

# TOWN OF WINDHAM BOARD OF SELECTMEN

Ordinance No. \_\_\_\_\_

## BE IT ORDAINED by the Board of Selectmen THAT

**Whereas:** The Town has instituted fees to off-set the costs of services from taxpayers to those who generate a need for services; and

**Whereas:** The town has had a system of fees in place for a number of years, and this system was established by ordinance, and

**Whereas:** the Code of Ordinances as codified under Chapter 4 Article I, Section 4, and Chapter 10 Article I, Section 10-3 authorizes the Board of Selectmen to establish fees by resolution as the need arises, or circumstances change; and

Now, therefore, be it hereby ordained by the Board of Selectmen, that fees charged be revised and amended as indicated on the attached fee schedule. Further, the Policies and Procedures for collecting the fees shall be as follows:

### **A. Permits**

1. Permits for building and development activities must be secured prior to the commencement of such activities. Fees for permits must be paid in full at the time of application
2. Permits for any development shall be withheld where real estate taxes on the property for which a permit is sought are delinquent
3. Exceptions or waivers may be granted where an emergency exists affecting health or safety of occupants, or to comply with an order of a local authority having jurisdiction. The First Selectmen may waive any fee at his/her discretion

### **B. Penalties for Failure to secure Permit**

Where work for which a permit is required is begun prior to obtaining the proper permit, a penalty fee shall be collected equal to and in addition to the amount of the permit fee. The penalty fee shall be collected whether or not a permit is subsequently issued. The payment of such penalty fee shall not relieve the responsible party from compliance with all applicable codes, or from any other penalties for a violation of the Town codes, regulations, or ordinances.

### **C. Appeals**

Where it is alleged that the administrative official in calculating the applicable fees has made an error, a written complaint shall be filed with the [First Selectman] Chief Executive Officer.

### **D. Refunds**

1. Where a fee was paid in error, the amount of the fee erroneously paid will be refunded
2. Except as otherwise provided, where an applicant chooses not to proceed with the work after a permit is issued, cessation of work may be authorized, and a portion of the permit fee refunded,

provided that any unsafe condition does not exist. In the event that work has not started and the application has not yet been reviewed, 100% of the fee shall be refunded. In order to receive a refund on a reviewed application, a written request must be submitted within 180 days after issuance of the permit. The refund shall be pro-rated based on the amount of work completed, less an administrative fee of 20%.

**E. Special Inspections and Professional Review of Plans**

1. The building official may require that a professional peer review of plans be performed by a licensed architect or engineer of his choice to insure that the design complies with the building code. In addition, the building official may require special inspections be performed for unique or special construction. All fees and costs related to the performance of such reviews or inspections shall be borne by the applicant.
2. The Town will not inspect buildings or other structures for banks, insurance companies or individuals-except in the course of routine inspections when a permit has been issued.

**TOWN OF WINDHAM, CONNECTICUT  
GENERAL FEE SCHEDULE**

**1. BUILDING FEES:**

**Valuation of work**

In order to properly determine the cost of construction for commercial or industrial buildings, the applicant/contractor must provide information on the cost of construction. If a low cost is presented, or does not include the cost of labor, the Building Official shall examine the plans and determine the market value of the cost of work. Fees for new residential construction shall be based on value of construction at a rate of \$50.00 per square foot.

- |   |   |
|---|---|
| <b>a. Building Permits:</b>                                     | \$15.00 for every \$1,000.00 (or fraction thereof) of market rate of work being performed.                                    |
| <b>b. Demolition permits:</b>                                   | \$3.00/1,000.00 of Assessed Value-<br>Min. \$15.00  |
| <b>c. Special Inspections and Professional reviews of Plans</b> | The building Office will charge the actual costs of any professional peer review as required by Connecticut General Statutes. |
| <b>d. Repeated Inspections for same violation</b>               | \$50.00   |
| <b>e. Events/carnival inspections</b>                           | \$50.00   |

**2. ZONING FEES:**

- |  |                                       |
|--|---------------------------------------|
| <b>a. Certificate of Occupancy/Compliance:</b> | \$5.00 per 1000 sq ft of construction |
| <b>b. Certificate of Zoning Compliance:</b>    | minimum of \$5.00 per 1000 sq ft of   |

Construction on renovation work; minimum \$25.00 on new construction

c. **Zoning Certificate letters** \$25.00 one & two family  
\$50.00 commercial

d. **Permits for temporary & permanent signs** \$25.00

3. **FIRE MARSHAL FEES:**

a. **Life Safety Code/Certificate Inspection** \$125.00

b. **Temporary permit fee & late charge fee** \$50.00  
\$25.00 late charge

c. **Fire Marshal Review of plans (commercial)** \$100.00 minimum or \$50 per hour,  
Whichever is greater

d. **Burning Permit** \$5.00 per permit

4. **HOUSING CODE FEES:**

Collected at time of inspection:

a. **Rooming House/Apartment permit** \$10.00 per unit annually (billed January 1st)

b. **Emergency inspections** \$100.00 per hour  
(during non-business hours)

c. **Court appearances/Meetings other than  
Town interest** \$40.00 per hour

d. **Landlord Registry** \$10.00 per ordinance # 2379

5. **COLLECTOR OF REVENUE/TAX:**

a. **Tax Research Fee** \$15.00 minimum

b. **Tax Research - Banks, Non Escrow** \$1.00 per item

c. **Memo Bill Processing Fee** \$3.00 per item

d. **Tax Bill Reprint** \$2.00

e. **Tax Statement Reprint** \$2.00

f. **Payment History Reprint** \$2.00

g. **Motor Vehicle Release Fee** \$5.00

h. **Delinquent Notices by Mail** \$1.00

i.	<b>Motor Vehicle Delinquent Reporting</b>	\$5.00 per ordinance # 2368
6.	<b><u>SANITATION AND PRIVATE WELLS:</u></b>	Contact: Local Health District
7.	<b><u>PUBLIC WATER CONNECTIONS:</u></b>	Contact: Windham Water Works
8.	<b><u>PUBLIC SEWER CONNECTIONS:</u></b>	Contact: Water Pollution Control Authority
9.	<b><u>WETLANDS, HISTORIC DISTRICT, PLANNING, ZONING; OR ZONING BOARD OF APPEALS:</u></b>	
a.	<b>Subdivision/Resubdivision</b>	\$250.00 minimum or \$50.00 per lot whichever is greater * plus Engineering
b.	<b>Home (based business) Occupation Permits</b>	\$25.00 initial fee \$20.00 annual renewal
c.	<b>Minor Special Exception/Permits</b>	\$125.00
d.	<b>Major Special Exception/Permits for new development or earth excavation permit</b>	\$250.00 Plus site plan fee, plus Engineering, and where applicable, an additional \$25.00 per dwelling unit.
e.	<b>Site Plan Review fee</b>	\$0.025 per square foot of floor area. Minimum \$100.00
		\$0.05 per square foot of new parking area Plus Engineering, and E&S Plan fee. Minimum 50
f.	<b>Erosion and sedimentation control plan</b>	\$10.00 per acre of disturbed area (\$25.00 Minimum-\$250.00 maximum)
g.	<b>Site Plan Review fee for Earth Excavation</b>	\$10.00 per acre of disturbed area; minimum of \$100.00
h.	<b>Annual Inspection fee for Earth Excavation</b>	\$200.00
i.	<b>Revision or extension of prior approval</b>	\$60.00 plus Engineering Review fee
j.	<b>Zone Change/amendment</b>	\$300.00 applicant shall also pay for zoning map revisions
k.	<b>Inland/Wetland Permit</b>	
	The following fees are in addition to the Engineering Review fee Determination of Jurisdictional/Declaratory Ruling	\$25.00
	Individual Home Owner or Agricultural	\$50.00
	Minor Commercial Activities Requiring a Permit	\$125.00
	Major Commercial Activities Requiring a Permit	\$250.00
	Revisions/Renewal of Existing Permits	\$25.00 residential, \$65.00 Commercial (i.e., alterations to

conditions)

**l. Zoning Board of Appeals**

Appeals	\$125.00
Variance	\$125.00 plus \$50.00 for each additional variance request
Certificate of location for any Motor Vehicle license	\$250.00

**m. Legal Notices**

\$150.00 per notice

**NOTE:** A State Land Use Surcharge will be charged for all applications to the Commission/Board as required by Connecticut State Law. CURRENT SURCHARGES \$30.00 or as amended by State

The town reserves the right to charge the applicant for advertising costs where the costs exceed the application fee that is normally used to pay for advertising. In addition, where it has been determined by the Commission that it must consult with experts to analyze, review and report on areas requiring a detailed, technical peer review in order to assist the Commission in evaluating the effect of a proposal on the Town, the Commission may require the applicant to pay these costs. These fees will be paid to the Town for the Commission's use prior to proceeding on the application in advance based on a preliminary estimate from such experts, times 150%. Upon completion of the technical review, and a full accounting of the charges owed, or paid, any excess funds will be refunded to the applicant.

**10. HISTORIC COMMISSION:**

<b>a. Certificate of Appropriateness</b>	\$30.00
--	---------

**11. ENGINEERING SERVICES:**

<b>a. Inspection by Town Engineer/Review of Plans and calculations</b>	\$75.00 per hour
<b>b. Escrow for inspection of development</b>	10% of Bond amount in cash
<b>c. Application for excavation/construction On Town property</b>	\$50.00
<b>d. Curb, driveway and sidewalk bonds</b>	\$100 per linear foot, or cost of improvement as determined by Town Engineer. Minimum \$1,000.00 (deposit)

**12. TOWN PUBLICATIONS:**

<b>a. Subdivision, or Wetland Regulations</b>	\$30.00 each
<b>b. Public Works specifications</b>	\$30.00
<b>c. Zoning Regulations</b>	\$50.00
<b>d. Plan of Development</b>	\$50.00

e.	<b>Zoning Map</b>	\$10.00 each
f.	<b>Copy of existing Maps max sheet size of 24"X36"</b>	\$10.00 per sheet
g.	<b>Town Charter</b>	\$5.00
13.	<b><u>DOCUMENT COPIES:</u></b>	\$ .50 per page or fraction thereof
14.	<b><u>PUBLIC HEARING TRANSCRIPTS:</u></b>	
a.	<b>Cassette Tape duplication</b>	\$5.00 for tape plus administrative time
15.	<b><u>NOTARY SERVICES:</u></b>	\$2.00 one page document \$5.00 multiple page document
16.	<b><u>TRANSFER STATION FEES:</u></b>	
a.	<b>Trash Bags</b>	\$2.00
b.	<b>Auto Tires</b>	\$1.50
c.	<b>Small Truck Tire to 20 in.</b>	\$3.50
d.	<b>Large Truck Tire 20 plus in.</b>	\$7.00
c.	<b>Off Road Tire</b>	\$50.00
d.	<b>Appliances (CFC)</b>	
	<b>Refrigerators</b>	\$10.00
	<b>Air Conditioners</b>	\$10.00
	<b>Humidifiers</b>	\$10.00
	<b>Freezers, Etc.</b>	\$10.00
e.	<b>Furnishings</b>	
	<b>Sofa, Love Seat</b>	\$10.00
	<b>Stuffed Chair</b>	\$5.00
	<b>Mattresses</b>	\$5.00
	<b>Box Spring</b>	\$5.00
	<b>Carpets 8 x 6 or Larger</b>	\$5.00
	<b>Wood Furniture</b>	\$5.00
f.	<b>Propane Tanks</b>	
	<b>20 lbs</b>	\$3.00
	<b>Less Than 20 lbs</b>	\$1.00
	<b>More Than 20 lbs</b>	\$20.00
g.	<b>Permit Fees:</b>	
	<b>Residents</b>	Free
17.	<b><u>PARKS AND RECREATION FEES:</u></b>	

- |           |   |  |
|-----------|---|--|
| <b>a.</b> | <b>Adult Leagues</b>  | \$100.00 per team<br>\$15.00 per non-resident on each team       |
| <b>b.</b> | <b>Use of Lights</b>  | \$45.00 per night  |
| <b>c.</b> | <b>Field Preparation</b>  |  |
|           | <b>Painting of lines on turf for local teams:</b>   |  |
|           | Flag football   | \$75.00 per week per field                                       |
|           | Full sized soccer field   | \$80.00 per week per field                                       |
|           | Micro soccer fields   | \$40.00 per week per field                                       |
|           | Softball fields   | \$25.00 per week per field                                       |
|           | Baseball field  | \$25.00 per week per field                                       |
|           | Line marker for infields for local teams  | \$5.00 per day   |
|           | Any field preparation for a non local team  | \$100.00 per day   |
|           | Any field preparation needed on a non work day  | \$100.00 for overtime plus any other applicable fee listed above |
| <b>d.</b> | <b>Porta-potties</b>  | \$10.00 per day (optional)                                       |
| <b>e.</b> | <b>Bathroom Facilities</b>  | \$1,000.00 deposit   |
|           | <b>NOTE:</b> Available for special events only, DPW staff will check the bathrooms the next working day following the event. If there is any damage or if the bathrooms require extra cleaning (besides normal use), Public Works will perform the repairs/cleaning and draw off the deposit to cover any expenses. Any deposit money remaining after the use will be returned to the organization. If the damage exceeds the deposit the organization responsible will receive a bill. |  |
| <b>f.</b> | <b>Special Event Fees</b>   |  |
|           | Non Profit charging an entry fee  | \$100.00 per day   |
|           | Non Profit not charging an entry fee  | No charge  |
|           | For Profit charging an entry fee  | \$500.00 per day   |
|           | For Profit not charging an entry fee  | \$250.00 per day   |

**NOTE:** Reasonable administrative fees may be established from time to time by the Public Works Superintendent and the Recreation Director for the use of recreational facilities, field trips and/or special events.

**This ordinance supersedes all previous ordinances/resolutions in conflict.**

**This fee schedule is effective immediately.**

**REVISED 05-29-09**