

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

Changes highlighted

1	<b>Animal Control</b>	<b>Town Fee</b>	<b>State Fee</b>	<b>Total</b>	<b>Town Fee</b>	<b>State Fee</b>	<b>Total</b>
2	Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00			
3	Animal adoption	5.00	45.00	50.00			
4	Quarantine of animal (per day - state)	15.00		15.00			
5	Associated Legal Fees	Actual		Actual			
6	Advertising of animal	Cost		Cost			
7	Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00			
8	Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
9	Removal of Feces (Ticket is issued) – Code Section 3-12	50.00		50.00			
10	Violation – Chapter Three of Code – per violation	100.00		100.00			
11	Transporting animals to out of town vets after hours	Cost		Cost			
12	<b>Assessor</b>						
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, <b>per</b> name (Labels Must Be Provided) – state statute	0.03		0.03			
16	<b>Berlin-Peck Memorial Library</b>						
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 (first 10 black & white page no charge; over 10 pages fee listed)	\$.15 per pg.		\$.15 per pg.			
24	Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.			
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 (first 10 black & white pages no charge; color and black & white over 10 pages fee listed)	.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	<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>						

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## Changes highlighted

[illegible]

# 2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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79	Street Signs (each)	600.00		600.00			
80	Monument Caps (each)	20.00		20.00			
81	Driveway Permits	25.00		25.00			
82	CD-CAD drawing (max. 3 files w/5 layers)	50.00		50.00			
83	Burning Permits	10.00		10.00			
84	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	<b>Fire Marshal</b>						
86	Blasting permits - state statute (29-349e)	60.00		60.00			
87	<b>Golf Course - Timberlin</b>						
88	<b>Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
89	Weekend						
90	18 holes	36.50		36.50	2.00		2.00
91	9 holes	22.50		22.50	1.50		1.50
92	Weekday						
93	18 holes	33.00		33.00	1.50		1.50
94	9 holes	21.00		21.00	1.00		1.00
95	Senior – 18 holes	23.00		23.00	1.00		1.00
96	9 holes	15.00		15.00	1.00		1.00
97	<b>Non-Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
98	Weekend						
99	18 holes	45.00		45.00	2.00		2.00
100	9 holes	28.00		28.00	1.50		1.50
101	Weekday						
102	18 holes	41.00		41.00	2.00		2.00
103	9 holes	25.00		25.00	1.00		1.00
104	Senior – 18 holes	33.00		33.00	2.00		2.00
105	9 holes	20.75		20.75	1.50		1.50
106							
107	<b>Resident/Non-Resident Junior Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
108	18 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	19.00		19.00	2.00		2.00
109	9 holes (Mon-Fri anytime or Sat-Sun after 12 pm)	12.00		12.00	1.00		1.00
110							
111	<b>Active Military, regardless of residency (ID required)</b>						
112	18 holes (anytime)	25.00		25.00			
113	9 holes (anytime)	15.00		15.00			
114							
115	BHS Golf Team – no charge for matches & supervised practices.	0.00		0.00			
116							
117	<b>Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))						
118	Unlimited	1,125.00		1,125.00	25.00		25.00
119	Senior – Unlimited	840.00		840.00	25.00		25.00
120	Junior – Unlimited	465.00		465.00	25.00		25.00
121	Senior Restricted (Mon-Fri only)	515.00		515.00	25.00		25.00
122	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00		200.00			
123	Junior – Restricted (Mon-Fri only)	340.00		340.00	25.00		25.00
124	<b>Non-Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))						
125	Unlimited	1,600.00		1,600.00	150.00		150.00
126	Senior – Unlimited	1,400.00		1,400.00	150.00		150.00
127	Junior - Unlimited	500.00		500.00	60.00		60.00
128	Senior Restricted (Mon-Fri only)	1,075.00		1,075.00	150.00		150.00
129	Junior – Restricted (Mon-Fri only)	350.00		350.00	35.00		35.00
130							

# 2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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131	<b>Outings</b> (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes <b>cannot</b> be applied to outings or charity events.)						
132	Shot Gun (minimum 100 players)	61.00		61.00		2.00	2.00
133	Shot Gun (over 100 players)	56.00		56.00		1.00	1.00
134	Night Golf	40.00		40.00		3.50	3.50
135							
136	<b>Golf Carts (per person) - fees are gross before sales tax</b>						
137	9 holes	14.10		14.10		2.11	2.11
138	18 holes	22.57		22.57		2.82	2.82
139	9 hole cart pass (10 rides for the price of 8)	126.90		126.90		30.90	30.90
140	18 hole cart pass (10 rides for the price of 8)	203.13		203.13		45.13	45.13
141	Single Rider 9 holes	20.00		20.00		4.01	16.00
142	Single Rider 18 holes	30.00		30.00		4.25	24.00
143							
144	<p><b>Golf Leagues:</b> Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.</p> <p>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.</p>						
145							
146	<b>League Fees - Resident</b>	19.00		19.00		1.50	1.50
147	<b>League Fees - Resident Senior</b>	16.00		16.00		1.50	1.50
148	<b>League Fees - Non- Resident</b>	21.50		21.50		1.50	1.50
149	<b>League Fees - Non-Resident Senior</b>	17.50		17.50		1.50	1.50
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	<b>Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS</b>						
154	<b>Driving Range: SEE TIMBERLIN WEBSITE</b>						
155							
156	<b>Hatchery Brook Conservation Garden</b>						
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						

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

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



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287	<b>OUTDOOR POOLS</b>					
288	Season Pass - Household	85.00		85.00		
289	Season Pass - Individual	55.00		55.00		
290	Replacement Tag	1.00		1.00		
291	Senior (60+) Season Pass - Individual	30.00		30.00	NEW	NEW
292	<b>Daily Passes</b>					
293	Adult Resident	10.00		10.00		
294	Child/Senior (60+), Resident	5.00		5.00		
295	Adult Non-Resident	20.00		20.00		
296	Child/Senior (60+), Non-Resident	10.00		10.00		
297						
298	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	130/110		130/110		
299	Swim Team Non-Resident per child	140.00		140.00		
300	Lifeguard Training Course	155.00 Res 165.00 non-res		155.00 Res 165.00 non-res		
301						
302	<b>Pavilions Timberlin/Sage</b>					
303	Pavilions Local	90.00		90.00		
304	Pavilions Non-Local	140.00		140.00		
305	Deposit for Pavilion - Refundable	90.00		90.00		
306	Equipment if requested/Retainer and refundable	55.00		55.00		
307						
308	<b>Field Light Fees (New Fee Structure effective in 2021)</b>					
309	All fields, per hour local	50.00		50.00		
310	All fields, per hour, non-local/For-profit	65.00		65.00		
311						
312	<b>Scalise Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates</b>					
313	<b>Non local/For profit groups renting Scalise Field or Biscoglio Field are required to pay all Supervision/Grounds out-of-pocket costs. Scalise Field must be rented at least 3 hour minimum.</b>					
314	Grounds Rates (minimum of 3 hours)	\$60/hour		\$60/hour		
315	Custodial Rates (minimum of 3 hours)	\$50/hour		\$50/hour		
316	Local	\$35/hour		\$35/hour	15.00	15.00
317	Non local/For Profit	\$70/hour		\$70/hour		
318	Local/Full Day (8 hours+)	210.00		210.00	90.00	90.00
319	Non local/For Profit/Full Day (8 hours+)	420.00		420.00		
320						
321	<b>Usage Deposit</b>					
322	Concession Local	105.00		105.00		
323	Concession Non-Local/For Profit	210.00		210.00		
324	Facility/Stadium Local	105.00		105.00		
325	Facility/Stadium Non-Local/For Profit	210.00		210.00		
326						
327	<b>FIELD RENTALS (Grass Fields)</b>					
328	<b>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 &amp; 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.</b>					
329						
330	Local	\$20/hour		\$20/hour		
331	Non-local/For Profit	\$75/hour		\$75/hour	25.00	25.00
332	Local/Full Day (8 hours+)	120.00		120.00		
333	Non-local/For Profit/Full Day (8 hours+)	450.00		450.00	150.00	150.00
334	All fields deposits:					
335	Local	105.00		105.00		
336	Non Local/For Profit	120.00		120.00		
337	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00		50.00		
338	BHS & McGee Basketball and Tennis Courts – Local	25.00		25.00		



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339	BHS & McGee Basketball & Tennis Courts Non-Local	35.00		35.00			
340	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)						
341	Lights Per Hour, Local	50.00		50.00			
342	Lights Per Hour, Non-local/For Profit	65.00		65.00			
343							
344	<b><u>PISTOL CREEK</u></b>						
345	<b>Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).</b>						
346	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00			
347	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00			
348	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00			
349	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00			
350	Outside Deck - Hourly Rate	30.00/hr		30.00/hr	5.00		5.00
351	Damage Deposit Required of All Groups	90.00		90.00			
352	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00						
353	Field/Facility use key deposit	50.00		50.00			
354	All Supervision and Custodial costs will be paid out-of-pocket.						
355	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.						
356							

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# 2023 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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

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

## Changes highlighted

453	Certification - 1st page, per page	1.00		1.00			
454	Certification - subsequent pages, per page	0.50		0.50			
455	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00			
456	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00		6.00			
457	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost		At cost			
458	<b>Senior Center</b>						
459	Class Fee	4.00		4.00			
460							
461	<b>Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:</b>						
462	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00			
463	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00		50.00			
464	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00			
465	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00			
466	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00			
467	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00		50.00			
468	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00			
469	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00			
470							
471	Kitchen with multi-purpose room, per hour fee	25.00/hr		25.00/hr			
472							
473	Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00			
474	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00		40.00			
475	Classroom –Whole Day - Out of town Profit or Non-Profit	100.00		100.00			
476	Classroom – Half Day - Out of town Profit or Non-Profit	80.00		80.00			
477	Photocopies, per page – per state statute	0.50		0.50			
478	Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00		36.00			
479	Supervision/Custodial Costs will be charged for all after-hours events.						
480							
481	<b>Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.</b>						
482	<b>Town Clerk</b>						
483	<b>Dog Licenses</b>						
484	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00	7.00	8.00			
485	Dog License- Female or Male Dog – state statute 22-338(a)	1.00	18.00	19.00			
486	New Owner of Already Licensed Dog – state statute 22-339	1.00		1.00			
487	Replacement Tag – state statute 22-341	0.50		0.50			
488	Kennel License – per state statute 22-342	2.00	49.00	51.00			
489	Late Fee on dog license - per month – state statute 22-338(a)	1.00		1.00			
490	List of dogs - <b>per</b> name on list – FOI	0.03		0.03			

**2023 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

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

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

Changes highlighted

[illegible]

## 2023 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

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 7, 2023**