

ARTICLE 10: ADMINISTRATIVE FEES

1001 GENERAL PROVISIONS

1001.1 APPLICATIONS CONSIDERED INCOMPLETE UNTIL PAYMENT OF REQUIRED FEE

Applications for any of the permits, approvals, or certificates specified below which are not accompanied by a check in the amount of the required fee shall be considered incomplete and no action will be taken on said application until a check for the required amount has been received by local officials.

1001.2 CHECK TO BE MADE PAYABLE TO TOWN

All fees shall be paid in the form of a check made payable to the Town of Holden and the purpose of the fee shall be clearly indicated on the check.

1002 BUILDING FEES

BUILDING PERMIT APPLICATIONS: All applications for Building Permits issued by the Code Enforcement Officer, under this Ordinance shall be accompanied by an inspection fee based upon an amount calculated using the square foot size of the building times the following per square foot fee:

Commercial Construction	\$.50 finished	\$.30 unfinished
Residential single family dwelling	\$.60 finished	\$.50 unfinished
Residential multiple family dwelling	\$.60 finished	\$.50 unfinished
Alterations of existing space	\$.20	
Attached garages	\$.50	
Detached garage	\$.30	
Conversion to habitable space	\$.20	
Decks	\$.10	
Sheds, not exceeding 400 square feet	\$.10	
Mobile Homes	\$.30	
Structural Renovations	\$1.00 per each thousand dollars of construction estimates	

Minimum fee for all permits is \$20.00

Where a permit is not obtained until after construction begins the fee shall be doubled. This double fee is in addition to any fine or penalty imposed for violating this Ordinance by failing to obtain a Building Permit prior to starting construction.

1003 SITE PLAN REVIEW FEES

1003.1 APPLICATION PACKET FEE

The Application Packet Fee required to cover printing costs for copies of the Application Form and copies of this Ordinance are as follows:

1003.1.1 COPIES OF SITE PLAN REVIEW APPLICATION. The non-refundable fee for copies of the Site Plan Review Application Form is \$5.00 per copy.

1003.1.2 COPIES OF ORDINANCE. The non-refundable fee for copies of this Ordinance is \$10.00 per copy.

1003.2 APPLICATION PROCESSING FEES

The Application Processing Fees required to cover the administrative handling costs associated with Site Plan Review under this Ordinance are as follows:

1003.2.1 MINOR DEVELOPMENTS. The non-refundable fee to accompany the application for Minor Developments is one hundred dollars (\$100.00).

ARTICLE 10: ADMINISTRATIVE FEES

1003.2.2 MAJOR DEVELOPMENTS. The non-refundable fee to accompany the application of Major Developments is two hundred fifty dollars (\$250.00).

1003.3 TECHNICAL REVIEW FEE

In addition to the fees for copies of the Application and Ordinance and the Application Processing Fee, the applicant shall pay a separate fee of five hundred dollars (\$500) for Minor Developments and one thousand dollars (\$1,000) for Major Developments, to be used to reimburse the time and expenses incurred by the Town's Planning Consultant, if the Town has retained the services of such a Consultant, and/or such other independent consultant(s) the Board may deem necessary to assist it with its review of the application. Such other consultants shall be fully qualified to provide the required assistance, and may include:

An Attorney;
A registered Professional Engineer;
A Registered Architect;
A Registered Landscape Architect;
A Registered Geologist;
A Licensed Soil Scientist;
A Registered Land Surveyor; or
Any other Registered/Licensed Professional or independent Expert Witness deemed fully qualified and mutually acceptable to the Board and the applicant.

This Technical Review Fee shall be paid prior to the start of the Planning Board's review of any application for Site Plan Review.

This fee shall be paid in the form of a check made payable to the Town of Holden and the purpose of the fee shall be clearly indicated on the check.

If the balance of the unexpended funds are drawn down by fifty percent (50%) or more, the applicant shall be notified and required to pay an additional two hundred fifty dollars (\$250) for Minor Developments and five hundred dollars (\$500) for Major Developments. The applicant shall continue to be notified and required to pay the appropriate additional amounts as necessary whenever the balance of the funds is drawn down by 50% of the original amount. Failure to pay the required amount within 30 days shall also be a violation of this Ordinance and be cause to stop the review process.

Any balance remaining, after the completion and inspection of required improvements, shall be returned to the applicant.

1004 ZONING BOARD OF APPEALS ADMINISTRATION FEES

APPLICATION FOR ADMINISTRATIVE APPEALS AND VARIANCES: All applications for Administrative Appeals and the approval of Variances by the Zoning Board of Appeals, under this Ordinance shall be accompanied by a check in the amount of one hundred dollars (\$100 plus public hearing costs).

1005 AMENDMENTS TO ORDINANCE - FEES

When an amendment to this Ordinance is proposed by other than the municipal officers or Planning Board, a fee of two hundred fifty dollars (\$250 plus public hearing costs) shall accompany the proposal to cover the cost of review, hearings, and advertisements. This fee is non-refundable.

1006 CONDITIONAL ZONING - FEES

Any costs, including reasonable attorney fees, postage, printing, publishing and toll telephone calls incurred by the Town in processing the application for conditional zoning and for administering its provisions shall be paid by the applicant whether or not the zoning change receives approval.