

# TOWN OF ELLINGTON

## Policies & Procedures

### Fee Schedule for Penalties and Fines Associated with Town Ordinances

The following policy is adopted to reflect the policy and fee schedule for penalties and fines associated with Town Ordinances.

1. Time period for payment of penalties/fines: Payment of any penalty/fine for a Municipal Ordinance Violation shall be required within 15 days of issuance of ticket. Payments shall be by cash, check or money order made payable to the Town of Ellington and shall be remitted as indicated.
2. Guidelines for issuance of Citations (Chapter 46): If a ticket for a Municipal Ordinance Violation is not paid within the established time frame (15 days, see above), the enforcement officer shall use best efforts to commence action under the Citations Ordinance (Chapter 46) within 60 days thereafter.

***Any fees due for Sections 3-8 may be submitted to the Fire Marshal's Office. Please make checks payable to the Town of Ellington.***

3. Fee schedule for Fire Safety Permits (Chapter 74, Article III)
  - a. Class I Permit
  - b. Class II Permit
  - c. Class III Permit
  - d. Class IV Permit
  - e. Renewal of Permit

See chart:

#### FEE SCHEDULE

Type I and Type II Permits	Permit Fees: Payable Upon Application			
	Class I	Class II	Class III	Class IV
Initial Permit for Existing Occupancy	10	25	50	10 per Living Unit
Initial Permit for New Occupancy	20	50	75	15 per Living Unit
Renewal of Existing Permit	10	25	50	10 per Living Unit
Permit for Process or Procedure	20	50	75	N/A
Late Fees	Equal to Permit Fee	Equal to Permit Fee	Equal to Permit Fee	100 Flat Fee

4. Penalty/fine for failure to obtain Fire Safety Permit:
  - a. Class I Permit: \$ 50
  - b. Class II Permit: \$100
  - c. Class III Permit: \$150
  - d. Class IV Permit: \$ 25/unit
5. Fee schedule for Open Burn Permits  
\$15 for residential/agricultural open burn permit  
  
\$25 for bonfire, campfire, other outside fire requiring a permit
6. Penalty/fine for failure to obtain Open Burn Permit (Chapter 74, Article II): \$50
7. Penalty/fine for other violations of Chapter 74, Article II: \$50
8. Penalty/fine for violation of a fire zone (Chapter 74, Article I): \$50

***Any fees due for Sections 9-10 may be submitted to the Town Clerk's Office. Please make checks payable to the Town of Ellington.***

9. Penalty/fine for violation of Public Assemblies Ordinance (Chapter 17, Article II): \$75
10. Penalty/fine for violation of Ordinance regarding Possession of Alcohol by Minors (Chapter 10, Article I):
  - A. First time violation:
    - 1) Any person cited under 10-3 will be subject to a fine in the amount of \$100 and/or be required to complete a substance abuse awareness and prevention program.
    - 2) Any person cited under 10-4 shall be subject to a fine in the amount of \$100 and/or be required to complete a substance abuse awareness and prevention program.
  - B. Subsequent violation(s)
    - 1) For each subsequent violation of 10-3, any person cited will be subject to a fine (\$100) plus \$25.
    - 2) For each subsequent violation of 10-4, any person cited will be subject to a fine (\$100) plus \$25.

All fines paid pursuant to this article shall be payable the Town of Ellington.

**BOS APPROVED: 01/13/2020**