



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Date of submission: January 24, 2013**
 2. **Date of Board Meeting: January 28, 2013**
 3. **Individual or Entity making the submission: Hiram Peck, Director of Planning**
 4. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
Request BOS schedule a public hearing on land use fee revisions as provided on submitted information sheets.
Also request BOS adopt the revised land use fees as contained on the submitted information sheets.
 5. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**
Hiram Peck, Director of Planning and Community Development
1. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**

This submission is intended to assist in relieving the current deficit the Town incurs in processing land use and building permit applications.

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An Equal Opportunity Employer
8:30 – 7:00 Monday
8:30 - 4:30 Tuesday through Friday

Summary of Fee Schedule revisions:

1. Applicants to pay State Land Use Fee of \$60 per application rather than having the Town pay this fee.
2. Simply add the notice of potential for outside consultants for complex projects. This ordinance already exists and is not changed by adding this note to the fee schedule.
3. Applicant to pay the cost of legal ads that are required by CGS to be posted in newspaper.
4. Residential permit to go from \$30 to \$50. Very similar to surrounding towns.
5. Business permit fee to go from \$180 to \$200 in concert with many surrounding towns.
6. Addition of charge for Staff as opposed to Commission proposals. This is proposed so as to speed up the approval procedure when formal Commission approval (\$180) is not required. Zoning Commission has agreed to allow staff to handle more application approvals administratively.
7. Administrative approvals by Conservation officer are simply listed on the schedule. Previously done without being listed. Conservation Commission Chair approves this action.
8. A fee for small agricultural use is now listed.
9. After the fact fee. This important addition is aimed at curtailing the many hours of staff time spent trying to get permit applications for activities that were done without permits. Significant costs accrue to the Town when these activities occur. Appeal of any decision made by the ZEO is always appealable if applicant disagrees. This is an important addition and staff recommends its inclusion.

7. **Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**

The following documents are included with this submission and attached hereto:

Attachments include:

1. Submitted Land Use Fee Schedule "Chapter 85. FEES" Revisions are in **BOLD** type.
2. Letter to Mary Glassman dated January 9, 2012 re requested information.
3. Justification for raising Building Department fee from \$12.26 per \$1,000 to \$14 per \$1,000

Thank you for your consideration of this important matter.