

**TOWN OF WARWICK  
SCHEDULE OF DEVELOPMENT FEES  
January 2, 2019**

**BE IT RESOLVED** by the Town Board of the Town of Warwick, Orange County, New York that the following Schedule of Fees is adopted pursuant to Chapter 75 “Development Fees”:

**SCHEDULE OF FEES**

**A. PLANNING BOARD FEES**

**(1) Site Plan Review Fees**

**(a) All such applications made to the Planning Board shall be in writing on forms prescribed by the Board and shall be accompanied by a fee determined as follows:**

**[1] Residential uses only:**

**[a] Application fee: One Hundred Dollars (\$100) plus, a site unit fee.**

**[b] Site Unit Fee: Twenty-Five Dollars (\$25.00) per acre of land or lot of land or dwelling unit or one thousand (1,000) square feet or fraction thereof of ground area covered by buildings, whichever is greater.**

**[2] Commercial/industrial uses:**

**[a] Application Fee: Five Hundred Dollars (\$500.00) plus, a site unit fee.**

**[b] Site Unit Fee: Fifty Dollars (\$50.00) per acre of land or lot of land or dwelling unit or one thousand (1,000) square feet or fraction thereof of ground area covered by buildings.**

**[c] The Planning Board shall require the applicant to pay an inspection fee to the municipality of four percent (4%) of the amount of the estimated cost of all the required public infrastructure improvements. The site plan shall not be endorsed by the Chairman of the Planning Board until such fee has been paid.**

**(b) In addition to the applications and site unit fees, all applications will pay the cost of the Planning Board securing the advice and assistance of professionals in connection with review of the application.**

**(c) Publication. The applicant shall also be required to pay, upon presentation, for the actual costs of publication of any and all notices required by any provision of this chapter or other provisions of law.**

**(d) Documentary and mailing fees. For compilation of the names and addresses of all owners who shall receive certified mailing of**

**public notice of public hearing as required by § 164-46E(1) of Chapter 164, Zoning, and the mailing of such notices, the fee shall be as follows:**

**[1] Ten (10) parcels or less: Fifty Dollars (\$50.00)**

**[2] More than ten (10) parcels but less than twenty-six (26) parcels: Seventy-Five Dollars (\$75.00)**

**[3] More than twenty-five (25) parcels: One Hundred Dollars (\$100.00)**

**(e) Appearance Fee. The applicant shall pay an additional fee of Fifty Dollars (\$50.00) for each appearance before the Planning Board in excess of three (3) appearances.**

**(f) No refund. Said fees contained in this subsection shall not be refundable, except on petition to the Town Board who may refund any unutilized portion of the fee following audit.**

**(2) Land Subdivision**

**(a) Generally. In connection with this subsection the following provisions will be applicable:**

**[1] Professional Services. Applicants shall reimburse the cost of professional services required in the review process of proposed subdivision plats based on the most current rate. The applicant shall provide payment on a thirty-day (monthly) basis and/or prior to appearance before the next Planning Board meeting. All payments shall be made prior to approval of the final plat.**

**[2] Inspection Fee. The Town Engineer shall inspect all required improvements during and after construction to ensure their satisfactory completion, and the Planning Board shall require the subdivider to pay an inspection fee to the municipality of four percent (4%) of the amount of the estimated cost of required improvements. The subdivision plat shall not be signed by the Chairman of the Planning Board unless such fee has been paid at the time of final approval.**

**[3] Money in lieu of parkland. If the Town Board will not accept 10% of the development site for purposes of parks and playgrounds, or if the subdivision is not of a clustered design in which 80% of the development site will be perpetuated as open space by a homeowners' association, the Planning Board shall then require as a condition to approval of the subdivision plat and/or dwelling units a payment to the Recreation Site Acquisition and Improvement Fund of the Town of Warwick an amount of Two**

**Thousand Five Hundred Dollars (\$2,500.00) per new dwelling unit or lot, whichever is greater.**

- [4] Payee. All of the fees herein shall be payable by check to the Town of Warwick, stating the specific purpose of each fee.**
  - [5] Applicants shall submit to the Town all original legal documents required to be filed in the Orange County Clerk's Office in connection with their application, together with a fee equal to the costs of filing all necessary documents in the Orange County Clerk's office and Attorney's fees. The subdivision map shall not be signed by the Chairman of the Planning Board unless each fee has been paid.**
  - [6] The Planning Board or, if deemed appropriate and necessary, the Town Board, may require an applicant to place in escrow sufficient funds to defray costs incurred by the Town for all professional services required for proper site plan, subdivision or environmental review. The beginning balance will be based on estimated review costs. Should the balance of the account fall below twenty percent (20%) of the initial deposit, the applicant will be notified and requested to replenish the account to the agreed amount. This escrow account does not provide for the other scheduling development, application and filing fees set forth below.**
- (b) Sketch plan submissions. For both minor and/or major subdivision, the application fee shall be paid at the time that the required maps are submitted and prior to meeting with the Planning Board as follows.**
    - [1] Two (2) lots: One Hundred Fifty-Dollars (\$150.00)**
    - [2] Three (3) lots: One Hundred Seventy-Five Dollars (\$175.00)**
    - [3] Four (4) lots or more: Two Hundred Dollars (\$200.00) plus whichever is greater, exceeding ten (10) lots or dwelling units.**
  - (c) Preliminary plat submissions. For major subdivisions, a preliminary plat submission fee shall be paid at the time that the required maps are submitted and prior to meeting with the Planning Board as follows:**
    - [1] Lots without central water and sewerage, up to twenty-five (25) lots or dwelling units: Five Hundred Dollars (\$500.00) plus One Hundred Dollars (\$100.00) per lot or dwelling unit proposed.**
    - [2] Lots without central water and sewerage, which proposal exceeds twenty-five (25) lots or dwelling**

**units: Seven Hundred Fifty Dollars (\$750.00) plus One Hundred Dollars (\$100.00) per lot or dwelling unit proposed.**

**[3] Lots with central water and/or sewage: Nine Hundred Fifty Dollars (\$950.00) plus One Hundred Dollars (\$100.00) per lot or dwelling unit proposed.**

**(d) Final Plat Submission**

**[1] For all final plat submissions, a fee shall be paid at the time that the required maps are submitted and prior to meeting with the Planning Board as follows:**

**[a] Minor Subdivisions: Two Hundred Fifty Dollars (\$250.00)**

**[b] Major Subdivisions: Two Hundred Fifty Dollars (\$250.00) plus One Hundred Dollars (\$100.00) per lot or dwelling unit which was not contained in the preliminary plat submission.**

**[2] If a final plat is submitted for only a portion of the major subdivision shown on the approved preliminary plat, an additional filing fee of Two Hundred Fifty Dollars (\$250.00) shall be paid on each final section submitted thereafter, plus One Hundred Dollars (\$100.00) per lot or dwelling unit not shown on the approved preliminary plat.**

**[3] Vacation Campgrounds. There shall be an application fee of Two Hundred Dollars (\$200.00) plus, Ten Dollars (\$10.00) per campsite, payable upon application for initial site plan approval and upon each annual renewal.**

**B. ZONING BOARD OF APPEALS FEES**

**(1) Variances. The fee shall be as follows:**

**[a] Residential: One Hundred Fifty Dollars (\$150.00)**

**[b] Commercial/Industrial: Two Hundred Fifty Dollars (\$250.00)**

**(2) For Interpretation. The fee shall be One Hundred Fifty Dollars (\$150.00)**

**(3) Publication. The applicant shall also be required to pay, upon presentation, for the actual costs of publication of any and all notices required by any provision of Chapter 164, Zoning or other provisions of law.**

**(4) Documentary and mailing fees. For compilation of the names and addresses of all owners who shall receive certified mailing of public notice of public hearing as required by § 164-46E(1) of Chapter 164, Zoning, and the mailing of such notices, the fee shall be as follows:**

**[a] Ten (10) parcels or less: Fifty Dollars (\$50.00)**

**[b] More than ten (10) parcels but less than twenty-six**

- parcels: **Seventy-Five Dollars (\$75.00)**
- [c] **More than twenty-five (25) parcels: One Hundred Dollars (\$100.00)**
- (5) **No refund. Said fees contained in this subsection shall not be refundable, except on petition to the Town Board who may refund any unutilized portion of the fee following audit.**

**C. TOWN BOARD FEES**

**(1) Petition to amend Zoning Law**

**(a) Application fee. The fee shall be as follows:**

**[1] In all residential zones: One Hundred Dollars (\$100.00) plus Twenty-Five Dollars (\$25.00) per acre.**

**[2] In all other zones: Two Hundred Fifty Dollars (\$250.00), plus Fifty Dollars (\$50.00) per acre of land.**

**(b) Publication. The applicant shall also be required to pay, upon presentation, for the actual costs of publication of any and all notices required by any provisions of Chapter 164, Zoning, or other provisions of Law.**

**(c) Documentary and mailing fees. For compilation of the names and addresses of all owners who shall receive certified mailing of public notice of public hearing as required by § 164-46E(1) of Chapter 164 and the mailing of such notices, the fee shall be as follows:**

**[1] Ten (10) parcels or less: Fifty Dollars (\$50.00).**

**[2] More than ten (10) parcels, but less than twenty-six (26) parcels: Seventy-Five Dollars (\$75.00)**

**[3] More than twenty-five (25) parcels: One Hundred Dollars (\$100.00)**

**(d) No refund. Said fees contained in this subsection shall not be refundable, except on petition to the Town Board who may refund any unutilized portion of the fee following audit.**

**(e) No fee shall be required for any petition filed in support of, or opposing, a proposed amendment.**

**(2) Towing and Storage Fees**

**[a] Tow list license fee: \$500.00**

**[b] Police impound storage fee: Current insurance reimbursement rate**

**(3) Carters permit Fees**

**[a] 1<sup>st</sup> truck: \$200.00**

**[b] Each additional truck: \$100.00**

**(4) Fishing Permit**

**(a) Town residents: \$10/season**

**(b) Nonresidents: \$10/day**

## **D. BUILDING AND INSPECTION FEES**

### **(1) General Building Department Fees**

#### **(a) Building Permit Fees:**

**[1] For Building Permit applications requiring a C/O, the fee shall be One-hundred Dollars (\$100.00) plus**

**[a] One Dollar (\$1.00) per square foot for commercial and residential structures,**

**[b] Ten Dollars (\$10.00) per One Thousand Dollars (\$1,000.00) of the cost of the improvement for agricultural and accessory structures, renovations, and miscellaneous improvements.**

**[2] In the event an application for a building permit is not approved, the applicant shall be entitled to a refund of all but Fifty Dollars (\$50.00) of the fee paid, provided that no construction has commenced. There shall be no refund if construction work has commenced prior to a denial.**

**[3] If, during the course of construction, the Building Inspector finds violations of any municipal or governmental regulations, codes or ordinances, then the applicant shall pay an additional re-inspection fee of Fifty Dollars (\$50.00) per additional inspection of the site.**

**[4] Minor building permits not requiring a C/O, the fee shall be One Hundred Dollars (\$100.00) plus cost of construction (includes C/C charge).**

**[5] Renewal of Building Permit after Expiration shall be One Hundred Dollars (\$100.00)**

**(b) Certificate of Occupancy and Certification of Compliance. The fee for Certificate of Occupancy shall be Seventy-five Dollars (\$75.00), plus the final calculated cost of the improvement which exceeds the sum contained in the building permit application plus Fifty Dollars (\$50.00) per additional inspection. There shall be a charge of Fifty Dollars (\$50.00) for a Certificate of Compliance.**

**(c) For miscellaneous letters requested from the Building Inspector and request for copies of certificates, the fee shall be Fifty Dollars (\$50.00), plus Fifty Dollars (\$50.00) per additional inspection.**

**(d) For requests for letters relating to flood zones in the Town the fee shall be Fifty Dollars (\$50.00).**

**(e) For requests for final water meter reading, the fee shall be Twenty-Five Dollars (\$25.00).**

**(f) For requests for copies of the zoning Code and Maps, the fee shall be Forty Dollars (\$40.00)**

**(g) For requests for copies of the Subdivision Regulations of the Town, the fee shall be Twenty Dollars (\$20.00)**

- (h) For annual renewal of a special permit for a customary home occupation, the fee shall be Fifty Dollars (\$50.00) plus Fifty Dollars (\$50.00) per additional inspection.**
- (i) Title Searches, which include copies of Certificates of Occupancy, re-issue of Certificates, a street report and a violation report letter; the fee shall be \$150.00.**
- (j) Violation Notices – For confirmed violations of Town Codes the Violation Notice fee shall be Twenty-five Dollars (\$25.00).**
- (k) Building Permit for Permanent Installation of Electric Generators shall be One Hundred Dollars (\$100.00)**

**(2) Driveway Permits**

- (a) A Certified or Bank Check of One Thousand Five Hundred (\$1,500.00) shall be paid refundable upon satisfactory completion of work.**
- (b) There shall be a nonrefundable inspection fee of Seventy-five Dollars (\$75.00) plus Fifty Dollars (\$50.00) per additional inspection.**

**(3) Mobile Homes and Courts**

**(a) Use as a temporary residence**

- [1] The application fee shall be One Hundred Dollars (\$100.00) for six (6) months or any portion thereof.**
- [2] The renewal fee shall be One Hundred Dollars (\$100.00) for one (1) renewal only.**
- [3] A cash bond in the amount of Five Hundred Dollars (\$500.00) shall be deposited with the Town to assure removal of the mobile home upon expiration of the temporary certificate of occupancy.**
- [4] There shall be a penalty of Two Hundred Fifty Dollars (\$250.00) a month for each month exceeding expiration of temporary certificate of occupancy.**

**(b) Mobile Home Courts**

- [1] The annual fee shall be Five Hundred Dollars (\$500.00), plus Twenty-Five Dollars (\$25.00) per mobile home lot approved by the Planning Board.**
- [2] There shall be no refund or apportionment of the fee for a permit.**

**(4) Tree Removal, Grading and Excavation Permits - In all instances where a permit is required pursuant to § 150-4 and § 164-44, a permit fee shall be paid by the applicant as follows:**

- (a) Tree removal, topsoil removal surface grading or excavation permit pursuant to § 150-4A: Two Hundred Fifty Dollars (\$250.00). The applicant shall post a performance bond to insurance compliance with all applicable standards and requirements in an amount as determined by the Town Engineer.**

- (b) **Commercial tree removal, topsoil removal, surface grading or excavation permit pursuant to § 150.4B: Seven Hundred Fifty Dollars (\$750.00), plus Fifty Dollars (\$50.00) per acre of land affected by the operation. The applicant shall post a performance bond to insure compliance with all applicable standards and requirements in an amount as determined by the Town Engineer.**
  - (c) **Removal of shade trees pursuant to § 150-4C: One Hundred Dollars (\$100.00)**
  - (d) **Commercial timber-harvesting permits: Five Hundred Dollars (\$500.00), plus Ten Dollars (\$10.00) per acre of land involved in cutting operations. The applicant shall post a performance bond to insure compliance with all applicable standards and requirements in an amount as determined by the Town Engineer.**
  - (e) **Noncommercial forest improvement operation permits: One Hundred Dollars (\$100.00) The applicant shall post a performance bond in an amount as determined by the Town Engineer.**
  - (f) **In areas of the town where radioactivity may be a result of excavation: Thirty Dollars (\$30.00) for each observation of the taking of a certified water test.**
- (5) Private Wastewater Disposal (Septic) Systems.**
- (a) **All residential systems applicants shall pay a basic administrative permit fee of \$90.00 for Existing Design approved after 01-01-2002, or \$125.00 for Existing Design Approved before 01-01-2002. This fee may be waived in the event the total estimated cost of the work proposed is less than \$250.00. Residential systems also include preexisting subdivision lots which do have approved septic disposal systems. This fee shall be paid together with (as needed):**
    - (1) **Permit fee, basic engineering - \$475.00**
    - (2) **Permit fee, re-inspection or retesting - \$475.00**
  - (b) **Commercial or Industrial Systems (less than 1000 gpd) applicants shall pay a basic administrative permit fee of \$100.00 for Existing Design Approved After 01-01-2002, or \$150.00 for Existing Design Approved before 01-01-2002. This fee shall be paid together with (as needed):**
    - (1) **Permit fee, basic engineering - \$475.00**
    - (2) **Permit fee, re-inspection or retesting - \$475.00**
  - (c) **Residential, Commercial or Industrial Systems (greater than 1,000 gpd) applicants shall pay a basic administrative permit fee of \$100.00. Such applicants must complete all SPDES permit requirements prior to issuance of Town Permit. Any engineering review or inspection required shall be on a reimbursement basis, subject to audit by the Town Board.**



- (d) Tank Replacements or Absorption Field Gravel Replacement applicants shall pay a fee of \$100.00.
- (e) Dye Testing for Occupied Building, applicant shall pay a fee of \$475.00, or Unoccupied Building, applicant shall pay a fee of \$1,000.00.
- (f) The Building Department reserves the right to charge additional fees on an hourly basis to cover the actual time expended on the application.

**(6) Fire & Safety Inspections**

The Town of Warwick is required to conduct periodic inspections of all commercial, educational, institutional, and multi-family residential buildings within the Town of Warwick to ensure compliance with fire and life safety regulations. In accordance with direction from the Warwick Town Board, the Building Department assesses a fee for these inspections.

The initial inspection fee is based on the following: For structures less than 5,000 square feet the fee would be \$125.00. For structures more than 5,000 square feet the fee would be \$225.00. In the event a fire inspection fails, we will do a re-inspection within 30 days for no charge. In the event the inspection fails a second time, an additional inspection fee of \$25.00 will be charged. Any additional inspections that may be required will be charged \$25.00 as well.

**(7) Administrative Fee**

The Building Department is frequently called upon to retroactively issue permits for various items listed in paragraphs (1) through (5) above due to the applicant's and/or homeowner's failure to timely apply for a proper permit.

Recognizing the extra clerical and follow-up enforcement costs to the Building Department necessitated by such delinquent applications, the

Building Department shall charge an extra administrative fee equal to the original permit fee plus actual hourly wages of any employee whose time is expended in connection with working on such applications.

**(8) Short Term Rentals**

(a) Initial Registration and Inspection Fee-\$150.00

(b) Renewal Registration Fee- \$50.00

**ADOPTED: 06/08/00 (LL #2 of 2000) #R2000-191**

**AMENDED: 01/02/01 #R2001-59**

**AMENDED: 04/25/02 #R2002-158**

**AMENDED: 11/21/02 #R2002-308**

**AMENDED: 01/02/03 #R2003-50**

**AMENDED: 05/08/03 #R2003-149**

**AMENDED: 10/09/03 (LL #5 of 2003) #R2003-262**  
**AMENDED: 01/02/04 #R2004-52**  
**AMENDED: 08/19/04 #R2004-226**  
**AMENDED: 01/03/05 #R2005-51**  
**AMENDED: 01/02/07 #R2007-51**  
**AMENDED: 01/02/08 #R2008-50**  
**AMENDED: 01/04/10 #R2010-55**  
**AMENDED: 01/03/11 #R2011-53**  
**AMENDED: 06/09/11 #R2011-182**  
**AMENDED: 01/02/14 #R2014-51**  
**AMENDED: 01/02/15 #R2015-51**  
**AMENDED: 01/04/16 #R2016-51**  
**AMENDED: 01/02/17 #R2017-52**  
**AMENDED: 01/02/18 #R2018-52**  
**AMENDED: 01/02/19 #R2019-52**