

Town of Leesburg
Department of Planning & Zoning
Fee Schedule

Revised through July 27, 2022

Land Use and Zoning Applications

Rezoning	\$32,000.00 per more than 10 acres (first through third submissions)
	\$16,000.00 per up to 10 acres (first through third submissions)
	\$1,200.00 per each submission over three submissions
Concept Plan and/or Proffer Amendments	\$10,000.00
Special Exceptions	\$10,000.00 per buildings over 10,000 square feet (first through third submissions)
	\$7,500.00 per buildings up to 9,999 square feet (first through third submissions)
	\$1,200.00 per each submission over three submissions
	\$1,000.00 for non-profits
	\$500.00 for accessory structures to dwellings
Minor Special Exception	\$3,000.00
Administrative Amendments to Minor Special Exceptions	\$1,000.00
Town Plan Amendment	\$5,600.00 plus cost of advertising
Commission Permit	\$1,000
Zoning Ordinance Modifications or Waivers per Code Section Modified	\$1,250
Public Hearing Sign (PC, BAR, BZA and TC)	\$10 per sign to be posted
Annexation Fee	\$10,000 for 0-5 acres
	\$10,000 plus an additional \$50 per acre for >5 acres

Zoning

Zoning Permits	\$450 New residential construction
	\$50 per residential addition or exterior alteration
	\$30 per accessory structure
	\$50 Home Day Care
	\$400 New non-residential construction
	\$100 per non-residential addition or exterior alteration

	\$75 Commercial Use/Fit Up
	\$50 Demolition (Residential or Commercial)
Sign Permits/Sign Plans	\$75 per sign.
	\$35 per temporary sign
	\$250 Comprehensive Sign Plan
Temporary Use	\$150
Temporary Portable Storage Units	\$30 for residential use
Business Special Event	\$50 for non-residential use
Variances	\$350
Appeals	\$350
Proffer Determination	\$150
Appeals to Council (Proffers)	\$500
Special Exceptions/Flood plain, BZA	\$250
Zoning Certification Letters	\$150
Zoning Re-inspections – Residential – Subdivision	\$200
Zoning Re-inspections – Commercial – Occupancy	\$250
Zoning Re-inspections – Residential – Occupancy	\$50
Home Occupation Permit	\$50
Parking In-Lieu Fee (H-1 Old & Historic District Only)	As required by Ordinance 2015-O-002
Board of Architectural Review	
BAR review of Comprehensive Sign Plan	\$25
Council review of Comprehensive Sign Plan	\$25
Appeal of BAR Decision to Council	\$25
New Construction of One or More Primary Buildings	\$500
New Construction of One or More Accessory Structures	\$50
Additions to Existing Primary Buildings	\$100
Additions to Existing Accessory Structures	\$25
Alterations to Existing Primary or Accessory Structures	\$25
Demolition of an Existing Structure	\$50
Administrative Review Applications	No fee
Signs, Administrative Review	\$10 per sign
Signs, Public Hearing	\$10 per sign
Public Hearing Sign	\$10 per sign to be posted
Crescent Design District	
Building Design and/or Material Review fees for By-right Development (Old H-2)	\$500
Zoning Modification Fees for By-right Development	\$1,250