

2025 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

	Town Fee	State Fee	Total	Town Fee	State Fee	Total
Animal Control						
Impounded dog redemption (see notes at the bottom of this document)	15.00		15.00			
Animal adoption	5.00	45.00	50.00			
Quarantine of animal (per day - state)	15.00		15.00			
Associated Legal Fees	Actual		Actual			
Advertising of animal	Cost		Cost			
Boarding fee 24 hours after notification by phone or advertising (per day)	15.00		15.00			
Disposal of deceased animal (veterinarian fee) depends on size	Cost		Cost			
Removal of Feces (Ticket is issued) – Code Section 3-12	50.00		50.00			
Violation – Chapter Three of Code – per violation	100.00		100.00			
Transporting animals to out of town vets after hours	Cost		Cost			
Assessor						
Grand List-RE, MV, PP (on CD), for each Type; no charge if e-mailed (FOI)	1.00		1.00			
Assessor card - .50/page front and back (state statute)	1.00		1.00			
Labels, per name (Labels Must Be Provided) – state statute	0.03		0.03			
Berlin-Peck Memorial Library						
Lost/Severely Damaged Materials in Print	list price		list price			
Lost/Severely Damaged Materials out of Print	average in print cost		average in print cost			
Passports (Town processing fee) - increasing from \$25 to \$35 effective April 1, 2018	35.00		35.00			
Passports (government issued document cost)	per statute		per statute			
Notary Fee - CGS 3-95	5.00		5.00			
Computer Printing Fees - Black and White (first 10 black & white page no charge; over 10 pages fee listed)	\$.15 per pg.		\$.15 per pg.			
Computer Printing Fees - Color	\$.25 per pg.		\$.25 per pg.			
Lost or Damaged Barcode	2.00		2.00			
Lost or Damaged Audio or Video Case	2.00		2.00			
Copies	.15/pg.		.15/pg.			
Use of Meeting Room – Whole Day – In Town – for Profit and Non-Profit	80.00		80.00			
Use of Meeting Room – Whole Day – Out of Town – for Profit and Non-Profit	100.00		100.00			
Use of Meeting Room – ½ Day (4 hrs.) – In Town – for Profit and Non-Profit	50.00		50.00			
Use of Meeting Room – ½ Day (4 hrs.) – Out of Town – for Profit and Non-Profit	60.00		60.00			
Use of the Board Room (small room)	40.00		40.00			
A \$5 fee will be assessed for anyone who signs up for a program but fails to attend when items were purchased specifically for number of attendees and no-show fee was clearly stated upon registration.						
Note: All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.						

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78	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			
79	Fire Marshal						
80	Blasting permits - state statute (29-349e)	60.00		60.00			
81	Golf Course - Timberlin						
82	Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
83	Weekend						
84	18 holes	37.00		37.00	0.50	0.50	
85	9 holes	23.00		23.00	0.50	0.50	
86	Weekday						
87	18 holes	34.00		34.00	1.00	1.00	
88	9 holes	22.00		22.00	1.00	1.00	
89	Senior – 18 holes	24.00		24.00	1.00	1.00	
90	9 holes	16.00		16.00	1.00	1.00	
91	Non-Resident Greens Fees ONLY (excludes Capital Improvement Program (CIP), Carts and CT Sales Tax)						
92	Weekend						
93	18 holes	46.00		46.00	1.00	1.00	
94	9 holes	28.50		28.50	0.50	0.50	
95	Weekday						
96	18 holes	42.00		42.00	1.00	1.00	
97	9 holes	26.00		26.00	1.00	1.00	
98	Senior – 18 holes	34.00		34.00	1.00	1.00	
99	9 holes	21.50		21.50	0.75	0.75	
100							
101	Active Military, regardless of residency (ID required)						
102	18 holes (anytime)	25.00		25.00			
103	9 holes (anytime)	16.00		16.00	1.00	1.00	
104							
105	BHS Golf Team – no charge for matches & supervised practices.	0.00		0.00			
106							
107	Resident Golf Passes (excludes Capital Improvement Program (CIP))						
108	Unlimited	1,145.00		1,145.00	20.00	20.00	
109	Senior – Unlimited	855.00		855.00	15.00	15.00	
110	Junior – Unlimited	490.00		490.00	25.00	25.00	
111	Senior Restricted (Mon-Fri only)	525.00		525.00	10.00	10.00	
112	Super Senior Restricted (Mon-Fri only; age 90 and above)	200.00		200.00			
113	Junior – Restricted (Mon-Fri only)	355.00		355.00	15.00	15.00	
114	Non-Resident Golf Passes (excludes Capital Improvement Program (CIP))						
115	Unlimited	1,630.00		1,630.00	30.00	30.00	
116	Senior – Unlimited	1,425.00		1,425.00	25.00	25.00	
117	Junior - Unlimited	525.00		525.00	25.00	25.00	
118	Senior Restricted (Mon-Fri only)	1,100.00		1,100.00	25.00	25.00	
119	Junior – Restricted (Mon-Fri only)	375.00		375.00	25.00	25.00	
120							

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121	Outings (all outing rates include greens fee, cart and Capital Improvement Program (CIP); Season passes cannot be applied to outings or charity events.)					
122	Shot Gun (minimum 100 players)	65.00		65.00	2.00	2.00
123	Shot Gun (over 100 players)	60.00		60.00	2.00	2.00
124	Night Golf	40.00		40.00		
125						
126	Golf Carts (per person) - fees are gross before sales tax					
127	9 holes	14.10		14.10		
128	18 holes	22.57		22.57		
129	9 hole cart pass (10 rides for the price of 8)	126.90		126.90		
130	18 hole cart pass (10 rides for the price of 8)	203.13		203.13		
131	Single Rider 9 holes	20.00		20.00		
132	Single Rider 18 holes	30.00		30.00		
133						
134	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 with \$1,000 in property tax in the current year (b) Timberlin Golf Course Policies and Definitions contain complete details regarding eligibility and golfing at Timberlin. (c) At their discretion, the Director of Golf may reduce regular greens fees up to 30% (d) Golf Pass will expire on December 31st and may not be used for outings. (e) Rain checks will not be given for CIP fees and expire on December 31st.					
135						
136	League Fees - Resident	20.50		20.50	1.50	1.50
137	League Fees - Resident Senior	16.00		16.00		
138	League Fees - Non- Resident	23.00		23.00	1.50	1.50
139	League Fees - Non-Resident Senior	19.00		19.00	1.50	1.50
140	Capital Improvement Program (CIP) - Rain checks are not given for CIP fees.					
141	18 holes	2.00		2.00		
142	9 Holes	1.00		1.00		
143	Specials/Promotions: SEE TIMBERLIN WEBSITE OR CONTACT THE CLUBHOUSE FOR SPECIALS OR PROMOTIONS					
144	Driving Range: SEE TIMBERLIN WEBSITE					
145						
146	Hatchery Brook Conservation Garden					
147	20' x 20' plot	40.00		40.00		
148	10' x 25' plot	35.00		35.00		
149	5' x 10' plot	25.00		25.00		
150	8' x 20' plot	30.00		30.00		
151	Non-Berlin Citizens will pay an additional \$10.00					
152	Gardeners who agree to community service in the garden will receive a \$10.00 reduction on their fee					

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

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198	Motels				
199	1 to 25 units	215.00			
200	26 to 50 units	320.00			
201	51 to 75 units	375.00			
202	>75 units	425.00			
203					
204	Septic Systems				
205	Plan review + Permit to install – new	425.00			
206	Plan review + Permit to install – repair	185.00			
207	Subdivision Plan Review (first 3 lot reviews)	215.00			
208	Subdivision Plan Review - additional lots (per lot)	55.00			
209	19-13-B100a Review	80.00			
210	Soil Testing – Additional (Different Day)	215.00			
211	Soil testing – new (up to 4 pits and 2 percs)	215.00			
212	Soil testing – repair or 19-13-B100a review	160.00			
213					
214	Private Well				
215	Permit to install (includes multiple geothermal wells)	55.00			
216	Well abandonment/well casing extension permit	30.00			
217	Water test review and approval	30.00			
218					
219	Public Swimming Pools				
220	Permit to Operate - Seasonal	215.00		105.00	
221	Permit to Operate - Year Round	265.00		130.00	
222	Each additional pool	80.00		40.00	
223	Re-inspection fee	\$55.00 per pool		\$55.00 per pool	
224					
225	Salon License				
226	1 to 4 stations	105.00			
227	5 to 9 stations	140.00			
228	10+ stations	170.00			
229	Plan review	100% Lic. Fee			
230	Re-inspection fee	50% Lic. Fee			
231					
232	Day Care Inspection				
233	Re-licensure Inspection Fee	130.00		65.00	
234	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.				
235	Inland Wetlands Commission				
236	Wetlands - Regulated Activity and Floodplain Permit	152.00	58.00*	210.00	
237	Wetlands - Regulated Activity and Floodplain Permit with Public Hearing	252.00	58.00*	310.00	
238	Wetlands - Change in Boundary \$210 plus \$50 per acre.	252.00+	58.00*	310.00+	
239	Inland Wetlands Regulation	10.00		10.00	
240	*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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241	Mobile Home Park Rental					
242	Each Unit (per month) - late fee of \$15 charged if rent is paid after the 10th business day of the month	350.00		350.00		
243	Parks & Recreation					
244	Halloween Event, per child	5.00		5.00		
245						
246	Youth Athletic Leagues and Teams					
247	Basketball – Winter 3 rd -8 th Grade Basketball, Boys & Girls	100.00		100.00	5.00	5.00
248	Including \$10 Late Fee after deadline if spots are available in 3 rd -8 th grade winter basketball.	110.00		110.00	5.00	5.00
249	Including additional \$10 fee for any registrations accepted after evaluations if space is available.	120.00		120.00	10.00	10.00
250	Adult Recreational Sport Activities					
251	Winter – Resident Women’s 30 plus Recreation Volleyball - season	65.00		65.00	5.00	5.00
252	Winter – Non-Resident Women’s 30 plus Recreation Volleyball - season	85.00		85.00	5.00	5.00
253	Recreation Programs Special Revenue Fund					
254	*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.					
255	Summer Program	100.00 per week		100.00 per week	5.00 per week	5.00 per week
256	Summer Program - any 4 day week	85.00 per week		85.00 per week	5.00 per week	5.00 per week
257	Summer Program - any 3 day week	70.00 per week		70.00 per week	5.00 per week	5.00 per week
258	Junior Counselors Fee for Summer Program	70.00 per week		70.00 per week	5.00 per week	5.00 per week
259	Room Rentals- Berlin Community Center (Whole day rental is charged after 4 hours)					
260	Multi-Purp. Room- Whole Day- In Town Profit or Non-Profit	80.00		80.00		
261	Multi-Purp. Room, Half Day, up to 4 hours In Town, Profit or Non-Profit	50.00		50.00		
262	Multi-Purp. Room, Whole Day, Out of Town Profit or Non-Profit	100.00		100.00		
263	Multi-Purp. Room, Half Day, up to 4 hours Out of Town Profit or Non- Profit	60.00		60.00		
264	Meeting Room In Town Whole Day Profit or Non-Profit	30.00		30.00		
265	Meeting Room In Town Half Day up to 4 hours, Profit or Non-Profit	25.00		25.00		
266	Meeting Room Out of Town, Whole Day, Profit & Non-Profit	40.00		40.00		
267	Meeting Room Out of Town, Half day up to 4 hours, Profit & Non-Profit	30.00		30.00		
268	Berlin Community Center					
269	Birthday Parties will be charged existing room rental rate and a refundable deposit of \$50.					
270	Local Youth Sports Teams – End of the Year Parties will be charged existing room Rental and a refundable deposit of \$50.					
271	Supervision/custodial costs will be added for all after hours use. All Berlin Non-Profit Organizations will be charged unless an exemption waiver is filled out and approved by the Town Manager acting on behalf of the Town Council.					

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272	OUTDOOR POOLS					
273	Season Pass - Household	85.00		85.00		
274	Season Pass - Individual	55.00		55.00		
275	Replacement Tag	2.00		2.00	1.00	1.00
276	Senior (60+) Season Pass - Individual	30.00		30.00		
277	Daily Passes					
278	Adult Resident	10.00		10.00		
279	Child/Senior (60+), Resident	5.00		5.00		
280	Adult Non-Resident	20.00		20.00		
281	Child/Senior (60+), Non-Resident	10.00		10.00		
282						
283	Swim Team – each participant is given a swim pass (residents only). Resident first/second child	135/115		135/115	\$5/\$5	\$5/\$5
284	Swim Team Non-Resident per child	145.00		145.00	5.00	5.00
285	Lifeguard Training Course	160.00 Res		160.00 Res	\$5 Res	\$5 Res
286		170.00 non-res		170.00 non-res	\$5 non-Res	\$5 non-Res
287	Pavilions Timberlin/Sage					
288	Pavilions Local	100.00		100.00	10.00	10.00
289	Pavilions Non-Local	150.00		150.00	10.00	10.00
290	Deposit for Pavilion - Refundable	90.00		90.00		
291	Equipment if requested/Retainer and refundable	55.00		55.00		
292						
293	Field Light Fees					
294	All fields, per hour local	60.00		60.00	10.00	10.00
295	All fields, per hour, non-local/For-profit	75.00		75.00	10.00	10.00
296						
297	Scalise Football Field/Biscoglio Field, Sage Park Field/Biscoglio Field Rates					
298	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.					
299	Grounds Rates (minimum of 3 hours)	\$70/hour		\$70/hour	\$5/hour	\$5/hour
300	Custodial Rates (minimum of 3 hours)	\$70/hour		\$70/hour	\$5/hour	\$5/hour
301	Local	\$40/hour		\$40/hour	\$5/hour	\$5/hour
302	Non local/For Profit	\$80/hour		\$80/hour		
303	Local/Full Day (8 hours+)	240.00		240.00	30.00	30.00
304	Non local/For Profit/Full Day (8 hours+)	480.00		480.00		
305						
306	Usage Deposit					
307	Concession Local	105.00		105.00		
308	Concession Non-Local/For Profit	210.00		210.00		
309	Facility/Stadium Local	105.00		105.00		
310	Facility/Stadium Non-Local/For Profit	210.00		210.00		
311						
312	FIELD RENTALS (Grass Fields)					
313	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.					
315	Local	\$25/hour		\$25/hour	\$5/hour	\$5/hour
316	Non-local/For Profit	\$75/hour		\$75/hour		
317	Local/Full Day (8 hours+)	150.00		150.00	30.00	30.00
318	Non-local/For Profit/Full Day (8 hours+)	450.00		450.00		
319	All fields deposits:					
320	Local	105.00		105.00		
321	Non Local/For Profit	120.00		120.00		
322	Penalty for violation of Open Space Ordinance 4-97, per offense	50.00		50.00		

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323	BHS & McGee Basketball and Tennis Courts – Local	25.00		25.00			
324	BHS & McGee Basketball & Tennis Courts Non-Local	35.00		35.00			
325	BHS & McGee Basketball and Tennis Courts Light charges when used by groups making a profit from the usage of these facilities (Cost per court)						
326	Lights Per Hour, Local	60.00		60.00			
327	Lights Per Hour, Non-local/For Profit	75.00		75.00			
328							
329	<u>PISTOL CREEK</u>						
330	Room Rentals/Grounds (Note: Whole Day Rental is charged after 4 hours).						
331	Multi-purpose Rooms/Grounds - Whole Day, In-Town, Profit or Non-Profit	100.00		100.00			
332	Multi-purpose Rooms/Grounds - Half Day, In-Town, Profit or Non-Profit	75.00		75.00			
333	Multi-purpose Rooms/Grounds - Whole Day, Out-of-Town, Profit or Non-Profit	200.00		200.00			
334	Multi-purpose Rooms/Grounds - Half Day, Out-of-Town, Profit or Non-Profit	150.00		150.00			
335	Outside Deck - Hourly Rate	30.00/hr		30.00/hr			
336	Damage Deposit Required of All Groups	90.00		90.00			
337	Local Youth Sports Teams End of Year Parties will be charged existing room rental rates and a refundable deposit of \$90.00						
338	Field/Facility use key deposit	50.00		50.00			
339	All Supervision and Custodial costs will be paid out-of-pocket.						
340	Fee Waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.						
341							
342	Planning & Zoning Commission*						
343	Subdivision or Resubdivision (2 lots)	\$352 minimum	58.00*	\$410 minimum			
344	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)			
345	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			
346	Minimum	352.00	58.00*	410.00			
347	Maximum	1,942.00	58.00*	2,000.00			
348	Special Event Site Plan Review by Commission	152.00	58.00*	210.00			
349	Special Event Administrative Review	50.00		50.00	50.00		50.00
350	Subdivision Regulations print	15.00		15.00			
351	Site Plan Amendment (up to 10,000 additional square feet)	202.00	58.00*	260.00			
352	Site Plan Amendment (over 10,000 additional square feet)	252.00	58.00	310.00			
353	“Plan of Conservation and Development” print	30.00		30.00	5.00		5.00
354	Zoning Regulations print	50.00		50.00	20.00		20.00
355	Bulk Amendments to Zoning Regulations print	10.00		10.00			
356	Zoning Map – Black & White	8.00		8.00			
357	Zoning Map – Color	20.00		20.00			
358	Zone Map Amendment	252.00	58.00*	310.00			
359	Text Amendment	402.00	58.00*	460.00			
360	Map Copy 11 x 17	1.50		1.50			
361	Map Copy 17 x 24	3.00		3.00			
362	Map Copy 22 x 34	5.00		5.00			
363	Map Copy 34 x 44	8.00		8.00			
364	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+			
365	Fill Permit - \$172 (plus \$75 per 1,000 cubic yards of material to be filled – if approved)	172.00+	58.00*	230.00+			
366	Special Permit	222.00	58.00*	280.00			
367	Certificate of Zoning Compliance	50.00		50.00			
368	*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						

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369	Police				
370	Peddler's and Solicitor's Fee - Code Section 5-32 (optional fee schedule at the applicants discretion):				
371	\$50 application fee PLUS \$10 per month -or-	50.00	50.00		
372	\$100 per year	100.00	100.00		
373	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		
374	Parking Fine (Maximum) – Code Section 17-30	100.00	100.00		
375	Penalties for Town Ordinance 17-30(c) must be paid in 7 days. After 7 days penalties double. – Code Section 17-30				
376	Daily storage plus towing charges – Code Section 17-32c & 17-31	25.00	25.00		
377	Towing (Illegal Parking) – Code Section 17-31	75.00	75.00		
378	Additional charges for each 24 hours held – Code Section 17-31	25.00	25.00		
379	Snow ban, if not towed – Code Section 17-32, 17-33(14)	75.00	75.00		
380	Snow ban, if towed – Code Section 17-32	75.00	75.00		
381	Other between curb sidewalk – Code Section 17-33	75.00	75.00		
382	Parking on wrong side of street – Code Section 17-33(1)	75.00	75.00		
383	Double parked – Code Section 17-33(11)	75.00	75.00		
384	Obstructing driveway – Code Section 17-33(12)	75.00	75.00		
385	Parking more than 12" from curb – Code Section 17-33(2)	75.00	75.00		
386	Improperly parked – Code Section 17-33(2)	75.00	75.00		
387	Parking too near hydrant (10') – Code Section 17-33(3)	75.00	75.00		
388	Blocked Crosswalk – Code Section 17-33(4)	75.00	75.00		
389	Parking too near street corner (25') – Code Section 17-33(5)	75.00	75.00		
390	Parking too near a stop sign (25') – Code Section 17-33(6)	75.00	75.00		
391	Parking in restricted area – Code Section 17-33(7)	75.00	75.00		
392	No Parking Zone (7)(8)(9) – Code Section 17-33 (7)	75.00	75.00		
393	No parking-tow zone, if not towed (1)-(13) – Code Section 17-33(7)	75.00	75.00		
394	Handicapped Parking violation – Code Section 17-54	100.00	100.00		
395	Parking in fire lanes – Code Section 17-77	100.00	100.00		
396	Private property posted, if not towed – Code Section 17-90	75.00	75.00		
397	Private property posted, if towed – Code Section 17-90	75.00	75.00		
398	Daily storage plus towing charges – Code Section 17-91	25.00	25.00		
399	Towing (private property) cost plus – Code Section 17-91	75.00	75.00		
400	Public Safeguards and Traffic Control During Construction within Public Rights-of-Way – Code Section 14-45	500.00	500.00		
401	Vendor Permits (Maximum) – Code Section 5-30	200.00	200.00		
402	Vendor Permits Penalty – per day – Code Section 5-36	199.00	199.00		
403	Guns Dealer's License (CGS 29-28(a))	200.00	200.00		
404	Photographs/Videos – per CD/DVD	20.00	20.00	5.00	5.00
405	Photographs/Videos – per USB Drive	40.00	40.00	10.00	10.00
406	Fingerprinting (CGS 29-17c)	10.00	10.00		
407	Police Reports (FOI-per page)	0.50	0.50		
408	Local Pistol Permit to carry (CGS 29-28(b))	70.00	70.00		
409	Raffle permits (CGS 7-173 (permits) 7-176 (fees))	10.00-100.00	10.00-100.00		

2025 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

410	Alarm Registration – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	35.00		35.00			
411	Alarm Renewal – Code Section 6-13 (Sec. 6-22 Fine doubles if not paid within 30 days)	10.00		10.00			
412	Alarm Unregistered Code - Section 6-12 (Sec. 6-22 Fine doubles if not paid within 30 days)	250.00		250.00			
413	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			
414	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			
415							
416	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			
417							
418	Violation of non-numbering of buildings (plus \$10 per day after issuance of notice) – Code Section 4-25	100.00		100.00			
419	Snow/Ice Sidewalk – Code Section 14-11	100.00		100.00			
420	Violation of Off-Road Vehicles – Code Section 17-128	100.00		100.00			
421	Bingo Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA						
422	Class A	75.00		75.00			
423	Class B	\$10 per day		\$10 per day			
424	Class C	50.00		50.00			
425							
426	Bazaar or Raffle Permit Fees (P.A. 17-231) - see statute for exemption related to Sr. Ctr & PTO/PTA						
427	Class 1	75.00		75.00			
428	Class 2	30.00		30.00			
429	Class 3	\$60 per day		\$60 per day			
430	Class 4	15.00		15.00			
431	Class 5	120.00		120.00			
432	Class 6	150.00		150.00			
433	Class 7	300.00		300.00			
434	Registrar of Voters						
435	Voters List, per diskette	25.00		25.00			
436	Labels, per name (Labels Must Be Provided) – per state statute	0.03		0.03			
437	Revenue Collector						
438	Delinquent Tax Payer List, paper form, per page – per state statute	0.50		0.50			
439	Copy of a tax bill – per state statute	0.50		0.50			
440	Certification - 1st page, per page	1.00		1.00			
441	Certification - subsequent pages, per page	0.50		0.50			
442	Lien fee for recording and release of lien on real estate property per state statute (C.G.S. 12-176)	24.00		24.00			
443	Alias tax warrant fee for personal property per state statute (C.G.S. 12-140)	6.00		6.00			
444	Certified Mail fee for notification of checks returned for non-sufficient funds	At cost		At cost			

2025 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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445	Senior Center					
446	Class Fee	4.00		4.00		
447						
448	Room rentals – staff costs will be added for all after hours use and whole day rental is charged after 4 hours:					
449	Multi-Purpose Room A - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00		
450	Multi-Purpose Room A - Half Day, In-Town, Profit or Non-Profit	50.00		50.00		
451	Multi-Purpose Room A - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00		
452	Multi-Purpose Room A - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00		
453	Multi-Purpose Room B - Whole Day, In-Town, Profit or Non-Profit	80.00		80.00		
454	Multi-Purpose Room B - Half Day, In-Town, Profit or Non-Profit	50.00		50.00		
455	Multi-Purpose Room B - Whole Day, Out-of-Town, Profit or Non-Profit	100.00		100.00		
456	Multi-Purpose Room B - Half Day, Out-of-Town, Profit or Non-Profit	75.00		75.00		
457						
458	Kitchen with multi-purpose room, per hour fee	25.00/hr		25.00/hr		
459						
460	Classroom - Whole Day - in Town Profit or Non-Profit	50.00		50.00		
461	Classroom - Half Day 4 hours in Town Profit or Non-Profit	40.00		40.00		
462	Classroom –Whole Day - Out of town Profit or Non-Profit	100.00		100.00		
463	Classroom – Half Day - Out of town Profit or Non-Profit	80.00		80.00		
464	Photocopies, per page – per state statute	0.50		0.50		
465	NEW Non-resident Membership Fee (Annually – originally adopted 02/05)	48.00		48.00		
466	RENEWING Non-resident Membership Fee (Annually – originally adopted 02/05)	36.00		36.00		
467	Supervision/Custodial Costs will be charged for all after-hours events.					
468						
469	Fee waiver exemptions must be completed in advance and approved by the Town Manager acting on behalf of the Town Council.					
470	Town Clerk					
471	Dog Licenses					
472	Dog License-Spayed Female or Neutered Male Dog – state statute 22-338(a)	1.00	7.00	8.00		
473	Dog License- Female or Male Dog – state statute 22-338(a)	1.00	18.00	19.00		
474	New Owner of Already Licensed Dog – state statute 22-339	1.00		1.00		
475	Replacement Tag – state statute 22-341	0.50		0.50		
476	Kennel License – per state statute 22-342	2.00	49.00	51.00		
477	Late Fee on dog license - per month – state statute 22-338(a)	1.00		1.00		
478	List of dogs - per name on list – FOI	0.03		0.03		

2025 TOWN OF BERLIN FEE SCHEDULE - EFFECTIVE UPON ADOPTION BY THE TOWN COUNCIL

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479	Land Records – Maps – Trade Names					
480	Legal Documents (\$60 First Page) – state statute 7-34a					
481	First page – state statute 7-34a	16.00	44.00	60.00		
482	Each additional page – state statute 7-34a	5.00		5.00		
483	Map filing & indexing - state statute 7-34a (updated by PA 18-136)	20.00		20.00		
484	Land Recording involving MERS Document (other than Release or Assignment) First Page	49.00	110.00	159.00		
485	Each additional page of the above	5.00		5.00		
486	Land Recording involving MERS Release or Assignment	32.00	127.00	159.00		
487	Land Record, copy per page (in any format) – state statute 7-34a	1.00		1.00		
488	Certification of land records per document – state statute 7-34a	2.00		2.00		
489	Trade Name Certificate – state statute – 7-34a (updated by PA 24-0111)	20.00		20.00	10.00	10.00
490	Subdivision Maps – state statute 7-34a	30.00		30.00		
491	Survey Maps – state statute 7-34a	10.00		10.00		
492	Map Copy 11 x 17	1.50		1.50		
493	Map Copy 17 x 24	3.00		3.00		
494	Map Copy 22 x 34	5.00		5.00		
495	Map Copy 34 x 44	8.00		8.00		
496	Conveyance Tax (Per \$1,000) – state statute 12-498(a)	0.0025	0.0750	0.0775		
497	Sales Ratio – state statute 7-34a	2.00		2.00		
498	Documents with no known last address of grantee (land records)– state statute 7-34a	5.00		5.00		
499	Documents – land records – if names of those executing, witnessing and acknowledging are not typed or printed under signature.	1.00		1.00		
500	Vital Statistics					
501	Vital Statistics to Resident Towns – state statute 7-76	2.00		2.00		
502	Birth Certificate, Full size (Certified) – state statute 7-74(a)	20.00		20.00		
503	Birth Certificate, Wallet Size (Certified) – state statute 7-74(a)	15.00		15.00		
504	Death Certificate (Certified) – state statute 7-74(b)	20.00		20.00		
505	Marriage License/Civil Union Certificate (Certified) – state statute 7-74(b)	20.00		20.00		
506	Burial Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00		
507	Cremation Permit – state statute 7-73(a) (Updated by PA 18-136)	5.00		5.00		
508	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		
509	Misc. Fees					
510	Appointment of Notaries – state statute 7-34a (\$60.00 paid directly to state)	20.00		20.00		
511	Notary Certification – state statute 7-34a	5.00		5.00		
512	Notary Fee – state statute 3-95	5.00		5.00		
513	Campaign Financing – Late Fee – state statute 9-623	100.00		100.00		
514	Certification of Documents - Where Seal is Required – state statute – 7-34a	2.00		2.00		
515	Sexual Oriented Business License – New License – Sec. 5-44 code book	500.00		500.00		
516	Sexual Oriented Business License – Renewal – Sec. 5-46 code book	250.00		250.00		
517	Violation of Town Seal - Sec. 2-1(d) code book	100.00		100.00		
518	Photocopies, per page – state statute 1-212(2)	0.50		0.50		
519	Photocopies of land records, per page (in any format) – state statute 7-34a – PA 12-187	1.00		1.00		
520	Use of battery-powered, hand-held scanner – per occasion – state statute 1-212(g)	20.00		20.00		
521	Fax, Per Page	1.00		1.00		
522	Municipal Code	50.00		50.00		
523	Filing Liquor Permits – state statute 30-53 (updated by PA 18-136)	20.00		20.00		
524	Violation of Code Book – General Penalty – Sec. 1-15 code book	100.00		100.00		

2025 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 January 21, 2025