

Town of Cortlandt Master Fee List

Office of the Town Clerk

Vital Records

	Birth Certificate	\$	10.00	As set by NYS
	Death Certificate	\$	10.00	As set by NYS
	Marriage Certificate	\$	10.00	As set by NYS
	Genealogy Record	\$	22.00	As set by NYS
	Marriage License	\$	40.00	As set by NYS
	Marriage Officer	\$	25.00	As set by NYS

Dog Licensing

	Annual Fee Spayed	\$	10.00	
	Annual Fee Unspayed	\$	18.00	
	Dog Tag Replacement	\$	5.00	
	Dog Release Fee	\$	25.00	

Filming

	1st Private Property (Per Day)	\$	500.00	
	Add'l Private Property (Per Day)	\$	200.00	
	Public Property (Minimum)	\$	800.00	
	Public Property (Use Fee)		Set by Town Board	

FOIL

	Hard Copies 8x11 - 11x17 per page	\$	0.25	
	Hard Copies larger than 11x17	\$	5.00	
	Staff production time over 2 hours		Hourly Staff Wage	

Gaming

	Bingo		Set by NYS Gaming	
	Games of Chance		Set by NYS Gaming	
	Raffles		Set by NYS Gaming	

Misc

	E-Zpass	\$	25.00	
	Fireworks Permit	\$	350.00	Entities that are not municipal, not-for-profit, or tax-exempt in nature will also reimburse hourly Code Enf. Fee.
	Annual Boat Launch Tag Motorized	\$	100.00	
	Annual Boat Launch Tag Unmotorized	\$	50.00	
	Hunting and Fishing		Set by DEC	

Bid Copies	\$	50.00	
Return Check Fee	\$	20.00	

Department of Environmental Services

Highway

Road Opening	\$	150.00	Plus Security set by Director of DES
Tie into Catchbasin	\$	150.00	Plus Security set by Director of DES

Water Department

New Sewer Service	\$	275.00	
New Water Service	\$	425.00	Per Tap

Sanitation

Special Bulk Pickup	\$	30.00	
Refrigerator or Freezer	\$	10.00	
Air Conditioner	\$	10.00	
Dehumidifier	\$	10.00	
Television	\$	10.00	
Item containing Freon	\$	10.00	
E-Waste	\$	5.00	
Tires with Rims	\$	10.00	Per Tire. Max of 8 tires total per year.
Tires without Rims	\$	5.00	Per Tire. Max of 8 tires total per year.

Department of Technical Services - Code Enforcement

DOTS Fee Notes:

1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency).
2) The Town Collects a 10% Town Administration and Review Fee for consultant escrow accounts.
3) Applicant responsible for any e-check / ETF fee / bank fee / credit card processing fee, etc...

Building Permits

Application Fee			
Residential	\$	150.00	
Commercial	\$	500.00	
Residential Building Permit	\$	100.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
Commercial Building Permit	\$	200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Building Permit Renewal Residential	\$	200.00	every 12 months plus adjustment to permit fee based on final construction cost
Building Permit Renewal Commercial	\$	500.00	every 12 months plus 50% of accepted permit fee adjusted based on actual construction cost

	Work Performed without Approval and Permit	2x's	all fees; penalty fee may be waived by Town Board provided sufficient hardship.
Demolition Permit			
	Residential Single Family	\$ 100.00	
	Residential Accessory Structure	\$ 25.00	for each structure.
	Multi-Family	\$ 250.00	for primary dwelling structure \$50 for each accessory structure
	Commercial	\$ 500.00	for main structure; \$50 for each accessory structure
	In Event of Fire Damage and Rebuild In-Kind	WAIVED	for residential properties
Blasting Permit			
	Application Fee & Renewal	\$ 500.00	per application; plus \$10 per blast
Gas Test (Standalone)			
	Residential	\$ 100.00	
	Commercial	\$ 100.00	
Plumbing Permit			
	Residential	\$ 100.00	
	Commercial	\$ 200.00	
Electrical Permit			
	Residential w/ Building Permit	\$ 50.00	
	Residential Standalone	\$ 50.00	
	Commercial w/ Building Permit	\$ 150.00	
	Commercial Standalone	\$ 150.00	
HVAC Permit			
	Residential w/ Building Permit		included with Res. Building Permit
	Residential Standalone	\$ 200.00	Per System
	Commercial w/ Building Permit		included with Com. Building Permit
	Commercial Standalone	\$ 400.00	Per System
Wetland Permit			
	Residential (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial (DOTS) Standalone	\$ 500.00	all approving authorities
	Escrow Accounts		refer to Town Code Ch. 179 plus 10% Town Administration Fee
Steep Slope Permit			
	Residential Permit (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential Permit (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial Permit (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial Permit (DOTS) Standalone	\$ 500.00	all approving authorities
	Escrow Accounts	-	refer to Town Code Ch. 307 plus 10% Town Administration Fee

Topographical Alteration			
	Residential Permit (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential Permit (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial Permit (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial Permit (DOTS) w/o Standalone	\$ 500.00	all approving authorities
	Escrow Accounts	-	refer to Town Code Ch. 307 plus 10% Town Administration Fee
Tree Removal Permit			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	plus \$10 per tree
	Escrow Accounts		refer to Town Code Ch. 283
	Security Deposit	2x	cost of plant material including labor
Trees in Lieu of Plantings			
	Tree	\$ 150.00	Per Tree
	Specimen Tree	\$ 200.00	Per Tree
	Protected Tree	\$ 300.00	Per Tree
Certificate of Completion / Compliance			
	Residential	\$ 25.00	
	Commercial	\$ 100.00	
	Duplicate Certificates	\$ 50.00	
	Prior to Zoning Inspection	\$ 150.00	
	Dupl. Prior to Zoning Certs.	\$ 50.00	
Alarm Permits			
	Residential	\$ 30.00	
	Multi-Family Res. w/BP	\$ -	included with Building Permit
	Multi-Family Res. Standalone	\$ 100.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
	Commercial w/ BP	\$ -	included with Com. Building Permit
	Commercial Standalone	\$ 200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Operating Permits			
	Public Assembly (100 or greater occupants)	\$ 200.00	yearly
	Hazard Uses (defined in NYS Uniform Code)	\$ 350.00	yearly
	Parking Garages	\$ 500.00	as required by NY State
	Home Occupancy	\$ -	every 3rd year; included with Planning Board renewal fee
	Religious and Recognized non for profits	\$ -	frequency as required by Uniform Code; fee exempt
	Other	\$ 350.00	any other use requiring an operating permit from any other authority having jurisdiction
Heating Oil Tank			
	Remove / Install / Abandon	\$ 200.00	
LP Gas Tanks			

	Install or Relocate Res.	\$ 100.00	
	Install or Relocate Comm.	\$ 200.00	
Sprinkler, Stand Pipe & Supression Systems			
	Res. Multi-Familyw/ Bldg. Permit		included with Res. Building Permit
	Res. Multi-FamilyStandalone	\$ 100.00	up to \$10,000 in value; plus\$10 per \$1,000 over \$10,000
	Commercial w/ Building Permit		included with Com. Building Permit
	Commercial Standalone	\$ 200.00	up to \$10,000 in value; plus\$12 per \$1,000 over \$10,000
Title Searches			
	Each Certified Copy	\$ 50.00	
Driveway Permits			
	Residential Standalone	\$ 100.00	
	Commercial Standalone	\$ 200.00	
Sign Permits			
	Window Signs	\$ 150.00	Per Sign
	Wall / Awning / Free Standing	\$ 250.00	Per Sign and/or Awning
Backflow Devices			
	Residential	\$ -	
	Commercial	\$ 350.00	
Water Main and Sanitary Sewer Extensions			
	Water Main Extension Residential	\$ 4,000.00	per application plus \$350/lot for subdivisions
	Water Main Extension Commercial	\$ 4,000.00	per application plus \$2 per gallon of estimated consumption
	Sanitary Sewer Extension Residential	\$ 4,000.00	per application plus \$350/lot for subdivisions
	Sanitary Sewer Extension Commercial	\$ 5,000.00	per application plus \$2 per gallon of estimated consumption
Copies and Digital Scans			
	Up to 11"X17"	\$ 0.25	
	Greater than 11"x17"	\$ 5.00	per sheet (includes a scan)
Department of Planning and Community Development -Planning			
Planning Notes:			
	1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency). Escrow accounts to be replenished by Applicant as required to 50% of initial value when depleted.		
	2) The Town Collects a 10% Town Administration and Review Fees for consultant escrow accounts.		
	3) Construction inspection fees includes all earthwork, site work, paving, drainage, landscaping and utilities required to complete construction. Decorative ammenities (i.e. benches, bicycle racks, etc...) are exempt.		

	Lot Line Adjustment	\$ 300.00	
Subdivision			
	Pre-Application Meeting	\$ 250.00	first free; subsequent meeting
	Preliminary Major Plat	\$ 750.00	plus \$750 for each building lot
	Preliminary Minor Plat	\$ 500.00	plus \$500 for each building lot
	Final Approval	\$ 1,000.00	
Site Plan			
	Application Fee	\$ 150.00	for each 1,000 sf of proposed floor area plus \$5 for each parking space(minimum of \$500.00)
	Time Extension	\$ 250.00	at time of extension; maximum two (2) 1-year time ext. allowed.
Site Plan Amendment			
	Application Fee	\$ 250.00	for each 1,000 sf of proposed floor area;plus \$5 for each parking space(minimum of \$250.00)
	Time Extension	\$ 250.00	per request
	Special Permit	\$ 500.00	plus Application Fee
	Accessory Apartment	\$ 250.00	initial application fee
	Home Occupancy	\$ 500.00	initial application;\$150 at time of renewal (every 3 years)
	Time Extension Preliminary Approval	\$ 100.00	per lot; six (6) 6-month approvals allowed
Time Extension Final Approval - 90 day extensions (unlimited by State Law)			
	0-2 requests	Free	per request
	2-8 requests	\$ 100.00	plus \$25 per lot; per request
	8-15 requests	\$ 150.00	plus \$50 per lot; per request
	more than 15 requests	\$ 300.00	plus \$100 per lot; per request
	Inspection fee	\$ 0.05	of estimated cost of construction improvements based on Engineer's Estimate (excludes lot & buildings)
Telecommunication			
	New Tower	\$ 15,000.00	
	Escrow Deposit	\$ 7,500.00	per Town Code Chapter 277
	Re-Certification	\$ 2,500.00	every 5 years
	Co-Location	\$ 5,000.00	
	Small Cell Wireless Facility	\$ 10,000.00	

	Recreation Fee	\$ 6,000.00	per lot
	Bond Reduction Request	\$ 150.00	per request
Escrow Account Deposits			
	0 to 2 lots or dwelling units	\$ 2,500.00	
	3 to 10 lots or dwelling units	\$ 1,500.00	per proposed lot
	11 to 35 lots or dwelling units	\$ 1,200.00	per proposed lot
	More than 35 lots or dwelling units	\$ 1,000.00	per proposed lot
Site Plan / Amendment/Special Permit Escrow Accounts			
	0 to 5,000 square feet	\$ 5,000.00	
	5,000 to 20,000 square feet	\$ 15,000.00	
	20,000 to 50,000 square feet	\$ 25,000.00	
	Greater than 50,000 square feet	\$ 50,000.00	plus \$350 for each additional 1,000 sf. Above 50,000 sf
	Penalties	2x regular fee	Referrals to rectify Town Code Violations 3 times regular fees
Department of Planning and Community Development -Zoning			
Application Fee			
	Area Variance	\$ 200.00	
	Intrepretation	\$ 300.00	
	Use Variance	\$ 400.00	
	Special Permit	\$ 500.00	
Recreation Department			
ID Cards			
	Recreation Photo ID Card (Ages 4+)	\$ 7.00	Valid For 3 Years
	Recreation Photo ID Card (Ages 60+)	\$ 3.50	Valid For 3 Years
	Replacement Recreation Photo ID Card	\$ 5.00	
Hollowbrook Golf			
	1 Year Club Membership	\$ 12.00	
	1 Year Club Membership (60+)	\$ 6.00	

Charles J. Cook Pool			
	Family Season Pass (2 Adults & 1 Child or 1 Adult & 2 Children)	\$ 310.00	Summer 2023
	Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$ 59.00	Summer 2023
	Adult Season Pass	\$ 139.00	Summer 2023
	Senior Season Pass	\$ 74.00	Summer 2023
	Youth Season Pass	\$ 109.00	Summer 2023
	Adult Daily Fee (Before 4 PM)	\$ 10.75	Summer 2023
	Adult Daily Fee (After 4 PM)	\$ 5.50	Summer 2023
	Senior Daily Fee (Before 4 PM)	\$ 5.75	Summer 2023
	Senior Daily Fee (After 4 PM)	\$ 2.75	Summer 2023
	Youth Daily Fee (Before 4 PM)	\$ 8.75	Summer 2023
	Youth Daily Fee (After 4 PM)	\$ 4.50	Summer 2023
	Guest Daily Fee (Without TOC Photo ID)	\$ 13.50	Summer 2023
	Mini Golf	FREE	Summer 2023
Spout Brook Pavilion Rental (May - September)			
	25 to 100 People (Monday- Friday)	\$ 75.00	Per Event
	101 to 200 People (Monday- Friday)	\$ 150.00	Per Event
	25 to 100 People (Saturday, Sunday, & Holidays)	\$ 150.00	Per Event
	101 to 200 People (Saturday, Sunday, & Holidays)	\$ 200.00	Per Event
CUE Rental			
	Town Resident + \$300.00 Cash Deposit	\$ 150.00	Per Event
	Profit Groups + Liability Insurance	\$ 250.00	Per Event
	Non-Profit Groups + Liability Insurance	\$ 25.00	Per Event
Office of the Receiver of Taxes			
Tax Payment Fees			
	Check in Person	FREE	
	E-Check Online	\$ 1.00	
	Credit Card Online	1.8% of total	
	Bounced Check	\$ 20.00	
Late Fees			
	School Taxes	SET BY NYS	

Real Property Taxes

SET BY NYS