

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 1

August 7, 2017

TOWN COUNCIL – Special Meeting
Council Chambers – South Windsor Town Hall

1. Call Meeting to Order

Mayor Mirek called the Special Meeting to order at 7:02 p.m.

2. Roll Call

Members Present: Mayor Carolyn Mirek
Deputy Mayor Janice Snyder
Councilor M. Saud Anwar
Councilor William Carroll
Councilor Lisa Maneeley
Councilor Liz Pendleton

Members Absent: Councilor Cindy Beaulieu
Councilor Edward Havens
Councilor Matthew Riley

Others Present: Matthew B. Galligan, Town Manager

3. Public Input/Participation

Mr. Roy Normen, Homestead Drive came before the Council to speak in favor of increasing various department fees. Over the years, the Town has focused on being a friendly, receptive Town and would hope that this will continue to be a focus of the Town. Town officials will need to make sure that the increase in fees is not impacting economic development.

Mr. Robert Dickinson, 19 Birch Road came forward in support of the increase to department fees. Many of these fees are covering the cost of the inspections that the Town presently covers.

Mr. Walter Summers, Fire Marshal came forward and thanked everyone who worked very hard on this process.

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 2

August 7, 2017

ITEM:

4. Adoption of Minutes

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meetings: Public Hearing Minutes of July 17, 2017, (seven sets); and Regular Meeting Minutes of July 17, 2017.

Was made by Carroll

Seconded by Anwar

The motion passed on a roll call vote of 5 to 0 with Councilor Maneeley abstaining.

5. Passage of Ordinance

A. Resolution Adopting an Amendment to Ordinance #179, Fire Marshal Plan Review Fees

BE IT RESOLVED that the South Windsor Town Council hereby adopts an amendment to Ordinance #179, Fire Marshal Plan Review Fees; as shown in attached, **Exhibit A**.

Was made by Councilor Carroll

Seconded by Councilor Anwar

The motion was approved, unanimously

B. Resolution Adopting an Amendment to Ordinance #187, Fire Marshal Permit Fees

BE IT RESOLVED that the South Windsor Town Council hereby adopts an amendment to Ordinance #187, Fire Marshal Permit Fees; as shown in attached, **Exhibit B**.

Was made by Councilor Pendleton

Seconded by Deputy Mayor Snyder

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 3

August 7, 2017

ITEM:

5. B. (Continued)

Councilor Anwar explained that presently included in the Ordinance is the fee structure. These Ordinances that are being voted on tonight take the fee schedule out of the Ordinance. In the future, if there is an amendment to the fees, the Town Council will have the ability to change the fees by resolution. These fees have not been updated in a long time and will help offset costs to the Town.

Mr. Galligan thanked the Town staff and the committee for working on the establishment of these fees. The fees are being raised to appropriate amounts to cover costs to the Town that are incurred while doing inspections. Mayor Mirek added that the customer service in South Windsor is excellent.

C. Resolution Adopting an Amendment to Ordinance #188, Building Code – Construction and Alteration Fees

BE IT RESOLVED that the South Windsor Town Council hereby adopts an amendment to Ordinance #188, Building Code – Construction and Alteration Fees; as shown in attached, **Exhibit C**.

Was made by Councilor Maneeley
Seconded by Councilor Pendleton
The motion was approved, unanimously

D. Resolution Adopting a Proposed Ordinance Establishing Additions to Chapter 90 – Taxation; Section 90-12 and Section 90-13

BE IT RESOLVED that the South Windsor Town Council hereby adopts a proposed Ordinance establishing additions to Chapter 90 – Taxation; Section 90-12 Withhold Granting of Building Department Permits, Certificates of Occupancy, and Licenses or Permits to Operate a Business, due to Delinquent Taxes; and Section 90-13 Procedure to Withhold; as shown in attached, **Exhibit D**.

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 4

August 7, 2017

ITEM:

5. D. (Continued)

Was made by Deputy Mayor Snyder
Seconded by Councilor Anwar

Councilor Anwar explained that this Ordinance prevents the issuance of a permit to construct an addition or make alterations to a residence if taxes are not paid.

Deputy Mayor Snyder questioned if this would apply to people who have not paid sewer fees? Mr. Galligan stated that this Ordinance would also apply for sewer fees.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

E. Resolution Adopting an Amendment to Ordinance #132, Chapter 86 – Streets, Sidewalks, and Other Public Places

BE IT RESOLVED that the South Windsor Town Council hereby adopts an amendment to Ordinance #132, Chapter 86 – Streets, Sidewalks, and Other Public Places; Article II. Obstructions, Excavations, and Driveways; Section 86-31 through 86-80; as shown in attached **Exhibit E**.

Was made by Councilor Anwar
Seconded by Deputy Mayor Snyder
The motion was approved, unanimously

F. Resolution Adopting a Proposed Ordinance Establishing Chapter 50 – Health and Sanitation

BE IT RESOLVED that the South Windsor Town Council hereby adopts a proposed Ordinance establishing Chapter 50 – Health and Sanitation; Article V. Food Establishments, Section 50-103 through Section 50-121; Article VI. Water Supply Wells, Section 50-122 through Section 50-131; and Article VII. Subsurface Sewage Disposal System (SSDS), Section 50-132 through 50-160; as shown in attached **Exhibit F**.

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 5

August 7, 2017

ITEM:

5. F. (Continued)

Was made by Councilor Carroll
Seconded by Councilor Pendleton

Mr. Luigi Sartori came before the Town Council and explained that this Ordinance proposes to formally license establishments. This proposal brings the Town of South Windsor up to date with what other municipalities are already doing. The Health Department staff has already contacted businesses to let them know that changes will be occurring. If there is an event like the Farmer's Market, the Health Department contacts that vendor, and they will be informed that an inspection will take place at the event. The Town has not charged for these inspections in the past, but with this Ordinance, an inspection fee will be charged.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

G. Resolution Adopting an Amendment to Ordinance #157, Inland Wetlands Agency Fee Structure

BE IT RESOLVED that the South Windsor Town Council hereby adopts an amendment to Ordinance #157, Inland Wetlands Agency Fee Structure; as shown in attached, **Exhibit G**.

Was made by Councilor Carroll
Seconded by Councilor Anwar

Answering questions from the Council, Mr. Summers explained that the fees are not changing. The only change to this Ordinance is language that says State fees are not included in the fee structure. A resolution will be discussed later in the meeting which shows the fee schedule.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 6

August 7, 2017

ITEM:

6. New Business

A. Resolution Establishing a Fee Schedule for the Fire Marshal Plan Review Fees

WHEREAS, the Town of South Windsor's Municipal Code Chapter 14, Article I., Section 14-1 makes provisions for the implementation of plan review fees for the Fire Marshal Department for services provided by the Town of South Windsor; and

WHEREAS, the South Windsor Town Council has amended the Ordinance to reflect that the Town Council may make changes to the fee schedule by resolution; and

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Fire Marshal Plan Review Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule is modified as follows, and attached hereto as **Exhibit H**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Fire Marshal Plan Review Fee Schedule as shown in **Exhibit H**. This fee will become effective September 5, 2017.

Was made by Councilor Pendleton
Seconded by Councilor Snyder
The motion was approved, unanimously

B. Resolution Establishing a Fee Schedule for the Fire Marshal Permit Fees

WHEREAS, the Town of South Windsor's Municipal Code Chapter 14, Article I., Section 14-2 makes provisions for the implementation of permit fees for services for the Fire Marshal Department provided by the Town of South Windsor; and

(Resolution Continued on Next Page)

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

Page 7

August 7, 2017

ITEM:

6. B. (Continued)

WHEREAS, the South Windsor Town Council has amended the Ordinance to reflect that the Town Council may make changes to the fee schedule by resolution; and

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Fire Marshal Permit Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule is modified as follows, and attached hereto as **Exhibit I**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council here adopts the Fire Marshal Permit Fee Schedule as shown in **Exhibit I**. This fee will become effective September 5, 2017.

Was made by Councilor Maneeley
Seconded by Councilor Carroll

Mr. Summers explained to the Council that presently there are no mandated fees by the State of Connecticut for the Fire Marshal, but a fee was put into the schedule just in case this changes.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

C. Resolution Establishing a Fee Schedule for the Building Department

WHEREAS, the Town of South Windsor's Municipal Code Chapter 14, Article II. Section 14-31 makes provisions for the implementation of construction and alteration fees for the Building Department for services provided by the Town of South Windsor; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 8

August 7, 2017

ITEM:

6. C. (Continued)

WHEREAS, the South Windsor Town Council has amended the Ordinance to reflect that the Town Council may make changes to the fee schedule by resolution; and

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Building Department Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule is modified as follows, and attached hereto as **Exhibit J**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Building Department Fee Schedule as shown in **Exhibit J**. This fee will become effective September 5, 2017.

Was made by Deputy Mayor Snyder
Seconded by Councilor Maneeley

Mr. Galligan explained that the \$18.00 fee would include the State charge.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

D. Resolution Establishing a Fee Schedule for the Engineering Department

WHEREAS, the Town of South Windsor's Municipal Code Chapter 86, Article II, Section 86-36 makes provisions for the implementation of fees for obstruction, excavation, and driveways for the Engineering Department for services provided by the Town of South Windsor; and

WHEREAS, the South Windsor Town Council has amended the Ordinance to reflect that the Town Council may make changes to the fee schedule by resolution; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 9

August 7, 2017

ITEM:

6. D. (Continued)

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Engineering Department Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule is modified as follows, and attached hereto as **Exhibit K**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Engineering Department Fee Schedule as shown in **Exhibit K**. This fee will become effective September 5, 2017.

Was made by Councilor Anwar
Seconded by Deputy Mayor Snyder

Councilor Carroll stated that he is in favor of this Ordinance and is happy that the Engineering Department will be compensated for their time when they review documents and plans.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

E. Resolution Establishing a Fee Schedule for the Health Department

WHEREAS, the Town of South Windsor's Municipal Code Chapter 50, Article V. Food Establishments, Sections 50-103 through 50-121, Article VI. Water Supply Wells, Sections 50-122 through 50-131, and Article VII. Subsurface Sewage Disposal Systems, Section 50-132 through 50-160 makes provisions for the implementation of Health Department fees for services provided by the Town of South Windsor; and

WHEREAS, the South Windsor Town Council has amended the Ordinance to reflect that the Town Council may make changes to the permit fee schedule by resolution; and

(Resolution Continued on Next Page)

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 10

August 7, 2017

ITEM:

6. E. (Continued)

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Health Department Permit Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule is modified as follows, and attached hereto as **Exhibit L**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Health Department Permit Fee Schedule as shown in **Exhibit L**. This fee will become effective September 5, 2017.

Was made by Councilor Carroll
Seconded by Councilor Maneeley

Mr. Luigi Sartori, Director of Health, explained to the Council that the \$100.00 reinspection fee is what a business will be charged if they fail an inspection and the Health Department has to go back to re-inspect. Mr. Sartori explained the different Classes that are in the Ordinance to the Council. Mr. Sartori then informed the Council that the State defines catering in the Public Health Code. It is essentially a mass preparation of food at one location. The Health Department will have multiple discussions with the catering company before an event. Many vendors coming from out of Town to do an event in South Windsor will pull a temporary event permit which gives them a maximum of seven days at one location.

Councilor Anwar stated he would support this Ordinance at this time but would like to have more discussions about catering in the future. Councilor Anwar stated that he does not want the Town to restrict residential activities. Mayor Mirek requested that Mr. Sartori send her the changes in the food code that were passed by Legislation.

Mr. Luigi explained that at this time there are no inspections done at tattoo parlors or nail salons.

Mayor Mirek called for a vote on the motion; it was approved, unanimously.

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 11

August 7, 2017

ITEM:

6. New Business (Continued)

F. Resolution Establishing a Fee Schedule for the Inland Wetlands Agency

WHEREAS, the Town of South Windsor's Municipal Code Chapter 2, Article III., Division 14, Section 2-422, makes provisions for the implementation of fees for the services for the Inland Wetlands Agency provided by the Town of South Windsor; and

WHEREAS, the South Windsor Town Council has amended the Ordinance to reflect that the Town Council may make changes to the fee schedule by resolution; and

WHEREAS, it is the policy of the Town of South Windsor to review and amend, as required, the Inland Wetlands Agency Fee Schedule when fees are changed or corrections and/or clarifications need to be made to the Fee Schedule; and

WHEREAS, the Fee Schedule is modified as follows, and attached hereto as **Exhibit M**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby adopts the Inland Wetlands Agency Fee Schedule as shown in **Exhibit M**. This fee will become effective September 5, 2017.

Was made by Councilor Pendleton
Seconded by Deputy Mayor Snyder
The motion was approved, unanimously

7. Executive Session

None

TOWN COUNCIL
TOWN OF SOUTH WINDSOR

Minutes

Page 12

August 7, 2017

ITEM:

6. Adjournment

At 7:51 p.m. Deputy Mayor Snyder made a motion to adjourn the Special Meeting. Councilor Anwar seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

ORDINANCE ###

AMENDMENT TO ORDINANCE #179 AND TO THE CODE OF ORDINANCES
CHAPTER 14, ARTICLE I SECTION 14-1 FIRE MARSHAL PLAN REVIEW FEES.

ARTICLE I. IN GENERAL

Sec. 14-1. Fire marshal plan review fees.

- (a) The Town of South Windsor shall charge a fee set by the Town Council for all plan reviews required by Connecticut State Fire Safety Code, 29-292-1(e), et seq., or for plan reviews required under similar fire safety codes hereafter adopted, as the same may be amended from time to time.
- (b) The plan review fees set forth in this section shall be paid in full prior to the office of the fire marshal taking any action to review or approve plans submitted or resubmitted to said office. All fees paid to the office of fire marshal shall be nonrefundable.
- (c) No plan review fees authorized by this section shall apply to plans submitted or resubmitted by municipal or state governmental agencies, subdivisions or entities.
- (d) Any building plans for buildings 50,000 square feet or greater may be required to have an independent plan review, as determined at the sole discretion of the office of the fire marshal. The independent plan review shall be conducted by a plan reviewer hired by the applicant and subject to the approval of the office of the fire marshal. The applicant shall pay all costs associated with the contracted plan reviewer's independent review. The applicant shall submit the plan reviewer's written report, along with documentation that the reviewer's costs have been paid in full, prior to the office of the fire marshal's review and approval of any such plan.

ORDINANCE ###

AMENDMENT TO ORDINANCE #187 AND TO THE CODE OF ORDINANCES CHAPTER 14, ARTICLE I
SECTION 14-2 FIRE MARSHAL PERMIT AND PLAN REVIEW FEES WHICH ARE AMENDED AND
RESTATED

Sec. 14-2. - Fire marshal permit fees.

Fire Marshal permit and plan review fees shall be set by the Town Council.

ORDINANCE ###

AMENDMENT TO ORDINANCE #188 AND TO THE CODE OF ORDINANCES CHAPTER 14, ARTICLE II BUILDING CODE, CONCERNING CONSTRUCTION, ALTERATION, BUILDING PERMIT, MOVING AND DEMOLITION FEES, FEE FOR SIGNS AND ENGINEERING INSPECTION FEE, WHICH IS AMENDED AND RESTATED.

ARTICLE II. BUILDING CODE

Sec. 14-31. Construction and alteration fees.

- (a) *Permits.* All building permit, trade permit, certificate of occupancy, moving of buildings, demolition, signs, and engineering inspection fees shall be set by the Town Council.
- (b) *Cost of project.* Building and trade permit fees shall be based upon the cost of construction and the materials to be supplied in conjunction with the project described in the permit. The owner or contractor shall supply the building official with an estimate of the total job covered under the permit. All trade permits shall have individual costs and fees.
- (c) *Accepted value.* The cost of materials and labor of a project accepted by the building official shall be in accordance with the ICC portion of the Connecticut State Building Code, Section 108.3.
- (d) *Affidavit.* An affidavit under oath under penalties of false statement of actual final cost for all new structures and major additions shall be signed by the owner, agent or contractor for the project prior to the issuance of a certificate of occupancy; and the fee shall then be appropriately adjusted. Affidavits for other construction permit costs may be required by the building official.
- (e) *Moving of buildings.* The permit fee for moving a building shall be based on the estimated cost of the move. Any additional costs, such as traffic control or newspaper advertising, shall be paid by the applicant in addition to the permit fee.
- (f) *Demolition.* The permit fee for the demolition of buildings shall be based on the estimated cost of the demolition. Letters of disconnect from any applicable utility shall be submitted to the building official prior to the issuance of the demolition permit.
- (g) *Signs.* The permit fee for signs shall be based on the estimated cost of the sign and its installation.
- (h) *Engineering inspection fees.* Where an engineering inspection is necessary to establish compliance with an approved site/plot plan for the issuance of a certificate of occupancy according to the zoning and subdivision regulations, an inspection fee shall be assessed when the request for a site inspection is made.

ORDINANCE ###

ADDITION TO CHAPTER 90 – TAXATION

ADDITION TO CHAPTER 90 ADDING SECTIONS 90-12 AND 90-13

Sec. 90-12. Withhold Granting of Building Department Permits, Certificates of Occupancy, Licenses or Permits to Operate a Business, due to Delinquent Taxes

(a) Pursuant to C.G.S. §7-148(c)(2)(B) the Town of South Windsor hereby prohibits the granting of building permits, trade permits, and certificates of occupancy issued by the Town to persons or business enterprises who are delinquent on their municipal taxes, personal property taxes, or Water Pollution Control Authority sewer user fee, sewer surcharges, or sewer assessments.

(b) Pursuant to C.G.S. §12-146a the Town of South Windsor shall withhold or revoke any license or permit to operate a business enterprise if any taxes levied against personal property used in such business enterprises are delinquent and have been so delinquent for a period of not less than one year.

Sec. 90-13. Procedure to Withhold

(a) The Collector of Revenue shall file with the Building Official, Health Department and Town Manager a list of all property addresses, property owners and/or business enterprises who are delinquent in making payments for real property taxes, personal property taxes, sewer use taxes and any municipal assessments as of August 1st and February 1st of each year.

(b) Before approving any application, the Building Official or Health Official shall require any person, business enterprise and/or applicant for property appearing on said list to:

1. Obtain a certification from the Collector of Revenue that the delinquent taxes and/or assessments have been paid; or

2. Obtain a certification from the Collector of Revenue that the taxpayer has entered into an acceptable agreement with the Collector of Revenue for the payment of the delinquent taxes and/or assessments; provided, however, that the failure of such taxpayer to pay the delinquency in accord with such agreement shall entitle the Town to revoke the permit under which work at the property is proceeding and to refuse to issue further certificates in connection therewith.

(c) The Building Official or Health Official may grant an application without the payment of all delinquent taxes if he certifies, in writing, that any emergency exists affecting the health and safety of the occupants of a building or property that is delinquent in property taxes.

(d) The Collector of Revenue, Building Official, and Health Official shall develop the necessary forms to implement this section.

**AMENDMENT TO ORDINANCE NUMBER 132 ENTITLED AMENDMENT
TO THE CODE OF ORDINANCES CHAPTER 86, STREETS, SIDEWALKS
AND OTHER PLACES, ARTICLE II – OBSTRUCTIONS, EXCAVATION AND
DRIVEWAYS, SECTIONS 86-31 THRU 86-80**

Chapter 86 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE II. - OBSTRUCTIONS, EXCAVATIONS AND DRIVEWAYS

Sec. 86-31. - Scope and purpose.

It is the purpose of this article to regulate the making of openings or placing of obstructions within the limits of public highways, including openings in curbs and sidewalks and the installation of driveways, and to establish responsibility for such excavations and obstructions until they are restored or removed.

Sec. 86-32. - Permit required.

Except as otherwise provided, no persons, public utility or public agency other than the town or its agent shall excavate any part of any street or highway under the control of or maintained by the town, or dig below the surface thereof, or place any obstruction thereon, or construct a driveway entrance from any street, without first obtaining a permit therefor from the director of public works or his authorized representative. For emergency utility repairs, see section 86-45(b).

Sec. 86-33. - Application for permit.

No permit required by section 86-32 shall be issued until after receipt of an application, to be made in writing on forms provided by the director of public works and signed by the applicant or his authorized representative.

Sec. 86-34. - Surety bond.

No permit required by section 86-32 shall be issued until after the applicant has deposited with the town a surety bond guaranteeing that any excavation made under such permit will be restored without cost to the town. Such bond shall be in an amount and for a period of time determined to be appropriate by the director of public works and shall be issued by a surety company licensed to do business in and having a place of business in the state. The director of public works shall prepare reasonable rules governing the application of this section, and in the case of any governmental agency or public service company as defined in the general statutes, such rules may provide for the acceptance of any legally binding agreement in lieu of a surety bond as aforesaid.

Sec. 86-35. - Liability insurance.

No permit required by section 86-32 shall be issued until after the applicant has filed with the town a certificate of insurance showing limits of liability equal to or exceeding the coverage carried by the town conditioned substantially that the applicant shall indemnify and save harmless the

town, its officers and employees and the director of public works and his agents, from all suits and actions of every name and description brought against the town, or any officer or employee of the town for or on account of any injuries or damages received or sustained by any person in consequence of or resulting from any work performed by the applicant, his servants or agents, or of or from any act or omission of the applicant, his servants or agents.

Sec. 86-36. - Fee for permit.

Every Permittee shall pay a fee for permits issued under the provisions of this article. Fee schedule shall be set by the Town Council.

Sec. 86-37. - Fee for permanent patching.

The fee for the permanent patching of the roadway shall be collected prior to issuance of a permit. This fee shall be based upon the estimated size of the patch and upon the estimated costs developed by the director of public works or his agents. A minimum fee shall be established by the director for uses in situations where a per-square-foot charge does not reflect actual costs. These costs shall be updated periodically at least once a year.

Sec. 86-38. - Additional fee.

If after the permittee has completed the work of permanent patching and it is determined that the size of the patch is larger than that estimated, an additional fee shall be collected from the permittee. If the actual cost of the permanent patch exceeds the fee collected from the permittee, the permittee will be billed the difference in costs. If the actual cost is less than that collected from the permittee, the permittee will be reimbursed the difference in costs.

Sec. 86-39. - Issuance of permit.

Upon the filing of an application, payment of permanent patch deposit, and payment of the required application fee, the director of public works shall cause to be issued, on forms provided by him, a permit specifying the nature and location of the work to be done; the terms and conditions of such work, which terms and conditions shall be based upon the requirements of the public welfare and safety; and the time within which the work is to be completed, which shall not be longer than one year from the date of the permit. Notwithstanding such other conditions as may be imposed, or any provision contained herein to the contrary, it shall be a condition of each permit issued under this article that the permittee shall for a period of one year from the date of completion of work of such permit, unless sooner released from this condition over the written signature of the director of public works or his authorized representative or until the town constructs or causes to be constructed the permanent roadway patch, save harmless the town from all claims for penalties and damages arising from or in consequence of any work performed by or any act or omission of the applicant under such permit.

Sec. 86-40. - Expiration of permit.

Permits issued under the provisions of this article shall expire in accordance with the following conditions:

- (1) Upon completion of all work specified on the permit, including the restoration of any excavation, the removal of any obstruction and temporary roadway patch, the permittee may present his permit to the director of public works or his authorized representative, who shall cause such work to be inspected and, if the work has been completed to his satisfaction, and in accordance with the terms and conditions of the permit, shall certify thereon as to the completion of the work and the expiration of the permit.
- (2) Expiration of the permit shall not be deemed to imply that the permittee is released of the obligation to maintain the work. The permittee is responsible to maintain the temporary roadway patch until a permanent patch is in place.
- (3) The installation of the permanent roadway patch shall not relieve the permittee of his obligation if after the permanent roadway patch is installed it fails and it is proven that failure was a result of the work done by the permittee.

Sec. 86-41. - Inspection by director.

- (a) The director of public works or his authorized representative is empowered to inspect, or cause to have inspected, at any time any or all work being performed under a permit issued under the provisions of this article.
- (b) If in the opinion of the director the public safety and welfare so warrant, or if the work is not satisfactory or not in accordance with town standards, he may direct the permittee to restore any excavation or remove any obstruction within 12 hours of such notice; and, if such excavation is not restored or such obstruction removed within that period, he may cause such work to be done, and the permittee shall be responsible for the full expense of such work.

Sec. 86-42. - Requirements for pavement patching.

The minimum requirements for temporary and permanent patching shall be as specified in the street cut permit manual, which shall be provided with the street cut application form.

Sec. 86-43. - Other requirements.

- (a) The permittee shall be responsible to repair or replace any damage caused by the permittee or his assigns to existing sidewalks, curbs, yards, mailboxes and any other such existing aperture or property. These shall be replaced or repaired in as good a condition as they were before being disturbed.
- (b) The permittee shall be responsible for following additional technical and detailed requirements as enumerated in the street cut permit manual, which shall be provided with the street cut application form.

Sec. 86-44. - Exceptions.

- (a) None of the other provisions of this article shall apply to any work performed in connection with the installation, maintenance, repair, replacement or relocation of utility poles owned by any public service company, nor to the erection of any temporary protection warning signs or devices.
- (b) Nothing in this article shall be construed to prevent or unduly delay the making of any necessary excavation of the performance of any work related thereto by any public service company in the event of any emergency; and in such cases such public service company may proceed with such work without regard for the provisions of this article provided that within a reasonable period of time after the cessation of such emergency, and not longer than five days, all provisions of this article shall become effective with respect to such work.

Sec. 86-45. - Conflicts.

The permit required by section 86-32 shall not be construed as giving permission to perform any work that conflicts with or is expressly forbidden by any planning and zoning, inland-wetlands agency/conservation commission or water pollution control authority approvals. All such approvals shall govern.

Sec. 86-46. - Legal obligations.

Nothing contained in this article shall be construed to relieve any permittee from any obligations or liabilities of the town or to any other parties that may be imposed upon him by law.

86-47. - Penalty.

(a) Violation of this article shall be an infraction as provided for in Connecticut General Statute 51-164m and 51-164n, as the same may be modified from time to time.

(b) A fine of \$250.00 per day shall be assessed for each violation, and each day such violation continues shall be deemed to be a separate offense.

Secs. 86-48—86-80. - Reserved.

ORDINANCE ####

ADDITION TO CHAPTER 50 – HEALTH AND SANITATION

ADDITION TO CHAPTER 50 ADDING, ARTICLE V FOOD ESTABLISHMENTS, ARTICLE VI WATER SUPPLY WELLS, AND ARTICLE VII SUBSURFACE SEWAGE DISPOSAL SYSTEMS (SSDS) SECTIONS 50-103 THRU 50-160

ARTICLE V. Food Establishments

Sec. 50-103. Purpose.

This article authorizes and provides provisions for municipal enforcement of Section 19-13-B42, Section 19-13-B48, and Section 19-13-B49, inclusive of the Public Health Code of the State of Connecticut (the "Public Health Code") and of any amendments thereof hereafter adopted, all of which deal with sanitation of restaurants, food operations, and other places preparing and serving food and beverages.

Sec. 50-104. Definitions.

Food service establishment: establishment engaged in the retail sale of food, including itinerant vendors who transport food for the purpose of retail sale, temporary food service operations and caterers whose fixed base of operation are located within the Town's boundaries.

Foods: any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use, or for sale, in whole or in part for human consumption.

Not-for-profit organization: a non profit tax exempt organization.

Public event: event to which the general public is invited by advertisement or advertisements circulated or directed to the public at large and where food is served or made available.

Temporary food establishment: food establishment that operates at a fixed location for a temporary period of time, not to exceed two (2) weeks, in connection with a carnival, circus, public exhibition, festival, celebration, or similar transitory gathering

Sec. 50-105. Authority.

This section is enacted pursuant to the provisions of Sections 7-148 & 19a-36 of the Connecticut General Statutes. The Director of Health and his/her agent(s) shall be charged with the enforcement of the provisions of this Article and the Public Health Code.

Sec. 50-106. Permit to Operate Food Service Establishment.

(a) No person shall operate a food service establishment without a valid permit issued by the Director of Health. Only a person who complies with the requirements of this section and the Public Health Code shall be entitled to receive or retain such permit. Permits are not transferable and shall be renewed annually. A valid permit shall be posted in a conspicuous public location, visible to the patrons of the establishment.

(b) The provisions of this section shall apply to every food establishment in the business of manufacturing for sale or dispensing of food and/or beverages intended for human consumption, and every person operating a hotel, restaurant, store or vehicle for selling or dispensing food and/or beverages to the public.

Sec. 50-107. Classifications of Food Service Establishments.

(a) *Classification.* For purposes of this article, the following classifications of retail food establishments are adopted.

(1) *Class I:* a food establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged pre-cooked foods may be heated and served in the original package within four (4) hours of being heated.

(2) *Class II:* a food establishment using cold or ready to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours of being heated.

(3) *Class III:* a food establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.

(4) *Class IV:* a food establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.

Sec. 50-108. Permit Application.

(a) Every person proposing to operate a food establishment shall make written application on forms provided by the Director of Health.

(b) The Director of Health shall issue a permit to the applicant when the food establishment is found to be in compliance with the requirements of this chapter, the Public Health Code of the State of Connecticut, and all other applicable regulations and policies within the Town of South Windsor.

Sec. 50-109. Plan Review and Fees.

(a) Every person who:

(1) Proposes to remodel or alter an existing building or portion thereof which is being used or is proposed to be used as a food establishment or,

(2) Proposes to construct a new building which is to be used in whole or in part as a food establishment or,

(3) Proposes a menu change resulting in a reclassification of the existing food establishment to a Class III or Class IV as described in section 50-130 or,

(4) Takes over ownership of an existing food establishment or,

(5) Proposes to operate as an itinerant vendor,

shall prior to the start of such remodeling, construction, change in ownership (including the transfer of a majority interest in any corporation, limited liability company or limited liability partnership) and/or making sales as an itinerant vendor, submit an application, draft menu, Qualified Food Operator certificates (if applicable), plans, and applicable fees, to the Director of Health for approval.

(b) Such plans shall be drawn to a scale of no less than one-fourth (1/4) inch equals one (1) foot. The plans and specifications shall indicate the proposed floor plan or layout, construction materials of work areas and the type and model of proposed equipment.

(c) The Director of Health or his/her agent shall have a minimum of thirty (30) days to complete the plan review process.

(d) Plan review fees for each class shall be established by the Town Council

Sec. 50-110. Temporary food establishment permitting.

- (a) Any person applying for a temporary food service permit shall make written application to the Town's Health Department. All applicants shall make the required application at least fourteen (14) days prior to the event.
- (b) The Director of Health shall issue a permit to the applicant if proposed temporary food establishment complies with the requirements of this section and the Public Health Code.
- (c) Temporary permits shall not exceed a period of fourteen (14) days.

Sec. 50-111. Food Service Establishment Permit Fee.

- (a) Annual fees for food service establishments for each permit or renewal shall be established by the Town Council.
- (b) Not-for-profit organizations which maintain permanent kitchen facilities or apply for temporary permits and are subject to regulations Section 19-13-B42 and 19-13-B48 of the Connecticut Public Health Code are hereby exempt from any food service establishment permit fee payment.

Sec. 50-112. Non-transferability of Permit.

Permits and renewals issued under this section are not transferable by address, owner or change of classification. Any change of address, owner or classification shall require a new permit.

Sec. 50-113. Permit expiration.

All permits shall expire annually on December 31st and be renewed for another year upon application and payment of the annual fee, regardless of when the original application for a permit was made.

Sec. 50-114. Suspension or revocation; Appeals.

- (a) The Director of Health may suspend any permit to operate a food establishment if the permit holder does not comply with the requirements of this chapter or the Public Health Code. If the Director of Health or his/her authorized agent finds unsanitary conditions in the operation of a food establishment which in his/her judgment constitute a substantial hazard to public health, he/she shall immediately notify the permit holder or operator in writing, citing such conditions and specifying the corrective action to be taken and the time period within which such action shall be taken. If deemed necessary, he/she will order immediate correction. If the corrections are not made in the stated time, the permit shall be suspended. Suspension is effective upon service of a notice as stated in this article. When a permit is suspended, food service activities shall immediately cease.
- (b) Whenever a permit is suspended, the permit holder or person in charge may, within forty-eight (48) hours, file a written appeal with the Director of Health. If no appeal is filed within forty-eight (48) hours, the suspension becomes final and the permit is revoked. If an appeal is filed, the Director of Health or his/her appointed designee shall schedule a hearing within a reasonable time, rendering a decision within ten (10) days.
- (c) The Director of Health may revoke a food service permit for serious or repeated violations of any of the requirements of this section or the Public Health Code or for interference with the Director of Health or his authorized agent in the performance of their duties. Prior to revocation, the Director of Health shall notify the permit holder or person in charge, in writing, of the reason for which the permit is subject to revocation

and that the permit shall be revoked effective upon service of such notice unless an appeal is filed within forty-eight (48) hours. If no appeal is filed within forty-eight (48) hours of service of said notice, the revocation of the permit becomes final. When a permit is finally revoked, food service activities shall immediately cease. If any appeal is filed, the Director of Health shall thereupon immediately examine the merits of such revocation and may vacate or affirm such revocation.

Sec. 50-115. Reapplication for permit.

(a) *Suspension.* Whenever a permit has been suspended, the holder of the suspended permit may make written request for reinstatement of the suspended permit. Within ten (10) days following receipt of such written request, including a statement signed by the applicant that in his opinion the conditions causing the suspension have been corrected, the Director of Health or his/her authorized agent shall make a re-inspection. If the applicant is found to be complying with the requirements of this section and the Public Health Code, the permit shall be reinstated.

(b) *Revocation.* Following a revocation, a written application may be made pursuant to Section 50-131 herein. Upon payment of the annual fee and following a successful re-inspection, the permit shall be reinstated.

Sec. 50-116. Service of notice.

Service of notice as provided for in this article is deemed to be properly served when it is delivered to the permit holder or person in charge of the food establishment or when it is sent by registered or certified mail, return receipt requested, to the address of the food establishment shown on the last completed application of the permit holder. Service is complete upon mailing and not receipt of said notice. A copy of any such notice shall be filed in the records of the Director of Health.

Sec. 50-117. Examination and condemnation of food.

(a) Food establishments may be inspected and food samples taken therefrom may be analyzed by the Director of health or his/her authorized agent as often as deemed necessary for enforcement of this section or the Public Health Code. The Director of Health or his/her authorized agent shall notify the owner or person in charge of the food establishment specifying the reasons to place a hold order on any food or beverage believed to be unfit for human consumption. The Director of Health or his/her authorized agent shall tag, label or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served or removed from the establishment. The Director of Health shall permit storage of the food under conditions specified in the hold order. If food storage is not possible without risk to the public health, an order for destruction will be issued by the Director of Health or his/her agent which shall be immediately accomplished by the food establishment.

(b) The hold order shall state that a request for hearing may be filed with the Director of Health within forty-eight (48) hours. In the event no hearing is requested, the food shall be destroyed immediately upon expiration of said (48) hour period. If requested the Director of Health or his/her designee shall hold a hearing, and on the basis of evidence produced at the hearing, the hold order may be vacated or the owner or person in charge of the food may be ordered to denature or destroy such food or bring it into compliance with the provisions of this section or the Public Health Code. The requested hearing must take place within twenty four (24) hours from the issuance of the hold order.

Sec. 50-118. Penalties.

- (a) Any person who operates a food and/or beverage establishment without a valid food permit or found to be in violation of this article shall be issued an infraction as provided for in C.G.S. §§ 51-164m and 51-164n, as the same may be amended from time to time.
- (b) In addition to any other penalties, a fine of \$250.00 shall be assessed for each violation that constitutes an offense under this section.
- (c) Each day of the violation thereof shall be deemed a separate offense.
- (d) If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be responsible for the Town's costs, together with reasonable attorney's fees.

Sec 50-119 – 50-121 Reserved.

ARTICLE VI. WATER SUPPLY WELLS

Sec. 50-122. Purpose.

This article is enacted pursuant to the powers and duties set forth in the Connecticut Public Health Code Section 19-13-B51a through 19-13-B51m.

Sec. 50-123. Definitions

Water Supply Well - Water supply well means an artificial excavation, constructed by any method, for the purpose of obtaining water for drinking or other domestic use.

Sec. 50-124 Authority

This section is enacted pursuant to the provisions of Sections 7-148 & 19a-36 of the Connecticut General Statutes. The Director of Health and his/her agent(s) shall be charged with the enforcement of the provisions of this Article and the Public Health Code.

Sec. 50-125 Well Permit.

No person shall commence excavation without obtaining a permit from the Director of Health.

Sec. 50-126 Fee

A fee established by the Town Council shall be collected for each permit to construct and/or repair a water supply well.

Sec. 50-127 Penalties

Any person violating Sec. 50-125 shall be fined \$250.00 and shall be required to obtain said permit. Failure to obtain said permit in a reasonable time shall be considered a separate offense subject to a \$250.00 fine unless such excavation is ceased.

Sec. 50-128 – 50-131 Reserved.

ARTICLE VII. SUBSURFACE SEWAGE DISPOSAL SYSTEMS (SSDS)

Sec 50-132. Purpose.

This code is enacted pursuant to the powers and duties set forth in Connecticut 19-13-B103 of the Public Health Code, as they are amended from time to time, and are hereby adopted as a part of this code.

Sec 50-133. Definitions

Subsurface sewage disposal system (SSDS): a system consisting of a house sewer, a septic tank followed by a leaching system, any necessary pumps and siphons, and any groundwater control system on which the operation of the leaching system is dependent.

Approved: an SSDS acceptable to the Director of Health based on a determination as to conformance with the requirements of this code and the Public Health Code and/or good public health practices.

Licensed Installer: a person licensed pursuant to Chapter 393a of the General Statutes of the State of Connecticut.

Plan Review: the review of plans associated with the design and construction of a private subsurface sewage disposal system.

Sec 50-134. Actions Requiring Approval of Director of Health.

(a) No person shall construct, alter, repair, enlarge or modify a SSDS that serves any existing building or structure without first having obtained a permit from of the Director of Health.

(b) No person shall enlarge, remodel or change the present use of any existing building or structure served by a SSDS without first having obtained the written approval of the Director of Health.

Sec 50-135. Soil Testing Requirements

(a) Applications for soil testing and site evaluation shall be made on forms provided by the Director of Health, signed by the property owner or his duly authorized agent and shall be accompanied by the appropriate fee.

(b) All soil testing shall be performed in the manner prescribed by the Public Health Code and Technical Standards.

Sec 50-136. Application Process for SSDS Plan Approval

(a) Applications to approve a plan to alter, repair, enlarge or modify an existing SSDS or to construct a new SSDS shall be made on forms provided by the Director of Health and be accompanied by the appropriate fee as specified in the fee schedule. Applications must be complete and contain all information necessary to demonstrate compliance with the requirements of the Public Health Code and Technical Standards. Applications must be signed by the property owner or his duly authorized agent.

(b) To construct a new SSDS, two sets of plans prepared by a Professional Engineer (P.E.), licensed by the State of Connecticut, bearing the seal and original signature of the engineer shall be submitted for review. Plans shall be at a minimum scale of 1" = 30', have minimum two foot contours and field topography in the area of the leaching system, contain all soil test results, including percolation test data, provide a cross sectional detail of the leaching system with all appropriate elevations and any other information needed to ensure Code requirements can be met at the site. One set of returnable building plans must accompany the application.

(c) The Director of Health may require that plans for the alteration, repair or modification

of an existing SSDS be prepared by a P.E. if, in his opinion, the site presents especially difficult conditions and/or the plan prepared by the owner or his agent does not adequately address the site conditions or does not demonstrate compliance with the Public Health Code and Technical Standards. If the Director of Health does not require engineered plans for the alteration, repair or modification of an existing SSDS, then the services of a licensed professional subsurface sewage disposal installer are required.

(d) Upon the receipt of a properly completed application, plan and supporting documentation, the Director of Health shall review the plan or proposal within ten (10) days of submittal. If the plan is found to be in compliance with the Public Health Code and Technical Standards, the Director of Health shall approve the plan and issue a letter of approval, which shall contain any conditions of approval. If the plan is not in compliance with the Public Health Code and Technical Standards, the Director of Health shall provide a written report to the applicant and/or the design engineer detailing the reasons why the plan has not been approved.

(e) The approval of a plan to install a new SSDS or to alter, repair, enlarge or modify an existing SSDS shall not constitute a permit to construct or install and shall expire twelve (12) months from the date of issuance. Plan approvals may be renewed for an additional twelve (12) month period by the Director of Health upon a showing of good cause.

Sec 50-137 Permit to Construct or Install SSDS.

(a) No person shall construct or install, alter, repair, enlarge or modify any new or existing SSDS without first obtaining a Permit from the Director of Health. Applications shall be made on forms provided by the Director of Health, signed by a licensed installer and shall be accompanied by the appropriate fee as specified in the fee schedule.

(b) At time of application, the licensed installer must provide the Director of Health with a copy of his valid subsurface sewage disposal system installer's license issued pursuant to Section 20-341 of the General Statutes of the State of Connecticut.

(c) Upon receipt of a properly completed application and fee, the Director of Health shall issue a permit to construct or install a SSDS in accordance with the approved plan together with a copy of the approved plan and the Plan Review with any comments. The permit to construct/install shall expire one year from the date of issuance, and shall not be transferable from place to place or from one installer to another. Permit fee(s) are not refundable.

(d) The SSDS shall be constructed in strict accordance with the provisions of the approved plan and the conditions set forth in the Permit to Construct or Install, unless an exception is granted in writing by the Director of Health.

(e) Exceptions to the Code may only be granted for the repair, replacement, enlargement or modifications to existing septic systems and shall not be granted for new construction. Permits in locations where Exceptions are needed shall not be issued until the required forms and supporting documentation are submitted to this office.

Sec 50-138. SSDS Final Approval / Permit to Discharge.

(a) No SSDS shall be placed into use until it has been inspected and approved by the Director of Health. The licensed installer shall submit to the Director of Health an "as-built" plan of the SSDS after the final inspection has been completed and the installation has been approved by the inspector. Upon completion and passing of the final inspection and receipt of all required documentation, the Director of Health shall issue a permit to discharge for the system as specified in the Public Health Code.

(b) A final permit to discharge for an individual SSDS system shall not be issued until the installation is completed and an approved as-built drawing is submitted to the satisfaction of the sanitarian.

(c) Any Exceptions to the Code must be noted on the Permit to Discharge.

(d) Where the Soil Air process has been utilized, the Permit to Discharge shall note any Code exceptions and will require that monitoring data on system performance is submitted on an annual basis by the licensed installer. The Director of Health shall be notified in writing in the event the Soil Air System is no longer in use. Orders to install a Code complying system may be issued by the Director of Health if a surface failure occurs while the Soil Air System is in use or if its use is discontinued.

Sec 50-139. Determination of Adequacy of SSDS by Sanitarian.

When in the opinion of the town sanitarian he/she determines that the requirements of this Section do not appear sufficient to provide adequate waste disposal by a SSDS at a specific location, the sanitarian may require such facilities or measures as he/she shall deem necessary to provide the required waste disposal.

Sec 50-140. Subdivision Reviews.

(a) No proposed subdivision requiring private SSDS shall be approved until the Director of Health has observed soil testing on the land thereof and has filed a report regarding the feasibility of SSDS with the appropriate planning and/or zoning commission.

(b) All requests for the observation of soil tests at proposed subdivision sites must be made at least one month prior to the planning and/or zoning commission meeting at which said subdivision sites shall be considered and shall be made in writing on forms provided by the Director of Health. Such requests shall be accompanied by a preliminary subdivision site plan indicating the number and location of each proposed lot, subdivision location relative to existing roads and the appropriate fee as listed in the fee schedule.

(c) Prior to site testing, all lots shall be numbered in the field according to the subdivision site plan location.

(d) At least three deep observation pits per proposed lot shall be required with two test pits to be dug in the likely areas of the primary and another in the likely area for the reserve. Fewer pits may be acceptable if site conditions warrant such reduction.

(e) To assure the accuracy of deep observation pit findings, the Director of Health, or his authorized agent, shall be present during testing.

(f) At least one percolation tests shall be performed on each proposed lot.

(g) It shall be the responsibility of the property owner to fill in all test holes after evaluation by the Director of Health.

Sec. 50-141. Subdivision Plan Requirements.

(a) At least two weeks prior to issuance of the report to the planning and zoning commission, the following information shall be submitted to the Director of Health with the appropriate subdivision plan review fee:

(b) A site plan showing each proposed lot with possible locations for the septic system, reserve area, well, any drainage control measures, cuts and fills, driveway locations and any other information necessary to demonstrate the feasibility of building on the lot in conformance with the Connecticut Public Health Code requirements.

(c) Location of storm drainage system/easements, if any.

(d) Location of water courses or intermittent streams, if any.

- (e) Location of any wetlands as defined by Section 22a45 of the Connecticut General Statutes, as amended.
- (f) Site plan design scale shall be a minimum of 1" = 40'
- (g) Existing and proposed site contours of the subdivision.
- (h) The accurate location of all test pits as they relate to a possible house or building location, the well, septic system and reserve areas.
- (i) Certification that all proposed lots must have soil conditions in the area of the leaching system and reserve that meet the minimum requirements of the Public Health Code and Technical Standards.
- (j) When a proposed subdivision includes a lot with an existing structure served by a SSDS, a certification that sufficient testing has been performed on that lot to demonstrate the presence of a reserve area that satisfies the requirements of this Code.

Sec. 50-142. SSDS and Subdivision Fee Schedule

The fee schedule for SSDS and subdivision shall be established by the Town Council

Sec 50-143. Penalties

- (a) Violation of this article shall be an infraction as provided for in Connecticut General Statute 51-164m and 51-164n, as the same may be modified from time to time.
- (b) A fine of \$250.00 per day shall be assessed for each violation, and each day such violation continues shall be deemed to be a separate offense.
- (c) Each day of the violation thereof shall be deemed a separate offense.
- (d) If criminal prosecution is the result of noncompliance of any of the provisions of this section, the defendant shall be responsible for the Town's costs, together with reasonable attorney's fees.

Secs. 50-144 - 50-160. Reserved

ORDINANCE ###

AMENDMENT TO ORDINANCE #157 AND THE CODE OF ORDINANCES CHAPTER 2, ARTICLE III, DIVISION 14, SECTION 2-422

CHAPTER 2, ARTICLE III, DIVISION 14, SECTION 2-422 SHALL BE AMENDED AND RESTATED AS FOLLOWS:

Sec. 2-422. Fee structure.

- (a) The inland-wetlands agency fee structure shall be established by the Town Council.
- (b) These fees, with the exception of the additional fee for significant activity account, do not include any fee surcharge statutorily assessed by the State of Connecticut.



Exhibit H

Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

Fire Marshal Department

PLAN REVIEW FEE SCHEDULE

September 5, 2017

Plan Review Fee: \$7.00 per thousand of estimated cost stated on building permit application

****Fees do not include State of Connecticut mandated fees or charges****



Exhibit I

Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

Fire Marshal Department

PERMIT FEE SCHEDULE

September 5, 2017

Blasting Permits: \$60.00

Tents (100 or more occupants): \$50.00

Pyrotechnic/Special Effects: \$50.00

Special Events, carnivals, fairs: \$50.00

****Fees do not include State of Connecticut mandated fees or charges****



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

Building Department

PERMIT FEE SCHEDULE

September 5, 2017

Building Permit: \$60.00 for the first \$2,000 of estimated cost
\$18.00 per thousand over \$2,000 of estimated cost

Mechanical Permits: \$18.00 per thousand of estimated cost

Certificate of Occupancy Fee: \$30.00

Moving of Buildings: \$18.00 per thousand of estimated cost

Demolition: \$18.00 per thousand of estimated cost

Signs: \$18.00 per thousand of estimated cost

Engineering Certificate of Occupancy Inspection Fee: \$40.00/Residential
\$60.00/Commercial

****Fees include State of Connecticut mandated fees or charges which is \$0.26 per thousand as of this date****



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074
TELEPHONE (860) 644-2511

Engineering Department

FEE SCHEDULE

Effective September 5, 2017

General Excavation Permit	\$50
Drain Layers Permit	\$80

Copying Fees:

24 x 36	\$10/page
11 x 17 b&w	\$0.50/page
11 x 17 color	\$0.50/page
8.5 x 11 b&w	\$0.25/page
8.5 x 11 color	\$0.50/page

GIS Copies Fees:

8.5 x 11	\$3.00/page
11 x 17	\$5.00/page
24 x 36	\$20.00/page

Map Copies Fees:

8.5 x 11	\$0.25/page
11 x 17	\$0.50/page
18 x 24	\$5.00/page
24 x 36	\$10.00/page

GIS Layer Copies

Parcels	\$150.00
Grand List Assessor	\$ 50.00
Historic District	\$ 50.00
Landmark TOL	\$100.00
Zoning	\$100.00

****Fees do not include State of Connecticut mandated fees or charges****

Town Of South Windsor
Health Department
1540 Sullivan Ave.
South Windsor, CT. 06074

PERMIT / PLAN REVIEW FEE SCHEDULE

September 5, 2017

Annual Food Service Establishment Permit:

Class 1	\$75.00
Class 2	\$125.00
Class 3	\$200.00
Class 4 (1-25 seats)	\$225.00
Class 4 (26-49 seats)	\$250.00
Class 4 (50+ seats)	\$275.00

*Seasonal Food Service Establishment Permit (open less than 6 months annually)
will be 50% of the annual class fee.

Catering Permit:	\$200.00	
Temporary Event / Farmer's Market:	\$50.00	*non-profit organizations exempt*
Itinerant Permit:	\$100.00	
Food Service Plan Review:	\$150.00	
Reinspection Fee:	\$100.00	
Well Permit:	\$50.00	
Septic Permit (new)	\$200.00	
Septic Permit (repair)	\$100.00	
Pit/Perc Testing (3 per property)	\$100.00	
Plan Review Per Lot	\$200.00	
B100a	\$50.00	
Pool Inspection:	\$100.00	
Hotel/Motel Inspection:	\$250.00	
Daycare Inspection:	\$50.00	
Cosmetology Inspection:	\$50.00	
Tattoo Filing Fee	\$50.00	

Fees do not include State of Connecticut mandated fees or charges



Town of South Windsor

1540 SULLIVAN AVENUE • SOUTH WINDSOR, CT 06074

TELEPHONE (860) 644-2511

Exhibit M

Inland-Wetlands Agency

Fee structure:

Effective September 5, 2017

Single-family residential parcel..... \$ 50.00

Site plans..... \$ 200.00

Subdivision plans..... \$ 300.00

Plus, per lot..... \$ 50.00

Additional fee for significant activity..... \$ 300.00

Map amendment (single-family residential lot)..... \$ 25.00

Map amendment (other than single-family residential lot)..... \$ 200.00

Minor modifications of permit..... \$ 50.00

****Fees do not include State of Connecticut mandated fees or charges****