

RESOLUTION

NUMBER 68-26

(ADOPTING THE MASTER FEE LIST FOR THE TOWN OF CORTLANDT)

WHEREAS, the following changes are being made to the Master Fee List:

1. Updates to Recreation Fees for 2026 Season.

BE IT RESOLVED that the Town Board of the Town of Cortlandt does hereby adopt the Master Fee List for the Town of Cortlandt as of February 10, 2026, encompassing all fees for the various departments; and

BE IT FURTHER RESOLVED, this Master Fee List shall be posted on the Town's website.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted February 10, 2026
At a Regular Meeting
Held at Town Hall.**

Town of Cortlandt Master Fee List

Office of the Town Clerk

Vital Records

Birth Certificate	\$	10.00	As set by NYS
Death Certificate	\$	10.00	As set by NYS
Marriage Certificate	\$	10.00	As set by NYS
Genealogy Record	\$	22.00	As set by NYS
Marriage License	\$	40.00	As set by NYS
Marriage Officer	\$	25.00	As set by NYS

Dog Licensing

Annual Fee - Spayed	\$	10.00	
Annual Fee - Unspayed	\$	18.00	
Dog Tag Replacement	\$	5.00	
Dog Release Fee	\$	25.00	

Filming

1st Private Property (Per Day)	\$	1,000.00	
Add'l Private Property (Per Day)	\$	300.00	
Public Property (Minimum)	\$	1,500.00	
Public Property (Use Fee)		Set by Town Board	

FOIL

Hard Copies up to 9"X14" per page	\$	0.25	
Hard Copies larger than 9"X14"	\$	5.00	
Staff production time over 2 hours		Hourly Staff Wage	

Gaming

Bingo		Set by NYS Gaming	
Games of Chance		Set by NYS Gaming	
Raffles		Set by NYS Gaming	

Misc

E-Zpass	\$	25.00	
Fireworks Permit	\$	1,500.00	
Annual Boat Launch Tag - Motorized	\$	100.00	
Annual Boat Launch Tag - Unmotorized	\$	50.00	
Hunting and Fishing Licenses		Set by DEC	
Hunting and Fishing - Water Resistant Paper	\$	1.00	Per sheet
Bid Copies	\$	50.00	
Return Check Fee	\$	20.00	

Department of Environmental Services

Highway

Road Opening	\$	150.00	Plus security set by Director of DES
Tie into Catchbasin	\$	150.00	Plus security set by Director of DES

Water Department

New Sewer Service	\$	275.00	
New Water Service	\$	425.00	Per tap

Sanitation

Special Bulk Pickup	\$	30.00	
Refrigerator or Freezer	\$	10.00	
Air Conditioner	\$	10.00	
Dehumidifier	\$	10.00	
Television	\$	10.00	
Item containing Freon	\$	10.00	
E-Waste	\$	5.00	
Tires with Rims	\$	10.00	Per tire; max 8 per year.
Tires without Rims	\$	5.00	Per tire; max 8 per year.

Department of Technical Services - Code Enforcement

DOTS Fee Notes:

1) All consultant fees shall be paid by the applicant and placed in escrow (trusted agency).
2) The Town collects a 10% Administration and Review Fee for consultant escrow accounts.
3) Applicant responsible for any e-check / ETF fee / bank fee / credit card processing fee, etc...

Alarm Permits

Residential	\$	50.00	
Existing Multi-Family or Commercial	\$	250.00	
New Multi-Family or Commercial	\$	250.00	Plus cost of work shall be included in building permit fee

Backflow Devices

Residential (irrigation or pool autofill)	\$	200.00	Per device
Non-compliance - Residential	\$	100.00	Per device
Commercial	\$	350.00	Per device
Non-compliance - Commercial	\$	150.00	Per device
Residential Dwelling	\$	-	1, 2 family homes exempt

Blasting Permit

Residential	\$	500.00	Valid for 30 days
Commerical	\$	1,500.00	Valid for 30 days
Renewals	\$	250.00	Each occurrence

Building Permits

Application Fee			
Residential	\$	200.00	
Commercial	\$	550.00	
Residential Building Permit	\$	150.00	Up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000

Commercial Building Permit	\$ 300.00	Up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Renewal Residential (all permit types)		
1st Renewal	\$ 200.00	12 months from date of initial permit
Subsequent Renewal	\$ 200.00	Plus 50% of original permit fee, not to exceed \$2000; every 6 months thereafter
Renewal Commercial (all permit types)		
1st Renewal	\$ 550.00	Plus 50% of original permit fee, not to exceed \$2000; at 12 months from date of initial permit
2nd Renewal	\$ 550.00	Plus 50% of original permit, fee not to exceed \$3500; at 12 months from date of initial permit
Subsequent Renewals	\$ 550.00	Plus 50% of original permit fee, not to exceed \$5000; at 12 months from date of initial permit
Permits Issued (No activity within first 12 months)		131-3.D Permit shall be deemed null and void and require new application/fee
Residential Plan Amendment	\$ 200.00	Plus revised permit fee based on additional construction cost
Commercial Plan Amendment	\$ 550.00	Plus revised permit fee based on additional construction cost
Work Performed without Approval and Permit	Double all Fees	Penalty fee may be waived by Town Board (declared emergency, fire damage)
Certificate of Completion / Compliance		
Temporary - Residential (90 days)	\$ 50.00	
Temporary - Commercial (90 days)	\$ 300.00	
Failure to close-out within 90 days		All types, building permit must be renewed and permit will be re-opened.
Residential	\$ 50.00	
Commercial	\$ 200.00	
Duplicate Certificates	\$ 25.00	
Prior to Zoning Inspection - Residential	\$ 250.00	
Prior to Zoning Inspection - Commercial	\$ 500.00	
Duplicate Prior to Zoning Certs.	\$ 50.00	
Copies and Digital Scans		
Up to 9"x14"	\$ 0.25	
Greater than 9"x14"	\$ 5.00	Per sheet (includes a scan)
Demolition Permit		
Residential Single Family	\$ 200.00	Main dwelling
Residential Accessory Structure	\$ 50.00	Each additional structure
Multi-Family	\$ 250.00	Each structure
Commercial	\$ 500.00	Each structure
Driveway Permits		
Residential Standalone	\$ 100.00	The cost of all work. Otherwise shall be included with associated building permit
Commercial Standalone	\$ 200.00	
Electrical Permit		
Residential	\$ 200.00	Plus cost of electrical work shall be included in building permit fee
Commercial	\$ 200.00	
Expired Permit Close-Out		
Applicable to all open permits that have expired and have not been renewed in which there is no active construction and all work inspected.		Permits issued <i>prior</i> to Jan. 1, 2024 will be required to pay the current permit renewal application fee to close-out the permit. Permits issued <i>subsequent</i> to Jan. 1, 2024 shall be required to renew permits and are responsible for all cumulative amounts of prior years' renewal.
Fire Inspections		
Accessory Dwelling Unit	\$ 100.00	Renewal, every 3rd year
Home Occupancy	\$ 100.00	Renewal, every 3rd year

Places of Public Assembly	\$ 250.00	100 or greater occupants, per tenant/inspection
Places Containing Hazardous Uses	\$ 350.00	Per NYS Code, per visit/inspection
Places Requesting/Requiring Annual Inspection	\$ 250.00	per building/per inspection
Places Requiring Tri-Annual Inspection	\$ 150.00	Renweal, every 3rd year
Religious and Recognized not-for profits	\$ -	
1st Reinspection for Non-Compliance	\$ -	
Subsequent Reinspections for Non-Compliance	\$ 150.00	Each occurrence
2nd Non-Compliance Notice	\$ 500.00	Plus reinspection fee
Flood Damage Prevention		
Residential	\$ 200.00	Plus cost of work shall be included in building permit fee
Commercial	\$ 500.00	
Gas Line Inspection / Test		
Residential	\$ 200.00	Each occurrence
Commercial	\$ 200.00	
Heating Oil Tank		
Remove / Install / Abandon	\$ 200.00	
HVAC Permit		
Residential	\$ 200.00	Plus cost of HVAC work shall be included in building permit fee
Commercial	\$ 200.00	Plus cost of HVAC work shall be included in building permit fee
LP Gas Tanks		
Install or Relocate - Residential	\$ 100.00	
Install or Relocate - Commercial	\$ 200.00	
Operating Permits (Not Including Fire Inspections)		
Public Assembly (100 or greater occupants)	\$ 200.00	Annual renewal
Hazardous Uses (Per NYS Uniform Code)	\$ 350.00	Annual renewal
Tents	\$ 100.00	Per tent, each occurrence
Parking Garages	\$ 500.00	As required by NY State
Home Occupancy	\$ -	Every 3rd year; included with Planning Board renewal fee
Religious and Recognized non for profits	\$ -	Frequency as required by Uniform Code; fee exempt
Cell Tower Re-Certification	\$ 5,000.00	Tower and Site; 5-years from date of initial approval
Co-location Re-Certification	\$ 3,500.00	Each carrier; 5-years from date of initial building permit
Other	\$ 350.00	Any other use requiring an operating permit from any other authority having jurisdiction
Peddler Permits		
Up to 11"X17"	\$ 200.00	
Plumbing Permit		
Residential	\$ 200.00	Plus cost of plumbing work shall be included in Building Permit fee
Commercial	\$ 200.00	
Reinspection Fees		
Reinspection Fee - Residential	\$ 50.00	After 2nd Failure - all Permit types
Reinspection Fee - Commercial	\$ 150.00	After 2nd Failure - all Permit types
Sign Permits		
Window Signs	\$ 150.00	Per sign
Wall / Awning / Free Standing	\$ 250.00	Per sign and/or awning
Sprinkler, Stand Pipe, & Supression Systems		
Residential Multi-Family w/ Building Permit		Included with Residential Building Permit

	Residential Multi-Family Standalone	\$ 100.00	Up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
	Commercial w/ Building Permit		Included with Commercial Building Permit
	Commercial Standalone	\$ 200.00	Up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Steep Slope Permit			
	Residential	\$ 200.00	Plus cost of work shall be included in building permit fee
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	Refer to Town Code Ch. 259; as determined by approving authority; plus 10% Town Administration Fee
Stop Work Order			
	1st Offence for a Property		Necessary Permits and approvals must be obtained within timeframe specified
	2nd and Subsequent Offence for a Property	\$ 1,000.00	Base fee to lift order, plus \$250/day where work is found to be done in violation of stop work order
Title Searches			
	Request Fee	\$ 150.00	Plus \$20 per certified copy of BP, CO, or CC
Topographical Alteration			
	Residential	\$ 500.00	Plus cost of work shall be included in building permit fee
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	Refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
Tree Removal Permit (Stand-Alone)			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	Plus \$10 per tree
	Escrow / Securities Accounts		Refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
	Security Deposit	2x	Cost of plant material - including labor
Trees - in Lieu of Plantings			
	Tree	\$ 150.00	Per tree
	Specimen Tree	\$ 200.00	Per tree
	Protected Tree	\$ 300.00	Per tree
Utility and Agency Permits			
	Initial Meeting	\$ 200.00	
	Pre-Application Review Fee	\$ 500.00	Plus escrow as determined by DOTS Director; 10%Town Administration Fee
	Subsequent Meeting (virtual or in-person)	\$ 150.00	Each occurrence
	Permit Fee	\$ 500.00	Plus \$12 per \$1,000 of estimated construction cost
	Inspection Fee	\$ 100.00	Each occurrence
	Final Compliance Inspection	\$ 250.00	
	Securities		As set forth by various Chapters of Town Code or as determined by the Director of DOTS to function as a restoration security for public infrastructure
Water Main and Sanitary Sewer Extensions			
	Water Main Extension - Residential	\$ 4,000.00	Per application plus \$350/lot for subdivisions
	Water Main Extension - Commercial	\$ 4,000.00	Per application plus \$2 per gallon of estimated consumption
	Sanitary Sewer Extension - Residential	\$ 4,000.00	Per application plus \$350/lot for subdivisions
	Sanitary Sewer Extension - Commercial	\$ 5,000.00	Per application plus \$2 per gallon of estimated consumption

Wetland Permit			
	Residential	\$ 250.00	Plus cost of work shall be included in building permit fee
	Commercial	\$ 500.00	
	Escrow / Securities Accounts		Refer to Town Code Ch. 179; as determined by approving authority; plus 10% Town Administration Fee
Department of Planning and Community Development -Planning			
Planning Notes:			
	<p>1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency). Escrow accounts to be replenished by Applicant as required to 50% of initial value when depleted.</p> <p>2) The Town Collects a 10% Town Administration and Review Fees for consultant escrow accounts.</p> <p>3) Construction inspection fees includes all earthwork, site work, paving, drainage, landscaping and utilities required to complete construction. Decorative ammenities (i.e. benches, bicycle racks, etc...) are exempt.</p>		
	Lot Line Adjustment	\$ 300.00	
Subdivision			
	Pre-Application Meeting	\$ 250.00	first free; subsequent meeting
	Preliminary Major Plat	\$ 750.00	plus \$750 for each building lot
	Preliminary Minor Plat	\$ 500.00	plus \$500 for each building lot
	Final Approval	\$ 1,000.00	
Site Plan			
	Application Fee	\$ 150.00	for each 1,000 sf of proposed floor area plus \$5 for each parking space(minimum of \$500.00)
	Time Extension	\$ 250.00	at time of extension; maximum two (2) 1-year time ext. allowed.
Site Plan Amendment			
	Application Fee	\$ 250.00	for each 1,000 sf of proposed floor area;plus \$5 for each parking space(minimum of \$250.00)
	Time Extension	\$ 250.00	per request
	Special Permit	\$ 500.00	plus Application Fee
	Accessory Apartment	\$ 250.00	initial application fee
	Home Occupancy	\$ 500.00	initial application;\$150 at time of renewal (every 3 years)
	Time Extension Preliminary Approval	\$ 100.00	per lot; six (6) 6-month approvals allowed
Time Extension Final Approval - 90 day extensions (unlimited by State Law)			
	0-2 requests	Free	per request
	2-8 requests	\$ 100.00	plus \$25 per lot; per request
	8-15 requests	\$ 150.00	plus \$50 per lot; per request
	more than 15 requests	\$ 300.00	plus \$100 per lot; per request
	Inspection fee	\$ 0.05	of estimated cost of construction improvements based on Engineer's Estimate (exludes lot & buildings)

Telecommunication			
	New Tower	\$ 15,000.00	
	Escrow Deposit	\$ 7,500.00	per Town Code Chapter 277
	Re-Certification	\$ 2,500.00	every 5 years
	Co-Location	\$ 5,000.00	
	Small Cell Wireless Facility	\$ 10,000.00	
	Recreation Fee	\$ 6,000.00	per lot
	Bond Reduction Request	\$ 150.00	per request
Escrow Account Deposits			
	0 to 2 lots or dwelling units	\$ 2,500.00	
	3 to 10 lots or dwelling units	\$ 1,500.00	per proposed lot
	11 to 35 lots or dwelling units	\$ 1,200.00	per proposed lot
	More than 35 lots or dwelling units	\$ 1,000.00	per proposed lot
Site Plan / Amendment/Special Permit Escrow Accounts			
	0 to 5,000 square feet	\$ 5,000.00	
	5,000 to 20,000 square feet	\$ 15,000.00	
	20,000 to 50,000 square feet	\$ 25,000.00	
	Greater than 50,000 square feet	\$ 50,000.00	plus \$350 for each additional 1,000 sf. Above 50,000 sf
	Penalties	2x regular fee	Referrals to rectify Town Code Violations 3 times regular fees
Department of Planning and Community Development -Zoning			
Application Fee			
	Area Variance	\$ 200.00	
	Intpretation	\$ 300.00	
	Use Variance	\$ 400.00	
	Special Permit	\$ 500.00	

Recreation Department

ID Cards

Recreation Photo ID Card (Ages 4+)	\$ 8.00	Valid For 3 Years
Recreation Photo ID Card (Ages 60+)	\$ 4.00	Valid For 3 Years
Replacement Recreation Photo ID Card	\$ 5.00	

Hollowbrook Golf

1 Year Club Membership	\$ 12.00	
1 Year Club Membership (60+)	\$ 6.00	

Charles J. Cook Pool

Family Season Pass (2 Adults & 1 Child or 1 Adult & 2 Children)	\$ 352.00	Summer 2026
Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$ 71.50	Summer 2026
Family Season Pass NON RESIDENT (2 Adults & 1 Child or 1 Adult & 2 Children)	\$ 852.00	Pilot Program. Includes a non-resident ID Card. Available on a first-come, first serve basis. Registration must be in-person. Limited to three guests per visit.
Family Season Pass NON RESIDENT (Each Additional Child Beyond Regular Season Pass)	\$ 165.00	
Adult Season Pass	\$ 159.50	Summer 2026
Senior/Veteran/Military Season Pass	\$ 85.00	Summer 2026
Youth Season Pass	\$ 126.50	Summer 2026
Adult Daily Fee (Before 4 PM)	\$ 13.00	Summer 2026
Adult Daily Fee (After 4 PM)	\$ 6.50	Summer 2026
Senior Daily Fee (Before 4 PM)	\$ 7.00	Summer 2026
Senior Daily Fee (After 4 PM)	\$ 3.50	Summer 2026
Youth Daily Fee (Before 4 PM)	\$ 10.50	Summer 2026
Youth Daily Fee (After 4 PM)	\$ 5.25	Summer 2026
Guest Daily Fee (Without TOC Photo ID)	\$ 16.50	Summer 2026
Immediate Family Members of Active Military	\$ 7.00	Summer 2026
Immediate Family Members of Active Military (After 4 PM)	\$ 3.50	Summer 2026
Mini Golf	FREE	Summer 2026

Spout Brook Pavilion Rental (May - September)

25 to 100 People (Monday- Friday)	\$ 75.00	Per Event
101 to 200 People (Monday- Friday)	\$ 150.00	Per Event
25 to 100 People (Saturday, Sunday, & Holidays)	\$ 150.00	Per Event
101 to 200 People (Saturday, Sunday, & Holidays)	\$ 200.00	Per Event

CUE Rental

Town Resident + \$300.00 Cash Deposit	\$ 150.00	Per Event
Profit Groups + Liability Insurance	\$ 250.00	Per Event
Non-Profit Groups + Liability Insurance	\$ 25.00	Per Event

Commemorative Memorials			
	Bench & Plaque	\$ 3,000.00	Upon application and approval
	Other Memorials	By Application	Upon application and approval - Cost will cover materials and installation
Office of the Receiver of Taxes			
Tax Payment Fees			
	Check in Person	FREE	
	E-Check Online	\$ 1.00	
	Credit Card Online	1.8% of total	
	Bounced Check	\$ 20.00	
Late Fees			
	School Taxes	SET BY NYS	
	Real Property Taxes	SET BY NYS	
Purchasing Department			
Misc			
	EV Charging Stations 7am-9pm	\$ 3.00	Per Hour
	EV Charging Stations 9pm-7am	\$ 20.00	Per Hour
	EV Charging Stations Per Kilowatt Hour	Set by Comptroller	Subject to market fluctuations

Water & Sewer

Water - Cortlandt Consolidated Water District

Purchase of Water	\$ 4.22	Per 1,000 Gallons
Distribution of Water	\$ 7.00	Per 1,000 Gallons
Minimum Billing	\$ 49.00	4,500 Gallons or Less
Quarterly Meter Maintenance	\$ 15.00	
Annual Meter Maintenance 1"	\$ 76.00	
Annual Meter Maintenance 1 1/2"	\$ 100.00	
Annual Meter Maintenance 2"	\$ 150.00	

Water - Outside Cortlandt Consolidated Water District

Consumer Purchase of Water	\$ 4.22	Per 1,000 Gallons
Consumer Distribution of Water	\$ 11.46	Per 1,000 Gallons
Minimum Billing	\$ 270.00	22,500 Gallons or Less
Annual Meter Maintenance 5/8" and 3/4"	\$ 8.00	
Annual Meter Maintenance 1"	\$ 76.00	
Annual Meter Maintenance 1 1/2"	\$ 100.00	
Annual Meter Maintenance 2"	\$ 150.00	

Water - Commercial Accounts

Purchase of Water	\$ 4.22	Per 1,000 Gallons
Distribution of Water	\$ 7.00	Per 1,000 Gallons
Minimum Billing	\$ 16.33	1,500 Gallons or Less

Water - Miscellaneous Charges

On/Off	\$ 45.00	Seasonal/During OT
Final Reading	\$ 45.00	
Meter Test	\$ 50.00	
Late Fee	10%	Percent of total amount billed after due date listed on bill.

Sewer

Rates	Set by Town Board	
Late Fee	10%	Percent of total amount billed after due date listed on bill.

Non-Compliance Testing & Upgrades

Per month	\$ 100.00	Up to \$300 may be waived by Town Attorney for just cause, upon application by resident.
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