

**Town of Ulster 2024 Fee Schedule**  
**ADOPTED December 21, 2023/REVISED January 18, 2024**

**A. TOWN CLERK**

**Copies of Town Code:**

- (1) Complete Code Book: fifty dollars (\$50)
- (2) Zoning regulations: zoning books - ten dollars (\$10), zoning maps - six dollars (\$6), subdivision books - five dollars (\$5).

**Town Clerk fees:**

- (1) Accident report: twenty-five cents (\$0.25) per page.
- (2) Bingo, per occasion: eighteen dollars and seventy-five cents (\$18.75).
- (3) Boat fees:
  - (a) Seasonal permit: seventy five dollars (\$75) per trailer.
  - (b) Daily permit: ten dollars (\$10) per trailer.
- (4) Copies, per sheet: twenty-five cents (\$0.25).  
Large format copies per sheet: 24x36 B&W two dollars (\$2), 24x36 Color three dollars (\$3).  
Large format copies per sheet: 30x40 B&W three dollars (\$3), 30x40 Color four dollars (\$4).
- (5) Dog licenses:
  - (a) Spayed/neutered: six dollars (\$6) per dog
  - (b) Non-Spayed/Non-neutered: sixteen dollars (\$16) per dog
  - (c) Enumeration fee: five dollars (\$5)
  - (d) Late fee for licenses obtained 60 days after due date: five dollars (\$5)
  - (e) Replacement Tags: three dollars (\$3)
- (6) Entertainment permits/ event permits, per scheduled occasion: one hundred dollars (\$100).

- (7) Freedom of Information Act:
- (a) Per page copy fee: twenty-five cents (\$0.25).
  - (b) For extensive searches of archive records: twenty-two dollars (\$22) per hour.
- (8) Games of chance, per year: twenty-five dollars (\$25).
- (9) Going out of business: five hundred dollars (\$500).
- (10) Hawkers and peddlers:
- (a) Per day: twenty-five dollars (\$25)
  - (b) Three days: fifty dollars (\$50)
  - (c) Per month: one hundred dollars (\$100)
  - (d) Per year: three hundred dollars (\$300)
- (11) Junkyard permit fee: one thousand dollars for startup (\$1,000)  
two hundred dollars (\$200) per year renewal.
- (12) Marriage license: Forty dollars (\$40).
- (13) Marriage License Officiant: Twenty five dollars (\$25)
- (14) Mobile home permits (on private land for originals and replacements): fifty dollars (\$50).
- (15) Mobile home parks, per lot permitted: ten dollars (\$10).
- (16) Pavilion permit:
- April 1<sup>st</sup> to September 30<sup>th</sup>
- (a) For resident: small pavilion – Weekend: one hundred ten dollars (\$110),  
Weekday: fifty - five dollars (\$55); large pavilion – Weekend: two hundred –  
twenty dollars (\$220). Weekday: one hundred ten dollars (\$110).
  - (b) Nonresident: small pavilion – Weekend: one hundred sixty-five dollars (\$165)  
Weekday: eighty dollars (\$80); large pavilion – Weekend: three  
hundred dollars (\$300) Weekday: one hundred-sixty  
dollars (\$160)

October 1<sup>st</sup> to October 31<sup>st</sup>

- (a) Small pavilion - Weekend: fifty dollars (\$50), Weekday: twenty-five dollars (\$25); large pavilion - weekend: one hundred dollars (\$100); Weekday: fifty dollars (\$50)
- (17) Tax bills - The fee for mailing of the notice of unpaid taxes, shall be a charge against the parcel, shall be pursuant to section 987 of Real Property Tax Law \$2.00.
- (18) Film Location Fee – per film two hundred fifty (\$250)

**B. BUILDING DEPARTMENT**

**Building Permits:**

**(1) Residential – 1 and 2 family**

<b>VALUE OF CONSTRUCTION</b>	<b>FEE</b>
\$0 to \$2,000	\$12.00; permit must be obtained
\$2,001 to \$25,000	\$18.00, plus \$6.00 for each additional \$1,000 or fraction over \$2,000 to and including \$25,000
\$25,000 to \$50,000	\$150.00 for first \$25,000, plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$50,000
Over \$50,000	\$270.00 for the first \$50,000 plus \$4.00 for each additional \$1,000 or fraction thereof

Along with the Building Permit fee, a Certificate of Occupancy fee (\$50) or Certificate of Compliance fee (\$25) will be paid.

## (2) Commercial and Multi-family Uses

### New Construction:

The Building permit fee will be calculated on the gross floor square foot area (based on exterior building dimensions including all walls and common areas).

GROSS SQ. FT OF BUILDINGS/STRUCTURES	FEE PER SQUARE FOOT
Up to 5,000	\$0.65 per sq. ft. or a min. of \$450
Over 5,000 up to 20,000	\$3,250.00 plus \$0.55 per sq. ft. over 5,000
Over 20,000 up to 50,000	\$11,500.00 plus \$0.45 per sq. ft. over 20,000
Over 50,000	\$25,000.00 plus \$0.35 per sq. ft. over 50,000

An escrow account will be established to cover the consultant's costs as required.  
*See Escrow Amounts.*

### Alterations or modification under construction:

\$0.35 per sq. ft. of gross floor area. Minimum of \$350

(1) Improvement Plan Inspection Fee:

**Commercial and Multi-family residential:** Where special site conditions require full-time inspection, the additional cost will be paid by the applicant.

(2) Other inspections and fees related to building construction:

- (a) Requested inspections outside of normal business hours: fifty dollars (\$50) per hour [minimum charge: two (2) hours in addition to the permit fee].
- (b) Additional plan review required by changes, additions or revisions to approved plans: forty dollars (\$40) per hour.
- (c) If an application for a building permit is not approved, the applicant shall be entitled to a refund of fifty percent (50%) of the fee paid. There is no refund on approved and issued permits.

- (d) Building permit extension of one year: RESIDENTIAL twenty dollars (\$20) or

ten percent (10%) of the original building permit fee, whichever is larger.  
**COMMERCIAL** fifteen percent (15%) of the original building permit fee.

(3) Certificate of Occupancy: **If a building permit is in effect:** fifty dollars (\$50) for one- or two-family dwellings. For all others, the charge is fifty percent (50%) of building permit fee. **If a building permit is not in effect due to it having expired:** and the work is partially or completely done, then in addition to the Certificate of Occupancy fee and Building Permit fee, there will be an additional compliance fee of two hundred dollars (\$200) for a one- or two-family dwelling and one thousand dollars (\$1000.) for all other uses.

(4) Temporary Certificates of Occupancy:

- (a) First temporary Certificate of Occupancy: two hundred fifty dollars (\$250) plus performance bond on remaining work required under site plan approval.
- (b) Second and subsequent temporary Certificates of Occupancy: two hundred fifty dollars (\$250).
- (c) No more than three (3) Temporary Certificates will be issued.

(5) Flood Plain permits:

- (a) Flood development permit: three hundred fifty dollars (\$350).

(6) Copy Certificate of Occupancy title search:

Residential Property \$ 75.00  
Commercial Property \$100.00

(7) Demolition permit:

Residential Property \$175.00  
Commercial Property \$500.00 plus \$ .20 per square foot + CC Fee

(8) Blasting & Excavating Fee: one hundred fifty dollars (\$150) per parcel. Permit expires 30 days after issuance

(9) Other Permits (includes inspection & issuance of a certificate of compliance):

- (a) Fences – fifty dollars (\$50)
- (b) Alternative Heating Appliance – One hundred twenty-five dollars (\$125)
- (c) Tents – Residential: No charge  
Commercial: \$10 per day with no more than 15 days within a calendar year

- (d) Fire/Burglar Installation Permit Fee for other than a 1 or 2 family residence is \$100 per install or remodel/alteration
- (e) Fuel tank removal:
  - Residential Property \$ 75.00
  - Commercial Property \$125.00
- (f) Roofs – based on cost of construction + CC Fee  
(Residential/Commercial)

(10) Fire Inspections: As mandated by the Uniform Fire Prevention & Building Code  
For each visit, fee based on gross square footage of floor area.

<b>SIZE OF STRUCTURE</b>	<b>FEE PER SQUARE FOOT</b>
Up to 2,000 sq. ft.	\$30.00
Over 2,000 sq. ft. but not over 5,000 sq. ft	\$30.00 plus \$0.0125 per sq. ft. for area over 2,000 sq. ft.
Over 5,000 sq. ft. but not over 10,000 sq. ft.	\$67.50 plus \$0.0100 per sq. ft. for area over 5,000 sq. ft.
Over 10,000 sq. ft. but not over 25,000 sq. ft.	\$117.50 plus \$0.0075 per sq. ft. for area over 10,000 sq. ft.
Over 25,000 sq. ft.	\$230.00 plus \$0.0060 per sq. ft. for area over 25,000

In the event the Fire Inspector is required to inspect a premise a third time to ensure compliance with the Code an additional fee of \$100 is to be charged.

In the event the Fire Inspector is required to inspect a premise a fourth time to ensure compliance with the Code an additional fee of \$125 is to be charged.

In the event of non-compliance with the Fire Inspector's recommendations after a fourth visit the property owner will be subject to fines and expenses imposed by the Town Justice Court.

(11) Sign Fees:

(a) Permanent signs:

- (1) Replacement sign panels - Twenty-five dollars (\$25) per sign face, + CC Fee
- (2) All Others: Twenty-five dollars (\$25) base fee, plus five dollars (\$5) per square foot of new sign face + CC Fee

(b) Temporary and/or portable signs:

- (1) Maximum size: thirty-two square feet (32 sq ft); permit must be obtained by property owner.
- (2) Seventy-five (\$75) a month & in compliance with Town Code.

(12) Certificate of Compliance (CC) for non-occupied structures - \$25.00.

(13) Penalty Fees: An additional fee in the amount of \$250.00 for residential construction work or \$500.00 for commercial construction shall accompany an application for a building permit which is submitted to the Town of Ulster Building Department after the work contemplated by the applicant has commenced. [LL# 1 of 2014 - Adopted on 2-6-2014]. Additionally, a fee of \$250. for residential work and \$500. for commercial work shall be applied for failure to call for required inspections.

(14) Landlord Registration Fees:

(a) The one time Registration Fee is \$45.00 per unit.

(b) The Biannual Inspection Fee is as follows:

3 – 9 Units	\$100.00 plus \$50.00 per unit
10 – 20 Units	\$200.00 plus \$50.00 per unit
Over 20 Units	\$350.00 plus \$50.00 per unit

(15) Commercial Solar Facilities and Battery Storage Facilities:

(a) Planning Board Application Fees:

Solar Facility – One Thousand Dollars (\$1,000) per MW of Capacity  
Battery Facility – One Thousand Dollars (\$1,000) per MW of Capacity

(b) Building Permit Application Fees:

Solar Facility – Nine Thousand Dollars (\$9,000) per MW of Capacity  
Battery Facility – Four Thousand Five Hundred Dollars (\$4,500) per MW of Capacity

**C. PLANNING BOARD FEES** [Note: Refunds of site plan fees shall be limited to plans withdrawn prior to Planning Board review.]:

- (1) Site plans, residential (attached; multiple dwellings; duplex, etc.): sixty dollars (\$60) per dwelling unit applied for, plus one hundred dollars (\$100) per one thousand (1,000) gross square feet of nonresidential structure.
- (2) Site plans, commercial/office/individual:
  - (a) Four hundred dollars (\$400), plus a fee based on the gross square footage of the floor area and of affected site area as follows:

SIZE OF STRUCTURES IN SQUARE FEET	FEE PER SQUARE FOOT
Up to 2,000	\$ 0.30
Over 2,000 up to 5,000	\$600 plus \$0.25 over 2,000
Over 5,000 up to 20,000	\$1,250 plus \$0.20 over 5,000
Over 20,000 up to 50,000	\$4,000 plus \$0.15 over 20,000
Over 50,000	\$7,500 plus \$0.10 over 50,000

- (b) Site plan for signs only: fifty dollars (\$50), plus sign permit fee of twenty dollars (\$20) each, plus five dollars (\$5) per sq. ft. of sign face.
- (c) Site Plan for exterior color change only: one hundred fifty dollars (\$150)
- (d) Parkland and Recreation fee: Projects with 40 Units or Less Two Thousand dollars (\$2,000) per dwelling unit, Projects 41 units or more Four Thousand dollars (\$4,000) per dwelling unit. **[Adopted as Local Law 1 of 2023 by the Town of Ulster Town Board on 2/16/2023, A Local Law Known and Cited as Parkland and Recreation Fees. See Chapter 128 of the Town Code]**

Parkland and recreation fees are cumulative in nature. Projects may not be built in phases so as to reduce the parkland and recreation fee. For example, a 57 dwelling unit housing project will incur a parkland and recreation fee of \$148,000.00 (40 x \$2,000.00, plus 17 x \$4,000.00). Any additional dwelling unit for the same project will be at the rate of \$4,000.00 per dwelling unit.

- (3) Site plan renewal/extension: twenty percent (20%) of application fee.
- (4) Special Use Permit: one hundred dollars (\$100) plus Site Plan fees.
- (5) SEQR review [additional fee]:
  - (a) SEQR, Type II and unlisted actions: included in site plan fee except when a positive SEQR declaration is reached, in which case the fees are the same as for a Type I action.
  - (b) Type I action: application fee of three hundred dollars (\$300.) plus actual expense of review (time and materials), subject to the fee limitation in 6 NYCRR Part 617.13.
    - 2% of total cost for residential;
    - ½ of 1% of total cost as provided in 6 NYCRR 617.13
- (6) Subdivisions:
  - (a) Sketch plan review: One hundred dollars (\$100) for each submission to Planning Board.
  - (b) Lot line revision for adjustments and deletions; Two Hundred Dollars (\$200) per lot line adjusted or deleted.
  - (c) Preliminary plat, major subdivision: Three hundred dollars (\$300) base fee, plus two hundred dollars (\$200) per each newly created lot.
  - (d) Preliminary plat, minor subdivision: Three hundred dollars (\$300), plus one hundred (100) per lot.
- (7) Workshop: A fifty (\$50) dollar cancellation fee will be charged to all persons making appointments to the monthly workshop sessions. This fee is to be received at the scheduling of workshop appointments and will be returned to the individual at the time of the appointment. If the appointment is not kept the fee will be retained by the Town.

**D. ZONING BOARD OF APPEALS FEES**

**RESIDENTIAL**

- (1) Area Variance: one hundred dollars (\$100)
- (2) Use Variance: one hundred fifty dollars (\$150)
- (3) Sign variances: one hundred fifty dollars (\$150)
- (4) 280-variances: three hundred dollars (\$300)
- (5) Interpretation: fifty dollars (\$50)
- (6) Appeals from decisions of administrative officer: two hundred fifty dollars (\$250)  
Cost of public hearing included in the fee.

## COMMERCIAL

Area or Use Variance: three hundred dollars (\$300)

Cost of public hearing included in the fee.

All Variance requests require a Public Hearing

## E. ESCROW AMOUNTS

- (1) Upon application to the Town Board, Building Department, Planning Board or Zoning Board of Appeals for any action or approval provided by law, the applicant shall deposit with the Town an amount determined by the approving agency to be sufficient to cover the reasonable and necessary costs of engineering, planning, legal and other consulting fees incurred by the Town in connection with the inspection and review of the application, including all costs necessary to comply with the State Environmental Quality Review Act. The approving agency may require the deposit of additional amounts from time to time thereafter if necessitated by further professional consulting fees in connection with the inspection and review of an application. If such additional amount is not deposited with the Town within 20 days after the applicant is notified in writing of the requirement for such additional deposit, the approving agency may suspend its inspection and review of the application. The amount of the deposits and costs set forth herein shall be audited by the Town Supervisor.
- (2) Any portion of the deposit that is not expended during the inspection and review of the application shall be returned to the applicant upon final approval by the Town.
- (3) Should the actual consulting fees exceed the deposit made to the Town for the application, the applicant shall reimburse the Town for the difference prior to the final approval of the application. No final approval shall be granted to the applicant unless all professional consulting fees charged in connection with the inspection and review of the application have been reimbursed to the Town.
- (4) The deposits made to the Town hereunder shall be placed in an account deemed appropriate by the Town Board.

## F. WATER RATES

Bright Acres Water District, water rates: first 9,000 gallons or any portion thereof in each quarter: \$83.00; 9,001 - 20,000 gallons for \$8.18 per 1,000 gallons or any portion thereof: 20,001 – 50,000 gallons for \$8.76 per 1,000 gallons or any portion thereof: 50,001 gallons and above for \$11.00 per 1,000 gallons or any portion thereof.

Cherry Hill Water District, water rates: first 5,000 gallons or any portion thereof in each quarter: \$29.00; 5,001 gallons and above for \$5.99 per 1,000 gallons or any portion thereof.

Glenerie Water District, water rates: first 5,000 gallons or any portion thereof in each quarter: \$29.00; 5,001 gallons and above for \$4.82 per 1,000 gallons or any portion thereof.

Halcyon Park Water District, water rates: first 5,000 gallons or any portion thereof in each quarter: \$29.00; 5,001 – 20,000 gallons for \$4.25 per 1,000 gallons or any portion thereof: 20,001 – 50,000 gallons for \$5.05 per 1,000 gallons or any portion thereof: 50,001 gallons and above for \$5.93 per 1,000 gallons or any portion thereof.

East Kingston Water District, water rates: first 5,000 gallons or any portion thereof in each quarter: \$29.00; 5,001 gallons and above for \$5.56 per 1,000 gallons or any portion thereof.

Spring Lake Water District, water rates: first 5,000 gallons or any portion thereof in each quarter: \$34.75. Over 5,001 gallons and above for \$9.06 per 1,000 gallons or any portion thereof.

Ulster Water District, water rates: first 5,000 gallons or any portion thereof in each quarter: \$29.00. For over 5,000 gallons: \$4.07 per 1,000 gallons up to 200,000 gallons. Over 200,000 gallons: \$5.11 per 1,000 gallons or any portion thereof.

Inter – District Rates:

Sales from Ulster Water District - \$4.10 per 1000 gallons or any portion thereof  
 Sales from Cherry Hill Water District - \$4.40 per 1000 gallons or any portion thereof

**G. WATER TAP PERMIT:**

**G-1** Fees:

<b>SIZE OF TAP (inches)</b>	<b>FEE</b>
¾	\$ 450.00
1	550.00
1 ¼	600.00
1 ½	650.00
2	750.00
4	1,000.00
6	1,500.00
8	4,000.00
10	6,000.00
12	8,000.00

**G-2** The tapping of water mains or distribution pipes, the furnishing of the corporation cocks, the curb cock and the box shall be provided by the district. The cost of the above-mentioned material shall be included in the permit fee for a three-fourths inch tap. All materials for a larger tap shall be provided by owner of the property.

- G-3** Water usage studies: If prior years' records have to be removed from storage to compile request, a fee of twenty-five dollars (\$25.) per hour with a two-hour minimum will have to be paid in advance via estimate to actual settled at conclusion of project.
- G-4** Turning water on after being turned off at the curb stop: forty dollars (\$40).
- G-5** Replacement of residential meters after pipe burst: two hundred twenty-two dollars (\$222), or value of meter. Replacement of frost plate for residential meters: fifty dollars (\$50), or value of frost plate, plus value of water lost as estimated by the district superintendent.
- G-6** Reapplication for water after water has been shut off at the corporate cock: not less than one hundred dollars (\$100).
- G-7** Quarterly commercial minimum meter charge: all districts

METER SIZE	MINIMUM GALLONS
1"	23,000
1 ½"	38,000
2"	75,000
3"-7"	100,000
8" and above	200,000

- G-8** Bulk water sales for distribution, use or consumption outside the water district: fifteen dollars (\$15) per thousand (1,000) gallons.
- G-9** Sprinkler Systems: Four Hundred Dollars (\$400.00) per year or One Hundred Dollars (\$100.00) per quarter.
- G-10** Outside district: district rate plus twenty thirty-five percent (35%).

## H. SEWER RATES

Ulster Sewer Improvement Area: Five thousand (5,000) gallons or any portion thereof in each quarter: \$22.00. For over five thousand (5,000) gallons: \$3.00 per one thousand (1,000) gallons or any portion thereof.

Washington Ave Sewer District: Five thousand (5,000) gallons or any portion thereof in each quarter: \$84.00. For over five thousand (5,000) gallons: \$16.44 per one thousand (1,000) gallons or any portion thereof. Each property that is not serviced by municipal water shall be charged one hundred and fifty (\$150.00) in each quarter or for the actual use as above if the private well that services the property has a meter accessible to the Sewer District.

Spring Lake Sewer District – Phase 1: Five thousand (5,000) gallons or any portion thereof in each quarter: \$56.75. For over five thousand (5,000) gallons: \$11.31 per one thousand (1,000) gallons or any portion thereof.

**I. Sewer permit fee, Ulster Sewer District, Washington Ave. District and Whittier:**

- (1) Residential: one hundred fifty dollars (\$150).
- (2) Commercial: four hundred fifty dollars (\$450).
- (3) Industrial: two thousand five hundred dollars (\$2,500).
- (4) Wastewater discharge permit: six thousand dollars (\$6,000).

**J. TRANSFER STATION FEES**

**PERMITS:**

<ul style="list-style-type: none"> <li>• Per year \$70.00</li> <li>• Second permit \$55.00</li> <li>• Half year \$50.00 (pro-rated on a half-year basis after July 1)</li> <li>• Single Day \$20.00</li> </ul>
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**For Town of Ulster Residents over the age of 62 only, the following fees apply**

<ul style="list-style-type: none"> <li>• Per year \$50.00</li> <li>• Second permit \$40.00</li> <li>• Half year \$40.00 (pro-rated on a half-year basis after July 1)</li> <li>• Single Day \$12.50</li> </ul>
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**PUNCH CARDS:**

<ul style="list-style-type: none"> <li>• Punch Card of Twenty \$80.00</li> <li>• Punch Card of Ten \$40.00</li> <li>• Punch Card of Five \$20.00</li> </ul>
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Permits, Punch cards may be purchased with cash, check or money order at the Town Clerk’s Office. **Permits and Punch cards may be purchased at the Transfer Station by check or money order only.**

**CHARGEABLE ITEMS:**

***REFRIGERATORS, AIR CONDITIONERS AND DEHUMIDIFIERS ARE NOT ACCEPTED.***

<u>Appliances</u>	5 Punches or \$ 20.00
<u>Bedding</u>	
• Twin and full mattress	3 Punches or \$ 12.00
• Box spring	3 Punches or \$ 12.00
• Queen or larger	4 Punches or \$ 16.00
• Box spring	4 Punches or \$ 16.00
<u>Furniture</u>	
• Couch	4 Punches or \$ 16.00
• Dresser/chest	1 Punches or \$ 4.00 per drawer space
• Folding chair	1 Punches or \$ 4.00
• Love seat	3 Punches or \$ 12.00
• Living room chair	3 Punches or \$ 12.00
• Non-upholstered chair	2 Punches or \$ 8.00
• Tires (car and pickup <b><u>only</u></b> )	2 Punches or \$ 8.00
<u>Household Trash</u>	1 Punch or \$ 4.00 per 30-35 gallon bag

**BRUSH AND CLEAN LUMBER:**

Must be 6" or less in diameter and 6' or less in length

- Pickup truck load 2 Punches or \$ 8.00
- 1-ton truck or larger 4 Punches or \$ 16.00

**PROPANE GAS TANK:**

- 20 pound – shut off valve must be removed 1 Punches or \$ 4.00

**COMPOST (Remove if not in biodegradable paper bags)**

- Grass clippings and leaves, etc. No charge

**THE FOLLOWING ITEMS ARE NOT ACCEPTED:**

- Construction materials/debris
- Demolition materials/debris
- Hazardous waste

**THE FOLLOWING ITEMS ARE ACCEPTED AT NO CHARGE (Permit required)**

- Recyclable glass (only clear, green or brown)
- Bottles
- Jars
- Recyclable plastic
- Cans
- Lids
- Cardboard (MUST BE FLATTENED)
- Brown
- Gray
- Brown bags
- Magazines and junk mail
- Various types of colored printed materials
- Phone books
- Newspapers
- Electronics
- Scrap metal (MUST BE SEPARATED – STEEL/ALUMINUM/COPPER)  
Metal items only (less than 2 cubic feet.)