

Town of Middlesex Fee Schedule

(Adopted 1-10-19)

All of the following town fees are to be paid at time of issuance/review. (Access the Town website - www.middlesexny.org for hours of operations). Fees for Town Clerk Office to be paid in Town Clerk's Office. Building, Site Plan, or Zoning Fees to be paid in Code Enforcement Office in advance of appearing before any board. All Permits expire annually from date of issuance.

Town Clerk Fees

Publications	\$25	Per application for Public hearing
Dog License (spayed/neutered)	\$10	
Dog License (not spayed/neutered)	\$18	
Application & Copy of Birth Record	\$10	Form DOH-296A
Application & Copy Marriage Record	\$10	Form DOH-301
Application & Copy of Death Record	\$10	Form DOH-294A
Application for Genealogical Services	\$22	Form DOH11562
Photocopies & F.O.I.L. requests	\$.25/page	

Code Enforcement (Building Dept.) *

BUILDING PERMITS / INSPECTIONS:	Fee (\$30 Minimum)	Qualifications
Residential – New home or expansion	\$.25 / sf	Pertaining to all habitable space
Commercial / Industrial	\$.30 / sf	Pertaining to all habitable space
Out buildings / Accessory structures	\$.20 / sf	Permit required for any structure exceeding 80 sf., e.g. barns, garages, decks, storage sheds, etc.
Private Driveway	\$50	For stand-alone driveway project
Roof	\$50	For stand-alone roofing project
Swimming pool / hot tub	\$50	For stand-alone project, including related deck and fencing
Camper / Trailer	\$50	For limited parking or seasonal
Specific CEO Inspection (NOTE: Periodic inspections for above permits are included with that fee)	\$50	Example of specific inspections are: fireplace, stoves, septic, etc.
Certificate of Occupancy	\$50	Overall site inspection required
Stop Work Order	\$100	Immediate suspension of sitework
Lot Line Reconfiguration	\$50	Reconfiguration of lot line w/o creating a new Tax ID#
Docks	\$.25 sq. ft.	See UDML Law
Operating Permit	\$50	Per Zoning
Septic	\$50	Permit issued only with NYSDOH approval
Demolition	\$50	Per Zoning

Planning Board *

TYPE OF REVIEW	Fee	Qualifications
Single family:		
Conceptual	\$0	One time (limit 5-10 minutes) Initial comments on proposed project only. Must be on agenda
Preliminary Site Plan Review – 1st	\$100	Review of proposed sitework to include project scope and submitted documents per Sec. 700 and Sec. 707 of local Zoning Code prior to Final Site Plan Review
Preliminary Site Plan Review - subsequent	\$100/ea	Revisions to original site map prior to final review
Final Site Plan Review	\$100	Final review to determine board approval prior to obtaining a permit from Code Enforcement
Site Visit	\$100	With Planning Board Member Quorum
Subdivision of a parcel:		
Minor (3 lots or less)	\$100	Additional \$50/lot for each lot
Additional reviews	\$100/ea	
Site Visit	\$100	With Planning Board Member Quorum
Major (4 lots or more)	\$150	Additional \$50/lot for each lot
Additional reviews	\$150/ea	
Site Visit	\$150	With Planning Board Member Quorum

Zoning Board of Appeals *

Application to appear	\$75/ea	Includes publication notice
Subsequent appearances	\$25/ea	
Area Variance	\$100	Each Variance
Use Variance	\$200	Each Variance
Special Use Permit	\$100	Each Permit
Administrative Review	\$100	Each Review

*All applications in any department requiring 3rd party outside reviews (engineering, legal, or environmental) will be referred by the Town. The cost for such reviews is at the applicants' expense. An estimate of fees will be provided to the applicant for approval prior to the review. If the applicant does not agree with the estimate, the application will be denied.