

TOWN OF BETHLEHEM
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING
FEE SCHEDULE

FEE SCHEDULE A - SITE PLAN REVIEW/ SPECIAL USE PERMITS

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>		<u>Unit Fee</u>
1.A. <u>Site Plan / Special Use Permit Application</u> ¹			
-Residential/Commercial/ Office/Institutional	\$ 150	+	\$ 10 per parking stall (proposed)
-Industrial/Warehousing/ and Similar	\$ 150	+	\$ 25 per 1000 sq. ft. of impervious surface area ²
1.B. <u>Site Plan/ Special Use Permit Approval</u> ³			
-Residential/Commercial/ Office/Institutional	\$ 100	+	\$ 7.50 per parking stall (proposed)
-Industrial/Warehousing/ and Similar	\$ 100	+	\$ 15 per 1000 sq. ft. of impervious surface area ²
1.C <u>Site Plan Amendment</u> ¹			
-Minor Amendment ⁴			
• Signs	\$ 35		
• Facades	\$ 50		
• Other	\$ 50 per item ⁵		
-Major Amendment ⁶			
• Res./Commer./ Office/Inst.	\$ 150	+	\$ 5 per revised and \$ 17.50 per new parking stall
• Indus./Ware./ and Similar	\$ 150	+	\$ 10 per 1000 sq. ft. revised and \$ 40 per 1000 sq. ft. of new impervious surface area ²
2. <u>Change of Use</u> ^{1,7}	Same fees as Major Amendment		
3. <u>Time Extension</u> ¹	\$ 50		
4. <u>Engineering Fee</u>	Refer to Engineering Department Fee Schedule		
5. <u>Special Consultants</u> ⁸	Cost basis with escrow account to be established in an amount as determined by the Planning Board		

¹ - Fees must be paid at the time of application and prior to referral to the Department of Economic Development and Planning or placement on a Planning Board agenda.

² - Impervious surface area refers to the land area of a site, exclusive of buildings, where impervious materials such concrete, asphalt, etc. are proposed to cover the site.

³ - Fees must be paid prior to Planning Board approval and prior to staff preparation of approval documents.

⁴ - Minor amendments refer to amendments to previously approved site plans where there is no significant change in site access, parking configuration, loading, outdoor storage areas or site grading. Maximum combined fee for minor amendments is \$150.

⁵ - Per item refers to general categories of site plan changes, such as changes in landscaping, site lighting, utilities, grading, etc.

⁶ - Major amendments refer to amendments to previously approved site plans where there is a significant change in site access, parking configuration, loading, outdoor storage areas or site grading.

⁷ - Change of use refers to amendments to a previously approved site plan where there is a change in the land use at a site, such as retail to office, restaurant to bank, office to day care, etc.

⁸ - In the event that the amount of monies in escrow have been depleted, all remaining review work on the project shall be suspended until such time that the escrow account is replenished by the applicant with sufficient funds to cover the cost of any remaining consultant work. Any funds remaining in escrow after consultant work is completed shall be returned to the applicant.

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FEE SCHEDULE B - MINOR SUBDIVISION REVIEW (4 LOTS OR LESS)

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>		<u>Unit Fee</u>
1.A. <u>Minor Subdivision Application</u> ¹			
-Residential	\$ 125	+	\$ 30 per lot (over 2)
-Commercial/Industrial/ Other	\$ 225	+	\$ 30 per lot (over 2)
1.B. <u>Final Plat Approval</u> ²			
-Residential	\$ 100	+	\$ 15 per lot (over 2)
-Commercial/Industrial/ Other	\$ 100	+	\$ 15 per lot (over 2)
2. <u>Subdivision Amendment</u> ³			
-Lot Line Revision	\$ 100	+	\$ 20 per affected lot (over 2)
-Minor ⁴	\$ 100	+	\$ 20 per affected lot (over 2) (plus any fees as indicated above for remaining review stages)
-Major ⁵	\$ 200	+	\$ 20 per affected lot (over 2) (plus any fees as indicated above for remaining review stages)
-Time Extension	\$ 50		
3. <u>Engineering Fee</u>	Refer to Engineering Department Fee Schedule		
4. <u>Special Consultants</u> ⁶	Cost basis with escrow account to be established in an amount as determined by the Planning Board		

¹ - Minor Subdivision Application refers to review prior to and acceptance of, a Complete Minor Subdivision Application by the Planning Board. Fees must be paid prior to placement on a Planning Board agenda for the purpose of scheduling a public hearing..

² – Refers to Final Plat Approval (or Conditional Final Plat Approval). Fees must be paid prior to the release of the stamped and signed Final Plats for filing in the Albany County Clerk’s Office.

³ - Fees for amendments must be paid at the time of application for said amendment and prior to referral to the Department of Economic Development and Planning or placement on a Planning Board agenda.

⁴ - Minor Amendment refers to changes in an approved Final Plat which do not require a new Public Hearing.

⁵ - Major Amendment refers to changes in an approved Final Plat which do require a new Public Hearing.

⁶ - In the event that the amount of monies in escrow have been depleted, all remaining review work on the project shall be suspended until such time that the escrow account is replenished by the applicant with sufficient funds to cover the cost of any remaining consultant work. Any funds remaining in escrow after consultant work is completed shall be returned to the applicant.

⁷ - Fees must be paid at the time of application and prior to referral to the Department of Economic Development and Planning or placement on a Planning Board agenda.

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FEE SCHEDULE C - MAJOR SUBDIVISION REVIEW (5 LOTS OR MORE)

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>		<u>Unit Fee</u>
1.A. <u>Preliminary Application</u> ¹			
-Residential	\$ 275	+	\$ 30 per lot (over 5)
-Commercial/Industrial/ Other	\$ 275	+	\$ 30 per lot (over 5)
1.B. <u>Final Application</u> ²			
-Residential	\$ 150	+	\$ 15 per lot (over 5)
-Commercial/Industrial/ Other	\$ 150	+	\$ 15 per lot (over 5)
1.C. <u>Plats Filed in Sections</u>	Same as Fees for Final Application (Fees are assessed on a section by section basis as Final Application for each section is submitted)		
2. <u>Subdivision Amendment</u> ³			
-Lot Line Revision	\$ 100	+	\$ 20 per affected lot (over 2)
-Minor ⁴	\$ 100	+	\$ 20 per affected lot (over 2) (plus any fees as indicated above for remaining review stages)
-Major ⁵	\$ 200	+	\$ 20 per affected lot (over 2) (plus any fees as indicated above for remaining review stages)
-Time Extension	\$ 50		
3. <u>Engineering Fee</u>	Refer to Engineering Department Fee Schedule		
4. <u>Special Consultants</u> ⁶	Cost basis with escrow account to be established in an amount as determined by the Planning Board		

¹ - Preliminary Application refers to the review prior to and acceptance of, a Complete Preliminary Application by the Planning Board. Fees must be paid prior to placement on a Planning Board agenda for the purpose of scheduling a public hearing on the Preliminary Plat.

² - Final application refers to application for Final Plat Approval (or Conditional Final Plat Approval). Fees must be paid at the time of such application and prior to referral to the Department of Economic Development and Planning or placement on a Planning Board agenda.

³ - Fees for amendments to Preliminary or Final Plats must be paid at the time of application for said amendment and prior to referral to the Department of Economic Development and Planning or placement on a Planning Board agenda.

⁴ - Minor Amendment refers to changes in an approved Preliminary or Final Plat which do not require a

new Public Hearing.

⁵ - Major Amendment refers to changes in an approved Preliminary or Final Plat which do require a new Public Hearing.

⁶ - In the event that the amount of monies in escrow have been depleted, all remaining review work on the project shall be suspended until such time that the escrow account is replenished by the applicant with sufficient funds to cover the cost of any remaining consultant work. Any funds remaining in escrow after consultant work is completed shall be returned to the applicant.

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FEE SCHEDULE D - PLANNED DEVELOPMENT DISTRICT REVIEW

I. Establishment of District (Application for Zoning Change)

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>	<u>Unit Fee</u>
1.A. <u>Town Board Application</u> ¹	\$ 100	
1.B. <u>Planning Board Review</u> ²	\$ 250	
-Single Family ³		+ \$ 10 per lot
-Two Family thru Multi-Family		+ \$ 2.50 per required parking stall
-Other Use		+ \$ 2.50 per required parking stall
1.C. <u>Town Bd. Dist. Approval</u> ⁴	\$ 250	

II. Approval of Projects within Districts

1. Site Plan / Subdivision Approval SEE Site Plan and/or Subdivision Review fees as applicable (Fee Schedules A,B, and C)

2. BPA Amendment ¹ (These fees to be used only for Building Projects approved prior to the adoption of the Town of Bethlehem Zoning Law by the Town Board on August 24, 2005)
 - Lot Line Revision \$ 150 + \$ 20 per affected lot (over 2)

 - Minor Amendment ⁵
 - Signs \$ 50
 - Facades \$ 75
 - Parking \$ 150 + \$ 5 per revised and \$ 17.50 per new parking stall
 - Other \$ 75 per item ⁶

 - Major Amendment ⁷ \$ 250
 - Single Family ³ + \$ 20 per revised lot (over 2) and \$ 35 per new lot
 - Two Family-Multi-Family + \$ 5 per revised parking stall and \$ 17.50 per new parking stall
 - Other Use + \$ 5 per revised parking stall and \$ 17.50 per new parking stall

 - Time Extension \$ 50

3. Engineering Fee Refer to Engineering Department Fee Schedule

4. Special Consultants ⁸ Cost basis with escrow account to be established in an amount as determined by the Town Board

¹ - Fee must be paid at the time of application to the Town Board and prior to referral to the Department

of Economic Development and Planning or placement on a Town Board agenda.

² - Refers to Town Board referral to the Planning Board for review and recommendation pursuant to the Planned Development District regulations. Fees must be paid prior to placement on the Planning Board agenda.

³ - Includes only detached single family units where the unit sits on its own individual lot. Attached single family units shall be treated as "Two Family thru Multi-Family" for the purpose of calculating review fees.

⁴ - Fee must be paid prior to Town Board approval and staff preparation of necessary documents to enact the approval.

⁵ - Minor amendments refer to amendments to a previously approved Building Project where, in the judgment of the Planning Board, a new public hearing is not necessary. The maximum combined base fee for minor amendments is \$ 250 plus any applicable unit fees.

⁶ - Per item refers to general categories of Building Project changes, such as changes in landscaping, site lighting, utilities, grading, etc.

⁷ - Major amendments refer to amendments to a previously approved Building Project where the Planning Board determines that a new public hearing is necessary.

⁸ - In the event that the monies in escrow have been depleted, all remaining review work on the project shall be suspended until such time that the escrow account is replenished by the applicant with sufficient funds to cover the cost of any remaining consultant work. Any funds remaining in escrow after consultant work is completed shall be returned to the applicant.

NOTE: Any Site Plan Application which varies substantially in concept from preliminary plans presented at the time of the rezoning to a Planned Development District shall be subject to a surcharge equal to the unit fee as detailed in Section I.1.B above. This surcharge shall not apply in instances where ten or more years have passed between the date of rezoning and the date of application for Site Plan Approval.

NOTE: Any application to amend a previously approved Building Project which has laid dormant and undeveloped for a period of ten years or more, or which substantially changes the concept of the previously approved plan, shall be treated as a new application for Site Plan Approval and shall be subject to all applicable fees set forth in Fee Schedule A..

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FEE SCHEDULE E – MIXED ECONOMIC DEVELOPMENT DISTRICT PLAN REVIEW

I. Concept Plan Application

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>	<u>Unit Fee</u>
1.A. <u>Town Board Application</u> ¹	\$ 100	
1.B. <u>Planning Board Review</u> ²	\$ 250	
-Residential/Commercial/ Office/Institutional		+ \$ 2.50 per required parking stall
-Permitted Industrial Uses		+ \$ 10 per 1000 sq. ft. of impervious surface area ³
1.C. <u>Town Bd. Dist. Approval</u> ⁴	\$ 250	

II. Approval of Projects within Districts

1. Site Plan / Subdivision Approval SEE Site Plan and/or Subdivision Review fees as applicable (Fee Schedules A,B and C)
2. BPA Amendment ¹ (These fees to be used ONLY for Building Projects for Planned Commercial Districts approved prior to the adoption of the Town of Bethlehem Zoning Law by the Town Board on August 24, 2005.

-Lot Line Revision	\$ 150	+ \$ 20 per affected lot (over 2)
-Minor Amendment ⁵		
• Signs	\$ 50	
• Facades	\$ 75	
• Parking ⁶	\$ 150	+ \$ 5 per revised and \$ 17.50 per new parking stall
• Imperv. Surface ⁷	\$ 200	+ \$ 10 per 1000 sq. ft. revised and \$ 40 per 1000 sq. ft. of new imperv. surface area ³
• Other	\$ 75 per item ⁸	
-Major Amendment ⁹	\$ 200	
• Residential/Comm./ Office/Institutional		+ \$ 5 per revised and \$ 17.50 per new parking stall
• Industrial/Ware- housing/& Similar		+ \$ 10 per 1000 sq. ft. revised and \$ 40 per 1000 sq. ft. of new imperv. surface area ³
-Time Extension	\$ 50	

3. Engineering Fee Refer to Engineering Department Fee Schedule

4. Special Consultants ¹⁰ Cost basis with escrow account to be established in an amount as determined by the Town Board

¹ - Fee must be paid at the time of application to the Town Board and prior to referral to the Department of Economic Development and Planning or placement on a Town Board agenda.

² - Refers to Town Board referral to the Planning Board for review and recommendation pursuant to the Mixed Economic Development District regulations. Fees must be paid prior to placement on the Planning Board agenda.

³ - Impervious surface area refers to the land area of a site, exclusive of buildings, where impervious materials such as concrete, asphalt, etc. are proposed to cover the site.

⁴ - Fees must be paid prior to Town Board approval and staff preparation of necessary documents to enact approval.

⁵ - Minor amendments refer to amendments to a previously approved Building Project where, in the judgment of the Planning Board, a new public hearing is not necessary. The maximum combined fee for minor amendments is \$ 250 plus any applicable unit fees.

⁶ - These fees apply only to residential, commercial, office and institutional land uses.

⁷ - These fees apply only to approved industrial uses and similar land uses.

⁸ - Per item refers to general categories of Building Project changes, such as changes in landscaping, site lighting, utilities, grading, etc.

⁹ - Major amendments refer to amendments to a previously approved Building Project where the Planning Board determines that a new public hearing is necessary.

¹⁰ - In the event that the monies in escrow have been depleted, all remaining review work on the project shall be suspended until such time that the escrow account is replenished by the applicant with sufficient funds to cover the cost of any remaining consultant work. Any funds remaining in escrow after consultant work is completed shall be returned to the applicant.

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FEE SCHEDULE F - STATE ENVIRONMENTAL QUALITY REVIEW (SEQR)

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>	<u>Unit Fee</u>
1. <u>Lead Agency Coordination</u> ¹	\$ 75	
2. <u>EAF Review</u>		
-Short Form	None	
-Long Form ²	\$ 75	
• Part III/Narrative		+ \$ 15 per page (over 30)
• Technical Studies		+ \$ 5 per page (over 30)
-Long Form Revisions ²	\$ 25	
• Part III/Narrative		+ \$ 15 per page of new or revised material
• Technical Studies		+ \$ 5 per page of new or revised materials
3. <u>Determination of Significance</u> ³		
-Neg Dec - Minor Project	\$ 50	
-Neg Dec - Major Project	\$ 150	
-Positive Declaration	\$ 150	
4. <u>DEIS Scoping</u>	\$ 0	
5. <u>DEIS Preparation</u> ^{4,5}	Cost basis with escrow account to be established in an amount as determined by the lead agency	
6. <u>DEIS Review</u> ^{2,6}		
-Initial Review	\$ 400	
• DEIS		+ \$ 15 per page (over 40)
• Technical Addendum		+ \$ 5 per page (over 40)
-Revisions	\$ 100	
• DEIS		+ \$ 15 per page of new or revised material
• Technical Addendum		+ \$ 5 per page of new or revised material
7. <u>FEIS Preparation</u> ^{4,5}	Cost basis with escrow account to be established in an amount as determined by the lead agency	
8. <u>FEIS Review</u> ^{2,6}		
-Initial Review	\$ 200	
• FEIS		+ \$ 15 per page of new or revised material
• Technical Addendum		+ \$ 5 per page of new or revised material
-Revisions	\$ 100	
• FEIS		+ \$ 15 per page of new or revised material
• Technical Addendum		+ \$ 5 per page of new or revised material

9. Findings Statement Preparation⁷ \$ 250
10. Special Consultants⁵ Cost basis with escrow account to be established in an amount as determined by the lead agency

¹ - Applies to coordinated SEQR review of "Unlisted" and "Type I" actions only. If applicable, fee is to be paid at the time of lead agency "classification" of the action and prior to circulation of SEQR materials to other "involved agencies".

² - Fee must be paid at the time of submittal to the lead agency and prior to review by either the lead agency or the Department of Economic Development and Planning.

³ - Fee must be paid prior to formal action on a "Determination of Significance" by the lead agency and prior to preparation of appropriate resolutions and notices by the Department of Economic Development and Planning.

⁴ - Refers to any instance where a DEIS or FEIS may be prepared by the Town or consultants working for the Town. The cost shall include all costs associated with labor, materials, printing, notices, etc.

⁵ - In the event that monies in escrow have been depleted, all remaining review work on the project shall be suspended until such time that the escrow account is replenished by the applicant with sufficient funds to cover the cost of any remaining SEQR work by the Town or its consultants. Any funds remaining in escrow after SEQR review is completed shall be returned to the applicant.

⁶ - Refers to any instance where a DEIS or FEIS is prepared by an applicant and submitted to the Town for review. In instances where the Town has employed special consultants to review the DEIS or FEIS in total, an administrative fee of 15% of the consultant fee shall be required. In addition, fees will be charged to the applicant for retention of any special consultants as indicated in item 10 above "Special Consultants".

⁷ - Refers to instances where a Findings Statement is prepared by the Town. In the event a Findings Statement is prepared by special consultants working for the Town, the fee shall instead be on a cost basis as indicated in item 10 "Special Consultants".

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FEE SCHEDULE G MISCELLANEOUS REVIEW FEES

<u>Fee Type / Review Stage</u>	<u>Base Fee</u>	<u>Unit Fee</u>
1. <u>Application for Rezoning</u> ¹		
-Town Board Application ²	\$ 100	
-Planning Board Review ³	\$ 250	+ \$ 150 per acre
-Town Board Approval ⁴	\$ 250	
2. <u>Application for Land Division</u> ⁵	\$ 265	

¹ - Includes any application or petition to the Town Board to rezone property to a less restrictive zoning classification. Any necessary SEQR fees will also be assessed as outlined in "Fee Schedule F - State Environmental Quality Review".

² - Fees must be paid at the time of application to the Town Board and prior to referral to the Department of Economic Development and Planning or placement on a Town Board agenda.

³ - Fees must be paid prior to placement on a Planning Board agenda.

⁴ - Fees must be paid prior to Town Board approval and staff preparation of necessary documents to enact approval.

⁵ - Fees must be paid at the time of application.

1/2009

7. Fire Hydrant Flow Testing Fees

Witnessing of Fire Flow Test (test by others)	\$160.00 per test
Performance of Fire Flow Test and Analysis	\$315.00 per test

8. Stormwater Management, Grading and Erosion & Sediment Control Review Fee

Grading Erosion & Sediment Control Review (w/Building Permit Application) \$150.00

Grading, Erosion & Sediment Control Permit (including programmed inspections required by Town Stormwater Law)

0.25 acre to 1 acre disturbance	\$450.00
Greater than 1 acre disturbance	\$1,350.00

Construction Compliance Field Inspection	\$150.00 per inspection
Violation Follow-up Inspection	\$250.00 per inspection
(A service charge of 1.5% per month is applied to balances due after 30 days.)	

Note: Active construction sites with building permits from before 1/1/2008 are required to comply with requirements of the Town Stormwater Law but will not be charged for permits or field inspections.

9. Backflow Prevention Device Review Fee

Review Fee \$200.00

(Applications for must also include a separate check for the Albany County Department of Health Fee (\$110.00) made payable to that department.)

10. Water Division Fee Structure

Water Tap & Meter	\$1,100.00
Meter Only	\$ 475.00
Hydro Seeding Permit	\$ 125.00
Frost Bottom	\$ 85.00
Meter Test	\$ 35.00
Service Calls	\$ 50.00 (nights /weekends \$100.00)

11. Sewer Division Fee Structure

Sewer Connection Permits	
Residential	\$ 450.00
Commercial	\$ 800.00
Industrial	\$1,100.00
Additional/Follow-up Inspections	\$ 50.00 each

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Fee Schedule Z Zoning Board of Appeals Fees

DISTRICTS	AREA VARIANCE or INTERPRETATION APPEAL		USE VARIANCE	
	Residential Use	Non-Residential Use	Residential Use	Non-Residential Use
Residential	\$75.00	\$100.00	\$125.00	\$150.00
Mixed Use¹	\$100.00	\$125.00	\$150.00	\$175.00
Commercial¹	\$175.00	\$200.00	\$200.00	\$300.00
Special Districts	\$175.00	\$200.00	\$200.00	\$300.00

Districts are Set Forth in the Zoning Code, Section 128-12

Residential and Non-Residential Uses are Set Forth in the Zoning Code, Section 128-100

¹ If the primary use of the parcel is a single family home and will remain as such with the granting of the variance; those applicants shall follow the fee schedule for residential districts.

1/2007