TOWN OF CLINTON

RESOLUTION 52 of 2020

TITLE: Town of Clinton Fee Schedule Effective December 8, 2020

WHEREAS, the Town Board of the Town of Clinton hereby establishes the following schedule of fees for the administration and processing of applications for rezoning, special permits variances, site plans, subdivisions plat approval, related SEQR compliance, building and zoning permits, highway and various other administrative fees, and

WHEREAS, all fees either newly established or amended are effective on the date set by the adoption resolution and supersede all fees enacted prior to this date.

1. SUBDIVISION RELATED FEES

Conceptual Plat (Sketch Plan) Application - *(Town Code §206-11 Subdivision Application Fee)*	$125
Preliminary Plat Approval - *(Town Code §206-45 Subdivision Fees)*	$275
Approval of Final Plat- *(Town Code §250-95(B)(5))*	
Plus, per lot fee	
Minor - 1 to 4 Lots	$350
+ Per Lot Fee	$175
+ Per Dwelling Fee	$175
Major - 5+ Lots	$1,000
+ Per Lot Fee	$300
+ Per Dwelling Fee	$300
These fees are in addition to the Fee for Preliminary Plat. They are the fee for approval of final plat plus the per lot fee (excluding the original lot) or plus the per dwelling unit if more than one dwelling unit per lot (e.g. a cluster or similar development)	
Publication and Circulation Expenses -*(Town Code §250-95(C)(1))*	Cost to Town
Publication (legal notices, certified mailings) and circulation (Agricultural Data Statement, SEQR) expenses shall be reimbursed by the applicant to the Town of Clinton at final approval.	
Filed Map copy Fee	$25
Fee for the Town to obtain a copy of the Filed map with signature from the Dutchess County clerk's files for the Planning Board files.	
Boundary Line Adjustment - *(Town Code §250-95(K)(5) and §206-13)*	$200
Application for a Commercial Communication Facility - *(Town Code -§250-44(D)(29))*	$1,200
Renewal	$300

Consultant Review of Conceptual, Preliminary and Final Plat Applications -		Cost to Town
Application for subdivision approval may be referred by the Planning Board to its Town Engineer and/or private consultants for review. Such consultants may include an engineer, planning consultant or other specialist if necessary for the Board to make an informed decision. Expenses incurred by the Town for this purpose shall be fair and reasonable and shall be reimbursed to the Town by the applicant in the amount of the actual expense incurred. A minimum escrow account of $1500 shall be established for this purpose at the time of preliminary plat application for any major subdivision. For an application for a commercial communication facility, the amount of escrow requested should be large enough so that requests for an applicant to add to the escrow account will be infrequent or unnecessary. Should the required escrow be depleted before final approval, the applicant will be advised that additional monies must be deposited before review will continue.		
Performance/Maintenance Guarantees (Bonds, Deposits or Letters of Credit) - *(Town Code §201)*		
These requirements shall be met in accordance with the procedure established by the Town's Zoning Law and the Town's Subdivision Regulations, The Town's Highway Laws, and applicable provisions of Town Law.		
Payments in Lieu of Dedication of Recreational Land -		
New York State Law Pertaining to the subdivision of land provides that towns may require applicants to donate land for recreation to the Town. The law also provides that in lieu of land, fees may be charged and applied to the Town's recreation acquisition and development program.		
Lots and Dwellings - *(Town Code §250-62(B)(11))*		
Payments to the Town's Capital Projects Fund Recreation account shall be computed at $4500 per lot, excluding the original lot, or $4500 per dwelling unit if more than one dwelling unit per lot (e.g. a cluster of similar development, each apartment or condominium in an apartment building, or each dwelling unit in a town house complex.). In accordance with the Town's Subdivision Regulation, land may be dedicated for park purposes if it is determined by the Planning board, with approval of the Town Board, that such dedication is desirable.		$4,500
Mobile Home Site		
Under Special Permit approval, payments to the Town's Capital Projects Fund Recreation account shall be computed at $800 per each mobile home site in a mobile home park.		$1,000
II. ZONING RELATED FEES		
Special Permit and/or Site Plan Review - *(Town Code §250 -96(c)(10) and §250-97(2)(a))*		$275
This fee is intended to cover administrative, clerical, legal advertising and mailing fees. Only one special permit or site plan review fee is required if both site plan and special permit application is made. In addition, the Planning Board may require an initial deposit in an escrow account, to cover consultant reviews, including the Town's attorney, associated with such special permit application.		
If Needed		
Renewal if needed of special Permit and/or Site Plan Review		$200
Amendment of approved special permit and/or Site Plan review		$225
Administrative Review -		$200
No additional costs will be charged except that if a stenographic record of the hearing is requested, then the applicant shall bear the cost of creating such a record. This fee shall be refunded to the applicant if the determination of the original officer is reversed upon administrative review.		
Short Term Rental (STR) Fees (LL2 of 2020 adopted 11-10-2020)		
Non Hosted STR Special Permit		$275
Non Hosted STR Special Permit Renewal		$200
Hosted STR Certificate		$150
Hosted STR Renewal		$100

Variance or Change of Use - *(Town Code §250-98(B)(3))*	$200
In addition, if a consultant, including the Town' s Attorney, is necessary to make an informed decision, a deposit shall be established in an escrow account by recommendation of the ZBA.	
Petition for Rezoning	$750
In addition to the fee for such a petition , if a consultant, including the Town's attorney, is necessary to make an informed decision, a deposit, shall be established in an escrow account by recommendation of the consultant and/or the Town's Attorney. The amount requested should be sufficient to reimburse the costs incurred by the Town for professional consultation fees and extraordinary expenses.	
Zoning Permit Fees- *(Town Code §250-71(F)(3)(c)and §250-75)*	$100
Soil, Erosion, Pond or Temporary Permits (Such fees will be waived if approved as part of a site plan or other review that requires a fee.)	
Town Wetlands Permit	$250
Professional Services Fees Including Fees Related to SEQR	Cost to Town
Applications may require the reviewing Board to engage professional services as part of the review process. Such services may include an engineer, planning consultant or other specialists necessary for the Board to make an informed decision. Expenses incurred by the Town for this purpose shall be fair and reasonable and shall be reimbursed to the Town by the applicant in the amount of the actual expense incurred. An escrow account shall be established for this purpose by the applicant in an amount suggested by the reviewing Board, if it determines that such services are required. Should the required escrow be depleted before final approval, the applicant will be advised that additional monies must be deposited before review will continue.	
Excavation to build a pond or lake *(Town Code §250 65(B))*	$250
Application fee for natural gas and power plant facilities *(Town Code §168-9)*	$2,500
Sign Application Fee *(Town Code §250-70(I)(6))*	$125
Trailer Park Permit *(Town Code §218-5(D) and §218-12(G)(5))*	
Mobile Home	$550
R. V. Park Permit	$200
Trailer Park Permit Renewal *(Town Code §218-10*)	
Mobile Home	$125
Junk Yard Operation *(Town Code §153-10)*	$1,250

III. BUILDING FEES	
Construction started Without Building or Pool Permit	$400
The fee for starting construction without obtaining a building or pool permit is charged per permit needed for each construction.	
Building Permit (Original Building Permit is good for 2 years)	
(Town Code §250-91(B)(1)(a) and §112-5)	
Residential new or addition construction -	$75+
$30 per 100 sq. ft. of living space with a $30 minimum	
New or addition barn construction, decks, attached and detached garages and storage sheds	$75+
$20 per 100 sq. ft. with a $35 minimum	
For Barns, sheds and structures used for farming purposed, these fees apply and are based on building footprint area -	
Up to 250 sq,. Ft	$80
From 251 to 2000 sq. ft	$225
Greater than 2000 sq. ft	$475
Renovations and Alterations	$80+
$3.00 per $1000 of actual construction cost	
Tennis court Installation	$80+
$3.00 per square foot of surface area	
Renewal of a Building Permit (Two years after its original issuance and each year thereafter).	1/2 the cost of the original permit
The one half renewal fee may be reduced to $50 or may be waived at the discretion of the Building Inspector for unusual circumstances.	
Unified Solar Application	$150
Pool Permit	
Above Ground Pool	$150
In-Ground Pool	$225
Hot Tub (outside)	$100
Tent	$200 per
Certificate of Occupancy *(Town Code §112-5)*	No Fee
(Included with building permit)	
Title Search	$150
May incur additional costs for construction without permits or not renewed permits	
Demolition Permit	$150
Operating Permit	$90
HVAC / Oil Tank Abandonment or Replacement	$115

Generator Installation (Standby permanent)	$90
Electrical Service upgrade	$100
Supplemental Heating (Coal/Wood Pellet/Gas and chimney install, repair	$125
(over $100 ore replacement)	
IV. FIRE SAFETY INSPECTION FEES *(Town Code §112-5)*	
In accordance with New York State uniform Fire Prevention and Building Code, the following fees are established for fire inspections:	
Multiple Dwellings (Per dwelling Unit)	$35
Single Family Residence	$40
Commercial or Industrial Buildings (Per Building)	$50
Not-for-Profit properties -	
First two Buildings	exempt
Additional Buildings	$25 per Building
V. HIGHWAY FEES	
Driveway Permit	$125
An escrow account of $2000 minimum shall be established by the Town Highway Superintendent and paid by the applicant in addition to the permit fee. After a driveway is completed and inspected and approved by the Town Highway Superintendent, the applicant will have the escrow account funds returned.	
Underground Road Work Permit	$125
For underground road work, the applicant will be required to establish an escrow account in the amount established by the Town Highway Superintendent to cover all engineering, attorney, inspection and other related costs, in addition to the permit fee. The applicant will receive a refund of any unexpended funds in the escrow account upon the Town Highway Superintendent's inspection and approval of the work done.	
VI. OTHER FEES	
Copies *(Town Code §184-9)*	
Per page at Town Offices	$0.25
Certification by Town Clerk	$10 per certification
Zoning Law or GEIS	$40
Farmland Protection Plan	$30
Master Plan	$30
Subdivision Regulations	$30
Highway Specifications	$30
Other Documents copied commercially	Cost to Town
Copies mailed	Cost of Postage
Faxes	
Outgoing -	
First Page	$5
Additional Pages	$1
International Faxes	Not allowed
Incoming	
First Page	$3
Additional Pages	$1

Returned Check *(Town Code §12-1)*								$40
Tax Collector								
	Second Billing for Property tax							$5
Dog Control *(Town Code §98-6(13) formerly (9))*								
	Impoundment fee							
		First Time						$0
	Boarding Fee							
		Dog	Admission					$ 50.00
			Plus, fee per day					$50
			Medical services			(if necessary)		customary fees
	Rabies Shot							$30
Dog Licensing								
	(Town Code §98-3 Licensing Fees, Surcharges and Replacement tag charges as amended)							
	Neutered/spayed (includes NYS $1.00 spay neuter fee)							$10
	Not Neutered/unsprayed							$20
		(includes NYS $3.00 spay neuter fee)						
	Lost Tag Replacement							$3
	Purebred Fees							
		1 to 10 Dogs						$30
		11 to 25 Dogs						$50
		26+ Dogs						$100
		In addition spay/neuter fee applies -						
			Fixed					$1
			Not Fixed					$3
Park/Pavilion Rental Fees, daily rate								
	Clinton Resident							$150
	Non Resident							$250
	Organizations							$350
	Organizations renting for commercial purposes							$700
Ball Court/Field Rental Fees to daily max rate (each)								
	Organizations ($20/hour up to daily rate)							$100
	Organizations renting for commercial purposes ($40 /hour up to daily rate)							$200
Mass Gatherings Application Fee *(Town Code §159-4)* -								
	Gathering of 0 to 499 people							no fee/no application
	Gathering of 500 to 999 people							$500
	Gathering of 1000 to 4999 people							$1,000
	Gathering of 5000 or more people							$1,500

Town Clerk Fees		
Marriage License		$40
Duplicate Marriage License		$10
Hunting Licenses		Various
Call the Town Clerk at (845) 266-5853		
Town ID Sticker for Recycling and Park Use		
Residents		
First		$10
Second		$5
Seniors over the age of 60		
First		Free
Second		$5.00
Vital Statistic Registration		
Death Certificate or Transcript (NYS)		$10
Birth Certificate or Transcript (NYS)		$10
Genealogy Fee Schedule (NYS)		
Fee schedule per one spelling of name. Fee varies depending on requested number of years to be searched		
1 - 3 years		$22
4 - 10 years		$42
11- 20 years		$62
21 - 30 years		$82
31 - 40 years		$102
41 - 50 years		$122
51 - 60 years		$142
61 - 70 years		$162
71 - 80 years		$182
81 - 90 years		$202
Cemeteries*		
* These charges only cover fees payable to the Town.		
Payment for excavation and any cemetery-related activities not listed (e.g., disinterment)		
will be handled directly between the plot owner and the vendor. The Town will		
provide oversight of such activities but is not involved in administering		
the financial arrangements.		
Conventional Burials – Adults		
Weekdays		$650
Saturday		$800
Sunday and Holidays		$1,250
Conventional Burials – Infants		
Weekdays		$400
Saturday		$600
Sunday and Holidays		$800

		Cremation						
		Weekdays						$200
		Saturday						$350
		Sunday and Holidays						$450
		Other Entombment – Quoted on Request						
		Grave						$750

NOW THEREFORE , BE IT RESOLVED, that the Town Board hereby approves the aforementioned fee schedule effective on December 8, 2020 or as otherwise denoted.

								
Dated	8-Dec-20							
						Carol-Jean Mackin		
						Town Clerk		