

RESOLUTION

NUMBER 74-25

(ADOPTING A 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 for 2025, 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 February 11, 2025
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 up to 9"X14" per page	\$	0.25	
Hard Copies larger than 9"X14"	\$	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	\$	200.00

Commercial	\$	550.00	
Residential Building Permit	\$	150.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
Commercial Building Permit	\$	300.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Renewal Residential (All Permit Types)			
1st Renewal	\$	200.00	at 12 months from date of initial permit
Subsequent Renewal	\$	200.00	plus 50% of original permit fee not to exceed \$2000; every 6 months thereafter
Renewal Commercial (All permit types)			
1st Renewal	\$	550.00	plus 50% of original permit fee not to exceed \$2000; at 12 months from date of initial permit
2nd Renewal	\$	550.00	plus 50% of original permit fee not to exceed \$3500; at 12 months from date of initial permit
Subsequent Renewals	\$	550.00	plus 50% of original permit fee not to exceed \$5000; at 12 months from date of initial permit
Permits Issued (No Activity within first 12 months)			131-3.D Permit shall be deemed null and void and require new application and fee
Residential Plan Amendment	\$	200.00	plus revised permit fee based on additional construction cost
Commercial Plan Amendment	\$	550.00	plus revised permit fee based on additional construction cost
Work Performed without Approval and Permit		double all fees	penalty fee may be waived by Town Board (declared emergency, fire damage)
Demolition Permit			
Residential Single Family	\$	200.00	main dwelling
Residential Accessory Structure	\$	50.00	each additional structure
Multi-Family	\$	250.00	each structure
Commercial	\$	500.00	each structure
Blasting Permit			
Residential	\$	500.00	valid for 30 days
Commerical	\$	1,500.00	valid for 30 days
Renewals	\$	250.00	each occurrence
Gas Line Insp. / Test			
Residential	\$	200.00	each occurrence
Commercial	\$	200.00	
Plumbing Permit			
Residential	\$	200.00	plus cost of plumbing work shall be included in building permit fee;
Commercial	\$	200.00	
Electrical Permit			
Residential	\$	200.00	plus cost of electrical work shall be included in building permit fee;
Commercial	\$	200.00	
HVAC Permit			
Residential	\$	200.00	plus cost of HVAC work shall be included in building permit fee;

	Commercial	\$ 200.00	plus cost of HVAC work shall be included in building permit fee;
Wetland Permit			
	Residential	\$ 250.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
	Escrow / Securities Accounts		refer to Town Code Ch. 179; as determined by approving authority; plus 10% Town Administration Fee
Steep Slope Permit			
	Residential	\$ 200.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	refer to Town Code Ch. 259; as determined by approving authority; plus 10% Town Administration Fee
Flood Damage Prevention			
	Residential	\$ 200.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
Topographical Alteration			
	Residential	\$ 500.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
Tree Removal Permit (Stand-alone)			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	plus \$10 per tree
	Escrow / Securities Accounts		refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
	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 (90 days)	\$ 50.00	
	Temporary Commercial - (90 days)	\$ 300.00	
	Failure to close-out within 90 days		all types, building permit must be renewed and permit will be re-opened.
	Residential	\$ 50.00	
	Commercial	\$ 200.00	
	Duplicate Certicates	\$ 25.00	
	Prior to Zoning Inspection Residential	\$ 250.00	
	Prior to Zoning Inspection Commercial	\$ 500.00	

	Dupl. Prior to Zoning Certs.	\$	50.00	
Reinspection Fees				
	Reinspection Fee Residential	\$	50.00	After 2nd Failure - All Permit types
	Reinspection Fee Commercial	\$	150.00	After 2nd Failure - All Permit types
Expired Permit Close-Out				
	Applicable to all open permits that have expired and have not been renewed in which there is no active construction and all work had been inspected.			Permits issued prior to Jan. 1, 2024 will be required to be pay the current permit renewal application fee once to close-out the permit. Permits issued subsequent to Jan. 1, 2024 shall be required to renew permits and are responsible for all cumulative amounts of prior years renewal.
Alarm Permits				
	Residential	\$	50.00	
	Existing Multi-Family or Commercial	\$	250.00	
	New Multi-Family or Commercial	\$	250.00	plus cost of work shall be included in building permit fee
Operating Permits (Includes Fire Inspections)				
	Public Assembly (100 or greater occupants)	\$	200.00	yearly renewal
	Hazard Uses (defined in NYS Uniform Code)	\$	350.00	yearly renewal
	Tents	\$	100.00	per tent, each occurrence
	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
	Cell Tower Re-Certification	\$	5,000.00	Tower and Site; 5-years from date of initial approval
	Co-location Re-Certification	\$	3,500.00	each carrier; 5-years from date of initial building permit
	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			
	Request Fee	\$ 150.00	plus \$20 per certified copy of BP, CO or CC
Driveway Permits (Standalone)			
	Residential Standalone	\$ 100.00	the cost of all work otherwise, shall be included with associated building permit.
	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 (irrigation or pool autofill)	\$ 200.00	Per Each Device
	Non-compliance Residential	\$ 100.00	Per Each Device
	Commercial	\$ 350.00	Per Each Device
	Non-compliance Commercial	\$ 150.00	Per Each Device
	Residential Dwelling	\$ -	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 9"x14"	\$ 0.25	
	Greater than 9"x14"	\$ 5.00	per sheet (includes a scan)
Stop Work Order			
	1st Offence for a Property		Necessary Permits and Approvals must be obtained within timeframe specified
	2nd and Subsequent 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
Peddler Permits			
	Up to 11"x17"	\$ 200.00	
Utility and Agency Permits			
	Initial Meeting	\$ 200.00	
	Pre-Application Review Fee	\$ 500.00	plus escrow as determined by DOTS Director; 10% admin fee
	Subsequent Meeting (virtual or in-person)	\$ 150.00	each occurrence
	Permit Fee	\$ 500.00	plus \$12 per \$1,000 of estimated construction cost
	Inspection Fee	\$ 100.00	each occurrence
	Final Compliance Inspection	\$ 250.00	

	Securities		As set forth by various Chapters of Town Code or as determined by the Director of DOTS to function as a restoration security for public infrastructure
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 ammenities (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

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)	\$	320.00	Summer 2025
Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$	65.00	Summer 2025
Adult Season Pass	\$	145.00	Summer 2025
Senior Season Pass	\$	78.00	Summer 2025
Youth Season Pass	\$	115.00	Summer 2025
Adult Daily Fee (Before 4 PM)	\$	12.00	Summer 2025
Adult Daily Fee (After 4 PM)	\$	6.00	Summer 2025
Senior Daily Fee (Before 4 PM)	\$	6.50	Summer 2025
Senior Daily Fee (After 4 PM)	\$	3.25	Summer 2025
Youth Daily Fee (Before 4 PM)	\$	9.50	Summer 2025
Youth Daily Fee (Aftreer 4 PM)	\$	4.75	Summer 2025

	Guest Daily Fee (Without TOC Photo ID)	\$ 15.00	Summer 2025
	Immediate Family Members of Active Military	\$ 6.50	Summer 2025
	Immediate Family Members of Active Military (After 4 PM)	\$ 3.25	Summer 2025
	Mini Golf	FREE	Summer 2025
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

Water & Sewer

Water			
	Rates	Set by Town Board	
	Late Fee	10%	Percent of total amount billed after due date listed on bill.
Sewer			
	Rates	Set by Town Board	
	Late Fee	10%	Percent of total amount billed after due date listed on bill.