

**Per Public Act 09-03, Section 396, Effective October 1, 2009, a fee of sixty (60) dollars shall be collected in addition to any other fee which may be required, to the municipal agency or legislative body which is authorized to approve applications.**

**AN ORDINANCE ESTABLISHING FEES FOR THE PROCESSING OF  
APPLICATIONS BY THE PLANNING AND ZONING COMMISSION, ZONING  
BOARD OF APPEALS, AND CONSERVATION AND INLAND WETLANDS  
COMMISSION OF THE TOWN OF LISBON**

**IT IS HEREBY ORDAINED:**

1. Repeal of Prior Ordinances Establishing Application Fees

All ordinances previously adopted to establish fees for applications made to the Planning and Zoning Commission, Zoning Board of Appeals, or Conservation and Inland Wetlands Commission of the Town of Lisbon shall be deemed to be repealed as of the effective date of this ordinance.

2. Purpose and Authority

The purpose of this ordinance is establish a schedule of fees pursuant to Section 8-1c of the Connecticut General Statutes for the processing of applications (including appeals, petitions, or other requests for approval) submitted to the Planning and Zoning Commission, Zoning Board of Appeals, or Conservation and Inland Wetlands Commission of the Town of Lisbon or their respective agents. For the purposes of this ordinance, unless otherwise specifically provided herein, the term "Town" shall refer not only to the Town of Lisbon itself, but also to each of its officers, commissions, boards and agencies.

3. Fees Required by State or Federal Law

The fees established by this ordinance shall be in addition to, and not inclusive of, any fees that may be established by state or federal law for the processing of applications. Payment of any such state or federally required fees shall be made at the time of submitting the application unless a later time is specifically provided by the applicable state or federal law.

4. Types of Fees

The fees required under this ordinance shall include base fees, which are intended to defray the general administrative costs of processing an application; review fees, which are intended to defray the costs of specific professional review activities; and supplemental fees, which are intended to reimburse the Town for the actual costs of processing an application to the extent those costs may exceed the amount of the base fee and review fee. Base fees and review fees are nonrefundable fees that must be paid at the time the application is submitted, or as soon thereafter as the amounts of such fees are determined by the Town, in order for the application to receive further processing or approval. Supplemental fees must be paid within 30 days after the Town mails or delivers written notice of the amount of the fees to the applicant. The fact that the Town may have begun to process an application before such fees have been paid shall not constitute a waiver of the Town's right to cease processing the application until the required fees

have been paid. The refusal of the applicant to pay any required fees shall render the application incomplete and shall be grounds for denial of the application.

5. Multiple Fees

The fees set forth in Section 6 are separate and individual fees, to be separately charged on the basis of the type of application involved. If a particular use requires more than one type of application, the fees must be paid for each type of application. For example, the fees for a use requiring both site plan review and a special permit shall include each of the separate fees stated below for the two types of applications.

6. Amount of Base Fees and Review Fee Deposits

Applications To The Planning And Zoning Commission Or Its Agent

	<u>Base Fee</u>	<u>Review Fee</u>
A. Residential Site Plan Review		
1. Single Family	\$100	none
2. Multi-Family (elderly/age 55 and older)	\$1,000	\$100 per unit
3. Multi-Family (other)	\$500	\$100 per unit
4. Home Occupation	\$150	none
B. Non-Residential Site Plan Review		
1. Building size of less than 25,000 square feet	\$1,000	\$0.20 per square foot of total floor area
2. Building size of 25,000 - 49,999 square feet	\$2,250	\$0.15 per square foot of total floor area
3. Building size of 50,000 - 99,999 square feet	\$3,000	\$0.15 per square foot of total floor area
4. Building size of 100,000 square feet or greater	\$8,000	\$0.10 per square foot of total floor area

**Applications To The Planning And Zoning Commission Or Its Agent**  
**(continued)**

	<u>Base Fee</u>	<u>Review Fee</u>
C. Special permits		

**THIS PAGE REVISED: 12/24/07 (See next page)**

\*Note: *bold/* \_ means "revision to be added".  
 Strikeout means "to be removed".

Applications to the Planning and Zoning Commission or its agent (continued)

	Base Fee	Review Fee
C. Special Permits		
1. Residential Uses	\$150.00	none
2. Non-residential Uses (except excavations)	\$500.00	none
3. Excavations	\$1,000	<b><i>\$1,000 or \$0.01 .05</i></b> per square foot of area disturbed, <b><i>which ever is greater</i></b>
D. Amendments to the Regulations	\$500	none
E. Amendments to Map/Boundaries	\$500	none
F. Certificate of Zoning Compliance	\$25	\$2 per square foot of total sign area
G. Sign Permit	\$10	
H. Subdivision (including Re-subdivision)		
1. Review of public improvements, drainage, and grading (if needed)	\$2,000	\$500 or <del>\$50</del> <b><i>10.00</i></b> per linear foot of improvements
2. Other administrative and professional review	\$1,000	<del>\$200</del> <b><i>250</i></b> per lot
3. Submission of additional plans after initial review of application by Commission	none	\$100 per plan
4. Inspection of proposed improvements, grading and/or drainage during construction	\$500	Five percent (5%) of construction costs, as estimated by the Commission
5. Inspection of proposed improvements, grading and/or drainage following construction	\$500	\$200 per visit

Dated 12-24-2007  
 Lisbon, CT

Betsy M. Barrett  
 Town Clerk

Applications To The Zoning Board Of Appeals

	<u>Base Fee</u>	<u>Review Fee</u>
A. Variance	\$325	none
B. Enforcement Appeals	\$325	none
C. Other Applications	\$325	none

Applications To The Conservation And Inland Wetlands Commission Or Its Agent

**Conservation Commission Fees REVISED: 12/24/07 (See Pages 123 and 124 AT THE END of this document)**

Town regulations, or if the approval of the application would require the preparation or review of any additional documents or materials by any such consultants, the applicant may be required to pay a supplemental application fee to ensure that the Town is reimbursed for the full costs of processing the application. Such supplemental fees must be paid within 30 days after the Town mails or delivers to the applicant a written request for such fees to the applicant. The failure to pay any such fee when due may result in the denial, termination, revocation or expiration of any permit or approval to which the fee was related. All permits and approvals shall be deemed to be issued upon the condition that all fees required by this ordinance are paid when due.

8. This ordinance shall take effect fifteen days after publication.

Public Hearing Date:

Adoption Date: 8-3-2006

Publication Date: 8-8-2006

Effective Date: 8-23-2006

Applications to the Conservation and Inland Wetlands Commission or Its Agent

Revised 12/24/07

Fee Schedule. Application fees shall be based on the following schedule:

**\*\*The surcharge currently imposed by the Connecticut DEP shall be added to all fees.\*\***

- a. Regulated Activities:
- Residential Uses .....\$100.00 Plus \$25.00/Lot  
Plus Fee from Schedule A
  
  - Commercial Uses ..... \$300.00  
Plus Fee from Schedule A
  
  - All Other Uses ..... \$100.00  
Plus Fee from Schedule A
  
  - Approval by Duly Authorized Agent ..... \$50.00
  
  - Appeal of Duly Authorized Agent Decision ..... \$25.00
  
  - Significant Activity Fee ..... \$250.00
  
  - Public Hearing Fee ..... \$250.00
  
  - Complex Application Fee ..... The Inland Wetlands Agency may charge an additional fee sufficient to cover the cost of reviewing and acting on complex applications. Such fee may include, but not be limited to, the cost of retaining experts to analyze, review, and report on issues requiring such experts. The Agency or the duly authorized agent shall estimate the complex application fee which shall be paid pursuant to section 19.1 of these regulations within 10 days of the applicant's receipt or notice of such estimate. Any portion of the complex application fee in excess of the actual cost shall be refunded to the applicant no later than 30 days after publication of the agency's decision.
- b. Permitted and Nonregulated Uses:
- Permitted Uses as of Right ..... No charge
  
  - Nonregulated Uses ..... No charge
- c. Regulation Amendment Petitions: ..... \$250.00  
(Does not include Notices or Regulation Advisories from DEP)
- d. Map Amendment Petitions: ..... \$250.00  
Plus fee from Schedule B
- e. Modification of Previous Approval: ..... \$75.00  
Renewal of Previous Approval: ..... \$75.00
- f. Monitoring Compliance Fee ..... minimum of \$25.00 for 2 site visits for minor applications
- g. Notice of Violation and Cease and Desist Orders
- Initial Inspection Fee ..... \$150.00
  - Additional Monitoring/Compliance Inspection Fee ..... \$100.00
  - Application Fee for Regulated Activity started  
without a permit ..... Double regular fee  
Plus Fee from Schedule A

SCHEDULE A. For the purpose of calculating the permit application fee, the area in schedule A is the total area of wetlands and watercourses and the upland review area upon which a regulated activity is proposed.

SQUARE FEET OF AREA

- a. Less than 1,000 ..... \$100.00
- b. 1,000 to 5,000 ..... "a" plus ..... \$200.00
- c. More than 5,000 ..... "b" plus ..... \$300.00

SCHEDULE B. For the purpose of calculating the map amendment petition fee, linear feet in schedule B is the total length of wetlands and watercourses boundary subject to the proposed boundary change.

LINEAR FEET

- a. Less than 500 ..... \$100.00
- b. 500 to 1,000 ..... "a" plus ..... \$200.00
- c. More than 1,000 ..... "b" plus ..... \$300.00

Dated 12-24-2007  
Lisbon, CT

Betsy M. Barrett  
Town Clerk