

VILLAGE OF COLONIE  
FEE SCHEDULE

**[HISTORY: Adopted by the Mayor and Board of Trustees on May 20, 2019, by Resolution 2019-21: amendments noted where applicable]**

**§ 1. Site plan approval. [Amended 5/16/2022 by Resolution]**

Pursuant to Chapter 43, Planning Commission, of the Code of the Village of Colonie, the following fees are hereby established.

Where engineering review or construction escrow is required: the applicant shall deposit the Village an amount to be estimated for the applicant's project. Said funds shall be used to pay for said engineering review or anticipated construction. Additionally, an administration fee of the total escrow will be charged to the applicant by the Village of Colonie upon deposit, and upon any additional deposits thereafter for escrows. **There will be a 10% administration fee for escrows in the amount of \$50,000 or less; there will be a 5% administration fee for escrows in the amount of \$50,001 or more.** Any funds remaining will be returned to the applicant.

A. Site plan approval application fee.

<b>One acre or less</b>	<b>\$200</b>
<b>(plus associated engineering costs)</b>	
<b>Over one acre</b>	<b>\$300</b>
<b>(plus associated engineering costs)</b>	

B. Where the Planning Commission has determined to require cash in lieu of park land: **\$3,000 per dwelling unit, 100% payable prior to building permit issuance.**

**§ 2. Building construction RESIDENTIAL. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 79, Building Construction of the Code of the Village of Colonie, the following fees are hereby established.

A. Building permit.

For an existing one or two-family dwelling, structural alterations, additions, enlargements or conversions to or in an existing structure, such as the completion of expansion attics, so as to make additional rooms or the addition of rooms to existing structures or the adding, extending or enclosing of porches or accessory structures:

<b>(1) When the cost of construction is \$1,000 or less</b>	<b>\$125</b>
<b>(1) For each additional \$1,000 thereafter</b>	<b>\$10/\$1000</b>

For new one and two-family dwellings:

<b>When the cost of construction is \$1,000 or less</b>	<b>\$125</b>
<b>For each additional \$1,000 thereafter</b>	<b>\$10/\$1000</b>

B. Fence permit.

**\$50**

C. Demolition permit.

<b>When cost of demolition is \$1,000 or less</b>	<b>\$200</b>
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**For each additional \$1,000 thereafter** **\$15/\$1000**

D. For beginning work without a permit, double the fee which would be charged in connection with a timely application. Penalties may also be collected as per 79-16 in addition to fees.

E. Chicken coop permit.

**Application fee** **\$75**

**§ 2A. Building construction COMMERCIAL. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 79, Building Construction of the Code of the Village of Colonie, the following fees are hereby established.

A. Building permit.

For structural alterations, additions, enlargements or conversions to or in an existing structure:

**When the cost of construction is \$1,000 or less** **\$250**  
**For each additional \$1,000 thereafter** **\$15/\$1000**

For new buildings for non-residential or mixed use:

**When the cost of construction is \$1,000 or less** **\$250**  
**For each additional \$1,000 thereafter** **\$15/\$1000**

For new churches, parochial schools, private schools, convents, dormitory buildings or other buildings accessory to schools, colleges, or churches, or other not-for-profit organizations (with proof of non-profit status):

**For the first 1000 SF** **\$200**  
**Over 1000 SF to 15000 SF** **\$100/1000 SF**  
**Over 15000 SF** **\$80/1000 SF**

B. Tents, temporary structures, large balloons, etc.

**Temporary – retail use for max of 20 days for each** **\$200**

C. Moving of mobile home onto a site in a mobile home park

**\$180**

D. Fence permit.

**\$50**

E. Demolition permit.

**When cost of demolition is \$1,000 or less** **\$400**  
**For each additional \$1,000 thereafter** **\$15/\$1000**

F. Tenant change permit fee.

**If no construction cost** **\$250**  
**If any construction** **Refer to Sect. A**

G. For beginning work without a permit, double the fee which would be charged in connection with a timely application. Penalties may also be collected as per 79-16 in addition to fees.

**§ 3. Moving of buildings.**

Pursuant to Chapter **82**, Buildings, Moving of, of the Code of the Village of Colonie, the following fees are hereby established:

A. Permit.

**Permit to move a building** **\$500**  
**(plus any engineering or professional fees)**

**§ 4. Operation of businesses. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter **88**, Businesses, Operation of, of the Code of the Village of Colonie, the following fees are hereby established:

A. Approval of a business operation by the Planning Commission:

**Name change/change of ownership** **\$150**

**Change of occupancy** **\$250**

**(plus any engineering fees, fees for building permits are additional)**

**§ 5. Environmental quality review.**

Pursuant to Chapter **114**, Environmental Quality Review, of the Code of the Village of Colonie, the following fees are hereby established.

A. Preparation or review of an environmental impact statement: the actual cost to the lead agency, not to exceed the limitations set forth in 6 NYCRR 617.

**§ 6. Littering.**

Pursuant to Chapter **145**, Littering, of the Code of the Village of Colonie, the following fees are hereby established.

**Clearing of litter and weeds from private property** **\$100**  
**(plus actual cost to the Village for performance of work)**

**§ 7. Mobile homes.**

Pursuant to Chapter **150**, Mobile Home Parks, of the Code of the Village of Colonie, the following fees are hereby established.

**Annual permit fee** **\$200**

**Fee per additional unit** **\$50**

**(fee for moving a mobile home into a park is additional)**

**§ 8. Parks and recreation.**

Pursuant to Chapter **158**, Parks and Recreation, of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit for Cook Park Pavilion.

**Village residents** **\$250**

**Village businesses** **\$300**

B. Permit for Sharon Drive Pavilion.

<b>Village residents</b>	<b>\$200</b>
<b>Village businesses</b>	<b>\$250</b>
C. Permit for Family Recreation Center.	
<b>Village residents</b>	<b>\$200</b>
<b>Village businesses</b>	<b>\$250</b>
D. Permit for Pole Barn.	
<b>Village residents</b>	<b>\$100</b>
<b>Village businesses</b>	<b>\$150</b>
E. There shall be a refundable security deposit of <b>\$150</b> in the form of a personal or business check, posted for the use of Cook Park Pavilion, Sharon Drive Pavilion, Pole Barn and the Family Recreation Center.	

**§ 9. Peddling.**

Pursuant to Chapter **162**, Peddling, of the Code of the Village of Colonie, the following fees are hereby established.

<b>License fee (valid for 120 days)</b>	<b>\$300</b>
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**§ 10. Public access to records.**

Pursuant to Chapter **170**, Records, Public Access to, of the Code of the Village of Colonie, the following fees are hereby established.

<b>Inspection of records</b>	<b>No fee</b>
<b>Fee for any type of search requested</b>	<b>\$50</b>
<b>Photocopies not exceeding 9 in x 14 in</b>	<b>\$.25</b>
<b>Copies of records other than photocopies which are 9 in x 14 in, or less in size: actual copying cost, excluding fixed agency costs, such as salaries, except when a different fee is otherwise prescribed by statute.</b>	

**§ 11. Sewers.**

Pursuant to Chapter **177**, Sewers, of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit for sewer connections	
<b>Single-family dwelling</b>	<b>\$300/connect.</b>
<b>Public/non-profit building</b>	<b>\$300/connect.</b>
<b>Multiple dwelling</b>	<b>\$400, plus \$200 per addtl</b>
<b>Commercial/industrial building</b>	<b>\$500/connect.</b>
<b>Discontinuance of sewer lateral</b>	<b>\$400</b>
<b>Sewer rents</b>	<b>See Sect. 17</b>

**§ 12. Signs. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter **181**, Signs, of the Code of the Village of Colonie, the hereby fees are established.

A. Permit fee.
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<b>Application for sign permit</b>	<b>\$200/sign</b>
<b>Application for directional sign (2 ft x 2 ft max per sign)</b>	<b>\$50/sign</b>
<b>Application for temporary sign Billboard</b>	<b>\$150</b>
B. Sign review board.	
<b>Application for first sign</b>	<b>\$250</b>
<b>Each additional sign</b>	<b>\$150</b>
<b>(plus cost of publication of notice and additional engineering costs)</b>	

**§ 13. Streets and Sidewalks.**

Pursuant to Chapter **196**, Streets and Sidewalks, of the Code of the Village of Colonie, the following fees are hereby established.

A. Work permits.	
<b>Permit fee</b>	<b>\$250</b>
<b>Deposit to cover cost of restoration</b>	<b>Est. by Superintendent of DPW</b>
<b>(both the fee and the deposit will be waived in the case of public utility companies)</b>	
B. Special event permits.	
<b>Permit for a block party</b>	<b>\$100</b>
<b>Permit for a special event</b>	<b>\$100</b>

**§ 14. Subdivision of land.**

Pursuant to Chapter **199**, Subdivision of Land, of the Code of the Village of Colonie, the following fees are hereby established

<b>Application for review and approval</b>	<b>\$400/lot</b>
<b>(plus associated engineering and mailing publication costs)</b>	
A. Final plan review RESIDENTIAL	
<b>Three or fewer lots</b>	<b>\$100</b>
<b>More than 3 lots</b>	<b>\$100, plus \$30/lot</b>
B. Final plan review COMMERCIAL	
<b>One acre or less</b>	<b>\$200</b>
<b>Over one acre</b>	<b>\$200, plus \$200/acre</b>
C. Fee for observation of improvements, based on the value of required improvements: <b>3% of the construction value as initially estimated.</b> A refund will be made if the money is not all used, additional funds will be required if the fee is insufficient.	
D. Fee for review of plans and specifications for water, sewer and drainage based on estimated cost, <b>2% of the construction value as initially estimated.</b> A refund will be made if the money is not all used, addition funds will be required if the fee is insufficient.	

- E. All residential subdivisions, cash in lieu of land for parks, **\$3,000 per lot**, and in the case of **multi-family housing projects, \$3,000 per dwelling unit**; 50% is due at the time of final plan review and 50% is at the time the building permit is issued.

**§ 15. Swimming pools. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter **203**, Swimming Pools, of the Code of the Village of Colonie, the following fees are hereby established.

A. Building permit.

<b>Aboveground pools</b>	<b>\$150</b>
<b>Inground pools</b>	<b>\$300</b>
<b>Hot tubs</b>	<b>\$50</b>

**§ 16. Water. [Amended 2/21/2023 by Resolution]**

Pursuant to Chapter **234**, Water, of the Code of the Village of Colonie, the following fees are hereby established.

A. Taps and connections

1. Three-quarter inch		
<b>Near side</b>		<b>\$500</b>
<b>Far side</b>		<b>\$750</b>
2. One-inch		
<b>Near side</b>		<b>\$500</b>
<b>Far side</b>		<b>\$750</b>
3. Larger than 1 inch	Work done by owner	
<b>Supervision fee</b>		<b>\$500</b>

B. Testing water meters

1. One-inch or smaller		<b>\$150</b>
<b>(plus the cost of the test to the Village)</b>		
2. Over one inch	Test done by owner	
<b>(owner's responsibility to remove and test at Village approved facility)</b>		
<b>Supervision fee</b>		<b>\$500</b>

C. Replacement of water meter

1. Three-fourth inch meter		
<b>Base only</b>		<b>\$125</b>
<b>Head only</b>		<b>\$300</b>
<b>Complete meter</b>		<b>\$400</b>
2. One-inch meter		
<b>Base only</b>		<b>\$250</b>
<b>Head only</b>		<b>\$500</b>
<b>Complete meter</b>		<b>\$700</b>

- D. Use of water from a hydrant **\$250 or \$15/1000 gallons (whichever is higher)**
- E. Disconnection and restoration  
**Disconnection of service \$500**  
**Restoration Same fee as for new installation**
- F. Lawn sprinklers  
**Residential \$100**  
**Commercial \$150**
- \*Inspection per connection to assure that the backflow prevention device approved by the NYS Department of Health has been installed properly
- G. Fees in connection with cross connection control
1. Review for initial application: **\$150**, which includes mandatory \$100 application fee for the Albany County Health Department's review
  2. Re-review fee for any initial or subsequent application which has to be returned to the applicant because it is incomplete or does not conform to requirements or regulations: **\$150**
  3. If the applicant/customer chooses to use the services of the Village Engineer to design and specify the cross-connection control devices required for the applicant's water service: actual cost **\$500** minimum; cost will depend on difficulty and time required for the preparation of the application and the design of the required device(s). An estimate of the cost will be provided prior to the start of any professional services.
  4. Initial review of completed installation by Village or its agent **\$125**
  5. Annual review by the Village or its agent **\$125**
  6. Annual testing, to be performed by a state-certified tester acceptable to the Village, if the water customer chooses to be use the services of the Village or its agent to arrange for and/or perform the test **\$400**
- H. Water system rate elements
1. (Reserved)
  2. Base metered amounts: 22,000 gallons semiannually
  3. (Reserved)
  4. Water rate  
**Residential properties: \$5.37 per 1,000 gallons; minimum single-family-unit water bill will be \$118.14 semiannually**

**Nonresidential properties: \$7.50 per 1,000 gallons; minimum non-residential water bill will be \$165 semiannually**

5. Penalties for late payment
- |  |                     |
|--|---------------------|
| <b>April water bills paid by May 15</b>        | <b>No fee</b>       |
| <b>After May 15</b>                            | <b>10% late fee</b> |
| <b>October water bills paid by November 15</b> | <b>No fee</b>       |
| <b>After November 15</b>                       | <b>10% late fee</b> |
| <b>June sewer bills paid by July 15</b>        | <b>No fee</b>       |
| <b>After July 15</b>                           | <b>10% late fee</b> |
| <b>December sewer bills paid by January 15</b> | <b>No fee</b>       |
| <b>After January 15</b>                        | <b>10% late fee</b> |

6. (Reserved)

I. Miscellaneous fees and charges

1. **Water on/off/location** **\$25**  
If the request to turn the water service back on is made more than 48 hours after the request to turn it off, a second water on/off charge may be assessed. Any and all fees are due prior to turning on or off service. Any and all fees need to be accompanied with a water on/off/location request form, which can be obtained from Village Hall.
2. **Final meter reading for sale of property** **\$25**  
Village Hall and Department of Public Works staff read the meters prior to the closing of a property. Fee will be added to the next water bill and the amount would be disclosed in a tax search.

**§ 17. Watercourses.**

Pursuant to Chapter 237, Watercourses, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Permit from Superintendent of DPW.  
**To perform work covered by Chapter 237** **\$50**  
**(plus costs incurred by the Village for review of plans)**

**§ 18. Zoning. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 242, Zoning, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Special permits.  
**With submission of application** **\$150**
- B. At time of Planning Commission review



Before Planning Commission schedules a public hearing, reimbursement of all costs and expenses incurred by the Village for outside engineering, planning, environmental and other expert services required to review the application and its supporting material up to that point.

<b>Before public hearing</b>	<b>Cost of publication of notice</b>
<b>Before final decision communicated</b> (plus reimbursement of costs incurred by Village)	<b>\$100</b>
<b>If building permit required</b>	<b>See Sect. 2</b>
<b>No building permit required</b>	<b>\$100</b>

C. Variances

<b>One-family dwellings, including accessory structures</b> (plus cost of publication of notice and professional fees)	<b>\$50</b>
<b>Two-family dwellings, including accessory structures</b> (plus cost of publication of notice and professional fees)	<b>\$100</b>
<b>All other uses</b> (plus cost of publication of notice and professional fees)	<b>\$150</b>
<b>Fees for site plan approval</b>	<b>See Sect. 1</b>

<b>D. Zoning verification letter</b>	<b>\$50</b>
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**§ 19. Clearing, grading and erosion control.**

Pursuant to Chapter **95**, Clearing, Grading and Erosion Control, the following fees are hereby established.

A. Permit

<b>Application fee</b>	<b>\$200</b>
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Applicant shall reimburse the Village for cost of technical review of the application and the cost of observation and report to the Planning Commission by the Village Engineer.

**§ 20. Communication towers; satellite antennas; antennas. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter **212** of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit

<b>Application fee</b>	<b>\$3000</b>
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**§ 21. Returned check service charge. [Amended 5/16/2022 by Resolution]**

In the event that any check presented to the Village of Colonie in payment of any fee, charge, tax or penalty is returned for any reason, a service charge equal to, but not to exceed the amount charged by the financial institution, shall be paid to the Village in addition to the original amount owed, with any penalty for late payment, if applicable. This service charge is in addition to any other remedy available to the Village in collecting such fee, charge, tax or penalty.

<b>Fee</b>	<b>\$20</b>
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**§ 22. Nuisance alarm fee.**

Pursuant to #, Nuisances, of the Code of the Village of Colonie, the following fees are hereby established.

<b>First nuisance alarm</b>	<b>No fee</b>
<b>Second instance within 90 days of original alarm</b>	<b>\$50</b>
<b>Third instance within 90 days of original alarm</b>	<b>\$100</b>
<b>Fees shall double for each offense thereafter within 90 days after original alarm</b>	

**§ 23. Temporary storage container.**

Pursuant to #, Temporary Storage Containers, of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit	
<b>Permit fee (first 90 days)</b>	<b>\$50</b>
<b>To extend past 90 days, up to 180 total days</b>	<b>\$75</b>
B. Penalties	
<b>Per day</b>	<b>\$50, not to exceed \$250</b>

**§ 24. Heavy item pick-up program. [Amended 5/16/2022 by Resolution]**

During the Summer months that the heavy item pick-up program is run, Village residents are able to fill out a form at Village Hall to be assigned a date for their pickup. There is a fee associated with running this program, and payment is due at the time of sign up. Each residence is only allowed one pick-up per year.

<b>Fee</b>	<b>\$25</b>
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**VILLAGE OF COLONIE  
FIRE INSPECTION FEE SCHEDULE**

**[HISTORY: Adopted by the Mayor and Board of Trustees on July 3<sup>rd</sup>, 2023, by Resolution 2023-34: amendments noted where applicable]**

<b>Public School Fire Inspection:</b>	<b>\$175</b>
<b>Businesses and Mercantile Occupancies:</b> (performed every 24 months)	<b>\$125/tenant up to 2,500 SF \$4.25 per addtl. 1,000 SF</b>
<b>Industrial and Storage Occupancies:</b> (performed every 24 months)	<b>\$125/tenant up to 2,500 SF \$4.25 per addtl. 1,000 SF</b>
<b>Public Assembly Occupancies:</b> (performed every 12 months)	
1-50 people	<b>\$60/tenant</b>
51-99 people	<b>\$85</b>
100 to 300 people	<b>\$125</b>
301-1,000 people	<b>\$150</b>
1,000+ people	<b>\$175</b>
<b>Institutional Occupancies:</b>	<b>\$140</b>
<b>Miscellaneous:</b>	<b>\$140</b>
<b>Hazardous Group H Inspections:</b>	<b>\$175</b>
<b>Family Home Day Care Inspection:</b>	<b>\$100</b>
<b>Adult Care Facilities Inspection:</b>	<b>\$100</b>
<b>Group Family Day Care Home Inspection:</b>	<b>\$100</b>
<b>Reinstate Revoked Operational Permit:</b>	<b>\$350</b>
<b>Not for Profit Inspection:</b>	<b>\$60</b>
<b>Re-Inspection Fee:</b> (after 3 <sup>rd</sup> follow up)	<b>\$60</b>
<b>Late Payment Fee:</b>	<b>\$60</b>

**Hazardous Material Technical Assistance Fee:**

**\$200/hour**