

TOWN OF STILLWATER



ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

Fee Schedule Town of Stillwater Department of Building, Planning & Development

The following fees, unless otherwise noted, are due at time of initial application.
Failure to do so will deem an application incomplete.

1) Planning & Zoning Application Fees

<u>Application Type</u>	<u>Fee</u>
Minor Subdivision (4 lots or less)-----	\$100 per lot
Major Subdivision (5 lots & greater) -----	\$150 per lot
Site Plan Review-----	\$100 + \$0.10 per sq ft
<i>Square footage calculation is based upon total gross new building square footage plus any gross renovated building square footage</i>	
Lot Line Amendment-----	\$100
Planned Development District (PDD), Inclusive of Site Plan Review Fee-----	\$100 + \$50 per acre
<i>Acreage is based upon total acreage contained within the planned development district.</i>	
Special Use Permit-----	\$100 + Site Plan Review Fee
Use or Area Variance-----	\$75
Extension of a Non-conforming Use-----	\$75
Zoning Interpretation-----	\$50
Recreation Fee / Open Space Fees (see GEIS Fee information and Notice below)	

Engineering / Legal Review escrow fees-----Determined by Town Building Department

The need for engineering and/or legal fees is determined by the Town. Any fees for these services shall be funded by the applicant and must be paid to the Town prior to any necessary engineering and / or legal review of an application.

2) Building and Other Permit Fees

<u>Project Type</u>	
Commercial Construction ⁽¹⁾ -----	\$175 + \$23 per 100 sq ft.
Demolition -----	\$100
Electrical Installation ⁽²⁾ -----	\$25
Garage, Attached or Detached ⁽³⁾ -----	\$60 + \$0.11 per sq ft of total area
Grading ⁽⁴⁾ -----	\$100
Junk yard Annual Inspection -----	\$150
Manufactured Home (post June 15, 1976) or Mobile Home (pre 1976)-----	\$200
Mechanical Installation ⁽²⁾ -----	\$25
Operating Permit-----	\$100
Permit Renewal-----	\$100 or 100% of permit fee that was < \$100
Residential Construction, New (w/wo attached garage) ⁽⁵⁾ -----	\$60 + \$0.23 per sq ft
Residential Addition / Renovation ⁽⁵⁾ -----	\$60 + \$0.23 per sq ft of new & affected space

Septic System Installation or Replacement ⁽⁴⁾ ⁽⁶⁾ -----	\$150
Shed over 144 sq ft -----	\$60 + \$0.07 per sq ft of total area
Sign Permit-----	\$50 min. or \$2.50/SF, whichever is higher
Swimming Pool, In Ground or Above Ground -----	\$50

- (1) *Building square footage for commercial construction is based and calculated on gross (outside dimension area(s) of each story of new structures or additions, including areas of affected existing building space subject to the determination of the Code Enforcement Officer.*
- (2) *Applicable where no other trade work is being accomplished and no Building Permit is being issued*
- (3) *A dwelling unit above a detached garage, in addition to a single family dwelling unit on the same parcel, is not allowed.*
- (4) *Prior to issuance of certain permits, the Town may request an independent review by the Town Engineer. The applicant shall be responsible for paying any associated fees for such reviews and fee shall be paid prior to any permit being issued.*
- (5) *For purposes of fee computations for residences, the areas of unimproved basements, garages, crawlspaces, and attics, are excluded from the calculations.*
- (6) *A Building Permit is required, primary to the issuance of a new septic system permit for a new building.*

3) Generic Environmental Impact Statement (GEIS) Fees

Applications that result in impacts as identified in the Town’s GEIS are also subject to fees in lieu of mitigation. Information relating to these fees is included directly below.

NOTICE To all applicants for major subdivision or site plan review and approval

Effective March 19, 2009 all major subdivision and site plan applications, which the Town has not?? made a determination of significance under the State Environmental Quality Review Act (SEQRA) on or before this date shall be subject to the Fees in Lieu of Mitigation as developed in the Town of Stillwater Town Wide Generic Environmental Impact Statement.

Fees in lieu of mitigation are determined during the site plan review and major sub-division process and are due in three stages of 1/3rd each: 1) Upon approval of Planning Board Site Plan Review Application. 2) At the issuance of the first building permit. 3) At the issuance of the first Certificate of Occupancy.

The fees in lieu of mitigation are tabulated as follows:

Parks & Recreation ⁽¹⁾	
Residential.....	\$913 per dwelling unit (d.u.)
Non-Residential.....	\$0.80 per sq. ft.
Farmland & Open Space ⁽²⁾\$3,259.72 per acre of disturbance	
GEIS Preparation ⁽³⁾	
Residential.....	\$347 per d.u.
Non-Residential.....	\$0.16 per sq. ft./bldg.

- (1) Parks and recreation fees shall apply to major subdivisions, Planned Development Districts (PDD) and commercial projects subject to site plan review and are a per lot/unit fee based upon the final approved number of new lots or units. This fee shall be paid prior to any final plat being signed by the Chair of the Planning Board.
- (2) Farmland & Open Space fees shall apply to major subdivisions, Planned Development Districts (PDD), and commercial projects subject to site plan review. Disturbance is further defined as any land area disturbed by a Project, including, but not limited to, roads and drives, parking, re-contouring of land, excavation, excavation and backfill, building and structure footprint(s), and any alteration of the land for staging and administering of a construction project.
- (3) GEIS Preparation fees shall apply to major subdivisions, Planned Development Districts (PDD), and all projects subject to site plan review.

4) Fee Schedule Information & Definitions

CAUTION: The definitions and information listed herein are general and limited in nature and intended only to assist applicants in determining what permits are required. Final interpretation of the listed definitions and applicability of associated permits/applications lies solely with the Town of Stillwater Department of Building, Planning & Development

ADDITION TO A STRUCTURE WITH LIVING SPACE – An extension or increase in floor area or height of a principal building or principal structure shall be computed to calculate permit fee.

ADDITION TO A STRUCTURE WITHOUT LIVING SPACE – An extension or increase to an accessory structure including a Shed, Garage or other accessory use separate from the principal structure. All area shall be computed to calculate permit fee.

AGRICULTURAL CONSTRUCTION – You must own and operate an active farm and have Agricultural Use status by the Town of be considered an Agricultural Building.

ATTACHED GARAGE – Structure which is attached to the principal structure and separated by a fire-rated wall from all living areas.

DETACHED GARAGE – A structure accessory to the principal use that is used for vehicular parking and storage where no living space is present.

DECK – A roofless exterior structure supported on at least two opposing sides, attached to a structure and with a frost protected foundation. A deck must be equipped with a guardrail when the floor of such is constructed higher than 30” above grade. Handrails and steps must be constructed pursuant to code.

DEMOLITION – Demolition shall not begin until all documents are on file with the Town of Stillwater. See permit application for details.

FENCING – A fence is a barrier consisting of materials assembled, constructed or erected at a fixed location on the ground or attached to the ground. “Fence” does not include a hedge or similar barrier composed of growing vegetation or a man-made earthen berm. Fences are further described in Section 12.9 of the Town’s Zoning Law. Permits are not required for a fence. Fences of very specific configurations are required in order to obtain a pool permit.

GRADING – The alteration of contours of land in connection with development. A grading plan shall be required for new construction. Minor alteration for landscaping purposes or to improve drainage on residential properties does not constitute grading. An additional engineering fee may apply for review of grading plans.

LIVING SPACE – Space within a dwelling unit utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes. (For purposes of fee computations for residences, the areas of unimproved basements, garages, crawlspaces, and attics, are excluded from the calculations.)

MOBILE HOME – Must be in conformance with the Town of Stillwater Mobile Home Ordinance and Appendix E of the New York State Uniform Fire Prevention and Building Code.

NEW RESIDENTIAL CONSTRUCTION – Any one or two family dwelling including townhouses, that is used or designed or intended to be used for human occupancy and habitation.

OPERATING PERMIT – Required for the manufacturing, storing or handling of certain quantities of hazardous materials; hazardous processes and activities; use of pyrotechnic devices in assembly areas; buildings of public assembly with an occupant load of 100 persons or more; and buildings whose use or occupancy may pose a substantial potential hazard to public safety.

PLUMBING, HEATING, VENTILATION, AIR-CONDITIONING OR ELECTRICAL INSTALLATION – This shall include all electrical installation to a structure, as well as, installation of HVAC components as well as water heaters and chimneys.

POLE BARN – A structure which primary use is for storage purposes. A pole barn may not be used as a commercial use or for human habitation without prior approval by the Town of Stillwater.

RENEWAL – A permit must be renewed prior to its expiration date. All permits are good for one year from the date of issuance with the exception of Pool permits which are good for 6 months.

RENOVATION OF LIVING SPACE – The repair or remodeling of a living area, including areas in which electrical or plumbing is modified or extended. The total renovated area, as determined by the Code Enforcement Officer, shall be computed to calculate permit fee.

SEPTIC SYSTEM – On-site wastewater treatment system. A septic system must be designed in conformance with Appendix 75-A of the NYS Department of Health Code and Town of Stillwater Rules, Regulations and guidelines. An engineering fee may be required before a permit is issued for costs incurred by design review of the town's engineering consultants. All systems other than a conventional system are required to be reviewed by the Department of Health.

SHED – A shed over 144 square feet shall be considered an accessory structure and requires a permit.. A shed shall meet setback requirements.

SIGNS – Must be in compliance with Article 11 of the Town of Stillwater Zoning Ordinance.

SWIMMING POOLS – IN-GROUND-A receptacle for water having a depth at any point greater than 2 feet and holding more water than 100 gallons. A fence enclosure must surround an in-ground pool at a height of 48" from grade at all times. A fence must be constructed and maintained, either temporary or permanent, at all times from excavation to operation of an in-ground pool. ABOVE-GROUND-A receptacle for water having a depth at any point greater than 2 feet.