

**FEE SCHEDULE – Chapter 98 Fees, Consultant**

**VILLAGE OF MONROE  
PLANNING BOARD FEE SCHEDULE**

Pursuant to Chapter 98 of the Village of Monroe Code, all land use application and escrow fees may be set by resolution of the Village Board of Trustees.

<b>APPLICATION FEES</b>		
<b>APPLICATIONS TO THE PLANNING BOARD</b>		
<b>Requested Action</b>	<b>Cost</b>	<b>Cost for This Application</b>
Informal Review/Request for Work session	\$250.00	
<b>SITE PLAN APPLICATION</b>		
<b>Requested Action</b>	<b>Cost</b>	<b>Cost for This Application</b>
Non-Residential	\$250.00 plus \$0.10 per SF of building floor area	
Residential	\$500.00 if Less than 5 lots/dwelling units  \$100.00 per lot/dwelling unit over 5 lots/dwelling units	
Senior Housing (Initial Submission) 200-63.1	\$500.00	
Senior Housing (Full Submission)	\$500.00 if Less than 5 lots/dwelling units  \$100.00 per lot/dwelling unit over 5 lots/dwelling units	
<b>ARCHITECTURAL REVIEW BOARD OR HISTORICAL REVIEW BOARD APPLICATION</b>		
<b>Requested Action</b>	<b>Cost</b>	<b>Cost for This Application</b>
New Application	\$50.00	

Updated August 2025

<b>SPECIAL USE PERMIT</b>		
<b>Requested Action</b>	<b>Cost</b>	<b>Cost for This Application</b>
New Application	\$300.00 (plus site plan fees if applicable), plus \$25.00 per occupancy/dwelling unit over 2 units	
Renewal	\$150.00 plus \$25.00 per occupancy/dwelling unit over 2 units	
<b>SUBDIVISION</b>		
<b>Requested Action</b>	<b>Cost</b>	<b>Cost for This Application</b>
Less than 5 lots	\$500.00	
5 or more lots	\$100.00 per lot	
<b>ESCROW DEPOSIT FOR CONSULTANT REVIEW</b>		
<b>Requested Action</b>	<b>Cost</b>	<b>Cost for This Application</b>
Residential Uses	\$250.00 per unit for the first 10 units, \$50.00 per unit over 10 units plus SEQR, plus SWPPP	
Non-Residential uses	\$1,000.00, plus the greater of \$50,00 per acre, \$50.00 per lot, \$50.00 per unit, or \$50.00 per 1,000 SF of building floor area, plus SEQR, Plus SWPPP	
SEQR	\$600.00 Short Environmental Assessment Form \$1,200.00 Long Environmental Assessment Form Environmental Impact Statement – as recommended by consultants, payable within 15 days of a positive declaration	
SWPPP (if applicable)	\$1,000.00 for the first 1-5 acres of disturbance, plus \$250.00 per acre of 5 acres or more disturbed	
<b>MISCELLANEOUS PLANNING BOARD FEES</b>		
<b>Requested Action</b>	<b>Cost</b>	

Appearance Fee (for all appearances after the first appearance)	\$100.00 per appearance	
Engineering Inspection Fees	5% of the estimated cost of public improvements as determined by the Village Engineer and Approved by the Village Board	
Professional Fees	As billed by Village Consultants	
Fee in Lieu of Parkland	\$2,500.00 per dwelling unit	
Fee in Lieu of Parking – CB District	\$625.00 per parking space	
<b>TOTAL APPLICATION FEES SUBMITTED WITH THIS APPLICATION</b>		\$_____.
<b>TOTAL ESCROW DEPOSIT SUBMITTED WITH THIS THIS APPLICATION</b>		\$_____.

1. All site plan, special permit, and subdivision applications shall require an escrow deposit as set forth in the fee schedule. When the required escrow deposit amount falls below 40% of the initial deposit, the applicant shall replenish the deposited amount to the full initial value prior to any further review of the application.
2. The Planning Board may, in their discretion, waive a portion of the escrow deposit for applications that do not involve any construction.
3. The Village reserves the right to require bonding or other surety to ensure that offsite or onsite improvements are constructed and maintained in accordance with approved plans. The amount of such surety is to be determined by the Village Engineer.
4. The cost of public notice shall be paid for by the applicant.

**ZONING BOARD OF APPEALS FEES**

**These fees are payable to the Village Clerk at the time of application for hearing.**

- a. Appeals: \$350.00.**
- b. Interpretation: \$350.00.**
- c. Area Variance for accessory structures under 250 square feet to single-family dwellings and above-ground swimming pools: \$200.00.**
- d. All Other Area Variances: \$450.00.**
- e. Use Variance: \$500.00.**

**If an application consists of alternate requests for relief, the fee shall be the higher of the two fees.**

**Applications that are withdrawn before the date of the hearing shall receive a refund of 50% of the application fee.**

#### **Zoning Change Before Village Board**

- a. Request for zoning change  
Application Fee Five Hundred (\$500) dollars**

**Architectural Appearance Review Board. The minimum fee for the Architectural Appearance Review Board is Twenty dollars (\$20) plus Five dollars (\$5) per thousand dollars (\$1,000) of estimated project cost. The maximum fee will not exceed Two hundred fifty dollars (\$250).**

### **BUILDING DEPARTMENT FEES (Updated 08/2025)**

Updated August 2025

### Residential Construction

Project Type	Application Fee	Permit Fee
New 1 or 2 Family Dwelling	\$100	\$1.25 per sq. ft.
Additions	\$100	\$1.00 per sq. ft.
Alterations - Level 1 (Minor: finishes, fixtures)	\$100	\$0.75 per sq. ft.
Alterations - Level 2 (Moderate: wall reconfiguration)	\$150	\$1.00 per sq. ft.
Alterations - Level 3 (Major: 50%+ floor area, structural changes)	\$200	\$1.25 per sq. ft.
Detached Garage / Pole Barn	\$100	\$1.00 per sq. ft.
Slabs/Sheds	\$100	\$0.50 per sq. ft.
Decks	\$100	\$0.75 per sq. ft.
Finished Basement	\$100	\$1.00 per sq. ft.
Swimming Pool (In-ground)	\$100	\$500
Swimming Pool (Above-ground)	\$100	\$300
Hot Tub / Spa	\$100	\$200
Fence	\$100	\$100
HVAC / Furnace / A/C Install	\$100	\$175
Generator	\$100	\$175
Wood/Pellet Stove or Fireplace	\$100	\$100
Chimney	\$100	\$100
Solar (Roof-mounted)	\$100	\$200
Electric Service Upgrade	\$100	\$100
Plumbing	\$100	\$100
Roof	\$100	\$200

### Commercial / Multi-Family Construction

Project Type	Application Fee	Permit Fee
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Updated August 2025

New Commercial / Multi-Family	\$150	\$1.50 per sq. ft.
Commercial Additions	\$150	\$1.25 per sq. ft.
Alterations - Level 1	\$150	\$1.00 per sq. ft.
Alterations - Level 2	\$200	\$1.25 per sq. ft.
Alterations - Level 3	\$250	\$1.50 per sq. ft.
Accessory Building / Structures	\$150	\$0.75 per sq. ft.
Change of Use (no construction)	\$150	\$200
Fire Alarm or Sprinkler Systems	\$100	\$200
Commercial HVAC / Generator	\$150	\$250
Solar (Commercial)	\$150	\$375

### **General Permits & Inspections**

<b>Item</b>	<b>Fee</b>
Demolition (under 150 sq. ft.)	\$100
Demolition (over 150 sq. ft.)	\$100 + \$0.03 per sq. ft.
Oil Tank Abandonment or Removal	\$150
Sign – Non-Illuminated	\$100
Sign – Illuminated	\$150
Retaining Wall (Over 4 ft.)	\$100 + \$0.03 per sq. ft.
Site Work / Excavation	\$100 + 1.75% of cost
Re-inspection	\$50 for each Subsequent Reinspection
Operating Without a Permit	Permit fee x3 (Triple fee)
Permit Extension	\$50 per month up to 6 months
Rental Permit	\$200 + (\$50 per unit)
Rental Property W/O Permit	Permit fee x3 (Triple fee)
Rental Permit Revocation	\$500
Stop Work Order	\$300

### **Administrative Fees**

Updated August 2025

<b>Item</b>	<b>Fee</b>
Land Use Determination	\$100
Zoning Compliance Letter	\$400
Copies of Documents (per page)	\$1.50
Copies of Blueprint (per page)	\$60
Title Search	\$150
Title Search (Commercial)	\$200 + \$35 per unit

Fire Inspections & Operating Permit Fee Schedule

<b>Permit Category</b>	<b>Fee</b>	<b>Renewal Frequency / Duration</b>	<b>Notes</b>
Fire Inspection	\$80.00	Every 3 years	Covers standard occupancies requiring inspection under NYS Fire Code
Base Operating Permit	\$150.00	Every 3 years	
Assembly Occupancies (e.g., churches, halls)	\$200.00	Every 1 year	Applies to spaces with occupancy >50 persons
Hazardous Operations (e.g., welding, flammable storage)	\$250.00	Every 1 year	Includes inspection of hazardous material storage and processes
Commercial Kitchens / Cooking Facilities	\$175.00	Every 1 year	Applies to restaurants, cafeterias, and food trucks
Special Events / Temporary Permits	\$100.00 per event	Per event	Max duration: 30 days
Mobile Food Vendor – Festival Permit	\$75.00 per event	Up to 3 consecutive days	Includes fire safety inspection of cooking equipment and propane
Extended Festival Vendor (4–7 days)	\$100.00 flat	4–7 consecutive days	
Late Festival Application Fee	\$25.00	Less than 5 days' notice	Additional charge added to base fee

Updated August 2025

Multiple Occupancies / Mixed Use Buildings	\$250.00	Every 3 years	Includes inspection of shared or multi-use facilities
Follow-Up Reinspection (after 2nd failed inspection)	\$50.00	As needed	Applies only after two failed inspections
Permit Modification / Transfer	\$50.00	As needed	For ownership changes or scope modifications
Late Renewal Fee	\$50.00	As needed	Applies after 30 days past expiration
Expedited Review (if requested)	\$100.00 extra	Per application	Decision rendered within 5 business days

Fee Payment Instructions:

- Payments must be made by check or money order payable to: Village of Monroe
- Submit payment with the completed Operating Permit Application form.
- All fees are non-refundable.

## **CLERK'S FEES**

- Blasting Operations (Chapter 76)-\$150 for each 6-month period**
- Garage Sale: \$2.50 up to 3 days. Two per year allowed.**
- Peddling & Soliciting: \$500 per person, per year (permit is good for 1 year from date of issuance)**
- Records, public access: Photocopies \$.25/page not exceeding 9"x14" / Exceeding 9"x14" to be determined at time of request based on size and number of copies needed.**
- Administrative Fees / Property Maintenance: \$100.00**

## **DEPARTMENT OF PUBLIC WORKS**

- Street Opening – \$500.00 Non-refundable Application Fee**
- \$500.00 Curb Cut**
- \$2,000.00 One (1) Lane**
- \$3,000.00 Two (2) Lanes**

## WATER DEPARTMENT FEES

<b>Frozen Meter:</b>	<b>\$150 fee and cost of a new meter</b>
<b>Final Reading:</b>	<b>\$25</b>
<b>Water Shut Off:</b>	<b>\$25</b>
<b>Meter Flow Test:</b>	<b>\$7</b>
<b>Restoration Charge for interrupted service due to nonpayment: (10/17/06)</b>	<b>\$25</b>
<b>Outside Village restoration charge for interrupted service due to non-payment (10/17/06)</b>	<b>\$25</b>
<b>*Where restoration is requested during non-business hours a fee equal to 3 hours at time and half the Water Department employee's hourly rate on weekdays and twice the hourly rate on holidays in addition to any and all other charges due for restoration.</b>	
<b>Service Fee for delinquent account re-levied to Village Tax: \$75 (10/17/06) - Revised 6/1/10 - \$10 or less – fee waived</b>	
<b>Return check fee:</b>	<b>\$30</b>
<b>Tax/Water Search Fee (2/6/07)</b>	<b>\$20</b>

### **Water Rates – Quarterly Water Use – effective August 2014**

<b>Village</b>	<b>-</b>	<b>\$ 4.35 per thousand gallons</b>
<b>Town</b>	<b>-</b>	<b>\$10.88 per thousand gallons</b>
<b>Commercial-</b>		<b>\$ 6.53 per thousand gallons</b>

### **Tapping Fees:**

<u>Inside Village</u>	<u>Outside Village</u>
<b>3/4" - \$200</b>	<b>\$500</b>
<b>1" - \$375</b>	<b>\$1,000</b>
<b>2" - \$3,600</b>	<b>\$10,000</b>
<b>4" - \$4,600</b>	<b>\$12,500</b>
<b>6" - \$5,400</b>	<b>\$15,000</b>
<b>8" - \$7,200</b>	<b>\$20,000</b>

Updated August 2025

<b>10"- \$9,000</b>	<b>\$25,500</b>
<b>12"-\$10,700</b>	<b>\$30,500</b>

**POLICE DEPARTMENT FEES**

**ANNUAL TOWING LICENSE FEE AND MAXIMUM TOWING AND IMPOUND RATES APPLICABLE TO ALL TOWING COMPANIES LICENSED BY THE VILLAGE OF MONROE FOR THE YEAR 2018.**

**ANNUAL TOWING LICENSE:**

The annual towing license to operate a tow truck or tow wrecker in the Village of Monroe shall be \$1,100.00. Licenses shall become effective the first day of the month following issuance. The term of the license shall be January 1 through December 31 and the fee shall be prorated depending on the month said license takes effect.

Towing/impound rates applying to all tow-call list services.

Towing businesses licensed in the Village of Monroe will be subject to the following rates:

<b>Day rate (8am to 6pm):</b>	<b>\$115.00</b>
<b>Night rate (6pm to 8am):</b>	<b>\$130.00</b>
<b>Weekend/holiday (all hours):</b>	<b>\$130.00</b>

**Road service calls (non-towing)**

<b>Day Rate (8am to 6pm):</b>	<b>\$115.00</b>
<b>Night Rate (6pm to 8am):</b>	<b>\$130.00</b>
<b>Weekend/Holiday:</b>	<b>\$ 90.00</b>

**Lock-out rate: \$ 50.00**

**Snow Ordinance Towing: \$125.00**

**Motor Vehicle Accident (including all accidents at any time of day or night, weekend or holiday): \$200.00 Flat Rate per Vehicle Towed**

**Winch-out Fees: \$100.00 first 30-minutes, \$40.00 each additional 15-minutes, \$50.00 per hour if additional truck or person is needed. (\*Winching is defined Chapter 185, Section 185-2 of the Village Code)**

**Motor Vehicle Accident Storage Fees:**

<b>Outside:</b>	<b>\$50.00</b>
<b>Inside:</b>	<b>\$60.00</b>

**All impound Storage Fees**

**Outside: \$50.00**

**Inside: \$60.00**

**Towing to other locations at customer's request at applicable rate above, plus a per mile charge agreed to by licensee and the customer before the tow is commenced.**

**\*NOTE: No storage fees will be charged for vehicles released within the first 24-hours from time of tow.**