

NEW HAVEN CITY PLAN COMMISSION ADVISORY REPORT

RE: **ORDINANCE AMENDMENT**, Amend Section 17-20 of the Code of Ordinances regarding 2011 Permit, License and User Fees (Mayor DeStefano).

REPORT: 1450-09

ADVICE: Approval with correction of typographical errors

BACKGROUND

The Office of Management and Budget annually reviews fees and charges for various City services, permits and licenses, as these must be approved by the Board of Aldermen. The review is done in the context of budget preparation, and each department is consulted concerning the fees charges for licenses, permits and other services performed by that department. The fees charged by the City extend to 24 pages of separate items and range from \$.50 for a paper copy or a ride on the Lighthouse Point Park Carousel, or \$6.00 for a voter registration card, up to \$500 for over 4 hours of Lighthouse Carousel rental, \$500 for an over the street banner, to \$3,350 for a Planned Development District application and general plans.

The proposed changes reflect some new fees that should appropriately be charged for increased or new services provided (such as fire marshal inspection fees, and fees for waste and recycling receptacles) and certain fees where a fee increase is justified (rental of parks equipment and spaces). Among them are incremental increases in building permit fees and new fees for Fire Marshal inspections and Public Works recycling and waste receptacle fees. There are also fees proposed for deletion (such as sportsman license fees which are covered under State Statute and are available commercially in sporting goods stores). The proposed fees are estimated to increase City revenue by approximately \$262,000.

PLANNING CONSIDERATIONS

The City increases fees to more accurately reflect the cost of processing permits and licenses. Annual increases minimize the impact, avoiding sudden large increase for applicants. Increasing regulatory requirements from state and federal governments add to the complexity and staff time required to process many of these permits and licenses. For example, while there are no increases in fees for City Plan Commission and Board of Zoning Appeals applications, certain zoning and land use fees (for special permits, special exceptions, variances, zone changes, inland wetlands and watercourses or coastal applications) are subject to a \$60.00 surcharge, \$58 of which must be returned to the State Department of Energy and Environmental Protection.

A surge in applications for permits beneath the threshold that would trigger formal Commission review caused the City Plan Department to propose a fee for Administrative Site Plan Review per section 64(f)(10) of the Zoning Ordinance. Such reviews are conducted administratively by a team of representatives from several City departments and are reported to the Commission on a monthly basis. Additionally, the fee for Flood Plain Variance has been increased in anticipation of potential activity related to a recently updated Flood Damage Prevention Ordinance.

Commission staff notes there are several typographical errors in the City Plan Department fee section on pages 7-2 through 7-5 relating to a footnote concerning the State surcharge. The footnote on page 7-2 states "fees Indicated in Bold are also subject to a \$601 State Surcharge in accordance with CGS Section 221-27j as amended from time to time." (The surcharge currently is \$60.) There is a spelling error on page 7-2. Most all the fees relating to the Board of Zoning Appeals and City Plan Commission are subject to the surcharge. These fees which are subject to the surcharge should be in Bold and underscored. The Detailed Plans fee should be \$210 and in Bold, underscored and shading removed.

ADVICE

The Commission believes the proposed changes to the fee schedule are reasonable and recommends approval with typographical errors corrected (see attachment).

ADOPTED: March 16, 2011
Edward Mattison
Chair

ATTEST:


Karyn M. Gilvarg, AIA
Executive Director

17-20 Permit, License User Fee Update
Mayor's Proposed FY 11/12

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010/11	FY 2011/12	Department Requested	Mayor's Proposed
City Plan Department							
* Fees Indicated in Bold are also subject to a \$604 State Surcharge in accordance with CGS Section 22a-27j as amended from time to time.							
Applications to Board of Zoning Appeals							
Special Exception	17-22(b)(1) \$86.00	\$88.00	90.00	90.00	90.00	90.00	90.00
Filing following receipt of an Order to Cease and Desist	17-22(b)(1) \$200.00	\$200.00	210.00	210.00	210.00	210.00	210.00
Variance (except use variance)	17-22(b)(2) \$70.00	\$70.00	75.00	75.00	75.00	75.00	75.00
Filing following receipt of an Order to Cease and Desist	17-22(b)(2) \$200.00	\$200.00	210.00	210.00	210.00	210.00	210.00
Use Variance	17-22(b)(3) \$800.00	\$825.00	825.00	825.00	825.00	825.00	825.00
Filing following receipt of an Order to Cease and Desist	17-22(b)(3) \$1,000.00	\$1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Review of administrative order or decision of the zoning administrator	17-22(b)(5) \$70.00	\$70.00	75.00	75.00	75.00	75.00	75.00
Renewal of approval, per section 63.H of the Zoning Ordinance, Special Exception or Variance (except Use Variance)	17-22(6)(a) \$37.00	\$38.00	40.00	40.00	40.00	40.00	40.00
Applications to City Plan Commission							
Application to City Plan Commission for certification or recertification of an automobile Use or reuse	\$170.00	\$170.00	180.00	180.00	180.00	180.00	180.00
Application for Map or Text Change							
Zoning ordinance map or text change application to Board of Aldermen	17-22(d)(1) \$1,325.00	\$1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00
Inland wetland regulation map or text change application to City Plan Commission	17-22(d)(2) \$133.00	\$135.00	140.00	140.00	140.00	140.00	140.00
Planned Development Applications and Services							
Applications and General Plans							
Planned Development Unit (PDU) - Application to board of zoning appeals	17-22(e)(1)(a) \$1,325.00	\$1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00
Time extension annually	17-22(e)(1)(a) \$665.00	\$675.00	675.00	675.00	675.00	675.00	675.00
Planned Development District (PDD) - Application to board of aldermen	17-22(e)(1)(b) \$3,300.00	\$3,350.00	3,350.00	3,350.00	3,350.00	3,350.00	3,350.00
Time extension annually	17-22(e)(1)(b) \$665.00	\$665.00	675.00	675.00	675.00	675.00	675.00

60

add bold under score

17-20 Permit, License User Fee Update
 Mayor's Proposed FY 11/12

Departments & Items City Plan Department (cont)	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010/11	FY 2011/12	
					Department Requested	Mayor's Proposed
Development Processing Change in development team - change of development principals or members of professional team	17-22(2)(e) \$335.00	\$340.00	350.00	350.00	350.00	350.00
Detailed plans - for a single submission for a project, or minor modification of approved general or detailed plan	17-22(e)(2)(b) 17-22(e)(2)(c) \$200.00	\$200.00	210.00	210.00 <i>add bill hours</i>	200.00 <i>Remove shading</i>	200.00
Fast tracking - for separate submission of elements of a detailed plan to facilitate construction of a project or a site preparation (must include SEESC and CSPR)	17-22(e)(2)(d)(1) \$134.00	\$135.00	140.00	140.00	140.00	140.00
Footings and foundations	17-22(e)(2)(d)(2) \$134.00	\$135.00	140.00	140.00	140.00	140.00
Structural framing and/or building	17-22(e)(2)(d)(3) \$134.00	\$135.00	140.00	140.00	140.00	140.00
Final site plan, including landscaping	17-22(e)(2)(d)(4) \$134.00	\$135.00	140.00	140.00	140.00	140.00
Certificate of completion for PDD or PDU for dwellings	17-22(e)(2)(e)(1) \$37.00	\$38.00	40.00	40.00	40.00	40.00
1-5 units, per dwelling unit	17-22(e)(2)(e)(2) \$134.00	\$135.00	140.00	140.00	140.00	140.00
More than 5 dwelling units	17-22(e)(2)(e)(3) \$134.00	\$135.00	140.00	140.00	140.00	140.00
For institutional, commercial or industrial						
For each tenant or project phase	17-22(e)(2)(e)(1) \$37.00	\$38.00	40.00	40.00	40.00	40.00
Project or phase completion	17-22(e)(2)(e)(3) \$134.00	\$224.00	225.00	225.00	230.00	230.00
Postponement, Rescheduling and Customer Receipts						
Postponement or rescheduling of public hearing before Board of Aldermen or its committees; Board of Zoning Appeals, City Plan or Historic District Commission at applicant's request after advertisement or notification is sent; shall include a service charge of \$2.00 for each notice mailed, plus fee	17-22(f)(1) \$85.00	\$85.00	90.00	90.00	90.00	90.00

17-20 Permit, License User Fee Update
Mayor's Proposed FY 11/12

Departments & Items City Plan Department (cont) Maps, Publication and Customer Service Charges	FY 2007-08		FY 2008-09		FY 2009-10		FY 2010/11		FY 2011/12	
	Department Requested	Mayor's Proposed	Department Requested	Mayor's Proposed	Department Requested	Mayor's Proposed	Department Requested	Mayor's Proposed	Department Requested	Mayor's Proposed
Maps										
Zoning ordinance map with CAM District, single copy	17-22(g)(1)(a)	\$22.00	\$22.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Additional copies purchased at same time	17-22(g)(1)(b)	\$17.00	\$17.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Inland wetland map	17-22(g)(1)(c)	\$17.00	\$17.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Topographic map section for SESC filing	17-22(g)(1)	\$17.00	\$17.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Large Format Maps (B & W)		\$12.00	\$12.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Large Format Maps (Color)		\$27.00	\$27.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Large Format Aldermanic Ward Maps (B & W)		\$12.00	\$12.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Small Format (Booklet) Aldermanic Maps (B & W)		\$17.00	\$17.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
GIS/Auto CAD data for City Base (Electronic)		\$530.00	\$540.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00
GIS Parcel Plots/Location Maps (Electronic)		\$6.00	\$6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Ordinances and Regulations										
Zoning Ordinance text, print	17-22(g)(2)(a)	\$27.00	\$27.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Inland wetland regulations	17-22(g)(2)(b)	\$17.00	\$17.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Soil erosion and sediment control regulations	17-22(g)(2)(c)	\$11.00	\$11.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Customer service and mailing charges: mailing fee for application, map or ordinance	17-22(g)(3)	\$6.00	\$6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Agenda fee for board of zoning appeals or city plan commission; annual rate including mailing and postage	17-22(g)(3)	\$22.00	\$22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00
Documents and publications		\$40.00	\$40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Application for Zoning Permits										
Certificate of Zoning Compliance, per parcel	17-22(c)(1)	\$42.00	\$43.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00
Certificate of Appropriateness within Historic District	17-22(c)(2)	\$65.00	\$86.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
Site Plan Review, Coastal Site Plan Review, Inland Wetlands & Watercourses										
Written determination of unregulated or permitted use or activity										
Including site plan review		\$37.00	\$38.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Class A application (minor review)		\$70.00	\$70.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00
Class B application (standard review)		\$200.00	\$200.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00
Class C application (Major Project, Public Hearing Required)		\$270.00	\$270.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00
(For associated notification fees see below.)		\$54.00	\$54.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00
Revision of Class B or C plan	17-22 (c) (5)	\$27.00	\$27.00	28.00	28.00	28.00	28.00	28.00	28.00	28.00
Time extension for site plan permit, annually	17-22 (c) (6)	\$85.00	\$86.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
Special permit		\$200.00	\$200.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00
Filing following receipt of an Order to Cease and Desist		\$200.00	\$200.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00

Section 7

Permit License And User Fees

7-4

Remove Bold Underline

Add Bold Underline

Section 7

Permit License And User Fees

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 Mayor's Proposed FY 11/12

			FY 2007-08	FY 2008-09	FY 2009-10	FY 2010/11	FY 2011/12	Department Requested	Mayor's Proposed
Departments & Items									
City Plan Department (cont)									
Penalty fee for filing of application for zoning permits following receipt of Cease and Desist Order									
Administrative Site Plan Review	17-22(c)(7) NEW		\$106.00	\$110.00	115.00	115.00 100.00	115.00 100.00	115.00 100.00	115.00 100.00
Notification Fee:									
City prepares, mails required Legal Notices to abutters, for each notice									
	17-22 (c) (4)(a)(1)		\$11.00	\$11.00	11.00	11.00	11.00	11.00	11.00
Applicant prepares and mails required Legal Notices to abutters, and furnishes a certified list of those notified, for each notice									
	17-22 (c) (4) (a)(2)		\$3.00	\$3.00	3.00	3.00	3.00	3.00	3.00
Flood Plain Development Permit (FPD)									
Flood Plain Development Permit (FPD)									
	17-22(c)(8)		\$27.00	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Flood Plain Development Variance (FPD)									
	17-22(c)(8)		\$27.00	\$27.00	28.00	28.00	90.00	90.00	28.00
Time Extension for FPD Variance, per regulation									
	17-22(c)(8)		\$27.00	\$27.00	28.00	28.00	28.00	28.00	28.00

Add shading