



# TOWN OF WEBSTER

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## PLANNING BOARD

### FEE SCHEDULE

**All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.**

The following schedule applies to applications made to the Webster Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared in the Webster Rules and Regulations Governing the Subdivision of Land and any listings that may have been compiled from time to time for the benefit of applicants.

**Fees – Number of Checks Required:** Two checks are required at the time of submission as follows:

1. Application fee + Legal Advertising Fee (only if required) + Abutter Notification Fee (only if required). See attached worksheet to assist in calculating Abutter Notification fee which is based on current postage mailing rates.
2. Peer Review Fees

**Modifications:** Applications for modifications to previously approved permits must follow the same fee schedule.

**Peer Review Fees** – Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. Unused fees will be returned once the project is complete and the Board has authorized the return of fees.

**\*\* All Checks to be made payable to the “Town of Webster”\*\***

#### • **Approval Not Required (ANR)**

Application Fee .....	\$50.00
Lot Fee per each new lot.....	\$100.00 per lot / parcel modified or created

#### • **Special Permit & Site Plan Review**

Application Fee .....	\$200.00
Legal Advertising Fee.....	\$85.00
Abutter Notification Fee .....	based on current mailing rates
Peer Review Fees (MGL c54, §53G), separate check.....	\$2,500 minimum – if required

#### • **Site Plan Review Only**

Application Fee .....	\$100.00
Legal Advertising Fee.....	\$45.00
Abutter Notification Fee .....	based on current mailing rates
Peer Review Fees (MGL c54, §53G), separate check.....	\$2,500 minimum – if required

**Town of Webster Planning Board  
Fee Schedule - continued**

• **Special Permit Only**

Application Fees

- Standard – all uses except as noted below ..... \$100.00
- Common Driveway ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Lake Watershed Protection District ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200 (minimum)
- Over 55 Community ..... \$250 base, plus \$50 per unit
- Redevelopment Overlay District ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Sign Exception ..... \$100  
Peer Review Fees (MGL c54, §53G), separate check ..... \$200
- Telecommunications Tower \$2,000  
Peer Review Fees (MGL c54, §53G), separate check ..... To be Determined

Legal Advertising Fee ..... \$85.00

Abutter Notification Fee ..... based on current mailing rates

• **Scenic Road Hearing**

Application Fee ..... \$50.00

Legal Advertising Fee ..... \$85.00

Abutter Notification Fee ..... based on current mailing rates

• **Subdivisions**

Application Fees

- Preliminary Plan ..... \$250  
Peer Review Fees (MGL c54, §53G), separate check ..... \$2,500 minimum
- Definitive Subdivision Plan with Preliminary Plan ..... \$100 per unit  
Peer Review Fees (MGL c54, §53G), separate check ..... TBD at time of Application
- Definitive Subdivision Plan without Preliminary Plan ..... \$1,000 plus \$100 per unit  
Peer Review Fees (MGL c54, §53G), separate check ..... TBD at time of Application
- Waiver Request from Subdivision Rules & Regulations ..... \$20 per lot - maximum  
or \$500 per waiver request

Legal Advertising Fee ..... \$85.00

Abutter Notification Fee ..... based on current mailing rates

- Road Inspection Fee ..... \$50 per linear foot of centerline  
This fee to be paid in advance of inspection.

**Town of Webster Planning Board  
Fee Schedule - continued**

## **Abutter Notification Mailing Fee as of June 1, 2017\***

This fee is required at the time of Application. The Applicant pays for the postage which is based on two notifications. The Planning Department will process the mailing. The first mailing is by Certified Mail and the second mailing is by First Class Mail.

### **First Mailing – Notice of Public Hearing - via Certified Mail**

Certified Mailing Cost:.....	\$3.35
First Class Postage:.....	\$0.46
<b>Total Cost First Mailing: .....</b>	<b>\$3.81</b>

### **Second Mailing – Notice of Decision - via First Class Mail**

First Class Postage:.....	\$0.46
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**Total Postage per Abutter for two mailings: \$4.27**

*\*Note: Amounts based on current postage fees set by the United States Post Office and are subject to change accordingly.*

## **How to Calculate Abutter Notification Mailing Fee**

As part of your Application requirements you will need to obtain a Certified Abutters List from the Assessor's Office. Your list will contain the names and addresses of the all the abutters within a certain distance of your property lines based on the type of Application you are filing.

To calculate your mailing fee you will:

1. Look at the list and cross off any duplicate listings – these must be exact duplicates.
2. DO NOT cross off your name / address
3. Count the number of names / addresses left on your list
4. Multiply that number by two (2)
5. Multiply the result by \$4.27

If you need assistance please contact the Planning Department. Thank you.