

2019 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

Animal Control	Town Fee	State Fee	Total	Town Fee	State Fee	Total
Impounded dog redemption (see notes at the bottom of this document)	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			
Assessor						
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			
Berlin-Peck Memorial Library						
Overdue Fine Per Day Per Item - Adult	0.00		0.00	(0.15)		(0.15)
Overdue Fine Per Day Per Item - Juvenile	0.00		0.00	(0.05)		(0.05)
Overdue Fine Per Day Per Item - Children's and Adult DVDs (NEW RELEASES)	1.00		1.00			
Overdue Fine Per Day Per Item - Children's and Adult DVDs (OLDER THAN 6 MONTHS)	0.50		0.50			
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) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00			
Passports (government issued document cost)	per statute		per statute			
Passport Photos	10.00		10.00			
Notary Fee - CGS 3-95	5.00		5.00	5.00		5.00
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			
An additional \$25 fee will be charged for use of the audio-visual equipment and/or kitchen facilities.						
A \$5 fee will be assessed for anyone who signs up for a program but fails to attend the program.						
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.						

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Building Inspection					
Building Permit (Per \$1,000)					
Per \$1,000, from \$1,000-\$3,000				29.75	30.00
Per \$1,000 thereafter				14.75	15.00
If work is started without a required permit, the applicable fee shall be increased by the lesser of \$1,000.00 or 100 percent of the fee that otherwise would be due. However, if the unpermitted work was completed prior to the date of transfer of the property to the applicant, then the Building Official shall waive the fee increase provided for in this section.					
The applicant shall have the burden of demonstrating the applicability of this section. The applicant shall provide a statement under oath and such other substantial proof and documentation as the Building Official deems necessary to validate the fee waiver request. The Building Official shall grant or deny the fee waiver request within 30 days of receipt of a complete application.					
The above includes the State of Conn. Building permit fee CGS Sec. 29-263 (0.26 per \$1,000) for the training of building officials – The Town gets to keep \$0.01 and the State receives \$0.25 per \$1,000.					
Penalty for Occupying a home without a Certificate of Occupancy-Ordinance				Set by court	Set by court
Certificate of Occupancy, One or Two Family Dwelling, per visit building Inspector or his Delegate				50.00	50.00
Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee				100.00	100.00
Certificate of Building Compliance - Residential				25.00	25.00
Certificate of Building Compliance - Commercial				50.00	50.00
Certificate of Zoning Compliance				50.00	50.00
Third Inspection Fee				25.00	25.00
Engineering & Public Works					
Printing & Publications (Price per page):					
8 1/2 x 11				0.50	0.50
8 1/2 x 14				0.50	0.50
Map Copy 11 x 17				1.50	1.50
Map Copy 17 x 24				3.00	3.00
Map Copy 22 x 34				5.00	5.00
Map Copy 34 x 44				8.00	8.00
Inland Wetlands Map, 1" = 800'				5.00	5.00
Property Map, any scale				5.00	5.00
Contour Map, 1" = 200'				5.00	5.00
Zoning Map, 1" = 800'				6.00	6.00
Zoning Use and Bulk Table				2.00	2.00
Water or Sewer Map, 1" = 800'				5.00	5.00
Street Index Map (Printed), 1" = 2.5 mi.				2.00	2.00
Street Index Map, 1" = 1,600'				5.00	5.00
Plan of Development, 1" = 800'				6.00	6.00
All Other Printing, Per Sq. Ft. (\$0.50 min.)				0.50	0.50
Mylar Printing, Per Sq. Ft. (\$2 min.)				2.00	2.00
Solid Waste Collection & Disposal Code Section 15-12				100.00	100.00
Violation to Code Section 14-11 (per day/per violation (failure to remove snow)				100.00	100.00
Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$75.00					
Mattress/Box Spring Disposal (per unit charge) - curbside pickup only				15.00	15.00
Trash Bins (Replacement) – Payable to Trash-Away (not to the town) \$75.00					
Contractor's License Fee				50.00	50.00
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.				1,250.00	1,250.00
Plus \$1.00 per linear foot of openings longer than 25 feet.				1.00 + varies	1.00 + varies
Late fee for failure to obtain permit (excluding emergency work)				100.00	100.00

YOY Change

		Changes highlighted	
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
Fire Marshal			
Blasting permits - state statute (29-349e)	60.00		60.00
Golf Course - Timberlin			
Resident or Non-Resident Gross Rate - Change varies - resident rate removed & non-resident rate increased			
Weekend (includes Capital Improvement Program (CIP))			
18 holes	43.50		43.50
9 holes	26.25		26.25
Weekday (includes Capital Improvement Program (CIP))			
18 holes	40.50		40.50
9 holes	25.25		25.25
Senior – 18 holes	29.50		29.50
9 holes	17.25		17.25
Junior – 18 holes	20.25		20.25
9 holes	12.75		12.75
Resident Net Rate - Rates assume the purchase of a Benefits Card (see below of benefits card rates)			
Weekend (includes Capital Improvement Program (CIP))			
18 holes	32.75		32.75
9 holes	19.75		19.75
Weekday (includes Capital Improvement Program (CIP))			
18 holes	30.50		30.50
9 holes	19.00		19.00
Senior – 18 holes	22.25		22.25
9 holes	13.00		13.00
Junior – 18 holes	15.25		15.25
9 holes	9.50		9.50
Non-Resident Net Rate - Rates assume the purchase of a Benefits Card (see below of benefits card rates)			
Weekend (includes Capital Improvement Program (CIP))			
18 holes	34.75		34.75
9 holes	21.00		21.00
Weekday (includes Capital Improvement Program (CIP))			
18 holes	32.50		32.50
9 holes	20.25		20.25
Senior – 18 holes	23.50		23.50
9 holes	13.75		13.75
Junior – 18 holes	16.25		16.25
9 holes	10.00		10.00
Benefits Card			
Resident	25.00		25.00
Non-Resident	100.00		100.00
Active Military, regardless of residency (ID required)			

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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			
BHS Golf Team – no charge for matches & supervised practices.	0.00		0.00			
Resident Golf Passes (Do not include CIP.)						
Unlimited	1,025.00		1,025.00	50.00		50.00
Additional Household Member – Unlimited	825.00		825.00	50.00		50.00
Senior – Unlimited	750.00		750.00	35.00		35.00
Junior – Unlimited (W/E – after 1:00 PM)	395.00		395.00	(85.00)		(85.00)
Senior Restricted (Mon-Fri anytime, weekend after 3PM)	430.00		430.00	20.00		20.00
Junior – Summer Pass, 5/1-8/31, Mon-Thu- anytime, Fri-Sun after 1PM	295.00		295.00	(5.00)		(5.00)
Non-Resident Golf Passes - (Do not include CIP.)						
Unlimited	1,595.00		1,595.00	(55.00)		(55.00)
Additional Household Member – Unlimited	1,395.00		1,395.00	(55.00)		(55.00)
Senior – Unlimited	1,395.00		1,395.00	(55.00)		(55.00)
Junior - Unlimited	395.00		395.00	(305.00)		(305.00)
Senior-Restricted (Mon-Fri) (Sat-Sun after 1PM)	855.00		855.00	40.00		40.00
Junior - Summer Pass (5/1-8/31 Mon- Thu anytime, Fri-Sun after 1PM)	295.00		295.00	(75.00)		(75.00)
Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)						
Shot Gun (minimum 72 players)	67.00		67.00			
Shot Gun (over 100 players)	62.00		62.00			
Golf Carts (per person) - fees are gross before sales tax						
9 holes	11.25		11.25	0.25		0.25
18 holes	19.25		19.25	0.25		0.25
9 hole cart pass (6 rounds for the price of 5)	56.00		56.00	1.00		1.00
18 hole cart pass (6 rounds for the price of 5)	96.50		96.50	1.50		1.50
Weekday Morning 9 Hole Cart Pass (6 rounds for the price of 5)	46.00		46.00	1.00		1.00
Weekdays, first 2-hours of course opening, 9-holes, 2-person cart	9.25		9.25	0.25		0.25
Twilight Cart Rate	12.25		12.25	0.25		0.25
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.						
Notes: (a) Non-resident taxpayers (up to 2 owners) with personal property, real estate or motor vehicles taxes paid in the current year of \$1,000 or greater and eligible to vote in town wide referenda - Fees same as resident; OR, non-resident who owns 50% or more of a Berlin-based business and the entity paid over \$4,000 in property tax in the current year - Fees same as resident (b) Residents must show ample proof of meeting condition in (a) and obtain a Timberlin ID card at Timberlin Pro Shop (no charge) to be eligible to play at resident rates. (c) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (d) At their discretion, the Director of Golf and Head Golf Professional may reduce regular greens fees up to 50% (both must agree) (e) Golf Pass will expire on December 31st. (f) Rain checks will not be given						
League Fees - Resident	18.00		18.00			
League Fees - Non- Resident	22.50		22.50			
League Fees - Non-Resident Senior	16.50		16.50			
Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.						
18 holes	2.00		2.00			
9 Holes	1.00		1.00			
Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS						
Hatchery Brook Conservation Garden						
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						

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Health Department – Regional Fees (http://www.cethd.org/places-we-inspect/forms) - EFFECTIVE 7/1/2018						
Full Operation Food Establishment				For Profit		Non-Profit
Class I	175.00		87.50	75.00		37.50
Class II	225.00		112.50	60.00		30.00
Class III 0-50 seats	285.00		142.50	35.00		17.50
Class III 51 – 100 seats	325.00		162.50	45.00		22.50
Class III 101 + seats	400.00		200.00	35.00		17.50
Class IV Daycares	175.00		87.50	175.00		87.50
Class IV Nursing/Med	400.00		200.00	400.00		200.00
Class IV Other	400.00		200.00	400.00		200.00
Itin. Vendor Class I	125.00		62.50	30.00		15.00
Itin. Vendor Class II	225.00		112.50	75.00		37.50
Itin. Vendor Class III	275.00		137.50	75.00		37.50
Caterers Class I	125.00		62.50	25.00		12.50
Caterers Class II	225.00		112.50	60.00		30.00
Caterers Class III	275.00		137.50	75.00		37.50
Caterers Class IV	350.00		175.00	95.00		47.50
Seasonal - Class I	125.00		62.50	25.00		12.50
Seasonal - Class II	150.00		75.00	150.00		75.00
Seasonal - Class III	175.00		87.50	175.00		87.50
Grocery - <10,000 sq/ft - Class I	125.00		62.50	25.00		12.50
Grocery - <10,000 sq/ft - Class II	225.00		112.50	60.00		30.00
Grocery - <10,000 sq/ft - Class III	375.00		187.50	175.00		87.50
Grocery - >10,000 sq/ft	725.00		362.50	360.00		180.00
2 nd re-inspection fee	50% of license		50% of license			
No license penalty fee	50% of license		50% of license			
Plan Review	100% of license		100% of license			
Temporary license						
Class I - 1 Day	40.00		20.00	40.00		20.00
Class I - 2-14 Days	70.00		35.00	70.00		35.00
Class II & III - 1 Day	60.00		30.00	60.00		30.00
Class II & III - 2-14 Days	120.00		60.00	120.00		60.00
Farm market vendor-non-farmer, no food prep, individual portions, sampling	60.00		30.00			
Farm market vendor-non-farmer, with food prep, individual portions, sampling	100.00		50.00			
Farm market vendor – farmer selling farm products	0.00		n/a			

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Motels						
1 to 25 units	175.00			25.00		
26 to 50 units	275.00			25.00		
51 to 75 units	325.00			25.00		
>75 units	375.00			25.00		
Septic Systems						
Plan review + Permit to install – new	375.00					
Plan review + Permit to install – repair	175.00			10.00		
Subdivision Plan Review	180.00					
19-13-B100a Review	75.00			10.00		
Soil Testing – Additional*	175.00			25.00		
Soil testing – new	175.00			25.00		
Soil testing – repair or 19-13-B100a review	150.00			25.00		
*Applies when design changes or 2+ years since initial testing or another round of testing on another day.						
Private Well						
Permit to install (includes multiple geothermal wells)	50.00			(75.00)		
Well abandonment/well casing extension permit	25.00					
Water test review and approval	25.00					
Public Swimming Pools						
Permit to Operate - Seasonal	175.00		87.50	5.00		2.50
Permit to Operate - Year Round	225.00		112.50	55.00		27.50
Each additional pool	60.00		30.00	5.00		2.50
Re-inspection fee	\$50.00 per pool		\$50.00 per pool			
Salon License						
1 to 4 stations	90.00			(10.00)		
5 to 9 stations	120.00			20.00		
10+ stations	150.00			20.00		
Plan review	100% Lic. Fee					
Re-inspection fee	50% Lic. Fee					
Day Care Inspection						
Re-licensure Inspection Fee	120.00		60.00	20.00		10.00
Note: The fees listed on the Health District's approved schedule of fees will be waived for the following: Member towns in the Health District, their departments and facilities including public schools and school-related activities under local boards of education; private, not-for-profit schools and school-related activities; facilities owned and operated by the State of Connecticut; not-for-profit day care centers; not-for-profit groups or agencies applying for a permit to run a temporary food event or to obtain a seasonal permit; and farmers who are recognized by and registered with the Connecticut Department of Agriculture and who sell only farm products at a given event.						
Inland Wetlands Commission						
Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00			
Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00			
Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+			
Inland Wetlands Regulation	10.00		10.00			
*There is a \$60.00 Land Use Application Fee established under CGS Sec. 22a-27j (effective 10/01/09). – \$58.00 goes to the State of CT - \$2.00 is retained by the Town - this is reflected in the Total Fee						
Mobile Home Park Rental						
Each Unit 07/01/2012 – 06/30/2013 (per month)	300.00		300.00			
Late Fee – 5%						
House - Currently vacant. Renovations needed. Fee TBD						

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Parks & Recreation						
Monster Bash Halloween Party, per child	3.00		3.00			
Youth Athletic Leagues and Teams						
Basketball – Winter 3 rd -8 th Grade Basketball, Boys & Girls	75.00		75.00			
Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	85.00		85.00			
Including additional \$10 fee for any registrations accepted after evaluations if space is available.	95.00		95.00			
Adult Recreational Sport Activities						
Winter – Resident Men's 31 yrs. Plus Basketball - season	60.00		60.00			
Winter – Non-Resident Men's 31 yrs. Plus Basketball - season	80.00		80.00			
Winter – Resident Men's 31 yrs. Plus Basketball - nightly	5.00		5.00			
Winter – Non-Resident Men's 31 yrs. Plus Basketball - nightly	10.00		10.00			
Winter – Resident Women's 30 plus Recreation Volleyball - season	55.00		55.00			
Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	75.00		75.00			
Winter – Resident Women's 30 plus Recreation Volleyball – nightly	5.00		5.00			
Winter – Non-Resident Women's 30 plus Recreation Volleyball – nightly	10.00		10.00			
Recreation Programs Special Revenue Fund						
*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.						
Summer Program	70.00 per week		70.00 per week	\$5.00 per week		\$5.00 per week
Summer Program - 4th of July week only	60.00 per week		60.00 per week	\$5.00 per week		\$5.00 per week
Junior Counselors Fee for Summer Program	40.00 per week		40.00 per week	\$5.00 per week		\$5.00 per week
Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)						
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			
Meeting Room In Town Whole Day Profit or Non-Profit	30.00		30.00			
Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00		25.00			
Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00		40.00			
Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00		30.00			
Berlin Community Center						
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.						
Supervision/custodial costs will be added for all after hours use.						
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.						
OUTDOOR POOLS						
Season Pass - Household	75.00		75.00	5.00		5.00
Season Pass - Individual	50.00		50.00	5.00		5.00
Replacement Tag	1.00		1.00			
Daily Passes						
Adult Resident	6.00		6.00			
Child, Resident	5.00		5.00			
Adult Non-Resident	12.00		12.00	2.00		2.00
Child, Non-Resident	10.00		10.00	2.00		2.00

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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			
Pavilions Timberlin/Sage						
Pavilions Local	90.00		90.00			
Pavilions Non-Local	140.00		140.00			
Deposit for Pavilion - Refundable	90.00		90.00			
Equipment if requested/Retainer and refundable	55.00		55.00			
Veterans’ Park: For gazebo and/or grounds.						
Non-Local Deposit (refundable)	90.00		90.00			
Non-Local Fee	140.00		140.00			
Field Light Fees						
Scalise - per hour local	45.00		45.00			
Scalise - per hour non local	50.00		50.00			
Sage 1 & Hubbard - per hour local	20.00		20.00			
Sage 1 & Hubbard - per hour non local	40.00		40.00			
Sage Baseball (Zipadelli) - per hour local	25.00		25.00			
Sage Baseball (Zipadelli) - per hour non local	45.00		45.00			
Scalise Football Field, Sage Park Field Rates						
Non local/For profit groups renting Scalise Field are required to pay all Supervision/Grounds out-of-pocket costs. Scalise Field must be rented at least 3 hour minimum.						
Local	\$10/hour		\$10/hour	\$10/hour		\$10/hour
Non local	\$50/hour		\$50/hour	\$50/hour		\$50/hour
Local/Full Day (8 hours+)	60.00		60.00	60.00		60.00
Non local/full day (8 hours+)	300.00		300.00	300.00		300.00
Usage Deposit						
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			
FIELD RENTALS						
Non local/For profit groups renting fields where lights or bathroom facilities are requested will be required to pay all Supervision/Grounds out-of-pocket costs. Per the Field/Facility Use Policy, Group 1 & Group 2 are exempt from field fees. To be billed as a Local Team, the team/league must have 75% of their roster(s) made up of Berlin residents, verified by Field/Facility Use Policy, Section IB.						
Local	\$10/hour		\$10/hour	\$10/hour		\$10/hour
Non local	\$40/hour		\$40/hour	\$40/hour		\$40/hour
Local/Full Day (8 hours+)	60.00		60.00	60.00		60.00
Non local/full day (8 hours+)	240.00		240.00	240.00		240.00
All fields deposits:						
Local	105.00		105.00	105.00		105.00
Non Local/ For Profit	120.00		120.00	120.00		120.00
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			

2019 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted

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		
Lights Per Hour, Non-local	15.00		15.00		
PISTOL CREEK					
Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).					
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	90.00		90.00	10.00	10.00
Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00					
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.					
Planning & Zoning Commission*					
Subdivision or Resubdivision (2 lots)	352 minimum	58.00*	410 minimum		
Subdivision or Resubdivision (more than 2 lots)	250.00 per lot, plus \$2	58.00*	Total number of lots X\$250 (plus state fee of \$60)		
Site Plan Review excluding Subdivision (\$352 for first 5,000 sq. ft. of building area plus \$.10 per additional sq. ft over 5,000)	\$352 minimum	58.00*	\$410 minimum		
Minimum	352.00	58.00*	410.00		
Maximum	1,942.00	58.00*	2,000.00		
Special Event Site Plan Review	152.00	58.00*	210.00		
Subdivision Regulations	15.00		15.00		
Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00		
Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00		
“Plan of Conservation and Development”	25.00		25.00		
Zoning Regulations	30.00		30.00		
Bulk Amendments to Zoning Regulations	10.00		10.00		
Zoning Map – Black & White	8.00		8.00		
Zoning Map – Color	20.00		20.00		
Zone Change	252.00	58.00*	310.00		
Text Amendment	402.00	58.00*	460.00		
Map Copy 11 x 17	1.50		1.50		
Map Copy 17 x 24	3.00		3.00		
Map Copy 22 x 34	5.00		5.00		
Map Copy 34 x 44	8.00		8.00		
Excavation Permit - \$172 (plus \$75 per 1,000 cubic yards or any fractions thereof, of material to be removed - if approved)	172.00 +	58.00*	230.00+		
Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled – if approved)	172.00+	58.00*	230.00+		
Special Permit	222.00	58.00*	280.00		
*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					

2019 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

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Police						
Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):						
\$50 application fee PLUS \$10 per month -or-	50.00		50.00			
\$100 per year	100.00		100.00			
Violation of parks and open space ordinances (Code Sections 13-22 through 13-34 and/or regulations posted for particular locations.)	100.00		100.00			
Parking Fine (Maximum) – Code Section 17-30	100.00		100.00			
Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. – Code Section 17-30						
Daily storage plus towing charges – Code Section 17-32c & 17-31	25.00		25.00			
Towing (Illegal Parking) – Code Section 17-31	75.00		75.00	25.00		25.00
Additional charges for each 24 hours held – Code Section 17-31	25.00		25.00			
Snow ban, if not towed – Code Section 17-32, 17-33(14)	75.00		75.00	25.00		25.00
Snow ban, if towed – Code Section 17-32	75.00		75.00	25.00		25.00
Other between curb sidewalk – Code Section 17-33	75.00		75.00	25.00		25.00
Parking on wrong side of street – Code Section 17-33(1)	75.00		75.00	25.00		25.00
Double parked – Code Section 17-33(11)	75.00		75.00	25.00		25.00
Obstructing driveway – Code Section 17-33(12)	75.00		75.00	25.00		25.00
Parking more than 12" from curb – Code Section 17-33(2)	75.00		75.00	25.00		25.00
Improperly parked – Code Section 17-33(2)	75.00		75.00	25.00		25.00
Parking too near hydrant (10') – Code Section 17-33(3)	75.00		75.00	25.00		25.00
Blocked Crosswalk – Code Section 17-33(4)	75.00		75.00	25.00		25.00
Parking too near street corner (25') – Code Section 17-33(5)	75.00		75.00	25.00		25.00
Parking too near a stop sign (25') – Code Section 17-33(6)	75.00		75.00	25.00		25.00
Parking in restricted area – Code Section 17-33(7)	75.00		75.00	25.00		25.00
No Parking Zone (7)(8)(9) – Code Section 17-33 (7)	75.00		75.00	25.00		25.00
No parking-tow zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00		75.00	25.00		25.00
Handicapped Parking violation – Code Section 17-54	100.00		100.00			
Parking in fire lanes – Code Section 17-77	100.00		100.00			
Private property posted, if not towed – Code Section 17-90	75.00		75.00	25.00		25.00
Private property posted, if towed – Code Section 17-90	75.00		75.00	25.00		25.00
Daily storage plus towing charges – Code Section 17-91	25.00		25.00			
Towing (private property) cost plus – Code Section 17-91	75.00		75.00	25.00		25.00
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	15.00		15.00	5.00		5.00
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			

2019 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

NOTE: STATE STATUTE & REGIONAL HEALTH FEES MAY CHANGE AT ANY TIME

YOY Change

Changes highlighted						
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 rd alarm plus 25.00 each subsequent		50.00 3 rd 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			
Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA						
Class A	75.00		75.00			
Class B	\$10 per day		\$10 per day			
Class C	50.00		50.00			
Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA						
Class 1	75.00		75.00			
Class 2	30.00		30.00			
Class 3	\$60 per day		\$60 per day			
Class 4	15.00		15.00			
Class 5	120.00		120.00			
Class 6	150.00		150.00			
Class 7	300.00		300.00			
Registrar of Voters						
Voters List, per diskette	25.00		25.00			
Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03			
Revenue Collector						
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			
Certification - 1st page, per page	1.00		1.00			
Certification - subsequent pages, per page	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			
Senior Center						
Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:						
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			

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2019 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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Misc. Fees					
Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00		20.00		
Notary Certification – state statute 7-34a	5.00		5.00		
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 (updated by PA 18-136)	20.00		20.00		
Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00		
Passport Photos	10.00		10.00		
Town Manager					
Blighted Buildings – Code Section 4-16	100.00		100.00		
Treasurer's Office					
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		
Cell tower rental (3% increase upon annual renewal)					
A T & T monthly rent - contract expires November	2,798.23		2,798.23	81.50	81.50
Verizon monthly rent - contract expires December	2,522.92		2,522.92	73.48	73.48
T-Mobile monthly rent - contract expires March	1,777.33		1,777.33	51.77	51.77
Crown Base - contract expires March	1,674.28		1,674.28	48.77	48.77
Sprint – contract expires November	1,247.70		1,247.70	36.34	36.34
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		
Water System Connection Charge (Abutting Property): \$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.					
Sewer System Connection Charge (Abutting Property): \$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.					
Water System Connection Charge (Rear Lands): 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.					
Sewer System Connection Charge (Rear Lands): 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.					

2019 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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Zoning and Zoning Board Fees			
ZBA Application (Approval, variance, special permits)	152.00	58.00*	210.00
Additional Related Variance on same property	77.00	58.00*	135.00
Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00
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.

Per Sec. 3-31(b) of the Town Charter, "an owner reclaiming an impounded animal shall pay a fee, as determined by the town council and listed in the town fee schedule, for impoundment, plus any advertising costs, plus board for each day the animal is impounded, plus veterinary costs incurred by the town." The Berlin Animal Control Officer shall have the authority to waive the fees listed in Sec. 3-31(b) of the Town Charter with approval of the Town Manager.

APPROVED BY BERLIN TOWN COUNCIL February 5, 2019; Golf rates amended February 19, 2019