

Memo

To: Board of Selectmen
From: Nikki Pratt, Executive Assistant
CC: Department Heads
Date: 9/16/2016
RE: Proposed Changes to Fee Schedule

Attached is the Fee Schedule where you will see proposed changes. I have highlighted the changes below:

- 1) Fee for Returned Checks is proposed to be lowered from \$40 to \$25. \$25 is consistent with what most places charge and covers any fees we are assessed by the Bank. This was recommended by our Finance Director Sharon Chamings.
- 2) Fee for photocopying of Medical Records has been removed and a note placed stating that this fee will be dictated by the State of Maine. This was recommended by our Fire Rescue Chief Mark Bosse.
- 3) Fee for Tax Map books is proposed to be raised from \$250 to \$500. This reflects the actual pricing it would cost us to have the copy made. This was recommended by our Code Enforcement Officer Nicholas Adams.
- 4) Fee for replacement of Audio Books is proposed to be raised from \$20 to \$40. This reflects the actual pricing it would cost us to have audio books replaced. This was recommended by our Library Director Joanne Messer.
- 5) Fee for Cost of Work in the Code Enforcement Office are proposed to increase from Residential \$5 to \$7 per \$1,000 and Commercial from \$10 to \$12 per \$1,000. This was recommended by our Code Enforcement Officer Nicholas Adams.

Town of Poland, Maine - Fee Schedule

General Conditions – Administration

- a) The Selectmen shall set the fees. They shall review the schedule at one of their regular stated meetings. If there are changes to be made, they shall lie over until a hearing is scheduled after which the Selectmen may approve the new fee schedule and any amendments necessary.
- b) The Selectmen shall review fee schedule at least once every two years.
- c) All fees collected remain with the Town of Poland, and are not refundable unless otherwise noted in this schedule or the ordinance codes.
- d) Refunds may be granted only after a review and approval by the Selectmen.

ADMINISTRATION		
GENERAL FEES		
CATV Broadcast Videos	\$20.00	All Event Types-Per Telecast-DVD
Conference Room Rental Fee	\$25.00	Per Use
Notary Fees	\$ 4.00	Per Notarized Page
Notary Fees for Local Petitions, Nomination Papers, Motor Vehicle Requirements, Inland Fisheries & Wildlife	No Fee	
Voter Registration List (1 free to each political party caucus-biennial)	\$55.50 \$20.00	Hard Copy Disk/CD
Warranty Deeds (Blank)	\$ 3.00	Each
Interest Fees	Set At Annual Town Meeting	
Returned Checks	\$40.00 25.00	Each
Business Registration	\$10.00	Per Year
Fax Transmissions	\$5.00 \$1.00	First Page Each Additional Page
Receipt of Fax Transmission	\$.50	Per Page
PHOTOCOPIES		
Each Page (Single or Double/Any Size)	\$ 0.50	Each
Medical Records/Treatment Copies	Fee set by State Law \$0.45	Each, up to a maximum of \$250 for the entire treatment record or medical report.
General Copy Requests	\$16.00	Charged in ¼ hour increments (\$4.00).
Freedom of Access Act / Municipal Public Records - Staff Hourly Rate for Translation, Search, Retrieval, Compiling and Copying of a Public Record	1 st Hour is Free \$15.00 for each hour thereafter	Per hour; if the cost estimate is \$100.00 or more. 50% of that cost must be paid prior to the commencement of the request.
Comprehensive Land Use Code	\$25.00	Each
Town Comprehensive Plan	\$20.00	Each
Other Town Ordinances	\$5.00 \$10.00	1-35 pages 36-50 pgs; More Than 50 Pages/Hourly Rate
Street Guide	\$2.00	Each
Road Map – 11" x 17"	\$2.00	Each
Tax Commitment Book	\$40.00 \$20.00	Hardcopy (each) Disk/CD (each)
Deeds on File – First Page	\$2.00	Each
Deeds on File – Additional Pages	\$1.00	Each
Tax Card	\$1.00	Both Sides
Tax Map	\$1.50	Per page (11" x 17")
Tax Map Book (11"x 17")	\$60.00	Each
Tax Map book (Large-scaled book)	\$250.00 500.00	Must Order In June
VITAL RECORDS/GENEALOGY - BIRTHS, MARRIAGES & DEATH CERTIFICATES		

Town of Poland, Maine - Fee Schedule

Certified Vital Record	\$15.00	Each
Additional Copies (Same Day Visit)	\$6.00	Each
Marriage License	\$40.00	Each
Disposition of Human Remains	\$20.00	Each
Genealogy Requests (does not include any certified documents)	\$20.00 \$50.00	For One Descendant Search Per Family Lineage Search (more than two family members)
LICENSES		
Liquor License	\$100.00	Per Year (All Classes)
One (1) Day Catering License	\$15.00	Per Event
Mobile Vendor License	\$500.00	Per Year
Entertainment License	\$15.00	Per Event
Mass Gathering License	\$50.00	Per Event
Mass Gathering License Violation Penalties	\$500.00	Per Day Minimum with a maximum per day of \$2500.00
Auto Graveyard, Junkyard, Storage Lot Greater Than 100 Feet From Highway	\$75.00	Per year per yard plus posting & publishing costs (as per Title 30-A, Sec 3756 MRSA)
Auto Graveyard, Junkyard, Storage Lot Less Than or Equal to 100 Feet From Highway	\$300.00	Per year per yard plus posting & publishing costs
Auto Recycling Business	\$375.00	Per 5 years per yard plus posting & publishing costs
LIBRARY FEES		
Non-Resident Library Card	\$15.00	Per Year
Photocopies – Non Library Related	\$0.15	Per copy
Photocopies – Library Related	\$0.10	Per copy
Overdue Books	\$0.10	Per Day
Overdue Movies	\$1.00	Per Day
Faxes	\$3.00 \$1.00	First Page Each Additional Page
Interlibrary Loans	\$1.00	Each Item/Book
Lost or Damaged Media	\$25.00 \$10.00 \$15.00 \$5.00 \$3.00 \$20.00 40.00	Each Hardcover Each Paperback Each DVD Each Magazine Each Video Each Audiobook
Book Sales	\$1.00 \$0.50 \$3.00	Each Hardcover Each Paperback Each filled bag
USE PERMITS		
TOWN HALL USE FEES		
Non-Refundable Deposit	\$50.00	Each Reservation
Refundable Key Deposit	\$15.00	Each Reservation
Refundable Cleaning Deposit	\$75.00	Each Reservation
Cost Per Hour	\$25/\$50 Min. \$40/\$80 Min. \$50/\$100 Min	Poland Resident Reservations Non-Resident Reservations Profit Making Organizations or Individuals
All Day Training Costs	\$250.00	For Profit Making Organizations or Individuals
BEACH USE PERMITS		
Transfer Station / Beach Use Permit	\$5.00	Each Sticker per year
Season Beach Only Permit – Residents Only	No Fee	Each Sticker per year
Season Beach Only Permit – Non-Resident	\$50.00	Each Sticker per year
Daily Beach Only Permit – Non-Resident	\$5.00	Each Sticker per day
Note: The Beach Use Permit is limited to one (1) car load per each use.		
TRANSFER STATION FEES		
Transfer Station / Beach Use Permit	\$5.00	Each Sticker per year
Tire Disposal	\$3.00	Each un-rimmed tire
Passenger & Light Trucks Up to 16 Inches	\$4.00	Each rimmed tire

Town of Poland, Maine - Fee Schedule

Regular & Commercial Tires 20 inches & up, and Heavy Equipment & Farm tractor ARE NOT ACCEPTED.		
Refrigerators, Freezers, & A/Cs	\$15.00	Each
Video Displays	\$3.00	Each TV's & Computer Monitors
TANKS & CYLINDERS		
LP Gas 20 lbs.	\$3.00	Each—if recyclable otherwise same as 30 lbs.
LP Gas 30 lbs.	\$15.00	Each
LP Gas 100 lbs.	\$20.00	Each
Heavy duty – Industrial	\$30.00	Each
Helium Tanks	\$7.00	Each
Refrigerant Canisters	\$12.00	Each
Fire Extinguishers	\$5.00	Each
OVERSIZED BULKY WASTE (OPTIONAL)		
Sleeper Sofa	\$20.00	Each
Full Sectional Couch	\$20.00	Each
3 Seat Couch	\$15.00	Each
2 Seat Couch / Loveseat	\$10.00	Each
Metal Frame Recliner	\$10.00	Each
Easy Chair (No Frame)	\$7.00	Each
King Sized Mattress & Boxspring	\$15.00	Per Set
Queen or Full Sized Mattress & Boxspring	\$10.00	Per Set
Twin Sized Mattress & Boxspring	\$7.00	Per Set
Carpet	\$7.00	Per Room Roll
FIRE & RESCUE: UNAUTHORIZED BURNING¹ & UNSCHEDULED NON-EMERGENCY CALLS FEES		
Ambulance Response	\$75.00	Per hour
Tanker Truck	\$120.00	Per hour
Engine Truck	\$135.00	Per hour
Utility Truck	\$110.00	Per hour
Rescue 1 (Heavy Duty)	\$200.00	Per hour
Firefighter	\$25.00	Per hour/person
EMT	\$25.00	Per hour/person
Foam	\$85.00	Per pail
1. Open air burning that does not have a permit prior to the start of the burn.		
CODE ENFORCEMENT / PLANNING OFFICES		
General Conditions - Code Enforcement & Planning Offices		
<ul style="list-style-type: none"> a) Permit fees shall be tendered before any permit(s) is (are) issued. b) Any construction projects started prior to obtaining a permit shall double the total permit fees. c) Any construction project substantially completed prior to obtaining a permit shall triple the total permit fees. d) Planning Board approved "phased" projects shall require individual and complete Building Permit fees for each phase. e) Permit fees for Town of Poland municipal projects may be waived by the Town Manager except for those portions of the fees for contract inspectors and for other government entities. 		
BUILDING & USE PERMIT FEES		
Residential: First \$1,000.00 of cost of work - \$20.00; remaining cost of work - \$ 5.00 <u>7.00</u> per \$1,000.00.		
Commercial: First \$1,000.00 of cost of work - \$20.00; remaining cost of work - \$ 10.00 <u>12.00</u> per \$1,000.00.		
Commercial Fire Construction Permit Fees are pursuant to Title 25 M.R.S §2450		
Miscellaneous Shoreland Zoning Permit Fee (Dock, Soil Disturbance, Tree Removal etc.)	\$25.00	Permits issued by CEO not Planning Board. Includes abutter notification
Notification of Abutters	\$0.75	Per Notification
Swimming Pool – Portable, Inflatable (Pool put away in winter.)	No Fee	Only for pools less than 20 feet in diameter and not over 36 inches deep.
Detached accessory structures under 200 sq. Ft. - \$20.00		
LANDSCAPING, OPEN SPACE		

Town of Poland, Maine - Fee Schedule

Soil Disturbances Outside of Shoreland Zoning Districts		
<ul style="list-style-type: none"> Filling <200 cubic Yards (P) Allowed – No Permit Necessary/No Fee Filling 200-5,000 Cubic Yards (CEO) - Requires Permit \$35.00 Per 1,000 Cu. Yd. Filling >5,000 Cubic Yards (PB) – Requires Planning Board Approval 		
Premises receiving such fill cannot be in the Shoreland Zoning Area or near any wetlands or resource protection areas without proper permitting.		
Wells – Commercial	\$70.00	10,000 gallons or less day intended use
Wells – Commercial	\$700.00	10,000 gallons or more day intended use
SHORELAND ZONING DISTRICT		
Timber Harvesting	No Fee	
Wells – Residential in SLZ	\$50.00 <u>\$25.00</u>	If no associated "new building" permit
USE		
Business Registration	\$10.00	Per year
CITATION AND VIOLATION FEES		
SCHEDULE A		
First Citation *	\$100.00	THESE ARE SET IN THE CLUC AND WOULD NEED AN AMENDMENT ON THE TOWN WARRANT.
Second Citation	\$200.00	
Third Citation	\$400.00	
Fourth Citation	\$800.00	
Note: These penalties are cumulative.		
SCHEDULE B		
Other Violation Fees or Penalties	\$100 - \$2,500	Per day, and as described in Title 30-A M.R.S.A., Section 4452
*Citation fees may also add expert or professional service fees needed to investigate any related violation(s) that results in a citation being issued. * Payment shall be in accordance with the Chapter 4 of the Comprehensive Land Use Code.		
ELECTRICAL PERMIT FEES		
Type of Connection	Residential	Commercial
Application	\$35.00	\$35.00
Service Entrance – Temporary	\$25.00	\$40.00
Service Entrance – Permanent Overhead	\$27.00	\$45.00
Service Entrance – Underground	\$40.00	\$65.00
New Construction, Renovation, Additions per Sq. ft.	\$.05	\$.10
Minimum Fee charged shall be \$35.00.		
ESCROW AND PROFESSIONAL EXPERT CONSULTANT FEES		
An additional fee may be charged if the Code Enforcement Officer, Planning Board and/or the Board of Appeals need the assistance of a professional surveyor, engineer or other expert. The applicant shall be responsible for paying in full any professional consulting fees.		
INSPECTION FEES AT SITE LOCATION		
Initial Inspection(S)	No Fees	
Re-inspections	\$50.00	
PLUMBING SYSTEMS		
A) Internal Plumbing Fees		
Minimum Fixture Fees ¹	\$15.00	Per fixture.
Minimum Application Fees	\$60.00	For 1 thru 4 fixtures
¹ Each back flow valve is considered a fixture		
B) Subsurface Wastewater Disposal System Fees (Sewer Systems)		
Type	Non-Engineered	Engineered (No Change)
Entire System	\$250.00	\$200.00
Disposal Field Only	\$150.00	\$150.00

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Tank Only	\$150.00	\$ 80.00
Holding Tank	\$100.00	N/A
Primitive System	\$100.00	N/A
Separate Grey Disposal Field	\$35.00	N/A
Seasonal Conversion	\$50.00	N/A
Variance (additional)	\$20.00	N/A
Alternative Toilet	\$50.00	N/A
DEP-Subsurface Wastewater Requirement	\$15.00	\$15.00
Septic System Design (Copy)	\$5.00	Per System Design (on file)
Other Components (Complete Pump Station, Piping, Other)	30.00	N/A
ROAD ENTRY AND CONSTRUCTION FEES		
Driveway/Road Entry Application	\$100.00	Plus fees below
Culvert – Town Installed	\$250.00	Plus cost of culvert plus \$20 per linear ft.
STREET OPENING FEES		
Street Opening Application:	\$100.00	Plus fees below and Escrow Account if required
Paved Surface	\$5.75.	per sq. yd.
Concrete Surface	\$7.75.	per sq. yd.
All Other Surfaces	\$2.50	per sq. yd.
Granite Curbing	\$2.25.	per L.F.
Bituminous Curbing	\$1.25	per L.F.
SIGNS		
Residential: First \$1,000.00 of cost of work - \$20.00; remaining cost of work - \$ 5.00 7.00 per \$1,000.00.		
Commercial: First \$1,000.00 of cost of work - \$20.00; remaining cost of work - \$ 10.00 12.00 per \$1,000.00.		
SITE REVIEW AND SHORELAND ZONING REVIEW FEES		
Application – Sketch Plans, Rough	\$75.00	Each application (no other fees) design
Application – Formal ³	\$150.00	Each application plus fees below
Approval Extension, Planning Board Approval Only	\$50.00	One extension only (no other fees)
Escrow, Minimum Amount	\$700.00	When required by Planning Board
Extension Of Approval	\$100.00	Before approval expires
Formal Shoreland Zoning Application	\$150.00	Approvals by the PB, Permits still Required
Auto Graveyards, Recycle Business	\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft ³ of outside storage
Towers - Residential: First \$1,000 of cost of work - \$20; remaining cost of work \$ 5 7 per \$1,000		
Towers - Commercial: First \$1,000 of cost of work - \$20; remaining cost of work \$ 10 12 per \$1,000		
1. Reduced Fees: The Planning Board may, upon application therefore, allow a reduced total site review fees to \$50.00 in any case which it determines that the work for which the permit is sought will be performed within the Shoreland Zone. The project shall be intended solely for the purpose of protecting a Great Pond, Stream, River, or other Natural Resources through the implementation of Conservation, Best Management Practices, or other environmental safeguards. Also, the project shall not result in the enlargement of any building or structure or an intensification of the existing use of the property.		
SUBDIVISION REVIEWS		
APPLICATION – Sketch Plans	\$75.00	Each application - No other fees
APPLICATION – Formal Plans	\$200.00	Each initial application plus fees below
APPLICATION – Required Subsequent Forms	No Fees	Includes final major application and submittal of mylars
Additional Notifications	\$175.00	Delay caused by applicant
Amendment Fee	\$175.00	First division change
Amendment Fee	\$135.00	Second and third division change
Extension Of Approval	\$100.00	Before approval expires
Publication & First Notification	\$200.00	
Planning Board Review Fee	\$500.00	For first three lots/units
Planning Board Review Fee	\$150.00	Each lot/unit after three

Town of Poland, Maine - Fee Schedule

If an applicant requests more than three division changes, not requested by the Planning Board, in his/her original application, all fees for a new application shall be paid again.		
SURFACE & SUBSURFACE EXCAVATION (GRAVEL & BORROW PITS) FEES		
Annual Review Fee	\$25.00	
BOARD OF APPEALS FEES		
Residential Appeal	\$150.00	Each
Non-residential Appeal	\$300.00	Each
Additional notifications	\$150.00	If delay is caused by applicant
ZONING ORDINANCE CHANGE CITIZEN INITIATED - NO VALID PETITION		
Language Change - Minor	\$200.00	Modify a subsection
Language Change - Major	\$350.00	Add a subsection or more
Map change	\$550.00	Requires re-drawing zoning map

Amended this 19th day of August, 2014.

Board of Selectmen

Janice A. Kimball, Chairperson

Stephen E. Robinson, Vice Chairperson

Walter J. Gallagher

Stanley L. Tetenman

James G. Walker, Jr.