

Town of Plattsburgh
Fee Schedule for Planning Board Review Related Projects
2025

Zoning Ordinance and Subdivision Regulation Fees for permits as set forth herein shall accompany each application.

1. ARTICLE VII SITE PLAN REVIEW

Section 7.4 Sketch Plan

The following are the applicable sketch site plan fee(s)*:

Up to 5.0 acres of land use activity** or
0 to 29,999 sq. ft. of gross floor area*** _____\$150.00

5.1 to 10 acres of land use activity** or
30,000 to 99,999 sq. ft. of gross floor area*** _____\$300.00

> 10 acres of land use activity** or
> 100,000 sq. ft. of gross floor area*** _____\$600.00

Section 7.5 Application for Detailed Site Plan Approval

An application for detailed site plan approval shall be made in writing and shall be accompanied by a detailed site plan and report prepared by a Qualified Professional along with required site plan fees.

The following are the detailed site plan fee(s)*:

Up to 1.0 acres of land use activity** or
0 to 4,999 sq. ft. of gross floor area*** _____\$250.00

1.1 to 3.0 acres of land use activity** or
5,000 to 9,999 sq. ft. of gross floor area*** _____\$500.00

3.1 to 5.0 acres of land use activity** or
10,000 to 29,999 sq. ft. of gross floor area*** _____\$750.00

5.1 to 10 acres of land use activity** or

30,000 to 99,999 sq. ft. of gross floor area*** _____ \$1000.00

> 10 acres of land use activity** or

> 100,000 sq. ft. of gross floor area*** _____ \$1500.00

> 15 acres of land use activity** or

> 250,000 sq. ft. of gross floor area*** _____ \$1750.00

> 20 acres of land use activity** or

> 500,000 sq. ft. of gross floor area*** _____ \$2000.00

(*) Fee shall be calculated as the greater of the two as applicable.

(**) Land use activity is defined as acreage subject to clearing, grubbing, grading, paving, road and driveway construction, landscaping or mining that may or may not contain buildings or structures.

(***) Gross floor area includes the sum of each floor level intended for occupancy or storage as measured by the outside dimensions of the building at each floor level.

Section 7.10 Planning Board Action on Site Plan

Expiration of approval: Unless otherwise specified or extended by the Planning Board, a decision on any site plan review shall expire if;

1. The applicant fails to undertake the proposed action or project, or
2. Fails to obtain any necessary building permits, within one year from the date of the detailed preliminary plan resolution or the signature date of detailed preliminary plans. A Site Plan Review Decision may be renewed upon application by the Applicant, payment of any applicable fee and approval of the application by the Planning Board.

Fee for renewal of a previously approved site plan that has not yet expired will be **50%** of the original application provided there are no changes to the land use activity or gross floor area. Once a permit has expired there is no renewal option. A full fee based on the prevailing schedule will be required along with a new application.

Fee for amendment of any non-expired detailed preliminary plan submitted to the Planning Board shall be assessed 50% of the preliminary fee. Section 7.11 also applies to any amendment request.

Fee for reapproval of any expired detailed preliminary plan shall be assessed the applicable fees at the time of the application for reapproval and shall be considered a NEW application.

Fee for Special Meeting of the Planning Board the Planning Board may grant the request for a Special Meeting of the Planning Board by vote. Prior to the vote, the applicant and the board must come to an agreed upon date and time and justification for the special meeting. The fee for a special meeting is \$200 payable upon confirmation of facility and staff availability.

Section 7.11 Reimbursable Costs

Costs incurred by the Planning Board for consultation fees, legal fees, staff review costs, or other expenses in connection with the review of a detailed site plan application shall be charged to the Applicant.

The Planning Board may require the posting of financial security in the form of cash, bank check or such other form acceptable to the Town Planning Attorney in order to ensure that reimbursements and/or improvements are carried out as specified in the plans and approvals.

2. ARTICLE VIII SPECIAL USE PERMIT REVIEW

Section 8.10 Reimbursable Costs

Costs incurred by the Planning Board for consultation fees, staff review cost or other expenses in connection with the review of a proposed Special Use Permit site plan shall be charged to the Applicant.

The following are the applicable special use permit fee(s):

Institutional Uses

Educational Institution
Public School, Parochial School, Private School
Place of Worship
Commercial Recreation Facility
Adult Day Care Center Adult Day Care Center
Assisted Living Facility
Child Day Care Center
Educational Institution
Hospital/Clinic
Museum

< 24,999 sq. ft. of gross floor area	_____	\$250.00
≥ 25,000 sq. ft. of gross floor area	_____	\$500.00

Industrial, Manufacturing, Utility Uses

Public Utility
Fuel Storage Facility
Mining
Concrete Manufacturing & Mixing Plants
Asphalt Manufacturing & Storage
Bulk Storage
Crematory
Industrial Plant
Research & Development Facility

< 24,999 sq. ft. of gross floor area _____ \$500.00
≥ 25,000 sq. ft. of gross floor area _____ \$1000.00
Mining _____ Minimum \$250.00 plus \$50.00 per active acre of mining
Tier 3 Solar Development _____ \$1500.00

Commercial Uses

Commercial Recreation Facility
Gasoline Station
Drive-thru Restaurant
Drive-thru Use
Neighborhood Convenience Store with Fuel Dispensing Stations
Bed & Breakfast
Recycling Facility
Performing Arts Center

< 24,999 sq. ft. of gross floor area _____ \$250.00
≥ 25,000 sq. ft. of gross floor area _____ \$500.00

Residential Uses

Manufactured Home Park _____ Minimum \$500.00 plus \$125.00/lot

Other Uses

Adult Use _____ \$750.00
Not Otherwise Listed _____ \$250.00

Note: The above fees are in addition to any other Zoning Ordinance or Subdivision fees which may also apply.

3. ARTICLE IX PLANNED DEVELOPMENT DISTRICTS

Section 9.8 Review Fees

The Town Board and the Planning Board may call upon the County Planning Department and any other public or private agencies or consultants that the Boards find necessary to provide a sound review of the proposal. In addition to the fee listed on the schedule of fees, the Town Board and the Planning Boards may charge a fee to developers of projects requiring legal and technical review, provided that the fee reflects the actual cost of legal and technical assistance to the Town Board and the Planning Board.

The following are the applicable Planned Development District application fee(s):
--

\$50 PER ACRE, \$500 MINIMUM

**All technical review, consultation, or legal fees incurred by the Town for the purposes of reviewing the application, are reimbursable to be charged to the applicant, regardless of the outcome of said application.
--

Note: (1) Acreage is based upon total acreage contained within the Planned Development District.
(2) The above fees are in addition to any other Zoning Ordinance or Subdivision fees which may also apply.

ARTICLE XVI ADMINISTRATION AND ENFORCEMENT

Section 16.2 Permits para. B. Fee

The fee to be charged for site plan review, special use permit, Planned Development District and for the issuance of a permit for both residential and non-residential construction shall be as set forth by the Town Board from time to time after a public hearing thereon and amendments thereto held at least ten (10) days after due publication of the notice of the time and place of such respective hearing.

4. ARTICLE XVII AMENDMENTS

Section 17.2 Initiation para. C

Said petition shall be accompanied by a fee, said fee to be determined from time to time by the Town Board.

Fee for amendment petition _____ \$50 per acre, \$500 Minimum
--

**All technical review, consultation, or legal fees incurred by the Town for the purposes of reviewing the petition, are reimbursable to be charged to the applicant/petitioner, regardless of the outcome of said petition
--

5. SUBDIVISION REGULATIONS FEE SCHEDULE

The following are the applicable Subdivision application fee(s):

Sketch without Improvements_____Lot/Plot/Parcel/Unit*	\$50.00
Preliminary without improvements_____Lot/Plot/Parcel/Unit**	\$150.00
Sketch with Improvements_____Lot/Plot/Parcel/Unit*	\$75.00
Preliminary with improvements_____Lot/Plot/Parcel/Unit**	\$175.00
Boundary Line Adjustment (Administrative Review Waiver) _____	\$50.00
* Includes remaining land parcel ** does not include remaining land parcel	

Fee for renewal of a previously approved subdivision plan that has not yet expired will be **50%** of the detailed preliminary plan application provided there are no changes to the original application. Once a conditional approval has expired there is no renewal option. For expired subdivision seeking reapproval, a full fee based on the prevailing schedule will be required along with a new application.

6. RECREATION FEE

\$250 per new buildable parcel or \$150 per Dwelling Unit

6. TOWN BOARD WAIVER

Application for waiver from provision in Local Law: \$500

Adopted by Town Board Resolution No. 25-207, dated 9/5/2025