
G/L Acct No: A-T208-1
Description: 217 Rte 106 15-A-2389 Engineering Escrow Type: Liability
Starting Date: 0 Ending Date: 02/03/23

Date	Description	Amount		Balance	
09/16/22	Add Acct New: 0.00	0.00	Db	0.00	Cr
09/21/22	Cash Receipt CS/CK Pay Id: 1758 Chk: 344 Post Ref: W 1195 2	3,000.00	Cr	3,000.00	Cr
12/27/22	Cash Disbursement Chk: 178 PO: 23-00300 Post Ref: C 448 19	1,680.00	Db	1,320.00	Cr

Subject to Approval

G/L Acct No: A-T208-0

Description: 25-56-5 27 The Hollows E Zoning Escrow Type: Liability

Starting Date: 0

Ending Date: 02/03/23

Date	Description	Amount		Balance	
08/31/22	Add Acct New: 0.00	0.00	Db	0.00	Cr
09/06/22	Cash Receipt CS/CK Pay Id: 1737 Chk: 121 Post Ref: W 1181 1	2,500.00	Cr	2,500.00	Cr

Subject to Approval

G/L Acct No: A-T207-4
Description: 15-206-67A 67B 10 Kingwood Planning Escr Type: Liability
Starting Date: 0 Ending Date: 02/03/23

Date	Description	Amount		Balance	
05/20/22	Add Acct New: 0.00	0.00	Db	0.00	Cr
06/01/22	Change To Open Bal old: 0.00 New: 5000.00	5,000.00	Cr	5,000.00	Cr
09/23/22	Cash Disbursement Chk: 33 PO: 23-00150 Post Ref: C 413 11	2,614.00	Db	2,386.00	Cr

Subject to Approval

G/L Acct No: A-T205-3
Description: 15-206-0067A Engineering Escrow Type: Liability
Starting Date: 0 Ending Date: 02/03/23

Date	Description	Amount		Balance	
12/14/21	Add Acct New: 0.00	0.00	db	0.00	cr
06/01/22	Change To Open Bal old: 0.00 New: 3000.00	3,000.00	cr	3,000.00	cr

Subject to Approval

**Village of Muttontown
Warrants February 2023**

Resolution 23-	Amount	PO #	# of Lines
ACCUDATA PAYROLL#199, 200	\$ 227,109.09	GL	
Alexander Litvinof	\$ 2,500.00	23-00393	1
Atlantic Blueprint	\$ 60.00	23-00398	1
Chris Gomoka	\$ 300.00	23-00363	1
Daniel Finley	\$ 54.00	23-00378	1
Eastern Horizon Services-Hansy	\$ 150.00	23-00365	1
Evette Aguirre	\$ 150.00	23-00366	1
Ferrari's Auto Repair	\$ 4,662.96	23-00380	5
Flexible Systems	\$ 1,419.25	23-00391	1
GALLS	\$ 48.69	23-00407	1
Goodyear	\$ 910.00	23-00400	1
Harris Beach, PLLC (Retainer)	\$ 7,500.00	23-00374	2
Home Depot	\$ 61.89	23-00399	1
HSBC Commercial Credit Card 3565	\$ 1,472.91	23-00371	6
Howard Chen	\$ 1,320.00	23-00394	1
Island Tech Services	\$ 3,564.00	23-00168	1
Leifang Hu	\$ 170.00	23-00364	1
Lohrius	\$ 1,398.28	23-00379	1
Matt Wolland	\$ 173.33	23-00409	1
Michael Haberman Assoc	\$ 8,250.00	23-00395	1
Newsday	\$ 892.00	23-00387	6
NYS Assoc of Magistrates Court Clerks, Inc	\$ 60.00	23-00388	1
NYS Local Retirement System	\$ 4,337.99	23-00376	3
NYS DEFERRED COMPENSATION PLAN # 199 & 200	\$ 24,690.00	23-00410	4
NYS EMPLOYEE'S HEALTH INS. PENDING ACCT.	\$ 1,809.61	23-00390	4
NYCOM	\$ 2,005.00	23-00396	1
Optimum 4016	\$ 15.00	23-00406	1
Optimum 2019	\$ 105.49	23-00375	1
Perillo Brothers	\$ 902.58	23-00382	1
PSEGLI 01-2	\$ 623.37	23-00403	1
PSEGLI 02-0	\$ 17.69	23-00404	1
PSEGLI 59-9	\$ 1,060.19	23-00369	1
Quench	\$ 72.00	23-00373	1
Robert McLaughlin	\$ 300.00	23-00367	1
Ronald koenig	\$ 150.00	23-00368	1
Sagamore Lights	\$ 1,807.00	23-00401	1
Stefanie Gambino	\$ 55.00	23-00362	1
TGI	\$ 171.72	23-00405	1
The Little Reporting Co.	\$ 300.00	23-00383	1
Travel Expenses	\$ 1,377.60	23-00381	1
UNUM	\$ 1,642.38	23-00389	5
VERIZON-VH 0149	\$ 269.00	23-00408	1
Verizon-Voice 0199	\$ 34.80	23-00384	1
Verizon Wireless - Modems 1351	\$ 330.77	23-00386	1
Verizon Wireless- Village TT & EI 6394	\$ 62.48	23-00385	2
Vipul Sawhney	\$ 5,386.00	23-00402	2
Walden Associates	\$ 1,120.00	23-00370	1
WB Mason	\$ 155.96	23-00392	2
William Penn Life Insurance-Wolland	\$ 239.99	23-00397	1
Woodbury Car Wash	\$ 444.80	23-00377	2
WRIGHT EXPRESS FLEET SERVICES	\$ 4,169.04	23-00372	3
TOTAL	\$ 362,083.77		83



22 Jericho Turnpike
Mineola, NY 11501
516.747.0110

January 30, 2023

Mr. Joseph Russo, Acting Village Clerk/Treasurer
Incorporated Village of Muttontown
One "Raz" Tafuro Way
Muttontown, New York 11791

275 Madison Avenue, 33rd Fl.
New York, NY 10016
212.785.1800

cpa@rynkarc.com
www.rynkarc.com

Dear Mr. Russo,

We are pleased to confirm our understanding of the year-end services we are to provide to the Incorporated Village of Muttontown (the "Village").

You have requested that we assist you with adjusting your general ledger for the year ended May 31, 2023. This service includes adjusting your ledger for subsequent cash receipts and cash disbursements that should be recorded at May 31, 2023. Once your general ledger has been adjusted you have asked us to prepare your annual update document.

We propose to render these services at the same hourly rates that we have used in past years:

Partner	(Bill)	\$220/Hour
Manager	(Alicia)	\$190/Hour
Supervising Senior	(James)	\$165/Hour
Staff Accountant		\$125/Hour

Based upon our previous experience, we estimate this fee to be the same amount as the previous years which is \$9,200. However, if the fee is less, we will, of course, only invoice for the lower amount. Should unforeseen circumstances occur and the time to complete this engagement is more than our estimate, we will contact you at that time to discuss the matter and come to a mutual agreement.

William A. Barrett, CPA is the engagement partner responsible for this service.

We wish to thank you for the opportunity to continue to serve the Village and believe that this letter accurately summarizes the significant terms of our engagement. Should you desire any further information, please do not hesitate to contact us. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us in the envelope provided.

Very truly yours,


Ryan Vail, CPA
Rynkar, Vail & Barrett, LLP

Signature

Title

Date



22 Jericho Turnpike
Mineola, NY 11501
516.747.0110

275 Madison Avenue, 33rd Fl.
New York, NY 10016
212.785.1800

cpa@rynkarc.com
www.rynkarc.com

January 30, 2023

Honorable Mayor and Board of Trustees
Incorporated Village of Muttontown
One "Raz" Tafuro Way
Muttontown, New York 11791

We are pleased to confirm our understanding of the Village Justice services we are to provide to the Incorporated Village of Muttontown (the "Village").

You requested that we prepare a document that summarizes the financial records of the Justice Court from June 1, 2022 thru May 31, 2023 on the cash basis of accounting.

We will apply the agreed-upon procedures listed in the attached schedule. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures performed is solely the responsibility of the Village and we will require an acknowledgment in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on this matter. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to The Village Board of Trustees. You understand that the report is intended solely for the information and use for the Village and Village Justice and should not be used by anyone other than these specified parties. Our report will contain a sentence indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

As agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however; we will communicate to you any known and suspected fraud and noncompliance with laws or regulations that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that contradict the financial information submitted, we will disclose those matters in our report.

You are responsible for the Justice Court document that summarizes its activity from June 1, 2022 thru May 31, 2023 on the cash basis of accounting and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for, and agree to provide us with, a written assertion about the financial information provided. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At conclusion of our engagement, we will require certain written representation in the form of a representation letter from management that, among other things, will confirm management's responsibility for the Justice Court document that summarizes its activity from June 1, 2022 thru May 31, 2023 on the cash basis of accounting in accordance with the agreed-upon procedures.

William A. Barrett, CPA is the engagement partner and is responsible for supervising the engagement and signing the report.

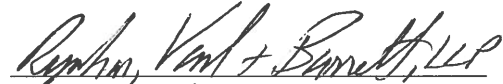
We propose to render these services at the following hourly rates:

Partner	(Bill)	\$220/Hour
Manager	(Alicia)	\$190/Hour
Supervising Senior	(James)	\$165/Hour
Staff Accountant		\$125/Hour

We estimate this fee to be between \$5,000 to \$7,500. However, if the fee is less, we will, of course, only invoice for the lower amount. Should unforeseen circumstances occur and the time to complete this engagement is more than our estimate, we will contact you at that time to discuss the matter and come to a mutual agreement.

We wish to thank you for the opportunity to continue to serve the Village and believe that this letter accurately summarizes the significant terms of our engagement. Should you desire any further information, please do not hesitate to contact us. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us in the envelope provided.

Very Truly Yours,


Rynkar, Vail & Barrett, LLP

Signature

Title

Date

Subject to Approval

Addendum to Rynkar, Vail & Barrett, LLP's Engagement Letter
Dated January 30, 2023

Rynkar, Vail & Barrett, LLP and The Village Board agree to the following agreed-upon procedures concerning the Village Justice's accounting procedures and document that summarizes its activity from June 1, 2022 thru May 31, 2023 on the cash basis of accounting.

- 1) Select two months during the fiscal year and reconcile deposits per the bank statement and the monthly report filed with the Office of the State Comptroller.
- 2) Reconcile monthly reports filed with the Office of State Comptroller for the twelve-month period ended May 31, 2023 with the Village's general ledger.
- 3) Review Village Justice's bank reconciliations for the month ending May 31, 2023.
- 4) Prepare the Village Justice document that summarizes its activity from June 1, 2022 thru May 31, 2023 on the cash basis of accounting.

Subject to Approval

January 31, 2023

Village of Muttontown
One 'Raz' Tafuro Way
Muttontown, New York 11791

Attn: Katie Dugan, Deputy Clerk/Treasurer

Re: Village of Muttontown
2022 Assessment / Certiorari
Consulting Services

Dear Ms. Dugan:

In response to our recent conversation, Michael Haberman Associates, Inc. (MHAI) is pleased to submit this proposal for assessment administration assistance and Small Claim/Certiorari services. In an effort to customize this proposal to Village needs, we have summarized each of the services offered. This proposal sets forth scope of our work and fees associated with these services.

We will provide the Village with the highest level of assessment services offered by MHAI. Thomas Donato will perform all services as agreed to and along with the MHAI team of experienced appraisers review and conference commercial certiorari and small claim filings.

Assessment Administration Assistance

This service will be limited to an hourly basis as required by the Assessor or Village Administrator. Thomas and his team will assist the assessor with valuation of residential and commercial properties as required to maintain the annual assessment roll. Additional support for reviewing exemption filings can also be provided for on an hourly basis. If required, one of the MHAI team can be available for grievance night at Village Hall.

Small Claims Proceedings

MHAI has been administering small claims proceedings for the past 30 years. During this time, the company has perfected the process, providing municipalities the best possible defense against unsubstantiated small claim filings. The following list is a summary of duties we perform for municipalities as part of our small claim services.

- Administer all small claim petitions
- Produce a Computer Assisted Market Analysis (CMA)
- Conference all pending cases with petitioners
- Supreme Court appearances when cases are not settled
- Review settlements for accuracy
- Submit to Village for adjustment to assessment roll

Commercial Certiorari Proceedings

For over 40 years MHAI has been valuing commercial property in the down state area, with most of its focus in the Long Island region. During this 40-year span, the majority of company work has been with municipalities. Commercial tax refunds are typically the greatest financial exposure a Village has. Proper review and negotiation of a case can help mitigate refunds. The following is a summary of procedures utilized by our company to help attain a fair settlement:

- Review of all subject property data
- Inspection of all property from the right-of-way
- Interior inspections when required
- Research comparable market data
- Develop income pro-forma for all years pending
- Negotiate settlements
- Present settlement to Village Council for approval
- Work with Village Attorney for execution of stipulation

All commercial analysis and conferencing will be completed by Thomas Donato at the offices of MHA. It is anticipated that cases will be settled through informal conferencing which is typically accomplished within five to six hours per case. Michael Haberman Associates, Inc. is an appraisal firm and, therefore, if any case proceeds to Court, the Village will require legal counsel and an independent real estate appraiser to dispose of the case.

Fee Schedule

Professional fees for services rendered will be at the following rates:

- | | |
|---------------------------------------|--------------|
| 1) Assessment Administrative Services | \$135/hr. |
| 2) Small Claim Service | \$125/parcel |
| 3) Commercial Certiorari Proceedings | \$175/hr. |

Our company looks forward to working with the Village of Muttontown on these assessment and certiorari services. If there are any questions regarding this proposal, please do not hesitate contacting the undersigned.

Very truly yours,



Thomas Donato, CSA-G, IAO

ACCEPTED BY

Signature

Print Name
Date:

James Antonelli, P.E.
West Side Engineering, PC
26 West End Avenue
Massapequa, NY 11758
(516) 541-8530(w) (516) 524-9679 (m)

January 31, 2023

Village of Muttontown
c/o Joseph Russo
Village Clerk
One Raz Tafuro Way
Muttontown, NY 11791

RE: Engineering Services for Municipal Stormwater Compliance

Dear Mr. Russo:

The reporting year for municipalities to prepare and submit annual stormwater reports ends on March 9. As such, I am pleased to provide this proposal for consulting engineering services to you for work relating to stormwater services within the Village.

I will prepare the Village's annual stormwater report required by the New York State Department of Environmental Conservation (NYSDEC), and submit it to the NYSDEC by the June 1 deadline, on behalf of the Village. The report includes the Village's activities for six minimum control measures, in the categories of public education and outreach, public participation, detection and elimination of illicit discharges to the storm system, erosion control and stormwater management for construction sites, control of post construction stormwater management facilities and good housekeeping for municipal operations. I will provide a questionnaire to the Village to obtain information, and prepare a draft report and send it to the Village in April. The report must be either posted on a Village website for public review and comment, or it may be advertised in a local paper and made available for public review. Prior to submission to the NYSDEC, I will request that the Mayor sign the report, and I will submit it prior to June 1.

Please note that I have prepared the Village's annual stormwater reports for nearly every year since 2004, when the first annual report was required. Additionally, I have mapped outfalls within the Village, and I have conducted outfall reconnaissance many times to help the Village comply with stormwater program requirements. I have yet to receive confirmation from the NYSDEC that the reporting forms will remain the same as the forms used last year, as the DEC has been contemplating new municipal requirements for years. However, last years' forms are still on the NYSDEC website as of today, and this proposal is based on no changes to the reporting forms.

I propose doing the above outlined work for a fixed fee of \$2,000. The services do not include storm system mapping, or work pertaining to an audit of the program, if initiated by the NYSDEC or USEPA. If storm system mapping is required, or if an audit should take place, I will perform the required work on a time spent basis at my billing rate of \$180 per hour.

I will make myself available at your convenience if you would like to discuss this in more detail.

Sincerely,



James Antonelli, P.E.

INCORPORATED VILLAGE OF MUTTONTOWN

SCHEDULE OF FEES AND DEPOSITS

§ 67-2. Copies of official records, laws and maps

- A. Any person who requests a copy of any public official record of the Village shall pay to the Clerk or designee \$0.25 per page for originals not exceeding 8 1/2 inches by 14 inches and the actual cost of reproduction for larger size originals or those originals that are not reproducible on Village equipment.
- B. The following booklets and maps, when in print, are available for the noted charge:
 - (1) Zoning Pamphlet: \$15
 - (2) Village Code: \$150
 - (3) Subdivision Pamphlet: \$15
 - (4) Village Map: \$20
- C. The Board of Trustees may, by resolution, increase the above charges for these publications

§ 67-3. Building Department

- A. Building permit fee:
 - (1) Due on the filing of an application of a building permit, application fees shall be estimated as indicated below or at a rate of 15% of the estimated cost of construction or a fee of \$250.00, whichever is greater
 - (2) Costs of construction:
 - a) The estimated standard construction costs for the following construction shall be:
 - (1) New Single-family dwelling: \$3.75 per square foot (p/sf.) for each story above grade. (fee includes driveways, sanitary, storm drainage and all exterior finishes)
 - (2) Addition to a single-family dwelling or accessory structure: \$3.00 p/sf. (includes all exterior finishes)
 - (3) Roof eaves & porticoes (not included in initial dwelling fee): \$3.00 p/sf.
 - (4) Interior Alterations (including basements): \$1.00 p/sf of the total floor area.
 - (5) Accessory building: \$3.00 p/sf of the total floor area. (fee includes sanitary, storm drainage and all exterior finishes)
 - (6) Decks: \$.75 p/sf, \$250.00 min, whichever is greater.
 - (7) Masonry patio/steps/walkways/uncovered terraces & porches: \$.50 p/sf, \$250 min., whichever is greater.
 - (8) Stone or brick stone veneer: \$1.00 p/sf, \$250.00 min., whichever is greater.
 - (9) Vinyl siding: \$.40 p/sf, \$250.00 min., whichever is greater
 - (10) Wood, Engineered wood and/or Cementitious siding product: \$.50 p/sf, \$250.00 min., whichever is greater
 - (11) Cement stucco or EIFS (Exterior Insulation & Finish System): \$.60 p/sf, \$250.00 min., whichever is greater

- (12) Retaining Walls and Piers (Other than entry piers): \$1.50 p/face sf., \$250 min., whichever is greater
- (13) Commercial construction (new buildings & additions): \$4.50 p/sf., \$500 min., whichever is greater
- (14) Commercial interior renovation construction: \$2.00 p/sf., \$500 min., whichever is greater
- (15) Gazebo/Open Pavilion/Trellis: \$1.50 p/sf, \$250.00 min, whichever is greater
- (16) Waterfalls: 1.5% of the estimated cost of construction or a fee of \$250.00, whichever is greater
- (17) Ponds: 1.5% of the estimated cost of construction or a fee of 350.00, whichever is greater
- (18) Underground Structures: \$2.00 p/sf, \$250.00 min., whichever is greater
- (19) Vehicle battery charging station: \$250.00
- (20) Geothermal: \$750.00
- (21) Temporary tent: \$100.00 => 400 SF
- (22) Roof framing for existing structures: \$1.00 p/sf, \$250.00 min., whichever is greater
- (23) Remove and replace asphalt shingles: \$2.00 p/sf, \$250.00 min., whichever is greater
- (24) Re-roof over existing shingles: \$2.25 p/sf, \$250.00 min., whichever is greater
- (25) Metal/wood shingle roof: \$1.60 p/sf, \$250.00 min., whichever is greater
- b) All other costs of construction shall be determined by the Building Inspector.
- (3) Due on the filing of an application for a building permit for the following construction, the permit fee shall be:
- | | |
|---|--------------|
| (a) Swimming pool with or without attached spa
(includes drainage, plumbing & pool heater) | \$1,500.00 |
| (b) Spa, hot tub (independent of pool) | \$500.00 |
| (c) Tennis court, putting green, or sports court of any kind: | \$1,500.00 |
| (d) Storage shed (Greater than 100 square feet) | \$250.00 |
| Sheds greater than 200 sf shall be considered an accessory structure and will require a foundation (that must be made of wood, concrete, precast concrete or masonry) (as per the Residential Code of New York State) | |
| (e) BBQ Kiosk (not including gas line) | \$500.00 |
| (f) Elevator: | |
| a. Elevator with new dwelling | \$250.00 |
| b. Elevator in existing dwelling | \$500.00 |
| (g) Indoor Fireplace (Gas & Masonry) | \$250.00 ea. |
| (h) Septic System | \$500.00 |
| (i) Demolition of principal dwelling | \$2,000.00 |
| (j) Demolition of accessory structure over 500 SF | \$1,000.00 |
| (k) Demolition of accessory structure under 500 SF | \$250.00 |

(l) Generator Installation (includes gas line)	\$575.00
(m) All Fencing (including fencing around existing pools)	\$275.00
(n) New Driveway:	
a. Driveway under 2,500 SF	\$450.00
b. Driveway greater than or equal to 2,500 SF	\$850.00
c. Piers	
a. Piers with wing walls	\$500.00 (Pair)
b. Piers alone	\$100.00
c. Pier Right of Way Agreement Letter	\$100.00
d. Gates (any size)	\$250.00 Each
(o) Existing Driveway: (sealing no permit required)	
a. Removing asphalt layers/exposing sub-base for driveway under 2,500 SF	\$350.00
b. Removing asphalt layers/exposing sub-base for driveway greater than or equal to 2,500 SF	\$750.00
(p) Drywells	\$250.00
a. Each additional drywell	\$75.00
(q) Plumbing:	
1. New Dwelling	\$500.00
2. Additions & Alterations	\$275.00
3. Oil to Gas Conversion	\$550.00
4. Radiant Heating	\$50.00 per rm.
5. Underground Propane Tank	\$275.00
a. Each additional Tank	\$100.00
6. Above Ground Propane Tank	\$275.00
a. Each additional Tank	\$50.00
7. Above Ground Oil Tank	\$175.00
a. Each additional Tank	\$50.00
8. Underground Oil Tank	\$275.00
a. Each additional Tank	\$50.00
9. Abandon Oil Tank	\$275.00
a. Each additional Tank	\$50.00
10. Pool Heater (if not part of pool permit)	\$275.00
11. New gas or propane line to any fixture	\$250.00
12. Additional appliance/gas line	\$25.00 Each
13. Replacing mechanical units indoors or outdoors	\$250.00
(r) HVAC:	
1. New Dwelling	\$500.00
2. Additions & Alterations	\$275.00
3. Replacement in existing dwelling	\$250.00
4. Installation in existing dwelling	\$500.00
(s) Basement Egress:	
1. Bilko entry door	\$250.00
2. Entry stair (not included in dwelling fee)	\$350.00

Subject to Approval

3. Window egress wells (not included in dwelling fee)	\$100.00 Each
(t) Solar panels	\$750.00
(u) Excavation and grading permit (may require SWPPP and Village Engineer):	
1. Less than 5,000 cubic yards:	\$750.00
2. 5,000 cubic yards to 7,500 cubic yards:	\$1,500.00
3. Over 7,500 cubic yards	\$2,000.00
(v) Sign Permit:	
1. Permanent	\$500.00
2. Temporary	\$100.00 (per month)

B. Additional fees:

In addition to the above permit fees, the following fees are due on the filing of an application for a building permit:

(1) Road Maintenance fee (where applicable):

(a) Swimming Pools, Sport Courts of any kind	\$1,500.00
(b) Cost of Construction less than or equal to \$10,000	NO FEE
(c) Cost of Construction over \$10,000 but less than \$50,000	\$500.00
(d) Cost of Construction \$50,000 or greater	\$2,000.00
(e) New Single-Family Dwelling	\$5,000.00
NSFD are new homes and additions \geq 50% of total floor area. Road impact fees for multiple applications submitted with a new dwelling may be reduced as determined by the building inspector, depending on scope of work	
(f) Upon renewal of building permits requiring a road maintenance fee, renewals shall include $\frac{1}{2}$ the initial paid road impact fee	

(2) The following Road Maintenance Fees shall apply to active Home Owners Associations (HOA) that maintain/pave their own roadways within the Village Limits of Muttontown:

(a) Swimming Pools, Sport Courts of any kind	\$750.00
(b) Cost of Construction less than or equal to \$10,000	NO FEE
(c) Cost of Construction over \$10,000 but less than \$50,000	\$250.00
(d) Cost of Construction \$50,000 or greater	\$1,000.00
(e) New Single-Family Dwelling	\$2,500.00
**(NSFD are new homes and additions \geq 50% of space)	

(3) Certificate of Occupancy

(a) Duplicate certified copy of CO/CC	\$50.00
---------------------------------------	---------

(4) Site and Architectural Review Board filing fee:

(a) New Single Family Dwelling	\$500.00
(i) Fee for subsequent applications filed together	\$50.00 Each
(b) Accessory Structures	\$200.00
(i) Fee for subsequent applications filed together	\$50.00 Each
(c) Additional appearance or missed appearance	\$200.00

- (d) All applications to the Site and Architectural Review Board shall require a non-refundable fee equal to 50% of the total fees due and owing for the application. The remaining 50% of the application fees shall be paid in full upon permit issuance. No permit shall be issued until all fees are duly paid

Site plan review:

- (e) New Single-family dwelling \$1,250.00
- (f) All other construction subject to site plan review \$750.00
(as determined by the Building Inspector and Building Commissioner)
- (g) All application to the Site Plan review shall require a non-refundable fee equal to 50% of the total fees due and owing for the application. The remaining 50% of the application fees shall be paid in full upon permit issuance. No permit shall be issued until all fees are duly paid.

(5) Tree removal permit:

- (a) Application fee \$100.00
- (b) Per tree \$25.00

NOTE: Trees deemed deceased by the Village Arborist require no per tree fee.

- (c) Appearance before Board of Trustees fee \$125.00

Miscellaneous:

- (1) Any fee that is based upon an estimated cost of construction, may be recalculated, at the option of the Village, upon submission of a permit application, drawings, plans and any and all materials relied upon for the issuance of a permit. In the event that the revised estimate exceeds the original estimate, the applicant shall pay the additional funds required prior to the issuance of the building permit, certificate of completion, or certificate of occupancy. In determining the actual cost of construction, the Building Inspector may base such determination upon his or her own experience, judgment, and available data, and shall not be bound to the cost of construction stated by the applicant.
- (2) Building permits for a single-family dwelling, expire 18 months from the date of issuance. All other construction, permits expire after 12 months from the date of issuance. Building permits may be extended as follows:
 - (a) 1st year extension – 25%
 - (b) 2nd year extension – 50%
 - (c) 3rd year extension – 100%
 - (d) After the 3rd year extension - No further renewals of a building permit will be granted, unless authorized by the Board of Trustees or Building Commissioner.
- (3) Fees for duplication of Building Department records including surveys shall be the actual cost of reproduction, with a minimum charge of \$25.
- (4) A re-inspection fee of \$100 is required for duplicate inspections of work incomplete or insufficient for a particular scheduled inspection.

- (5) All fees set forth in shall be “doubled” in the event that the construction, installation, demolition or other activity, or item or work [hereinafter, within this Subsection A & B, all together referred to as "work"], requiring a permit has been commenced, but not substantially completed, prior to the filing of a completed application for a permit.
- (6) All fees set forth in shall be “tripled” in the event that the construction, installation, demolition, or other activity, or item or work [hereinafter, within this Subsection A & B, all together referred to as "work"], requiring a permit has been substantially completed prior to the filing of a completed application for a permit.
- (7) Whenever an applicant proposes construction that requires review by the Village Engineer, as determined by the building inspector, the applicant shall submit a separate check for the minimum amount of \$3,000 dollars for escrow. Escrow monies will be utilized to pay such consultant during application review, and construction, until such permit has been properly closed and a final certificate of occupancy has been issued. Once a certificate of occupancy has been issued, the Village will refund the applicant any remaining monies in escrow.

§ 67-4. Zoning Board of Appeals

- A. Every appellant to the Village's Zoning Board of Appeals shall pay to the Village the following:
 - (1) Filing fee.
 - (a) Appeal and all other matters: \$2,500
 - (b) General appearance fee for discussion with Board: \$750
 - (2) Deposit. In addition to the above filing fee, a hearing charge deposit of \$2,500 shall be submitted.
- B. The appropriate filing fee and hearing deposit must be paid to the Village before a hearing will be noticed.
- C. Hearing charge.
 - (1) Appeals. In addition to the above filing fee, on every appeal, for which a public hearing or meeting is held there shall be paid to the Village the actual and necessary charges which have been incurred by the Village in connection with the proceeding up to the maximum amounts indicated below:
 - (a) Consultants: \$25,000
 - (b) Environmental review:
 - [i] Consultants: \$25,000
 - [ii] Legal: \$25,000

- (2) All hearing charges shall be paid to the Village before the Zoning Board of Appeals shall file its decision.
- (3) All hearing charges due shall be deducted from the hearing deposit. If the hearing charges for which the appellant is responsible exceed the deposit, the balance due shall be paid to the Village before the Zoning Board of Appeals shall file its decision.
- (4) All applicants to the Zoning Board of Appeals shall require a non-refundable fee equal to 50% of the total fees due and owing for the application. The remaining 50% of the fees shall be paid in full upon permit issuance. No permit shall be issued until all fees are duly paid.

§ 67-5. Planning Board

Each applicant to the Village's Planning Board for approval of a partitioning or subdivision as defined in Chapter 158, Subdivision of Land, shall pay to the Village the below filing fees, hearing deposits and charges based upon each lot shown on the plat as follows:

- A. Filing fees.
 - (1) Preliminary approval: \$1000 per lot
 - (2) Final approval: \$1000 per lot
 - (3) General discussion before Planning Board: \$750 per meeting
 - (4) Public hearing: \$5,000
- B. Hearing deposit.

Preliminary hearing: \$20,000 to be fully replenished at such times as the amount on deposit is reduced to \$10,000 or less.
- C. Payment of hearing costs. Each applicant to the Village's Planning Board shall be responsible for all expenses incurred by the village for engineering, inspection, consulting, and legal expenses. These expenses shall be deducted from the hearing deposit and, to the extent that the charges for the above services incurred by the Village exceed the hearing deposit, the applicant shall be responsible for payment of all additional sums incurred by the Village.
- D. Recreation site and improvement fund. If dedication of parkland is not required by the Planning Board, the applicant shall pay to the Village's Site and Recreation Fund an amount per lot, excluding recharge basins and one newly created lot if it has an existing principal dwelling, pursuant to the following schedule:

Zoning District	Amount (per lot)
A-3	\$9,500
A-2	\$10,500
A-1	\$13,500
E-3	\$15,500
E-5	\$21,500

- E. The applicant shall be responsible for prompt payment of all filing fees and hearing costs. An application shall not be processed or the proceeding continued unless and until payment for outstanding fees and costs is received by the Village within 30 days of request.
- F. Discharge of bond. No bond filed for the completion of the public improvements on a proposed subdivision shall be discharged until all fees and charges, as herein required, have been paid.
- G. Land outside village. Filing fees for partitioning and subdivision of land outside the Village for which Village Planning Board approval is required by law shall be an amount equal to 1/2 of the required filing fees enumerated in Subsection A(1).

§ 67-6. Site and Architectural Review Board

Every applicant to the Village's Site and Architectural Review Board shall pay to the Village a filing fee of \$200. All applicants to the Site and Architectural Review Board shall require a non-refundable fee equal to 50% of the total fees due and owing for the application. The remaining 50% of the fees shall be paid in full upon permit issuance. No permit shall be issued until all fees are duly paid.

§ 67-7. Licenses and permits for certain activities and special uses

Applicants for permits or licenses to conduct the following activities in the Village shall pay to the Village a fee determined by the following schedule:

- A. Tow car permit: \$400 per calendar year.
- B. Street Opening Fees:
 1. Improved surface \$1,200.00 for 25 SF and \$25.00 p/sf for additional => 25 SF
 2. Unimproved surface \$400.00 for 25 SF and \$10.00 p/sf for additional => 25 SF
 3. Boring in improved surface \$3.00 p/linear foot up to 18" wide
 4. Boring in unimproved surface \$2.00 p/linear foot up to 18" wide
 5. Trenching in improved surface \$5.00 p/linear foot up to 18" wide
 6. Trenching in unimproved surface \$3.00 p/linear foot up to 18" wide

Cash Escrow for street opening (minimum)	\$2,000.00
or	
Bond Escrow for street opening (minimum)	\$50,000.00

- C. Auction permit fee: \$500 plus a refundable security deposit of \$1000 to accompany each auction permit.
- D. Tag Sale permit fee: \$25 per day, plus Police Personnel fee of \$130.00/hr.
- E. Parade permit fee: \$50
- F. Licensing fees for solid waste carters. The Village Clerk, under § 150-14 of Chapter 150, Solid Waste, shall charge and collect the following fees:
Annual license or renewal thereof: \$300
- G. Burglar alarm systems.
 - 1. Business license: \$100 for a two-year period
- H. Reserved for future use
- I. Storage of impounded vehicles: \$2 for each day or fraction thereof said vehicle is stored by the Police Department.
- J. Curbcuts: \$300.00
- K. Real estate sign fee: \$100
- L. Every applicant to the Village's Board of Trustees shall pay to the Village the following:
 - (1) Filing fee.
 - (a) Application for special use permit and amendments thereto: \$5,000
 - (b) General appearance fee for discussion with Board: \$750
 - (2) Deposit. In addition to the above filing fee for an application for a special use permit and amendments thereto, a hearing charge deposit of \$2,000 shall be submitted.

The appropriate filing fee and hearing deposit must be paid to the Village before a hearing will be noticed.

Hearing charge.

- (1) In addition to the above filing fee, on every application or amendment to a special use permit for which a public hearing or meeting is held there shall be paid to the Village the actual and necessary charges which have been incurred by the Village in connection with the proceeding up to the maximum amounts indicated below:

(a) Special use permit and amendments.

[1] Consultants: \$100,000

[2] Legal fees: \$75,000

[3] Environmental review:

[a] Consultants: \$75,000

[b] Legal: \$75,000

(2) All hearing charges shall be paid to the Village before the Board of Trustees shall file its decision.

(3) All hearing charges due shall be deducted from the hearing deposit. If the hearing charges for which the applicant is responsible exceed the deposit, the balance due shall be paid to the Village before the Board of Trustees shall file its decision.

§ 67-8. Refunds; waivers; assessment of unpaid fees

Refund of fees. No filing fees, deposits or charges required by §§ 67-3, 67-4, 67-5, 67-6 and 67-7 shall be returned or refunded, except as follows:

- (1) If the construction of a building is discontinued or abandoned, the Commissioner of the Department of Buildings or Village Clerk may authorize a refund of up to 50% of the total building construction fees and the site & drainage fee, 100% of the certificate of occupancy fee, road impact fee, and SARB fee, to the extent that the Village's actual charges of review and inspection have not been incurred as certified to the Board of Trustees.
- (2) No refund of fees will be issued for applications submitted/permits issued older than 3 years.