

RESOLUTION

NUMBER 199-24

(ADOPTING AN UPDATED MASTER FEE LIST FOR THE TOWN OF CORTLANDT)

BE IT RESOLVED that the Town Board of the Town of Cortlandt does hereby adopt the Updated Master Fee List for the Town of Cortlandt as of June 11, 2024, encompassing all fees for the various departments; and

BE IT FURTHER RESOLVED, this Master Fee List shall be posted on the Town's website.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted June 11, 2024
At a Regular Meeting
Held at Town Hall.**

Town of Cortlandt Master Fee List

Office of the Town Clerk

Vital Records		
Birth Certificate	\$ 10.00	As set by NYS
Death Certificate	\$ 10.00	As set by NYS
Marriage Certificate	\$ 10.00	As set by NYS
Genealogy Record	\$ 22.00	As set by NYS
Marriage License	\$ 40.00	As set by NYS
Marriage Officer	\$ 25.00	As set by NYS
Dog Licensing		
Annual Fee Spayed	\$ 10.00	
Annual Fee Unspayed	\$ 18.00	
Dog Tag Replacement	\$ 5.00	
Dog Release Fee	\$ 25.00	
Filming		
1st Private Property (Per Day)	\$ 1,000.00	
Add'l Private Property (Per Day)	\$ 300.00	
Public Property (Minimum)	\$ 1,500.00	
Public Property (Use Fee)	Set by Town Board	
FOIL		
Hard Copies 8x11 - 11x17 per page	\$ 0.25	
Hard Copies larger than 11x17	\$ 5.00	
Staff production time over 2 hours	Hourly Staff Wage	
Gaming		
Bingo	Set by NYS Gaming	
Games of Chance	Set by NYS Gaming	
Raffles	Set by NYS Gaming	
Misc		
E-Zpass	\$ 25.00	
Fireworks Permit	\$ 350.00	Entities that are not municipal, not-for-profit, or tax-exempt in nature will also reimburse hourly Code Enf. Fee.
Annual Boat Launch Tag Motorized	\$ 100.00	
Annual Boat Launch Tag Unmotorized	\$ 50.00	
Hunting and Fishing	Set by DEC	
Bid Copies	\$ 50.00	
Return Check Fee	\$ 20.00	

Department of Environmental Services

Highway			
	Road Opening	\$ 150.00	Plus Security set by Director of DES
	Tie into Catchbasin	\$ 150.00	Plus Security set by Director of DES
Water Department			
	New Sewer Service	\$ 275.00	
	New Water Service	\$ 425.00	Per Tap
Sanitation			
	Special Bulk Pickup	\$ 30.00	
	Refrigerator or Freezer	\$ 10.00	
	Air Conditioner	\$ 10.00	
	Dehumidifier	\$ 10.00	
	Television	\$ 10.00	
	Item containing Freon	\$ 10.00	
	E-Waste	\$ 5.00	
	Tires with Rims	\$ 10.00	Per Tire. Max of 8 tires total per year.
	Tires without Rims	\$ 5.00	Per Tire. Max of 8 tires total per year.

Department of Technical Services - Code Enforcement

DOTS Fee Notes:			
	1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency).		
	2) The Town Collects a 10% Town Administration and Review Fee for consultant escrow accounts.		
	3) Applicant responsible for any e-check / ETF fee / bank fee / credit card processing fee, etc...		
Building Permits			
	Application Fee		
	Residential	\$ 150.00	
	Commercial	\$ 500.00	
	Residential Building Permit	\$ 100.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
	Commercial Building Permit	\$ 200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
	Building Permit Renewal Residential	\$ 200.00	every 12 months plus adjustment to permit fee based on final construction cost
	Building Permit Renewal Commercial	\$ 500.00	every 12 months plus 50% of accepted permit fee adjusted based on actual construction cost
	Work Performed without Approval and Permit	2x's	all fees; penalty fee may be waived by Town Board provided sufficient hardship.
Demolition Permit			
	Residential Single Family	\$ 100.00	
	Residential Accessory Structure	\$ 25.00	for each structure.
	Multi-Family	\$ 250.00	for primary dwelling structure \$50 for each accessory structure
	Commercial	\$ 500.00	for main structure; \$50 for each accessory structure

	In Event of Fire Damage and Rebuild In-Kind	WAIVED	for residential properties
Blasting Permit			
	Application Fee & Renewal	\$ 500.00	per application; plus \$10 per blast
Gas Test (Standalone)			
	Residential	\$ 100.00	
	Commercial	\$ 100.00	
Plumbing Permit			
	Residential	\$ 100.00	
	Commercial	\$ 200.00	
Electrical Permit			
	Residential w/ Building Permit	\$ 50.00	
	Residential Standalone	\$ 50.00	
	Commercial w/ Building Permit	\$ 150.00	
	Commercial Standalone	\$ 150.00	
HVAC Permit			
	Residential w/ Building Permit		included with Res. Building Permit
	Residential Standalone	\$ 200.00	Per System
	Commercial w/ Building Permit		included with Com. Building Permit
	Commercial Standalone	\$ 400.00	Per System
Wetland Permit			
	Residential (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial (DOTS) Standalone	\$ 500.00	all approving authorities
	Escrow Accounts		refer to Town Code Ch. 179 plus 10% Town Administration Fee
Steep Slope Permit			
	Residential Permit (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential Permit (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial Permit (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial Permit (DOTS) Standalone	\$ 500.00	all approving authorities
	Escrow Accounts	-	refer to Town Code Ch. 307 plus 10% Town Administration Fee
Topographical Alteration			
	Residential Permit (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential Permit (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial Permit (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial Permit (DOTS) w/o Standalone	\$ 500.00	all approving authorities
	Escrow Accounts	-	refer to Town Code Ch. 307 plus 10% Town Administration Fee
Tree Removal Permit			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	plus \$10 per tree

Escrow Accounts		refer to Town Code Ch. 283
Security Deposit	2x	cost of plant material including labor
Trees in Lieu of Plantings		
Tree	\$ 150.00	Per Tree
Specimen Tree	\$ 200.00	Per Tree
Protected Tree	\$ 300.00	Per Tree
Certificate of Completion / Compliance		
Temporary Residential	\$ 25.00	
Temporary Commercial - 1st	\$ 250.00	Valid for 30 days
Temporary Commercial - Each Additional	\$ 500.00	Valid for 30 days (up to 2 times)
Residential	\$ 25.00	
Commercial	\$ 100.00	
Duplicate Certicates	\$ 50.00	
Prior to Zoning Inspection	\$ 150.00	
Dupl. Prior to Zoning Certs.	\$ 50.00	
Reinspection Fee Residential	\$ 50.00	After 2nd Failure - All Permit types
Reinspection Fee Commercial	\$ 150.00	After 2nd Failure - All Permit types
Permit Close-Out Residential	\$ 150.00	Each offense - Open Permit - Non-Active Site
Permit Close-Out Commercial	\$ 300.00	Each offense - Open Permit - Non-Active Site
Alarm Permits		
Residential	\$ 30.00	
Multi-Family Res. w/BP	\$ -	included with Building Permit
Multi-Family Res. Standalone	\$ 100.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
Commercial w/ BP	\$ -	included with Com. Building Permit
Commercial Standalone	\$ 200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Operating Permits		
Public Assembly (100 or greater occupants)	\$ 200.00	yearly
Hazard Uses (defined in NYS Uniform Code)	\$ 350.00	yearly
Parking Garages	\$ 500.00	as required by NY State
Home Occupancy	\$ -	every 3rd year; included with Planning Board renewal fee
Religious and Recognized non for profits	\$ -	frequency as required by Uniform Code; fee exempt
Other	\$ 350.00	any other use requiring an operating permit from any other authority having jurisdiction
Heating Oil Tank		
Remove / Install / Abandon	\$ 200.00	
LP Gas Tanks		
Install or Relocate Res.	\$ 100.00	
Install or Relocate Comm.	\$ 200.00	
Sprinkler, Stand Pipe & Supression Systems		
Res. Multi-Familyw/ Bldg. Permit		included with Res. Building Permit
Res. Multi-FamilyStandalone	\$ 100.00	up to \$10,000 in value; plus\$10 per \$1,000 over \$10,000

	Commercial w/ Building Permit		included with Com. Building Permit
	Commercial Standalone	\$ 200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Title Searches			
	Each Certified Copy	\$ 50.00	
Driveway Permits			
	Residential Standalone	\$ 100.00	
	Commercial Standalone	\$ 200.00	
Sign Permits			
	Window Signs	\$ 150.00	Per Sign
	Wall / Awning / Free Standing	\$ 250.00	Per Sign and/or Awning
Backflow Devices			
	Residential	\$ -	
	Commercial	\$ 350.00	
	Non-Compliance-Commercial	\$ 350.00	Per Each Device
	Non-Compliance Re-Inspection	\$ 150.00	Per Each Device
	Residential	\$ -	1, 2 Family Homes Exempt
Water Main and Sanitary Sewer Extensions			
	Water Main Extension Residential	\$ 4,000.00	per application plus \$350/lot for subdivisions
	Water Main Extension Commercial	\$ 4,000.00	per application plus \$2 per gallon of estimated consumption
	Sanitary Sewer Extension Residential	\$ 4,000.00	per application plus \$350/lot for subdivisions
	Sanitary Sewer Extension Commercial	\$ 5,000.00	per application plus \$2 per gallon of estimated consumption
Copies and Digital Scans			
	Up to 11"x17"	\$ 0.25	
	Greater than 11"x17"	\$ 5.00	per sheet (includes a scan)
Stop Work Order			
	1st Offence for a Property	No Charge	Necessary Permits and Approvals must be obtained
	2nd Offence for a Property	\$ 1,000.00	base fee to lift order, plus \$250 per day that work is found to be performed in violation of stop work order
Department of Planning and Community Development -Planning			
Planning Notes:			
	1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency). Escrow accounts to be replenished by Applicant as required to 50% of initial value when depleted.		
	2) The Town Collects a 10% Town Administration and Review Fees for consultant escrow accounts.		
	3) Construction inspection fees includes all earthwork, site work, paving, drainage, landscaping and utilities required to complete construction. Decorative amenities (i.e. benches, bicycle racks, etc...) are exempt.		
	Lot Line Adjustment	\$ 300.00	
Subdivision			

	Pre-Application Meeting	\$ 250.00	first free; subsequent meeting
	Preliminary Major Plat	\$ 750.00	plus \$750 for each building lot
	Preliminary Minor Plat	\$ 500.00	plus \$500 for each building lot
	Final Approval	\$ 1,000.00	
Site Plan			
	Application Fee	\$ 150.00	for each 1,000 sf of proposed floor area plus \$5 for each parking space(minimum of \$500.00)
	Time Extension	\$ 250.00	at time of extension; maximum two (2) 1-year time ext. allowed.
Site Plan Amendment			
	Application Fee	\$ 250.00	for each 1,000 sf of proposed floor area;plus \$5 for each parking space(minimum of \$250.00)
	Time Extension	\$ 250.00	per request
	Special Permit	\$ 500.00	plus Application Fee
	Accessory Apartment	\$ 250.00	initial application fee
	Home Occupancy	\$ 500.00	initial application;\$150 at time of renewal (every 3 years)
	Time Extension Preliminary Approval	\$ 100.00	per lot; six (6) 6-month approvals allowed
Time Extension Final Approval - 90 day extensions (unlimited by State Law)			
	0-2 requests	Free	per request
	2-8 requests	\$ 100.00	plus \$25 per lot; per request
	8-15 requests	\$ 150.00	plus \$50 per lot; per request
	more than 15 requests	\$ 300.00	plus \$100 per lot; per request
	Inspection fee	\$ 0.05	of estimated cost of construction improvements based on Engineer's Estimate (excludes lot & buildings)
Telecommunication			
	New Tower	\$ 15,000.00	
	Escrow Deposit	\$ 7,500.00	per Town Code Chapter 277
	Re-Certification	\$ 2,500.00	every 5 years
	Co-Location	\$ 5,000.00	
	Small Cell Wireless Facility	\$ 10,000.00	
	Recreation Fee	\$ 6,000.00	per lot
	Bond Reduction Request	\$ 150.00	per request
Escrow Account Deposits			

0 to 2 lots or dwelling units	\$ 2,500.00	
3 to 10 lots or dwelling units	\$ 1,500.00	per proposed lot
11 to 35 lots or dwelling units	\$ 1,200.00	per proposed lot
More than 35 lots or dwelling units	\$ 1,000.00	per proposed lot

Site Plan / Amendment/Special Permit Escrow Accounts

0 to 5,000 square feet	\$ 5,000.00	
5,000 to 20,000 square feet	\$ 15,000.00	
20,000 to 50,000 square feet	\$ 25,000.00	
Greater than 50,000 square feet	\$ 50,000.00	plus \$350 for each additional 1,000 sf. Above 50,000 sf

Penalties	2x regular fee	Referrals to rectify Town Code Violations 3 times regular fees
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Department of Planning and Community Development -Zoning

Application Fee

Area Variance	\$ 200.00	
Intrepretation	\$ 300.00	
Use Variance	\$ 400.00	
Special Permit	\$ 500.00	

Recreation Department

ID Cards

Recreation Photo ID Card (Ages 4+)	\$ 8.00	Valid For 3 Years
Recreation Photo ID Card (Ages 60+)	\$ 4.00	Valid For 3 Years
Replacement Recreation Photo ID Card	\$ 5.00	

Hollowbrook Golf

1 Year Club Membership	\$ 12.00	
1 Year Club Membership (60+)	\$ 6.00	

Charles J. Cook Pool

Family Season Pass (2 Adults & 1 Child or 1 Adult & 2 Children)	\$ 315.00	Summer 2024
Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$ 62.00	Summer 2024
Adult Season Pass	\$ 141.00	Summer 2024
Senior Season Pass	\$ 76.00	Summer 2024
Youth Season Pass	\$ 111.00	Summer 2024
Adult Daily Fee (Before 4 PM)	\$ 11.00	Summer 2024

Adult Daily Fee (After 4 PM)	\$ 5.50	Summer 2024
Senior Daily Fee (Before 4 PM)	\$ 6.00	Summer 2024
Senior Daily Fee (After 4 PM)	\$ 3.00	Summer 2024
Youth Daily Fee (Before 4 PM)	\$ 9.00	Summer 2024
Youth Daily Fee (After 4 PM)	\$ 4.50	Summer 2024
Guest Daily Fee (Without TOC Photo ID)	\$ 14.00	Summer 2024
Family Members of Active Military (Before 4 PM)	\$ 6.00	Summer 2024
Family Members of Active Military (After 4 PM)	\$ 3.00	Summer 2024
Mini Golf	FREE	Summer 2024

Spout Brook Pavilion Rental (May - September)

25 to 100 People (Monday- Friday)	\$ 75.00	Per Event
101 to 200 People (Monday- Friday)	\$ 150.00	Per Event
25 to 100 People (Saturday, Sunday, & Holidays)	\$ 150.00	Per Event
101 to 200 People (Saturday, Sunday, & Holidays)	\$ 200.00	Per Event

CUE Rental

Town Resident + \$300.00 Cash Deposit	\$ 150.00	Per Event
Profit Groups + Liability Insurance	\$ 250.00	Per Event
Non-Profit Groups + Liability Insurance	\$ 25.00	Per Event

Office of the Receiver of Taxes

Tax Payment Fees

Check in Person	FREE	
E-Check Online	\$ 1.00	
Credit Card Online	1.8% of total	
Bounced Check	\$ 20.00	

Late Fees

School Taxes	SET BY NYS	
Real Property Taxes	SET BY NYS	

Purchasing Department

Misc

EV Charging Stations 7am-9pm	\$ 3.00	Per Hour
EV Charging Stations 9pm-7am	\$ 20.00	Per Hour
EV Charging Stations Per Kilowatt Hour	Set by Comptroller	Subject to market fluctuations