

REVISED MEETING NOTICE

Village of Scarsdale

The Village of Scarsdale Board of Trustees is scheduled to meet in work sessions with the Budget Officer and staff for budget discussions via Zoom Video Conferencing on the following dates:

Tuesday, December 15, 2020	6:00 P.M.
Thursday, January 21, 2021	5:00 P.M.
Monday, January 25, 2021	10:30 A.M.
Thursday, January 28, 2021	10:00 A.M.
Tuesday, February 02, 2021	5:00 P.M.
Wednesday, February 10, 2021	5:00 P.M.
Tuesday, March 09, 2021	5:00 P.M.

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Briefing sessions on the preliminary operating and capital budgets will be held via Zoom Video Conferencing and have been scheduled for:

Wednesday, February 24, 2021	5:00 P.M.	Operating Budget
Wednesday, March 03, 2021	5:00 P.M.	Capital Budget

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Members of the public wishing to participate in any of the meetings can do so via online link at <https://zoom.us/j/93183703358>, or call into the meeting using 1-929-436-2866 and entering the Meeting ID 931 8370 3358.

CS: 01/13/21
FAX: Scarsdale Inquirer
E-MAIL: Journal News (Lohud)
Scarsdale 10583
Scarsdale Hamlet Hub
The Daily Scarsdale

cc: Lobby Bulletin Board

Village of Scarsdale



Memorandum

Village Manager's Office

To: Stephen M. Pappalardo, Village Manager
From: Aylone Katzin, Assistant to the Village Manager
Date: February 02, 2021
Re: FY 2021-22 Village-Wide Fees & Charges Schedule

Fees and Charges are analyzed each year during the Village's annual budget process, with proposed fee modifications presented to the Village Board for consideration and adoption. As one of the myriad effects of the COVID-19 Pandemic, the analysis and consideration by Department Heads of fees during FY 2020-21, ahead of the FY 2021-22 budget development, has been very challenging.

For three major fee categories, Parking, Recreation, and Public Works & Engineering Fees, FY 2020-21 revenues cannot be appropriately compared to past performances. These three major fee categories together comprise two-thirds of fee revenues for the past three fiscal years. Corresponding to the public health and economic effects of the COVID-19 Pandemic, Parking fees have declined due to non-essential business restrictions, public transit health and safety concerns, and the rise of the work-from-home setup prompting many white-collar commuters to discontinue their permit renewals. For similar causes, State-mandated public health restrictions eliminated camp and senior programming, as well as other in-person activities relative to Recreation fee revenues.

Fee Category	3-Yr Avg FY 17/18 - 19/20	Est/Mod 2020/21	3-Yr Avg vs Est 2020/21
Administrative Fees	\$254,942	\$241,800	-5%
Land Use and Development Fees	\$1,532,113	\$1,613,800	5%
Public Works & Engineering Fees	\$281,184	\$215,000	-24%
Parking Fees	\$2,333,452	\$1,018,000	-56%
Recreation Fees	\$1,628,587	\$582,328	-64%
Total of All Categories	\$6,030,279	\$3,670,928	-39%

The attached FY 2021-22 proposed Village-wide Fees and Charges Schedule ("Schedule") identifies fees and charges levied for Village licenses, permits or services, with the exception of the Recreation Department, which utilizes a separate fee schedule. The Schedule lists current and any proposed fee modifications which, pursuant to the Village Code, is adopted annually by resolution of the Village Board. Staff reviewed the Schedule relative to current operating costs and the chronology of previous increases while conducting municipal surveys where deemed necessary.

VILLAGE CLERK (Pg. 1-3)

	Current Fee	Proposed Fee	Fee Increase	Latest Revision
Banner Application Fee:				
Maximum Two-Week:				
Post Road / Crane Road Intersection	NEW FEE	\$100	NEW FEE	NEW FEE
Chase Park	NEW FEE	\$50	NEW FEE	NEW FEE
Over Two-Week Period (Per Calendar Year):				
Post Road / Crane Road Intersection	NEW FEE	\$200	NEW FEE	NEW FEE
Chase Park	NEW FEE	\$100	NEW FEE	NEW FEE

The 2021-22 Fees and Charges schedule includes a newly proposed fee for the work associated with installation and removal of banners for organizations in the Village. Banner requests are coordinated by the Village Manager’s Office, which schedules available space and directs the installation and removal of banners by the Highway Department. Approximately 20 different organizations in the Village utilize this service each year, some for multiple reservations. Banners may be installed for up to two weeks at a time and an organization may request a banner at each of the two locations for each event they are promoting. There is no limit to the number of requests a group may submit. However, on occasion, the Village is not able to accommodate these requests due to lack of space during the requested time period. As a result, those banners were either denied, restricted as to the time and/or location they could be installed, or staff worked with the requestor to reschedule the installation.

Each banner request is estimated to require, at a minimum, one hour of staff time:

- Manager’s office distributes banner request forms.
- Schedules available dates and locations.
- Receives banners from organizations and store them until the day they are to be hung.
- A bucket truck and operator are used to hang the banners.
- Weather, damaged banners and other variables often create the need to re-schedule or make additional “install/removals” of banners.
- Banners are removed after the specified date.
- Stored in the office and organizations are contacted for pick-up.

The adoption of a fee would help to cover the administrative and labor costs associated with the processing of requests, follow up with requestors/organizations, the temporary storage of banners, and the equipment/labor utilized to hang and remove banners at the locations. Using the proposed fees based on location and request frequency, and the average number of banner requests from 2016 to 2020 (about 47 per year), these fees may generate approximately \$4,000 in General Fund revenue.

Estimated Additional Revenue: \$4,000

Special Event Permit Fee

	Current Fee	Proposed Fee	Latest Revision
Single Streetblock Location Event with Single Road Closures	NEW FEE	\$100, plus any admin. or public safety exps	NEW FEE
Single Streetblock Location Event without Road Closures	NEW FEE	\$50, plus any admin. or public safety exps	NEW FEE
Private Events Closed to Public	NEW FEE	\$200, plus any admin. or public safety exps	NEW FEE
Merchant Promotion	NEW FEE	\$100, plus any admin. or public safety exps	NEW FEE
Use of Village-Owned Permit or Metered Parking Lot (Per Space)	NEW FEE	\$25 per space, plus any admin. or public safety exps	NEW FEE
Public Displays, Protests/ Demonstrations, and Other “Free Speech” related events excluding road, sidewalk, park, or public facility closures, and excluding use of heavy equipment	NEW FEE	\$0	NEW FEE
Tabling/Fundraiser Events involving School or Youth Groups (max 2 tables)	NEW FEE	\$0	NEW FEE
Tabling/Fundraiser Events involving Non-Profit Organizations (Except for School or Youth Groups) (max 2 tables)	NEW FEE	\$50, plus any admin. or public safety exps	NEW FEE
All other Tabling/Fundraiser Events (max 2 tables)	NEW FEE	\$100, plus any admin. or public safety exps	NEW FEE
Information Campaigns	NEW FEE	\$100, plus any admin. or public safety exps	NEW FEE
High-Participant Fee (Events Anticipated with over 100 participants)	NEW FEE	Fee to be determined based on scop and impact, plus any admin. or public safety exps	NEW FEE
Inclusion of Food Trucks	NEW FEE	\$100	NEW FEE

All Other Special Events	NEW FEE	\$50, plus any admin. or public safety exps	NEW FEE
Rush Charge (If Requesting Permit within 30 Days from Application Date; charged at discretion of Village Manager’s Office based on timeframe and size of event)	NEW FEE	Additional 25% of Permit Fee	NEW FEE
Multi-Day Event	NEW FEE	10% of Permit Fee, times the number of subsequent days of the event after the first day	NEW FEE

The Scarsdale Village Code mentions in various chapters regarding Village property and the public right-of-way (streets and sidewalks) that such public areas require Village Manager approval for certain usage or activities digressing from their main purpose or usage. Aspects of this include: [Alcoholic Beverages \(Chapter 111-4\)](#), [Parades and Processions \(Chapter 217-1\)](#), [Peace and Good Order \(Chapter 230-2\)](#), [Public Displays \(Chapter 240-2\)](#), [Special Purpose Parking Sites \(Chapter 290-86\)](#), and other sections involving a permitting requirement to use Village facilities or use/obstruct the public right-of-way.

The Village Manager’s Office handles these requests through the “Special Event Permit”. The permit application ask for event details, contact information for the event organizer, a certificate of insurance naming the Village of Scarsdale as additional insured, and a signed and notarized Indemnification & Hold Harmless Agreement. The Village Manager’s Office coordinates application intake and review, discussion with the event organizer(s) to understand the intended use and scope of the event, the impact on the Village facility or public right-of-way, public safety implications, and whether Village resources will be needed to facilitate a safe event (i.e., street closures, traffic rerouting, electricity usage, Police escort or supervision, Public Works preparation or cleanup, etc.). Compliance with other New York State and Village Code regulations are also accounted for, including (but not limited to): Vehicle & Traffic, Noise, Sidewalk Cafes, Peddlers and Vendors, Zoning Code, Littering and Handbills Code, or Streets, Sidewalks, and Public Places.

After all details have been confirmed and are considered acceptable for approval, the Village Manager reviews the request and approves or denies the permit. If approved, a copy of the permit is sent to the organizers, who are instructed to have the copy with them on-site. Police, Fire, Building, Public Works, Recreation, and other relevant Departments (including SVAC) are also notified.

Nearly all requests are approved or accommodated. On rare occasion, when an event is too risky with public safety, violates local or State laws, requires an excessive amount of effort on the Village to accommodate, or violates the intended public access and availability of Village facilities and the public right-of-way, the permit is denied and the applicant is notified as to the reasons why.

The Village does not receive any compensation for the use of its property or the public right-of-way, the time taken to review the request, or the effort in ensuring appropriate parameters for the event.

For certain special events, a considerable amount of administrative staff time is spent collaborating with the applicant. These are reserved for large-scale community events such as the SBA Sidewalk Sale, Scarsdale Music Festival, or Scarsdale Concours. Aside from any billable expenses for Police time and resources, there is no compensation for administrative staff time.

The Special Event Permit fees proposed are a result of analyzing applications from calendar years 2017 thru 2020, and estimating the cost of Village staff time and resources to confirm the parameters of each event, review, discuss with the organizer(s), and approve. These fees are based on use, scope, and impact to Village property or the public right-of-way. For any single event, multiple fees can be charged based on the event's parameters, which can add up for larger multi-dimensional events while being simple for smaller-scale events.

In addition, these fees do not charge any amounts for three event types:

- Public Displays, if the request does not involve an event with a gathering at a specific location (such as the Holiday displays, or ribbon campaigns);
- Youth tabling/fundraising organizers (such as Girl Scouts or School Clubs); and
- Events that are primarily expressions of free speech under the First Amendment that do not expressly involve a street/sidewalk closure (such as parades or marches) or use of heavy equipment (such as amplifiers or vehicles) as part of the request.

There are two additional fees that may be charged. Often, a special event application is submitted too close to the actual event date, straining the Village Manager's Office and necessitating a switch in tasks and priorities to process the request within a short timeframe, provide responsiveness, and ensure minimal risk to public safety or violation of State or Village law. To mitigate this, a rush charge of 25% of the Permit Fee will be added if the application is received within 30 days of the proposed event. This may be waived by the Village Manager depending on the parameters and staff time required to process the application. The second additional fee applies to multi-day events, which accounts for the impact on the Village property, public right-of-way, or any staff resources for events over multiple days.

The Village Manager's Office will calculate fees, and the Village Clerk's Office will accept payments.

On average, the Village received an average 48 special event requests per year from 2017 to 2019. Only 26 were received in 2020, with the COVID-19 Pandemic and New York State public health mandates restricting non-essential gatherings for most of the year. As the vaccine deployment continues, it is likely that many postponed or cancelled special events will return in 2021 or 2022, in addition to several newer special event requests once non-essential gatherings are allowed again.

Estimated Additional Revenue: \$5,000

DEPARTMENT OF PUBLIC WORKS & VILLAGE ENGINEER (Pg. 8)

		Current Fee	Proposed Fee	Fee Increase	Latest Revision
256-11	Hourly Inspection Fee - Construction, Engineering	\$65/hour	\$100/hour	\$35/hour	Mar 2020

In March 2020, the Village Board adopted an hourly inspection fee to cover the cost of non-routine street construction-related inspections. As you may recall, certain Right-of-Way projects require additional construction inspection supervision by the Village, requiring an inspector to be on-site beyond a brief formal inspection for a variety of reasons. The Department of Public Works must either engage an engineering consultant to inspect the work for these multiple hours, or utilize staff to provide inspections to the extent they are able. This fee is separate from the flat inspection fee of \$150.00, which all applicants pay, but which does not properly compensate prolonged on-site inspections of certain projects. Though the original intent of the fee was to cover both in-house and contractual inspection costs, the Department of Public Works and Engineering Division has relied on hiring third-party inspection contractors for these projects, rather than using in-house personnel, in light of COVID-19 on-site staffing restrictions and maximizing staff productivity with all other assignments and responsibilities.

In the first year of the hourly inspection fee, the costs of consultants to perform prolonged on-site inspections has increased beyond the \$65.00 per hour cost-recovery threshold. One reliable consultant increased their consulting fees to \$95.00 per hour. It is therefore recommended that the Village Board adopt an increase to the Hourly Inspection Fee from \$65.00 per hour to \$100.00 per hour.

Based on previous experience relative to annual issuance of street opening permits, it is estimated that 120 hours of such inspection services would be performed in FY 20/21 resulting in revenue of \$12,000.

Estimated Additional Revenue: \$12,000

BUILDING DEPARTMENT (Pg. 10)

		Current Fee	Proposed Fee	Fee Increase	Latest Revision
132-33	Estimated Cost of Work				
	Up to \$1,000	\$50	\$50	N/A	Mar 2008
	\$1,001 to \$4,999,999	\$100, plus \$17 for each \$1,000 or fraction thereof over \$1,001	\$100, plus \$18 for each \$1,000 or fraction thereof over \$1,001	\$1 for each \$1,000 or fraction thereof over \$1,001	Feb 2019
	\$5,000,000 or more	\$86,000 , plus a fee to be set by	\$91,000 , plus a fee to be set by	\$5,000	Feb 2019

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Village Board

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Village Board

The Building Permit fee is charged to all residents/contractors applying for building permits in the Village of Scarsdale. The charge is based on the estimated total cost of construction prior to the commencement of the work. The “estimated cost” is a reasonable value, as determined by the Building Inspector, of all services, labor, materials and use of construction equipment necessary for completion of work. Prior to the issuance of a Certificate of Occupancy, a final certificate of cost must be submitted by the applicant attesting to their final cost construction.

These fees were adjusted in 2019 from a six-tiered fee structure to a simplified three-tiered fee structure with a sliding scale determining the fee for most permits. The fees were increased at the time to reflect recent increases in operating costs since the prior increase in 2008, while providing more competitive fees as compared to other Westchester County municipalities with similar development and new housing construction rates.

Since 2019, the Village has experienced a surge in new home sales, seemingly bolstered by the migration of urban residents (primarily from New York City) to the suburbs during the COVID-19 Pandemic. This trend has benefited the Village through a corresponding increase in building permit activity.

At the Village Board Budget Session on January 25, 2021, the Village Board directed Staff to present a recommendation for a new increase in the Building Permit fee. The reasons for this included the surge in applications during a period in which the Building Department faces COVID-19 related staffing limitations.

Estimated Additional Revenue is \$54,000.

PLANNING BOARD, BOA, BAR & CHP (Pg. 12)

		Current Fee	Proposed Fee	Fee Increase	Latest Revision
310-98	Neighbor Notification Fee	\$50 per list	\$100 per list (required for all applications to Land Use Boards)	\$50	Mar 2012

Village Code Sections §182-3, §A316-10, §317-11 and §A319-13 require all applicants submitting an application to the Board of Appeals, Board of Architectural Review, Committee on Historic Preservation and Planning Board to notify their neighbors within a 200 feet radius for residential and 500 feet radius for commercial properties (BAR applications) of the proposed work. Applicants have the option of purchasing a list of applicable neighboring properties from the Building and Planning Departments. GIS technology, in conjunction with the Assessor’s PAS software system, can be utilized to create a mailing list in label format to fulfill Village Code notification requirements.

Before being added to a Board or Committee agenda, staff audit the list of properties notified from those that opted not to purchase the list to ensure that all applicable properties have been notified. On occasion, applicants use an old or inadequate list that does not include all properties, does not account for a change in ownership for a property, or both. This results in an application being removed from an upcoming agenda. The noticing process must be re-performed, causing aggravation on the part of the applicant and confusion for neighbors that wish to speak.

A \$50 increase is proposed to the fee to keep the fee at a competitive rate (as it was last amended in 2012), and to reflect higher personnel costs and technology costs. In addition, staff recommends requiring the purchase of the neighbor notice list for any application that requires neighbor notification to appeal before a Board or Committee. This will reduce staff time auditing noticing lists used from past lists or from third-parties, reduces the likelihood that an incorrect list was used, and reduces frustration by applicants that would otherwise be delayed in the process from having to repeat the noticing requirement. Finally, applicants should be required to purchase a new neighbor notice list for each discretionary action requiring neighbor notice. This ensures that an accurate and up-to-date list of current property owners is used, rather than a list that may have been generated weeks, months, or years since the last hearing regarding an application.

The net effect of simultaneously implementing the above recommendations will be greater efficiency, fewer project delays and follow up with applicants, as well as increased revenue as a result of both the fee increase and the requirement that the fee be paid for each discretionary application.

Estimated Additional Revenue: \$12,000

PARKING (Pg. 14)

Merchant’s Permit

		Current Fee	Proposed Fee	Fee Increase	Latest Revision
290-85	Merchant’s Permit (Annual)	\$975	\$1,100	\$125	Feb 2020
	Merchant’s Permit (Semi-Annual)	\$530	\$600	\$70	Feb 2020

During the FY 2020-21 budget meetings in February 2020, the Village Board indicated support for increasing the Annual Merchant’s Permit from \$850 to \$1,100, and the Semi-Annual Merchant’s Permit from \$460 to \$600, over the course of two years. These permits received the first phase of increases through fee amendments in the FY 2020-21 Fees and Charges Schedule, raising the Annual permit to \$975 and the Semi-Annual permit to \$530. The second phase of increases was planned for FY 2021-22 and includes raising the Annual permit from \$975 to \$1,100, and the Semi-Annual permit from \$530 to \$600.

The proposed FY 2021-22 Fees and Charges Schedule reflects a \$125 or 13% increase to the Annual \$975 permit, with the Semi-Annual permit price increasing proportionally by \$70. Prior to 2016, the

Merchant's Lot was a combination annual permit and daily meter facility. Based on underutilization by the merchants, in 2016, the Village split the lot between the Merchants and Christie Place Permit holders to reduce the Christie Place waiting list. At the same time, to further entice Merchants to park in the lot, the Village eliminated the meter requirement for merchants and set the annual permit fee at \$850. The lot has since grown in popularity and was utilized to full capacity on a regular basis prior to the Pandemic. For the 2018-19 parking season, the Village began selling the permits on a lottery basis, with a maximum of two permits issued to a particular business due to increased demand. In 2019, the Village again sold the maximum number of permits for the lot; however, the waitlist has dropped from 15 (in 2018) to 0 (in January 2021), indicating less excess demand.

It should be noted that, despite the COVID-19 pandemic and accompanying economic restrictions that are affecting the business community, the Village's Merchant Permits were sold out during the September 2020 permit sale period.

Estimated Additional Parking Revenue: \$3,750

The total General Fund estimated revenue increase is approximately \$90,750.

CC: Robert Cole, Deputy Village Manager
Jeff Coleman, Superintendent of Public Works
Donna Conkling, Village Clerk
Greg Cutler, Village Planner
Frank Diodati, Building Inspector
David Goessl, Village Engineer
Ingrid Richards, Assistant Village Manager

Village of Scarsdale



Memorandum

Village Manager's Office

To: Stephen M. Pappalardo, Village Manager
From: Aylone Katzin, Assistant to the Village Manager
Date: February 10, 2021
Re: FY 2021-22 Village-Wide Fees & Charges Schedule Supplemental Modifications

This memorandum serves as a supplement to the memorandum dated February 02, 2021, regarding the FY 2021-22 Village-Wide Fees & Charges Schedule (“Schedule”). Typically, the first version of the annual Fees & Charges memorandum would be revised to reflect changes from the Village Board after their first review of the schedule. However, a supplemental memorandum best suits the current process given the numerous additions to the fee modifications from discussions during the Village Board Work Session on February 02, 2021.

The attached schedule reflects the existing fees in **black**, the proposed modifications in **red**, and the supplemental modifications newly proposed in this memorandum in **blue**.

VILLAGE CLERK (Pg. 1-3)

	Current Fee	Proposed Fee	Fee Increase	Latest Revision
Banner Application Fee:				
Maximum Two-Week:	NEW FEE	\$100	NEW FEE	NEW FEE
Over Two-Week Period (Per Calendar Year):	NEW FEE	\$200	NEW FEE	NEW FEE

Based on Village Board consideration of the environmental impact on Chase Park for hanging banners, the proposed \$50 per banner hanging at Chase Park was increased to \$100 for a maximum two-week period. This results in a simplification of the fee structure to \$100 for a maximum two-week period, and \$200 for more than two-weeks (per calendar year).

Estimated Additional Revenue from Original Proposal: \$4,000

Estimated Additional Revenue from Supplemental Modification: \$1,000

Total Estimated Additional Revenue from Banner Application Fee: \$5,000

DEPARTMENT OF PUBLIC WORKS & VILLAGE ENGINEER – SUPPLEMENTAL MODIFICATIONS (Pg. 7-8)

During the budget work session on February 02, 2021, the Village Board tasked staff with proposing updates to fees several years old under the Department of Public Works & Village Engineer section. Staff examined all fees older than five years, performed municipal comparisons and assessed operational costs associated with the work for the relevant permits. Staff proposes the following fee modifications based on the increased administrative costs and upgraded technology used to facilitate the corresponding activities:

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
245-3	Sidewalk Café	\$5.00 per sq ft / yearly	\$5.00 per sq ft / yearly	N/A	Feb 2014
	Right of Way Deposit	\$1.00 per sq ft	\$10.00 per sq ft	+\$9.00 per sq ft	Feb 2014

The Right of Way Deposit is charged with the Sidewalk Café permit fee at the beginning of the calendar year upon application, and returned at the end of the outdoor dining season in the fall. The deposit assists the Department of Public Works and Engineering Division assess for any damage, or abate any hazardous conditions that result from the permitted Sidewalk Café. This deposit reimburses the Village for the cost of labor and materials to replace any sidewalk area damaged, or for any necessary cleanup of hazardous conditions in the public right-of-way caused by a Sidewalk Café.

Currently the deposit is insufficient for the cost of sidewalk replacement in the event that sidewalks become damaged. The average total deposit amounts from Calendar Years 2019 and 2020 from 11 Sidewalk Café merchants is \$1,827.50 per year, or \$166.14 per merchant per year. The amount from a single replacement and cleanup of a sidewalk portion can greatly exceed \$166.14, and the Village absorbs the remainder of costs for the replacement procedure. Labor costs for repair/replacement or cleanup projects associated with Sidewalk Cafés are typically on overtime, and could cost \$40 per hour per employee. Longer cleanups or replacement of damaged property will result in higher overtime costs, not to mention the cost of supplies and materials for replacement of damaged property.

The proposed modification increases the deposit fee to \$10 per square foot. This will increase the total deposit funds per year to approximately \$18,275.00, which can sufficiently pay for any expenses from replacement or cleanup of the right-of-way due to a Sidewalk Café. Since this is a deposit, there is no anticipated additional revenue. Instead, net expenditures are anticipated to decline.

Estimated Additional Gross Revenue: \$0

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
256-4	Street and/or Sidewalk Opening Permit Fee	\$200 per opening (4 sq yds)	\$250 per opening (4 sq yds)	+\$50	Mar 2008
	...				
256-4	Street Opening without Permit				
	1 st Event	\$275	\$500	+\$225	Mar 2007
	2 nd Event	\$500	\$1,000	+\$500	Mar 2007
	3 rd Event	\$750	\$1,500	+\$750	Mar 2007
	4 th Event	\$1,000	\$2,000	+\$1,000	Mar 2007
	Fees Inclusive of \$200 Street Opening Permit Fee		Fees Exclusive of \$250 Street Opening Permit Fee	Base fee must now be paid in addition to the fine	Mar 2007
	Subsequent fines levied on a 24-month period starting 6/1 of every odd-numbered year		Subsequent fines levied on a rolling 24-month basis	Subsequent fines levied on a rolling basis, rather than at a set date	

Street Opening Permits are issued by the Village Engineer to permit the opening of “surface pavement or soil in any portion of the public right-of-way, public easement, park or other public place,” (Village Code Chapter 256-4). The fee was last modified in 2008 to \$200 per 4 square yards of opening. A municipal comparison reveals several municipalities, such as the Villages of Mamaroneck and Larchmont and the City of New Rochelle, charging \$200 or more as a base fee, and add an additional value per square footage or square yardage that can exceed Scarsdale’s permit cost for openings of certain sizes (depending on the formula used). In addition, the cost of labor associated with processing such permits has increased since 2008. Staff is supportive of a 25% increase to the street opening fee, from \$200 to \$250. The estimated additional revenue from this increase is \$59,000.

Corresponding to an increase in the base street opening fee, staff examined the legalization fee for street openings without permits. The current legalization fee include the cost of the permit fee, and as a result only charge a \$75 fee for the first non-permitted opening in 24 months, a \$300 fee for the second, a \$550 for the third, and \$800 for the fourth. Staff recommends doubling the legalization fee amount for each event, and amending the levying of the fee to be exclusive of the base \$200 permit fee. An unpermitted street opening occurs approximately 3-5 times per year, with most violations being the first for a contractor. The Village Court also levies fines against the Contractor as outright violations of the Village Code.

Estimated Additional Revenue: \$60,175

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
256-11	Temp. Parking Permit at a Metered Space	\$25 per space per day	\$50 per space per day	+\$25	Mar 2006

The Temporary Parking Permit at a Metered Space is granted to contractors needing to occupy metered parking spaces as part of their work on a temporary basis. The current fee is \$25 per space per day. The current price to park in a “feeding the meter” scenario would be \$12 for these contractors. However, contractors may pay an additional \$13 for the permit (\$25 total).

The permit allows contractors to reserve the space beyond the 90-minute or 4-hour time limit placed on most metered spaces in the Village Center. The permit also authorizes contractors to temporarily place or store equipment on the space, rather than creating a hazardous situation on the sidewalk. Finally, the additional fee pays for Engineering staff time to process the request and communicate with the Police Department to update enforcement, and placing Village-authorized bags on the meters.

Administrative costs have increased since this fee was last amended in 2006, and the fee as-is has become more of a convenient service to contractors, rather than compensation for the resources necessary to reserve a metered space for an entire day located in a busy commercial area.

Estimated Additional Revenue: \$375

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
254-7	Stormwater Permit				
	a) Existing Residential Property Improvements	\$800	\$900	+\$100	Mar 2008
	b) New Home Construction	\$1,500	\$1,600	+\$100	Mar 2008
	c) Non-Residential	\$750	\$900	+\$150	Mar 2007
	d) Revisions to stormwater permit	\$450	\$500	+\$50	Mar 2008

Stormwater permits are granted for land-disturbing activities greater than 500 square feet on lots greater than 7,500 square feet, or 200 square feet disturbances on lots 7,500 square feet or less. These permits require the submission of a stormwater management plan accounting for proper stormwater management and erosion and sediment control, and may also require other stormwater permits from the County, State, or Federal government. The plans must ensure that the land-disturbing activity will not increase water runoff or infiltration onto any adjoining property, and must include measures to accommodate severe twenty-five year or one-hundred year storms, depending on the size of the property.

The proposed increase represents an average increase of 13% for all fees, accounting for a 1% increase in labor costs per year since 2008. On average, 55 existing residential, 16 new construction, and 18 revised stormwater permits are issued per year.

Estimated Additional Revenue: \$8,000

BUILDING DEPARTMENT – SUPPLEMENTAL MODIFICATIONS (Pg. 9-10)

During the budget work session on February 02, 2021, the Village Board tasked staff with proposing updates to fees several years old under the Building Department section. Staff examined all fees older than five years, performed municipal comparisons and assessed operational costs associated with the work for the relevant permits. Staff proposes the following fee modifications based on the increased administrative cost and upgraded technology used to facilitate the corresponding activities:

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
132-6	Plumbing Permit Fees:				
	Up to 4 Fixtures	\$100	\$150	+\$50	Mar 2008
	More than 4 Fixtures – per Fixture	\$15	\$25	+\$10	Mar 2016

The Plumbing Permit fee includes the cost of plan review and inspection. However, on a comparison of other municipalities, many charge more than the Village does for the base fee of up to four fixtures. The Village of Bronxville charges \$100 up to 3 fixtures; the Villages of Hastings-on-Hudson and Irvington charge \$85 for the permit with an additional \$50 for inspections (\$135 total); the City of Rye charges \$200, with an additional \$5 per fixture over 5 fixtures; and the Village of Larchmont charges \$200 plus \$17 per \$1,000 of estimated project costs.

Staff proposes an increase of the base fee from \$100 to \$150 to better align the fee among other Westchester municipalities. This also accounts for an increase in administrative costs since the last modification in 2008. The fee per fixture above 4 fixtures will also increase proportionally from \$15 to \$25 per fixture.

Estimated Additional Revenue: \$31,200

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
132-33C	Review Amended Plans	\$100 per sheet, not to exceed 50% of the original permit fee	\$100 per sheet, not to exceed 50% of the original permit fee	N/A	Mar 2008

133-2C	Multiple Plan Review	\$50 per plan review after the first review	\$100 per plan review after the first review	+\$50	Mar 2010
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The Multiple Plan Review fee is charged for additional review upon issuance of a plan review denial letter from the plan examiner, which requires re-submission of new plans to the Building Department. This occurs at the beginning of the plan review and permitting process. Increasing the fee to \$100 per review will align the cost of this with the Review Amended Plans fee, which costs \$100 per sheet. The increase also accounts for an increase in administrative costs since it was last amended in March 2010.

Estimated Additional Revenue: \$4,000

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
132-51	Certificate of Use or Occupancy	\$100	\$150	+\$50	Mar 2008
132-55A/B	Pre-Date Letter	\$250	\$300	+\$50	Mar 2011
	First 2 Temporary CO's	\$125 each	\$150 each	+\$25	Mar 2010
	For Temporary CO's thereafter	\$250 each	\$300 each	+\$50	Mar 2010
	Request for Copies/Micro Film	\$15 per Copy	\$20 per Copy	+\$5 per Copy	Mar 2008
	CO for Building Permits over 5 yrs	\$150	\$200	+\$50	Mar 2008
	Certificate of Occupancy / Verification Letter	\$25	ELIMINATE	ELMINATE	Mar 2008

Staff recommends an average 30% increase to all fees for the Certificate of Use or Occupancy, Pre-Date Letter, Temporary Certificates of Occupancy, Request for Copies/Micro Films, and for CO for Building Permits over 5 years old. The increases reflect the increased administrative costs since the fees were last amended in 2008, 2010, and 2011.

The verification letter is a request to the Building Inspector to confirm that a structure is legal and has all permits closed, even if there is no record of the closure of such permits. This puts an extraordinary liability on the Building Inspector. However, this is rarely requested, and eliminating the fee and service will not affect current operations or revenues.

Estimated Additional Revenue: \$45,025

Section	Subject	Current Fee	Proposed Fee	Fee Increase	Latest Revision
132-51	Filing Fee for Appeals to the Board of Architectural Review – Rulings of Building Inspector	\$100	\$200	+\$100	Mar 2008

The filing fee for appeals to the Board of Architectural Review on rulings of the Building Inspector is intended to cover the cost of application intake, review, collection of all necessary materials, and adding the item to the Board of Architectural Review agenda. Given the increase in administrative costs since 2008, staff recommends increasing this fee from \$100 to \$200.

There have not been any instances of this occurring over the past 2 years. Because of this, no additional revenue is estimated as part of this modification.

Estimated Additional Revenue: \$0

REVENUE ESTIMATIONS:

The subtotal General Fund estimated revenue increase from the original fee modifications proposed on February 02, 2021, was \$90,750.

The subtotal General Fund estimated revenue increase from the supplemental modifications is approximately \$150,025.

The total General Fund estimated revenue increase from all FY 2021-22 fee modifications proposed is approximately \$240,775.

CC: Robert Cole, Deputy Village Manager
 Jeff Coleman, Superintendent of Public Works
 Donna Conkling, Village Clerk
 Greg Cutler, Village Planner
 Frank Diodati, Building Inspector
 David Goessl, Village Engineer
 Ingrid Richards, Assistant Village Manager

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PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
<u>Village Clerk</u>				
Amusement License Fees				
116-1	a) Circus	\$70.00	Per day	Mar 2002
	b) Billiards, poolroom, bowling alley, etc.	\$140.00	Per day	Mar 2002
	c) Any theater, exhibition, or performance	\$30.00 \$400.00	Per day Per year	Mar 2002 Mar 2002
116-2	d) Mechanical amusement device	\$260.00	Per year	Mar 2002
<u>Banner Request</u>				
	<u>Maximum Two-Week:</u>	<u>\$100.00</u>	<u>Per Installation</u>	<u>NEW FEE</u>
	<u>Post Road / Crane Road Intersection</u>	<u>\$100.00</u>	<u>Per Installation</u>	<u>NEW FEE</u>
	<u>Chase Park</u>	<u>\$50.00</u>	<u>Per Installation</u>	<u>NEW FEE</u>
	<u>Over Two-Week Period (Per Calendar Year):</u>	<u>\$200.00</u>	<u>Per Installation</u>	<u>NEW FEE</u>
	<u>Post Road / Crane Road Intersection</u>	<u>\$200.00</u>	<u>Per Installation</u>	<u>NEW FEE</u>
	<u>Chase Park</u>	<u>\$100.00</u>	<u>Per Installation</u>	<u>NEW FEE</u>
<u>Special Event Permit</u>				
	<u>Single Streetblock Location Event with Single Road Closures</u>	<u>\$100, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Single Streetblock Location Event without Road Closures</u>	<u>\$50, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Private Events Closed to Public</u>	<u>\$200, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Merchant Promotion</u>	<u>\$100, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Use of Village-Owned Permit or Metered Parking Lot (Per Space)</u>	<u>\$25 per space, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Public Displays, Protests/ Demonstrations, and Other “Free Speech” related events excluding road, sidewalk, park, or public facility closures, and excluding use of heavy equipment</u>		<u>\$0</u>	<u>NEW FEE</u>
	<u>Tabling/Fundraiser Events involving School or Youth Groups (max 2 tables)</u>		<u>\$0</u>	<u>NEW FEE</u>

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PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
	<u>Tabling/Fundraiser Events involving Non-Profit Organizations (Except for School or Youth Groups) (max 2 tables)</u>	<u>\$50, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>All other Tabling/Fundraiser Events (max 2 tables)</u>	<u>\$100, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Information Campaigns</u>	<u>\$100, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>High-Participant Fee (Events Anticipated with over 100 participants)</u>	<u>Fee to be determined based on scope and impact, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Inclusion of Food Trucks</u>	<u>\$100</u>		<u>NEW FEE</u>
	<u>All Other Special Events</u>	<u>\$50, plus any admin. or public safety exps</u>		<u>NEW FEE</u>
	<u>Rush Charge (If Requesting Permit within 30 Days from Application Date; charged at discretion of Village Manager's Office based on timeframe and size of event)</u>	<u>Additional 25% of Permit Fee</u>		<u>NEW FEE</u>
	<u>Multi-Day Event</u>	<u>10% of Permit Fee, times the number of subsequent days of the event after the first day</u>		<u>NEW FEE</u>
Filming Permit Fees	Student	No fee		Mar 2013
	Nonprofit	No fee + Exp		Mar 2013
	For-Profit	\$500/hr +Exp		Mar 2013
	*All filming productions must provide insurance			
234-7	Replacement of Canceled Peddling or Vending License	\$15.00		Mar 2005
234-14	Peddlers and Vendors License Fees	\$225.00	Per year	Mar 2016
		\$120.00	Per 6 months	Mar 2016
		\$75.00	Per 3 months	Mar 2016

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
NYS Domestic Relations Law				
413-14A	Marriage License	\$40.00		Aug 2003
	Marriage Transcript	\$10.00		Mar 2001
	Facility Rental Fee			
	Non-Residents	\$100.00		Feb 2020
	Residents	\$50.00		Feb 2020
141-9	Dog License Fees*			
	a) Spayed/Neutered	\$21.00	per dog/annually	Feb 2020
	b) Unspayed/unneutered	\$23.00	per dog/annually	Mar 2010
	c) Unspayed/unneutered (4 months +)	\$29.00	per dog/annually	Feb 2020
	d) Replacement Tag	\$5.00	per dog	Feb 2014
	e) Late Permit Renewal	\$5.00		Feb 2020
	f) Doggie License (Optional)	\$5.00	per dog/annually	Feb 2014
141-10	Dog Impoundment Fee (base fee)	\$30.00	per dog	Mar 2010
	a) Each additional 24-hour period	\$3.00	per dog	Mar 2010
NYS Notary Public License Law				
136	Notarial Fees	\$2.00	per notary	Oct 2008
Taxicabs				
272-6	License for each taxicab	\$120.00	Per year	Mar 2010
		\$60.00	Per 6 months	Mar 2010
272-9	Transfer of Taxicab License	\$60.00		Mar 2010
272-17	Taxicab Driver's License Fees	\$50.00	Per year	Feb 2018
	License Renewal	\$45.00	Per year	Feb 2018
	Re-issuance of lost license	\$40.00		Feb 2018
	Issuance of badge	\$25.00		Feb 2018

Water

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
A320-4B	Application Fee for Special type of Water Service Connection	\$200.00		Mar 2012
A320-7	Street Service Connection Charges	\$710.00	1" pipe	Feb 2017
		\$735.00	1 1/4" pipe	Feb 2017
		\$1,110.00	1 1/2" pipe	Feb 2017
		\$1,210.00	2" pipe	Feb 2017
A320-8	Installation of Special Water Conn. for Private Fire Protect Sys.	\$250.00	4 inch or less	Mar 2010
		\$300.00	6 inch	Mar 2010
A320-8 (5)	Ready to Serve Annual Fee for Special Water Conn. For Private Fire Protect Systems	\$250.00	4 inches or less	Mar 2012
		\$300.00	6 inches	Mar 2012
A320-16	Charges for Repairs to Damaged Water Meters	\$300.00	5/8" meter	Mar 2012
		\$350.00	3/4" meter	Mar 2012
		\$400.00	1" meter	Mar 2012
	plus \$100.00 replacement cost for meters 1 1/2 " or greater			
A320-18	Testing Water Meters for Meter Test	\$200.00	5/8"	Mar 2012
	Reading < 103%	\$200.00	3/4"	Mar 2012
		\$200.00	1"	Mar 2012
		\$275.00	1 1/2"	Mar 2012
		\$275.00	2"	Mar 2012
		all associated costs	>2"	
A320-21	Temporary Discontinuance of Water Service	\$100.00		Mar 2012
A320-21	Water Shut-Off for Permanent Vacancy	\$200.00		Mar 2005
A320-22	Fire Hydrant Use Permits Tree Spraying-Hydrant Permit (annual) retained	\$400.00	Permit	Mar 2012

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PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
A320-22	Fire Hydrant Fee for Areas Outside of Water District	\$400.00	ea.	Mar 2012
	Tree Spraying & other Hydrant Use Water Charge	\$350.00 + \$50.00 each	25,000 gal.max. 1,000 gal over 25,000 gal.	Mar 2012 Mar 2012
A320-23	Water Use Charges			
<u>Scarsdale Quarterly Accounts</u>				
	Base Rate	\$3.50		Feb 2018
	Excess Rate Tier 1	3.0 x Base Rate for Use	Per 1 CCF up to 50 CCF per quarter	Feb 2018
	Excess Rate Tier 2	3.5 x Base Rate for Use		
<u>Scarsdale Monthly Accounts</u>				
	Base Rate	\$3.50		Feb 2018
	Excess Rate Tier 1	3.0 x Base Rate for Use	Per 1 CCF up to 500 CCF per month	Feb 2018
<u>Eastchester Water District Quarterly Accounts</u>				
	Base Rate	\$4.80		Feb 2018
	Excess Rate Tier 1	3.0 x Base Rate for Use above 50 CCF to 125 CCF per Quarter	Per 1 CCF up to 50 CCF per quarter	Feb 2019
	Excess Rate Tier 2	3.5 x Base Rate for Use Above 125 CCF per Quarter		
<u>Eastchester Water District Monthly Accounts</u>				
	Base Rate	\$4.80		Feb 2018
	Excess Rate Tier 1	3.0 x Base Rate for Use	Per 1 CCF up to 500 CCF per month 1 CCF = appx. 749 gallons	Feb 2018
<u>Quarterly Accounts Served Outside the Village and Eastchester Water District</u>				
	Base Rate	\$4.80		Feb 2018
	Excess Rate Tier 1	3.0 x Base Rate for Use above 50 CCF to 125 CCF per Quarter	Per 1 CCF up to 50 CCF per quarter	Feb 2019
	Excess Rate Tier 2	3.5 x Base Rate for Use Above 125 CCF per Quarter	1 CCF = appx. 749 gallons	
A320-23	Service Charges per Quarter	\$12.00 \$18.00 \$24.00 \$60.00 \$78.00	5/8" meter 3/4" meter 1" meter 1 1/2" meter 2" meter	Feb 2019 Feb 2019 Feb 2019 Feb 2019 Feb 2019

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
		\$144.00	3" meter	Feb 2019
		\$240.00	4" meter	Feb 2019
		\$480.00	6" meter	Feb 2019
A320-	Water Charge - Construction Purposes (Prior to installation of meter)	\$900.00	per year	Mar 2012
A320-25	Special Bills for a Portion of a Quarterly Period	\$70.00		Feb 2014
		\$12.00	5/8" meter	Feb 2014
		\$18.00	3/4" meter	Feb 2014
		\$24.00	1" meter	Feb 2014
		\$60.00	1 1/2" meter	Feb 2014
		\$78.00	2" meter	Feb 2014
		\$144.00	3" meter	Feb 2014
		\$240.00	4" meter	Feb 2014
		\$480.00	6" meter	Feb 2014
A320-26	Penalties for unpaid water bills		After 1 mo. and up to 2 mo. 5% Thereafter, an add'l 1% per mo.	
A320-26	Unpaid Water Bill Penalty (service restoration after 3 month shutoff)		Additional Charge	Mar 2005
	<u>Sanitary Sewer Rent Charge</u>			
244-4	Scarsdale Quarterly Water Accounts	\$0.75 x base water use		Feb 2019
	Scarsdale Monthly Water Accounts	\$0.75 x base water use		Feb 2019
	<u>Alarms</u>			
107-5	License Fees - Alarm User Permit	\$85.00		Mar 2010
107-13	False Alarm Charges (Monitored Privately)			
	First False Alarm per year	No Charge		Mar 2010
	Second False Alarm per year	\$60.00		Mar 2010
	Third False Alarm per year	\$110.00		Mar 2010
	Each Additional up to ten per yr.	\$150.00		Mar 2010
	Eleven or more per year (ea.)	\$230.00		Mar 2010

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
	Nonlicensed False Alarm	\$120.00		Mar 2010
107-13	Suspended Permit False Alarm	\$120.00	plus Applicable False Alarm Charge Per Schedule	Mar 2010
<u>DPW & Village Engineer</u>				
163-3	Permit for Blasting	\$2,500.00		Mar 2008
179-7	Fee for Dumping at Village at Disposal Site	\$17.50	per 200lbs	Feb 2019
		No Charge for -residents only-	first 200lbs/day	
	Recyclable Yard Organic Bags	\$4.00	5 Bags	Mar 2009
	Small Starter Kit (Food Waste)	\$20.00	per kit	Feb 2019
	Large Starter Kit (Food Waste)	\$25.00	per kit	Feb 2019
	Large Wheeled Bin (13gal)	\$15.00	per bin	Feb 2019
	Food Waste Composting 3 Gallon Bags (25/Roll)	\$2.00	per roll	Feb 2017
	Food Waste Composting 13 Gallon Bags (25/Roll)	\$5.00	per roll	Feb 2017
	Food Waste Composting 23 Gallon Bags (25/Roll)	\$9.00	per roll	Feb 2019
245-3	Sidewalk Café	\$5.00	per square foot/yearly	Feb 2014
	Right of Way Deposit	\$1.00 <u>\$10.00</u>	per square foot	Feb 2014
256-1	Right-of-Way License Agreement/Permit	\$1,250.00		Feb 2017
	Right-of-Way Annual Maintenance Fee	\$150.00		Feb 2018
256-4	Street and/or Sidewalk Opening Permit Fee	\$200.00 <u>\$250.00</u>	per opening (4 sq yard)	Mar 2008
	Street Restoration (Deposit)			
	Dirt Roads/Paper Street	\$300 DEPOSIT		Mar 2008
	Scenario "A"	\$1500 DEPOSIT		Jun 2016
	Scenario "B"	\$3000 DEPOSIT		Jun 2016
	Scenario "C"	\$3000 DEPOSIT		Jun 2016
	Scenario "D"	\$5000 DEPOSIT		Jun 2016
	Scenario "E"	\$5000 DEPOSIT		Jun 2016
	Scenario "F"	\$10000 DEPOSIT		Jun 2016
256-4	Street Opening without permit			
	1st Event	\$275.00 <u>\$500.00</u>		Mar 2007
	2nd Event	\$500.00 <u>\$1,000.00</u>		Mar 2007

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
	3rd Event	\$750.00 <u>\$1,500.00</u>	plus \$1/\$1,000	Mar 2007
	4th Event	\$1,000.00 <u>\$2,000.00</u>		Mar 2007
<p>(The fees identified per Event are inclusive <u>exclusive</u> of the \$200.00 <u>\$250.00</u> Street Opening Base Permit Fee. The accrual of each event is calculated on a 24 month <u>rolling</u> basis commencing 6/1/05 and renewed every other additional year thereafter).</p>				
256-11	Inspection (Streets, Sidewalks & ROW)	\$150.00	per inspection	Feb 2019
	Hourly Inspection Fee - Construction, Engineering	\$65.00 <u>\$100.00</u>	per hour	Feb 2020
	Temp. Parking Permit at a metered space	\$25.00 <u>\$50.00</u>	per day	Mar 2006
254-7	Stormwater Permit			Mar 2008
	a) Existing Residential Property	\$800.00 <u>\$900.00</u>		Mar 2008
	b) New Home Construction	\$1,500.00 <u>\$1,600.00</u>		Mar 2008
	c) Non-Residential	\$750.00 <u>\$900.00</u>	Plus \$1 per \$1,000 of estimated construction costs exceeding \$500,000	Mar 2007
	d) Revisions to stormwater permit	\$450.00 <u>\$500.00</u>		Mar 2008
256-11H	Utility connection to sanitary sewer system			
	a) Catch basins/Manholes	\$500.00		Mar 2007
	b) All pipes	\$350.00		Mar 2007
277-8	Excavations & Removals of Topsoil			
	a) Excavation - Minimum	\$1,500 for 20,000 cubic yards	plus 10 cents a yard over 20,000 yards	Mar 2001
	b) Removal of Topsoil	\$500 for an area of 5,000 square feet	plus 10 cents a yard over 20,000 yards	Mar 2001
281-4E	Tree Removal Permit Application	\$50/Tree	1 - 4 Trees **	Jun 2018
		\$60/Tree	5-17 Trees	Jun 2018
		\$75/Tree	18 or more trees	Jun 2018
		*** Two "As of Right" Trees as per Village Code 281-3D do not require fee		
	Donation Tree Preservation Fund in lieu of	\$250.00	1 Tree	Jun 2018
		\$300.00/Tree	2 to 4 Trees	Jun 2018
		\$400.00/Tree	5 to 10 Trees	Jun 2018
		\$500.00/Tree	Greater than 10 Trees	Jun 2018
	Heavy Equipment	\$1,000.00	Refund upon stump removal and final site restoration	Jun 2018

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
	Replacement Tree Deposit	\$250.00/ Tree \$225.00/Tree \$200.00/Tree	1 - 4 Trees 5 - 10 Trees 10 or more	Jun 2018 Jun 2018 Jun 2018
281-8C	Tree Removal Permit Extension	\$50.00 \$100.00	1 or 2 trees (Trees #3 & #4) 3 or more trees (Trees #5+)	Mar 2009 Mar 2009
	<u>Building Department</u>			
132-6	Plumbing Permit Fees: Up to 4 Fixtures	\$100.00 \$150.00		Mar 2008
	More than 4 Fixtures-per Fixture	\$15.00 \$25.00	per fixture	Mar 2016
	Fuel Oil Tank Removal/Installation	\$100.00		Feb 2017
	Oil/Gas Burner Installation/Removal	\$100.00		Feb 2017
	Electrical Inspection Fee	\$100.00		Feb 2018
132-33	<u>Building Permit Fees</u>			
	Estimate Cost of Work Up to \$1,000	\$50.00		Mar 2008
	\$1,000 to \$4,999,999	\$100.00	Plus \$17 \$18 for each \$1,000 or fraction thereof over \$1,001	Feb 2019
	Over \$5,000,000	\$86,000 \$91,000	Plus a fee to be set by resolution of the Village Board	Feb 2019
132-25	Extension of Expired Building Permit	\$500.00	1/24 of original Building Permit Fee multiplied by # of months extended, but in no case less than \$500	Mar 2008
132-32	Demolition Permit	\$750 plus	\$2.00 per sq. ft. >750 sq. ft.	Mar 2016

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PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
132-33C	Review Amended Plans	\$100.00 per sheet	Not to exceed 50% of the original permit fee	Mar 2008
133-2C	Multiple Plan Review	\$50.00 <u>\$100.00</u>	per plan review after the first review	Mar 2010
132-2C	Work done without a Building Permit	Prior to 1995 1995 to present	two times the cost of a permit three times the cost of a permit	Mar 2002 Mar 2002
132-34	Public Property Damage Deposit			
	a) Disturbance	\$30.00	Per linear ft.	Mar 2001
	b) Minor Disturbance	\$600.00	Lump sum payment	Jan 2006
132-51	Certificate of Use or Occupancy	\$100.00 <u>\$150.00</u>		Mar 2008
132-55A/B	Pre-Date Letter	\$250.00 <u>\$300.00</u>		Mar 2011
	First 2 Temporary CO's	\$125.00 <u>\$150.00</u>	Each	Mar 2010
	For Temporary CO's thereafter	\$250.00 <u>\$300.00</u>	Each	Mar 2010
	Request for Copies/Micro Film	\$15.00 <u>\$20.00</u>	Copy	Mar 2008
	CO for building permits over 5 yr	\$150.00 <u>\$200.00</u>		Mar 2008
	Certificate of Occupancy/Verification Ltr	\$25.00		Mar 2008
317-16	Filing Fee for Appeals to the Board of Architectural Review on Rulings of Building Inspect.	\$100.00 <u>\$200.00</u>		Mar 2008
317-21	Filing Fee for Hardship Variances	\$100.00		Mar 2009
	<u>Planning Board, BOA, BAR & CHP</u>			
152-8B	SEQRA EIS Review Residential		NYS Dept. of Environmental Conservation (6 NYCRR 617.13) Not to exceed 2% of total project value, pursuant to 6 NYCRR 617.13	Mar 2009
	SEQRA EIS Review Non-Residential		Not to exceed one half of 1% of total project value, pursuant to 6 NYCRR 617.13	Mar 2009
182-4	Application to the CHP	\$200.00		Mar 2009

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PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
182-21	Application to BAR	\$225.00	New houses	Mar 2007
		\$55.00	All others	Mar 2007
281-6	Application to BAR-Heritage Tree	\$0.00		Mar 2009
256-23H	Appeal Decision of the Village Engineer to the Planning Board	\$300.00		Mar 2013
167-13, 167-25 171-6B	Flood Control Wetlands			
302-3	Watercourse Diversion Permit	\$500.00		Feb 2015
310-67	Non Conformity - Residential	\$50.00		Mar 2008
310-67	Non Conformity - Non Residential	\$75.00		Mar 2008
310-70C	Parking Waivers	\$500.00		Mar 2013
310-75A	Registration - Home Occupation	\$75.00		Mar 2013
310-88	Special Use Permit - Residential	\$750.00		Mar 2016
310-89	Special Use Permit - Non Residential	\$700.00		Mar 2013
310-98	Legal Review Fee - Planning, Zoning Board	\$500.00	per application (determined by Planning Board upon consultation of Village Planning and Village Attorney)	Feb 2020
310-98A	Application for re-hearing/BOA	\$300.00		Mar 2013
310-98B	Application for a Change of Zoning	\$700.00		Mar 2013
310-87	Application for Variance	\$500.00		Mar 2016
A316-9	Appeal Building Inspector Decision to BOA	\$500.00		Mar 2016
A319-17	Planning Board - App. Fee Wetlands	\$500.00		Mar 2008
	Variance from Flood Damage Prevention	\$500.00		Mar 2013

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PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
A319-17	Subdivisions - Preliminary	\$1,500.00	plus	Mar 2016
		\$250.00	per new lot created	Mar 2013
A319-17	Subdivisions - Final	\$1,500.00	plus	Mar 2016
		\$350.00	per new lot created	Mar 2013
A319-17	Approved Subdivision Extension App.	\$100.00		Mar 2013
A319-17	Site Plans - Non Residential	\$1,000.00	plus	Mar 2013
	Up to 25 spaces	\$40.00	per parking space	Mar 2004
	Over 25 spaces		Fee set via Village Board resolution	Mar 2004
A319-17	Site Plans - Residential			
	New Houses	\$500.00		Mar 2013
	Addition	\$300.00		Mar 2013
A319-39	Pre-Application Conference Review	\$250.00		Mar 2009
	Neighbor Notification Fee	\$50.00 \$100.00	Per List (required for all applications to Land Use Boards)	Mar 2012
	<u>Parking</u>			
	Metered and Off Street Parking			
290-84	15 Minute Parking	\$0.25		Mar 2011
290-84	30 Minute Parking	\$0.50		Mar 2011
290-84	1 Hour Parking	\$1.00		Mar 2011
290-84	2 Hour Parking	\$2.00		Mar 2011
290-84	3 Hour Parking	\$3.00		Mar 2011
290-84	4 Hour Parking	\$4.00		Mar 2011
	0-4 Hour Parking Meters	\$1.00	per/Hour	Mar 2011
290-84	8 Hour Parking	\$1.00	0-4th hrs.	Mar 2011
		\$0.75	5-8th hrs.	Mar 2011
290-84	12 Hour Parking	\$1.00	0-4th hrs.	Mar 2011
		\$0.75	5th-12th hrs.	Mar 2011
290-84	24 Hour Parking	\$1.00	0-4th hrs.	Mar 2011
		\$0.75	5th-24th hrs.	Mar 2011
	Refund of Unused Parking Permit	\$10.00		Mar 2011
290-85	Replace Parking Permit (Lost or Stolen)			
	Christie Place & Freightway (Annual)	1st Quarter/\$100.00		Feb 2015
		2nd Quarter/\$75.00		Feb 2015

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
		3rd Quarter/\$50.00		Feb 2015
		4th Quarter/\$25.00		Feb 2015
	Freightway & Village Hall (Semi-Annual)	\$75.00	Months 1-3	Feb 2015
		\$50.00	Months 4-6	Feb 2015
	Merchant Lot & VH	\$50.00	1st Half	Feb 2015
		\$25.00	2nd Half	Feb 2015
	Scarsdale Meter Lot	\$10.00	All Year	Feb 2018
	Temporary Permit for Current Holders	\$5.00	Up to Two Weeks	Feb 2015
290-85	Christie Place Annual	\$1,700.00		Feb 2019
290-85	Freightway Non-Resident Semi-Annual	\$880.00		Feb 2020
290-85	Freightway Non-Resident Annual	\$1,650.00		Feb 2020
290-85	Freightway Resident Semi-Annual	\$605.00		Feb 2020
290-85	Freightway Resident Annual	\$1,100.00		Feb 2020
290-85	Freightway Resident Summer Seasonal	\$350.00		Feb 2017
290-85	Scarsdale Meter Permit (Annual)	\$85.00		Feb 2018
290-85	Merchant's Permit (Annual)	\$975.00 \$1,100.00		Feb 2020
	Merchant's Permit (Semi Annual)	\$530.00 \$600.00		Feb 2020
290-86	6-Month Village Hall Parking Permit	\$170.00		Jun 2006
	12-Month Village Hall Parking Permit	\$330.00		Jun 2006
	Motorcycle/Scooter Parking Permit	\$200.00		Mar 2011
	<u>Police</u>			
192-4	Fingerprinting	\$30.00	Per Card	Mar 2010
	Digital Photo Fees	\$30.00	Per CD	Mar 2001
		\$15.00	Per Sheet Photos	Mar 2001
		\$10.00	Digital copy of Polaroid	Feb 2015
	Preparation of good conduct letters	\$25.00	Per letter	Mar 2004

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
290-64	Vehicle Towing	\$75.00	Plus storage fee	Mar 2012
290-67	Vehicle Storage	\$25.00	Per day	Mar 2004
	<u>Fire</u>			
132-66E	Installation, removal and abandonment of storage tanks intended to contain flammable liquids Class I or Class II	\$150.00	Plus \$100 per inspection for every hour over one.	Mar 2000
132-66	Storage, handling and use of flammable liquid	\$100.00	Plus \$75 per inspection for every hour over one.	Mar 2000
	Annual Renewal	\$75.00	Plus \$75 per inspection for every hour over one.	Mar 2000
132-66	Storage of Toxic and Flammable fumigants	\$100.00	Plus \$75 per inspection for every hour over one.	Mar 2000
	Annual Renewal	\$75.00	Plus \$75 per inspection for every hour over one.	Mar 2000
132-66	Permit for Installation and maintenance of liquid propane gass, tanks, piping, applicances and equipment.	\$200.00	Plus \$100 per inspection for every hour over one.	Mar 2005
132-66	To establish a public garage and/or gasoline and oil storage filing station	\$300.00	Plus \$100 per inspection for every hour over one.	Mar 2001
132-66	Annual Renewal for Gasoline/Oil storage filing station	\$150.00	Plus \$75 per inspection for every hour over one.	
132-66G	To establish and maintain or use a place of assembly	\$175.00	Plus \$100 per inspection for every hour over one.	Feb 2014
132-66H	To establish and maintain a dry cleaning plant	\$250.00		Mar 2000
	Annual Renewal	\$100.00		Mar 2000
132-66I	To erect a temporary tent or booth to which the public has access	\$125.00		Mar 2005
132-66J	Storage and Display of Holiday Trees	\$60.00		Mar 2000
132-66K	Public Display of Fireworks	\$125.00		Mar 2002

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
247-5	Handling and Storage of Commerical Signs confiscated from Village Property	\$50.00		Mar 2002
	<u>Miscellaneous Fees</u>			
	Video Duplication Fee	\$30.00	Per Video	Mar 2005
	Resident provided recordable media	\$25.00	Per Video	Mar 2008
	Audio Duplication Fee	\$15.00	Per Tape	
Copies	Letter Size 8 1/2 x 11	\$0.25	Per Copy	Mar 2008
	Legal Size 8 1/2 x 14	\$0.25	Per Copy	
	Ledger Size 11 x 17	\$0.50	Per Copy	Mar 2013
	Super/Irregular	\$15.00	Per Copy	
	Web-based tax/water bill payment fees	\$1.00	Per Payment	Mar 2005
	<u>Village Owned Meeting Rooms</u>			
a) Official Village Organizations		\$0.00	Per Meeting	1980
	- Board of Trustees			
	- Planning Board	- Board of Education		
	- Board of Appeals	- Library Board		
	- Board of Architectural Review	- Village Justice Court		
	- Boards, Commissions, Councils and Committees appointed by the Board of Trustees or by any other of the above named Village Organizations			
b) Civic, Educational and Charitable Organizations				
	- Town/Village Civic Club	- Scarsdale Foundation		
	- Scarsdale Woman's Club	- Scarsdale Family Counseling Service		
	- League of Women Voters	- Scarsdale Bowl Committee		
	- Neighborhood Associations	- Scarsdale Independent Sports Organizations		
	- Political Parties	- Non-Partisan Nominating Committees		
	- Scarsdale Procedures Committee	- Friends of the Scarsdale Parks		
	- Friends of the Library			
	- Scarsdale Little League		no charge per BOT resolution	
	- Other charitable organizations or committees sponsored or associated with the above listed organizations			
Village Hall	- Rutherford Hall	\$100.00	Per Meeting	Mar 2009
	- Third Floor Conference Room	\$30.00	Per Meeting	Mar 2009
	- Third Floor Meeting Room	\$30.00	Per Meeting	Mar 2009
	- Trustees Room	\$30.00	Per Meeting	Mar 2009
	- Recreation Conference Room	\$30.00	Per Meeting	Mar 2009

2/10/2021

PROPOSED 2021-22 FEES & CHARGES SCHEDULE

Section	Subject	FY 20/21 Adopted Fees	Per Unit	Latest Revision
	-Crossway Firehouse	\$100.00	Per Meeting	Mar 2009
c) All Other Village Organizations				
Village Hall	- Rutherford Hall	\$100.00	Per Meeting	Mar 2009
	- Third Floor Conference Room	\$60.00	Per Meeting	Mar 2009
	- Third Floor Meeting Room	\$60.00	Per Meeting	Mar 2009
	- Trustees Room	\$60.00	Per Meeting	Mar 2009
	- Recreation Conference Room	\$60.00	Per Meeting	Mar 2009
	- Crossway Firehouse	\$120.00	Per Meeting	Mar 2009