ft. & under	\$35.00
Over 120 sq. ft., but not over 200 sq. ft.	\$50.00
Over 200 sq. ft.	See Building Permit Fees
Public Utility & Floodplain Verification	\$25.00
Temporary Use Permits (Christmas tree sales, tents for special events and modular classroom facilities)	\$35.00
Home Occupation Permits	\$25.00
Untagged Vehicle Permit	\$25.00
Forest Stand Delineation Application plus Plans Review	\$200.00 + 10.00/acre
Forest Conservation Plan Application plus Plans Review	\$150.00
Simplified or revised Forest Stand Delineation/Forest Conservation Plan Application and Plans Review	\$150.00

**MISCELLANEOUS**

<b>Election</b>	
Candidate for Election Fee	\$25.00
<b>Itinerant Dealer, Peddler and Solicitor Permits</b>	
Solicitor	\$20.00 (30 days or less) \$8.00 per additional person  \$40.00 (31 – 90 days) \$15 per additional person
Peddlers	\$60.00 up to 90 days \$120.00 for one year
Itinerant Dealers	\$60.00 up to 90 days \$230.00 for one year

<b>Other Miscellaneous Fees</b>	
Non-Sufficient Funds NSF Fee (Including Physical Check, E-Check, and Credit Card)	\$25.00/transaction
Tax Sale Advertising Fees (The Expense of Collecting Delinquent Real Estate Taxes, Sewer User Charges, Bay Restoration Fees, User Benefit Assessments, and any other lienable charges).	\$15.00/advertisement for the first two advertisements. \$20.00 /property/advertisement for each subsequent advertisement.
Lien Release Administrative Fee	\$20.00/Property Search
Tax Sale Redemption Certificate Fee	\$12.00/Property Search
Personal Property Tax Clearance Fee	\$12.00/Account Search
Memo (duplicate) Real Estate Tax Bill Charge	\$1.00/memo (duplicate) bill
Tree Fee-In-Lieu	\$450.00
Memorial Grove Tree	\$150.00 (plus cost of tree)
Memorial Bench or Amenity	\$200.00 (plus cost of amenity)
Legal Review of Development Requirements - Secondary and Subsequent Evaluations.	\$250 minimum fee, with balance billing for additional expenses.
<b>Document Recording Fees:</b> <b>Land Records for Harford County, Harford County Government, State of Maryland, and Simplifile. The Town shall collect and remit all document recording fees, surcharges, or other charges as required for the recording of documents.</b>	<b>The amount of such fees shall be as established and amended from time to time by Harford County or State of Maryland. These fees are collected by the Town as a reimbursement or pass-through fee.</b>

**Important Note:** The fee will be double for any permit application submitted because of a written notice of code violation.

**SPECIAL EVENTS**

**UTILIZATION OF TOWN SERVICES**

In the event the entity sponsoring the event requests the assistance of the Bel Air Police Department (BAPD) and/or Department of Public Works (DPW) personnel and/or equipment, and dependent upon Police and DPW availability, the costs are as follows:

- 1) The Town offers basic services at no cost, if available, up to a maximum of \$300.00 per year per event.
- 2) Advance notice requirement.
  - a) 45 days advance notice is required for special events.
  - b) 90 days advance notice is required for special events requesting street closures.
  - c) Special Event and Street Closure applications are required and available online at [www.belairmd.org](http://www.belairmd.org).
- 3) Police Department, if available, may provide police officer(s) to assist with security and/or street closures, at the applicable regular and/or overtime rates, per hour, per each respective police officer's fiscal year pay rate, assigned to work the event.
  - a) Police Auxiliary - \$30.00 per hour, per person (\$300 per year discount excluded).
  - b) All police officers supplied by the Town will perform his or her duties under the supervision and control of the Police Department.
- 4) Department of Public Works, if available, may provide DPW staff members to assist with the installation of fencing, cleaning up debris, placement and pickup of municipal trash cans, or related services at the applicable regular and/or overtime rates, per hour, per each respective staff member's fiscal year pay rate, assigned to work the event.
  - a) All DPW personnel supplied by the Town will perform his or her duties under the supervision and control of the DPW.
- 5) The BAPD and/or DPW is not obligated to provide police officers or staff members in the event of an emergency or unanticipated unavailability of personnel.
- 6) The entity sponsoring the event agrees to pay all charges associated with the utilization of the BAPD and/or DPW services for its event within thirty (30) days from the date of the Town's invoice for these services.
  - a) Said charges will also include reimbursement for supplies and equipment.
  - b) In the event the entity sponsoring the event fails to make payment, all open charges will accrue interest at the rate of 1.5% per month.
- 7) Entities that sponsor events requesting BAPD and/or DPW services must sign an agreement or memorandum of understanding with the Town of Bel Air.
  - a) The Town Administrator may waive fees or negotiate terms on a case-by-case basis.

**BEL AIR ARMORY**

A separate fee schedule applies to events held at the Bel Air Armory.

**FINES AND PENALTIES**

Re-inspection Fee or Unnecessary Trips	\$60.00
Investigating fee, violating a Stop Work Order, working without a valid permit or license (fee in addition to regular permit and licensing fee)	\$200.00
Penalty for proceeding with work without a Utility Permit	\$100.00
Red Light Camera Violations	\$75.00

**DOCUMENTS AND PUBLICATIONS**

Bel Air: An Architectural and Cultural History 1782-1945	\$5.00
Erosion & Sediment Control Ordinance and Rules & Regulations	\$15.00
HPC Design Guidelines	\$20.00
Landscape Manual	\$15.00
Project Plans and Specifications	Up to \$40.00
Stormwater Management Ordinance	\$15.00
Town Development Regulations (NO UPDATES)	\$25.00
Town Master Plan (Comprehensive Plan)	\$30.00
Town Zoning Map	\$2.00
Historic Preservation Commission (HPC) Christmas Tree Ornament Note Cards	\$5.00 \$4.00
Economic Development Market Study	\$30.00

**PHOTOCOPIES AND INFORMATION REQUESTS**

	<u>Black &amp; White</u>	<u>Color</u>
8.5 x 11	\$0.15/ea.	\$0.25/ea.
8.5 x 14	\$0.15/ea.	\$0.25/ea.
11 x 17	\$0.35/ea.	\$0.45/ea.
Pending legislation	No Charge	
Maryland Public Information Act (PIA) Requests - Under Md. General Provisions Code Ann. § 4-206, the Town may charge reasonable fees for the search and preparation of records for inspection and copying.	Document/record search and report preparation fees vary depending upon the personnel time and materials cost required to perform the task(s).	

**MAPS AND PLAT PRINTS**

Copies up to 24 x 36	\$1.00/ea.
Larger than 24 x 36	\$0.20/sq. ft.

**BUILDING PERMITS AND OTHER RELATED FEES**

<p>Commercial/Industrial/Institutional</p> <p>Construction types: 1A; 1B; 2A;3A;3B;5A</p> <p>Use Groups: A-1; A-2;A-4;A-5; All Group H uses; I-2; I-3;R-1;R-2</p>	<p>Harford County Fee: \$0.15 per sq. ft., plus \$200.00 non-refundable application fee.</p> <p>Commercial fee multiplier: 50%</p> <p>Commercial fee multiplier: 25%</p> <p>U&amp;O Certificate Fee: \$0.01 per sq. ft., or \$125.00 minimum.</p> <p>Based on specific use, additional building permit review fee may apply.</p>
<p>Utilities, public or private, each structure (tower, transformer, poles, etc.)</p>	<p>Harford County Fee: \$320.00</p> <p>U&amp;O Certificate Fee: \$125.00</p>
<p>Commercial Tenant Occupancy Certificate (Name change, ownership change, no structural changes)</p>	<p>U&amp;O Certificate Fee: \$85.00</p>
<p>Small Wireless Facilities (a/k/a “small cells”) Small Cell Application/Permit and Annual Right-of-Way (ROW) Access Fees</p>	<p>Application/Permit Fees:</p> <p>(a) \$500 minimum non-recurring fee for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 minimum fee for each Small Wireless Facility beyond five.</p> <p>(b) \$1,000 minimum non-recurring fee for a new pole (i.e., not a collocation) intended to support one or more Small Wireless Facilities.</p> <p>Annual Right-of-Way Fee:</p> <p>(c) \$270 minimum recurring annual fee per Small Wireless Facility per year, due 30 days after installation. Each subsequent payment is due upon the anniversary of the installation date until the facility is removed.</p> <p>Note: Fees may be higher if quantifiable costs exceed the minimum fee amount.</p>

<p><b>Group R (R-1, R-2, R-3, R-4): Residential Buildings</b></p>	
<p>1- and 2-Family Dwellings (R-3, R-4)</p>	<p>Harford County Fee: \$0.15 per sq. ft., plus \$100.00 non-refundable application fee.</p> <p>U&amp;O Certificate Fee: \$125.00</p>
<p>Hotel Buildings (R-1)</p>	<p>Harford County Fee: \$ 0.15 per sq. ft., plus \$200.00 non-refundable application fee.</p> <p>U&amp;O Certificate Fee: \$125.00</p>

Dormitory Buildings and Assisted Living	Harford County Fee: \$0.15 per sq. ft., plus \$200.00 non-refundable application fee.  U&O Certificate Fee: \$0.01 per sq. ft., or \$125.00 minimum.
Multi-Family (apartments) and Condominiums (R-2) Individual Owned Units	Harford County Fee: \$0.15 per sq. ft., plus \$200.00 non-refundable application fee.  U&O Certificate Fee: \$50.00
Multi-Family (apartments) and Condominiums (R-2) Rental Units	Harford County Fee: \$0.15 per sq. ft., plus \$200.00 non-refundable application fee.  U&O Certificate Fee: \$0.01 per sq. ft., or \$125.00 minimum.
<b>Additions/Alterations</b>	
Decks, porches and balconies, club basement	Harford County Fee: \$0.15 per sq. ft., plus \$100 non-refundable application fee.  U&O Certificate Fee: \$50.00
Occupant Structures (Room Additions), Residential Accessory Buildings	Harford County Fee: \$0.15 per sq. ft., plus \$200 non-refundable application fee.  U&O Certificate Fee: \$50.00
Sheds (Over 200 Sq. Ft.)	Harford County Fee: \$0.15 per sq. ft., \$100 non-refundable application fee.  U&O Certificate Fee: \$50.00
Pellet/wood stove, Sump pump, basement gutter, foundation repair	Harford County Fee: \$160.00  U& O Certificate fee: \$50.00

<b>GROUP U: Miscellaneous</b>	
Commercial/Residential Retaining Walls	Harford County Fee: Commercial: \$2.00 per lineal foot plus \$200.00 non-refundable application fee. Residential: \$2.00 per lineal foot plus \$100.00 non-refundable application fee.  U&O Certificate Fee: Residential: \$50.00 Commercial: \$85.00
Tanks, above-ground or underground	Harford County Fee: \$240.00  Notice of Completion Certificate: Residential: \$50.00 Commercial: \$85.00
Utility Permits (INC DRIVEWAYS)	\$50.00

Demolition without a separate permit	Harford County Fee: Residential: \$175.00 Commercial: \$275.00  Notice of Completion Certificate: \$75.00
Swimming Pools: Residential Above Ground	Harford County Fee: \$160.00 U&O Certificate Fee: \$50.00
Swimming Pools: Residential In-Ground	Harford County Fee: \$200.00 U&O Certificate Fee: \$50.00
Swimming Pools: Public	Harford County Fee: <del>\$360</del> U&O Certificate Fee: \$50.00
Hot Tub	Harford County Fee: \$160.00 U&O Certificate Fee: \$50.00
Temporary Use & Occupancy Certificates	\$200.00 Valid for 30 Days (may be extended a maximum of 120 days at \$200/30 Days)
Amendment to permit application before issued permit Amended/Revised Building Plans Review After Issued Permit	\$30.00 Harford County Fee: Residential: \$90.00 Commercial \$210.00

**PUBLIC WORKS REVIEW FEES**

**STORMWATER MANAGEMENT AND EROSION/SEDIMENTATION CONTROL FEES**

Stormwater Management Permit	4% of estimated construction cost not to exceed \$4,000.00
Stormwater Management Waiver for partial or complete relinquishment of requirements	\$200.00
Fee in Lieu	\$ 5.00 per square foot of remaining untreated impervious area (for each of quantity and quality)
Erosion and Sediment Control Standard Plan (less than or equal to 30,000 sq. ft. or less than or equal to 100 cubic yards of disturbed area)	\$50.00
Erosion and Sediment Grading Permit (greater than 5,000 sq. ft. or greater than 100 cubic yards of disturbed area)	4% of estimated construction cost, minimum \$50.00
Billing/Construction Management Fee	\$65.00/Property Owner/Year Billed-Residential
Billing/Construction Management Fee	\$200.00/Property Owner/Year Billed-Commercial

**SEWER FEES**

Plan Review/Fixture Count Analysis (applicable to any building activity or tenant use change requiring a plumbing fixture count determination)	\$50.00
Utility Locator Fee Note: Homeowners request for marking for their residential parcel are exempt from this fee.	Initial Fee: \$35.00 per Inspection Updating or Relocating Fee: \$15.00 per Inspection
County Sewer Connection Charge (collected by the Town of Bel Air on behalf Harford County)	\$650.00 per 30 fixture units
County System Development Fee (collected by the Town of Bel Air on behalf Harford County)	\$10,803 per 30 fixture units (effective 7/1/24). Increases 4.5% annually pending Town Board approval.
User Benefit County Assessment Fee (25 payments will be billed to the property owner by the Town of Bel Air; collected by the Town of Bel Air on behalf Harford County)	\$35.00 per year for 25 years per 30 fixture units

**DEVELOPMENT REVIEW**

Town of Bel Air development regulations require public notice in two publications of a local newspaper for pending development applications before the Board of Appeals and Planning Commission. In addition, the nature of certain projects requires a stenographer to record proceedings. Because the cost of these services may vary significantly between applications, the expense incurred by the Town will be recorded and invoiced to the applicant as reimbursable.

**PLUMBING PERMITS**

Town of Bel Air Plumbing Permits are issued by the Harford County Division of Inspections, Licenses and Permits (Plumbing Services) in accordance with the current Harford County Fee Schedule.

**ELECTRICAL PERMITS**

Town of Bel Air Electrical Permits are issued by the Harford County Division of Inspections, Licenses and Permits (Electrical Services) in accordance with the current Harford County Fee Schedule.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect on \_\_\_\_\_ 2025.

Introduced: April 21, 2025

Public Hearing: May 5, 2025

Enactment:

Effective:

AYES:

NAYS:

ABSENT:

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Paula S. Etting, Chair  
Board of Town Commissioners

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Michael L. Krantz, Town Clerk