

# Town of Monroe Fee Schedule Effective as of January 3, 2024

## **BUILDING DEPARTMENT:**

1) Application for a building permit:

A) \$200 per thousand for the first \$1,000 of estimated costs or fraction thereof

B) \$20 per thousand up to \$100,000 of estimated costs or fraction thereof

C) \$10 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: \$400

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 \$100 plus the actual cost of reproduction.

4) Application for floodplain development permit:

A) \$200 per thousand for the first \$1,000 of estimated costs or fraction thereof

B) \$20 per thousand up to \$100,000 of estimated costs or fraction thereof

- C) \$10.00 per thousand thereafter for each \$1,000 of estimated costs of fraction thereof
  - 5) Operating Permits as per Chapter 23 of Town Code Sec. 23-32: \$400 per year.
  - 6) Administrative wetland permit: \$200
  - 7) Accessory apartment yearly renewal: \$50
  - 8) Building Permit re-inspection fee: \$75.00 per re-inspection
  - 9) Cross Connection Control:
    - A. Initial Application fee: \$200.00
    - B. Yearly Renewal fee: \$50.00
  - 10) Rentals, Short Term
    - A. \$500.00 Application Fee: Short Term Rentals
    - B. \$100.00 Inspection Fee: Fire Safety
    - C. \$50.00 Annual Renewal Fee
  - 11) Article II, Residential Rental Permits
    - A. Application Fee: \$500/unit
    - B. Initial Approved Permit Fee: \$100/unit
    - C. Annual Renewal Fee: \$50/unit
    - D. Initial Inspection/Fire: \$100/unit
  - 12) Sewerage System (Ch. 41):
    - A) \$500 (4 lots or less)
    - B) \$1,000 (5 lots or more)
- \* Including Site Plans (an Escrow will be determined my MHE Engineering)

**HIGHWAY DEPARTMENT:**

- 1) Application for town highway curb cut permit: \$750
- 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: \$1,650

- 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
- 3) Administration fee as listed below for each water district, per user, per billing cycle, to pay for administrative costs associated with the water billing:
  - WD#1 (Rye Hill) : \$35.00
  - WD#2 (Horizon Heights) : \$25.00
  - WD#7 (Oreco Terrace) : \$35.00
  - WD#8 (Hoffliss) : \$35.00
  - WD#10 (Post Rd ) : \$35.00
  - WD#12 (Monroe Hills) : \$25.00
  - WD#14 (Orchard Hills) : \$25.00
  - WD#15 (Smith Farms) : \$35.00
  - WD#17 (Old Country Rd) : Not applicable as administered by Kiryas Joel
- 4) Water Rents - The following rents are per 1000 gallons except for WD#14 which has a quarterly flat rate:
  - WD#1 (Rye Hill) : \$13.00
  - WD#2 (Horizon Heights) : \$6.00
  - WD#7 (Oreco Terrace) : \$13.00
  - WD#8 (Hoffliss) : \$13.00
  - WD#10 (Post Rd) : \$13.00
  - WD#12 (Monroe Hills) : \$10.00
  - WD#14 (Orchard Hills) : \$166.00 per quarter (flat rate as no meters)
  - WD#15 (Smith Farms) : \$13.00
  - WD#17 (Old Country Rd) : NA-Outside Water District

***\*Water Rent Fees are effective as of 10/1/2020 to coincide with the current billing cycle.***

- 5) CCR Fee - \$1,000.00 for filing application with the Town.
- 6) Town Hall Meeting Room Rental Fees:

<b>Rental Duration</b>	<b>Fee</b>
1-3 days	\$850/day
4-6 days	\$750/day
7 days or more	\$700/day
Not-for-Profit Organization	\$400/day

\*The Town Board reserves the right to waive the rental fee for community events at their discretion and subject to approval by Town Board resolution. In addition, the Town Board reserves the right to require town provided event security at an additional cost of \$175 per event. Individuals interested in reserving the Meeting Room must be at least 25 years of age and submit a completed rental agreement and required Certificate of Insurance. The maximum occupancy for the Meeting Room is 301 people.

### **Insurance Requirement for Room Rental**

A Certificate of Liability Insurance in the amount of \$1,000,000 must be provided naming the Town of Monroe as an additional insured. In addition, all certificates must include a Waiver of Subrogation. This certificate is to be submitted no later than (14) business days prior to the event, along with the rental fee.

### **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: Includes State Surcharge

A) 1-year license for spayed or neutered dogs: \$16.00

3-year license for spayed or neutered dogs: \$43.00

B) 1-year license for unspayed or unneutered dogs: \$28.00

3-year license for unspayed or unneutered dogs: \$74.00

C) Seniors over 65 dog license fees: Includes State Surcharge

• 1-year license for spayed or neutered dogs: \$3.00

• 3-year license for spayed or neutered dogs: \$9.00

• 1-year license for unspayed or unneutered dogs: \$8.00

• 3-year license for unspayed or unneutered dogs: \$24.00

D) Late fee: Any dog license renewed after 60 days of due date will have a \$5.00 late fee applied to license renewal.

E) Replacement Tag: \$3.00

F) Dog Enumeration: \$10.00



- 4) Other Dog Control Fees:
  - A) For Rabies vaccination: \$50.00
  - B) Replacement dog license tag: \$5.00
  - C) Impoundment fees:
    - 1. First offense: \$100.00
    - 2. Second offense: \$150.00
    - 3. Third offense: \$200.00
  - D) Boarding: \$30.00 per day
- 5) Copy of CD or Video: \$30.00
- 6) Copy of any Town map:
  - In house copying: \$20.00

Copies processed by outside vendor: Copies of large items such as construction plans that cannot be reproduced at Town Hall will be charged at the rate of \$100 plus the actual cost of reproduction.

- 7) Fee for photocopying a record not exceeding 9 x 14 inches shall be \$0.25 per page. Photocopying for an 11x17 page shall be \$.50 per page.
- 8) One-Day Marriage Officiant License: \$25
- 9) Application for Marriage License: \$40
  - A) Certified Marriage Transcript: \$10/copy
- 10) Certified Birth/Death Transcript: \$10/copy
- 11) E-Z Pass Tag: \$25
- 12) T.A.R.A. Spay/Neuter Certificate: (Monroe Residents Only) \$25
- 13) Town of Monroe Property Rental: (Sr. Center) Non-Profit Organization \$25, plus C.O.I.
  - A) Private Residents or Organization: \$50, plus C.O.I.
- 14) Bid Packets: \$50
- 15) Filming Permit: \$100
- 16) Games of Chance: Bingo License: \$18.75/occasion
  - A) Bell Jar License: \$25

**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.

**Amendment Dates:**

- April 4, 2009
- January 23, 2012
- July 11, 2016
- January 7, 2019
- January 14, 2019
- October 7, 2019
- November 7, 2019
- August 31, 2020
- February 22, 2022
- January 3, 2023
- January 9, 2023
- February 6, 2023
- February 15, 2023
- May 1, 2023
- May 15, 2023
- January 2, 2024
- February 5, 2024
- August 12, 2024