

## 2017 TOWN OF BERLIN FEE SCHEDULE

**NOTE: STATE STATUTE FEES MAY CHANGE AT ANY TIME**

Year-Over-Year Change

Changes highlighted

	Town Fee	State Fee	Total	Town Fee	State Fee	Total
<b>Animal Control</b>						
Impounded dog redemption	15.00		15.00			
Animal adoption	5.00	45.00	50.00			
Quarantine of animal (per day - state)	15.00		15.00			
Associated Legal Fees	Actual		Actual			
Advertising of animal	Cost		Cost			
Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00			
Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
Removal of Feces (Ticket is issued) – Code Section 3-12	50.00		50.00			
Violation – Chapter Three of Code – per violation	100.00		100.00			
Transporting animals to out of town vets after hours	Cost		Cost			
<b>Assessor</b>						
Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00			
Assessor card - .50/page front and back (state statute)	1.00		1.00			
Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03			
<b>Berlin-Peck Memorial Library</b>						
Overdue Fine Per Day Per Item - Adult	0.15		0.15			
Overdue Fine Per Day Per Item - Juvenile	0.05		0.05			
Overdue Fine Per Day Per Item - Children's and Adult DVDs	1.00		1.00			
Maximum Overdue Fine Per Item – All items except passes	5.00		5.00			
Overdue Fine Per Day Per Item – Museum Passes	10.00		10.00			
Maximum Overdue Fine Per Day Per Item – Museum Passes	50.00		50.00			
Adult or Juvenile Library Identification Cards - Lost Card	1.00		1.00			
Lost/Severely Damaged Materials in Print	list price		list price			
Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost			
Passports (Town processing fee)	25.00		25.00	25.00		25.00
Passports (government issued document cost)	per statute		per statute			
Computer Printing Fees - Black and White	\$.15 per pg.		\$.15 per pg.			
Computer Printing Fees - Color	\$.50 per pg.		\$.50 per pg.			
Public Fax Machine Fees - U.S., Canada, Caribbean: First page/each additional page (portion to Library)	1.75/1.00		1.75/1.00			
Public Fax Machine Fees - International: First page/each additional page (portion to Library)	3.95/3.45		3.95/3.45			
Lost or Damaged Barcode	2.00		2.00			
Lost or Damaged Audio or Video Case	2.00		2.00			
Copies	.15/pg		.15/pg			
Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00			
Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00			
Use of Meeting Room – ½ Day (4 hrs) – In Town – for Profit and Non-Profit	50.00		50.00			
Use of Meeting Room – ½ Day (4 hrs) – Out of Town – for Profit and Non-Profit	60.00		60.00			
Use of the Board Room (small room)	40.00		40.00			
<b>Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.</b>						



Permit - Excavation in public right of way (25' or less in length) includes refundable \$1,200 security fee (returned upon acceptance of permanent patch by Dept. of Public Works) and \$50 permit fee. The Water Control Commission and Connecticut Natural Gas are exempt from the \$1,200 security fee. Kensington Fire District, Worthington Fire District, Cable Companies, CL&P/NU, and Yankee Gas will be limited to a maximum \$5,000.00 permanent patch security fee (per calendar year), or until proof of a permanent patch contract is in place (and accepted) by the Dept. of Public Works. Plus \$1.00 per linear foot of openings longer than 25 feet.	1,250.00		1,250.00		
Late fee for failure to obtain permit (excluding emergency work)	100.00		100.00		
Street Signs (each)	600.00		600.00		
Monument Caps (each)	20.00		20.00		
Driveway Permits	25.00		25.00		
CD-CAD drawing (max. 3 files w/5 layers)	50.00		50.00		
Burning Permits	10.00		10.00		
Independent Testing for New Roadways Fee is \$5,000 Cash. As per Planning and Zoning Subdivision Regulation Appendix A Section IV 4.01, developers are required to deposit with the Town a fee of \$5,000 to be used by the Public Works Department to retain an independent testing company for field testing/inspection of new public roadways. Upon acceptance of the right-of-way by the Town, any funds remaining will be returned to the developer. The actual costs cannot be determined until all required testing is performed.	Varies – deposit fee of \$5,000.00		Varies- deposit fee of \$5,000.00		
<b>Fire Marshal</b>					
Blasting permits - state statute	30.00		30.00		
<b>Golf Course - Timberlin</b>					
<b>Resident</b>					
Weekend (includes Capital Improvement Program (CIP))					
18 holes	32.50		32.50	1.00	1.00
9 holes	20.25		20.25	0.75	0.75
Senior – 18 holes (After 1pm)	20.50		20.50	0.50	0.50
9 holes (After 1 pm)	12.75		12.75	0.50	0.50
Junior – 18 holes (After 1 pm)	20.00		20.00	0.75	0.75
9 holes (After 1 pm)	12.25		12.25	0.50	0.50
Weekday (includes Capital Improvement Program (CIP))					
18 holes	29.25		29.25	0.75	0.75
9 holes	17.75		17.75	0.50	0.50
Senior – 18 holes	18.75		18.75	0.50	0.50
9 holes	12.75		12.75	0.50	0.50
Junior – 18 holes	17.50		17.50	0.50	0.50
9 holes	10.75		10.75	0.50	0.50
Golf Passes (Do not include CIP.)					
Unlimited	975.00		975.00	40.00	40.00
Additional Household Member – Unlimited	775.00		775.00	30.00	30.00
Senior – Unlimited	715.00		715.00	15.00	15.00
Junior – Unlimited (W/E – after 1:00 PM)	480.00		480.00		
Senior Restricted (Mon-Fri anytime, weekend after 3PM)	410.00		410.00	10.00	10.00
Junior – Summer Pass, 5/1-8/31, Mon-Thu- anytime, Fri-Sun after 1PM	300.00		300.00		
BHS Golf Team – no charge for matches & supervised practices.	0.00		0.00		

<b>Non-Resident</b>					
Weekend (includes Capital Improvement Program (CIP))					
18 holes	42.50		42.50	1.00	1.00
9 holes	26.00		26.00	0.75	0.75
Senior – 18 holes	30.25		30.25	1.00	1.00
9 holes	18.00		18.00	0.75	0.75
Junior – 18 holes	22.75		22.75	0.75	0.75
9 holes	16.00		16.00	0.75	0.75
<b>Active Military, regardless of residency (ID required)</b>					
18 holes/9 holes - Weekday	20.00/10.00		20.00/10.00		
18 holes/9 holes - Weekend	25.00/15.00		25.00/15.00		
Weekday (includes Capital Improvement Program (CIP))					
18 holes	39.00		39.00	1.00	1.00
9 holes	24.75		24.75	0.75	0.75
Senior – 18 holes	28.75		28.75	0.75	0.75
9 holes	17.00		17.00	0.75	0.75
Junior – 18 holes	19.75		19.75	0.50	0.50
9 holes	12.25		12.25	0.50	0.50
Golf Passes - (Do not include CIP.)					
Unlimited	1,650.00		1,650.00	50.00	50.00
Additional Household Member – Unlimited	1,450.00		1,450.00	50.00	50.00
Senior – Unlimited	1,450.00		1,450.00	50.00	50.00
Junior - Unlimited	700.00		700.00		
Senior-Restricted (Mon-Fri) (Sat-Sun after 1PM)	815.00		815.00	30.00	30.00
Junior - Summer Pass (5/1-8/31 Mon- Thu anytime, Fri-Sun after 1PM)	370.00		370.00		
<b>Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP))</b>					
Shot Gun (minimum 72 players)	65.00		65.00		
Shot Gun (over 100 players)	60.00		60.00		
Weekends (Starting Times)	60.00		60.00		
Weekdays (Starting Times)	57.00		57.00		
<b>Season passes cannot be applied to outings or charity events.</b>					
<b>Golf Carts (per person) - fees are gross before sales tax</b>					
9 holes	10.25		10.25	0.25	0.25
18 holes	17.50		17.50	0.50	0.50
9 hole cart pass (6 rounds for the price of 5)	51.25		51.25	(48.75)	(48.75)
18 hole cart pass (6 rounds for the price of 5)	87.50		87.50	(82.50)	(82.50)
Weekday Morning 9 Hole Cart Pass (9 rounds for the price of 8)	82.00		82.00	2.00	2.00
Weekdays, first 2-hours of course opening, 9-holes, 2-person cart	8.25		8.25	0.25	0.25
Twilight Cart Rate	12.00		12.00		
<b>Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.</b>					
<p><b>Notes: (a)</b> Non-resident taxpayers with personal property taxes paid in the current year of \$1,000 or greater and eligible to vote in budget referenda - Fees same as resident. <b>(b)</b> Residents must obtain a Timberlin ID card at Timberlin Pro Shop(no charge) to be eligible to play at resident rates. <b>(c)</b> Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. <b>(d)</b> At his discretion, the Director of Golf may reduce regular green fees up to 20% for aeration weeks, days showing minimal advance bookings, fall season, etc. <b>(e)</b> Golf Pass will expire on December 31st. <b>(f)</b> Rain checks will not be given for CIP fees.</p>					

<b>League Fees - Resident</b>	18.00		18.00	1.00		1.00
<b>League Fees - Non- Resident</b>	23.00		23.00	1.00		1.00
<b>League Fees - Non-Resident Senior</b>	16.00		16.00	1.00		1.00
Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.						
18 holes	2.00		2.00			
9 Holes	1.00		1.00			
<b>Specials/Promotions:</b>						
<b>Outing Comeback Coupon - Eliminated for 2017</b>	n/a		n/a			
Players Pass/Golf Magazine/CT Golf Pass	33.00		33.00			
Weekday Golf and Lunch Special (10am - 1pm)	46.00		46.00	1.00		1.00
Weekend Golf and Lunch Special (after 1pm) - NEW FOR 2017	46.00		46.00	46.00		46.00
<b>Early Bird (2016 - Weekday Opening until 5/20) - Eliminated for 2017</b>	n/a		n/a			
Fall Special (2017 - Weekday 10/16-11/10)	36.00		36.00			
Winter Special (2017 - Weekday 11/13 to end of season)	26.00		26.00			
Sunrise Special 18 (2017 - Weekday 7am -10am tee time)	35.00		35.00	5.00		5.00
<b>Twilight Rates (begin at 4PM until October 1<sup>st</sup> and then 3PM thereafter)</b>						
Resident – Weekend	16.00		16.00			
Non- Resident – Weekend	21.00		21.00			
Resident - Weekday	16.00		16.00			
Non-Resident - Weekday	21.00		21.00			
<b>Weekday Afternoon Mon-Thu 9-hole special 1-4PM includes cart</b>	22.00		22.00	1.00		1.00
<b>Hatchery Brook Conservation Garden</b>						
20' x 20' plot	40.00		40.00			
10' x 25' plot	35.00		35.00			
5' x 10' plot	25.00		25.00			
8' x 20' plot	30.00		30.00			
Non-Berlin Citizens will pay an additional \$10.00						
Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee						
<b>Health Department – Regional Fees</b>						
<b>Full Operation Food Establishment</b>						
Class I	For Profit		Non-Profit	5.00		2.50
Class II	100.00		50.00	15.00		7.50
Class III	165.00		82.50	20.00		10.00
Class IV 0-50 seats	200.00		100.00	15.00		7.50
Class IV 51 – 100 seats	250.00		125.00	15.00		7.50
Class IV 101 + seats	280.00		140.00	25.00		12.50
	365.00		182.50			
Itin. Vendor Class I	95.00		47.50			
Itin. Vendor Class II	150.00		75.00			
Itin. Vendor Class III	180.00		90.00			
Itin. Vendor Class IV	255.00		127.50	20.00		10.00

Caterers Class I	100.00		50.00	5.00		2.50
Caterers Class II	165.00		82.50	15.00		7.50
Caterers Class III	200.00		100.00	20.00		10.00
Caterers Class IV	255.00		127.50	20.00		10.00
	For-profit		Non-Profit			
Seasonal	100.00		n/a	5.00		
Grocery Class I	100.00		50.00	5.00		2.50
Grocery Class II	165.00		82.50	15.00		7.50
Grocery Class III	200.00		100.00	20.00		10.00
Grocery Class IV	365.00		182.50	25.00		12.50
2 <sup>nd</sup> re-inspection fee	50% of license		50% of license			
No license penalty fee	50% of license		50% of license			
Temporary license – 14 days or less						
No food prep, individual portions or sampling 1-2 booths	60.00		60.00	5.00		60.00
No food prep, etc., each additional booth	60.00		60.00	5.00		60.00
With food prep, individual portions or sampling 1-2 booths	100.00		100.00	5.00		100.00
With food prep, etc., each additional booth	100.00		100.00	5.00		100.00
Farm market vendor-non-farmer, no food prep, individual portions, sampling	60.00		60.00	5.00		60.00
Farm market vendor-non-farmer, with food prep, individual portions, sampling	100.00		100.00	5.00		100.00
Farm market vendor – farmer selling farm products	0.00		n/a			
Plan Review	100% of license		100% of license			
<b>Motels</b>						
1 to 25 units	140.00		140.00	20.00		20.00
26 to 50 units	200.00		200.00	20.00		20.00
51 or more units	260.00		260.00	20.00		20.00
<b>Septic Systems</b>						
Plan review + Permit to install – new	375.00		375.00	25.00		25.00
Plan review + Permit to install – repair	165.00		165.00	15.00		15.00
Subdivision Plan Review	180.00		180.00	15.00		15.00
19-13-B100a Review	65.00		65.00	10.00		10.00
Soil Testing – Additional*	150.00		150.00	15.00		15.00
Soil testing – new	150.00		150.00	15.00		15.00
Soil testing – repair or 19-13-B100a review	125.00		125.00	15.00		15.00
*Applies when design changes or 2+ years since initial testing or another round of testing on another day.						
<b>Private Well</b>						
Permit to install (includes multiple geothermal wells)	125.00		n/a	15.00		
<b>Public Swimming Pools</b>						
Permit to Operate	170.00		75.00	20.00		
Each additional pool	55.00		27.50			
<b>Salon License</b>						
1 to 8 stations	100.00		n/a	15.00		
9+ stations	130.00		n/a	15.00		
Plan review	100% Lic. Fee		n/a			



<b>Recreation Programs Special Revenue Fund</b>			
*Special Revenue Programs will be available to residents and non-residents with residents having priority for registration. Non-residents will be charged a higher registration fee than residents. An administrative fee and 3% of gross program revenue is applied and transferred to the general fund from the Special Revenue account for all programs, 5% of gross program revenue is applied and retained in the Special Revenue Account for all programs. The fees are set separately and vary by program.			
<b>Summer Program</b>	60.00 per week		60.00 per week
<b>Summer Program - 4th of July week only</b>	50.00 per week		50.00 per week
<b>Junior Counselors Fee for Summer Program</b>	30.00 per week		30.00 per week
Special Trips	Cost		Cost
<b>Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)</b>			
Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00		80.00
Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00		50.00
Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00		100.00
Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00		60.00
Classroom In Town Whole Day Profit or Non-Profit	30.00		30.00
Classroom In Town Half Day up to 4 hours, Profit or Non-Profit	25.00		25.00
Classroom Out of Town, Whole Day, Profit & Non-Profit	40.00		40.00
Classroom Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00		30.00
<b>Berlin Community Center</b>			
Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.			
Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.			
<b>Supervision/custodial costs will be added for all after hours use.</b>			
<b>All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.</b>			
<b>OUTDOOR POOLS</b>			
Season Pass - Household	70.00		70.00
Season Pass - Individual	45.00		45.00
Replacement Tag	1.00		1.00
<b>Daily Passes</b>			
Adult Resident	6.00		6.00
Child, Resident	5.00		5.00
Adult Non-Resident	10.00		10.00
Child, Non-Resident	8.00		8.00
Swim Team – each participant is given a swim pass (residents only). Resident first/second child	120/100		120/100
Swim Team Non-Resident per child	130.00		130.00
Lifeguard Training Course	130.00 Res 140.00 non-res		130.00 Res 140.00 non-res



<b>Pavilions Timberlin/Sage</b>					
Pavilions Local	90.00		90.00	10.00	10.00
Pavilions Non-Local	140.00		140.00	10.00	10.00
Deposit for Pavilion - Refundable	90.00		90.00	10.00	10.00
Equipment if requested/Retainer and refundable	55.00		55.00		
<b>Veterans' Park: For gazebo and/or grounds.</b>					
<b>Non-Local Deposit (refundable)</b>	80.00		80.00		
<b>Non-Local Fee</b>	130.00		130.00		
<b>Scalise Football Field, Sage Park Field Rates</b>					
<b>Groups renting Scalise Field are required to pay all Supervision/Grounds out-of-pocket costs.</b>					
Day Rate 4 hrs plus – Local	200.00, after 4 hours 75.00 each additional hour		200.00, after 4 hours 75.00 each additional hour		
Day Rate 4 hrs plus – Non-Local	500.00, after 4 hours 125.00 each additional hour		500.00, after 4 hours 125.00 each additional hour		
3-4 hours Local	140.00		140.00		
3-4 hours Non-Local	400.00		400.00		
2-3 hours Local	110.00		110.00		
2-3 hours Non-Local	300.00		300.00		
2 hours or Less Local	80.00		80.00		
2 hours or Less Non-Local	200.00		200.00		
Lights Per Hour Local	45.00		45.00	5.00	5.00
Lights Per Hour Non-Local	50.00		50.00	5.00	5.00
<b>Usage Deposit</b>					
Concession Local	105.00		105.00		
Concession Non-Local	210.00		210.00		
Facility/Stadium Local	105.00		105.00		
Facility/Stadium Non-Local	210.00		210.00		
<b>FIELD RENTALS</b>					
<b>Groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs.</b>					
<b>Sage 1 Field and Hubbard Field</b>					
Lights Per Hour, Local	20.00		20.00	5.00	5.00
Lights Per Hour, Non-local	40.00		40.00	10.00	10.00
Field Per use, Local	35.00		35.00	5.00	5.00
Field per use, Non-Local	65.00		65.00	5.00	5.00
<b>Sage Park Baseball Field</b>					
Lights Per Hour, Local	25.00		25.00	5.00	5.00
Lights Per Hour, Non-Local	45.00		45.00	5.00	5.00
Field, Per Use, Local	35.00		35.00	5.00	5.00
Field, Per Use, Non-Local	65.00		65.00	5.00	5.00

<b>Other Fields</b>						
Field, Per Use, Local	35.00		35.00	5.00		5.00
Field, Per Use, Non-Local	65.00		65.00	5.00		5.00
All Fields excluding Scalise Football Field, Local & Non-Local Profit making programs	120.00		120.00	10.00		10.00
All Fields deposit	105.00		105.00			
Penalty for violation of Open Space Ordinance 4-97, per offense	50.00		50.00			
BHS & McGee Basketball and Tennis Courts – Local	25.00		25.00			
BHS & McGee Basketball & Tennis Courts Non-Local	35.00		35.00			
BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)						
Lights Per Hour, Local	10.00		10.00	5.00		5.00
Lights Per Hour, Non-local	15.00		15.00	5.00		5.00
<b><u>PISTOL CREEK</u></b>						
<b>Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).</b>						
Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00			
Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00			
Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00			
Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00			
Outside Deck - Hourly Rate	25.00/hr		25.00/hr			
Damage Deposit Required of All Groups	80.00		80.00			
Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$75.00						
All Supervision and Custodial costs will be paid out-of-pocket.						
Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.						



Private property posted, if not towed – Code Section 17-90	50.00		50.00			
Private property posted, if towed – Code Section 17-90	50.00		50.00			
Daily storage plus towing charges – Code Section 17-91	25.00		25.00			
Towing (private property) cost plus – Code Section 17-91	50.00		50.00			
Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00		500.00			
Vendor Permits (Maximum) – Code Section 5-30	200.00		200.00			
Vendor Permits Penalty – per day – Code Section 5-36	199.00		199.00			
Guns Dealer's License (CGS 29-28(a))	200.00		200.00			
Accident Photographs – per photo	10.00		10.00			
Fingerprinting (CGS 29-17c)	10.00		10.00			
Police Reports (FOI-per page)	0.50		0.50			
Local Pistol Permit to carry (CGS 29-28(b))	70.00		70.00			
Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00		10.00-100.00			
Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00		35.00			
Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00		10.00			
Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00			
Alarm, Unauthorized Connection to Communications Center- Code Section 6-14 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00			
Intentional False Alarm – Code Section 6-18 (Sec. 6-22 Fine doubles if not paid within 30 days)	500.00		500.00			

False Alarm Fine – Ordinance – Code Section 6-19	50.00 3 <sup>rd</sup> alarm plus 25.00 each subsequent		50.00 3 <sup>rd</sup> alarm plus 25.00 each subsequent			
Violation of littering – Ordinance – Code Section 7-10 (1-15)	200.00		200.00			
Construction Noise Activity – Code Section 7-56	100.00 first offense; 500.00 each subsequent		100.00 first offense; 500.00 each subsequent			
Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00			
Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00			
Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00			
<b>Registrar of Voters</b>						
Voters List, per diskette	25.00		25.00			
Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03			
<b>Revenue Collector</b>						
Delinquent Tax Payer List, paper form, per page – per state statute	0.50		0.50			
Copy of a tax bill – per state statute	0.50		0.50			
Fee for delinquent MV tax where the Town has notified the commissioner of motor vehicles of such delinquency; Code Section 16-62	5.00		5.00			
Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00			
Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00		6.00			
Certified Mail fee for notification of checks returned for non-sufficient funds	At cost		At cost			
<b>Senior Center</b>						
<b>Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:</b>						
Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00			
Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00		50.00			
Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00			
Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00			
Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00			
Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00		50.00			
Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00			
Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00			
Kitchen with multi-purpose room, per hour fee	25.00/hr		25.00/hr			
Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00			
Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00		40.00			
Classroom –Whole Day - Out of town Profit or Non-Profit	100.00		100.00			
Classroom – Half Day - Out of town Profit or Non-Profit	80.00		80.00			
Photocopies, per page – per state statute	0.50		0.50			
Non-resident Membership Fee (Annually – originally adopted 02/05, currently 20 members)	36.00		36.00			
Supervision/Custodial Costs will be charged for all after-hours events.						
<b>Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.</b>						



<b>Misc. Fees</b>					
Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	10.00		10.00		
Notary Certification – state statute 7-34a	2.00		2.00		
Notary Fee – state statute 3-95	5.00		5.00		
Campaign Financing – Late Fee – state statute 9-623	100.00		100.00		
Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00		2.00		
Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00		500.00		
Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00		250.00		
Violation of Town Seal - Sec. 2-1(d) code book	100.00		100.00		
Photocopies, per page – state statute 1-212(2)	0.50		0.50		
Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00		
Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00		20.00		
Fax, Per Page	1.00		1.00		
Municipal Code	50.00		50.00		
Filing Liquor Permits – state statute 30-53	2.00		2.00		
Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00		
<b>Town Manager</b>					
Blighted Buildings – Code Section 4-16	100.00		100.00		
<b>Treasurer's Office</b>					
Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00		8.00		
Replacement check fee	10.00		10.00		
Returned Check fee (C.G.S. 52-565a)	20.00		20.00		
<b>Cell tower rental (3% increase upon annual renewal)</b>					
A T & T monthly rent - contract expires November (\$2,560.77 through October '17)	2,637.60		2,637.60	76.83	76.83
Verizon monthly rent - contract expires December (\$2,308.82 through November '17)	2,378.09		2,378.09	69.27	69.27
T-Mobile monthly rent - contract expires March (\$1,626.5 through February '18)	1,675.30		1,675.30	64.44	64.44
Crown Base - contract expires March (\$1,532.19 through February '18)	1,578.16		1,578.16	45.97	45.97
Sprint – contract expires November (\$1,141.08 through October '17)	1,176.07		1,176.07	34.26	34.26

Water Control	WCC Fee	State Fee	Total
Water Control Commission Regulations	16.00		16.00
Inspection of water taps not made by BWCC staff	125.00		125.00
Permit Fee for Secondary Meter	100.00		100.00
Water Control Application for Sewer Tie-Ins: Per Public Act 03-177 Determination of sewer capacity for proposed use of land to cover costs associated with the application, public hearing and legal notice required.	250.00		250.00
<b>Water System Connection Charge (Abutting Property):</b> \$21 per front foot (\$30 per front foot on divided highway); plus \$2,000 for first unit; plus \$1,000 for each additional unit. For non-residential property: \$2,000 for first unit plus \$800 each, for the second through tenth unit PLUS \$250 for each unit over ten unit. PLUS \$900 for each 1" service installed. PLUS \$375 for Water Permit.			
<b>Sewer System Connection Charge (Abutting Property):</b> \$30 per front foot (\$39 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,200 for each additional unit. For non-residential property: \$2,500 for the first unit plus \$600 for the second through tenth. PLUS \$180 for each unit over ten plus \$900 for each 6" lateral installed. PLUS \$125 for Sewer Permit.			
<b>Water System Connection Charge (Rear Lands):</b> Unit charge \$1,200 per unit. For non-residential property: \$1,000 per unit for the first unit; plus \$500 each for the second through tenth units; plus \$150 for each unit over ten). PLUS \$375 for Water Permit.			
<b>Sewer System Connection Charge (Rear Lands):</b> Unit charge \$1400 per unit. For non-residential property: \$2,500 per unit for the first unit; plus \$600 each for the second through tenth units; plus \$180 for each unit over ten. PLUS \$125 for Sewer Permit.			
<b>Zoning and Zoning Board Fees</b>			
ZBA Application (Approval, variance, special permits)	152.00	58.00*	210.00
Additional Related Variance on same property	77.00	58.00*	135.00
Zoning Compliance Letter or Certification	50.00		50.00
Home Occupation Approval Compliance Letter	50.00		50.00
Lot Line Revisions	50.00		50.00
ZBA Motor Vehicle License	322.00	58.00*	380.00
Gasoline License	322.00	58.00*	380.00
Zoning violations - Ordinance	150.00		150.00
ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*	380.00
Junked, Wrecked, Abandoned Property – Code Sections 7-30-7-35	100.00 per day of non-compliance		100.00 per day of non-compliance
*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j. – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee			

**Townwide Refund Policy: Except where departments institute more restrictive policies, there will be a townwide refund processing fee of 10% of the original fee paid. The minimum processing fee will be \$5.00 and the maximum fee will be \$50.00. This fee will not apply if related to a Program that has been canceled by the Town, in a situation in which the fee was charged in error by the Town or in the case of tax refunds.**

**No refunds will be provided in instances where the Town has purchased items or services and those items or services cannot be refunded. Individual departments of the Town may institute more restrictive refund policies provided those policies are communicated to users at the time of purchase.**

**Refunds provided in accordance with the townwide policy listed above, and with all necessary approvals of any commission with responsibility over impacted department, shall not require approval of the Town Council or Board of Finance prior to execution.**

**APPROVED BY BERLIN TOWN COUNCIL February 7, 2017**