

Town of Poland, Maine - Fees 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	Each
Business Registration	\$10.00	Per Year
Fax Transmissions	\$5.00 \$1.00	First Page Each Additional Page
PHOTOCOPIES		
Each Page (Single or Double/Any Size)	\$.50	Each
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 \$10.00 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
Septic System Design	\$5.00	Per System Design
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	Must Order In June
Fax	\$5.00 \$1.00	First Page Each Additional Page

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VITAL RECORDS/GENEALOGY - BIRTHS, MARRIAGES & DEATH CERTIFICATES		
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
USE PERMITS		
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	\$5.00	Each un-rimmed tire
Passenger & Light Trucks Up to 16 Inches	\$6.00	Each rimmed tire
Regular & Commercial Tires 20 inches & up, and Heavy Equipment & Farm tractor ARE NOT ACCEPTED.		
Refrigerators, Freezers, & A/Cs	\$20.00	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.	\$23.00	Each
LP Gas 100 lbs.	\$28.00	Each
Heavy duty – Industrial	\$30.00	Each
Helium Tanks	\$7.00	Each
Refrigerant Canisters	\$12.00	Each
Fire Extinguishers	\$16.00	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

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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		
<u>General Conditions - Code Enforcement & Planning Offices</u>		
<ul style="list-style-type: none"> a) Permit fees shall be rounded to the nearest dollar. b) Permit fees shall be tendered before any permit(s) is (are) issued. c) Any construction projects started prior to obtaining a permit shall double the total permit fees. d) Any construction project substantially completed prior to obtaining a permit shall triple the total permit fees. e) Mobile and modular homes used as single family dwellings shall follow the same building permit fees as for the <i>International Code Council's</i> R-3 "building use" and V-B "construction type". f) Planning Board approved "phased" projects shall require individual and complete Building Permit fees for each phase. g) Permit fees for Town of Poland municipal projects may be waived except for those portions of the fees for contract inspectors and for other government entities. 		
BUILDING & USE PERMIT FEES		
APPLICATIONS¹		
Residential – New Unit, Renovation or Addition	\$100.00	Each application plus fees
Residential – Decks, Sheds and Pools	\$75.00	Each application plus fees
Commercial – Decks, Sheds and Pools	\$100.00	Each application plus fees
Commercial	\$150.00	Each application plus fees
BUILDING PERMITS		
New, Addition, Expansion, Renovation, Relocation	Residential/Non-Residential	Commercial
Foundation	\$ 0.15 per square foot	\$ 0.20 per square foot
First Floor	\$0.30	\$0.45
Second Floor	\$0.30	\$0.45
Attic	\$0.15	\$0.20
Garage	\$0.20	\$0.25
Carport	\$0.15	\$0.25
Pool	\$0.20	\$0.25
Deck	\$0.15	\$0.20
Patio/Porch	\$0.20	\$0.25
Shed	\$0.15	\$0.25
Barn	\$0.20	\$0.25
Time Extension of Permit (Application Fee ONLY)	¼ of new rate	One 90-day period only.
Renewal of Permit (One Renewal ONLY)	½ rate for new construction	Must be applied for prior to the expiration of original permits.
DEMOLITION		
Residential/Non-residential	Minimum \$50.00 \$.05 per sq. ft.	Does not include any disposal fees, if required.
Commercial	Minimum \$100.00 \$0.10 per sq. ft.	Per ft ² . Does not include any disposal fees.

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LANDSCAPING, OPEN SPACE

Soil Disturbances

Filling <200 cubic Yards (P) Allowed – No Permit Necessary/No Fee

Filling 200-1,000 Cubic Yards (CEO) - Requires Permit \$35.00 Per 200 Cu. Yd.

Filing >1,000 Cubic Yards (PB) – Requires Planning Board Approval

Premises receiving such fill cannot be in the Shoreland Zoning Area nor near any wetlands or resource protection areas without proper permitting.

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.
Towers Equal or Less than 100ft. Above Ground Level	\$0.13	Per ft ² of tower area footprint ²
Towers Greater Than 100 ft. Above Ground Level	\$0.33	Per ft ² of tower area footprint ²
Towers, Existing. Co-located Equip not Inside a Building	\$13.50	Per \$1,000 value of equipment if not part of the initial build or
Wells – Residential not in SLZ	No Fee	
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

Piers, Docks, Wharves, Bridges	\$0.70	Per ft ²
Shoreline Erosion Control	\$1.35	Per ft. of shoreline. Does not include state fees
Timber Harvesting	No Fee	
Wells – Residential in SLZ	\$50.00	If no associated “new building” permit

USE

Business Registration	\$10.00	Per year
Change of Use	¼ Building Permit Fee	No renovation or expansion of structure(s).
Change of Use	Standard Building Permit Fee	With renovation or expansion of structure(s)
Junkyard, et al. New & 1 st Time	\$1.50	Per ft ² for outside storage Plus standard structure fees

1. Application fee shall be applied to each individual application or renewal of an original project permit.

2. Towers and other similar structures over 35 feet tall shall include as the footprint an area of radius that is 2/3 the structural height for the basis of its structure fee. If the tower uses guy wires, then the smallest circle that can be circumscribed around the outer guy wire anchors shall be used to calculate the footprint for the structure fee. If any other structure is within the tower's footprint, the structure fee for the first floor of the structure may be deducted from the tower fee if a separate structure fee is included in the permit.

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 Fines	\$100 -	Per day, and as described in Title 30-A M.R.S.A., Section
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	\$2,500	4452
<p>* 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.</p>		
ELECTRICAL PERMIT FEES		
Type of Connection	Single Phase	Three Phase
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
Sub Panels Or Load Centers	\$10.00	\$20.00
Transfer Switches – Generators	\$10.00	\$20.00
Transformers and Vaults	\$10.00	\$20.00
Underground Junction Boxes	\$5.00	\$10.00
Exterior Signs	\$10.00	\$20.00
Exterior Lighting Not On Bldg.	\$5.00	\$10.00
Furnace / Water Heaters	\$5.00	\$10.00
Hot Tubs/Pools	\$10.00	\$15.00
Motors 3 Hp and Under	\$5.00	\$10.00
Motors Over 3 Hp	\$10.00	\$15.00
Alarm Systems	\$5.00	\$10.00
Smoke and CO Alarms (per)	\$0.40	\$0.75
Receptacles and Switches (per)	\$0.40	\$0.75
Other (per)	\$0.40	\$0.75
Range/Oven and Dryers (per)	\$1.00	\$1.00
Permanent Lighting	\$0.40	\$0.75
<p>Electrical Permit fees shall be split such that 25% of the fees are to be retained by the Town and 75% are to be paid to the contract Electrical Inspector. Minimum Fee charged shall be \$35.00.</p>		
ESCROW AND PROFESSIONAL EXPERT CONSULTANT FEES		
<p>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.</p>		
FLOOD HAZARD DEVELOPMENT FEES		
Application	\$250.00	Plus expert's fees
INSPECTION FEES AT SITE LOCATION		
Initial Inspection(S)	No Fees	
Re-inspections	\$50.00	
MECHANICAL SYSTEMS		
Application	\$25.00	Plus fees below
AC System – Portable (window mounted) AC Not Included	\$0.50	Per 1,000 BTU Input to system
Chimney Only	Application fee only.	
Furnace Only	\$1.00	Per 1,000 BTU input to system
Complete HVAC System	\$1.25	Per 1,000 BTU input to system
PLUMBING SYSTEMS		
A) Internal Plumbing Fees		
Minimum Fixture Fees ¹	\$15.00	Per fixture.
Minimum Application Fees	\$60.00	For 1 thru 4 fixtures
<p>¹ Each back flow valve is considered a fixture</p>		
B) Subsurface Wastewater Disposal System Fees (Sewer Systems)		
Type	Non-Engineered	Engineered (No Change)
Entire System	\$250.00	\$200.00

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Disposal Field Only	\$150.00	\$150.00
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
Other Components (Complete Pump Station, Piping, Other)	30.00	N/A

PORTABLE OR TEMPORARY STORAGE STRUCTURE FEES

Structure	Up to 45 Days	46 – 120 Days
Storage Container or Trailer ¹	\$5.00	\$40 to \$60
Construction Trailer-Associated With A Bldg Permit	No Fee	No Fee
Membrane Structure Greater Than 200ft ^{1,2}	No Fee	\$20 goes to \$30
Membrane Structure 200 Ft or Less ^{2, 2}	No Fee	\$10 goes to \$15
Unregistered or Non-Inspected (if normally required) Trailers ¹	\$15.00	\$40 goes to \$60

1. More than 364 days shall be **\$265.00** per year. Structure shall be considered continuously placed on the lot if not removed from the lot for more than 90 days after each placement.
2. No fee if outside Shoreland Zoning districts.
3. Instant structures (i.e. canvas garages, screen houses, shade tents) are structures and they must meet zoning requirements.

ROAD ENTRY AND CONSTRUCTION FEES

Application	\$100.00	Plus fees below
Culvert – Town Installed	\$250.00	Plus cost of culvert plus \$20 per linear ft.
Driveway	\$0.15	Per foot over if over 200 ft long
Minor Repairs and Maintenance	NO FEE	No roadway size or location changes & no more than 12 cubic yards of earthen material involved per 100 feet of roadway.
New Roadway Up to 2 Lanes Wide	\$1.50	Per foot for 0 – 100 ft
New Roadway Up to 2 Lanes Wide	\$0.75	Per foot for 101 – 300 ft
New Roadway Up to 2 Lanes Wide	\$0.50	Per foot for 301 – 1,000 ft
New Roadway Up to 2 Lanes Wide	\$0.25	Per foot for over 1,000 ft
Rebuild Roadway	½	of new roadway fees
Rebuild Roadway to Soil Conservation District Standards	¼	of new roadway fees

SIGNS

Application	\$30.00	Plus fees below
Permanent Signs	\$ 0.25	Per ft ² of area one side only
Replacements – Sign Area Only	\$ 0.10	Per ft ² of area one side only
Relocation	\$ 0.25	Per ft ² of area one side only
Directory Signs (Up To Two Locations)	Application fee only.	
Portable Signs Less Than 90 Days	\$ 0.10	Per ft ² of area one side only
Temporary Signs Less Than 30 Days	No Fees	
Governmental Signs	No Fees	
Illuminated Signs	Same as above	Plus electrical fees

SITE REVIEW AND SHORELAND ZONING REVIEW FEES

Application – Sketch Plans, Rough	\$75.00	Each application (no other fees) design
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Application – Formal ³	\$150.00	Each application plus fees below
Approval Extension, Planning Board Approval Only	\$50.00	One extension only (no other fees)
Buildings/Structures ^{1,2} greater than 1000sqft.	\$15.00	Per 100 ft ³ gross floor area
Buildings/Structures ^{1,2} 1000 to 10000 sq. ft.	\$5.00	Per 100 ft ³ over 1,000 ft ³ plus \$100.00
Buildings/Structures ^{1,2} greater than 10,000 sq. ft.	\$2.50	Per 100 ft ³ over 10,000 ft ³ plus \$450.00
Escrow, Minimum Amount	\$700.00	When required by Planning Board
Escrow, Structures	\$5.00	Per 100 ft ³
Escrow, Groundwork & Landscaping	\$1.00	Per 1,000 ft ³
Extension Of Approval	\$100.00	Before approval expires
Auto Graveyards, Recycle Business	\$5.00	Per vehicle storage slot (parking space)
Junkyard, Storage Lots	\$1.50	Per ft ³ of outside storage
Major Grounds Improvements (soil filled, moved, removed)	\$1.00	Per 1,000 sq. ft. (Excludes structural foot print.)
Minor Grounds Improvements (No soil disturbances)	\$0.50	Per 1,000 sq. ft. (Excludes structural footprint)
Towers 100 feet tall or less	\$3.00	Per linear foot of tower height above ground level
Towers 100 feet tall or more	\$15.00	Per linear foot of tower height above ground level
<p>1. <u>Building and Structures</u> may include up to five times the footprint area of the building for grounds improvements, exclusive of the building footprint, as part of the building review fee.</p> <p>2. <u>Building and Grounds Improvement Fees.</u> The sum of these two fees may be limited to \$2,500.00 per application at the discretion of the Planning Board. (Junkyards, auto graveyards, recycling business, and towers excluded)</p> <p>3. <u>Reduced Fees:</u> 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.</p>		
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 & 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 divisions
Planning Board Review Fee	\$150.00	Each division after three
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		
Fees shall include application fee plus renewal fees.		
Application	\$75.00	Plus fees below
Renewal Fee – first 5 acres	\$15.00	Per active acre due by March 31 st of each year
Renewal Fee above 5 acres	\$7.50	Per active acre due by March 31 st of each year
Late Renewal Fee	Double	If fee is paid after March 31 st of each year
Artificial Ponds greater than 4,300 sq. ft.	\$15.00	Per 1,000 sq. ft.
New or Five Year Review	\$50.00	Plus site review & renewal fees
BOARD OF APPEALS FEES		

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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