

AN ORDINANCE  
ESTABLISHING PLANNING AND ZONING FEES  
FOR SUBDIVISION, NEW CONSTRUCTION, ALTERATION,  
CHANGE OF USE AND ZONING PERMIT APPLICATIONS  
IN THE TOWN OF LEDYARD

RECEIVED FOR RECORDS  
2022 APR 28 AM 10:00  
TOWN OF LEDYARD  
CLERK

Be it ordained by the Town Council of the Town of Ledyard

Section I. Authority

Pursuant to the provision of Section 8-1 (c) of the Connecticut General Statutes, there is hereby established a fee schedule for all planning and zoning applications prescribed in this Ordinance.

Section 2. Issuance of Building Permit or Certificate of Occupancy

In accordance with Section 8-3(f) as amended, of the Connecticut General Statutes, no building permit or certificate of occupancy shall be issued for a building, use, or structure subject to the Ledyard Zoning Regulations until the fees for the required zoning permit applications and certificates of compliance, as prescribed in this Ordinance and in the fee schedule adopted pursuant to this Ordinance, shall have been paid to the director of planning and development; zoning official or other municipal agent.

Section 3. Payment

The payment of the fees for planning and zoning applications prescribed herein shall not relieve the applicant or holder of the permit from the payment of other fees that may be prescribed by law or Ordinance, including but not limited to building permits and applications for permits from the Ledyard Inland Wetlands and Watercourses Commission, if applicable.

Section 3.1. Payment Exemptions

No fee shall be charged:

- for zoning applications for projects by or for the Town of Ledyard; or
- for permits for repair or replacement of owner-occupied single-family residential buildings that have been destroyed or damaged by fire, storm, or other casualty.

Section 4. Establishment of Fee Schedule

The Planning Director with the approval of the Planning and Zoning Commission and Town Council, is hereby authorized to, and shall, establish a schedule of fees for Zoning permits and Land Use applications including new single-family dwellings; commercial and residential accessory structures and uses; commercial changes of use; signs; home occupations; site plan and special permit review and modifications to same; map and regulation text amendments; subdivisions and re-subdivisions and modification to same; boundary line adjustments, free-splits and lot mergers; engineering review of new roads, and drainage systems/structures; coastal area management reviews; certificate of use and compliance, and all other zoning permit applications or review requiring the Zoning Official and/or Planning and Zoning Commission approval or a public hearing. Said fee schedule, as may be amended from time to time, is hereby incorporated in this Ordinance as though fully set forth herein. The fee schedule shall be determined to reasonably defray the municipal costs of administering the State of Connecticut General Statutes and the Ledyard Zoning Regulations and publishing the public hearings and decisions of the Planning and Zoning Commission and shall be reviewed annually by the Planning Director or other municipal agent with the approval of the Planning and Zoning Commission and amended if deemed necessary or desirable by the official and commission.

Section 4.1. Waivers

The Planning Director with the approval of the Planning and Zoning Commission may grant waivers for zoning commercial/industrial site plan review fees, so to encourage economic development.

Section 4.2 State Fee

Pursuant to Connecticut General Statute 22a-27j, as amended, all applications are subject to an additional state fee.

Section 5. Deposit of Fees Collected

The Zoning Official Planning Director and/or other authorized municipal agent shall keep an accurate account of all fees collected, and such collected fees shall be deposited by the treasurer of the Town of Ledyard in the general fund.

Section 6. Filing of Fee Schedule

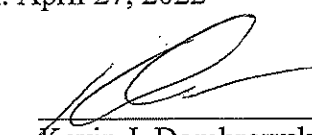
A copy of the fee schedule shall be filed with the Town Clerk when established and when amended.

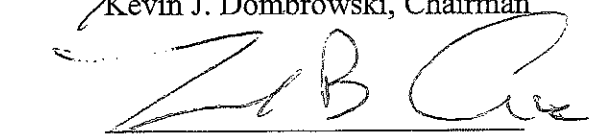
Section 7. Severability.

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of this Ordinance are hereby declared severable.

Amended and Adopted by the Ledyard Town Council on: April 27, 2022

Published: May 7, 2022  
Effective: May 28, 2022

  
Kevin J. Dombrowski, Chairman

  
Fred Allyn, III, Mayor

Approved/Disapproved on: 4/28/2022

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Revisions:

Ordinance #84 “An Ordinance Establishing Zoning Permit Fees for New Construction, Alternation, Change of Use and Other Zoning Permit Application in the Town of Ledyard” Adopted December 13, 2000. Ordinance #139 “An Ordinance Establishing Zoning Permit Fees for New Construction, Alternation, Change of Use and Other Zoning Permit Application in the Town of Ledyard” Adopted June 24, 2015; . Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative - Renumbered to Ordinance #300-008 – September 25, 2019 as part of the 2017-2019 Ordinance Renumbering Project.

History:

2022: Revised Section 4 as follows:

The **Planning Director** (Deleted – “Zoning Official”) with the approval of the Planning and Zoning Commission and Town Council, is hereby authorized to, and shall, establish a schedule of fees for **Zoning permits and Land Use applications including new single-family dwellings; commercial and residential accessory structures and uses; commercial changes of use; signs; home**

*occupations; site plan and special permit review and modifications to same; map and regulation text amendments; subdivisions and re-subdivisions and modification to same; boundary line adjustments, free-splits and lot mergers; engineering review-(Deleted “residential and commercial building permit, site review, Special Permits, change of use”) of new roads, and drainage systems/structures; coastal area management reviews; certificate of use and compliance, and all other zoning permit applications or review requiring zoning official and/or Planning and Zoning Commission approval or a public hearing.*

Deleted the following: “shall be determined to reasonably defray the municipal cost of administering the State of Connecticut General Statutes and the Ledyard Subdivision Regulations, and publishing the public hearing and decision of the Planning and Zoning Commission”

Made other non-substantive editorials for clarification.

2019: The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #139 “*An Ordinance Establishing Zoning Permit Fees for New Construction, Alternation, Change of Use and Other Zoning Permit Application in the Town of Ledyard*” to Ordinance #300-008.

2015 Updated: (1) To be consistent with the structure provided in Ordinance #128 *An Ordinance Combining the Zoning Commission of the Town of Ledyard with the Planning Commission of the Town of Ledyard*”; (2) Comply with CGS 22a-27j which requires that a \$60.00 surcharge be collected; and (3) To include the Subdivisions Fees, which had no changes, but was added to the Ordinance to be in keeping with Ordinance #128. Section 4 added second paragraph as follows: “*The Town Planner with the approval of the Planning and Zoning Commission and Town Council is authorized to and shall establish a schedule of fees for subdivision review and all other Planning Department applications. Said fee schedule, as may be amended from time to time, is hereby incorporated in this Ordinance as though fully set forth herein. The fee schedule shall be determined to reasonably defray the municipal costs of administering the State of Connecticut General Statutes and the Ledyard Subdivision Regulations and publishing the public hearings and decisions of the Planning and Zoning Commission and shall be reviewed annually by the Town Planner or other municipal agent with the approval of the Planning and Zoning Commission and amended if deemed necessary or desirable by the official and commission*”. 2019 Added titles to each section to be consistent with Town of Ledyard Ordinance Format. Added Section 9 “Effective Date” to be consistent with town ordinances. No substantive changes were made.

**APPENDIX**

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**LAND USE DEPARTMENT APPLICATION FEES**

\*ALL BELOW FEES ARE IN ADDITION TO THE \$60 SURCHARGE REQUIRED BY THE STATE OF CONNECTICUT PUBLIC ACT 09-03 (EFFECTIVE OCTOBER 1, 2009)

***ALL FEES ARE NON-REFUNDABLE  
REGARDLESS OF APPLICATION STATUS OR FINAL ACTION***

**A. ZONING PERMIT FEES (ADMINISTRATIVE/STAFF REVIEW):**

- \$100 New Single-Family Dwellings.
- \$25 Accessory structures and Additions or expansions to structures up to 200SF on residential lots.
- \$40 New accessory structures and additions or expansions to existing structures where new structure, addition or area of expansion is greater than 200 SF, but less than 1,000SF on residential lots.
- \$100 Accessory structures and Additions or expansions to existing structures where new structure, addition or area of expansion is greater than 1,000\_SF on residential lots.
- \$150 New Accessory structures, or expansions of or additions to existing commercial and industrial structures uses up to 1,000 square feet (over 1,000 sq. feet requires Site Plan approval by PZC).
- \$40 Swimming pools.
- \$50 Home Occupations.
- \$50 Commercial Changes of Use with or without signs. (No fee for simple Change of Occupancy/User where use remains the same)
- \$25 Signs. (No Additional State Fee)
- \$50 Boundary Line Adjustments, Lot Merger and/or Free Split Applications (No Additional State Fee)
- \$50 Zoning Compliance Letters. (No additional State fee required)

**B. PLANNING & ZONING COMMISSION APPLICATIONS FEES (COMMISSION REVIEW):**

- \$200 Site Plan Applications and Modifications —Residential permitted uses (Except Multi-family Residential Uses).
- \$300 Site Plan Applications and Modifications — Non-Residential permitted uses (includes Multi-Family Residential Uses)

\$500 Special Permit Applications, Zoning Text and Map Amendment Applications.

\$200 Coastal Area Management reviews.

***Subdivision/Resubdivision Applications Base Fees:***

\$250 Base Fee (up to 3 lots), plus \$50 per lot in excess of 3 lots

***Additional Subdivision/Resubdivision Fees:***

\$500 Additional Fee for any Resubdivision requiring a Public Hearing by C.G.S. or by the PZC; and

\*The Planning & Zoning Commission reserves the right to apply additional project review fees such as professional, legal, engineering, et cetera, in addition to administrative fees. These expenses shall be assessed by the Planning & Zoning Commission and paid by the Applicant on an actual and reasonable cost basis after the services are rendered by the Commission.

**Engineering Fees for Ledyard Subdivisions:**

**New Road or extension of existing road:**

- Each Structure (e.g., catch basin, manhole cover): \$25
- \$5 per linear foot\*
- Detention Basin: \$500
- Cul-de-sac Fee (Permanent or Temporary): \$2,500
- Modification of Approval Fee: \$500

\*The linear foot shall be calculated by measuring along the distance of the road center line from the point of beginning of the new intersection to the end point of the next intersection or, if a cul-de-sac, to the center of the cul-de-sac bulb.

Amended and Approved by the Ledyard Town Council on: April 27, 2022

  
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Kevin J. Dombrowski, Chairman