



**2024 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

<b>Building Inspection</b>				
37	<b>Building Permit (Per \$1,000)</b>			
38	Per \$1,000, from \$1,000-\$3,000	29.75	0.25	30.00
39	Per \$1,000 thereafter	14.75	0.25	15.00
40	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.			
41	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.			
42	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.			
43	Penalty for Occupying a home without a Certificate of Occupancy-Ordinance	Set by court		Set by court
44	Certificate of Occupancy, One or Two Family Dwelling, per visit building Inspector or his Delegate	50.00		50.00
45	Certificate of Occupancy, Any Other Dwelling Type or structure per visit fee	100.00		100.00
46	Certificate of Building Compliance - Residential	25.00		25.00
47	Certificate of Building Compliance - Commercial	50.00		50.00
48	Certificate of Zoning Compliance	50.00		50.00
49	Third Inspection Fee	25.00		25.00
50	<b>Engineering &amp; Public Works</b>			
51	Printing & Publications (Price per page):			
52	8 1/2 x 11	0.50		0.50
53	8 1/2 x 14	0.50		0.50
54	Map Copy 11 x 17	1.50		1.50
55	Map Copy 17 x 24	3.00		3.00
56	Map Copy 22 x 34	5.00		5.00
57	Map Copy 34 x 44	8.00		8.00
58	Inland Wetlands Map, 1" = 800'	5.00		5.00
59	Property Map, any scale	5.00		5.00
60	Contour Map, 1" = 200'	5.00		5.00
61	Zoning Map, 1" = 800'	6.00		6.00
62	Zoning Use and Bulk Table	2.00		2.00
63	Water or Sewer Map, 1" = 800'	5.00		5.00
64	Street Index Map (Printed), 1" = 2.5 mi.	2.00		2.00
65	Street Index Map, 1" = 1,600'	5.00		5.00
66	Plan of Development, 1" = 800'	6.00		6.00
67	All Other Printing, Per Sq. Ft. (\$0.50 min.)	0.50		0.50
68	Mylar Printing, Per Sq. Ft. (\$2 min.)	2.00		2.00
69	Solid Waste Collection & Disposal Code Section 15-12	100.00		100.00
70	Recycling Containers (Replacement) - Payable to Trash-Away (not to the town) \$75.00			
71	Mattress/Box Spring Disposal (per unit charge) - curbside pickup only	15.00		15.00
72	Trash Bins (Replacement) – Payable to Trash-Away (not to the town) \$75.00			
73	Contractor's License Fee	50.00		50.00
74	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
75	Plus \$1.00 per linear foot of openings longer than 25 feet.	1.00 + varies		1.00 + varies
76	Late fee for failure to obtain permit (excluding emergency work)	100.00		100.00
77	Street Signs (each)	600.00		600.00
78	Monument Caps (each)	20.00		20.00
79	Driveway Permits	25.00		25.00
80	CD-CAD drawing (max. 3 files w/5 layers)	50.00		50.00

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81	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			
82						
83	<b>Fire Marshal</b>					
84	Blasting permits - state statute (29-349e)	60.00	60.00			
85	<b>Golf Course - Timberlin</b>					
86	<b>Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)					
87	Weekend					
88	18 holes	36.50	36.50			
89	9 holes	22.50	22.50			
90	Weekday					
91	18 holes	33.00	33.00			
92	9 holes	21.00	21.00			
93	Senior – 18 holes	23.00	23.00			
94	9 holes	15.00	15.00			
95	<b>Non-Resident Greens Fees ONLY</b> (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)					
96	Weekend					
97	18 holes	45.00	45.00			
98	9 holes	28.00	28.00			
99	Weekday					
100	18 holes	41.00	41.00			
101	9 holes	25.00	25.00			
102	Senior – 18 holes	33.00	33.00			
103	9 holes	20.75	20.75			
104						
105	<b>Active Military, regardless of residency (ID required)</b>					
106	18 holes (anytime)	25.00	25.00			
107	9 holes (anytime)	15.00	15.00			
108						
109	BHS Golf Team – no charge for matches & supervised practices.	0.00	0.00			
110						
111	<b>Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))					
112	Unlimited	1,125.00	1,125.00			
113	Senior – Unlimited	840.00	840.00			
114	Junior – Unlimited	465.00	465.00			
115	Senior Restricted (Mon-Fri only)	515.00	515.00			
116	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00	200.00			
117	Junior – Restricted (Mon-Fri only)	340.00	340.00			
118	<b>Non-Resident Golf Passes</b> (excludes Capital Improvement Program (CIP))					
119	Unlimited	1,600.00	1,600.00			
120	Senior – Unlimited	1,400.00	1,400.00			
121	Junior - Unlimited	500.00	500.00			
122	Senior Restricted (Mon-Fri only)	1,075.00	1,075.00			
123	Junior – Restricted (Mon-Fri only)	350.00	350.00			
124						

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125	<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.)					
126	Shot Gun (minimum 100 players)	63.00		63.00		
127	Shot Gun (over 100 players)	58.00		58.00		
128	Night Golf	40.00		40.00		
129						
130	<b>Golf Carts (per person) - fees are gross before sales tax</b>					
131	9 holes	14.10		14.10		
132	18 holes	22.57		22.57		
133	9 hole cart pass (10 rides for the price of 8)	126.90		126.90		
134	18 hole cart pass (10 rides for the price of 8)	203.13		203.13		
135	Single Rider 9 holes	20.00		20.00		
136	Single Rider 18 holes	30.00		30.00		
137						
138	<b>Golf Leagues: Deposit will be required to reserve league position. Greens fees will be paid in advance and are non-refundable. Rain checks will be considered.</b>					
	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.					
139						
140	<b>League Fees - Resident</b>	19.00		19.00		
141	<b>League Fees - Resident Senior</b>	16.00		16.00		
142	<b>League Fees - Non- Resident</b>	21.50		21.50		
143	<b>League Fees - Non-Resident Senior</b>	17.50		17.50		
144	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.					
145	18 holes	2.00		2.00		
146	9 Holes	1.00		1.00		
147	<b>Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS</b>					
148	<b>Driving Range: SEE TIMBERLIN WEBSITE</b>					
149						
150	<b>Hatchery Brook Conservation Garden</b>					
151	20' x 20' plot	40.00		40.00		
152	10' x 25' plot	35.00		35.00		
153	5' x 10' plot	25.00		25.00		
154	8' x 20' plot	30.00		30.00		
155	Non-Berlin Citizens will pay an additional \$10.00					
156	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee					
157						

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158	<b>Health Department – Regional Fees</b> ( <a href="https://www.ccthd.org/forms">https://www.ccthd.org/forms</a> ) - EFFECTIVE 7/1/2023				
159	<b>Full Operation Food Establishment</b>	For Profit		Non-Profit	
160	Class I	200.00		100.00	10.00 5.00
161	Class II	265.00		135.00	15.00 10.00
162	Class III 0-50 seats	330.00		165.00	20.00 10.00
163	Class III 51 – 100 seats	375.00		185.00	25.00 10.00
164	Class III 101 + seats	455.00		225.00	30.00 12.50
165	Class IV Daycares	185.00		95.00	10.00 7.50
166	Class IV Nursing/Med	450.00		225.00	25.00 12.50
167	Class IV Other	455.00		225.00	30.00 12.50
168					
169	Itin. Vendor Class I	160.00		80.00	10.00 5.00
170	Itin. Vendor Class II	265.00		135.00	15.00 10.00
171	Itin. Vendor Class III	320.00		160.00	20.00 10.00
172					
173	Caterers Class I	160.00		80.00	10.00 5.00
174	Caterers Class II	265.00		135.00	15.00 10.00
175	Caterers Class III	320.00		160.00	20.00 10.00
176	Caterers Class IV	400.00		200.00	25.00 12.50
177					
178	Seasonal - Class I	145.00		70.00	10.00 2.50
179	Seasonal - Class II	175.00		90.00	10.00 7.50
180	Seasonal - Class III	215.00		105.00	15.00 5.00
181					
182	Grocery - <10,000 sq./ft - Class I	160.00		80.00	10.00 5.00
183	Grocery - <10,000 sq./ft - Class II	265.00		130.00	15.00 5.00
184	Grocery - <10,000 sq./ft - Class III	420.00		215.00	20.00 15.00
185	Grocery - >10,000 sq./ft	850.00		425.00	50.00 25.00
186					
187	2 <sup>nd</sup> re-inspection fee	50% of license		50% of license	
188	No license penalty fee	50% of license		50% of license	
189					
190	Plan Review	100% of license		100% of license	
191					
192	Temporary license				
193	Class I - 1 Day	45.00		25.00	5.00 5.00
194	Class I - 2-14 Days	75.00		40.00	5.00 5.00
195					
196	Class II & III - 1 Day	65.00		35.00	5.00 5.00
197	Class II & III - 2-14 Days	130.00		65.00	10.00 5.00
198					
199	Farm market vendor-non-farmer, with food prep, individual portions, sampling	105.00		55.00	5.00 5.00
200					
201					

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202	<b>Motels</b>					
203	1 to 25 units	215.00			15.00	
204	26 to 50 units	320.00			20.00	
205	51 to 75 units	375.00			25.00	
206	>75 units	425.00			25.00	
207						
208	<b>Septic Systems</b>					
209	Plan review + Permit to install – new	425.00			25.00	
210	Plan review + Permit to install – repair	185.00			10.00	
211	Subdivision Plan Review (first 3 lot reviews)	215.00			15.00	
212	Subdivision Plan Review - additional lots (per lot)	55.00			5.00	
213	19-13-B100a Review	80.00			5.00	
214	Soil Testing – Additional (Different Day)	215.00			15.00	
215	Soil testing – new (up to 4 pits and 2 percs)	215.00			15.00	
216	Soil testing – repair or 19-13-B100a review	160.00			10.00	
217						
218	<b>Private Well</b>					
219	Permit to install (includes multiple geothermal wells)	55.00			5.00	
220	Well abandonment/well casing extension permit	30.00			5.00	
221	Water test review and approval	30.00			5.00	
222						
223	<b>Public Swimming Pools</b>					
224	Permit to Operate - Seasonal	215.00	105.00		15.00	5.00
225	Permit to Operate - Year Round	265.00	130.00		15.00	5.00
226	Each additional pool	80.00	40.00		5.00	2.50
227	Re-inspection fee	\$55.00 per pool	\$55.00 per pool		\$5.00 per pool	\$5.00 per pool
228						
229	<b>Salon License</b>					
230	1 to 4 stations	105.00			5.00	
231	5 to 9 stations	140.00			10.00	
232	10+ stations	170.00			10.00	
233	Plan review	100% Lic. Fee				
234	Re-inspection fee	50% Lic. Fee				
235						
236	<b>Day Care Inspection</b>					
237	Re-licensure Inspection Fee	130.00	65.00		10.00	5.00
238	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.					
239	<b>Inland Wetlands Commission</b>					
240	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00		
241	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00		
242	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+		
243	Inland Wetlands Regulation	10.00		10.00		
244	*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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245	<b>Mobile Home Park Rental</b>					
246	Each Unit 07/01/2024 – 06/30/2025 (per month)	350.00		350.00		
247	Late Fee – \$15					
248	House - Currently vacant. Renovations needed. Fee TBD					
249	<b>Parks &amp; Recreation</b>					
250	Halloween Event, per child	5.00		5.00		
251						
252	<b>Youth Athletic Leagues and Teams</b>					
253	Basketball – Winter 3 <sup>rd</sup> -8 <sup>th</sup> Grade Basketball, Boys & Girls	95.00		95.00	5.00	5.00
254	Including \$10 Late Fee after deadline if spots are available in 3 <sup>rd</sup> -8 <sup>th</sup> grade winter basketball.	105.00		105.00	5.00	5.00
255	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	110.00		110.00		
256	<b>Adult Recreational Sport Activities</b>					
257	Winter – Resident Men's 31 yrs. Plus Basketball - season	85.00		85.00		
258	Winter – Non-Resident Men's 31 yrs. Plus Basketball - season	105.00		105.00		
259	Winter – Resident Women's 30 plus Recreation Volleyball - season	60.00		60.00		
260	Winter – Non-Resident Women's 30 plus Recreation Volleyball - season	80.00		80.00		
261	<b>Recreation Programs Special Revenue Fund</b>					
262	*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.					
263	Summer Program	95.00 per week		95.00 per week	\$5.00 per week	\$5.00 per week
264	Summer Program - any 4 day week	80.00 per week		80.00 per week	\$5.00 per week	\$5.00 per week
265	Summer Program - any 3 day week	65.00 per week		65.00 per week	\$5.00 per week	\$5.00 per week
266	Junior Counselors Fee for Summer Program	65.00 per week		65.00 per week	\$5.00 per week	\$5.00 per week
267	<b>Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)</b>					
268	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00		80.00		
269	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00		50.00		
270	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00		100.00		
271	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non-Profit	60.00		60.00		
272	Meeting Room In Town Whole Day Profit or Non-Profit	30.00		30.00		
273	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00		25.00		
274	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00		40.00		
275	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00		30.00		
276	<b>Berlin Community Center</b>					
277	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.					
278	Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.					
279	<b>Supervision/custodial costs will be added for all after hours use.</b>					
	<b>All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.</b>					

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280	<b>OUTDOOR POOLS</b>					
281	Season Pass - Household	85.00		85.00		
282	Season Pass - Individual	55.00		55.00		
283	Replacement Tag	1.00		1.00		
284	Senior (60+) Season Pass - Individual	30.00		30.00		
285	<b>Daily Passes</b>					
286	Adult Resident	10.00		10.00		
287	Child/Senior (60+), Resident	5.00		5.00		
288	Adult Non-Resident	20.00		20.00		
289	Child/Senior (60+), Non-Resident	10.00		10.00		
290						
291	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	130/110		130/110		
292	Swim Team Non-Resident per child	140.00		140.00		
293	Lifeguard Training Course	155.00 Res 165.00 non-res		155.00 Res 165.00 non-res		
294						
295	<b>Pavilions Timberlin/Sage</b>					
296	Pavilions Local	90.00		90.00		
297	Pavilions Non-Local	140.00		140.00		
298	Deposit for Pavilion - Refundable	90.00		90.00		
299	Equipment if requested/Retainer and refundable	55.00		55.00		
300						
301	<b>Field Light Fees (New Fee Structure effective in 2021)</b>					
302	All fields, per hour local	50.00		50.00		
303	All fields, per hour, non-local/For-profit	65.00		65.00		
304						
305	<b>Scalise Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates</b>					
306	<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>					
307	<b>Grounds Rates (minimum of 3 hours)</b>	<b>\$65/hour</b>		<b>\$65/hour</b>	<b>\$5.00/hour</b>	<b>\$5.00/hour</b>
308	<b>Custodial Rates (minimum of 3 hours)</b>	<b>\$65/hour</b>		<b>\$65/hour</b>	<b>\$15.00/hour</b>	<b>\$15.00/hour</b>
309	Local	\$35/hour		\$35/hour		
310	Non local/For Profit	\$80/hour		\$80/hour	\$5.00/hour	\$5.00/hour
311	Local/Full Day (8 hours+)	210.00		210.00		
312	Non local/For Profit/Full Day (8 hours+)	480.00		480.00	30.00	30.00
313						
314	<b>Usage Deposit</b>					
315	Concession Local	105.00		105.00		
316	Concession Non-Local/For Profit	210.00		210.00		
317	Facility/Stadium Local	105.00		105.00		
318	Facility/Stadium Non-Local/For Profit	210.00		210.00		
319						
320	<b>FIELD RENTALS (Grass Fields)</b>					
321	<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>					
322						
323	Local	\$20/hour		\$20/hour		
324	Non-local/For Profit	\$75/hour		\$75/hour		
325	Local/Full Day (8 hours+)	120.00		120.00		
326	Non-local/For Profit/Full Day (8 hours+)	450.00		450.00		
327	All fields deposits:					
328	Local	105.00		105.00		
329	Non Local/For Profit	120.00		120.00		
330	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00		50.00		



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331	BHS & McGee Basketball and Tennis Courts – Local	25.00		25.00			
332	BHS & McGee Basketball & Tennis Courts Non-Local	35.00		35.00			
	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)						
333							
334	Lights Per Hour, Local	60.00		60.00	10.00		10.00
335	Lights Per Hour, Non-local/For Profit	75.00		75.00	10.00		10.00
336							
337	<b>PISTOL CREEK</b>						
338	<b>Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).</b>						
339	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00			
340	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00			
341	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00			
342	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00			
343	Outside Deck - Hourly Rate	30.00/hr		30.00/hr			
344	Damage Deposit Required of All Groups	90.00		90.00			
345	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00						
346	Field/Facility use key deposit	50.00		50.00			
347	All Supervision and Custodial costs will be paid out-of-pocket.						
348	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.						
349							
350	<b>Planning &amp; Zoning Commission*</b>						
	Subdivision or Resubdivision (2 lots)	\$352 minimum	58.00*	\$410 minimum			
351	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)			
352	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			
353							
354	Minimum	352.00	58.00*	410.00			
355	Maximum	1,942.00	58.00*	2,000.00			
356	Special Event Site Plan Review	152.00	58.00*	210.00			
357	Subdivision Regulations	15.00		15.00			
358	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00			
359	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00			
360	“Plan of Conservation and Development”	25.00		25.00			
361	Zoning Regulations	30.00		30.00			
362	Bulk Amendments to Zoning Regulations	10.00		10.00			
363	Zoning Map – Black & White	8.00		8.00			
364	Zoning Map – Color	20.00		20.00			
365	Zone Change	252.00	58.00*	310.00			
366	Text Amendment	402.00	58.00*	460.00			
367	Map Copy 11 x 17	1.50		1.50			
368	Map Copy 17 x 24	3.00		3.00			
369	Map Copy 22 x 34	5.00		5.00			
370	Map Copy 34 x 44	8.00		8.00			
371	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+			
372	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled – if approved)	172.00+	58.00*	230.00+			
373	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						
374							

**2024 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

375	<b>Police</b>				
376	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):				
377	\$50 application fee PLUS \$10 per month -or-	50.00		50.00	
378	\$100 per year	100.00		100.00	
379	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	
380	Parking Fine (Maximum) – Code Section 17-30	100.00		100.00	
381	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. – Code Section 17-30				
382	Daily storage plus towing charges – Code Section 17-32c & 17-31	25.00		25.00	
383	Towing (Illegal Parking) – Code Section 17-31	75.00		75.00	
384	Additional charges for each 24 hours held – Code Section 17-31	25.00		25.00	
385	Snow ban, if not towed – Code Section 17-32, 17-33(14)	75.00		75.00	
386	Snow ban, if towed – Code Section 17-32	75.00		75.00	
387	Other between curb sidewalk – Code Section 17-33	75.00		75.00	
388	Parking on wrong side of street – Code Section 17-33(1)	75.00		75.00	
389	Double parked – Code Section 17-33(11)	75.00		75.00	
390	Obstructing driveway – Code Section 17-33(12)	75.00		75.00	
391	Parking more than 12" from curb – Code Section 17-33(2)	75.00		75.00	
392	Improperly parked – Code Section 17-33(2)	75.00		75.00	
393	Parking too near hydrant (10') – Code Section 17-33(3)	75.00		75.00	
394	Blocked Crosswalk – Code Section 17-33(4)	75.00		75.00	
395	Parking too near street corner (25') – Code Section 17-33(5)	75.00		75.00	
396	Parking too near a stop sign (25') – Code Section 17-33(6)	75.00		75.00	
397	Parking in restricted area – Code Section 17-33(7)	75.00		75.00	
398	No Parking Zone (7)(8)(9) – Code Section 17-33 (7)	75.00		75.00	
399	No parking-tow zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00		75.00	
400	Handicapped Parking violation – Code Section 17-54	100.00		100.00	
401	Parking in fire lanes – Code Section 17-77	100.00		100.00	
402	Private property posted, if not towed – Code Section 17-90	75.00		75.00	
403	Private property posted, if towed – Code Section 17-90	75.00		75.00	
404	Daily storage plus towing charges – Code Section 17-91	25.00		25.00	
405	Towing (private property) cost plus – Code Section 17-91	75.00		75.00	
406	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00		500.00	
407	Vendor Permits (Maximum) – Code Section 5-30	200.00		200.00	
408	Vendor Permits Penalty – per day – Code Section 5-36	199.00		199.00	
409	Guns Dealer's License (CGS 29-28(a))	200.00		200.00	
410	Photographs/Videos – per CD/DVD	15.00		15.00	
411	Photographs/Videos – per USB Drive	30.00		30.00	
412	Fingerprinting (CGS 29-17c)	10.00		10.00	
413	Police Reports (FOI-per page)	0.50		0.50	
414	Local Pistol Permit to carry (CGS 29-28(b))	70.00		70.00	
415	Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00		10.00-100.00	

**2024 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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416	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00		35.00			
417	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00		10.00			
418	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00			
419	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			
420	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			
421							
422	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			
423							
424	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00			
425	Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00			
426	Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00			
427	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA						
428	Class A	75.00		75.00			
429	Class B	\$10 per day		\$10 per day			
430	Class C	50.00		50.00			
431							
432	Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA						
433	Class 1	75.00		75.00			
434	Class 2	30.00		30.00			
435	Class 3	\$60 per day		\$60 per day			
436	Class 4	15.00		15.00			
437	Class 5	120.00		120.00			
438	Class 6	150.00		150.00			
439	Class 7	300.00		300.00			
440	<b>Registrar of Voters</b>						
441	Voters List, per diskette	25.00		25.00			
442	Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03			
443	<b>Revenue Collector</b>						
444	Delinquent Tax Payer List, paper form, per page – per state statute	0.50		0.50			
445	Copy of a tax bill – per state statute	0.50		0.50			
446	Certification - 1st page, per page	1.00		1.00			
447	Certification - subsequent pages, per page	0.50		0.50			
448	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00			
449	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00		6.00			
450	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost		At cost			

**2024 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

451	<b>Senior Center</b>					
452	Class Fee	4.00		4.00		
453						
454	<b>Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:</b>					
455	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00		
456	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00		50.00		
457	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00		
458	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00		
459	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00		
460	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00		50.00		
461	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00		
462	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00		
463						
464	Kitchen with multi-purpose room, per hour fee	25.00/hr		25.00/hr		
465						
466	Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00		
467	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00		40.00		
468	Classroom – Whole Day - Out of town Profit or Non-Profit	100.00		100.00		
469	Classroom – Half Day - Out of town Profit or Non-Profit	80.00		80.00		
470	Photocopies, per page – per state statute	0.50		0.50		
471	<b>NEW Non-resident Membership Fee (Annually – originally adopted 02/05)</b>	<b>48.00</b>		<b>48.00</b>	<b>12.00</b>	<b>12.00</b>
472	RENEWING Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00		36.00		
473	Supervision/Custodial Costs will be charged for all after-hours events.					
474						
475	<b>Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.</b>					
476	<b>Town Clerk</b>					
477	<b>Dog Licenses</b>					
478	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00	7.00	8.00		
479	Dog License- Female or Male Dog – state statute 22-338(a)	1.00	18.00	19.00		
480	New Owner of Already Licensed Dog – state statute 22-339	1.00		1.00		
481	Replacement Tag – state statute 22-341	0.50		0.50		
482	Kennel License – per state statute 22-342	2.00	49.00	51.00		
483	Late Fee on dog license - per month – state statute 22-338(a)	1.00		1.00		
484	List of dogs - <b>per</b> name on list – FOI	0.03		0.03		

**2024 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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485	<b>Land Records – Maps – Trade Names</b>					
486	Legal Documents (\$60 First Page) – state statute 7-34a					
487	First page – state statute 7-34a	16.00	44.00	60.00		
488	Each additional page – state statute 7-34a	5.00		5.00		
489	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00		20.00		
490	Land Recording involving MERS Document (other than Release or Assignment) First Page	49.00	110.00	159.00		
491	Each additional page of the above	5.00		5.00		
492	Land Recording involving MERS Release or Assignment	32.00	127.00	159.00		
493	Land Record, copy per page (in any format) – state statute 7-34a	1.00		1.00		
494	Certification of land records per document – state statute 7-34a	2.00		2.00		
495	Trade Name Certificate – state statute – 7-34a (updated by PA 18-136)	10.00		10.00		
496	Subdivision Maps – state statute 7-34a	30.00		30.00		
497	Survey Maps – state statute 7-34a	10.00		10.00		
498	Map Copy 11 x 17	1.50		1.50		
499	Map Copy 17 x 24	3.00		3.00		
500	Map Copy 22 x 34	5.00		5.00		
501	Map Copy 34 x 44	8.00		8.00		
502	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750	0.0775		
503	Sales Ratio – state statute 7-34a	2.00		2.00		
504	Documents with no known last address of grantee (land records)– state statute 7-34a	5.00		5.00		
505	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00		1.00		
506	<b>Vital Statistics</b>					
507	Vital Statistics to Resident Towns – state statute 7-76	2.00		2.00		
508	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00		20.00		
509	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00		15.00		
510	Death Certificate (Certified) – state statute 7-74(b)	20.00		20.00		
511	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00		20.00		
512	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00		
513	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00		
514	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		
515	<b>Misc. Fees</b>					
516	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00		20.00		
517	Notary Certification – state statute 7-34a	5.00		5.00		
518	Notary Fee – state statute 3-95	5.00		5.00		
519	Campaign Financing – Late Fee – state statute 9-623	100.00		100.00		
520	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00		2.00		
521	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00		500.00		
522	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00		250.00		
523	Violation of Town Seal - Sec. 2-1(d) code book	100.00		100.00		
524	Photocopies, per page – state statute 1-212(2)	0.50		0.50		
525	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00		
526	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00		20.00		
527	Fax, Per Page	1.00		1.00		
528	Municipal Code	50.00		50.00		
529	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00		20.00		
530	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00		

**2024 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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531	<b>Town Manager</b>					
532	Blighted Buildings – Code Section 4-16	150.00		150.00		
533	<b>Treasurer's Office</b>					
534	Monthly processing fee for Cash Performance Bonds over \$5,000.00	8.00		8.00		
535	Replacement check fee	10.00		10.00		
536	Returned Check fee (C.G.S. 52-565a)	20.00		20.00		
537	<b>Cell tower rental</b>					
538	A T & T monthly rent - contract expires November	3,306.76		3,306.76		
539	Verizon monthly rent - contract expires December	2,860.22		2,860.22		
540	T-Mobile monthly rent - contract expires March	1,884.47		1,884.47		
541	Crown Base - contract expires March	1,724.52		1,724.52		
542	<b>Water Control</b>	<b>WCC Fee</b>	<b>State Fee</b>	<b>Total</b>		
543	Water Control Commission Regulations	16.00		16.00		
544	Inspection of water taps not made by BWCC staff	125.00		125.00		
545	Water Permit	750.00		750.00	375.00	375.00
546	Sewer Permit	250.00		250.00	125.00	125.00
547	Irrigation Meter	100.00		100.00		
548	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		
549	<b>Water System Connection Charge (Abutting Property): \$25 per front foot (\$35 per front foot on divided highway); plus \$2,500 for first unit; plus \$1,500 for each additional unit. For non-residential property: \$2,500 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 \$750 Water Permit.</b>					
550	<b>Sewer System Connection Charge (Abutting Property): \$35 per front foot (\$43 per front foot on divided highway); plus \$3,000 for first unit; plus \$1,700 for each additional unit. For non-residential property: \$3,000 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 \$250 Sewer Permit.</b>					
551	<b>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 \$750 for Water Permit.</b>					
552	<b>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 \$250 for Sewer Permit.</b>					
553	Fire Connection Fee (requires water permit) 2" line	1,400.00		1,400.00	1,400.00	1,400.00
554	Fire Connection Fee (requires water permit) 4" line	1,800.00		1,800.00	1,800.00	1,800.00
555	Fire Connection Fee (requires water permit) 6" line	2,000.00		2,000.00	2,000.00	2,000.00
556						
557	<b>Zoning and Zoning Board Fees</b>					
558	ZBA Application (Approval, variance, special permits)	152.00	58.00*	210.00		
559	Additional Related Variance on same property	77.00	58.00*	135.00		
560	Appeals from Zoning Enforcement Officer's decision or determination	210.00		210.00		
561	Zoning Compliance Letter or Certification	50.00		50.00		
562	Home Occupation Approval Compliance Letter	50.00		50.00		
563	Lot Line Revisions	50.00		50.00		
564	ZBA Motor Vehicle License	322.00	58.00*	380.00		
565	Gasoline License	322.00	58.00*	380.00		
566	Zoning violations - Ordinance	150.00 per day		150.00 per day		
567	ZBA Permits for Sale of Alcoholic Beverages	322.00	58.00*	380.00		
568	Junked, Wrecked, Abandoned Property – Code Sections 7-30-7-35	100.00 per day of non-compliance		100.00 per day of non-compliance		
569	*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					

**2024 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL**

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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 goods or services and those goods 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.

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 the approval of the Town Manager.

**ADOPTED BY THE BERLIN TOWN COUNCIL February 6, 2024**