

2023 Town of Southeast Fee Schedule

DESCRIPTION OF FEE	FEE	NOTES
TOWN ASSESSOR		
Radius List (per parcel)	\$ 44.00	
Digital Files (assessment roll/GIS data)	\$ 550.00	
BUILDING DEPARTMENT		
Building Permits		
Certificate of Occupancy & Compliance	\$ 55.00	
Changes to approved plans	\$ 55.00	
Existing Buildings & Work Requiring Permit-In addition to registration fees	\$ 55.00	
Large Projects over \$100,000	\$ 825.00	\$5 per thousand
Re-Inspection Fees	\$ 30.00	
Renewal for expired permit (one time only)	\$ 110.00	
Small Projects over \$30,000	\$ 330.00	\$6 per thousand
Small Projects under \$10,000	\$ 150.00	
Small Projects under \$30,000	\$ 330.00	
Stop Work Order Fee	\$ 100.00	
Work Performed prior to permit issuance	\$ 150.00	
Administrative Wetland Permit	\$ 500.00	
Administrative Wetland Permit Renewal	\$ 250.00	
Plumbing Permits	Sliding Scale	
first \$1000 of work	\$ 50.00	
per additional thousand	\$ 6.00	
New Construction (residential, commercial S & S systems)	\$ 50.00	
Additional Fee per fixture	\$ 6.00	
(HVAC) Permit for heater, ventilating and air conditioning installation	Sliding Scale	
Sprinkler System & Equipment Permits	Sliding Scale	
\$50.00 first \$1000 of work and \$6.00 per additional \$1000 of work		
Blasting Permit	\$ 250.00	
Demolition Permit		
Residential	\$ 225.00	
Commercial	\$ 550.00	
Municipal Searches		
Residential	\$ 250.00	
Commercial	\$ 500.00	
Oil Tanks		
Install	\$ 50.00	per tank
Removal/Deactivation	\$ 75.00	per tank
Accessory Apt Renewal 138-22 (D)	\$ 300.00	3 years
Rental Occupancy		

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per unit up to 4	\$ 200.00	3 years
per additional unit (located within the same tax parcel)	\$ 150.00	3 years
Permanent Sign Permit (sign cost under \$5,000)	\$ 75.00	Sliding Scale
Gas & L.P. Permits		
Residential	\$ 100.00	First 5 connections
	\$ 20.00	Each Additional
Commercial	\$ 200.00	First 5 connections
	\$ 35.00	Each Additional
Re-inspection Fee	\$ 75.00	
Farmer's Market Permit Fee	\$ 25.00	Per Month
Farmer's Market Permit Fee - Not-For-Profit	N/A	
TOWN CLERK'S OFFICE		
Town Board Public Hearing Fee	\$ 200.00	
Quit Claim Deed	\$ 250.00	
Certification- per page	\$ 10.00	
Marriage License	\$ 40.00	
Marriage Certification	\$ 10.00	
Marriage Officiant License (one-day)	\$ 25.00	
Birth Certification	\$ 10.00	
Death Certification	\$ 10.00	
Search Fees- per hour	\$ 15.00	
Dog Enumeration fine	\$ 10.00	
Late Renewal Fee	\$ 5.00	
Dog License Local Fee: spayed/unspayed	\$ 8.00/\$16.00	
Purebred Local Fee- 0-10 dogs (each)	\$ 15.00	
11-25 dogs (each)	\$ 20.00	
Dog Residue Violation - 1st offense	\$ 25.00	
-2nd offense	\$ 50.00	
Dog Seizures: 1st seizure/impoundment \$25.00 plus \$25.00 each day thereafter		
2nd seizure/impoundment \$50.00 plus \$25.00 each day thereafter as well as an appearance ticket* * All future seizures/impoundments thereafter will increase by \$25 plus \$25 each day thereafter plus an appearance ticket		
Returned Check Fee	\$ 30.00	
Maintenance Fee for Code Book (due January)	\$ 100.00	
Zoning Ordinance and Map	\$ 75.00	
Zoning Map	\$ 20.00	
Comprehensive Plan	\$ 75.00	
Copies- per page 8x10/11x17	\$.25/.50	
Solid Waste Application Fee	\$ 150.00	
Solid Waste Permit Fee	\$ 150.00	

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Fee Per Vehicle	\$ 100.00	
Junkyard License Application Fee*- (No Additional Charge If License Is Granted)	\$ 2,500.00	*plus 2% per month late fee
Garbage Fine	\$ 100.00	
Christmas Tree Sales, Application Fee	\$ 50.00	
Christmas Tree Permit Fee	\$ 50.00	
Christmas Tree Sales Restoration Fee (refundable)	\$ 100.00	
Food Truck Permit - Veterans with a DD-214	Free	
Food Truck Permit - Calendar Year - 1/1 - 12/31	\$ 500.00	
Food Truck Permit - Calendar Year - Issued after 6-30	\$ 250.00	
Food Truck Permit - Secondary - Municipal/Town Property - Per Day	\$ 20.00	
Food Truck Permit - Secondary - Municipal/Town Property - Per Month	\$ 100.00	
Food Truck Permit - Violations - Per Offense - (3) Maximum	\$ 100.00	
Food Truck Permit - Identifications (2 issued with each permit) - each additional	\$ 10.00	
Alarm Permit - Residential Annual Fee	\$ 25.00	
Alarm Permit - Commercial Annual Fee	\$ 100.00	
False Fire Alarms- First (Commercial/Residential)	Warning	
False Fire Alarms- Second (Commercial/Residential)	\$ 125.00	
False Fire Alarms- Third (Commercial/Residential)	\$ 250.00	
False Fire Alarms- Fourth (Commercial/Residential)	\$ 500.00	
False Fire Alarms- Fifth (Commercial/Residential)	\$ 750.00	
False Fire Alarms - Six Plus (Commercial/Residential)	\$ 1,000.00	
Failure to Register Alarm Permit - Fine (Commercial/Residential)	\$ 100.00	
Fire Safety Violations - First Violation (Commercial/Residential)	Warning	
Fire Safety Violations - Second Violation (Commercial/Residential)	\$ 50.00	
Fire Safety Violations - Third Violation (Commercial/Residential)	\$ 100.00	
Fire Safety Violations - Fourth Violation (Commercial/Residential)	Court	
Water/Sewer Application	\$ 250.00	
Water/Sewer Meter	\$ 150.00	
Town of Southeast History Book	\$ 35.00	
Public Assembly Permit	\$ 250.00	
Zoning Petition		
280(a) Permit	\$ 500.00	
281 Permit	\$ 1,000.00	
Change of Zoning Designation (for first five acres or less) Zoning Maps	\$ 500.00	plus \$50 for each additional acre
Zoning Text Change	\$ 7,500.00	
HIGHWAY DEPARTMENT		
Driveway Bond	\$ 2,000.00	
Driveway Permit (With inspection)	\$ 100.00	
Permit to Perform work within the Town's Right-of-Way	\$ 100.00	

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Stormwater Connection Permit	\$ 100.00	
Worked Performed prior to permit issuance	\$ 150.00	
Re-Inspection	\$ 150.00	
PARKING DEPARTMENT		
Brewster North Station Permits/Gold Lot Permits		
Resident-Annual, one car	\$ 386.00	
Semi-Annual, one car	\$ 206.00	
Resident-Annual, two cars	\$ 432.00	
Semi-Annual, two cars	\$ 229.00	
Non-Resident- Annual, one car	\$ 590.00	
Semi-annual, one car	\$ 313.00	
Non-Resident- Annual, two cars	\$ 636.00	
Semi- annual, two cars	\$ 336.00	
PLANNING BOARD/ARCHITECTURAL REVIEW BOARD		
Sign Permit Review Fee - This is in addition to the \$75 fee for Sign Permit paid to the Building Department	\$ 75.00	per sign up to two signs
Sign Program Review Fee (for multiple signs of the same style within a shopping center or business park and Multi-Tenant Sign Programs)	\$ 200.00	per program
Exterior Alterations or Additions to Commercial Properties Review Fee	\$ 150.00	
New Residential Structure in an Existing Subdivision Review Fee	\$ 75.00	Per structure and/or house model
Subdivision Application		
Lot Line Change (no new lots created)	\$ 250.00	flat fee
Escrow	\$ 1,500.00	
Minor Subdivision (2-4 lots)		
Sketch Review	\$ 250.00	flat fee
Preliminary Review	\$ 275.00	flat fee
Final Review	\$ 250.00	flat fee
Escrow*	\$ 3,500.00	
<i>* Additional monies will be required If the escrow account drops below half of the required amount due to ongoing consultant and engineering reviews required by the Planning Board.</i>		
Major Subdivision (5 or more lots)		
Sketch Review	\$ 100.00	per lot
Preliminary Review	\$ 150.00	per lot
Final Review	\$ 100.00	per lot
Escrow*	\$ 5,000.00	
<i>* Additional monies will be required If the escrow account drops below half of the required amount due to ongoing consultant and engineering reviews required by the Planning Board.</i>		

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Recreation Fees	\$ 7,500.00	per new lot
Engineering/Inspection Fees	5% of the estimated cost of all subdivision plat improvements (minimum fee \$750)	
Site Plan, Special Permit, and/or Conditional Use Permit Application		
Minor Project (under 10,000 square feet of development area)		
Pre-Application Meeting	\$ 75.00	flat fee
Sketch Plan Review Fee	\$ 300.00	flat fee
Preliminary Plan Review Fee	\$ 500.00	
plus	\$ 150.00	per 1,000 sf of new Gross Floor Area (GFA)
Final Plan Review Fee	\$ 150.00	flat fee
Escrow*	\$ 2,000.00	
Major Project (greater than 10,000 square feet of development area)		
Pre-Application Meeting	\$ 150.00	flat fee
Sketch Plan Review Fee	\$ 500.00	flat fee
Preliminary Plan Review Fee	\$ 750.00	
plus	\$ 200.00	per 1,000 sf of new Gross Floor Area (GFA) [maximum payment of \$150,000]
Final Plan Review Fee	\$ 300.00	flat fee
Escrow (10,000 to 50,000 square feet of development area) *	\$ 5,000.00	
Escrow (over 50,000 square feet of development area) *	\$ 10,000.00	
Extension of Final Site Plan Approval	\$ 500.00	plus \$500 escrow
Amended Site Plan Approval	\$ 1,500.00	Plus escrow based on Minor/Major schedule above
Re-Approval of Site Plan (no substantive changes)	\$ 750.00	plus \$1,000 escrow
Conditional Use Permit Only (no Site Plan Approval required)	\$ 275.00	plus \$1,000 escrow
Conditional Use Permit Renewal Fee	\$ 150.00	
Special Permit Only (no Site Plan Approval required)	\$ 750.00	plus \$1,000 escrow
Public Hearing Fee (paid in advance)	\$ 200.00	per public hearing notice
Engineering/Inspection Fee	4% of the estimated cost	

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	of site improvements (minimum fee of \$750)	
* Additional monies will be required if the escrow account drops below half of the required amount due to ongoing consultant and engineering reviews required by the Planning Board.		
Engineering/Inspection Fee Schedule		
Field Change	\$ 1,000.00	
Grading or Earth Removal (where no site plan approval is required see (§69-5))	\$ 500.00	plus escrow and \$250 for each acre or fraction thereof
Chapter 69 Excavation and Grading Permit Review Fee (for projects not in conjunction with an active application before the Planning Board in good escrow standing)	\$ 500.00	plus \$1,000 escrow
Chapter 119 Stormwater Management and Erosion and Sediment Control Permit Review Fee (for projects not in conjunction with an active application before the Planning Board in good escrow standing)	\$ 500.00	plus \$1,000 escrow
MS4 Permit – Category 1 – Projects that disturb between 5,000 sq. ft. and 1 acre	\$500.00	
MS4 Permit – Category 2 – Projects that disturb more than 1 acre	\$ 1,000.00	plus \$1,000 escrow for projects with no Planning Board escrow account
Communication Tower Fees		
Original Tower application-minimum	\$ 10,000.00	plus \$1,000 for each 10 feet in excess of 100 feet in height
Personal Wireless Service Facility	\$ 500.00	
Additional Application for co-location on an Existing Tower	\$ 500.00	
Exemption from Site Plan Review Request Fee	\$ 750.00	
Escrow Account	\$ 3,000.00	
(Normal Site Plan Review Fees are in addition to these charges)		
Wetland Permit		
Minor Wetland Permit	\$ 750.00	plus \$1000 escrow
Wetland Reapproval Fee (no substantive changes)	\$ 750.00	plus \$1000 escrow
Extension of Approval (not part of Site Plan extension)	\$ 175.00	No escrow
Individual lots & residential subdivisions	\$ 880.00	plus \$550 for each lot requiring a wetland permit
For projects requiring Site Plan Approval	\$ 1,450.00	plus \$550 for each acre of controlled area disturbed
For projects involving the construction of a road, pipeline, or utilities		

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first 100 linear feet crossing a controlled area	\$ 1,210.00	
for each subsequent 100 linear feet	\$ 1,210.00	
for driveways	\$ 550.00	
Escrow (for projects not in conjunction with an active application before the Planning Board in good escrow standing)	\$ 1,000.00	
RECREATION		
<i>Residents are defined as those who live in the Town of Southeast and live within the Brewster Central School District Boundary</i>		
Family Season Pass	\$ 175.00	
Family August Only	\$ 95.00	
Individual Season Pass	\$ 92.00	
Individual August Only	\$ 46.00	
Daily Admission		
Town Beach - Adult Weekends & Holidays - Resident	\$ 6.00	
Guest	\$ 8.00	
Adult Weekdays Resident	\$ 4.00	
Guest	\$ 6.00	
Children anytime- Resident	\$ 3.00	
Guest	\$ 4.00	
Under 4 years of age	FREE	
Guest Pass - Residents w/ Season Beach Pass-2 per session	10 visits/\$25	
Senior Citizens ONLY 2 per season (grandchildren only)	10 visits/\$25	
PROGRAMS - all fees are non-refundable		
Youth Basketball-Grades 1-2-3 Boys & Girls	\$ 135.00	
Youth Basketball-Grades 4-5-6-7-8-9 Boys & Girls	\$ 155.00	
Kindergarten	\$ 100.00	
Men's Basketball	\$ 1,000.00	Per Team
High School Basketball - Grades 10-12	\$ 155.00	
Swimming Lessons (6 weeks)	\$ 190.00	
Lifeguard training – New Certification	\$ 425.00	
Recertification	\$ 210.00	
CPR/First Aid	\$ 95.00	

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Youth Football, Baseball, Basketball, Volleyball, Tennis, Soccer, Softball Camps	\$ 30.00	
Field Hockey, Wrestling Full Session	\$ 30.00	
Half Session	\$ 15.00	
Women's Softball Summer Season Mon - Thurs June 1 - August 31	\$ 1,000.00	Per Team
Football - Youth	\$ 350.00	
Cheerleading - Youth	\$ 225.00	
All Recreational Fields *		
Fields/Parks (Upon Availability) - resident functions	\$ 30.00	Per Hour
Daily Rate - 8:00 A.M. - 8:00 P.M.	\$ 30.00	Per Hour, No Lights
Pavilion/Gazebo Rental	\$ 20.00	
Scolpino Park Lights	\$ 25.00	Per Hour
Tournament-style rentals of fields	\$ 50.00	Per Hour
TAX RECEIVER'S OFFICE		
Delinquent Tax Notification Fee	\$ 2.00	
All delinquent fees due to the Town are subject to a 2% per month late fee		
ZONING BOARD OF APPEALS		
Area Variance	\$ 175.00	
Use Variance	\$ 400.00	
Interpretation	\$ 200.00	
Administrative Appeal	\$ 250.00	