

# 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 1.5% 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 overs & 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: \$.40 p/sf, \$250.00 min., whichever is greater
  - (24) Re-roof over existing shingles: \$.20 p/sf, \$250.00 min., whichever is greater
  - (25) Metal/wood shingle roof: \$.50 p/sf, \$250.00 min., whichever is greater
  - (26) Slate/Solar shingle roof: \$.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 \$1,500.00  
(includes drainage, fencing & pool heater)
  - (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
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)
(w) Battery Energy Storage	
1. Base Unit	\$250.00
2. Additional units up to 4 total	\$75.00 each

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
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(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.
  - Slope land hearings: \$5,000 to be fully replenished at such times as the amount on deposit is reduced to \$1,000 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



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| 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.