



Memorandum

To: Paul A. Croce, Chairman
Planning Board members
From: Ron Wolanski, Town Planner
CC: Town Administrator
Finance Director
Date: February 6, 2024
Re: Subdivision & DPR application fees

I am providing a proposed new application fee schedule for subdivision applications and development plan review (DPR) applications. I have reviewed the town’s current fee schedule, which has not been revised in many years, to compare it with the actual costs associated with review of subdivision and DPR applications. This was done by estimating the time allocated by each staff member involved in the review process at each application stage. The proposed fees are based on the hourly rate for each staff member, and incorporate overhead costs for use of town facilities and utilities during the application review process. The proposed fees would better reflect the actual town costs for review each type of application. And while the fees charged by other towns vary, Middletown’s fees are currently among the lowest of comparable towns.

Application Type		Current Fee*	Proposed Fee	% change
Admin. Subdiv.		\$100	\$164	+64%
Minor Subdiv. (9 or fewer lots)	Preliminary	\$400	\$848	
	Final	\$250	\$381	
	Total	\$650	\$1,229	+89%
Major Subdiv. (10 or more lots)	Master	\$600	\$937	
	Preliminary	\$700	\$1,430	
	Final	\$500	\$381	
	Total	\$1,800	\$2,748	+53%
DPR		0	\$1,610	N/A

*Currently, subdivision application fees are based on the number of proposed lots. For this comparison, the current fee for a minor subdivision assumes five total lots; a major subdivision assumes ten total lots. The proposed new fees are not based on the number of lots, since the costs associated with plan review does not correlate directly with the number of proposed lots.

If the board determines that amendment of the *Middletown Rules and Regulations Regarding the Subdivision and Development of Land* to institute the new fee schedule is appropriate, a public hearing should be scheduled. An advertised public hearing is required prior to amending the regulations. Following the public hearing and vote of the Planning Board to adopt, the amendments would be forwarded to the Town Council for ratification. Chapter 36 of the Town Code entitled *Fee Schedule* would also need to be amended to incorporate the new Planning Board fee schedule.

Please contact me with any questions.