



**LUKE A. BRONIN**  
MAYOR

# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
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**KILEY A. GOSSELIN**  
ACTING DIRECTOR

## PUBLIC NOTICE

**Please be aware that effective Monday, August 6<sup>th</sup>, the City's fees for building permits and fines as well as fees for planning and zoning actions will be increased pursuant to action taken by the Hartford Court of Common Council on Monday, July 9<sup>th</sup>, 2018.**

# COMING SOON

## \*\*\* New Fee Schedule \*\*\*

*Effective August 6, 2018*

### Licenses and Inspections Permit Fees & Fines

Building, Electrical, Plumbing, Fire Suppression, Demolition Permit Fees	\$50 for the 1st \$1,000 of construction costs. \$30 for each \$1,000 thereafter.	
Certificate of Occupancy (CO)	\$125	
Certificate of Completion/ Certificate of Approval (COC)	\$50	
Temporary CO (TCO)	\$50 valid for one month	
TCO Extension	\$300 per additional month	
Partial TCO	\$50	
Partial TCO Extension	\$200 per additional month	
Pre-Application Meeting for Permits	\$200 first hour, \$50 per 15 minutes thereafter	
Mandatory Plan Review Fee (non-refundable)	10% of Total Projected Cost, for permits over \$1 million.	
Demolition of residential units vacant less than 120 days	\$2,500.00 per unit	
Blight Remediation Citation Civil Penalty	up to \$100 per day	
State Required Inspection Fee	\$100	

### Land Use Regulations Fee Schedule

Zoning Permits, Liquor Permits, Temporary Uses, Accessory Structures, Signage		S&C Fee
Zoning Permit		Y
Accessory Uses and Accessory Structures Not Requiring Site Plan Review		Y
Temporary Outdoor Events		Y
Temporary Liquor Permit		
Permanent Liquor Permit	\$250	
Signage (excluding Exempt Signs)	\$250 base fee + \$50 per additional sign	Y

<b>Site Plan Review (per section 1.3.3)</b>		<b>S&amp;C Fee</b>
Household Living		
1-3 Unit Dwellings	\$250	Y
4-20 Unit Dwellings	\$625	Y
21+ Unit Dwellings	\$1,000	Y
All Other Residential/Lodging Uses Civic & Institutional Uses Retail Uses Service Uses, except Approvals of Location Employment Uses Infrastructure Uses, except Transmission Towers Industrial Uses	</= 8,000 gsf: \$250 > 8,000 gsf: \$625 > 50,000 gsf: \$1,000  <i>Where no structure exists, these tiers shall be associated with the square footage of the lot, rather than the structure.</i>	Y
Approvals of Location for Automobile-Related Uses as Required by State Statute	\$450	
Accessory Uses and Accessory Structures Requiring Site Plan Review, Other than Freestanding Radio or Wireless Towers or Small Cell Nodes	\$250	Y
Adult Uses	\$1,000	Y
Transmission Towers, Freestanding Radio or Wireless Towers, and Small Cell Nodes for New Location OR Modifications to Existing Location	\$750	Y
Open Space Uses	\$250	Y

\* Where there are a mix of uses proposed, the higher fee shall be submitted, plus 50% of the fees required for any additional uses. Use-specific zoning and site plan fees do not include signage or liquor permit fees.

\*\* The zoning and site plan fees are per building, per structure, per use, and per zoning lot, whichever is applicable, except for principal and accessory uses included in the same application, in which case the fee for principal uses applies.

\*\*\* The Planning & Zoning Commission shall reasonably interpret the fee schedule for uses not listed in the zoning regulations but determined to be "substantially similar" per section 3.2.3.

<b>Planning &amp; Zoning Commission Review</b>		<b>S&amp;C Fee</b>
Non-Public Hearing Application	\$200 + applicable Site Plan Review Fee	
Public Hearing Application	\$350 + applicable Site Plan Review Fee	
Campus Overlay Master Plan		
< 2 acres	\$750	Y
>/= 2 acres	\$2,500	Y
Application for Text Change of Zoning Regulations	\$1,000	Y
Application for Zoning Map Change	\$750 per parcel	Y

<b>Subdivision Regulations</b>		<b>S&amp;C Fee</b>
"First Cut" Subdivision creating no more than 2 lots Lot Line Revision Lot Combination	\$250	Y
Subdivision Creating 3 or More Lots	\$350 base + \$150 per lot	Y
Application for Text Change of Subdivision Regulations	\$250	Y
Violation of Subdivision Regulations	\$500 per lot sold, offered for sale or subdivided	

<b>Inland Wetlands &amp; Watercourses Commission (IWW)</b>		<b>S&amp;C Fee</b>
Administrative Review/No Significant Impact (no public hearing)	\$200	Y
Application Requiring Public Hearing < 2 acres	\$350	Y
Application Requiring Public Hearing >/= 2 acres	\$700	Y
Application for Text Change of IWW Regulations	\$250	Y
Violation of IWW Regulations	\$1,000 per violation, per day; \$1,000 per violation, per day plus up to 6 months imprisonment if willful; \$2,000 per violation, per day for any violation after the first one cited	

*\* If related to a subdivision application, acres determined by overall size of subdivision.*

<b>Historic Properties and Preservation Commissions</b>		<b>S&amp;C Fee</b>
Application Requiring Administrative Review	\$50	
Application Requiring Public Hearing	\$200	
Violation of Historic Regulations	\$100 per violation, per day; \$250 per violation, per day if violation is willful	

<b>Zoning Board of Appeals</b>		<b>S&amp;C Fee</b>
Appeal of Zoning Administrator or Zoning Enforcement Officer by Applicant or Property Owner	\$200	Y
Appeal of Zoning Administrator or Zoning Enforcement Officer by Aggrieved Party	\$40	Y
Variance (other than Use Variance)	\$350 per variance, per application	Y
Use Variance (request for a Use not permitted in the District where it is proposed to be located)	\$750 per variance, per application	Y

## General Fees

Application for Time Extension for Any Approval, including time necessary to meet a condition of approval	\$100
Additional Fee for Filing any Application After Receipt of an Order to Cease and Desist or an Official Violation of Land Use Regulations	\$150
Deposit for Posted Notice Signage	\$50
Zoning Verification Letter*	\$50 per parcel
Additional Research Including but not Limited to Special Permit, Variances, Other Zoning Approvals, Certificate of Occupancy, per parcel**	\$150 for research involving 5 or fewer years and 5 or fewer documents; \$25 for each additional year and for each additional document
Certificate of Nonconformance	\$250
Certificate of Zoning Compliance Issued After Land Use Approval, and Before Certificate of Occupancy	Initial site visit no charge; \$100 per subsequent inspection
Certificate of Zoning Compliance for Existing Use, Unrelated to Land Use Approval (requires site plan application and on-site inspection)	Apply Fee for Site Plan Review; initial site visit no charge; \$100 per subsequent inspection
Written Determination of Site Plan Review Exemption	\$40
Use of On-Call Consultant Required, if Applicable	Applicant invoiced for city's expense
<b>State Soil &amp; Conservation Fee***</b>	<b>\$58</b>

\* Zoning verification letter will indicate compliance with proposed use or use as stated by the requestor, and will indicate if there are known violations.

\*\* This fee does not include copies or scans of relevant documents. It does include the pulling of files for inspection in the offices of the Department of Development Services.

\*\*\* The State fee of \$58 has been incorporated into the overall fee displayed (i.e. a \$1,000 site plan application represents a \$942 fee for zoning review plus the State fee of \$58).

## Tree-Related Fees (Administered by City Forester and Department of Public Works)

Permit for Removal of Tree Subject to Tree Ordinance, or for Alteration/Destruction of City Tree	\$10 per tree
Violation of Tree Ordinance (e.g. Unauthorized Removal, Alteration, or Destruction, or Failure to Protect Tree During Construction)	\$250 per tree per day
Replacement of Trees Affected by Tree Ordinance Violations	Must be completed in accordance with Tree Ordinance

**Maps, Publications, Copies, and Customer Service Charges (per copy)**

Maps printed larger than 11x17 (color, black & white)	\$35
Maps printed 11x17 and smaller (color, black & white)	\$5
Zoning Regulations (available color only)	\$50
Inland Wetland Regulations (black & white)	\$25
Subdivision Regulations (black & white)	\$25
Mailing Fee for Application, Map, or Ordinance, first class mail	\$10
Copies or scans of documents	Per City Ordinance; Large format copies see above

*\* For requests to have a map created or pertaining to GIS information, please contact MHIS directly or visit their website at [www.hartford.gov/mhis](http://www.hartford.gov/mhis).*

***Fees waived for applications from City of Hartford departments, agencies, boards (including Board of Education), and commissions.***