

## CRCOG's Non-Tax Revenue Survey

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<u>Building Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Building Permit			
2) Certificate of Occupancy			
3) <i>Driveway Permit</i>			
4) <i>Returnable Driveway Permit Bond</i>			
5) <i>Oil Tank Removal</i>			
6) <i>Demolition Permit</i>			
7) <i>Sign(s) Permit</i>			
8) <i>Violation of Blighted Buildings</i>			
9) <i>Photocopies*</i>			
10) <i>ZBA Applications</i>			
11) <i>Zoning Regulations</i>			
12) <i>Zone Maps</i>			
13) <i>Re-inspection Fine</i>			
14) <i>Inoperable Vehicle Violation Fine</i>			
15) <i>Trash Coupon Permit</i>			
16) <i>Wood Stove Permit</i>			
17) <i>Electrical, Plumbing, HVAC Permit</i>			

\*Please indicate if fees charged vary depending on the number of copies made and/or the size of the paper used.

**FAX BACK TO (860) 724-1274 NO LATER THAN FRIDAY,  
OCTOBER 8th 2004**

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**Reminder: Attach sample documents and/or preprinted fee schedules if the above list is not exhaustive.**

*Additions/Comments*

18) \_\_\_\_\_  
19) \_\_\_\_\_  
20) \_\_\_\_\_

**Respondent/Telephone Number:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**21. Please indicate the methods of payment currently accepted by your department:**

- Check
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- Other (please specify) \_\_\_\_\_

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			<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
<u>Animal Control</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	
1) Pickup/deceased Dog			
2) Pickup/roaming Dog (impoundment charge)			
3) Daily Board Fee			
4) <i>Quarantined Dog Fee</i>			
5) <i>Medical Fees Associated with Impoundment</i>			
6) <i>Relinquish Fee</i>			
7) <i>Dog License (neutered or un-neutered)</i>			
8) <i>Disposal of Deceased Dog Fee</i>			
9) <i>Newspaper Advertising Fee</i>			

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*Additions/Comments*

- 10) \_\_\_\_\_  
 11) \_\_\_\_\_  
 12) \_\_\_\_\_

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<u>Engineering Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Photocopies*			
2) Aerial Map Blueprints			
3) Other Blueprints			
4) Contractor’s License			
5) Zoning Map			
6) Street Map			
7) Wetlands Map			
8) Subdivision Map			
9) Driveway and Excavation Permit**			
10) Sewer Permit**			
11) GIS-Generated Maps			
12) <i>Xerox Mylars</i>			
13) <i>Filing Mylars</i>			
14) <i>GIS Subscription Service</i>			
15) <i>GIS Generated Data (on disk)</i>			
16) <i>GIS Programming Time</i>			

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\*\*Please indicate if the Driveway and Excavation Permit (item #9) and the Sewer Permit (item #10) are issued in the Public Works Department.

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<u>Inland/Wetland Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Private/Residential Permit (summary-no significant activity)			
2) Private/Residential Permit (plenary-significant activity)			
3) Developer/Commercial/Industrial Permit (summary-no significant activity)			
4) Developer/Commercial/Industrial Permit (plenary-significant activity)			
5) Revision			
6) Regulations			
7) Wetlands Map (s)			
8) Photocopies*			
9) <i>Map Amendments</i>			
10) <i>Regulations Amendments</i>			
11) <i>Natural Resource Inventory Maps</i>			
12) <i>Subdivisions</i>			
13) <i>Modification of Permit</i>			
14) <i>Renewal or Extensions of Permit</i>			

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**Municipality:** \_\_\_\_\_

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<b>Fire Department</b>	<b>Fee Amount</b>	<b>Estimated Annual Collection Amount</b>	<b><u>Purpose of Revenue</u></b> (re-coup costs, or generate revenue)
1) Cellar Pumping			
2) Hazardous Materials (spill and clean-up)			
3) Medical Patient Transportation			
4) Plans Review			
5) Building Inspection			
6) Private Fire Service (per hr.)			
7) <i>Blasting Permit</i>			
8) <i>Copies of Fire Reports</i>			
9) <i>Alarm Fees</i>			
10) <i>Advanced Life Support Fees</i>			
11) <i>Annual Fire Safety Inspection Fee</i>			

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*Additions/Comments*

12) \_\_\_\_\_

13) \_\_\_\_\_

14) \_\_\_\_\_

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**15. Please indicate the methods of payment currently accepted by your department:**

Check

Cash

Credit Card

Debit Card

Money Order/Bank Check

Other (please specify) \_\_\_\_\_

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<u>Health Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Influenza Vaccination			
2) Pneumonia Vaccination			
3) Septic System Permit New			
4) Septic System Permit Repair			
5) Septic Inspection Fee			
6) Well Permit			
7) Restaurant Permit			
8) Take Out Restaurants			
9) Mobile Food Vendors			
10) Food Store Permit			
11) Caterers Permit			
12) Institution Food Permit			
13) Temporary Food Permit			
14) Convalescent Home License			
15) Rooming House License			
16) Motel License			
17) Water Test			
18) Public Swimming Pool (Permit to Operate)			
19) Barber/Beauty Salon License			

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<u>Health Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
20) Masseuse License			
21) Refuse Haulers License			
22) Radon Test Kits			
23) <i>Bicycle Helmet Fine</i>			
24) <i>Subdivision Site Testing</i>			
25) <i>Soil Testing/Retesting</i>			
26) <i>Subdivision Plan Review</i>			
27) <i>Re-inspection Fees</i>			
28) <i>Day Care Inspections</i>			
29) <i>Seasonal Vendors</i>			
30) <i>Swimming Pool Fees</i>			

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*Additions/Comments*

- 31) \_\_\_\_\_
- 32) \_\_\_\_\_
- 33) \_\_\_\_\_

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<u>Library</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Overdue Books			
2) Overdue Videocassettes & Compact Discs			
3) Lost Library Cards			
4) Inter-Library Loans			
5) Overdue Materials Maximum Fine			
6) Overdue Camcorder			
7) Lost Barcodes			
8) Lost Video Case			
9) Photocopies*			
10) Print-outs from word processing, Internet			
11) Use of Meeting Room			
12) Personal Computer (per ½ hr.)			
13) <i>Laminated Tags</i>			
14) <i>Cassette Case</i>			
15) <i>Fax (incoming/outgoing)</i>			
16) <i>Blank Computer Disk</i>			
17) <i>Use of Overhead Projector</i>			
18) <i>Use of Slide Projector</i>			
19) <i>Use of Filmstrip Projector</i>			
20) <i>Use of Small Screen</i>			

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<u>Library</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
21) <i>Compact Disks</i>			
22) <i>CD ROMS</i>			
23) <i>DVDS</i>			
24) <i>Audiobooks</i>			
25) <i>Pronto Books</i>			

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*Additions/Comments*

- 26) \_\_\_\_\_
- 27) \_\_\_\_\_
- 28) \_\_\_\_\_

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<u>Town Clerk’s Office</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Municipal Code Book			
2) Photocopies*			
3) Land Records			
4) Map Copies (subdivisions)			
5) Town Code/Ordinances			
6) Town Charter			
7) Street Map			
8) GIS-Generated Maps			
9) <i>Certificate of Vital Records</i>			
10) <i>Liquor Permits</i>			
11) <i>Majority Cards</i>			
12) <i>Conveyance Tax</i>			
13) <i>Burial Permits</i>			
14) <i>Voter Certifications</i>			
15) <i>Notary Fees</i>			

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<b>Planning &amp; Zoning Department</b>	<b>Fee Amount</b>	<b>Estimated Annual Collection Amount</b>	<b>Purpose of Revenue</b> (re-coup costs, or generate revenue)
1) Site Plan Approval (previously site development)			
2) Special Exception (previously special use)			
3) Zone Change			
4) Subdivision and Re-subdivision			
5) Appeals Fee & Application			
6) Subdivision Regulations & Zoning Regulations			
7) Town Plan of Development			
8) Zoning Map			
9) Street Map			
10) Agenda			
11) Subscriptions			
12) Staff Approval (application)			
13) Applications to modify prior approvals			
14) Photocopies*			
15) Zoning Regulation Change			
16) Subdivision Regulation Change			
17) Plan of Development Change			
18) GIS Generated Maps			

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<b>Zoning Department</b>	<b>Fee Amount</b>	<b>Estimate Annual Collection Amount</b>	<b>Purpose of Revenue</b> (re-coup costs, or generate revenue)
19) <i>Erosion Control Fee</i>			
20) <i>Zoning Permit</i>			
21) <i>Renewal of Special Use Permit</i>			
22) <i>Designed Commercial Site Plan</i>			
23) <i>Multiple Family Designed Residence Site Plan</i>			
24) <i>Subdivision Re-approval</i>			
25) <i>Planned Development (Apartments)</i>			

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*Additions/Comments*

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<u>Police Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Fingerprinting			
2) Gun Dealer License			
3) Alarm Service to Police			
4) Accident Photographs			
5) Incident Reports			
6) Vendor Permit			
7) Mechanical Amusement Device			
8) Parking Fines (Please Attach Parking Violation Ticket)			
9) Parking Fines Penalties			
10) Private Duty Fee (Hourly and Daily Fees)			
11) <i>Trespassing Fee</i>			
12) <i>Storage of Impounded Cars</i>			
13) <i>Temporary Liquor Permit</i>			
14) <i>Precious Metals and Stone Permit</i>			
15) <i>Audio Tapes</i>			
16) <i>Video Tapes</i>			
17) <i>Record Checks</i>			
18) <i>Raffles and Bazaar Fee</i>			
19) <i>Pistol Permit Fee</i>			
20) <i>Pawn Brokers</i>			

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<u>Police Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
21) <i>Dangerous Weapons Fee</i>			
22) <i>Billiards Fee</i>			
23) <i>Failure to shovel snow from sidewalk after a storm</i>			
24) <i>Going out of business sales permits</i>			
25) <i>Tag Sale Permits</i>			
26) <i>Towing Fees</i>			
27) <i>Marine Fees</i>			

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*Additions/Comments*

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30) \_\_\_\_\_

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**Municipality:** \_\_\_\_\_

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**Other (please specify)** \_\_\_\_\_

## CRCOG's Non-Tax Revenue Survey

**Directions:** In the area provided next to each item, please indicate the amount charged by your town. Items in italicized print are new to the 2004 survey. Where appropriate, attach sample documents and/or pre-printed fee schedules and CRCOG staff will be happy to record such information in its survey database. For example, for “parking fines”(item #8 in the Police Department), please attach a copy of a Parking Violation Ticket. Moreover, *if there are categories within each item with varying fees, please specify them.* For example, for the Health Department’s “restaurant permit” category (item #7), fees may differ according to seating capacity (i.e., a license for a food service establishment that seats 1 to 15 may cost \$25 while a license for a food service establishment that seats 16 to 35 may cost \$50).

**Remember:** As this survey only includes fees not established by statute, please limit additional fee/fine categories to those that the town has the ability to determine the amount charged. Please contact Sarah Packard, CRCOG’s Municipal Services Intern, at (860) 522-2217, ext. 23 should you have any questions or need assistance.

<u>Public Works Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
1) Driveway and Excavation Permit*			
2) Sewer Connection *			
3) Trash Collection			
4) Trash Disposal Permit			
5) Bulky Waste Collection			
6) Bulky Waste Disposal Permit			
7) Commercial Hauler Permit			
8) Household Hazardous Waste Disposal (paint and stain disposal)			
9) <i>Commercial Landfill Permit</i>			
10) <i>Commercial Tipping Fee</i>			
11) <i>Fee for “white goods” with Freon</i>			
12) <i>Recycling Bin Replacement</i>			
13) <i>Metal Pickup</i>			
14) <i>Streetlight Installation Reimbursement</i>			
15) <i>Streetlight Electricity Charges</i>			
16) <i>Cemetery Fees (for municipally-owned cemetery)</i>			

\*Please indicate if the Driveway and Excavation Permit (item #1) and the Sewer Permit (item #2) are issued in the Engineering Department.

**Reminder:** Attach sample documents and/or preprinted fee schedules if the above list is not exhaustive.

**CRCOG's Non-Tax Revenue Survey**

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*Additions/Comments*

- 17) \_\_\_\_\_
- 18) \_\_\_\_\_
- 19) \_\_\_\_\_

**Respondent/Telephone Number:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**20. Please indicate the methods of payment currently accepted by your department:**

- Check
- Cash
- Credit Card
- Debit Card
- Money Order/Bank Check

**Other (please specify)** \_\_\_\_\_

## CRCOG's Non-Tax Revenue Survey

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		<u>Estimated Annual Collection Amount:</u>	<u>Purpose of Revenue</u> (re-coup Costs, or generate revenue)
<b><i>Leisure Services Department</i></b>		<b><u>Fee Amount</u></b>	
1) <i>Preschool Art Program</i>			
2) <i>Preschool Sports Program</i>			
3) <i>Elementary Art Program</i>			
4) <i>Elementary Sports Program</i>			
5) <i>Middle School Art Program</i>			
6) <i>Middle School Sport Program</i>			
7) <i>High School Art Program</i>			
8) <i>High School Sport Program</i>			
9) <i>Adult Art Program</i>			
10) <i>Adult Sport Program</i>			
11) <i>Senior Program</i>			
12) <i>Special Needs Program</i>			
13) <i>Family Program</i>			
14) <i>Municipal Swimming Pool Fee (Resident)</i>	Daily: Seasonal Pass:		
15) <i>Municipal Swimming Pool Fee (Non-Resident)</i>	Daily: Seasonal Pass:		
16) <i>Municipal Golf Course Fee (Resident)</i>	18 Holes: Seasonal Pass:		
17) <i>Municipal Golf Course Fee (Non-Resident)</i>	18 Holes: Seasonal Pass:		

**FAX BACK TO (860) 724-1274 NO LATER THAN FRIDAY,  
OCTOBER 8th 2004**

**CRCOG's Non-Tax Revenue Survey**

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<u>Leisure Services Department</u>	<u>Fee Amount</u>	<u>Estimated Annual Collection Amount</u>	<u>Purpose of Revenue</u> (re-coup costs, or generate revenue)
18) <i>Municipal Park Fee (Resident)</i>	Daily: Seasonal Pass:		
19) <i>Municipal Park Fee (Non-Resident)</i>	Daily: Seasonal Pass:		
20) <i>Municipal Ice Rink Fee (Resident)</i>	Session: Pass:		
21) <i>Municipal Ice Rink Fee (Non-Resident)</i>	Session: Pass:		
22) <i>Fee for Rental of Facilities</i>			
23) <i>Bus Trips (Resident)</i>			
24) <i>Bus Trips (Non-Resident)</i>			
25) <i>Use of Municipal Fields</i>			

**Reminder: Attach sample documents and/or preprinted fee schedules if the above list is not exhaustive.**

*Additions/Comments*

26) \_\_\_\_\_  
 27) \_\_\_\_\_

**Respondent/Telephone Number:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**28. Please indicate the methods of payment currently accepted by your department:**

- Check
- Cash
- Credit Card
- Debit Card
- Money Order/Bank Check

**Other (please specify)** \_\_\_\_\_