

## BASIC FEE SCHEDULE

Please refer to various sections of handbook for exemptions and exceptions.

### **LAND RECORDS (Sec.7-34a):**

Recording documents - \$60.00 first page, \$5.00 each subsequent page or portion thereof. The town receives \$10.00 for the first page and \$5.00 for each subsequent page. Also there is a fee of \$10.00 for historic preservation (\$8.00 shall be submitted monthly to the State Librarian and \$2.00 retained by the Town Clerk). Also there is a fee of \$40.00 (\$36.00 shall be submitted monthly to the State Treasurer to be credited to an account for land presentation, affordable housing and historic preservation and \$1.00 retained by the town clerk and \$3.00 retained by the town for local capital improvement projects).

### **(Public Act 13-247)**

Recording Nominee (MERS) Assignment/Release (Grantor only)  
- \$159 flat fee with no additional page fee (\$127 submitted to the State Treasurer and \$32 retained for the town general fund).

Recording Nominee (MERS)

Other Documents Mortgage, Modification, Subordination, Warranty Deed, Assumption/Amendment or Assignment/Release (Nominee is Grantee)  
- \$159 plus \$5 for each additional page (\$110 submitted to the State Treasurer with \$39 retained for the town general fund and \$10 to the town clerk fund).

Surcharges  
- \$ 2.00 each transfer reportable to State.  
- \$ 5.00 if current mailing address of grantee not given in any deed conveying title to real estate.  
- \$ 1.00 if names of those executing, witnessing and acknowledging are not typed or printed under signature.

Fees paid for recording documents shall include therein payment for the return of the documents (Section 7-34a(b)).

### **ASSIGNMENTS**

\$2.00 fee for assignments subsequent to the first two. (7-34a(a)). Multiple assignments are limited to twenty on a single document. (7-29(b)).

**CONVEYANCE TAX (Sec.12-494):**

State - residential property & unimproved land -	.0075 x consideration
residential dwelling over \$800,000 -	.0075 x \$800,000 +
	.0125 x amount over \$800,000
non-residential except unimproved land -	.0125 x consideration
Local - all categories-	.0025 x consideration*

\*Gives 18 towns the option of increasing their municipal real estate conveyance tax by an additional quarter point to .005.

**FILING FEES- MAPS (Sec.7-34a):**

Any document	- \$10.00 each
Any map	- \$20.00 each
Maps of subdivisions of 3 or more parcels	- \$30.00 each

**COPIES, CERTIFIED COPIES OF LAND RECORDS, MAPS (Sec. 7-34a):**

Copies of documents (in any format)	- \$1.00 each page
For use of battery-powered scanner	- \$20.00 per occasion
For certifying documents	- \$2.00 each
Copies of maps, surveys	- Actual cost of reproduction
For certifying maps	- \$2.00 each

**VITAL STATISTICS (Sec.7-73,7-74,7-76):**

Marriage license	- \$50.00
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Short-form birth certificate	- \$15.00
Certified copy of birth, death, marriage, civil union	- \$20.00
Burial or removal permit	- \$ 5.00
Cremation permit	- \$ 5.00
Copies to other towns	- \$ 2.00 If the bill for such copies is less than \$26.00, no bill shall be sent.

**FREEDOM OF INFORMATION (Sec. 1-212):**

If copying fee is not specified above, fee for copy of document (minutes, legal notices, etc.) shall not exceed .50 per page. Fee for cost of transcription or printout shall not exceed actual cost thereof. Fee for certifying such document shall be \$2.00 for the first page and .50 for each subsequent page. For records stored in a computer system and voter registration records, see Chapter III.

**NOTARIES PUBLIC (Sec. 7-34a, 3-94n, 3-94o):**

For recording:

original commission of notary public	- <del>\$20.00</del>
renewal commission	- <del>\$20.00</del>
change of name only	- \$15.00
change of name & change of address within town	- \$15.00
change of name & change of address to a new town	- \$10.00
change of address to new town but no change of name	- <del>\$20.00</del>
change of address within town but no change of name	-0-

**NOTE:** Only original and renewal commissions require notary to take oath; the various changes of name and address do not require an oath.

For authenticating the signature of a notary: - \$ 5.00

**NOTE:** Documents being sent to certain countries may need the apostille or authentication of the Secretary of the State in addition to that of the town clerk. The document should be directed to Authentications, Secretary of the State, 30 Trinity Street, Hartford, CT 06106.

**DOG LICENSES (Sec. 22-338 thru 22-352):**

Neutered male, spayed female	- \$ 8.00 of which \$2.00 is to be sent to the State Animal Population Control Fund
Male, female	- \$ 19.00 of which \$6.00 is to be sent to the State Animal Population Control Fund
Late licensing penalty	- \$ 1.00 per month or fraction thereof
Transfer of ownership	- \$ 1.00 for new license/tag if already licensed
Lost tag	- \$ .50
Change of residence (town)	- \$ .50 for new license/tag
Kennel licenses	- \$ 50.00 plus .10 per tag for 10 tags - \$100.00 plus .10 per tag for more than 10 tags
Guide dog	- FREE with satisfactory evidence presented that the dog was placed by an organization which supplies such guide dogs.

The town clerk shall retain \$1.00 for each license issued, \$2.00 for each kennel license issued, and .50 for each replacement tag issued.

**EFFECTIVE OCTOBER 1, 2009**

**FEE for use of HAND-HELD  
SCANNERS IS \$20.00/Visit**

**OPERATORS OF A HAND-  
HELD SCANNER MUST  
REGISTER WITH THE TOWN  
CLERK PRIOR TO USING THE  
DEVICE.**

Permitted Hand-Held Scanners:

Hand-held scanners that are battery operated, the use of which:

- 1) leaves no mark or impression on the public record
- 2) does not unreasonably interfere with the operation of the Town Clerk's Office