

**TOWN OF CLINTON  
RESOLUTION 10 of 2024**

**The FEE SCHEDULE**

**TITLE: Town of Clinton Fee Schedule adopted February 15, 2024**

**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.

				<b>FEE</b>
<b>I. SUBDIVISION RELATED FEES</b>				
Conceptual Plat (Sketch Plan) Application - (Town Code §206-11 Subdivision Application Fee)				<b>\$200</b>
Preliminary Plat Approval - (Town Code §206-45 Subdivision Fees)				<b>\$350</b>
Approval of Final Plat- (Town Code §250-95(B)(5))				
Plus, per lot fee				
Minor - 1 to 4 Lots				<b>\$400</b>
+ Per Lot Fee				<b>\$200</b>
+ Per Dwelling Fee				<b>\$200</b>
Major - 5+ Lots				<b>\$1,100</b>
+ Per Lot Fee				<b>\$350</b>
+ Per Dwelling Fee				<b>\$350</b>
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))				<b>Cost to Town</b>
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				<b>\$25</b>
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)				<b>\$350</b>
Application for a Commercial Communication Facility - (Town Code -§250-44(D)(29))				<b>\$2,000</b>
Renewal				<b>\$600</b>

<b>Consultant Review of Conceptual, Preliminary and Final Plat Applications - (Town)</b>					<b>Cost to Town</b>
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.					
<b>Performance/Maintenance Guarantees (Bonds, Deposits or Letters of Credit) - (Town Code §201)</b>					
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.					
<b>Payments in Lieu of Dedication of Recreational Land -</b>					
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.					
<b>Lots and Dwellings - (Town Code §250-62(B)(11))</b>					
Payments to the Town's Capital Projects Fund Recreation account shall be computed at \$4750 per lot, excluding the original lot, or \$4750 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.					<b>\$4,750</b>
<b>Mobile Home Site</b>					
Under Special Permit approval, payments to the Town's Capital Projects Fund Recreation account shall be computed at \$1000 per each mobile home site in a mobile home park.					<b>\$1,000</b>
<b>II. ZONING RELATED FEES</b>					
<b>Special Permit and/or Site Plan Review - (Town Code §250 -96(c)(10) and §250-97(2)(a))</b>					<b>\$500</b>
This fee is intended to cover administrative, clerical, 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.					
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.					<b>Cost to Town</b>
<b>If Needed</b>					
Renewal if needed of special Permit and/or Site Plan Review					<b>\$350</b>
Amendment of approved special permit and/or Site Plan review					<b>\$400</b>
<b>Appeal</b>					<b>\$300</b>
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.					
<b>Short Term Rental (STR) Fees (LL2 of 2020 adopted 11-10-2020)</b>					
Non Hosted STR Special Permit					<b>\$500</b>
Non Hosted STR Special Permit Renewal					<b>\$350</b>
Hosted STR Certificate					<b>\$275</b>
Hosted STR Renewal					<b>\$175</b>

Agricultural Events Fees									
	Special Permit/Site Plan Review								\$500
	Permit application (Initial)								\$800
	Annual Renewal Application								\$600
Variance or Change of Use - (Town Code §250-98(B)(3))									
	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									
	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.								
									\$1,000
Zoning Permit Fees- (Town Code §250-71(F)(3)(c)and §250-75)									
	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								\$450
Professional Services Fees Including Fees Related to SEQR									
	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.								
									Cost to Town
Excavation to build a pond or lake (Town Code §250 65(B))									
									\$500
Application fee for natural gas and power plant facilities (Town Code §168-9)									
									\$4,500
Sign Application Fee (Town Code §250-70(I)(6))									
									\$250
Trailer Park Permit (Town Code §218-5(D) and §218-12(G)(5))									
	Mobile Home								\$700
	R. V. Park Permit								\$300
Trailer Park Permit Renewal (Town Code §218-10)									
	Mobile Home								\$500
Junk Yard Operation (Town Code §153-10)									
									\$1,750

<b>III. BUILDING FEES</b>							
	Post Start-Of-Work Building Permit						<b>\$500</b>
	The processing fee for applying for a building permit after commencement of work that requires a building permit.						
	Building Permit (Original Building Permit is good for 1 year)						
	<i>(Town Code §250-91(B)(1)(a) and §112-5)</i>						
	Residential new or addition construction -						<b>.85/sq ft + \$80</b>
		<b>Calculated per sq. ft</b>					
	New or addition barn construction, decks, attached and detached garages and storage sheds						<b>.60/sq ft + \$80</b>
		<b>Calculated per sq. ft</b>					
	For Barns, sheds and structures used for farming purposed, these fees apply and are based on building footprint area -						
		Up to 250 sq. ft					<b>\$200</b>
		From 251 to 2000 sq. ft					<b>\$350</b>
		Greater than 2000 sq. ft					<b>\$625</b>
	Renovations and Alterations						<b>\$5/\$1000 plus \$90</b>
		<b>\$5.00 per \$1000 of actual construction cost +\$90</b>					
	Tennis court Installation						<b>\$3/1000 + \$90</b>
		<b>\$3.00 per \$1000 of actual construction + \$90</b>					
	Renewal of a Building Permit (Two years after its original issuance and each year thereafter).						<b>cost of the original permit</b>
		The renewal fee may be reduced to \$50 or may be waived at the discretion of the Building Inspector for unusual circumstances.					
	Unified Solar Application						<b>\$225</b>
	Pool Permit						
	Above Ground Pool						<b>\$225</b>
	In-Ground Pool						<b>\$400</b>
	Hot Tub (outside)						<b>\$175</b>
	Tent						<b>\$275 per tent</b>
	Certificate of Occupancy <i>(Town Code §112-5)</i>						<b>No Fee</b>
	<i>(Included with building permit)</i>						
	<b>Municipal Record Search</b>						<b>\$250</b>
	May incur additional costs for construction without permits or not renewed permits						
	Demolition Permit						<b>\$200</b>
	Operating Permit						<b>\$250</b>
	HVAC / Oil Tank Abandonment or Replacement						<b>\$125</b>


Generator Installation (Standby permanent)								\$125
Electrical Service upgrade								\$125
Supplemental Heating (Coal/Wood Pellet/Gas and chimney install, repair (over \$100 ore replacement)								\$140
<b>IV. FIRE SAFETY INSPECTION FEES</b> (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)								\$150/building
Single Family Residence								\$50
Commercial or Industrial Buildings (Per Building)								\$175 up to 1000 sq ft \$200 over 1000 sq ft
Not-for-Profit properties -								
		First two Buildings						\$175
		Additional Buildings						\$60/building
Re-inspection								\$50
Fireworks Permit: per event								\$300
<b>V. HIGHWAY FEES</b>								
Driveway Permit								\$175
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, inspected and approved by the Town Highway Superintendent, the applicant will have the escrow account funds returned if it is deemed no damages were done to the Town road.								
3 month extension								\$75
6 month renewal (with an additional \$1000 bond)								\$150
Road Work Permit - Underground								\$200
Work Permit - other than underground								\$200
For all permitted 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.								
<b>VI. OTHER FEES</b>								
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)									\$20
Tax Collector									
Second Billing for Property tax									\$2
Dog Control (Town Code §98-6(13) formerly (9))									
Impoundment fee									
	First Time								\$10
	Second time within one year of first impoundment							\$20 1st 24 hr. + \$3/ day after	
	Third time within one year of the first impoundment							\$30 1st 24 hr. + \$3/ day after	
Boarding Fee									
	Dog Admission								\$50
	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								\$200
	Non Resident								\$300
	Organizations								\$375
	Organizations renting for commercial purposes								\$700
Camp Fees									
	Resident (cost per child, per week)								\$175
	Non-Resident (cost per child, per week)								\$250
Ball Court/Field Rental Fees to daily max rate (each)									
	Organizations (\$25/hour up to daily rate)								\$125
	Organizations renting for commercial purposes (\$50/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
<b>Town Clerk Fees</b>					
	Marriage License				\$40
	Duplicate Marriage License				\$10
	One- Day Marriage Officient Registration				\$25
	Hunting Licenses	Call the Town Clerk at (845) 266-5853			Various
<b>Town ID Sticker for Park Use</b>					
	Residents				
		First			\$20
		Second			\$10
	Seniors over the age of 60				
		First			FREE
		Second			\$10
	Non resident				\$100
	With NO resident sticker, daily resident fee				\$20
	Basketball Court seasonal park pass/ per person				\$30
<b>Vital Statistic Registration</b>					
	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
<b>Cemeteries*</b>					
	* 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.				
	<b>Conventional Burials – Adults</b>				\$700
	<b>Conventional Burials – Infants</b>				\$450

	<b>Cremation</b>							<b>\$250</b>
	<b>Other Entombment – Quoted on Request</b>							
	<b>Grave</b>							<b>\$750</b>

**NOW THEREFORE , BE IT RESOLVED**, that the Town Board hereby approves the aforementioned fee schedule effective on February 15, 2024 or as otherwise denoted.

							
Dated	<b>February 15, 2024</b>						
					<b>Carol-Jean Mackin</b>		
					<b>Town Clerk</b>		