

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

October 25, 2013

To: Mayor and Council

From: Kristy Rogers

RE: Proposed Fee Schedule



Currently, the Accounting Department has an extensive list of open invoices. One item of concern is collecting professional fees incurred by the Town on behalf of Planning and Zoning applications. There are two possibilities of moving forward; the first is amending the fee schedule to receive escrow funds, the second is to increase application fees. This process is important, to avoid continued accruals relating to professional fees on the accounts receivable list.

The first possibility is displayed on the proposed fee schedule (A) which has a specific amount of initial escrow funds to be held by the Town for purposes of professional fees incurred for each project application. The following statement appears at the bottom of the fee schedule and will also be placed on each application listed on the fee schedule.

**=Escrow funds are required by the applicant to cover Professional Fees, including but not limited to Engineering and Legal. Escrow funds will be placed in an escrow account. A monthly statement will be given to the applicant detailing how the funds have been charged. The applicant will have 30 days to dispute any charges. At the completion of the said project/application process, any remaining balance will be refunded to the applicant. Initial escrow funds can be increased upon review of the application. When the occurrence of Escrow funds being depleted and the project is ongoing, additional funds will be requested and continued work will be delayed until the funds requested have been replenished.*

The second possibility is shown on the proposed fee schedule (B) resulting from a Fee Justification Presentation to Mayor and Council in 2009. Along with the Planning Coordinator, the Town engineer, consultant and attorney researched the entire process for every type of application that could be submitted to the Town. In this second proposed fee schedule, the list of application fees have been expanded, to cover all costs associated with the "normal" process. Within the increased application amount, there is a portion of escrow funds collected. If the application process doesn't reach the specified escrow amount, the remaining portion will be returned to the applicant. If the project is accumulating more professional expense, the same policy from above will be appear on the applications and additional escrow will be collected to continue progress.

In conclusion, I would ask Council to strongly decide on either of the proposed fee schedules to help in future accounts receivable collections.

TOWN OF MILTON FEE SCHEDULE

Proposed 11/04/13

Annexation Fee		\$ 8,000.00	per acre
Announcement Sign Fee		\$ 150.00	
Application for Subdivision (\$25.00 per lot and application fee)		\$ 100.00	*Plus initial Escrow of \$2,500.00
Application for Conditional Use		\$ 400.00	*Plus initial Escrow of \$1,000.00
Application for Site Plan Review/Special Permitted Use		\$ 400.00	*Plus initial Escrow of \$1,000.00
Application for Variance		\$ 400.00	*Plus initial Escrow of \$1,000.00
Application for Zoning Change		\$ 400.00	*Plus initial Escrow of \$3,000.00
Application for Annexation		\$ 400.00	*Plus initial Escrow of \$5,000.00
Boat Dock Rental (per month - minimum)	Summer Months	\$ 120.00	April to September
	Winter Months	\$ 80.00	October to March
	Full Year	\$ 960.00	January to December
Paid in advance			
Building Permit- is based on cost of job		\$0 - \$300	\$0.00
Inspection fees will be added		\$300 - \$3,000	\$ 30.00
if applicable		\$3,000 +	1%
Alterations and additions of existing buildings will be 1% of construction costs as calculated by the Town of Milton			
New Construction Building permit fee will be 2% of the construction cost to build as calculated by Town of Milton			
CD copies		\$ 10.00	unless otherwise noted
Copy of Charter, Comprehensive Plan, Zoning Regs (ea)		\$ 50.00	PAPER OR CD COPY
Copy of Subdivision Ordinance		\$ 50.00	PAPER OR CD COPY
Copy of Zoning Sections, Map, Ordinance Sections (ea)		\$ 10.00	PAPER OR CD COPY
Demolition Permit		\$ 50.00	
Engineering, Legal and Consulting Services Administrative Fee		Actual cost plus 10%	
Faxes per page		\$ 1.00	
Freedom of Information Request- Standard copy fees apply- also refer to Town of Milton FOIA policy			
Grass Cutting per hour		\$ 200.00	
Inspection Fee -Water		\$ 50.00	PER INSPECTION
Installation of Meter/Connection Fee		\$50.00	PER METER
Lien Certificate		\$35.00	
Lien Certificate (add'l charge for expedited delivery)		\$50.00	
Mercantile License (Restricted to Municipal Parking Lot)		\$ 50.00	
NSF Check - 1st time returned		\$ 35.00	
NSF Check - 2nd time returned		\$ 45.00	
Photocopies per page		\$ 0.50	For the first 20 pages
		\$0.35 for every page after the first 20 pages	
Police Report		\$ 35.00	
Street Excavation/Replacement		Actual Cost to Repair	
Street Permit		\$ 200.00	
Structural Engineer Report		Cost of Report plus 2% Administrative Fee	
Sewer Permit and Inspection Fee		\$ 650.00	
Utility Discontinuance Fee		Actual Cost to Repair	
Water Impact Fee		\$ 1,450.00	
Water Meter and/or Water Pit, LId, and Frame		Actual cost plus 10% Administrative Fee	
Water Shut Off/Turn On Fee		\$ 50.00	
Water Tap Labor/Equipment (1 1/2")		\$ 750.00	
Water Tap Labor/Equipment (1")		\$ 600.00	
Water Tap Labor/Equipment (2")		\$ 800.00	
Water Tapping Fee		\$500.00 or cost of tap	
Licenses below are required yearly, Issued January 1st - December 31st			
Amusement License (each machine)		\$ 25.00	
Business License		See Separate Fee Schedule	
Rental License - Residential (per unit)		\$ 150.00	
Rental License - Commercial (per unit)		\$ 150.00	
Quarterly Utility Billing			
Utility Rates:	\$ 35.00	Availability Fee	\$ 3.00 per 1000 gals
	Trash	\$62.37	
	Out of Town Water	\$ 70.00	Availability Fee \$ 3.00 per 1000 gals
Annual Property Taxes Quarterly Utility Billing			

Rate: \$.216 per \$100.00 of assessed fair market value (2009). Taxes are billed in January and due March 31st.

*=Escrow funds are required by the applicant to cover Professional Fees, including but not limited to Engineering and Legal. Escrow funds will be placed in an escrow account. A monthly statement will be given to the applicant detailing how the funds have been charged. The applicant will have 30 days to dispute any charges. At the completion of the said project/application process, any remaining balance will be refunded to the applicant. Initial escrow funds can be increased upon review of the application. When the occurrence of Escrow funds being depleted and the project is on going, additional funds will be requested and continued work/approvals will be delayed until the funds requested have been replenished.

TOWN OF MILTON FEE SCHEDULE

Proposed 11/04/13

Annexation Fee		\$ 8,000.00	per acre
Announcement Sign Fee		\$ 150.00	
Application for Board of Adjustment*		\$ 1,235.00	
Application for Conditional Use*		\$ 1,475.00	
Application for Conceptual Site Plan*		\$ 1,370.00	
Application for Final Site Plan*		\$ 2,785.00	
Application for Final Subdivision*		\$ 6,370.00	
Application for Historic Preservation*		\$ 635.00	
Application for Historic Preservation - Demo*		\$ 1,060.00	
Application for Minor Lot Line Adjustment*		\$ 310.00	
Application for Minor Subdivision*		\$ 645.00	
Application for Partition*		\$ 310.00	
Application for Preliminary Site Plan*		\$ 2,735.00	
Application for Preliminary Subdivision*		\$ 4,130.00	
Application for Special Use*		\$ 1,235.00	
Application for Zoning Change*		\$ 3,485.00	
Boat Dock Rental (per month - minimum)	Summer Months	\$ 120.00	April to September
	Winter Months	\$ 80.00	October to March
Paid in advance	Full Year	\$ 960.00	January to December
Building Permit- is based on cost of job	\$0 - \$300	\$0.00	
Inspection fees will be added if applicable	\$300 - \$3,000	\$ 30.00	
	\$3,000 +	1%	
Alterations and additions of existing buildings will be 1% of construction costs as calculated by the Town of Milton			
New Construction Building permit fee will be 2% of the construction cost to build as calculated by Town of Milton			
CD copies		\$ 10.00	unless otherwise noted
Copy of Charter, Comprehensive Plan, Zoning Regs (ea)		\$ 50.00	PAPER OR CD COPY
Copy of Subdivision Ordinance		\$ 50.00	PAPER OR CD COPY
Copy of Zoning Sections, Map, Ordinance Sections (ea)		\$ 10.00	PAPER OR CD COPY
Demolition Permit		\$ 50.00	
Engineering, Legal and Consulting Services Administrative Fee		Actual cost plus 10%	
Faxes per page		\$ 1.00	
Freedom of Information Request- Standard copy fees apply- also refer to Town of Milton FOIA policy			
Grass Cutting per hour		\$ 200.00	
Inspection Fee -Water		\$ 50.00	PER INSPECTION
Installation of Meter/Connection Fee		\$50.00	PER METER
Lien Certificate		\$35.00	
Lien Certificate (add'l charge for expedited delivery)		\$50.00	
Mercantile License (Restricted to Municipal Parking Lot)		\$ 50.00	
NSF Check - 1st time returned		\$ 35.00	
NSF Check - 2nd time returned		\$ 45.00	
Photocopies per page		\$ 0.50	For the first 20 pages
		\$0.35 for every page after the first 20 pages	
Police Report		\$ 35.00	
Street Excavation/Replacement		Actual Cost to Repair	
Street Permit		\$ 200.00	
Structural Engineer Report		Cost of Report plus 2% Administrative Fee	
Sewer Permit and Inspection Fee		\$ 650.00	
Utility Discontinuance Fee		Actual Cost to Repair	
Water Impact Fee		\$ 1,450.00	
Water Meter and/or Water Pit, Lid, and Frame		Actual cost plus 10% Administrative Fee	
Water Shut Off/Turn On Fee		\$ 50.00	
Water Tap Labor/Equipment (1 1/2")		\$ 750.00	
Water Tap Labor/Equipment (1")		\$ 600.00	
Water Tap Labor/Equipment (2")		\$ 800.00	
Water Tapping Fee		\$500.00 or cost of tap	
Licenses below are required yearly, Issued January 1st - December 31st			
Amusement License (each machine)		\$ 25.00	
Business License		See Separate Fee Schedule	
Rental License - Residential (per unit)		\$ 150.00	
Rental License - Commercial (per unit)		\$ 150.00	
Quarterly Utility Billing			
Utility Rates:	\$ 35.00	Availability Fee	\$ 3.00 per 1000 gals
	Trash	\$62.37	
	Out of Town Water	\$ 70.00	Availability Fee \$ 3.00 per 1000 gals
Annual Property Taxes Quarterly Utility Billing			
Rate: \$.216 per \$100.00 of assessed fair market value (2009). Taxes are billed in January and due March 31st.			

*=Plus any additional related professional fees

Town of Milton

115 Federal Street
Milton, DE 19968



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Phone: 302-684-4110

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To: Mayor & Council
From: Robin Davis
Project Coordinator
Ref: Follow up request
Fee Justification Presentation

As requested at the July 27, 2009 Town Council Budget Workshop, I contacted several municipalities to inquiry how application fees are determined and if administrative cost are included in these fees. The following is a brief summary of the responses from Milford, Georgetown, Lewes and New Castle:

Milford

- Fee schedule effective September 18, 2008
- Fees suppose to cover cost for staff time, advertising, mailings, etc.
- Fees include cost for professional services
- Fees were not calculated using detailed breakdown for staff time
- Historic Preservation Review
 - No process or fee
 - Building permit only

Georgetown

- Fees were addressed as last budget
 - Department heads submitted recommendations
 - Some included breakdown for mailings and notices
- Fees include cost for staff time
- Fees were not calculated using detailed breakdown for staff time
- Cost of professional services billed out during/after the application process
- Historic Preservation Review
 - Fee = \$25.00
 - Started as sign review only
 - Now includes exterior changes to structure

Lewes

- Some fees updated last year
- Fees were not calculated using detailed breakdown for staff time
- Used best estimates
- Fees include cost for admin. staff time, notices, legal services
- Engineering fees are set up in different account
- Based on estimated cost from engineering firm
- Funds taken from account as needed
- Returned to applicant if not needed
- Historic Preservation Review
- Review required
- No fee

- New Castle
- Last updated approximately three years ago
- Currently proposing updates
- Current fees were obtained by contacting other municipalities in the area
- Historic Preservation Review
- Fee = \$5.00
- Are proposing increase to \$25.00

TOWN OF MILTON FEE SCHEDULE
EFFECTIVE OCTOBER 1, 2011

Annexation Fee			
Announcement Sign Fee		\$ 8,000.00	per acre
Application for Subdivision (\$25/lot)*		\$ 150.00	
Application for Variance/Annexation*/Conditional Use/Zone Chg		\$ 100.00	
Boat Dock Rental (per month - minimum)		\$ 400.00	
		\$ 150.00	April to September
		\$ 100.00	October to March
Building Permit- Is based on cost of job		\$ 1,200.00	January to December
Inspection fees will be added if applicable	\$0 - \$300	\$ 0.00	
	\$300 - \$3,000	\$ 30.00	
	\$3,000 +		1%

Alterations and additions of existing buildings will be 1% of construction costs as calculated by the Town of Milton
 New Construction Building permit fee will be 2% of the construction cost to build as calculated by Town of Milton
 CD copies

Copy of Charter, Comprehensive Plan, Zoning Regs (ea)	\$ 10.00	unless otherwise noted
Copy of Subdivision Ordinance	\$ 50.00	PAPER OR CD COPY
Copy of Zoning Sections, Map, Ordinance Sections (ea)	\$ 50.00	PAPER OR CD COPY
Demolition Permit	\$ 10.00	PAPER OR CD COPY
Faxes per page	\$ 50.00	
Freedom of Information Request- Standard copy fees apply- also refer to Town of Milton FOIA policy	\$ 1.00	
Grass Cutting per hour	\$ 200.00	
Inspection Fee -Water	\$ 50.00	PER INSPECTION
Installation of Meter/Connection Fee	\$50.00	PER METER
Mercantile License (Restricted to Municipal Parking Lot)	\$ 50.00	
NSF Check - 1st time returned	\$ 35.00	
NSF Check - 2nd time returned	\$ 45.00	
Photocopies per page	\$ 0.50	For the first 20 pages
	\$0.35	for every page after the first 20 pages

Police Report	\$ 35.00
Site Plan Review*	\$ 100.00 for each review
Street Excavation/Replacement	Actual Cost to Repair
Street Permit	\$ 200.00
Structural Engineer Report	Cost of Report plus 2% Administrative Fee
Sewer Permit and Inspection Fee	\$ 650.00
Utility Discontinuance Fee	Actual Cost to Repair
Water Impact Fee	\$ 1,450.00
Water Meter (1")	Actual cost plus 10% Administrative Fee
Water Meter (1 1/2")	Actual cost plus 10% Administrative Fee
Water Meter (2")	Actual cost plus 10% Administrative Fee
Water Meter (3/4 5/8)	Actual cost plus 10% Administrative Fee
Water Shut Off/Turn On Fee	\$ 50.00
Water Tap Labor/Equipment (1 1/2")	\$ 750.00
Water Tap Labor/Equipment (1")	\$ 600.00
Water Tap Labor/Equipment (2")	\$ 800.00
Water Tapping Fee	\$500.00 or cost of tap

Licenses below are required yearly, Issued January 1st - December 31st

Amusement License (each machine)	\$ 25.00
Business License	See Separate Fee Schedule
Rental License - Residential (per unit)	\$ 100.00
Rental License - Commercial (per unit)	\$ 150.00

Quarterly Utility Billing

Utility Rates:	\$ 35.00	Availability Fee	\$ 3.00	per 1000 gals	
	Trash	\$ 59.00			
	Out of Town Water	\$ 70.00	Availability Fee	\$ 3.00	per 1000 gals

Annual Property Taxes Quarterly Utility Billing

Rate: \$.216 per \$100.00 of assessed fair market value (2009). Taxes are billed in January and due March 31st.
 *=Plus related professional fees

**TOWN OF MILTON FEE SCHEDULE
EFFECTIVE FEBRUARY 4, 2009**

Annexation Fee		
Announcement Sign Fee	\$ 8,000.00	per acre
Application for Board of Adjustment*	\$ 150.00	
Application for Conditional Use*	\$ 1,231.00	
Application for Conceptual Site Plan*	\$ 1,475.00	
Application for Final Site Plan*	\$ 1,370.00	
Application for Final Subdivision*	\$ 2,785.00	
Application for Historic Preservation*	\$ 6,369.00	
Application for Historic Preservation-Demo*	\$ 635.00	
Application for Minor Lot Line Adjustment*	\$ 1,057.00	
Application for Minor Subdivision*	\$ 308.00	
Application for Partition*	\$ 644.00	
Application for Preliminary Site Plan*	\$ 308.00	
Application for Preliminary Subdivision*	\$ 2,735.00	
Application for Special Use*	\$ 4,129.00	
Application for Zoning Change*	\$ 1,231.00	
Boat Dock Rental (per month - minimum)	\$ 3,483.00	
Building Permit-	\$ 100.00	\$50.00/month off season
Alterations and additions of existing buildings will be 1% of construction costs as calculated by the Town of Milton		
New Construction Building permit fee will be 2% of the construction cost to build as calculated by Town of Milton		
CD copies	\$ 10.00	unless otherwise noted
Copy of Charter, Comprehensive Plan, Zoning Regs (ea)	\$ 50.00	PAPER OR CD COPY
Copy of Subdivision Ordinance	\$ 50.00	PAPER OR CD COPY
Copy of Zoning Sections, Map, Ordinance Sections (ea)	\$ 10.00	PAPER OR CD COPY
Demolition Permit	\$ 50.00	
Faxes per page	\$ 1.00	
Freedom of Information Request- Standard copy fees apply- also refer to Town of Milton FOIA policy		
Grass Cutting per hour	\$ 100.00	
Inspection Fee -Water	\$ 50.00	PER INSPECTION
Installation of Meter/Connection Fee	\$50.00	PER METER
Mercantile License (Restricted to Municipal Parking Lot)	\$ 50.00	
NSF Check - 1st time returned	\$ 25.00	
NSF Check - 2nd time returned	\$ 35.00	
Photocopies per page	\$ 0.50	For the first 20 pages
	\$0.35	for every page after the first 20 pages
Police Report	\$ 25.00	
Site Plan Review* REMOVE	REMOVE	
Street Excavation/Replacement	Actual Cost to Repair	
Street Permit	\$ 200.00	
Structural Engineer Report	Cost of Report plus 2% Administrative Fee	
Sewer Permit and Inspection Fee	\$ 650.00	
Utility Discontinuance Fee	Actual Cost to Repair	
Water Impact Fee	\$ 1,450.00	
Water Meter (1")	\$ 625.00	
Water Meter (1 1/2")	\$ 950.00	
Water Meter (2")	\$ 2,200.00	
Water Shut Off/Turn On Fee	\$ 50.00	
Water Tap Labor/Equipment (1 1/2")	\$ 750.00	
Water Tap Labor/Equipment (1")	\$ 600.00	
Water Tap Labor/Equipment (2")	\$ 800.00	
Water Tapping Fee	\$500.00 or cost of tap	
Licenses below are required yearly, Issued January 1st - December 31st		
Amusement License (each machine)	\$ 25.00	
Business License	See Separate Fee Schedule	
Rental License (per unit)	\$ 50.00	
Quarterly Utility Billing		
Utility Rates:	\$ 35.00	Availability Fee \$ 3.00 per 1000 gals
	Trash \$ 44.00	
	Out of Town Water \$ 70.00	Availability Fee \$ 3.00 per 1000 gals
Annual Property Taxes Quarterly Utility Billing		

Rate: \$.41 per \$100.00 of assessed fair market value (1994). Taxes are billed in January and due March 31st.
* = Plus related professional fees

PRELIMINARY MAJOR SUBDIVISION APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
TC Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
TC Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
TC Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Preparation/mtg attendance for Project Coordinator	2.00	60.00		60.00
Application review by consultant/engineer	10.00	1,750.00	1,750.00	n/a
Application review by consultant/planner	4.00	363.36	363.36	n/a
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Prepare legal notice & fax for newspaper posting	0.75	22.50		22.50
Average cost for legal notice in State News/Cape Gazette	n/a	80.00		80.00
Look parcel numbers & owners within 200 feet	0.75	22.50		22.50
Compose letter/list for applicant to surrounding properties	0.50	15.00		15.00
Applicant Mail certified letters to surrounding properties	n/a	n/a		n/a
Staff forward comments/agenda to applicant fax/email	0.25	7.50		7.50
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	2.50	75.00		75.00
Preparation/meeting attendance for Planner	2.50	227.10	227.10	n/a
Preparation/meeting attendance for Engineer	2.50	437.50	437.50	n/a
Preparation/meeting attendance for Attorney	2.50	500.00	500.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Meeting Minutes prepared by temporary labor	1.50	33.00		33.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	42.50	4,129.46	3,427.96	701.50

Legal consultant hours included	2.50
Planner consultant hours included	6.50
Engineer consultant hours included	12.50

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

FINAL MAJOR SUBDIVISION APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Construction drawing review-prior to final submittal (engineer)	16.00	2,800.00	2,800.00	n/a
Construction drawing review-prior to final submittal (planner)	5.00	454.20	454.20	n/a
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Staff forward comments/agenda to applicant fax/email	0.25	7.50		7.50
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	3.00	90.00		90.00
Preparation/meeting attendance for Planner	3.00	272.52	272.52	n/a
Preparation/meeting attendance for Engineer	3.00	525.00	525.00	n/a
Preparation/meeting attendance for Attorney	3.00	600.00	600.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Meeting Minutes prepared by temporary labor	1.50	33.00		33.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by consultant/attorney	2.00	400.00	400.00	n/a
TC Meeting attendance by consultant/engineer	2.00	350.00	350.00	n/a
TC Meeting attendance by consultant/planner	2.00	181.68	181.68	n/a
TC Meeting attendance by Project Coordinator	2.00	60.00		60.00
Meeting Minutes prepared by temporary labor	2.00	44.00		44.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Total average hours	58.00	6,368.90	5,733.40	635.50

Legal consultant hours included	5.00
Planner consultant hours included	10.00
Engineer consultant hours included	21.00

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

MINOR SUBDIVISION APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
TC Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
TC Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
TC Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Preparation/mtg attendance for Project Coordinator	2.00	60.00		60.00
Application review by consultant/engineer	2.00	350.00	350.00	n/a
Application review by consultant/planner	2.00	181.68	181.68	n/a
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Staff forward comments/agenda to applicant fax/email	0.25	7.50		7.50
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	2.00	60.00		60.00
Preparation/meeting attendance for Planner	2.00	181.68	181.68	n/a
Preparation/meeting attendance for Engineer	2.00	350.00	350.00	n/a
Preparation/meeting attendance for Attorney	2.00	400.00	400.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting Minutes prepared by temporary labor	1.50	33.00		33.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by Project Coordinator	0.75	22.50		22.50
TC Meeting Minutes prepared by temporary labor	1.00	22.00		22.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	32.00	2,257.36	1,613.36	644.00

Legal consultant hours included	2.00
Planner consultant hours included	4.00
Engineer consultant hours included	4.00

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

MINOR LOT LINE ADJUSTMENT APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by Project Coordinator	0.75	22.50		22.50
TC Meeting Minutes prepared by temporary labor	1.00	22.00		22.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	10.50	307.50	0.00	307.50

No consultant fees were included.

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

Board of Adjustment Variances	Est. time	Total Fee	Escrow Fee	Base Fee
Meeting with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Project Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Application-conference with legal & agenda approval	0.50	115.00	100.00	15.00
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Prepare legal notice & fax for newspaper posting	0.75	22.50		22.50
Average cost for legal notice in State News/Cape Gazette	n/a	80.00		80.00
Look parcel numbers & owners within 200 feet	0.75	22.50		22.50
Compose letter/list for applicant to surrounding properties	0.50	15.00		15.00
Applicant Mail certified letters to surrounding properties	n/a	n/a		n/a
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for attorney	2.00	400.00	400.00	n/a
Preparation/meeting attendance for Project Coordinator	1.50	45.00		45.00
Break down recording equip/misc-Project Coordinator	0.75	22.50		22.50
Meeting Minutes prepared by temporary labor	2.50	55.00		55.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	0.00	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	19.25	1,230.50	650.00	580.50

Total legal consultant hours included 3.00
No Engineer Consultant hours included -
No Planning Consultant hours included -

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

HISTORIC PRESERVATION APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Meeting with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	0.50	15.00		15.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.50	15.00		15.00
Application-conference with legal & agenda approval	0.50	115.00	100.00	15.00
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	1.50	45.00		45.00
Break down recording equip/misc-Project Coordinator	0.75	22.50		22.50
Meeting Minutes prepared by temporary labor	1.00	22.00		22.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	13.00	635.00	250.00	385.00

Total legal consultant hours included 0.50
Does not include meeting attendance for legal -
No Engineer Consultant hours included -
No Planning Consultant hours included -

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

HISTORIC PRESERVATION DEMOLITION APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Meeting with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	0.50	15.00		15.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.50	15.00		15.00
Application-conference with legal & agenda approval	0.50	115.00	100.00	15.00
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	1.50	45.00		45.00
Preparation/meeting attendance for attorney	2.00	400.00	400.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting Minutes prepared by temporary labor	2.00	44.00		44.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	16.00	1,057.00	650.00	407.00

Total legal consultant hours included 2.50
No Engineer Consultant hours included -
No Planning Consultant hours included -

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

ZONING CHANGE APPLICATION	Est. time	Total Fee	Escrow fee	Base Fee
Meeting with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by consultant/attorney-TC	1.25	160.00	160.00	n/a
TC Meeting attendance by Project Coordinator	1.25	37.50		37.50
Written zoning review/comments from Engineer-zoning only	1.25	218.75	218.75	n/a
Written zoning review/comments from Planner-zoning only	1.25	113.55	113.55	n/a
PZ Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
PZ Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
PZ Preparation/meeting attendance for Project Coordinator	1.50	45.00		45.00
PZ Preparation/meeting attendance for Planner	1.50	136.26	136.26	n/a
PZ Preparation/meeting attendance for Engineer	1.50	262.50	262.50	n/a
PZ Preparation/meeting attendance for Attorney	2.00	400.00	400.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
PZ Meeting Minutes prepared by temporary labor	2.00	44.00		44.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
PZ written report on recommendations-Project Coordinator	1.25	37.50		37.50
Zoning Map Change-Ordinance preparation by Attorney	1.00	200.00	200.00	n/a
TC Resoulution agenda item prep by Project Coordinator	0.75	22.50		22.50
TC Meeting packet/resolution by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by consultant/attorney-TC	0.25	50.00	50.00	n/a
TC Meeting attendance by Project Coordinator	0.25	7.50		7.50
TC Public Hearing agenda item by Project Coordinator	0.75	22.50		22.50
Prepare legal notice & fax for newspaper posting	0.75	22.50		22.50
Average cost for legal notice in State News/Cape Gazette	n/a	80.00		80.00
Look parcel numbers & owners within 200 feet	0.75	22.50		22.50
Compose letter/list for applicant to surrounding properties	0.50	15.00		15.00
Applicant Mail certified letters to surrounding properties	n/a	n/a		n/a
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Public Hearing Prep/mtg attendance for Pr. Coordinator	2.00	60.00		60.00
TC Public Hearing Prep/mtg attendance for Planner	2.00	181.68	181.68	n/a
TC Public Hearing Prep/mtg attendance for Engineer	2.00	350.00	350.00	n/a
TC Public Hearing Prep/mtg attendance for Attorney	2.00	400.00	400.00	n/a
Meeting Minutes prepared by temporary labor	2.00	44.00		44.00
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee PZ (can split for multiple applicants)	0.00	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	43.00	3,483.24	2,622.74	860.50

Legal consultant hours included 6.50

Engineer Consultant hours included 4.75

Planning Consultant hours included 4.75

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

CONDITIONAL USE APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Meeting with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
PZ Public Hearing agenda item prep by Project Coordinator	0.75	22.50		22.50
Application-conference with legal & agenda approval	0.50	115.00	100.00	15.00
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Prepare legal notice & fax for newspaper posting	0.75	22.50		22.50
Average cost for legal notice in State News/Cape Gazette	n/a	80.00		80.00
Look parcel numbers & owners within 200 feet	0.75	22.50		22.50
Compose letter/list for applicant to surrounding properties	0.50	15.00		15.00
Applicant Mail certified letters to surrounding properties	n/a	n/a		n/a
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for attorney	2.00	400.00	400.00	n/a
Preparation/meeting attendance for Project Coordinator	1.50	45.00		45.00
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting Minutes prepared by temporary labor	2.50	55.00		55.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by consultant/attorney-TC	1.50	133.33	133.33	n/a
TC Meeting attendance by Project Coordinator	1.00	30.00		30.00
Meeting Minutes prepared by temporary labor	2.00	44.00		44.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee PZ (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	25.00	1,475.83	783.33	692.50

Legal consultant hours included 4.00
No Engineer Consultant hours included -
No Planning Consultant hours included -

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

SPECIAL USE APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Meeting with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
PZ Public Hearing agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Application-conference with legal & agenda approval	0.50	115.00	100.00	15.00
Prepare legal notice & fax for newspaper posting	0.75	22.50		22.50
Average cost for legal notice in State News/Cape Gazette	n/a	80.00		80.00
Look parcel numbers & owners within 200 feet	0.75	22.50		22.50
Compose letter/list for applicant to surrounding properties	0.50	15.00		15.00
Applicant Mail certified letters to surrounding properties	n/a	n/a		n/a
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for attorney	2.00	400.00	400.00	n/a
Preparation/meeting attendance for Project Coordinator	1.50	45.00		45.00
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting Minutes prepared by temporary labor	2.50	55.00		55.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee PZ (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	19.25	1,230.50	650.00	580.50

Legal consultant hours included 3.00
No Engineer Consultant hours included -
No Planning Consultant hours included -

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

PARTITION APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
TC Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
TC Meeting attendance by Project Coordinator	0.75	22.50		22.50
TC Meeting Minutes prepared by temporary labor	1.00	22.00		22.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	9.25	307.50	0.00	307.50

No Legal consultant hours included -
No Engineer Consultant hours included -
No Planning Consultant hours included -

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

PRELIMINARY SITE PLAN APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Application review by consultant/engineer	3.50	612.50	612.50	n/a
Application review by consultant/planner	2.50	227.10	227.10	n/a
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Prepare legal notice & fax for newspaper posting	0.75	22.50		22.50
Average cost for legal notice in State News/Cape Gazette	n/a	80.00		80.00
Look parcel numbers & owners within 200 feet	0.75	22.50		22.50
Compose letter/list for applicant to surrounding properties	0.50	15.00		15.00
Applicant Mail certified letters to surrounding properties	n/a	n/a		n/a
Staff forward comments/agenda to applicant fax/email	0.25	7.50		7.50
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	2.50	75.00		75.00
Preparation/meeting attendance for Planner	2.50	227.10	227.10	n/a
Preparation/meeting attendance for Engineer	2.50	437.50	437.50	n/a
Preparation/meeting attendance for Attorney	2.50	500.00	500.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Meeting Minutes prepared by temporary labor	1.50	33.00		33.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	30.50	2,735.20	2,154.20	581.00

Legal consultant hours included	2.50
Planner consultant hours included	5.00
Engineer consultant hours included	6.00

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.

FINAL SITE PLAN APPLICATION	Est. time	Total Fee	Escrow Fee	Base Fee
Construction drawing review-prior to final submittal (engineer)	6.00	1,050.00	1,050.00	n/a
Construction drawing review-prior to final submittal (planner)	2.50	227.10	227.10	n/a
Mtg with Project Coordinator & Preparation	1.25	37.50		37.50
Application-create file, requirement review, payment	1.00	30.00		30.00
Application-reviewed with Code by Project Coordinator	1.00	30.00		30.00
Phone calls/meeting coordination by Coordinator	1.00	30.00		30.00
Meeting agenda item prep by Project Coordinator	0.75	22.50		22.50
Meeting agenda posting (location of mtg & Town board)	0.25	7.50		7.50
Meeting agenda posting on website by Town Clerk	0.25	8.00		8.00
Staff forward comments/agenda to applicant fax/email	0.25	7.50		7.50
Meeting packet preparation by Project Coordinator	0.75	22.50		22.50
Packet delivery to members by Code Enforcement	0.50	11.50		11.50
Set up Meeting Location with recording equip/misc-PW	0.75	28.50		28.50
Preparation/meeting attendance for Project Coordinator	2.00	60.00		60.00
Preparation/meeting attendance for Planner	2.00	181.68	181.68	n/a
Preparation/meeting attendance for Engineer	2.00	350.00	350.00	n/a
Preparation/meeting attendance for Attorney	2.00	400.00	400.00	n/a
Break down recording equipment/misc-Project Coordinator	0.75	22.50		22.50
Meeting decision letter written by Project Coordinator	0.50	15.00		15.00
Meeting Minutes prepared by temporary labor	1.50	33.00		33.00
Proof/review meeting minutes by Project Coordinator	0.25	7.50		7.50
Audit of Misc Professional Services by Project Coordinator	0.25	7.50		7.50
Update application file with all documents/invoices/minutes	0.50	15.00		15.00
Meeting room-rental fee (can split for multiple applicants)	-	150.00	150.00	n/a
Audit of escrow fees/potential refund Finance Director	1.00	30.00		30.00
Total average hours	29.00	2,784.78	2,358.78	426.00

Legal consultant hours included	2.00
Planner consultant hours included	4.50
Engineer consultant hours included	8.00

NOTE: The amount of time and cost can vary based on each application due to: length of meetings, multiple submittals, missing information, additional consultant reviews, meeting location fee, etc.