

## NEW HAVEN CITY PLAN COMMISSION ADVISORY REPORT

**RE:** **ORDINANCE AMENDMENT**, Amend Article XX, Section 17-201 of the Code of Ordinances regarding permit, license and user fees (Mayor DeStefano).

**REPORT:** 1438-29

**ADVICE:** Approval with recommended addition under City Plan Department fees

### BACKGROUND

The Office of Management and Budget annually reviews fees and charges for various City services, permits and licenses, as these must be approved by the Board of Aldermen. The review is done in the context of budget preparation, and each department is consulted concerning the fees charges for licenses, permits and other services performed by that department. The fees charged by the City extend to 18 pages of separate items and range from \$.50 for a paper copy or a ride on the Lighthouse Point Park Carousel, or \$6.00 for a voter registration card, up to \$500 for over 4 hours of Lighthouse Carousel rental, \$500 for an over the street banner, to \$3,350 for a Planned Development District application and general plans.

There are few proposed fee increases for the 2010-2011 budget year. The proposed changes reflect cost of living type increases and are generally minimal percentages, or reflect increases in the cost of energy and personnel. Among them are incremental increases in building permit fees and new fees for Fire Marshal inspections and Public Works recycling and waste receptacle fees. The proposed fees are estimated to increase City revenue by approximately \$800,000 all attributable to building permit fee increases.

### PLANNING CONSIDERATIONS

The City increases fees to more accurately reflect the cost of processing permits and licenses. Annual increases minimize the impact, avoiding sudden large increase for applicants. Increasing regulatory requirements from state and federal governments add to the complexity and staff time required to process many of these permits and licenses. For example, while there are no increases in fees for City Plan Commission and Board of Zoning Appeals applications, certain zoning and land use fees (for special permits, special exceptions, variances, zone changes, inland wetlands and watercourses or coastal applications) are now subject to a \$60.00 surcharge, \$58 of which must be returned to the State Department of Environmental Protection.

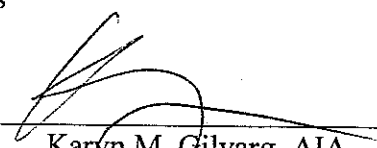
**A surge in applications for permits beneath the threshold that would trigger formal Commission review indicates there should be a fee for Administrative Site Plan Review per section 64(f)(10) of the Zoning Ordinance. A fee of \$100.00 is recommended to be added in the City Plan section under Site Plan Review. Such reviews are conducted administratively by a team of representatives from several City departments and are reported to the Commission on a monthly basis.**

### ADVICE

Approval with recommended addition under City Plan Department fees

**ADOPTED:** March 17, 2010  
Edward Mattison  
Chair

**ATTEST:**

  
Karyn M. Gilvarg, AIA  
Executive Director