



# TOWN OF RED HOOK

7340 SOUTH BROADWAY ~ RED HOOK, NY 12571

- **Planning Department**

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## **FEE SCHEDULE AND INSTRUCTIONS**

The Planning Board shall hold no public hearing nor take any action to endorse or approve any application until all application fees and reimbursable costs have been paid. All fees paid to the Town of Red Hook in accordance with the fee schedule below shall be non-refundable except for unexpended escrow amounts. No funds paid to the Town shall be returned to the applicant if the application be disapproved by the Planning Board, reduced in scale by the applicant or otherwise partially or wholly abandoned.

All checks should be made payable to "Town of Red Hook".

### **Special Permit**

Residential. All applications shall be accompanied by a fee of \$175.

Non-residential. All applications shall be accompanied by a fee of \$250

Certified mailing. The cost of certified mailing shall be reimbursed to the Town by the applicant.

Escrow account. In addition to the application fee, an escrow account must be established in the amount of one-half of one percent (0.5%) of the estimated project cost (excluding the cost of the land) or a minimum of \$500, whichever is greater. This account will be used to cover the costs associated with the application including, but not limited to, review by the Town Engineer, Professional Planning Consultant or other necessary specialist. Any unexpended funds will be returned to the applicant.

### **Site Plan Review**

All applications shall be accompanied by an application fee as follows:

1. Existing structure, addition or exterior modification – minimum of \$200 plus \$100 per 1,000 square feet, or part thereof, of additional gross floor area proposed.
2. New construction of building or structure – minimum of \$375 plus \$125 per 1,000 square feet, or part thereof, of gross floor area proposed.
3. Non-resident buildings defined by Agriculture and Markets as a farm use - \$125.

Escrow account. In addition to the application fee, an escrow account must be established in the amount of one-half of one percent (0.5%) of the estimated project cost (excluding the cost of the land) or a minimum of \$500, whichever amount is greater. This account will be used to cover costs associated with the application including, but not limited to, review by the Town Engineer, Professional Planning Consultant or other necessary specialist. Any unexpended funds will be returned to the applicant.

### **Certificate of Appropriateness**

All applications shall be accompanied by a fee of \$50.

### **Lot Line Alteration**

A lot line alteration is considered to be a type of minor subdivision. All applications shall be accompanied by a fee of \$200. A per lot fee shall not be charged.

## **Subdivision of Land**

### **Minor subdivision (4 lots or fewer)**

Sketch Plan Application. All applications shall be accompanied by a fee of \$250.

Approval of Subdivision Plat. All applications shall be accompanied by a fee of \$300 per lot, including the original lot, or per dwelling unit for a cluster or similar-type development.

### **Major subdivision (5 lots or more)**

Sketch Plan Application. All applications shall be accompanied by a fee of \$500.

Preliminary Approval. All applications shall be accompanied by a fee of \$400 per lot, including the original lot, or per dwelling unit for a cluster or similar-type development.

Final Approval of Subdivision Plat. All applications shall be accompanied by a fee of \$150 per lot, including the original lot, or per dwelling unit for a cluster or similar-type development.

### **Required fees for both major and minor subdivisions**

Escrow account. In addition to the application fee, an escrow account must be established to cover referral of the application by the Planning Board to its Town Engineer, Professional Planning Consultant or any other private specialist necessary for the Board to make an informed decision. Monies in this account may also be used for inspection of improvements required for approval. Expenses incurred by the Town for this purpose shall be fair and reasonable and shall be reimbursed to the Town by the applicant in the actual expense amount incurred.

The amount of the initial escrow deposit shall be determined as follows:

Subdivision without proposed new road, road alterations or connection to  
Water District - \$250 per lot or dwelling unit.

Subdivision with proposed new road, road alterations or connection to Water District - \$500 per lot or  
dwelling unit.

Should the escrow be depleted before final approval, the applicant will be advised that additional monies must be deposited before review will continue. Any unexpended funds will be returned to the applicant.

Payments in Lieu of Dedication of Recreation Land. Payments to the Town Recreation Fund shall be computed as follows: payment shall be \$3,000 per new residential lot or dwelling unit (Town Board approved May 10, 2005). In compliance with the Town's Land Subdivision Regulations, land may be dedicated for park purposes if it is determined by the Planning Board, with the concurrence of the Town Board, that such dedication is desirable.

There will be no fee charged for existing dwellings or for lands that, after subdivision, meet all of the following conditions: they remain in the Certified Agricultural District, they are determined by the Town Assessor to be currently used for active agricultural production as defined by the NYS Department of Agriculture and Markets, they are permanently conserved for agricultural use, and they contain no provision for a future residence.

### **Other Fees That May Apply to Any Application**

SEQR-related Fees. The applicant shall reimburse the Town for expenses incurred in the review of proposed action in accordance with the provisions of Title 6ECL and Part 617 NYCRR. Such expenses shall generally not exceed one-half of one percent (0.5%) of the anticipated project costs and shall be warranted through an escrow account established for this purpose.

Performance Guarantees and Maintenance Bonds. These requirements shall be fully met in strict accordance with the procedure established by the Town's Land Subdivision Regulations, the Town's Street and Highway Specifications, and applicable provisions of the Town Law. A letter of credit will be considered as an alternative for performance guarantee and maintenance bonding, at the discretion of the Town Board.