



**Town of Townsend Code Review Committee Meeting**  
**November 21<sup>st</sup>, 2025, @ 1:00pm**  
**VIA Conference Call & Town Hall**  
**141 Main St, Townsend, DE 19734**

**1:00 pm Code Review Committee Meeting**

- I.** Call to Order:
- II.** Opening Ceremonies
  - A.** Roll Call:
  - B.** Pledge of Allegiance:
  - C.** Recognition of Visitors:
  - D.** Announcements:
- III.** Citizens Comments & Participation.
- IV.** Adoption of Agenda.
- V. ACTION ITEM:** Discussion and review of Section 4 of Townsend Municipal Code- Fee Schedule.
- VI. ACTION ITEM:** Discussion and Review of Title 21 of Delaware State Code and the potential adoption of Code into Town Municipal Code.
- VII.** Discussion regarding new business.
- VIII.** Discussion regarding next meeting date.
- IX.** Adjourn.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827-6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:  
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

# Fee Schedule

As of 12/4/2024

		Suggested New:		
		2% Increase	5% Increase	10% Increase
Contractors Fee	\$125.00	\$128	\$131	\$138
Board of Adjustment				
Application for variance hearing	\$500.00	\$510	\$525	\$550
Application for variance hearing- Residential District	\$300.00	\$306	\$315	\$330
Application for variance hearing- Non-Residential District	\$500.00	\$510	\$525	\$550
Application for special exception hearing	\$350.00	\$357	\$368	\$385
Application for waiver hearing	\$350.00	\$357	\$368	\$385
Land Development				
Minor Subdivision or Land Development Plan				
Residential Filing Fee	\$300.00	\$306	\$315	\$330
	\$2000.00 (Plus \$115.00 per dwelling unit or acre, whichever is greater)	\$2,040	\$2,100	\$2,200
Initial Engineering and Plan Review		\$510	\$525	\$550
Non Residential Filing Fee	\$500.00	\$510	\$525	\$550
Initial Engineering & Plan Review- less than 5 acres	\$3,000.00	\$3,060	\$3,150	\$3,300
Initial Engineering & Plan Review- 5 acres and above	\$4,000.00	\$4,080	\$4,200	\$4,400
Major Subdivision or Land Development Plan				
Residential Filing Fee	\$500.00	\$510	\$525	\$550
	\$4,000.00 (plus \$115.00 per dwelling unit or acre, whichever is greater)	\$4,080	\$4,200	\$4,400
Initial Engineering & Plan Review Fee Escrow		\$612	\$630	\$660
Non Residential Filing Fee	\$600.00	\$612	\$630	\$660
Initial Engineering & Plan Review- less than 5 acres	\$4,000.00	\$4,080	\$4,200	\$4,400
Initial Engineering & Plan Review- 5 acres and above	\$5,000.00	\$5,100	\$5,250	\$5,500
Land & Development Inspection Escrow Account/Guaranty Requirements				
Inspection Fee Escrow- 5% of the total cost estimate (for both on-site and off-site improvements)	5% of the total cost estimate (for both on-site and off-site improvements). \$500.00 minimum escrow deposit			
	120% of the total cost estimate in the form of cash, irrevocable letter of credit, certified check, or performance bond			
Performance Guarantee	15% of the total cost estimate			
Maintenance Bond				
Administrative Fees and Fines				
Administrative Fee	\$125.00	\$128	\$131	\$138
Plan Revision for Previously approved construction permits	\$150.00	\$153	\$158	\$165
Temporary Certificate of Occupancy	\$100.00	\$102	\$105	\$110
Certificate of Occupancy	\$125.00	\$128	\$131	\$138
Returned Check- 1st occurrence	\$60.00	\$61	\$63	\$66
Returned Check- 2nd offense	\$75.00	\$77	\$79	\$83
Light pollution Violation (Each Offense)	\$50.00	\$51	\$53	\$55
Unlawful burning in Town Limits (each offense)	\$25.00 - \$100.00			
Unlawful use of Orchard Lane- 1st offense	5hrs Community Service + \$50.00 fine	\$51	\$53	\$55
Unlawful use of Orchard Lane- 2nd offense	10hrs Community Service + \$100.00 fine	\$102	\$105	\$110
Unlawful use of Orchard lane- Subsequent Offense	\$200.00	\$204	\$210	\$220
Town Mowing of non-compliant properties	\$90/hr, minimum of 2hrs	\$90/hr, minimum of 2hrs		
General Office Fees				
Copies up to 10 pages	.10 per copy	.10 per copy		
Copies after 10 pages	.25 per copy after the first 10 pages	.25 per copy after the first 10 pages		
Fax	\$1.00 first 10 pages, \$1.00 per page after the fist 10	\$1.00 first 10 pages, \$1.00 per page after the fist 10		
Notary Services- Resident of Incorporated Townsend	FREE			
Notary Services- Non Resident	\$5.00	\$5		
Property Information Requests/Settlements / Refinance	\$10.00 per parcel/ per request (including updated information)	\$10.00 per parcel/ per request (including updated information)		
Permit Fees				
	\$15.00 per \$1,000.00 valuation based on current ICC Building Valuation Data Table applying a Local Factor of 0.75			
Building Fee (One &Two Family Dwellings)	\$15.00 per \$1,000.00 valuation based on current ICC Building Valuation Data Table applying a Local Factor of 0.75 \$8.00 per \$1,000.00 for anything exceeding \$1,000,000.00 based on the most current ICC Building Valuation Data Table			
Building Fee (Other than One &Two Family dwellings)				
Impact Fees- Roadway	\$2,750.00	\$2,805	\$2,888	\$3,025
Impact Fees- General	\$3,500.00	\$3,570	\$3,675	\$3,850
Impact Fees- Sidewalk	\$500.00	\$510	\$525	\$550
Impact Fees- Public safety	\$1,500.00	\$1,530	\$1,575	\$1,650
Impact Fees- Townsend Volunteer Fire Assistance	\$750.00	\$765	\$788	\$825
Impact Fees- Community Investment	\$300.00	\$300.00		
Impact Fees- Park	\$300.00	\$300.00		
Permit Extension (valid for 180 days)- 1st occurrence	\$50.00	\$51	\$53	\$55
Permit Extension (valid for 180 days)- 2nd occurrence	\$75.00	\$77	\$79	\$83
Permit Extension (valid for 180 days)- 3rd occurrence	\$100.00	\$102	\$105	\$110
Lines and Grades (each review)	\$550.00	\$561	\$578	\$605
Review of New Home Constructio nDrawings (each review)	\$650.00	\$663	\$683	\$715
Gas Line Pressure Test- when required	\$75.00	\$77	\$79	\$83
Re-inspection fee (due prior to re-inspection)	\$70.00	\$71	\$74	\$77
Trade Permit Fees				
Mechanical Permit	\$100.00	\$102	\$105	\$110
Plumbing Permit	\$100.00	\$102	\$105	\$110
Dumpster Permit	\$0.00			
Dumpster Permit Extension Fee	\$50.00	\$51	\$53	\$55

**Residential Permit Flat Fees**

Fence	\$125.00	\$128	\$131	\$138
Shed- 200 sqft or less	\$150.00	\$153	\$158	\$165
\$15.00 per \$1,000.00 valuation based on current ICC Building Valuatoin Data Table applying a Local Factor of 0.75				
Shed- 200sqft or above				
Permanently Installed Generator	\$150.00	\$153	\$158	\$165
Fireplace	175.00 Plus HVAC & Plumbing	\$179	\$184	\$193
In-Ground Pool	\$525.00	\$536	\$551	\$578
Above-Ground Pool	\$175.00	\$179	\$184	\$193
Hot Tub	\$175.00	\$179	\$184	\$193
Flagpole (Inground)	100	\$102	\$105	\$110

**Residential Permit Fees per square foot (all permit fees assessed by square foot shall be subject to the fees above, as applicable)**

Administrative Fee	\$125.00	\$128	\$131	\$138
Plan Revision Fee for Previously Approved Construction Permits	\$150.00	\$153	\$158	\$165
Temporary Certificate of Occupancy	\$100.00	\$102	\$105	\$110
Certificate of Occupancy	\$125.00	\$128	\$131	\$138
Patio	\$8.00/ square foot	\$8.00/ square foot	\$8.00/ square foot	\$9.00/ square foot
Sidewalk	\$8.00/ square foot	\$8.00/ square foot	\$8.00/ square foot	\$9.00/ square foot
Driveway	\$8.00/ square foot	\$8.00/ square foot	\$8.00/ square foot	\$9.00/ square foot
Basement	\$10.00/ square foot	\$10.00/ square foot	\$11.00/ square foot	\$11.00/ square foot
Deck	\$10.00/ square foot	\$10.00/ square foot	\$11.00/ square foot	\$11.00/ square foot
Addition	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Garage	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Enclosed Porch (No HVAC)	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Open Porch	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Carport	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Rooftop Solar Panels	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Ground-Mounted Solar Panels	\$15.00/ per \$1,000.00	\$15.00/ per \$1,000.00	\$16.00/ per \$1,000	\$17.00/ per \$1,000.00
Altering of existing spaces (moving of interior walls)	\$20.00/ square foot	\$20.00/ square foot	\$21.00/ square foot	\$22.00/ square foot

**Non- Residential Fees**

Impact Fees- Commercial	\$2.00 per sq. ft. of building area	\$2.00 per sq. ft. of building area		
Impact Fees- Industrial	\$2.00 per sq. ft. of building area	\$2.00 per sq. ft. of building area		
Plan review Fees (Commercial/Industrial)	\$0.009 for each dollar of value with a minimum of \$300.00			

**Inspection Fees (Commercial/Industrial)**

Valuation <\$1,000.00	\$100.00	\$102	\$105	\$110
Valuation >\$1,000.00 < \$1,000,000.00 Per \$1,000.00 or fraction thereof	\$20.00	\$20	\$21	\$22
Valuation > \$1,000,000.00 for each \$1,000.00 or fraction thereof	\$5.00	\$5	\$5	\$6
Fence	\$250.00	\$255	\$263	\$275
Fence (Replacement Only)	\$150.00	\$153	\$158	\$165
Signs (Permanent)	\$10.00 per/sq. ft	\$10.00 per/sq. ft	\$11.00 per/sq. ft	\$11.00 per/sq. ft
Signs (Temporary less than 30 days)	\$50.00	\$51	\$53	\$55
Signs (Temporary 30-90 days)	\$100.00	\$102	\$105	\$110
Temporary Office Trailers (<180 days)	\$60.00	\$61	\$63	\$66
Demolition Permit	\$600.00	\$612	\$630	\$660
Sketch Plan- Filing Fee	\$800.00	\$816	\$840	\$880
Grading Permit- Filing Fee	\$150.00	\$153	\$158	\$165
Initial Engineering and Plan Review Escrow	\$550.00	\$561	\$578	\$605
Dumpster Permit Fee	\$0.00			
Dumpster Fee Extension	\$50.00	\$51	\$53	\$55
First Violation Penalty	not less than \$100			
Each Subsequent violation penalty	not less than \$200			
Permit App- Resubmittal Fee	\$25.00	\$26	\$26	\$28

**Rental Ordinance Fees**

License fee per building	\$60.00	\$61	\$63	\$66
additional fee for each rental unit (above 1) within building	\$10.00	\$10	\$11	\$11
Inspection Fee- Single Family Home	\$90.00	\$92	\$95	\$99
Inspection Fee- each residential unit with building	\$50.00	\$51	\$53	\$55
Re-inspection fee	\$110.00	\$112	\$116	\$121

**Municipal Park Rentals**

	\$75.00 Townsend Resident/ 3hr block	\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block	\$130.00 Non-Townsend Resident/ 3hr block		
	\$75.00 Non-Profit/ 3hr block	\$80.00 Non-Profit/ 3hr block		
Gazebo Rental	\$25.00/additional hour	\$30.00/additional hour		
	\$75.00 Townsend Resident/ 3hr block	\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block	\$130.00 Non-Townsend Resident/ 3hr block		
	\$75.00 Non-Profit/ 3hr block	\$80.00 Non-Profit/ 3hr block		
Pavillion Rental	\$25.00/additional hour	\$30.00/additional hour		
	\$75.00 Townsend Resident/ 3hr block	\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block	\$130.00 Non-Townsend Resident/ 3hr block		
	\$75.00 Non-Profit/ 3hr block	\$80.00 Non-Profit/ 3hr block		
Baseball/Multi-purpose Field	\$25.00/additional hour	\$30.00/additional hour		
	\$75.00 Townsend Resident/ 3hr block	\$80.00 Townsend Resident/ 3hr block		
	\$125.00 Non-Townsend Resident/ 3hr block	\$130.00 Non-Townsend Resident/ 3hr block		
	\$75.00 Non-Profit/ 3hr block	\$80.00 Non-Profit/ 3hr block		
Basketball Court	\$25.00/additional hour	\$30.00/additional hour		
All Park Ammenity Rentals require a \$100.00 refundable deposit pending satisfactory post inspection				

**Business Licenses**

Licenses shall be required for the follwing trades, businesses and occupations and the lciense fee shall be set forth as reflected herein.  
The remaining provisions of the TMC 6.04, not conflicting herewith, remain in full force and effect.

Advertising Agency	\$125.00	\$128	\$131	\$138
Amusement Operator	\$125.00	\$128	\$131	\$138
Architect (Per Artichet)	\$250.00	\$255	\$263	\$275
Attorney- At-Law (Per Attorney)	\$250.00	\$255	\$263	\$275
Auctioneer	\$125.00	\$128	\$131	\$138
Bank, trust, Loan * Credit Union	\$250.00	\$255	\$263	\$275

Barber- First 2	\$125.00	\$128	\$131	\$138
Barber- 3 or more	\$250.00	\$255	\$263	\$275
Beautician- First 2	\$125.00	\$128	\$131	\$138
Beautification- 3 or More	\$250.00	\$255	\$263	\$275
Bowling Alley	\$125.00	\$128	\$131	\$138
Broadcasting Station	\$125.00	\$128	\$131	\$138
Broker ( Per Broker)	\$125.00	\$128	\$131	\$138
Car Wash	\$125.00	\$128	\$131	\$138
Certified Public Accountant (Per Accountant)	\$250.00	\$255	\$263	\$275
Cesspool Cleaner	\$125.00	\$128	\$131	\$138
Chiropractor (Per Chiropractor)	\$250.00	\$255	\$263	\$275
Coin Operated Amusement Machine Owner	\$125.00	\$128	\$131	\$138
Coin Operated Electronic Video Machine	\$125.00	\$128	\$131	\$138
Coin Operated Vending Machine Owner	\$125.00	\$128	\$131	\$138
Commercial Sign Business	\$125.00	\$128	\$131	\$138
Computer related Services	\$125.00	\$128	\$131	\$138
Day Care Operator- 6 Children and under	\$125.00	\$128	\$131	\$138
Day Care Operator- 7 Children and above	\$250.00	\$255	\$263	\$275
Dental Lab	\$125.00	\$128	\$131	\$138
Dentist (Per Dentist)	\$250.00	\$255	\$263	\$275
Distributor	\$125.00	\$128	\$131	\$138
Drayman or Mover	\$125.00	\$128	\$131	\$138
Eating Establishment	\$125.00	\$128	\$131	\$138
Employment Agent	\$125.00	\$128	\$131	\$138
Entertainers	\$125.00	\$128	\$131	\$138
Entertainment Agent or Operator	\$125.00	\$128	\$131	\$138
Finance or Small Loan Agency	\$250.00	\$255	\$263	\$275
Gas, Light, Power, Cable TV and Television Company	\$825.00	\$842	\$866	\$908
General Repairman	\$125.00	\$128	\$131	\$138
Health Spa or Health Club	\$125.00	\$128	\$131	\$138
Income Tax Consultant	\$250.00	\$255	\$263	\$275
Incorporator	\$125.00	\$128	\$131	\$138
Insurance Adjustor Office	\$125.00	\$128	\$131	\$138
Insurance Agent	\$125.00	\$128	\$131	\$138
Janitorial & Cleaning Service	\$125.00	\$128	\$131	\$138
Laundry Service Operator	\$125.00	\$128	\$131	\$138
Linen Supplier	\$125.00	\$128	\$131	\$138
Manicurist	\$125.00	\$128	\$131	\$138
Manufactured Home Park (Per Space)	\$6.00	\$6	\$6	\$7
Manufacturer's Agent or Representative	\$125.00	\$128	\$131	\$138
Mercantile Agency or Collection Agency	\$125.00	\$128	\$131	\$138
Merchant	See below			
Motel/Hotel (5 rooms - \$5.00/Room)	\$125.00	\$128	\$131	\$138
Motion Picture Theater	\$125.00	\$128	\$131	\$138
Motor Vehicle Serviceman	\$125.00	\$128	\$131	\$138
Nursing, Rest or Convalescent Home	\$125.00	\$128	\$131	\$138
Open Market Operator	\$125.00	\$128	\$131	\$138
Optometrist (Per Optometrist)	\$250.00	\$255	\$263	\$275
Outdoor Music Festival Promoter	\$250.00	\$255	\$263	\$275
Parking Lot or Garage Operator	\$125.00	\$128	\$131	\$138
Pawnbroker	\$125.00	\$128	\$131	\$138
Pest Control Services	\$125.00	\$128	\$131	\$138
Pharmacist	\$250.00	\$255	\$263	\$275
Photographer	\$125.00	\$128	\$131	\$138
Physical Therapist (Per Therapist)	\$250.00	\$255	\$263	\$275
Physician and/or Surgeon (Per Doctor)	\$250.00	\$255	\$263	\$275
Plant Nursery and/or Florist	\$125.00	\$128	\$131	\$138
Podiatrist (Per Podiatrist)	\$250.00	\$255	\$263	\$275
Pool Table Operator	\$125.00	\$128	\$131	\$138
Printer	\$125.00	\$128	\$131	\$138
Private Detective Agency	\$125.00	\$128	\$131	\$138
Professional Engineer (Per Engineer)	\$250.00	\$255	\$263	\$275
Professional Land Surveyor (Per License)	\$250.00	\$255	\$263	\$275
Psychologist (Per Psychologist)	\$250.00	\$255	\$263	\$275
Public Accountant (Per Accountant)	\$250.00	\$255	\$263	\$275
Public Stenographer	\$125.00	\$128	\$131	\$138
Publishers	\$125.00	\$128	\$131	\$138
Real Estate Brokers, Appraisers & Managers	\$125.00	\$128	\$131	\$138
Real Estate Property Manager	\$125.00	\$128	\$131	\$138
Real Estate Salesperson or Associate Broker	\$125.00	\$128	\$131	\$138
Refuse Haulers	\$300.00 + \$75/truck			
Rental Services	\$125.00	\$128	\$131	\$138
Sales Representative	\$125.00	\$128	\$131	\$138
Schools & Education Services	\$125.00	\$128	\$131	\$138
Scientific Laboratory	\$125.00	\$128	\$131	\$138
Scrap & Waste Material Services	\$125.00	\$128	\$131	\$138
Secondhand Dealer of Precious Metals	\$125.00	\$128	\$131	\$138
Security Services	\$125.00	\$128	\$131	\$138
Shoe Repairman	\$125.00	\$128	\$131	\$138
Tailor & Garment Services	\$125.00	\$128	\$131	\$138
Taxicab or Bus Operator	\$125.00	\$128	\$131	\$138
Taxidermist	\$125.00	\$128	\$131	\$138
Telephone Answering Service	\$125.00	\$128	\$131	\$138
Television Repairman	\$125.00	\$128	\$131	\$138
Tourist Home	\$125.00	\$128	\$131	\$138
Travel Agency	\$125.00	\$128	\$131	\$138
Undertaker	\$125.00	\$128	\$131	\$138
Veterinarian	\$250.00	\$255	\$263	\$275
Warehouseman	\$125.00	\$128	\$131	\$138
Wholesale News Agency	\$125.00	\$128	\$131	\$138
All Businesses Not Listed	\$125.00	\$128	\$131	\$138

Manufacturers shall pay a license fee at the rate of .00046 of the aggregate gross receipts over \$400,000; provided, however, that the minimum license fee shall be seven hundred and fifty dollars (\$750.00)

Merchants and bottlers shall pay a license fee at the rate of .0046 of the aggregate gross purchases for resale over \$400,000; provided, however that the minimum license fee shall be seven hundred and fifty dollars (\$750.00). Businesses will sign an affidavit stating their aggregate gross receipts or aggregate gross purchases for resale

Exemption: Any manufacturer that has aggregate gross receipts or any merchant or bottler that has aggregate gross purchases for resale under \$100,000 will pay a license fee of one hundred twenty five dollars (\$125.00). However, the licensing office must receive a letter stating this by January 31 of the subject year.

Administrative penalties for failure to obtain a permit and noncompliance with conditions or permit approval and zoning requirements. Hereof.

For the following violations the penalty shall be that set forth in paragraph H.2.

- |  |  |
|--|--|
| -Failure to obtain a building permit                 |  |
| - Failure to schedule inspections                    | For the first violation a monetary penalty shall be assessed of not less than \$100 nor more than \$500. Each subsequent violation shall |
| -Failure to obtain a certfiate of Occupancy          | incur a penalty of not less than \$200 nor more than \$1,000   |
| -Violations of permitting conditions or requirements |  |