



Chelmsford Planning Board  
Town Offices  
50 Billerica Road  
Chelmsford, MA 01824

## REGULATIONS GOVERNING FEES

**ADOPTED:** April 26, 2000  
**REVISED:** April 23, 2003  
August 12, 2009

### SECTION 1. INTRODUCTION.

**1.1 Procedural History.** On March 22, 2000 the Planning Board held a public hearing, pursuant to G. L. c. 41, s. 81Q and G. L. c. 40A, s. 9, to consider proposed regulations governing fees. At the close of the public hearing, the Planning Board voted to adopt regulations governing fees and a new schedule of fees for review conducted by the Planning Board, municipal departments, and Planning Board consultants on the various types of applications which come before the Board. This document, subject to revision from time to time in a manner spelled out herein, constitutes the Planning Board's rules governing the imposition of fees and its current fee schedules.

**1.2 Purpose.** These regulations and fee schedules have been adopted to produce a more equitable schedule of fees which more accurately reflects the costs of technical and legal review of applications to the Planning Board; to take advantage of the procedures offered by G. L. c. 44, s. 53G; to establish a review procedure in the selection of consultants; and to promote more informed decision-making by the Planning Board.

**1.3 General.** The Planning Board shall impose reasonable fees for the review of applications that come before it. The Planning Board may impose Application Fees and Project Review Fees as may be applicable to the types of applications set forth in Section 3.

### SECTION 2 CONSULTANT REVIEW FEES

**2.1 Applicability.** In addition to the Application Fee, the Planning Board may impose a Consultant Review Fee on those applications which require, in the judgment of the Planning Board, review by outside consultants due to the size, scale, or complexity of a proposed project, the project's potential impacts, or because the Town lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the Board may engage engineers, planners, lawyers, designers, or other appropriate professionals able to assist the Board and to ensure compliance with all relevant laws, ordinances, by-laws, and regulations. Such assistance may include, but shall not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decisions or regulations, or inspecting a project during construction or implementation.

**2.2 Submittal.** Consultant Review Fees shall be submitted at a time to be determined by a majority vote of the Board for deposit in an account established pursuant to G. L. c. 44, s. 53G (53G Account). Failure to submit the fee as required by the Board shall be cause for the Board to continue or suspend the proceedings and no review work shall commence until the fee has been paid in full.

**2.3 Replenishment.** When the balance in an applicant’s 53G Account falls below twenty-five percent (25%) of the initial Consultant Review Fee, as imposed above, the Planning Board shall consider whether to require a supplemental Consultant Review Fee to cover the cost of the remaining project review.

**2.4 Appeal From the Selection of the Consultants.** The applicant may appeal the selection of an outside consultant to the Board. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications of an educational degree in or related to the field at issue, or three or more years of practice in the field at issue or a related field. The applicant must specify the specific grounds which the applicant claims constitute a conflict of interest or a failure to meet minimum professional requirements.

**SECTION 3. APPLICATION FEES. (revised 8-12-09)**

The following application fees shall be payable at the time of application to the Planning Board.

<b>Application Type</b>	<b>Fee</b>
<b>SUBDIVISION</b>	
Preliminary Subdivision Plan – residential	\$200 plus \$50 per lot
Preliminary Subdivision Plan – commercial	\$200 plus \$50 per lot
Modification to a Previously Approved Preliminary Plan	\$100 plus \$50 per lot affected
Definitive Subdivision – residential	\$100 per lot plus \$2.50 per linear foot of road, \$1000 min
Definitive Subdivision – commercial	\$100 per lot plus \$2.50 per linear foot of road, \$1000 min
Modification to previously Approved Definitive Subdivision	\$200 plus \$100 for each lot affected
Paper Street	\$5 per linear ft. of road, \$1000 min
ANR’s (adjusting lot lines)	\$100 per lot
ANR’s (creating new lots)	\$100 per lot
Bond Estimate / Establish (with lot release)	\$175
Bond Reduction / Release	\$125
Extension of Completion Date	\$50

Lot Release	\$50 per request
<b>SITE PLAN</b>	
Site Plan Approval (first revision included in original filing fee)	\$50 per 1000 sq. ft. gfa, \$1,500 min - \$10,000 max
Revised Plans (initiated by applicant)	2 <sup>nd</sup> revision = \$200 3 <sup>rd</sup> revision = \$300 4 <sup>th</sup> and all subsequent revisions = \$400
Minor Modification to a previously Approved Site Plan	\$500
Major Modification to a previously Approved Site Plan	\$500
Minor Site Plan	\$500
Administrative Site Plan Approval	\$50
<b>SPECIAL PERMIT</b>	
Special Permit	\$500 for 1 <sup>st</sup> , \$250 for each subsequent
Modification to a Previously Approved Special Permit	\$500
<b>SITE PLAN</b>	
Bond Estimate / Establish	\$175
Bond Reduction	\$125
Bond Release	\$50
<b>MISC</b>	
Repetitive Petitions	\$250
Scenic Roads	\$250
<b>INSPECTIONS</b>	
Subdivision	
Public Street	Part of DPW street opening permit
Private Streets	\$200
Site Plans	\$250

- 3.1 Waiver of Fees.** The Planning Board may waive or reduce any Application Fee, if, in the opinion of the Board, unusual circumstances exist regarding the subject property or the applicant.
- 3.2 Legal Advertising and Abutter Notification Fees.** In addition to the Application Fees in Section 3.1, the applicant shall pay the following costs:

- A. The legal advertisements in a newspaper of general circulation in Chelmsford, as determined by the Board;
- B. Notification of abutters and parties in interest as required in the Chelmsford Zoning Bylaw, Chapter 195 of the Chelmsford Code; Site Plan and Special Permit Regulations & Procedures; the Zoning Act, G. L. c. 40A; the Chelmsford Subdivision Rules and Regulations, Chapter 202 of the Chelmsford Code; and the Subdivision Control Law, G. L. c. 41, ss. 81K-81GG.

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Colleen Stansfield, Clerk  
Chelmsford Planning Board