**2025 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 600 sq ft. $75 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 |
|  | |
| **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 | $40 |
| Fence and Earth Berms | $50 |
| 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 | $200/acre of leased/owned area |
| Swimming Pool, Spa/Hot Tub - above ground (includes fence and 200 sq ft deck) | $50 |
| Swimming Pool - inground (includes fence) | $125 |
| Zoning Compliance Letter | $40 |

**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) | $3,500 (New) $1,500 (New equipment, repair, replace) |
| 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 | $50/unit |
| Fence and Earth Berms | $60 |
| 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 | $2 per sq ft |
| Solar Panels | $100 |
| Solar Farms | $250/acre of leased/owned area |
| Swimming Pool (includes fence) | $150 |
| Zoning Compliance Letter | $50 |

**Operating Permits**

|  |  |
| --- | --- |
| **Description** | **Fee** |
| Buildings containing one or more areas of public assembly with an occupant load of 100 persons | $50/Annually |
| Energy Storage Systems | $250/Annually |
| Fireworks/Pyrotechnics | $100/Per Event |
| Flammable Finishes | $25/Annually |
| Fumigation & Insecticide Applications | $50/Per Event |
| Hazardous Activities (includes all H occupancies) | $500/Annually |
| High Piled Combustible Storage | $150/Annually |
| Mobile Food Preparation Vehicles | $25/Per Event OR $200/Annually |
| Sugarhouse Alternative Activities | $100/Annually |
| Temporary Structures, Tents, Membrane Structures | $100/Per Event |
| Welding & Hot Work | $25/Annually |

**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 (New Driveway |
| 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 | $1,000 (includes administration fee) |
| Engineering Fee Deposit Subdivision | $200 per lot (includes administration fee) |
| Engineering Fee Deposit Special Use Permit |  |
| 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 |

**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.