

AS ACTED UPON DURING A DULY NOTICED OPEN MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, HELD AT THE HENRIETTA TOWN HALL AT 475 CALKINS ROAD, HENRIETTA, NEW YORK ON SEPTEMBER 13, 2023 AT 6:00 P.M.

RESOLUTION #18-315/2023 To adopt the 2024 fee schedules.

On Motion of
Councilmember Bellanca

Seconded by
Councilmember Bolzner

WHEREAS, the attached fee schedules (Exhibits A-F) have been proposed for 2024, as recommended by the Director of Building and Fire Prevention, Director of Engineering and Planning, Director of Finance, Director of Parks and Recreation, Town Clerk, Director of Buildings and Grounds, and the Dog Control Officer; and

WHEREAS, said fees will be considered when creating the 2024 Budget; and

WHEREAS, the Town Board has reviewed such recommendations and they appear to be in order.

THEREFORE, BE IT RESOLVED, that the attached recommended fee schedules be adopted and implemented, effective January 1, 2024.

| | |
|------------------------|--------|
| Duly put to a vote: | |
| Councilmember Sefranek | Aye |
| Councilmember Bolzner | Aye |
| Councilmember Page | Aye |
| Councilmember Bellanca | Aye |
| Supervisor Schultz | Absent |

RESOLUTION ADOPTED

Exhibit A
Town of Henrietta
Building and Fire Prevention Fees
Effective January 1, 2024

§ A301-2. Department of Building and Fire Prevention Fee Schedule with **[Project Size in brackets]**

| TYPE | FEE |
|--|---|
| New structures [M] | |
| Residential | |
| One- and two-family dwellings | \$0.30/sf |
| Apartments and townhouses | \$0.50/sf |
| Commercial and industrial | |
| Commercial and industrial | \$0.50/sf |
| Large Project Surcharge [L] | |
| Commercial and industrial (over \$500,000) (new construction, additions, renovations) | (below values are cumulative) |
| Up to the first \$100,000,000 in project cost | \$0.008 x project cost |
| Over \$100,000,000 and up to \$200,000,000 in project cost | \$0.006 x project cost over \$100,000,000 |
| Over \$200,000,000 in project cost | \$0.004 x project cost over \$200,000,000 |
| Late Permit Project Surcharge [S/M/L] † | |
| When Permit is filed after construction has started | 50% of base permit fee |
| When Permit is filed after construction has completed | 100% of base permit fee |
| Renovation/Alteration [M] | |
| Residential | \$75 |
| Commercial and industrial | \$0.50/sf + \$150 |
| Building Additions [M] | |
| Residential | Minimum \$75 or \$0.25/sf |
| Commercial and industrial | Minimum \$200 or \$0.50/sf |
| Accessory Structures [S/M – see below] | |
| Residential | |
| Garage [M] | \$75 |
| Deck/porch [S] | \$75 |
| Sheds [S] | \$35 |
| Pole barn or other similar structure [M] | \$135 |
| Gazebo/Pergola [S] | \$50 |
| Ramps [S] | \$0 |
| Sunroom [S] | \$50 |
| Carport [S] | \$50 |
| Re-roof [S] | \$50 |
| Commercial | |
| Storage shed [S] | \$150 |
| Dumpster enclosure [S] | \$100 |
| Ramps [S] | \$150 |
| Re-roof [S] | \$400 |
| Alternative Power System [S] | |
| Residential | |
| Roof Top Solar [S] | \$75◇ |
| Small Scale Solar [S] | \$75◇ |
| Other [S] | \$75 |
| Commercial | |

| | |
|--|---|
| Roof Top Solar [S] | \$500 + \$0.25/sf |
| Small Scale Solar [S] | \$500 + \$0.25/sf |
| Medium Scale Solar [M] | \$500 + \$0.25/sf |
| Large Scale Solar [L] | \$1,000 + \$100/acre |
| Other [S] | \$500 + \$0.25/sf |
| Solar projects are not subject to Large Project Surcharge | |
| ◇ When using the Unified Solar Permit, the CofC and Plan Review fees are included in this price. | |
| Charging Stations [S] | |
| Commercial | \$100 up to Five Stations \$25 each additional Station |
| Certificates of Occupancy [N/A] | |
| Residential | |
| Additions | \$75 |
| One- and two-family dwellings | \$100 |
| Apartments and townhouses (per Building) | \$100 |
| Commercial | \$200 |
| Certificates of Compliance [N/A] | |
| Residential | \$55 |
| Commercial | \$175 |
| Demolition [S] | |
| Residential | \$150 |
| Residential Small | \$75 |
| Commercial | |
| Interior | \$500 |
| Entire Building | \$750 |
| Relocation of building | \$350 |
| Fences [S] | |
| Residential | \$45 |
| Commercial | \$150 |
| Pools [S] | |
| Residential | \$50 |
| Commercial | \$200 |
| Trailers [N/A] | |
| Residential | \$150 |
| Commercial | \$200 |
| Plumbing [N/A] | |
| Residential | \$4 per fixture plus \$50 permit |
| Commercial | \$5 per fixture plus \$100 permit |
| License | \$125 |
| Sewer [N/A] | |
| Residential Sewer Repair | \$50 |
| Commercial Sewer Repair | \$50 |
| Sewer Connection Permit | \$50 |
| Sewer Lateral Connection | \$175 |
| Stop-work orders [N/A] | |
| Rescind Stop Work Order – Residential | \$100 † |
| Rescind Stop Work Order – Commercial/Non-Residential | \$300 † |
| Post-Construction Permit Review – Residential | \$100 ‡ |
| Post-Construction Permit Review – Commercial/Non-Residential | \$600 ‡ |
| † This fee shall be capped such that the maximum shall be the fee listed here or the base | |

permit fee, whichever is lower, but with a minimum fee of \$25.

‡ These fees are assessed if the permit application is first received and reviewed after the associated work has been completed. Collection of this fee shall be in addition to and does not constitute a waiver of any associated fines, other fees (including base permit fees), or other remedies that may be available to or pursued by the Town.

| Plan Reviews [N/A] | |
|--|---|
| Residential | \$75 |
| One- and two-family | \$75 |
| Multiple dwelling | \$75 |
| Commercial | \$120 normal review time |
| Applications [N/A] | |
| Town Board | |
| Special Permit | |
| Residential (initial/each additional co-submission) | \$100/\$50 |
| Commercial (initial/each additional co-submission) | \$200/\$100 |
| Additional Charge for Coordinated SEQR Review | \$100 |
| Renewal of Unmodified Expired Application* *must be filed within 12-months of original expiration | \$50 |
| Minor Modification of Approved Special Use Permit | \$75 |
| Rezoning | \$200 |
| Incentive Zoning | |
| Residential | \$100 |
| Commercial | \$150 |
| Zoning Board | |
| Area Variance | |
| Residential | \$75 first variance \$25 each additional |
| Commercial | \$250 first variance \$100 each additional |
| Use Variance | \$100 |
| Planning Board | |
| Residential | \$150 |
| Commercial | \$150 |
| Signs [N/A] | |
| New | Minimum \$75 or \$4.00/sf |
| Replacing sign - (Change of Face) | \$75 |
| Grand opening (2-week maximum) | \$100 |
| Going out of business (2-week maximum) | \$100 |
| Special events and promotions (2-week maximum) | \$100 |
| Public Hearing | \$200 |
| Re-inspections [N/A] | |
| Residential | \$50 |
| Commercial | \$125 |
| Inspections [N/A] | |
| Residential | \$55 |
| Commercial | \$125 |
| Peddler, solicitor and vendor permits [N/A] | |
| Company | \$225 |
| Each individual | \$50 |
| Rental Registry [N/A] | |
| Rental Registry Fee | \$150 |

| | |
|--|------------------------------|
| Video and arcade games (Amusement center license) [N/A] | |
| Three machines or fewer | \$75, plus \$25 per machine |
| Four machines or more | \$150, plus \$20 per machine |
| Commercial outdoor sales [N/A] | |
| Commercial outdoor sales | \$200 |
| Professional services [N/A] | |
| Zoning compliance letter | \$50 |
| Professional review by staff, per hour | \$50 |
| Professional services, per hour | \$75 |
| Fire Prevention [N/A] | |
| Public assembly | \$100 |
| Fire code | \$50 |
| Alarm, commercial | \$50 |
| Alarm, residential (permit required) | - |
| Hazardous materials/fuel dispensing | \$100 |
| Elevator permit, per elevator | \$50 |
| Fuel-fired appliances | \$75 |
| Kiosk (indoor) | \$100 |
| Tent | \$75 |
| Use and occupancy | \$100 |
| Day-care facility | \$100 |
| Garage, vehicle repair | \$90 |
| Hotel/motel | \$250 |
| Lumberyard | \$85 |
| Multifamily residence | |
| First building | \$150 |
| Subsequent buildings | \$100 |
| Torch down roofing | \$75 |
| Fire systems plan review and permit | \$125 |
| Temporary fuel storage tank | \$125 |
| Aboveground and underground tank closure or removal | \$150 |
| Liquefied petroleum gas (LPG) | |
| To install, maintain and operate LPG tank/container | |
| 125 - 600 gallons | \$100 |
| 601 - 1,200 gallons | \$150 |
| Over 1,200 gallons | \$200 |
| Temporary LPG tank/container | \$125 |
| To install, maintain and operate a propane exchange | |
| 0 – 500 pounds | \$125 |
| 501 – 2,500 pounds | \$200 |
| 2,501 – 6,000 pounds | \$275 |
| 6,001 – 10,000 pounds | \$350 |
| Over 10,000 pounds | \$500 |
| Bonfire Permit | \$50 |
| Fire Restoration [M] | |
| Residential | |
| Permit | \$50 |
| Certificate of occupancy | \$75 |
| Professional services | \$75 |
| Commercial | |
| Permit | \$0.40 per sf plus \$150 |
| Certificate of occupancy | \$150 |
| Plan review, per hour | \$95 |

| Communication Towers [M] | |
|--|---------|
| Construction of new tower | \$1,000 |
| Co-location on existing tower | \$500 |
| Equipment modification on existing tower | \$500 |
| Special events/inspections [N/A] | |
| Fire/life safety inspections (carnivals/fairs/exhibits/trade shows, concerts, and others) | \$200 |
| Conduct a fireworks display | \$200 |
| Special Event Permit / Outdoor Sales | \$200 |
| Air-supported temporary membrane structure over 200 square feet | \$125 |
| Liquid- or gas-fueled vehicles or equipment in assembly buildings | \$125 |
| Special amusement buildings (includes haunted houses) | \$125 |
| Additional personnel standby fees/inspection of fireworks display fees: Standby/fireworks display fees will be charged at a base rate of \$200. The complexity of the special event will determine the number of hours required. Additional fees will not be charged if the event is held during normal Town Hall business hours. | |
| Food Trucks [N/A] | |
| Food truck permit | \$475 |
| Yearly renewal | \$375 |
| Chickens [N/A] | |
| Chicken Coop Building Permit | \$10 |
| Backyard Chicken License | \$10 |

Building Permit Fee Renewal – The renewal fee for any expired Building Permit shall be equal to one-half of its structure fee, whether calculated by square footage or by structure. A renewed Building Permit is valid for the length of time as dictated by Town Code Section 48-11.

Project Size – The project sizes indicated above are with respect to Town Code Section 48-11, paragraph A regarding Building Permit expirations:

[S] – Indicates a Small project size

[M] – Indicates a Medium project size

[L] – indicates a Large project size

[N/A] – indicates the permit either has no expiration, has a specific expiration set by a specific section of code, or is not a Building Permit whose expiration is determined under 48-11 A.

† **Late Permit Project Surcharge** – Only one of the Late Permit Project Surcharges is charged per project depending on whether the permit fee is filed after construction has started but before completion or is filed after construction has completed. For new home purchases where there was unpermitted construction that now needs permitting and would include a Late Permit Project Surcharge, an attempt will be made to recover the fee from the previous owner; but if that fails, the new owners may be responsible for paying the permit fees, including the Late Permit Project Surcharge.

Exhibit B
Town of Henrietta
Miscellaneous Fees
Effective January 1, 2024

§ A301-3 Miscellaneous fees.

- A. Building numbers (see § 52-3): Fine for Failure to Comply with building numbers regulation- \$50
- C. Biochemical oxygen demand sewer charge. The additional charge as set forth in Chapter 219 of the Henrietta Town Code with respect to biochemical oxygen demand shall be as follows: [Amended 9-16-2015 by Res. No. 17-239/2015]
 - (1) For each 30 milligrams of biochemical oxygen demand in excess of 300 or fraction thereof: an additional charge of \$0.053.
 - (2) For each 35 milligrams of suspended solids in excess of 350: an additional charge of \$0.053.
 - (3) For any sewage having the characteristics described in § 219-12C: an additional charge of \$0.53 per 100 cubic feet.
- D. Sewer rents. Consistent with Chapter 219 of the Henrietta Town Code, sewer rents shall be as follows: [Amended 4-3-2002; 11-5-2003; 11-17-2004; 11-2-2005; 11-21-2007 by Res. No. 21-224/2007; 3-2-2011 by Res. No. 6-88/2011; 9-16-2015 by Res. No. 17-239/2015; 12-28-2016 by Res. No. 25-279/2016]
 - (1) Residential property: For each residential unit, there shall be an annual Sewer Rent charge, which shall be established by the Town Board. Such charge will be kept on file with the Town Clerk.
 - (2) Nonresidential property: On a quarterly basis, the charge shall be \$1.287 per 1,000 gallons of water consumption at the subject property, with a minimum charge of \$19.31 for 15,000 gallons of water consumption or less.
- E. Stormwater fees (if not posted in the project’s letter of credit) (see Chapter 236). [Added 5-7-2008 by L.L. No. 1-2008]
 - (1) Erosion and sediment control inspection fee: \$150 per site visit. [NOTE: As specified in § 236-22, Inspections.]
- H. Engineering Review Fees
 - (1) Subdivision Applications

| | <u>Concept</u> | <u>Preliminary Plans</u> | <u>Final Plans</u> |
|-----------------------|-----------------------|----------------------------------|---------------------------|
| Residential | \$300.00 | \$35.00 per lot (\$500 minimum) | \$60.00 per lot |
| Commercial/Industrial | \$300.00 | \$30.00 per acre (\$500 minimum) | \$40.00 per acre |

(2) Site Plan Applications

| |
|--|
| Engineering Plan Review Charge - \$700 |
|--|

(3) Administrative Subdivision/Site Plan Applications

| |
|--|
| Engineering Plan Review Charge - \$400 |
|--|

(4) Petition of Re-Zoning Applications

| |
|---|
| Engineering Plan Review Charge - \$300.00 |
|---|

- I. Fee in lieu of Tree Bank plantings, per section 261-13 of the Town Code [Added 7-21-2021 by Resolution No. 16-207/2021] - \$300.00 per tree.

Exhibit C

Town of Henrietta Parks and Recreation Department Fees

Effective January 1, 2024

RECREATION CENTER MEMBERSHIP FEES:

| Membership Type | Resident Annual Fee | Non-Resident Annual Fee | | |
|---|---------------------|-------------------------|--|--|
| Adult (14 - 59) | \$10.00 | \$40.00* | | |
| Senior (60+) | FREE | \$20.00 | | |
| Youth (0 - 4) | FREE | FREE | | |
| Youth (5 - 13) | \$5.00 | \$20.00 | | |
| Veteran | FREE | \$20.00 | | |
| *A discount of \$10 per year is available for Non-Resident Adults (14-59) who reside in the R-H school district or work for a business that is a member of the Henrietta Chamber of Commerce - must show proof of employment. | | | | |

RECREATION CENTER ROOM RESERVATION FEES:

| Room | R-H Youth Sports Fee | Resident Fee | | Non-Resident Fee |
|----------------------------|----------------------|--------------|--|------------------|
| Gym 1 | \$40 per hr. | \$50 per hr. | | \$60 per hr. |
| Gym 2 | \$50 per hr. | \$60 per hr. | | \$70 per hr. |
| Gym 2-A | \$30 per hr. | \$35 per hr. | | \$45 per hr. |
| Gym 2-B | \$30 per hr. | \$35 per hr. | | \$45 per hr. |
| Batting Cage | \$40 per hr. | \$50 per hr. | | \$60 per hr. |
| Activity Room | \$30 per hr. | \$35 per hr. | | \$45 per hr. |
| Multipurpose Room 1 | \$30 per hr. | \$35 per hr. | | \$45 per hr. |
| Multipurpose Room 2 | \$30 per hr. | \$35 per hr. | | \$45 per hr. |

RECREATION CENTER GYM & ROOM RESERVATION SCHEDULE:

| Reservation Dates | Beginning for R-H Youth Sports | Beginning for Residents | | Beginning for Non-Residents |
|--------------------------|--------------------------------|-------------------------|--|-----------------------------|
| 1/1/24 - 4/30/24 | 12/4/2023 | 12/11/2023 | | 12/18/2023 |
| 5/1/24 - 8/31/24 | 4/8/2024 | 4/15/2024 | | 4/22/2024 |
| 9/1/24 - 12/31/24 | 8/5/2024 | 8/12/2024 | | 8/19/2024 |

CABIN AND PAVILION FEES: (Available to reserve 365 days in advance for residents, 335 days in advance for non-residents)

| Facility | Resident Daily Fee | Non-Resident Daily Fee |
|--|--|--|
| Roberts Cabin | \$150 (Monday – Thursday) \$165 (Friday – Sunday) | \$225 (Monday – Thursday) \$250 (Friday – Sunday) |
| Bushman Cabin | \$150 (Monday – Thursday) \$165 (Friday – Sunday) | \$225 (Monday – Thursday) \$250 (Friday – Sunday) |
| Baldwin Cabin | \$150 (Monday – Thursday) \$165 (Friday – Sunday) | \$225 (Monday – Thursday) \$250 (Friday – Sunday) |
| Stevens & Buyck Pavilions – capacity 100 | \$50 | \$75 |
| Chase Pavilion-capacity 25 Tyler Pavilion-capacity 75 | \$25 | \$50 |
| Key & Cleaning Deposit | \$100 All Cabins & Tyler Pavilion | \$100 All Cabins & Tyler Pavilion |

| | | |
|---|--|--|
| | | |
| ATHLETIC FIELD RESERVATION FEES: | | |
| Rectangle and Softball Fields - \$35.00 per hr. | | |
| (FREE for R-H Youth Sports organizations only) | | |
| Field Lighting - \$35.00 per hour per field | | |
| Softball Field Grooming and Lining - \$100.00 per field | | |
| | | |
| RIVERTON DISC GOLF FEES: | | |
| One Day Pass - \$5.00 | | |
| Annual Pass (expires on December 31) - \$65.00 | | |
| Tournament Fees: | | |
| One Day - \$150.00; Two Day: \$250.00 | | |

Exhibit D
Town of Henrietta
Town Clerk's Office Fees
Effective January 1, 2024

DOG LICENSING

| | |
|---|---------|
| Spayed/Neutered | \$9.00 |
| Spayed/Neutered [SENIOR] | \$4.00 |
| Unspayed/Unneutered | \$18.00 |
| Unspayed/Unneutered [SENIOR] | \$13.00 |
| Dog Tag | \$3.00 |
| Late Dog License Fee (up to 30 days late) | \$5.00 |
| Late Dog License Fee (more than 30 days late) | \$25.00 |

DOG PARK

| | |
|------------------------------------|---------|
| Dog Park Permit | \$24.00 |
| Early Bird Dog Park Permit Renewal | \$20.00 |
| Replacement Dog Park Access Card | \$20.00 |
| Replacement Dog Park Tag | \$5.00 |

HUNTING & FISHING LICENSES

| | |
|----------------------------|---|
| Hunting & Fishing Licenses | Fees vary and are charged per New York State Department of Environmental Conservation's Price Sheet |
|----------------------------|---|

MARRIAGES

| | |
|---|---------|
| Marriage License | \$40.00 |
| Marriage License for Active Duty Military | \$0.00 |
| Marriage Transcript | \$10.00 |
| Marriage Transcript Required by Veterans Administration or Veterans Affairs | \$0.00 |
| Genealogical Marriage Request | \$22.00 |
| Marriage Ceremony by Marriage Officer | \$75.00 |
| One-Day Marriage Officiant License | \$25.00 |

MISCELLANEOUS CHARGES

| | |
|-------------------------------|--|
| Bids | \$30.00 / \$40.00 if mailed |
| Copies | \$0.25/page |
| E-ZPass Tag | \$25.00 |
| Fax | \$1.00/page |
| Going Out of Business License | \$500.00 (\$75.00 non-refundable / \$425 refundable) |
| Going Out of Business Renewal | \$50.00 |
| Map | \$5.00 |
| Notary | \$2.00/person for non-residents |
| Refuse License | \$100.00/truck |
| Refuse License Late Fee | \$250.00 for application not submitted by December 1st |
| Refuse License Violation | \$250.00 / day for collecting without a license |
| Returned Check Fee | \$20.00 |

PASSPORTS

| | |
|----------------|---------|
| Processing Fee | \$35.00 |
| Photo | \$10.00 |

Exhibit E
Town of Henrietta
Cemetery Charges and Fees
Effective January 1, 2024

The Town Board shall establish the fees for the sale of lots, single graves, mausoleum space (if established), cemetery products and services to insure the balanced financial operation and upkeep of cemeteries maintained by the Town of Henrietta.

| | |
|--|-----------|
| Single Grave | \$500.00 |
| Burial Permit Fee (If Contractor provides cemetery grave opening and closing follow up.) | \$25.00 |
| Burial Permit Fee (If Town of Henrietta provides cemetery grave opening and closing follow up.) | \$125.00 |
| Document Registration Fee | \$100.00 |
| Memorial/Monument Permit Fee | \$25.00 |
| Adult Interment | \$600.00* |
| Child Interment | \$300.00* |
| Stillborn / Infant Interment | \$150.00* |
| Cremation Interment | \$100.00 |
| Double Depth Interment | \$150.00 |
| Saturday & Sunday Charge | \$150.00 |
| Holiday Charge | \$250.00 |
| Late Charge (after 2:30 p.m.) | \$150.00 |
| Disinterment / Removal Permit Fee | \$150.00 |
| Disinterment / Removal Charge | ** |

All charges and fees are to be made payable to Town of Henrietta Cemetery Fund and are payable prior to the time service is provided.

*These fees will be applied when the Town of Henrietta provides these services.

**Fee to be established by the Commissioner of Public Works at the time this service is being requested.

Exhibit F
Town of Henrietta
Animal Control Fee Schedule
Effective January 1, 2024

§ A301-1. Animal Control Fee Schedule

| Type of Service | Proposed Fees |
|--|---------------------------------|
| Dog Rabies Vaccinations | \$30.00 |
| Dog Flea Treatment | \$10.00 |
| Dog Emergency Exam | Passed through from Hospital |
| Dog Medical Expenses | Passed through from Hospital |
| Cremation Only | \$78.00 |
| Euthanasia Fee <i>(Injured or Severely Sick Animals ONLY)</i> | \$55.00 |
| Dog Seizure Fees <i>(When animal is picked up by Dog Control Officer within a one-year time period)</i> | |
| First Time | \$30.00 |
| Second Time | \$40.00 |
| Third Time | \$60.00 |
| Fourth Time | \$75.00 |
| Five or More Additional Times | \$90.00 |
| Dog Boarding Fees <i>(Charged per Day)</i> | |
| First Day (0-24 hrs.) | \$30.00 (0-24 hours) |
| Second through Fifth Day | \$20.00 per day |
| Each Additional Day | \$50.00 per day |
| <p>Except for unusual circumstances, after the seventh consecutive day the dog will be transferred to the Humane Society for adoption or euthanasia.</p> | |