

## **BASIC FEE SCHEDULE**

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

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

Recording documents: \$70.00 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 \$50.00 (\$45.00 shall be submitted monthly to the State Treasurer to be credited to an account for land presentation, affordable housing and historic preservation and \$2.00 retained by the Town Clerk and \$3.00 retained by the town for local capital improvement projects).

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

Recording Nominee (MERS & DART)

Assignment/Release (Grantor only)

\$160.00 flat fee with no additional page fee (\$127.00 submitted to the State Treasurer and \$33.00 retained for the town general fund).

Recording Nominee (MERS & DART)

Other Documents

Mortgage, Modification, Subordination, Warranty Deed, Assumption/Amendment or Assignment/Release (Nominee is Grantee)

\$160.00 plus \$5.00 for each additional page (\$110.00 submitted to the State Treasurer with \$39.00 retained for the town general fund and \$11.00 to the Town Clerk fund).

Surcharges

\$2.00 for 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, MISCELLANEOUS DOCUMENTS (Sec. 7-34a):**

Trade Names	\$20.00 each
Healing Arts Registration	\$5.00 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 cell phone or handheld scanner	\$20.00 per occasion
For certifying documents	\$2.00 each
Copies of maps, surveys	Actual cost reproduction
For certifying maps	\$2.00 each

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

Marriage License	\$50.00 of which \$34.00 is to be forwarded to the Department of Health Services by the 10 <sup>th</sup> day after the end of each calendar quarter. The Town retains \$15.00 and \$1.00 is retained by the registrar.
Short-form birth certificate	\$15.00
Certified copy birth, marriage, civil union	\$20.00
Certified copy death ( <b>Long &amp; Short</b> )	\$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 copies of documents (minutes, legal notices, etc.) shall not exceed .50 cents 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	\$20.00
Renewal commission	\$20.00
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 a new town but no change of name	\$10.00
Change of address within town but not 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
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**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:

**In Person:**

Secretary of the State  
Authentication and Apostille Unit  
165 Capitol Ave, Suite 1000  
Hartford, CT 06106

**By Mail:**

Secretary of State Authentication  
Authentication and Apostille Unit  
PO Box 150470  
Hartford, CT 06115-0470

Ensure that the document is an original, certified copy, or properly notarized by a Connecticut notary public.

Send your document(s) to the Connecticut Secretary of the State - Authentication Unit, along with:

- A prepaid, pre-addressed return envelope or shipping label for document return
- Payment of applicable fees (check or money order payable to "Secretary of the State")

**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.
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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 cents for each replacement tag issued.

**HUNTING, TRAPPING AND SPORT FISHING LICENSES**

All licenses are valid for the calendar year, except pheasant tags which are valid from October through February.

**Licenses and Permits to hunt, trap and fish are available online, at most Town Clerks offices, and at some sporting goods stores and DEEP offices. To buy licenses online, or for a listing of places that sell licenses, go to:**

[www.ct.gov/deep/hunting](http://www.ct.gov/deep/hunting)

<b>LICENSES:</b>	<b>RESIDENT</b>	<b>16 + 17 YEAR OLD RESIDENT</b>	<b>NON- RESIDENT</b>
Firearms Hunting	\$19.00	\$10.00	\$91.00
Firearms Hunting & Inland Fishing	\$38.00	\$19.00	\$110.00
Firearms Hunting & All Waters Fishing	\$40.00	\$20.00	\$120.00
Firearms Hunting & Marine Fishing	\$25.00	\$13.00	\$94.00
3-day Out-of-State (non-resident) Bird Hunting	---	---	\$35.00
Junior Firearms Hunting (Age 12 to 15)	\$11.00	---	\$11.00
Age 65+ Annual Hunting License	FREE	---	---
<b>LICENSES:</b>	<b>RESIDENT</b>	<b>16 + 17 YEAR OLD RESIDENT</b>	<b>NON- RESIDENT</b>
Archery Deer/Small Game	\$41.00	\$21.00	\$135.00
Archery Deer/Small Game + All Waters Fishing	\$65.00	\$33.00	---

Junior Archery Deer/Small Game (Ages 12 to 15)	\$10.00	---	\$19.00
Trapping	\$34.00	\$17.00	\$250.00
Junior Trapping (Ages 15 and under)	\$11.00	---	---
Ages 65+ Annual Trapping License	FREE	---	---
Resident Game Bird Conservation Stamp	\$28.00	\$14.00	\$28.00
Resident Game Bird Conservation Stamp (Ages 12 to 15)	\$14.00	---	---
Connecticut Migratory Bird Conservation Stamp	\$17.00	\$9.00	\$17.00
CT Migratory Bird Conservation Stamp (Ages 12 to 15)	\$9.00	---	---
Inland Fishing	\$28.00	\$14.00	\$55.00
Marine Fishing	\$10.00	\$5.00	\$15.00
All Waters	\$32.00	\$16.00	\$63.00
1 Day Marine Fishing - Resident	\$5.00	\$3.00	---
3 Day Inland Fishing - Non-Resident	---	---	\$22.00
3 Day Marine Fishing - Non-Resident	---	---	\$8.00
Age 65+ Annual Inland Fishing	FREE	---	---
Age 65+ Annual Marine Fishing	FREE	---	---
Age 65+ Combination (All Waters & Firearms)	FREE	---	---
Blind Inland or Marine Waters Fishing (lifetime)*	FREE	---	---
Trout and Salmon Stamp (including age 65+)	\$5.00	\$3.00	\$5.00
Intellectual Disabilities Inland or Marine *	FREE	---	---
Duplicate License	FREE	---	---
Lost Licenses: available online or Town Clerk	FREE	---	---
Armed Forces: Proof of full-time service (U.S.)	Resident Fee	---	---
Handicapped License: proof from doctor	Free	---	---
Fishing Hunting Guide Registration Fee	\$100.00	---	---
AIS Stamp - Individual	\$7.00	---	---
AIS Individual/Vessel	\$25.00	---	---

1)\*Issuance of a free license to the blind or individuals with intellectual disabilities requires proof of disability in the form of a certificate provided by any person licensed to practice medicine in this state.

2) Any resident with the loss of a limb or the permanent loss of the use of a limb and a doctor's certificate may be issued a free license. Qualified nonresidents who are residents of states which allow CT residents the same privileges are also eligible. Verification of the disability, signed by a licensed physician, must be presented. CGS Sec. 26-29b; CGS Sec.26-74. These **laws do not pertain to permits and tags** that have to be purchased to hunt some types of games.

**Armed Forces:** any active full-time member of the U.S. Armed Forces may purchase Connecticut hunting, fishing or trapping licenses for the same fees as a resident. These

licenses are only issued at DEEP or Town Clerk Offices. Proof of full-time membership during the calendar year must be carried while using the license.

**Bow Hunters:** All bow hunters must show proof when purchasing a small game/deer archery permit that they have completed the CE/FS bow hunting course (since 1982) or its equivalent from another state or country. Certifications from another state or country must specify Bow Hunter Education. If you have previously purchased a 2002, or later, Connecticut bow hunting license you have already provided such proof. Obtain course listing by contacting the CE/FS program at 860-675-8130 (Western CT); 860-642-7239 (Eastern CT) or by visiting DEEP website at [www.ct.gov/deep/hunting](http://www.ct.gov/deep/hunting).

Resident and non-resident firearms deer hunting, muzzleloader deer hunting, archery deer and small game hunting, turkey firearms or archery hunting are available from participating Town Clerks, DEEP offices and online.

DEER PERMITS	RES	12-17	NON-RES	OPENING DAY
State Land Lottery "A" Season	\$19.00	\$10.00	\$68.00	November 18
State Land Lottery "B" Season	\$19.00	\$10.00	\$68.00	November 28
State Land No-Lottery "A" Season	\$19.00	\$10.00	\$68.00	November 18
State Land No-Lottery "B" Season	\$19.00	\$10.00	\$68.00	November 28
Landowner (10+ contiguous acres required)	FREE	---	FREE	November 2
Private Land Shotgun/Rifle	\$19.00	\$10.00	\$68.00	November 18
Private Land Muzzleloader	\$19.00	\$10.00	\$68.00	December 9
State Land Muzzleloader	\$19.00	\$10.00	\$68.00	December 9
Revolver Deer Endorsement	\$5.00	---	---	---

Landowner Permits and Deer Lottery Permits are available on-line and DEEP Offices.

Lost License may be reprinted at the Town Clerk's office or online.

All licenses expire on December 31 of the year issued. **Firearms hunting, fishing and trapping licenses are still issued free to residents 65 and older who meet hunter education requirements. But these licenses must now be renewed annually.**