

2022 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
1	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00			
2	Animal adoption	5.00	45.00	50.00			
3	Quarantine of animal (per day - state)	15.00		15.00			
4	Associated Legal Fees	Actual		Actual			
5	Advertising of animal	Cost		Cost			
6	Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00			
7	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
8	Removal of Feces (Ticket is issued) – Code Section 3-12	50.00		50.00			
9	Violation – Chapter Three of Code – per violation	100.00		100.00			
10	Transporting animals to out of town vets after hours	Cost		Cost			
11	Photocopies per page	0.50		0.50			
12	Assessor						
13	Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00			
14	Assessor card - .50/page front and back (state statute)	1.00		1.00			
15	Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03			
16	Berlin-Peck Memorial Library						
17	Adult or Juvenile Library Identification Cards - Lost Card	1.00		1.00			
18	Lost/Severely Damaged Materials in Print	list price		list price			
19	Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost			
20	Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00			
21	Passports (government issued document cost)	per statute		per statute			
22	Notary Fee - CGS 3-95	5.00		5.00			
23	Computer Printing Fees - Black and White	\$.15 per pg.		\$.15 per pg.			
24	Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.	(0.25)		(0.25)
25	Public Fax Machine Fees - U.S., Canada, Caribbean: First page/each additional page (portion to Library)	1.75/1.00		1.75/1.00			
26	Public Fax Machine Fees - International: First page/each additional page (portion to Library)	3.95/3.45		3.95/3.45			
27	Lost or Damaged Barcode	2.00		2.00			
28	Lost or Damaged Audio or Video Case	2.00		2.00			
29	Copies	.15/pg.		.15/pg.			
30	Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00			
31	Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00			
32	Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00			
33	Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00			
34	Use of the Board Room (small room)	40.00		40.00			
35	An additional \$25 fee will be charged for use of the audio-visual equipment and/or kitchen facilities.						
36	A \$5 fee will be assessed for anyone who signs up for a program but fails to attend the program.						
37	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.						
38							

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80	Street Signs (each)	600.00		600.00			
81	Monument Caps (each)	20.00		20.00			
82	Driveway Permits	25.00		25.00			
83	CD-CAD drawing (max. 3 files w/5 layers)	50.00		50.00			
84	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			
85							
86	Fire Marshal						
87	Blasting permits - state statute (29-349e)	60.00		60.00			
88	Golf Course - Timberlin						
89	Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
90	Weekend						
91	18 holes	34.50		34.50	2.50		2.50
92	9 holes	21.00		21.00	1.00		1.00
93	Weekday						
94	18 holes	31.50		31.50	1.50		1.50
95	9 holes	20.00		20.00	1.00		1.00
96	Senior – 18 holes	22.00		22.00	1.00		1.00
97	9 holes	14.00		14.00	1.00		1.00
98	Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
99	Weekend						
100	18 holes	43.00		43.00	2.00		2.00
101	9 holes	26.50		26.50	1.50		1.50
102	Weekday						
103	18 holes	39.00		39.00	2.00		2.00
104	9 holes	24.00		24.00	2.00		2.00
105	Senior – 18 holes	31.00		31.00	2.00		2.00
106	9 holes	19.25		19.25	1.25		1.25
107							
108	Resident/Non-Resident Junior Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
109	18 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	17.00		17.00	1.00		1.00
110	9 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	11.00		11.00	1.00		1.00
111							
112	Active Military, regardless of residency (ID required)						
113	18 holes (anytime)	25.00		25.00			
114	9 holes (anytime)	15.00		15.00			
115							
116	BHS Golf Team – no charge for matches & supervised practices.	0.00		0.00			
117							
118	Resident Golf Passes (excludes Capital Improvement Program (CIP))						
119	Unlimited	1,100.00		1,100.00	50.00		50.00
120	Senior – Unlimited	815.00		815.00	40.00		40.00
121	Junior – Unlimited	440.00		440.00	15.00		15.00
122	Senior Restricted (Mon-Fri only)	490.00		490.00	30.00		30.00
123	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00		200.00	NEW		NEW
124	Junior – Restricted (Mon-Fri only)	315.00		315.00	15.00		15.00
125	Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))						
126	Unlimited	1,450.00		1,450.00	55.00		55.00
127	Senior – Unlimited	1,250.00		1,250.00	55.00		55.00
128	Junior - Unlimited	440.00		440.00	15.00		15.00
129	Senior Restricted (Mon-Fri only)	925.00		925.00	50.00		50.00

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130	Junior – Restricted (Mon-Fri only)			315.00		315.00	15.00
131							
132	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)						
133	Shot Gun (minimum 100 players)			59.00		59.00	4.00
134	Shot Gun (over 100 players)			55.00		55.00	5.00
135	Night Golf			36.50		36.50	1.50
136							
137	Golf Carts (per person) - fees are gross before sales tax						
138	9 holes			11.99		11.99	0.99
139	18 holes			19.75		19.75	1.75
140	9 hole cart pass (10 rides for the price of 8)			96.00		96.00	8.00
141	18 hole cart pass (10 rides for the price of 8)			158.00		158.00	14.00
142	COVID 9 holes			4.00		4.00	0.50
143	COVID 18 holes			6.00		6.00	0.50
144							
145	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 for CIP fees. (g) Outing revenue does <u>not</u> include prize fund or driving range costs.						
146	League Fees - Resident			17.50		17.50	0.50
147	League Fees - Resident Senior			14.50		14.50	0.50
148	League Fees - Non- Resident			20.00		20.00	1.00
149	League Fees - Non-Resident Senior			16.00		16.00	1.00
150	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.						
151	18 holes			2.00		2.00	
152	9 Holes			1.00		1.00	
153	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS						
154							
155							
156	Hatchery Brook Conservation Garden						
157	20' x 20' plot			40.00		40.00	
158	10' x 25' plot			35.00		35.00	
159	5' x 10' plot			25.00		25.00	
160	8' x 20' plot			30.00		30.00	
161	Non-Berlin Citizens will pay an additional \$10.00						
162	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee						
163							

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164	Health Department – Regional Fees (https://www.ccthd.org/forms) - EFFECTIVE 7/1/2020			
165	Full Operation Food Establishment	For Profit		Non-Profit
166	Class I	190.00		95.00
167	Class II	250.00		125.00
168	Class III 0-50 seats	310.00		155.00
169	Class III 51 – 100 seats	350.00		175.00
170	Class III 101 + seats	425.00		212.50
171	Class IV Daycares	175.00		87.50
172	Class IV Nursing/Med	425.00		212.50
173	Class IV Other	425.00		212.50
174				
175	Itin. Vendor Class I	150.00		75.00
176	Itin. Vendor Class II	250.00		125.00
177	Itin. Vendor Class III	300.00		150.00
178				
179	Caterers Class I	150.00		75.00
180	Caterers Class II	250.00		125.00
181	Caterers Class III	300.00		150.00
182	Caterers Class IV	375.00		187.50
183				
184	Seasonal - Class I	135.00		67.50
185	Seasonal - Class II	165.00		82.50
186	Seasonal - Class III	200.00		100.00
187				
188	Grocery - <10,000 sq./ft - Class I	150.00		75.00
189	Grocery - <10,000 sq./ft - Class II	250.00		125.00
190	Grocery - <10,000 sq./ft - Class III	400.00		200.00
191	Grocery - >10,000 sq./ft	800.00		400.00
192				
193	2 nd re-inspection fee	50% of license		50% of license
194	No license penalty fee	50% of license		50% of license
195				
196	Plan Review	100% of license		100% of license
197				
198	Temporary license			
199	Class I - 1 Day	40.00		20.00
200	Class I - 2-14 Days	70.00		35.00
201				
202	Class II & III - 1 Day	60.00		30.00
203	Class II & III - 2-14 Days	120.00		60.00
204				
205	Farm market vendor-non-farmer, no food prep, individual portions, sampling	60.00		30.00
206	Farm market vendor-non-farmer, with food prep, individual portions, sampling	100.00		50.00
207	Farm market vendor – farmer selling farm products	0.00		n/a
208				
209				

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210	Motels					
211	1 to 25 units	200.00				
212	26 to 50 units	300.00				
213	51 to 75 units	350.00				
214	>75 units	400.00				
215						
216	Septic Systems					
217	Plan review + Permit to install – new	400.00				
218	Plan review + Permit to install – repair	175.00				
219	Subdivision Plan Review (first 3 lot reviews)	200.00				
220	Subdivision Plan Review - additional lots (per lot)	50.00				
221	19-13-B100a Review	75.00				
222	Soil Testing – Additional (Different Day)	200.00				
223	Soil testing – new (up to 4 pits and 2 percs)	200.00				
224	Soil testing – repair or 19-13-B100a review	150.00				
225						
226	Private Well					
227	Permit to install (includes multiple geothermal wells)	50.00				
228	Well abandonment/well casing extension permit	25.00				
229	Water test review and approval	25.00				
230						
231	Public Swimming Pools					
232	Permit to Operate - Seasonal	200.00		100.00		
233	Permit to Operate - Year Round	250.00		125.00		
234	Each additional pool	75.00		37.50		
235	Re-inspection fee	\$50.00 per pool		\$50.00 per pool		
236						
237	Salon License					
238	1 to 4 stations	100.00				
239	5 to 9 stations	130.00				
240	10+ stations	160.00				
241	Plan review	100% Lic. Fee				
242	Re-inspection fee	50% Lic. Fee				
243						
244	Day Care Inspection					
245	Re-licensure Inspection Fee	120.00		60.00		
246	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.					
247	Inland Wetlands Commission					
248	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00		
249	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00		
250	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+		
251	Inland Wetlands Regulation	10.00		10.00		
252	*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					

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288	OUTDOOR POOLS						
289	Season Pass - Household	85.00		85.00			
290	Season Pass - Individual	55.00		55.00			
291	Replacement Tag	1.00		1.00			
292	Daily Passes						
293	Adult Resident	10.00		10.00			
294	Child, Resident	5.00		5.00			
295	Adult Non-Resident	20.00		20.00			
296	Child, Non-Resident	10.00		10.00			
297							
298	Pandemic Fees (Resident) (fees only apply if a national/global pandemic has been declared but the pools are open)	2.00		2.00			
299	Pandemic Fees (Non-Resident) (fees only apply if a national/global pandemic has been declared but the pools are open)	5.00		5.00			
300							
301	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	130/110		130/110			
302	Swim Team Non-Resident per child	140.00		140.00			
303	Lifeguard Training Course	155.00 Res 165.00 non-res		155.00 Res 165.00 non-res			
304							
305	Pavilions Timberlin/Sage						
306	Pavilions Local	90.00		90.00			
307	Pavilions Non-Local	140.00		140.00			
308	Deposit for Pavilion - Refundable	90.00		90.00			
309	Equipment if requested/Retainer and refundable	55.00		55.00			
310	Veterans' Park: For gazebo and/or grounds.						
311	Non-Local Deposit (refundable)	90.00		90.00			
312	Non-Local Fee	140.00		140.00			
313							
314	Field Light Fees (New Fee Structure effective in 2021)						
315	All fields, per hour local	50.00		50.00			
316	All fields, per hour, non-local/For-profit	65.00		65.00			
317							
318	Scalise Football Field, Sage Park Field Rates						
319	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.						
320	Grounds Rates (minimum of 3 hours)	\$60/hour		\$60/hour			
321	Custodial Rates (minimum of 3 hours)	\$50/hour		\$50/hour			
322	Local	\$20/hour		\$20/hour	5.00		5.00
323	Non local/For Profit	\$70/hour		\$70/hour			
324	Local/Full Day (8 hours+)	120.00		120.00	30.00		30.00
325	Non local/For Profit/Full Day (8 hours+)	420.00		420.00			
326							
327	Usage Deposit						
328	Concession Local	105.00		105.00			
329	Concession Non-Local/For Profit	210.00		210.00			
330	Facility/Stadium Local	105.00		105.00			
331	Facility/Stadium Non-Local/For Profit	210.00		210.00			
332							
333	FIELD RENTALS						
334	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.						
335							
336	Local	\$20/hour		\$20/hour	5.00		5.00
337	Non local/For Profit	\$50/hour		\$50/hour			
338	Local/Full Day (8 hours+)	120.00		120.00	30.00		30.00

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339	Non local/For Profit/Full Day (8 hours+)	300.00	300.00			
340	All fields deposits:					
341	Local	105.00	105.00			
342	Non Local/For Profit	120.00	120.00			
343	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00	50.00			
344	BHS & McGee Basketball and Tennis Courts – Local	25.00	25.00			
345	BHS & McGee Basketball & Tennis Courts Non-Local	35.00	35.00			
346	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)					
347	Lights Per Hour, Local	50.00	50.00			
348	Lights Per Hour, Non-local/For Profit	65.00	65.00			
349						
350	PISTOL CREEK					
351	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).					
352	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00	100.00			
353	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00	75.00			
354	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00	200.00			
355	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00	150.00			
356	Outside Deck - Hourly Rate	25.00/hr	25.00/hr			
357	Damage Deposit Required of All Groups	90.00	90.00			
358	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00					
359	Field/Facility use key deposit	50.00	50.00	50.00	50.00	
360	All Supervision and Custodial costs will be paid out-of-pocket.					
361	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
362						

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411	No Parking Zone (7)(8)(9) – Code Section 17-33 (7)	75.00		75.00		
412	No parking-tow zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00		75.00		
413	Handicapped Parking violation – Code Section 17-54	100.00		100.00		
414	Parking in fire lanes – Code Section 17-77	100.00		100.00		
415	Private property posted, if not towed – Code Section 17-90	75.00		75.00		
416	Private property posted, if towed – Code Section 17-90	75.00		75.00		
417	Daily storage plus towing charges – Code Section 17-91	25.00		25.00		
418	Towing (private property) cost plus – Code Section 17-91	75.00		75.00		
419	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00		500.00		
420	Vendor Permits (Maximum) – Code Section 5-30	200.00		200.00		
421	Vendor Permits Penalty – per day – Code Section 5-36	199.00		199.00		
422	Guns Dealer's License (CGS 29-28(a))	200.00		200.00		
423	Photographs/Videos – per CD/DVD	15.00		15.00	5.00	5.00
424	Photographs/Videos – per USB Drive	30.00		30.00	20.00	20.00
425	Fingerprinting (CGS 29-17c)	10.00		10.00		
426	Police Reports (FOI-per page)	0.50		0.50		
427	Local Pistol Permit to carry (CGS 29-28(b))	70.00		70.00		
428	Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00		10.00-100.00		
429	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00		35.00		
430	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00		10.00		
431	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00		
432	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		
433	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		
434						
435	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		
436						
437	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00		
438	Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00		
439	Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00		
440	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA					
441	Class A	75.00		75.00		
442	Class B	\$10 per day		\$10 per day		
443	Class C	50.00		50.00		
444						
445	Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA					
446	Class 1	75.00		75.00		
447	Class 2	30.00		30.00		
448	Class 3	\$60 per day		\$60 per day		
449	Class 4	15.00		15.00		
450	Class 5	120.00		120.00		
451	Class 6	150.00		150.00		
452	Class 7	300.00		300.00		
453	Registrar of Voters					
454	Voters List, per diskette	25.00		25.00		
455	Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03		
456	Revenue Collector					

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

Changes highlighted

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497	Land Records – Maps – Trade Names			
498	Legal Documents (\$60 First Page) – state statute 7-34a			
499	First page – state statute 7-34a	16.00	44.00	60.00
500	Each additional page – state statute 7-34a	5.00		5.00
501	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00		20.00
502	Land Recording involving MERS Document (other than Release or Assignment) First Page	49.00	110.00	159.00
503	Each additional page of the above	5.00		5.00
504	Land Recording involving MERS Release or Assignment	32.00	127.00	159.00
505	Land Record, copy per page (in any format) – state statute 7-34a	1.00		1.00
506	Certification of land records per document – state statute 7-34a	2.00		2.00
507	Trade Name Certificate – state statute – 7-34a (updated by PA 18-136)	10.00		10.00
508	Subdivision Maps – state statute 7-34a	30.00		30.00
509	Survey Maps – state statute 7-34a	10.00		10.00
510	Map Copy 11 x 17	1.50		1.50
511	Map Copy 17 x 24	3.00		3.00
512	Map Copy 22 x 34	5.00		5.00
513	Map Copy 34 x 44	8.00		8.00
514	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750	0.0775
515	Sales Ratio – state statute 7-34a	2.00		2.00
516	Documents with no known last address of grantee (land records)– state statute 7-34a	5.00		5.00
517	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00		1.00
518	Vital Statistics			
519	Vital Statistics to Resident Towns – state statute 7-76	2.00		2.00
520	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00		20.00
521	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00		15.00
522	Death Certificate (Certified) – state statute 7-74(b)	20.00		20.00
523	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00		20.00
524	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00
525	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00
526	Marriage License – state statute 7-73 (Updated by PA 18-136) - State amt is for "Victims of Abuse Surcharge"	16.00	34.00	50.00
527	Misc. Fees			
528	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00		20.00
529	Notary Certification – state statute 7-34a	5.00		5.00
530	Notary Fee – state statute 3-95	5.00		5.00
531	Campaign Financing – Late Fee – state statute 9-623	100.00		100.00
532	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00		2.00
533	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00		500.00
534	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00		250.00
535	Violation of Town Seal - Sec. 2-1(d) code book	100.00		100.00
536	Photocopies, per page – state statute 1-212(2)	0.50		0.50
537	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00
538	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00		20.00
539	Fax, Per Page	1.00		1.00
540	Municipal Code	50.00		50.00
541	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00		20.00
542	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00

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2022 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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

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Changes highlighted

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.

ADOPTED BY THE BERLIN TOWN COUNCIL February 1, 2022