

2024 Town of Mendon Fee Schedule

Acceptable forms of payment: Cash, Check and Credit Cards (subject to a convenience fee)

All Departments

Description	Fee
Copies (8.5" x 11")	\$.25 per page
Notary Service	No Charge
Returned Check Fee	\$20.00

Town Clerk's Office

Description	Fee
Dog License Spayed/Neutered	\$6
Dog License Unspayed/Unneutered	\$15
Dog License Service Dog (with paperwork from a recognized organization)	No Charge
Dog Impoundment	\$28/day
Dog Rabies Vaccination as part of impoundment	\$20
Dog Impoundment at an emergency care facility	\$50/day
Dog Emergency Exam during impoundment (other fees will be charged based on services provided by the impound facility)	\$80
Games of Chance License	\$25 per occasion
Marriage License	\$40
One-Day Marriage Officiant permit (must be purchased at the same location as a license)	\$25
Marriage Transcript	\$10
Peddler's Permit Applicant	\$500 per six (6) months
Peddler's Permit Employee of applicant	\$100 per employee for six (6) months

Athletic Fields

Description	Fee
One (1) use per week	\$100
Two (2) times per week – average use	\$250
> Two (2) times per week – average use	\$400
*See Use Policy for policies and insurance requirements	

Community Center

Description	Fee
Town of Mendon Residents	\$30/hr. with a 3-hour minimum and \$100 deposit
Town of Mendon Not-for-Profit & Service Organizations	\$50 deposit
Town of Mendon For-Profit Organizations	\$200/hr. up to 4 hours, \$50 each hour over 4 hours *Requires Supervisor's approval.

Avoidable Fire Alarm Fine

Description	Fee
Second (within 2 years)	\$100
Third (within 2 years)	\$200
Thereafter (within 2 years)	\$300

Residential Occupancy

Description	Fee
New Construction (includes building equipment, building systems, and garage)	\$0.20 per sq ft. \$300 min fee
Addition, Remodel, Alteration, Renovation, Repair	\$100 up to 1000 sq ft. \$50 for each 500 sq ft thereafter

Accessory Structure (includes new or addition to a garage, barn, pool cabana, shed, greenhouse, deck, etc.)	\$50 up to 1000 sq ft. \$25 for each 500 sq ft thereafter
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Other

Description	Fee
Burn Permit	\$25
Construction Trailer	\$25
Copy of Issued Permit	\$5 per permit
Demolition	\$75
Engineering Fees:	At the discretion of the Building Dept, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses
Electric Vehicle (EV) Charger	\$30
Fence and Earth Berms	\$40
Fireplace, Chimney, Solid Fuel Burning Device (repair or installation)	\$50
Free Standing Antennas (radio, wind turbines, etc)	\$75
Geothermal (loop field and equipment)	\$75
Generator	\$100
Outdoor Sporting Court with Fence	\$25
Pond	\$50
Re-inspection Fees: levied to the permit holder at the discretion of the Building Dept when multiple inspections of the same item are required	\$25 per inspection
Removal of Fuel Storage Tanks	\$30
Renewal/Extension of Permit	Original Fee + \$100 after (1) renewal
Signs (including subdivision, home occupation, physician, vet, roadside stand)	\$20
Solar Panels	\$75
Solar Farms	\$100/acre of leased/owned area
Swimming Pool, above ground (includes fence and 200 sq ft deck)	\$50
Swimming Pool, inground (includes fence)	\$125
Zoning Compliance Letter	\$30

Commercial/Industrial Occupancy

Description	Fee
New Construction, excluding Communications Towers (includes structure building systems, building equipment, and all common, public, and tenant space)	\$0.22 per sq ft. \$250 min fee
Communications Tower (leased/owned area)	\$0.22 per sq ft, \$250 min fee
Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure)	\$100 up to 1000 sq ft. \$50 for each 500 sq ft thereafter
New or Added Shell Only	One-half (1/2) of the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector
Accessory Structure (includes new or addition to a shed, barn, garage, pool cabana, solar collector, etc.)	\$50 up to 1000 sq ft. \$25 for each 500 sq ft thereafter
Burn Permit	\$25
Construction Trailer	\$25
Copy of Issued Permit	\$5 per permit
Demolition	\$150
Engineering Fees	At the discretion of the Building Dept, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses
Electric Vehicle (EV) Charger	\$30
Fence and Earth Berms	\$40

Fireplace, Chimney, Solid Fuel Burning Device (repair or installation)	\$30
Free Standing Antennas (dish, radio, television, etc)	\$50
Generator	\$150
Outdoor Sporting Court with Fence	\$30
Pond	\$50
Re-inspection Fees: levied to the permit holder at the discretion of the Building Dept when multiple inspections of the same item are required	\$25 per inspection
Renewal/Extension of Permit	Original Fee + \$150 after (1) renewal
Sign, 0 to 30 sq ft	\$30
Sign, 31 to 50 sq ft	\$50
Sign, over 50 sq ft	\$1.25 per sq ft
Swimming Pool (includes fence)	\$150
Zoning Compliance Letter	\$40

Fill & Excavation Fees

Description	Fee
Permit for filling/excavating	\$125
Excavation (up to 10,000 cubic yards)	\$500 per year
Excavation (over to 10,000 cubic yards)	\$3,000 per year

Highway Department

Description	Fee
Driveway Permit	\$175
Road Cut/Right-of-Way	\$300 (in addition, each applicant for a permit to perform work within the Town Right of Way shall deposit security with the Town in the form of cash or a letter of credit in an amount to be determined by the Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the Town for completion thereof.

PLANNING/ZONING DEPARTMENT

Planning Board

Residential

Description	Fee
Administrative Re-Sub	\$150
Site Plan, one lot	\$350
Site Plan, each additional lot	\$50
Site Plan, accessory structure less than 1000 sq ft footprint	\$125

Subdivision of Land

Description	Fee
Application Fee, 1 to 4 lots	\$150
Application Fee, each additional lot (2-4)	\$50 per lot
Application Fee, 5 or more lots	\$250
Application Fee, each additional lot (6+)	\$50 per lot
Public Hearing	\$100
Review of Conservation Easements/Attorney Fees, 1-3 lots	\$75
Review of Conservation Easements/Attorney Fees, each additional lot (4+). Total cost not to exceed \$500	\$25

Commercial or Industrial

Description	Fee
Site Plan	\$300, plus \$25 per 1000 sq ft
Site Plan, Cell Tower	\$1,000
Site Plan, Cell Tower Co-Locator	\$500 per co-locator
Subdivision of Land (including P.U.D.'s) Application Fee	\$150, plus \$25 per acre
Public Hearing	\$200

All Planning

Description	Fee
Engineering Fee Deposit Site Plan	\$700 (includes administration fee)
Engineering Fee Deposit Subdivision	\$200 per lot (includes administration fee)
EPOD Development Permit Application	\$50
Map Resigning Fee	\$150
Recreation Fee (All Applications)	\$1,500 per lot
Special Use Permit	\$250
Special Use Permit Amendment	\$100
Sewer Fee – Mendon Green properties only	\$25 annually

Short Term Rental

Description	Fee
Application Fee	\$250
Public Hearing	\$100
Inspection Fee	\$100
Renewal Application Fee	\$100
Renewal Inspection	\$25

Zoning Board of Appeals

Description	Fee
Area Variance	\$250
Use Variance	\$500
Review of Code Enforcement Officer's determination/interpretation	\$100
Temporary Use Permit	\$100

Additional Engineering Fees: in addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review, and/or construction process, will be back-charged to the applicant. Any amount in the Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, except the Recreation Fee and Easement Review Fee, which are payable at Final Approval.