



TOWN OF MADISON

CONNECTICUT

General Town Office Information

Office hours are Monday through Friday, 8:30am to 4:00pm.

Assessor –

Three types of property are assessed and subject to taxes: Real Estate, Motor Vehicles, and Personal Property. Any land or buildings are considered real estate. Registered motorized or non-motorized vehicles, (including cars, trucks, trailers and motorcycles) are considered motor vehicles for tax purposes. Personal property is a general category for fixtures either owned or leased by business. Unregistered motor vehicles are also taxed as personal property.

- Field Cards – detail information on each property in the Town of Madison includes a picture of the building (if applicable) and an exterior sketch of the building, references to Land Record volume and page, Developers Maps, previous owners, assessment information, assessor's maps, etc. (Land Records and Developer's Maps are in the Town Clerk's Office)
Copies of field cards and Assessor's maps may be obtained at a charge of \$1.00 each – **cash or check only.**

***When researching a property or trying to obtain information for a property, in most instances, the best first step may be to obtain a copy of the field card.*

Tax Collector –

Payment of taxes may be made at the Tax Collector's office on daily basis by cash or check only. On-line payments by electronic check, credit card or debit card may be made through our website at www.madisonct.org and click on Online Tax Payments. There is a convenience fee charged by Official Payments for this service.

- Tax Records – Tax information on each property in the Town of Madison for the current fiscal tax year and prior fiscal years – including benefits and exemptions – may be obtained at the Tax Collector's Office.
References to Land Records volume and page, assessments, Assessor map, record owner information, mill rate, etc. are contained on the tax record for each property.

Town Clerk –

The Town Clerk's Office is responsible for recording land records, filing and preserving all records and vital statistics, and other various documents. Public documents include the Town Boards and Commissions minutes, land records, ordinances and the official town meeting schedule.

- Vital Statistics – issuing of marriage licenses and death certificates. Recording of birth, marriage and death certificates; authorized to issue certified copies
- Licenses – dog licenses, trade name certificates, liquor and shellfish licenses are issued and/or recorded.
- Veteran's Exemptions – requests are processed by way of filing an original DD-214 discharge with the Town Clerk.
- Voter Registration – residents can register to vote on a daily basis in the Town Clerk's Office in addition to the Registrar of Voter's office.
- Absentee Ballot Applications and Absentee Ballots – available through the Town Clerk's office for any election or vote.
- Land Records – Search of the land records is by the **last name of the property owner** and can be accessed by the following methods:
 - Public computers which are indexed back to March 8, 1974 and scanned images of documents to October 13, 2000;
 - Grantor and Grantee Index books back to 1826
 - On-line through the Town Website at www.madisonct.org and click on Madison Land Records – there is a \$2.00 per page charge to view and/or print the documents.
 - Copy charges at the Town Clerk's office are \$1.00 per page – **cash or check only.**
- Developer's Maps – cross indexed by name and street –
(*please note that the name is the owner at the time that the survey was performed)
 - The developer's map number (or search info) can be found in the deed schedule (property description) or on the assessor's field card.
 - Maps can be printed in various sizes (11x17, 8.5x14, 8.5x11) for a charge of \$1.00 per map, or to scale are \$10.00 each – **cash or check only.**
- Notary Public – A Notary Public's Commission must be recorded in the Town that they reside and must be sworn in by the Town Clerk.
- Boards and Commissions – Members of a Board or Commission are administered an oath by the Town Clerk. The Town Clerk's Office maintains agendas and minutes for public viewing and adheres to Freedom of Information regulations.

Planning, Zoning and Inland Wetlands –

Information that can be found in this office includes:

- Blank Forms for New Applications to Boards and Commissions and Records pertaining to Active and Past Applications:
 - Planning & Zoning Commission (P&Z) - Special Exception Permits, Site Plan Reviews, Subdivisions, Zone Boundary Changes / Regulation Amendments, Coastal Site Plan Reviews;
 - Advisory Committee on Community Appearance (ACCA) – Sign Permits & general design review;
 - Inland Wetlands Agency (IWA) - Regulated Activity Permits;
 - Zoning Board of Appeals (ZBA) – Variances & Zoning Enforcement Officer Appeals;
 - Historic District Commission - Certificates of Appropriateness.
- Copies of Zoning Regulations, Subdivision Regulations, Inland Wetland Regulations, & Historic District Regulations
- Minutes and Agendas from past meetings for Boards and Commissions. Planning and Zoning minutes from 1934 to present, Zoning Board of Appeals minutes from 1938 to present, and Inland Wetland Agency minutes from 1974 to present.
- Copies of Zoning Maps, Inland Wetland Boundary Map, Historic District Map, and FEMA Flood Insurance Rate Maps (FIRM)
- Blank Forms for New Applications, and Records of Previously Approved Applications for Customary Home Occupations and Accessory Apartments

Building Department –

The Building Department maintains microfilm and scanned permit records of town properties filed by street address. The more recent the project; the more information that will be available.

- Records are available for review by the public whenever the office is open.
- Copies made for property owners are usually at no charge.
- Copies of records for other individuals are \$.50 per copy – **cash or check only**.
- See www.madisonct.org for our permit applications and overview of the permitting process.

Health Department –

The Madison Health Department along with the Water Pollution Control Authority, Office of Emergency Management, Youth and Family Services, Senior Services, and Visiting Nurse

Association, work together to prevent illness and promote health and safety in the Town of Madison.

- Septic System Permit forms can be obtained from the Health Department or on-line at www.madisonct.org
- Permits are usually taken out by Septic System installers and the permit costs range from \$35.00 for a new septic system to \$15.00 for both repairs and additions to an existing septic system – **cash or check only**.

Public Works Department –

The Public Works Department is responsible for the maintenance of substantial portions of Town property.

- Concerns regarding Town roads may be reported to the Public Works Department at 203-245-5611.

Connecticut towns are required to provide ways for residents to dispose of most common types of waste. Madison has no municipal trash pick-up so residents may either contract with commercial waste haulers for regular trash and recycling service or they may dispose of their own trash at authorized locations.

- Guilford-Madison Transfer Station tickets are available for purchase at the Public Works Department. Individual tickets may be purchased at \$7.00 each or books of 5 at \$35.00 – **cash or check only**.
- Guilford-Madison Transfer Station tickets are also available for purchase at the Transfer Station site in Guilford by check, credit or debit cards – cash not accepted.
- Madison Bulky Waste site tickets can be obtained at the site on Ridge Road. Payment by check can be mailed to the office at 8 Campus Drive, Madison CT 06443 or payment by cash or check can be dropped off at the Public Works Department office.
- Landscaper Passes for the Madison Bulky Waste site can be purchased at the Public Works Department office for a fee of \$100.00 – **cash or check only**.