



Town of Winchester
PLANNING AND COMMUNITY DEVELOPMENT
Town Hall
338 Main Street – 2nd Floor

NOTICE:

New Land Use Application Fees take effect October 1, 2025.

In accordance with Section 302.E of the Winchester Town Code, at their regular meeting on August 4, 2025, the Board of Selectmen approved new Land Use Application fees in order to ensure that the fees cover all costs of processing the application in order to protect the taxpayers of the Town of Winchester.

To review the information that the Board of Selectmen relied upon when making their decision, please scroll down to pages 3-8 of this document.

The following fees become effective October 1, 2025:

Inland Wetlands and Watercourses Fee Schedule:

All fees include the mandatory \$60 CT DEEP Fee

Residential Regulated Activity Application Fee:

Base Filing Fee	\$300
After-the-Fact Application	\$660
Modification of Previous Approval (Must not have expired)	\$100
Renewal/ Extension of Previous Approval	\$100

Commercial/Subdivision Regulated Activity Application Fee (Includes \$60 State fee):

Base Filing Fee	\$460
After-the-Fact Application	\$1060
Modification of Previous Approval (Must not have expired)	\$100
Renewal/ Extension of Previous Approval	\$100

Public Hearing Fee \$300

Permitted and Non-Regulated Uses: \$0

Regulation Text Amendment: \$460

Map Amendment \$460

Expert Reviews: For any application requiring a third-party expert review, the cost of said review will be billed to the applicant at cost (See IWWC Regulation Section 390-7)

Exemption: Applications filed by the Town of Winchester or any affiliated Boards, Commissions, Councils, or Departments are exempt from local fees. The State fee applies.



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Planning and Zoning Commission Fee Schedule:

All fees include the mandatory \$60 CT DEEP Fee

Site Plan:	\$360
Special Permit:	\$460
Subdivision:	\$150 + \$75/lot
Resubdivision:	\$360 + \$75/lot
Earth Excavation Renewal:	\$260
Regulation Text Amendment:	\$460
Zoning Map Amendment:	\$460
Lot Line Revision (ZEO Review):	\$100
"First Cut" Lot Split (ZEO Review):	\$100

Expert Reviews: For any application requiring a third-party expert review, the cost of said review will be billed to the applicant at cost (See Zoning Regulation Section 415-25).

Exemption: Applications filed by the Town of Winchester or any affiliated Boards, Commissions, Councils, or Departments are exempt from local fees. The State fee applies.



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Jeremy DeCarli, AICP, CZEO
Interim Town Planner
townplanner@townofwinchester.org

MEMORANDUM

To: Paul Harrington, Town Manager
From: Jeremy DeCarli *JDD*
Re: Planning and Zoning Commission Application Fees
Date: July 17, 2025

According to Chapter 302.E of the Winchester Town Charter, the Board of Selectmen is authorized to set charges and fees. This authority supersedes any other authority granted to the Planning and Zoning Commission (the Commission) in accordance with Section 8-1c of the Connecticut General Statutes. The current fee structure attributed to the Planning and Zoning Commission appears to have been approved in late 2024 and includes a flat fee for three application types: Special Permit, Site Plan, and Earth Excavation Renewal.

There are two concerns related to the current fee structure that I believe need to be considered. First, there are several types of reviews conducted by the Commission for which no fees are attributed. Given the varying nature of these reviews, separate fees are appropriate in order to ensure the cost of processing the applications is adequately covered. In addition, with no fee outlined, it is unclear what should be submitted as a fee. For example, there is no fee attributed to the application of a subdivision or resubdivision. Subdivisions are not site plans, nor special permits, and are not regulated in a similar manner. A subdivision requires significant staff time to review, and may require third party professional reviews, such as those by professional engineers or traffic consultants. In addition, there are no fees attributed to text amendments or zone changes, which have built in costs related to contracted services needed to enact the updates if approved. In addition, first cut lot splits and lot line revisions require a review by the Zoning Enforcement Officer ("ZEO") prior to filing on the land records. This requires time and sometimes significant research, and a fee should be charged to cover the ZEO cost.

Second, and perhaps more importantly, the fees currently in place are unable to meet the actual cost of processing the applications. Special Permits, text amendments, zone changes, and resubdivisions all require public hearings. The town is required to file legal notices for each public hearing, two prior to the hearing, and one after the hearing. In addition, every decision the Commission makes must also be noticed in a legal ad. The cost of legal notices has increased substantially, costing approximately \$120 for each time one is run. Considering the Special Permit fee of \$250, the cost of three legal notices, potentially equaling up to \$400, and the required \$60 State fee, the town could be losing as much \$210 before the costs of processing the application, such as staff time, meeting preparation, recording secretary fees, and mailings are factored in.

As such, it is my belief that a new fee structure related to the Planning and Zoning Commission and certain ZEO functions be reviewed and adopted by the Board of Selectmen. It is my opinion that application fees should cover the cost of processing the application. The cost of applications should not be borne by the taxpayers of Winchester.

Please see a suggested fee schedule below. This proposed fee schedule includes several types of fees in order to align with the application types received by the Commission, and considers the staff time required for each. The \$60 State Fee is included within the fees enumerated below.

PZC – Proposed Fees

Site Plan:	\$360
Special Permit:	\$460
Subdivision:	\$150 + \$75/lot
Resubdivision:	\$360 + \$75/lot
Earth Excavation Renewal:	\$260
Regulation Text Amendment:	\$460
Zoning Map Amendment:	\$460
Lot Line Revision:	\$100
“First Cut” Lot Split:	\$100

Expert Reviews: For any application requiring a third-party expert review, the cost of said review will be billed to the applicant at cost.

Exemption: Applications filed by the Town of Winchester or any affiliated Boards, Commissions, Councils, or Departments are exempt from local fees. The State fee applies.



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Jeremy DeCarli, AICP, CZEO
Interim Town Planner
townplanner@townofwinchester.org

MEMORANDUM

To: Paul Harrington, Town Manager
From: Jeremy DeCarli *JDD*
Re: Inland Wetlands and Watercourses Application Fees
Date: July 17, 2025

Chapter 19 of the Winchester Inland Wetlands and Watercourses Regulations (the Regulations) is titled “Application Fees” and provides a schedule of fees charged for various application types. The fee structure found within the regulations includes a flat base application fee, and various graded fees dependent upon the amount of work being proposed within the regulated area. This structure is similar to other wetland fees imposed by commissions around the state. Section 58-2 of the Winchester Town Code (the Code) states that the fees enumerated within the regulations shall be deemed the minimum fees, and provides the Commission with the authority to pass expenses related to third-party consultants involved in application review on to the applicant of said application.

There are two concerns related to the current fee schedule and Section 58-2 of the Code. First, the fee structure found in Regulation Chapter 19 is outdated as it refers to a \$30 DEEP fee, which was increased to \$60 effective October 1, 2009. Based on this, it can be assumed that none of the fees within the schedule have been updated since then. Considering the natural increase in costs over time (\$1 in 2009 is now worth \$1.49), the fees included are now insufficient to cover the costs of processing applications. Increases in legal notice filing fees, staff salaries, recording secretary fees, and the cost of supplies have all increased.

Second, and perhaps more importantly, in accordance with Section 302.E of the Town Charter, the Board of Selectmen is authorized to set charges and fees, which in accordance with Section 8-1c of the Connecticut General Statutes, appears to supersede the authority given to the Commission.

As such, it is my belief that a new fee structure related solely to the Inland Wetlands and Watercourses Commission be reviewed and adopted by the Board of Selectmen, and Chapter 19 of the Regulations should be amended to simply state that the fees are in accordance with those adopted by the Board of Selectmen from time to time. In addition, I recommend that the Board of Selectmen consider a change to Section 58-2 of the Town Code which appears to give the IWWC authority over the fee schedule. The language should be amended to reflect their power as granted in Section 302.E of the Charter.

There is currently a single flat fee which applies to all wetland applications which was adopted by the BoS in the past. In considering the varied nature of projects under the purview of the Commission, the current \$230 one-size-fits-all fee does not cover the cost

of processing most applications, especially considering the staff time needed to review the application, prepare staff reports, prepare meetings, and write meeting minutes. In addition, approved projects require the filing of a legal notice, the creation of an approval letter, and multiple site inspections to verify compliance. A single legal notice costs around \$150. A notice of Public Hearing costs approximately \$275.

It is my opinion that application fees should cover the cost of processing the application and should not be borne by the taxpayers of Winchester.

Please see a suggested fee schedule attached. If the Board of Selectmen chooses to adopt a revised fee structure, department staff will follow up with the Commission on a regulation text amendment to change Chapter 19.

IWWC – Proposed Fees

Residential Regulated Activity Application Fee (Includes \$60 State fee):

Base Filing Fee	\$300
After-the-Fact Application	\$660
Modification of Previous Approval (Must not have expired)	\$100
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Commercial/Subdivision Regulated Activity Application Fee:

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Permitted and Non-Regulated Uses:	\$0
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Map Amendment	\$460
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Expert Reviews: For any application requiring a third-party expert review, the cost of said review will be billed to the applicant at cost (Regulation Section 390-7)

Exemption: Applications filed by the Town of Winchester or any affiliated Boards, Commissions, Councils, or Departments are exempt from local fees. The State fee applies.

		Neighboring Towns						Similar Population			
	Winchester (Current)	Torrington	Colebrook	Goshen	Norfolk	New Hartford	Barkhamsted	Canton	Woodbury	Somers	Old Saybrook
Fees Last Updated		2009	2008	2016	2008	2011	?	2017 (PZ) 2011 (IW)	2025 (IW)	2004 (IW)	Various
IWWC Fees											
Wetland Application Residential Use for Comprison)	230	225	155 + 35/ lot or 45/acre affected (whichever is more)	135	120 + 35/ lot or 45/acre affected (whichever is more)	120	120 + 25/ lot or 45/acre affected (whichever is more)	160	160 base +	240	300
Subdivision		225 + 45/lot		100/ lot				200 +50/lot	100/lot	240 + 45/lot + 85/ 100 ft new road	300 + 100/lot
Comm/Ind App		225 + .01/ sq ft						200 +			
Public Hearing Fee		280	500	230	275	200	175	300		350	
Map Amendment			175		175 +		175	350	300		
After the Fact		725	650	225		360			3 x base		
Modification			50		25	25	25	100	100	45	
Last Updated		2011									
PZC Fees											
Site Plan	175	135 + .01/ sq ft over 5000		240		160		260 + 30/ dwelling after 4 units; 260 + 30/ 1000 sq ft after 2000 sq. ft.	160 up to \$100,000 const value, then 100/ each additional		300 +
Change of Use/Modification									210		
Special Permit	250	210		290		210-Res. 310- Comm		260	310		300 +
Text Amendment		360		290		360		360 + printing cost	300		
Map Amendment		360		290		360		360 + printing cost	300		
Excavation Permits	100	110 + 1/1000 sq. ft over 40,000				410		260 + 75/acre	550 + 10/ 1000 cy inspection fee		
Subdivision		260/ lot w frontage, 360/lot on new road		280/ lot w frontage, 380/ lot on new street		310/lot on existing road 410/lot on new roads		200 + 250/lot w frontage or		250 base +125/ lot	
ZBA Fees											
Variance		210		290		410		210	260		300
Appeal		210		290		410		135	160		300

Notes: Not all municipalities publish all fees online
Fees include \$60 State surcharge