

SCHEDULE OF FEES

Building, Planning & Zoning Departments
VILLAGE OF OTISVILLE, NY

SECTION ONE - The following schedule of fees was adopted by board resolution of the Village of Otisville Board of Trustees, on March 1, 2018. Any and all previously adopted fee schedules related to Building, Planning or ZBA fees in the Village of Otisville are hereby rescinded.

SECTION TWO - BUILDING DEPARTMENT FEES:

1. DEMOLITION PERMIT:

- \$100 flat fee for any habitable structure
- \$ 50 flat fee for any non-habitable

Note: This permit is for thirty (30) days only – at which time a new permit must be obtained if work is not completed.

2. DRIVEWAY PERMIT: \$50 flat fee – plus \$2,000 security deposit

3. NEW CONSTRUCTION & ADDITIONS – BUILDING PERMIT:

SINGLE and MULTIPLE FAMILY DWELLINGS, COMMERCIAL/INDUSTRIAL:
\$0.75 per sq. foot [minimum of \$500] – plus applicable Certificate of Occupancy Fee
GARAGES AND OTHER NON-HABITABLE STRUCTURES:
\$0.50 per sq. foot [minimum of \$50] – plus \$50 Certificate of Use Fee

Note: This permit is for one year from date of issue. If work is not completed within one year, this permit must be renewed prior to its expiration date.

4. AMENDED BUILDING PERMIT: \$50 flat fee

5. NEW CONSTRUCTION & ADDITIONS - INSPECTION FEES:

Initial Inspections – no fee; \$25 for each re-inspection

6. BUILDING PERMIT RENEWAL:

(Application for renewal of a building permit must be submitted prior to expiration of the permit; if permit has expired add an additional \$50 to the fee listed below)

SINGLE OR MULTIPLE FAMILY RESIDENTIAL WITH 1, 2 OR 3 DWELLING UNITS:

\$75 [for six additional months]; \$100 [2nd six month renewal]; \$150 [3rd six month renewal]

MULTIPLE FAMILY RESIDENTIAL WITH MORE THAN 3 DWELLING UNITS and COMMERCIAL/INDUSTRIAL:

\$150 [for six additional months]; \$200 [2nd six month renewal]; \$300 [3rd six month renewal]

ALL OTHERS:

\$75 [for six additional months]; \$100 [2nd six month renewal]; \$150 [3rd six month renewal]

7. MINOR ALTERATION & INSTALLATIONS - PERMIT:

(All minor alteration and installation fees listed here include the Certificate of Use fee.)

INTERIOR ALTERATIONS: \$50 plus \$0.50/SF

DECKS: \$50 plus \$0.50/SF

SHEDS: \$50 plus \$0.50/SF

TEMPORARY STRUCTURES: \$50.00 flat fee

OTHER NON-HABITABLE STRUCTURES: \$50 plus \$0.50/SF

POOLS/SPAS: \$100 flat fee

SEPTIC: \$150 flat fee

WELLS: \$150 flat fee

SIGNS: \$50 plus \$0.50/SF [minimum of \$75 per sign]

WOOD BURNING STOVE, PELLET STOVE, FIREPLACE, GENERATOR: \$125 flat fee

ROOF MOUNTED SOLAR PANELS: \$100 plus \$5 per \$1,000 of Installation Cost

GROUND MOUNTED SOLAR PANELS: (Permitted only in Heavy Commercial/Light Industrial Zones &

Require Planning Board Approval): \$100 plus \$5 per \$1,000 of Installation Cost

FUEL TANK- REPLACEMENT \$125 flat fee

FUEL TANK- REMOVAL OF ABANDONED TANK \$125 flat fee

ELECTRICAL ADDITIONS &/or REPAIRS \$50 flat fee

8. ROOFING PERMIT: \$150 flat fee up to \$10,000 project cost – plus an additional \$5 per/thousand or part thereof, for project cost in excess of \$10,000. (Includes Certificate of Use fee.)

9. FENCING or RETAINING WALL PERMIT: \$75 flat fee up to \$5,000 project cost – plus \$10/thousand or part thereof for project cost in excess of \$5,000. (Includes Certificate of Use fee.)

10. CERTIFICATE OF USE – Certificate of Use fee is included in some building permit fees, as noted above. However, an application for the Certificate of Use *must* be submitted upon completion of the work. If application for Certificate of Use is not submitted prior to expiration of the building permit, an additional \$50 fee will be assessed.

11. CERTIFICATE OF OCCUPANCY IC OF OI:

RESIDENTIAL	\$75/dwelling unit
COMMERCIAL/INDUSTRIAL	\$300

12. PORTABLE STORAGE & MOVING UNITS - PERMIT:

\$50 flat fee for each 30 days, up to the maximum allowable period of use
If permit has expired without renewal - \$75 for an additional 30 days.

[Maximum allowable period of use: 180 days/yr if a construction permit is also in effect; 60 days if no construction permit is in effect.]

13. OFFICIAL DUPLICATE COPY OF CERTIFICATE OF USE OR OCCUPANCY: \$25

14. C OF O SEARCHES REQUESTED FOR EXISTING BUILDINGS:

\$100.00 per section/block/lot

15. FAILURE TO OBTAIN REQUIRED PERMIT PRIOR TO COMMENCEMENT OF WORK:

MAJOR CONSTRUCTION PERMIT - \$500 flat fee plus all fees for original permit
MINOR WORK PERMIT - \$50 flat fee plus all fees for original permit

16. FIRE INSPECTION FEES (INCLUDES ANNUAL OPERATING PERMIT IF REQUIRED):

COMMERCIAL/INDUSTRIAL	\$50 flat fee
MULTIFAMILY	\$25/dwelling unit
MIXED USE	\$50 flat fee plus \$25/dwelling unit

SECTION THREE - PLANNING BOARD FEES:

1. PLANNING BOARD PRELIMINARY CONFERENCE & SKETCH PLAN REVIEW: \$50 flat fee

2. PLANNING BOARD APPLICATION FEE: \$75 flat fee

3. PLANNING BOARD PUBLIC HEARING FEE: \$200 plus all related costs*

4. SITE PLAN APPROVAL:

Lot Line Change - \$25 flat fee
Subdivision of Property - \$25 per lot – plus all related costs*
Residential Development - \$150 flat fee plus \$100/dwelling unit – plus Subdivision Fees & all related costs*
Commercial/Industrial Development - \$150 flat fee plus \$2 per 100sf or part thereof — plus Subdivision Fees & all related costs*

5. REVISED SITE PLAN APPROVAL:

Lot Line Change - \$25 flat fee
Subdivision of Property - \$25 per lot – plus all related costs*
Residential Development - \$100 flat fee plus \$100/dwelling unit – plus Subdivision Fees & all related costs*
Commercial/Industrial Development - \$100 flat fee plus \$2 per 100sf or part thereof — plus Subdivision Fees & all related costs*

6. SPECIAL MEETINGS: special meetings of the Planning Board or other Village entity held at the request of the applicant, as well as any continuation of a public hearing held at the request of the applicant, shall carry a fee of \$250 per meeting/hearing plus all related costs.*

SECTION FOUR - ZONING BOARD OF APPEALS (ZBA) FEES:

1. ZBA APPLICATION FEE & PRELIMINARY CONFERENCE: \$150 flat fee

2. ZBA PUBLIC HEARING FEE: \$200 plus all related costs *

3. SPECIAL MEETINGS: special meetings of the ZBA or other Village entity held at the request of the applicant, as well as any continuation of a public hearing held at the request of the applicant, shall carry a fee of \$250 per meeting/hearing plus all related costs.*

* Related costs for Planning Board and ZBA activity include fees for related engineering, legal and other consultant services, as well as costs associated with a public hearing such as hearing publications, mailing fees and stenographic service.

SECTION FIVE - COPY OF COMPREHENSIVE ZONING LAW: CD only - \$10; Binder including CD - \$50

SECTION SIX - RETURNED CHECKS: Any returned checks shall incur a charge as established by the Village's returned check fee policy.

SECTION SEVEN – PENALTIES: In accordance with Village of Otisville's policy for delinquent accounts, any fees for which a written bill is issued are due within 30 days of the invoice date. Fees remaining unpaid after 30 days shall be marked as overdue and shall incur a penalty each month that the bill remains unpaid; this monthly penalty shall be equivalent to 5% of the original bill. Any fees and/or penalties remaining overdue on May 1st of each year shall become an assessment on the property owner's Village tax bill.