

Town of Monroe Fee Schedule Amended as of November 7, 2019

BUILDING DEPARTMENT:

1) Application for a building permit:

A) \$100 per thousand for the first \$1,000 of estimated costs or fraction thereof

B) \$10 per thousand up to \$100,000 of estimated costs or fraction thereof

C) \$6 per thousand thereafter for each \$1,000 of estimated costs or fraction thereof

D) The Building Inspector shall use the market value to determine the estimated cost of construction. In determining said costs, the Building Inspector may make use of personal knowledge and/or experience, assessor's records and knowledge or the use of standard construction estimating books such as Dodge or any other information that is credible.

E) Where the Building Inspector finds that the nature of the structure is a specialized facility (i.e. – a school, emergency center, hospital) and further finds that standard construction estimating books are not a reasonable costing methodology, if a statement offered for filing under penalty of perjury if filed of the actual contracted costs for complete construction, the Inspector may utilize an actual costs methodology in ascertaining the building permit fee. Nothing shall preclude the upward adjustment of the actual fee under the Town Code if the actual construction costs exceed the contracted costs.

F) Building Permit fees will be tripled where application is made for work performed without the applicant having initially secured a building permit and the provisions of paragraph (E) above shall not be applicable to work already completed.

2) Application for all Certificates of Occupancy or letter stating no Certificate of Occupancy or street/road letter or violation search or any combination of the above: \$200

A) Copies of individual Certificates of Occupancy: \$.25 per page

3) Copies of large items such as construction plans that cannot be reproduced at Town Hall will be charged at the rate of \$50 plus the actual cost of reproduction.

4) Application for floodplain development permit:

A) \$100 per thousand for the first \$1,000 of estimated costs or fraction thereof

B) \$10 per thousand up to \$100,000 of estimated costs or fraction thereof

C) \$6.00 per thousand thereafter for each \$1,000 of estimated costs of fraction thereof

5) Operating Permits for storage of hazardous materials, areas of public assembly with an occupant load of 100 or more, and buildings that pose a substantial potential hazard to public safety: \$200 per year.

6) Administrative wetland permit: \$35 (NOTE: This amount is fixed per 1990 Local Law #8)

7) Accessory apartment yearly renewal: \$50

8) Building Permit re-inspection fee: \$75.00 per re-inspection

HIGHWAY DEPARTMENT:

1) Application for town highway curb cut permit: \$350.00

2) Waterline Tapping Fees and Other Service Charges:

A) Fees for tapping of town waterlines varies according to the size of the line being tapped:

- i) ¾ inch tap: \$800
- ii) 1 inch tap: \$650
- iii) 2 inch tap: \$6,500
- iv) 4 inch tap: \$9,100
- v) 6 inch tap: \$11,700
- vi) 8 inch tap: \$14,300

B) Water Service Charges:

- i) Discontinuation of service: \$150
- ii) Restoration of service: \$150
- iii) Special meter reading: \$150
- iv) Repair and/or replace meter: \$200
- v) Meter test: \$150
- vi) Special Turbidity samples: cost plus \$150
- vii) Rewiring remote readout and resealing meter: \$150
- viii) Hydrant use: \$100 plus \$30 per 1,000 gallons or fraction thereof.

PLANNING DEPARTMENT:

Pre-Application Review and Meetings

1) Informal Pre-application meeting fee: \$50 per meeting, plus fee associated with cost of Town consultant attendance.

Application Fees

2) Application for Subdivision:

A) Lot Line Adjustment: \$250

B) Preliminary Minor (1 to 4 lots) Subdivision: \$500 plus \$125 for each lot

C) Preliminary Major (5 or more lots) Subdivision: \$1,000 plus \$250 for each lot

D) Final Minor and Major Subdivision: \$250 plus \$50 for each lot

3) Application for Site Plan:

A) Residential Development: \$500 plus \$125 per dwelling unit

B) Nonresidential Development: \$500 plus \$125 for each 1,000 square feet of gross floor area, or fraction thereof

4) Application for Wetland Permit Regulated by the Planning Board: \$1,000

5) Application for Timber harvesting: \$500

6) Application for Special Use Permit:

A) Residential Development: \$500 plus \$50 per dwelling unit

B) Nonresidential Development: \$500 plus \$50 for each 1,000 square feet of gross floor area, or fraction thereof

7) Application for Accessory Apartment Permit: \$150

8) Application for Ridgeline Preservation Overlay District not requiring submission of subdivision, site plan or special use permit application:

A) A residential addition or new structure between 500 square feet and 2,000 square feet: \$150

B) A residential addition or new structure exceeding 2,000 square feet: \$200

C) All other proposed Applications: \$250

D) Applications also involving subdivision, site plan, or special use permit: No additional fee

9) Application for Scenic Road Review not requiring submission of subdivision or site plan: \$150. Applications also involving site plan or subdivision do not require an additional fee.

10) Application for Historic Review: \$150

11) Application for Architectural Review: \$250

Escrow Fees

Upon application to the Town of Monroe Planning Board for any planning action or approval, the applicant shall, in addition to the fee set forth above, deposit with the Town Clerk, an escrow to cover the costs to be incurred by the town for all consultant services, including but not limited to, engineering, planning and legal as well as clerical costs incurred in the processing and reviewing of such application. The Town Clerk (or designee) shall compute the initial escrow charge in accordance with the following schedule:

- A) Residential subdivisions: \$2,500 per lot for each lot up to 5 lots and \$500 per lot for each lot over 5 lots. For subdivisions in excess of 50 lots, 1/3 of the initial fee for lots in excess of 50 lots shall be paid upon application submission; a second 1/3 installment shall be paid within 60 days after application filing; and the third installment shall be paid within 120 days after application filing. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of any amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- B) Commercial subdivisions: \$350 per lot for each lot up to 5 lots and \$125 per lot for each lot over 5 lots. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- C) Multi-Family residential site plans and special permits: \$500 per unit for each unit up to 50 units; \$250 per unit for each unit over 50 units. For projects in excess of 100 units, 1/3 of the initial fee for units in excess of 50 units shall be paid upon application; a second 1/3 installment shall be paid within 60 days after application filing; and a third installment shall be paid within 120 days after application filing. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- D) Commercial or other nonresidential site plans and special permits: \$2,500 plus \$50 per 1,000 square feet of building floor area up to 5,000 square feet. Above 5,000 square feet of building floor area, \$150 per additional square foot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.

- E) Wetland Permit (as regulated by the Planning Board): \$2,500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- F) Timber harvesting: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- G) Accessory Apartment Permit: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- H) Ridgeline Preservation Overlay or Scenic Road Review not involving site plan, subdivision and/or special use permit: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements. Escrow for site plan, subdivision and special use permit shall be as set forth in Sections A through D above, as applicable.
- I) Historic Review: \$250 per lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow fee includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- J) Architectural Review: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow fee includes the cost of conducting the appropriate SEQRA environmental

review of an application and all attendant environmental forms and impact statements.

Inspections

A. Any applicant who has received *site plan* approval shall, prior to signing of the plans, deliver to the Town a certified or cashier's check payable to the order of the Town for the inspection fees in the amount of 5% of the amount of the performance security or 5% of the estimated cost of required improvements unless estimated otherwise in writing by the Town Engineer, in order to cover the expense of the Town inspecting the various improvements proposed on the site plan. The inspection fees so deposited may be modified annually as determined by a resolution of the Town Board. Inspection fees are not held in escrow or otherwise considered as deposits with the Town. In the event that improvements are not constructed and no inspections are conducted, an applicant may submit a request, in writing, to the Town Board for a refund, which will not be unreasonably denied.

B. Any applicant who has received *subdivision* approval shall, prior to signing of the plat, deliver to the Town a certified or cashier's check payable to the order of the Town for the inspection fees in an amount estimated by the Town Engineer in order to cover the expense of the Town inspecting the various improvements proposed. Inspection fees are not held in escrow or otherwise considered as deposits with the Town. In the event that improvements are not constructed and no inspections are conducted, an applicant may submit a request, in writing, to the Town Board for a refund, which will not be unreasonably denied.

TOWN BOARD

- 1) Fee in lieu of Parkland pursuant to section 277 of the Town Law: \$5000 for each building lot within a residential subdivision or for each dwelling unit within a residential site plan.
- 2) Fee for overdue water bills: 10% of the outstanding balance

TOWN CLERK:

- 1) Application for a Blasting Permit: \$300
- 2) Peddler's Permit
 - A) 1 week permit: \$185.00; (2 checks required – 1 in the amount of \$100, and 1 in the amount of \$85.00) any additional person under main permit \$85.00 (on a separate check)

B) 1 month permit: \$285.00; (2 checks required – 1 in the amount of \$200, and 1 in the amount of \$85.00) any additional person under main permit \$85.00 (on a separate check)

C) 6 month permit: \$685.00; (2 checks required – 1 in the amount of \$600, and 1 in the amount of \$85.00) any additional person under main permit \$85.00 (on a separate check)

3) Application for Dog Licenses:

- A) For spayed or neutered dogs: \$10
- B) For unspayed or unneutered dogs: \$20
- C) Senior's over 65 dog licenses are free

4) Other Dog Control Fees:

- A) For Rabies vaccination: \$50
- B) Replacement dog license tag: \$3
- C) Impoundment fees:
 - 1. First offense: \$100
 - 2. Second offense: \$150
 - 3. Third offense: \$200
- D) Boarding: \$30 per day

5) Copy of CD or Video: \$20

6) Copy of Town map: \$10

7) Fee for photocopying a record not exceeding nine by 14 inches shall be \$0.25 per page

8) Senior Center Hall Rental: \$25.00 for Non-Profit / \$50.00 for organizations and private residents.

ZONING BOARD OF APPEALS:

1) Application for an Area Variance: \$250.00

2) Application for a Use Variance: \$350.00

3) Application for a 280-a Variance: \$500.00

4) Application for an Interpretation: \$500.00

5) Upon application to the Town of Monroe Zoning Board of Appeals for any action or approval, the applicant shall, in addition to the fee set forth above, deposit with the Town Clerk an escrow to cover the costs to be incurred by the Town for all consultant services,

including but not limited to, engineering, planning and legal as well as clerical costs incurred in the processing and reviewing of such application.

A) The Town Clerk (or designee) shall compute the initial escrow amount in accordance with the following schedule:

a) Applications of all types: \$2,500.00. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial payment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. b) The clerk to the Zoning Board shall have the authority to waive or reduce the initial escrow in those matters where it appears that engineering or other consultant services will not be required. Should such services later be required, an appropriate escrow fee will be fixed by the Zoning Board.

AMENDMENTS:

- April 4, 2009
- January 23, 2012
- July 11, 2016
- January 7, 2019
- January 14, 2019
- November 7, 2019